



2020/2021 TRENT
DURHAM STUDENT
ASSOCIATION BOARD
MEETING MINUTES

Table of Contents

May 27, 2020 Meeting	3
June 29, 2020 Meeting	6
July 28, 2020 Meeting	8
August 25, 2020 Meeting	11
September 26, 2020 Meeting	15
October 28, 2020 Meeting	18
November 28, 2020 Meeting	22
December 18, 2020 Meeting	25
January 30, 2021 Meeting	28
February 27, 2021 Meeting	31
March 6, 2021 Meeting	34
APRIL 28, 2021 Meeting	37

May 27, 2020 Meeting

Meeting: BOARD MEETING			
Date: May 27, 2020		Time: 2:00PM	
Place: Zoom			
Members in attendance			
Rayna Porter President	Nathan Barnett Vice Pres of Uni Affairs	Meagan Atfield Vice Pres of Campus Life	Hema Tikaram Chair
Phuong Nguyen Finance	Kharington Petgrave Student Engagement	Morgan Morak HR	Luke Horton Academics
Jewel Sisson Community Outreach	Caelainn Smith-Cox Health & Wellness	Jessie Assaf Inclusion	Jeffrey Ross Policy
Bonnie Caruana Operations Manager	Shannon Fielder TGSA		

1.	Call to order – 2:10PM
2.	Land Acknowledgement
3.	Chair Remarks
4.	Approval of Previous Meeting Minutes Motioned by Barnett, seconded by Atfield <ul style="list-style-type: none"> Unanimously passed
	Approval of May emergency meeting minutes Motioned by Atfield, seconded by Barnett <ul style="list-style-type: none"> Unanimously passed
5.	Review of Action Items

6.	<p>Call for New Business</p> <ul style="list-style-type: none"> • Added blood ban stance as item 12 - decision, added by Barnett • Added discussion about fall reopening, prior to closed session - added by Porter
7.	<p>Approval of Agenda Motioned by Porter, seconded by Nguyen</p> <ul style="list-style-type: none"> • Unanimously passed
8.	<p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> • Declared by exec team and OM for closed session
9.	<p>Executive and Board Updates</p>
10.	<p>Blood Ban stance</p> <ul style="list-style-type: none"> • Presented by Barnett • Stances allow VPUA to advocate for certain issues, specifically issues that are not an OUSA stance • Talks of developing a procedure to review stances/policies on 3 year basis • Discussion of history of why Blood Services bans queer men from donating • Editing around “often not based on scientific data” (copied from final approved copy of stance) <p>Motioned by Barnett, Seconded by Porter</p> <ul style="list-style-type: none"> • Motion passes, one abstention
11.	<p>Harm Reduction stance</p> <ul style="list-style-type: none"> • Presented by Barnett • Institution does harm reduction, however technically a zero tolerance policy • Adding quotations around copious • Adding punishment by Trent University or parties adjacent to based on consumption of illegal or copious amounts • Does not refer to medical cannabis use • Removed opposition to smoke free ban • Remained piece about safe and accessible smoking spots • VPUA to return with more information on smoke free bans • Clarification about who is targeted by this, i.e. who the VPUA is advocating (Trent University) <p>Motioned by Porter, seconded by Petgrave</p> <ul style="list-style-type: none"> • Motion passed unanimously
12.	<p>Club Policy Updates</p> <ul style="list-style-type: none"> • Presented by Atfield • Minimum number in club from 5 to 8 • Added definition of semester • Adding clubs must run one event per semester • Changing so one exec, or proxy, must be sent to TDSA GA • Added that all reimbursements must be sent in before end of financial year • Updated to include club emails and orphaned clubs • Added that clubs must disclose where they are getting all funding from, including outside sources <p>Motioned for a recess by Porter, seconded by Barnett Motion approved unanimously Meeting recessed at 4:00PM Meeting called back to order at 4:05PM</p>

	<ul style="list-style-type: none"> • Removed semesterly report from club executives • Grad students allowed to participate in events • Not allowed to be execs or vote <p>Motioned by Barnett, seconded by Porter</p> <ul style="list-style-type: none"> • Motion passes unanimously
13.	<p>Fall Reopening</p> <ul style="list-style-type: none"> • Presented by Porter • Email from Trent University president reviewed • Discussion around how placements would work <ul style="list-style-type: none"> • Case by case basis • Residence, whether or not it will be open and how it will work <ul style="list-style-type: none"> • Single rooms only, some rooms quarantined off in case of outbreak • Pushing for rural students to consider on basis of having good internet for online cases • As such, food services and essential services would have to be open or accessible <p>Ross left at 4:18PM</p> <ul style="list-style-type: none"> • Remote vs online <ul style="list-style-type: none"> • Online is intended to be online, remote is we have to force an in-person class into an online format • Asynchronous vs synchronous • Trying to encourage moving away from proctored exams • Not going to have same amount of classes, but trying to make sure we offer the necessary courses <ul style="list-style-type: none"> • Speaking out to academic services if the school isn't offering something we need • Only fees that may have return are: <ul style="list-style-type: none"> • Athletics, bus fee, food bank <ul style="list-style-type: none"> • Athletics and bus are Trent University • Food bank is TDSA • May be charged, then refunded • TCSA lowered hours <ul style="list-style-type: none"> • TDSA historically work during the summer to do planning, as such still working same amount of hours <p>Ross returns at 4:34PM</p>
14.	<p>Closed Session - 4:39PM</p> <p>Motioned to go keep in closed session</p> <ul style="list-style-type: none"> • Motioned by Porter, seconded by Ross • Motion passes unanimously <p>Motioned to go into closed session</p> <ul style="list-style-type: none"> • Motioned by Horton, seconded by Barnett • Motion passes unanimously

June 29, 2020 Meeting

Meeting: BOARD MEETING			
Date: June 29, 2020		Time: 2PM	
Place: Zoom			
Members in attendance			
Rayna Porter President	Nathan Barnett Vice Pres of Uni Affairs	Meagan Atfield Vice Pres of Campus Life	Hema Tikaram Chair
Phuong Nguyen Finance	Jewel Sisson Community Outreach	Kharrington Petgrave Student Engagement	Jeff Ross Policy
Regrets from: Shannon Fiedler (TGSA Representative), Lucas Horton (Academics), Caelainn Cox (Health & Wellness), and Jessie Assaf (Inclusion)			
Absent without regrets: Morgan Namek (HR)			

1.	Call to order – 2:15PM
2.	Land Acknowledgement <ul style="list-style-type: none"> Presented by Tikaram
3.	Chair Remarks <ul style="list-style-type: none"> None
4.	Approval of Previous Meeting Minutes <ul style="list-style-type: none"> To be presented at next board meeting
5.	Review of Action Items <ul style="list-style-type: none"> None
6.	Call for New Business <ul style="list-style-type: none"> None
7.	Board Secretary Appointment Motioned by Porter, seconded by Sisson <ul style="list-style-type: none"> Nguyen nominates self, considered a friendly motion

8.	<p>Approval of Agenda Motioned by Barnett, seconded by Atfield</p> <ul style="list-style-type: none"> • Passed unanimously
9.	<p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> • None
10.	<p>Executive and Board Updates</p> <ul style="list-style-type: none"> • None
11.	<p>Terms of Reference</p> <ul style="list-style-type: none"> • Outlining what the Academic Committee does <ul style="list-style-type: none"> • Space to vent, peer support • No actual power • Trent liaison on committee • No physical documentation of information <p>Motioned by Porter, seconded by Barnett</p> <ul style="list-style-type: none"> • Passed unanimously
	<p>Entered Closed Session - Time unknown Motioned by Porter, seconded by Barnett</p> <ul style="list-style-type: none"> • Passed unanimously
	<p>Exited Closed Session - time unknown Motioned by Atfield, seconded by Barnett</p> <ul style="list-style-type: none"> • Passed unanimously
12.	<p>Policy Analyst Job Description</p> <ul style="list-style-type: none"> • Job changed to assist writing OUSA paper • Amendment: changed start date from Aug 15 to Aug 10 <p>Motioned by Porter, seconded by Nguyen</p> <ul style="list-style-type: none"> • Passed unanimously
13.	<p>Multicultural Week Invoice</p> <ul style="list-style-type: none"> • Late due to semi and COVID • Verbal agreement, so needs board approval to pay <p>Motioned by Sisson, seconded by Nguyen</p> <ul style="list-style-type: none"> • Passed unanimously
14.	<p>Discussion regarding committees</p> <ul style="list-style-type: none"> • Committees generally new • Not all directors need one, can be ad hoc • Should be done as directors see fit • Terms of reference is needed to have guideline on scope of committees power and/or topics <p>No vote needed</p>
15.	<p>Bridgespace</p> <ul style="list-style-type: none"> • Recap of what happened during meeting with company • Revoiced various concerns around app <p>No vote needed</p>
16.	<p>Adjournment - 4PM</p>

July 28, 2020 Meeting

Meeting: BOARD MEETING			
Date: July 28, 2020		Time: 5:38pm	
Place: Zoom			
Members in attendance			
Rayna Porter President	Nathan Barnett Vice Pres of Uni Affairs	Meagan Atfield Vice Pres of Campus Life	Hema Tikaram Chair
Phuong Nguyen Finance	Kharington Petgrave Student Engagement	Luke Horton Academics	Jeffrey Ross Policy
Caelainn Smith-Cox Health and Wellness	Shannon Fielder TGSA		
Absent			
Jewel Sisson Community Outreach	Morgan Namek HR	Jessie Assaf Inclusion	

1	Call to order – 5:38PM
2	Land Acknowledgement
3	Chair Remarks
4	Approval of May Meeting Minutes Motioned by Porter, seconded by Barnett <ul style="list-style-type: none"> • Unanimously passed

	<p>Approval of June meeting minutes Motioned by Horton, seconded by Nguyen</p> <ul style="list-style-type: none"> • Unanimously passed
5	<p>Review of Action Items</p>
6	<p>Call for New Business</p> <ul style="list-style-type: none"> • Privacy policy, terms of service, and return policy for online store added to item 19, added by Barnett • Motion to modify item 19 in agenda by Porter, seconded by Atfield • Unanimously passed
7	<p>Board Secretary Appointment Nomination by Smith-Cox, seconded by Porter - Unanimously approved nomination</p>
8	<p>Approval of Agenda Motioned by Atfield, seconded by Petgrave</p> <ul style="list-style-type: none"> • Unanimously passed
9	<p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> • No COI's present
10	<p>Executive and Board Update</p>
11	<p>Move Closed Session to end of meeting (Item 13 to 20) Motioned by Porter, seconded by Smith-Cox</p> <ul style="list-style-type: none"> • Motion passed
12	<p>Marketing and Communications Assistant Job Description Presented by Porter</p> <ul style="list-style-type: none"> • Motioned by Barnett, seconded by Atfield • Motion passed
13	<p>eTransfer Agreement and Signing Authorities Presented by Porter</p> <ul style="list-style-type: none"> • Move banking from BMO to Scotiabank • Move to a paper process for signing authorities <p>Motioned by Atfield, seconded by Ross</p> <ul style="list-style-type: none"> • Motion passed
14	<p>COVID-19 Grocery Relief Fund Conversion</p> <ul style="list-style-type: none"> • Presented by Porter • Trent University will not be renewing the bus pass for fall semester • Convert grocery relief fund (\$50,000 from April Board Meeting) which was being held for Trent Financial Aid to distribute to a transit relief fund <ul style="list-style-type: none"> • The funds were never utilized for groceries by Trent Financial Aid <p>Motion: The TDSA Board hereby authorizes the TDSA 2020/21 Executive Team to utilize the funds intended for summer grocery relief into a transit relief fund provided Trent University can support with the supply of pre-loaded Metro Cards</p>

	<ul style="list-style-type: none"> • Motioned by Nguyen, seconded by Atfield • Motion passed unanimously • Levy fee for food bank will turn into grocery cards <p>Motion: The TDSA Board hereby authorizes the TDSA 2020/21 Executive Team to utilize the Food Bank funding for Grocery Card assistance as a temporary measure to support students while operating remotely.</p> <ul style="list-style-type: none"> • Motioned by Nguyen, seconded by Atfield • Motion passed unanimously
15	<p>Mission Statement and Values Consultation</p> <p>Presented by Porter</p> <ul style="list-style-type: none"> • Addition of gender to discrimination portion of mission statement, requested by Nguyen • Additional consultation to occur in the coming months with various students
16	<p>Whitby Chamber of Commerce Membership</p> <p>Presented by Porter</p> <ul style="list-style-type: none"> • Education and Networking from Chamber of Commerce • Annual membership • Discount savings • Community connections • Administrative support <p>Motion: The TDSA Board motions to join the Whitby Chamber of Commerce with consultation to renew membership to be evaluated April 2021.</p> <ul style="list-style-type: none"> • Motioned by Ross, seconded Atfield • Motion passed unanimously
17	<p>Website Updates</p> <p>Presented by Rayna Porter</p> <ul style="list-style-type: none"> • Interest in changing over website • Review of edits to new website • Launch of online store to follow • Textbook buy and sell via curbside pickup • Rack and Shelf via curbside pickup • Used Book Contracts via new site • Terms of Service, Return Policy, and Privacy Policy decision <p>Motion to adopt policies with formatting by Porter, seconded by Smith-Cox</p> <ul style="list-style-type: none"> • Motion passes unanimously
18	<p>ORD Committee and Terms of Reference</p> <ul style="list-style-type: none"> • Mandate review • Amendments made by Porter <p>Motion to approve Terms of Reference with amendments</p> <ul style="list-style-type: none"> • Motion by Porter, seconded by Nguyen • Motion passed unanimously

19	<p>Fielder leaves at 6:23PM</p> <p>Closed Session- 6:26PM</p> <p>Motion to move into closed session by Smith-Cox, seconded by Horton</p> <ul style="list-style-type: none"> • Motion passed unanimously <p>Motion to leave closed session by Nguyen, seconded by Atfield</p> <p>- motion passed unanimously</p>
20	<p>Adjournment</p> <p>Motion to adjourn by Ross, seconded by Horton</p> <p>- Motion passes unanimously</p>

August 25, 2020 Meeting

Meeting: BOARD MEETING			
Date: August 25, 2020		Time: 4:30PM	
Place: Zoom			
Members in attendance			
Rayna Porter President	Nathan R.G. Barnett Vice President of University Affairs	Meagan Atfield Vice President of Campus Life	Hema Tikaram Chair
Phuong Nguyen Finance	Morgan Namek HR	Kharrington Petgrave Student Engagement	Caelainn Cox Health & Wellness
Jessie Assaf Inclusion	Shannon Fiedler TGSA Rep	Jeffrey Ross Policy	Luke Horton Academics
Regrets from			
Jewel Sisson Community Outreach			

1.	Call to order – 4:40PM
2.	Land Acknowledgement Done by Tikaram
3.	Chair Remarks
4.	Approval of Previous Meeting Minutes Motedioned by Nguyen, seconded by Ross, passed unanimously.
5.	Review of Action Items - No action items needing review
6.	Call for New Business - Added 16, salary review
7.	Approval of Agenda Motedioned by Porter, seconded by Barnett, passed unanimously.
8.	Declaration of Conflict of Interest - Porter, Barnett and Atfield declared COI 15+16
9.	Executive and Board Updates
10.	WUSA Letter proposal Proposed by Barnett - WUSA letter - Concern around not hearing this specifically from students that this is the thing we need to support - Concern around other Student Unions having this be told it is out of their scope for advocacy Assaf enters at 4:58PM s there time constraint, want to consult more folks (specifically clubs such as ABC Club) - Not really because already public Action item: Barnett to follow up with students/clubs around if this is what TDSA students want to support
12.	Senate Committees and Subcommittees - In past, just been execs doing committees, can be extremely time consuming - Because of zoom, allows students to do commitments that they may not have been able to because of constraints with being in Peterborough - Looking for self nominations (SN), may call on people who would be particularly skilled but hoping for self nominations - Cox SN: library subcommittee - Nguyen SN: academic planning and budget

	<ul style="list-style-type: none"> - Ross SN: Undergraduate Studies Committee - Want a seat on research ethics board, but no existing TDSA one - Ross SN
<p>13.</p>	<p>Creation of Director of First Year Proposal</p> <ul style="list-style-type: none"> - Worried about “overlap” of goals <ul style="list-style-type: none"> - Not really about overlap, but rather to provide students a chance who wouldn’t’ve run in spring - Amendment: add “following talks with the auditor” <ul style="list-style-type: none"> - Motioned by Porter, seconded by Barnett - Passed unanimously <p>Amendment: change Director of First Year to Director of Incoming Students - Motioned by Nguyen, seconded by Atfield - Passed unanimously Motioned by Atfield, seconded by Barnett. Passed unanimously.</p>

<p>14.</p>	<p>Creation of Director of Residence Life</p> <ul style="list-style-type: none"> - Concern around legality, suggested by housing (not entirely legal), and wouldn’t be just for residence stuff - Concern that it’s very similar to other new director <ul style="list-style-type: none"> - Res covers certain populations, other new director would cover everyone - Idea: to just have other new director - Idea: ad hoc person, leave it to residence to deal with and elect <ul style="list-style-type: none"> - Not voting - Not as involved as other directors - Helps adding for voting and for meeting balance with Act around ratio of execs/directors <ul style="list-style-type: none"> - Recommended that it is odd (for voting) - Do we need more information to make this vote? <p>Namek exits at 5:40PM</p> <ul style="list-style-type: none"> - Have position, but not an actual residence tenant <ul style="list-style-type: none"> - overlap with all of our roles anyways - Recommended, instead of rule - Function of the role is to get TDSA access to residence things <ul style="list-style-type: none"> - Could be done as ad hoc for senior don - Other new director could run a residence committee? <ul style="list-style-type: none"> - Already existing within residence, so this is where the proposal originally comes from - Problem with ad hoc means that they just come to us, they are not with us - Split with the current director? <ul style="list-style-type: none"> - more about fact they don't live in residence <p>Cox leaves at 5:48PM</p> <ul style="list-style-type: none"> - don’t want to over dedicate resources to res students, over all other students <p>Barnett recalls proposal</p>
-------------------	--

15.	<p>Exec transition documents</p> <ul style="list-style-type: none"> - Looking at how we could change these, as sits it's \$500 for a "fill in the blanks" assignment <ul style="list-style-type: none"> - Looking at doing either a board eval at the end of the year <i>OR</i> doing an hourly raise for completing goals, training, etc. part way through the year - Past ones (2010-2015) for VPCL very detailed, but should not be attached to money but should just be expectation <p>BIRT President to put together a working group, headed by a director, to investigate how to review exec transitions and bonus</p> <ul style="list-style-type: none"> - Motioned by Nguyen, seconded by Ross <ul style="list-style-type: none"> - Passed, with 3 abstentions (Atfield, Barnett and Porter)
16.	<p>Salary Review</p> <ul style="list-style-type: none"> - Odd that we are paid hourly, uncommon in Student Unions - Common that these roles are a mix of volunteer and paid - Makes execs accountable to self, to advocate that if they are consistently working over hours to meet things that they need to remove things from their plate - Historically, doing a few hours here and there in between classes and meetings, adding up to working overtime - Not great to have to the board to have to say that executives have to take time off, and hurts the association - Only change pay wise is to incorporate orientation hours for VPCL, so continuing 35 hours to September 13, instead of Sept 1 <ul style="list-style-type: none"> - To include orientation running - Changed from 51 to 52 weeks <ul style="list-style-type: none"> - Originally not included because the school is closed during the break around Xmas <ul style="list-style-type: none"> - Work from home now, so they can either use own vacation or chose to work <p>BIRT the 2020/21 Board of Directors approve the proposed amendments to the President job description to continue at the salary rate of pay for the 2020/2021 Academic year and henceforth.</p> <ul style="list-style-type: none"> - Motioned by Petgrave, seconded by Nguyen. <ul style="list-style-type: none"> - Passed, 1 abstention (Porter) <p>BIRT the 2020/21 Board of Directors approve the proposed amendments to the Vice President of University Affairs job description to continue at the salary rate of pay for the 2020/2021 Academic year and henceforth.</p> <ul style="list-style-type: none"> - Motioned by Porter, Seconded by Ross <ul style="list-style-type: none"> - Passed, 1 abstention (Barnett) <p>BIRT the 2020/21 Board of Directors approve the proposed amendments to the Vice President of Campus Life job description to continue at the salary rate of pay for the 2020/2021 Academic year and henceforth.</p> <ul style="list-style-type: none"> - Motioned by Porter, seconded by Barnett

	- Passed, 1 abstention (Atfield)
--	----------------------------------

September 26, 2020 Meeting

Meeting: BOARD MEETING			
Date: September 26 2020		Time: 4:30PM	
Place: Zoom			
Members in attendance			
Rayna Porter President	Nathan Barnett VPUA	Meagan Atfield VPCL	Hema Tikaram Chair
Kharrington Petgrave Student Engagement	Jewel Sisson Community Outreach	Phuong Nguyen Finance	Jeff Ross Policy
Luke Horton Academics	Morgan Namek HR	Shannon Fielder TGSA Representative	Name title

Regrets from			
Caelain Cox-Smith Health and Wellness			
Absent			
Jessie Assaf Inclusion			

1.	Call to order – 4:41PM
2.	Land Acknowledgement Presented by Tikaram
3.	Chair Remarks
4.	Approval of Previous Meeting Minutes Motedioned by Horton, Seconded by Ross <ul style="list-style-type: none"> • Passed unanimously
5.	Review of Action Items Reviewed document in board folder
6.	Call for New Business <ul style="list-style-type: none"> • Porter add item “Office Support”
7.	Approval of Agenda <ul style="list-style-type: none"> • Motioned by Nguyen, seconded by Sisson • Passed unanimous
8.	Declaration of Conflict of Interest <ul style="list-style-type: none"> • Porter for Non-profit leadership certificate • Atfield for Office support
9.	Executive and Board Updates <ul style="list-style-type: none"> • ORD selected members, figuring out scheduling for members • Finance looking at how often they need to meet, which exec sits on it • Community Outreach no members yet, looking at being connecting resource • SEC have some member interest, lost at what membership should look like around, Atfield to connect on Monday • HR Committee also lost, typically focused on hiring or disciplinary concern, so more ad hoc/less focused gathering members right now, still need terms of reference • Academics got members sorted, email sent for first meeting and figuring out first meeting
10.	Camera Stance <ul style="list-style-type: none"> • Talked to students about profs asking students/forcing students to turn on cameras in synchronous class • inconsistency around what profs are being told in turns of turning on cameras (some being told not to, some having heard nothing) • Changing last sentence to not being negative <ul style="list-style-type: none"> • Wording around giving students the choice to use cameras • Presentations being forced to not just have audio, want stance to cover this as well <ul style="list-style-type: none"> • Editing to include submitted assignments

	<ul style="list-style-type: none"> • Devil’s advocate of doing presentations that then we get into academic freedoms and mandating presentations/assignments <ul style="list-style-type: none"> • Should just focus on online classes • POI: presentations, synchronous vs. pre-recorded <ul style="list-style-type: none"> • synchronous should be covered, pre-recorded probably not • Teaching to a blank screen difficult, however doesn’t outweigh privacy • Should be focused on not making cameras mandatory • Editing to ensure language is focused on making cameras non-mandatory, not accusatory <p>Motion to amend the removal of the line around students not having to identify</p> <ul style="list-style-type: none"> • Motioned by Porter, seconded by Barnett. • Passed unanimously. <p>Motion to amend the edits provided.</p> <ul style="list-style-type: none"> • Motion by Porter, seconded by Barnett • Passed unanimously. <p>Nguyen exits at 5:46PM</p> <p>Motion to pass with amendments.</p> <ul style="list-style-type: none"> • Motioned by Barnett, seconded by Porter. • Passed unanimously. <p>Action item: Barnett to check with recording for wording on compassion line for professors</p> <p>Nguyen returns at 5:48PM</p>
11.	<p>Non-Profit Leadership Certificate</p> <ul style="list-style-type: none"> • have trouble with consistency for planning for TDSA future, have not had strategic mandate for years • Intent for bonus/transition to do consistency, falling flat though • Particular course is \$3200, getting it for ~\$500 due to grants • Has limitations, outlined in proposals • Haven’t had any non-profit background for years • Able to make TDSA compliant with non-profit act • 6 week course, night course (so wouldn’t be paid out for sitting in course) <ul style="list-style-type: none"> • Salaried anyways, saving on average \$250/role <p>Motion: The TDSA Board approves the professional development course of the TDSA President as presented in the report.</p> <p>Sisson called the question. Seconded by Namek.</p> <ul style="list-style-type: none"> • Passed unanimously, one abstention (Porter) <p>Sisson motions to non-profit leadership certificate. Seconded by Namek.</p> <ul style="list-style-type: none"> • Passed unanimously, one abstention (Porter).
12.	<p>Office Support</p> <ul style="list-style-type: none"> • Been keeping track of hours anyways • Looking at what work needs to be done admin wise and/or the work of hiring an admin • Hiring bookkeeping service, which will helpfully cut down on both admin work for execs and audit cost • Still want admin in office, leaning towards part-time <p>Nguyen exits at 6:04PM</p> <ul style="list-style-type: none"> • Non-profit certificate to help outline what the hiring of administrative support/executive director looks like to lead next year’s exec team • Thought about hiring student to run rack and shelf, doesn’t need to be execs <ul style="list-style-type: none"> • Due to COVID though, may not be able to bring students physically in

	<p>Nguyen returns at 6:05PM</p> <ul style="list-style-type: none"> Looking at expanding VPCL to 30 hours/week <ul style="list-style-type: none"> For semester, reassessing in winter 5 hours a week for rack and shelf Transit bursary not being accessed, have money existing for projects <ul style="list-style-type: none"> Perhaps moving that money to tech bursary Trent has Trent has not spent all this money, no sense of adding ours as well May not be advertising it well, students not aware <p>Nguyen exits at 6:15PM</p> <p>Nguyen returns at 6:16PM</p> <ul style="list-style-type: none"> Qualifications not listed, students self-select out of this Qualifications are also not black/white, financial aid does in-depth <p>Fielder exits at 6:23PM</p> <ul style="list-style-type: none"> Liking part time bookkeeper, part time admin, upping VPCL hours instead of student, recognizing COVID and not bringing students in <ul style="list-style-type: none"> Can also have part time bookkeeper doing finance presentations Save money on audit as to not call numerous time asking questions (costs money to call) Admin not for this year, long term plan <ul style="list-style-type: none"> Options for student employee or VPCL Would prefer student, but COVID VPCL can take on 5 hours, already doing this work <ul style="list-style-type: none"> Don't have to do any training <p>Namek exits at 6:29PM</p>
13.	<p>Adjourned - 6:30PM</p> <p>Motioned by Sisson, seconded by Nguyen</p> <p>Passed unanimously.</p>

October 28, 2020 Meeting

Meeting: BOARD MEETING			
Date: October 28, 2020		Time: 1PM	
Place: ZOOM			
Members in attendance			
Rayna Porter President	Nathan Barnett VP of University Affairs	Meagan Atfield VP of Campus Life	Phuong Nguyen Finance

Kharington Petgrave Student Engagement	Morgan Namek HR	Jessie Assaf Inclusion	
Regrets From			
Luke Horton Academics	Jeffery Ross Policy	Jewel Sission Community Outreach	Hema Tikaram Chair
Shannon Fielder TGSA Rep			
Absent			
Caelainn Smith-Cox Health & Wellness			

1.	Call to order – 1:21PM
2.	Land Acknowledgement - Presented by Porter
3.	Chair Remarks - Porter acting as chair, as per By-Law 5.5.2
4.	Approval of Previous Meeting Minutes Motioned by Atfield, seconded by Nguyen - Passed unanimously
5.	Review of Action Items - ORD to review for updating pay within policy - ORD has not had a chance to meet yet - Auditor talks for new director position, meeting first week of Nov - Additions to mission - ongoing - Stances page - VPCL added page, unpublished as of meeting
6.	Call for New Business - HR terms of references - Moved as item 12 (within minutes) - Director absenteeism review - Moved as number 10 (within minutes)

7.	<p>Approval of Agenda Motioned by Atfield, seconded by Petgrave - Passed unanimously</p>
8.	<p>Declaration of Conflict of Interest - Namek for 10 (within minutes)</p>
9.	<p>Executive and Board Updates - No questions for the executive updates - Finance - Terms of reference within the agenda - Have students reaching out already</p> <p>Assaf enters at 1:31PM - HR - Terms of reference within agenda - Student Engagement - Terms of reference within agenda - Inclusion - Terms of reference for next meeting</p>
10.	<p>Director Absenteeism Review - Assaf declares COI - Per by laws, have to send regrets (preferably 7 days before) - Per by laws, if there are 2 absents without regrets, it comes to the board to vote on a recall referendum - Assaf having consistent connection problems, that is why missing meetings - Namek was having notification problems, now fixed - Porter and Tikaram have reached out, in good faith if organization had to reach out to someone who was not responding - ensuring that we are following best practice and own by-laws</p>
11.	<p>Second Semester Policy Analyst Job Description - Same as last semester's, different start/end dates Motioned by Barnett, seconded by Petgrave - Passed unanimously</p>
12.	<p>Student Engagement Committee Terms of Reference Motioned by Atfield, seconded by Petgrave - passed unanimously</p>
13.	<p>HR Terms of Reference - Changing language from "will" to "may" in mandate around disciplinary actions - chair of HR committee - director of HR or chair of TDSA? Action item: Barnett to check with previous TDSA board's minutes to clarify - more clarifying language around what it does within hiring practice</p>

	<p>- So that there is not a committee of 6 individuals interviewing student jobs - Adding “of student body” to “at least one member at large” for clarify BIRT that the TDSA hold the HR terms of reference until who chairs can be clarified with previous board minutes. Vote to follow in email.</p>
<p>14.</p>	<p>Finance Committee Terms of Reference</p> <ul style="list-style-type: none"> - Emergency meetings not included, due to the committee being advisory, so the TDSA board would be the one meeting in the case of an emergency <p>Motioned by Nguyen, seconded by Atfield</p> <ul style="list-style-type: none"> - Passed unanimously <p>Motioned by Namek, seconded by Petgrave</p> <ul style="list-style-type: none"> - Passed unanimously
<p>15.</p>	<p>Bookkeeping RFPs</p> <ul style="list-style-type: none"> • RFP proposals reviewed by board - Exec team suggesting Baker Tilly - Exec team doing day-to-day work of bookkeeping at this time and would continue <ul style="list-style-type: none"> - Bookkeeper would regularly go through - Bookkeeper would lower fee of audit - Which TDSA paying significantly more than other organizations our size - No additional overtime/training fees - Would provide regular updates to board and finance committee <ul style="list-style-type: none"> - Provides board with greater assurance of budget - Third-party, neutral - Monthly review of finances <ul style="list-style-type: none"> - Errors easier to catch - Ensures TDSA is following laws <p>Assaf exits at 1:57PM</p> <ul style="list-style-type: none"> - Monthly catch up fees will be required <ul style="list-style-type: none"> - Needing someone to go from May 1st to review - Cheaper to have bookkeeper do monthly catch up than auditor to review and ask for changes - TDSA needing assistance in switching to QuickBooks Online <p>Assaf enters at 2:02PM</p> <p>BIRT TDSA BoD approves the TDSA executive team to onboard the Baker Tilly team as bookkeepers, as per their proposal.</p> <ul style="list-style-type: none"> - Motioned by Porter, seconded by Nguyen <p>Passed unanimously.</p> <p>Assaf exits at 2:04PM</p> <p>Assaf enters at 2:04PM</p>

16.	<p>Fall AGM Date</p> <ul style="list-style-type: none"> - Required by by-law to have GM every semester - Want to include the audit in our fall GM, which would be in December - nonprofits have not been given the how-to of having GMs in virtual space - Given leniency due to emergency measures act, however unsure if the gov't will renew that and when it runs out - Reaching out to other SUs, to see how they have been doing GMs <ul style="list-style-type: none"> - others SUs have been sending out zoom links via student emails - Minimum membership of 20-25 students to meet quorum - GM would include <ul style="list-style-type: none"> - any changes to by-laws (i.e. new director position) - Any referendum questions (none standing now) - Looking at Mondays, after 2PM <ul style="list-style-type: none"> - Looking at December 14 - Will be online <p>BIRT President to reach out to the rest of the board to ensure Dec 14 is viable date for GM</p> <p>Motioned by Porter, seconded by Petgrave</p> <ul style="list-style-type: none"> - Passed unanimously
17.	<p>Closed session</p> <p>Motioned by Porter, seconded by Atfield</p> <ul style="list-style-type: none"> - Passed unanimously <p>Closed session entered at 2:14PM</p> <ul style="list-style-type: none"> - Budget updates <p>Closed session exited at 2:21PM</p>
18.	<p>Meeting Adjourned</p> <ul style="list-style-type: none"> - Agenda exhausted. <p>Meeting adjourned at 2:22PM</p> <p>Next meeting: November 28, 1PM.</p>

November 28, 2020 Meeting

Meeting: BOARD MEETING			
Date: Nov 28, 2020		Time: 1PM	
Place: ZOOM			
Members in attendance			
Rayna Porter President	Nathan R. G. Barnett VP of University Affairs	Meagan Atfield VP of Campus Life	Hema Tikaram Chair
Jeffrey Ross Policy	Kharrington Petgrave Student Engagement	Luke Horton Academics	Jewelien Sisson Community Outreach

Morgan Namek HR	Caelainn Cox-Smith Health & Wellness	Phuong Nguyen Finance	Shannon Fielder TGSA Representative
Regrets From			
Jessie Assaf Inclusion			

1.	Call to order – 1:09PM
2.	Land Acknowledgement <ul style="list-style-type: none"> Presented by Tikaram
3.	Chair Remarks
4.	Approval of Previous Meeting Minutes <ul style="list-style-type: none"> Motioned by Atfield, seconded by Petgraved Passed unanimously
5.	Review of Action Items <ul style="list-style-type: none"> VPUA to update salaries <ul style="list-style-type: none"> in ORD right now President to talk to auditor about new board position <ul style="list-style-type: none"> Still waiting to hear final stamp of approval Hoping to hear back before GM President about gender to mission statement <ul style="list-style-type: none"> Doing the focus groups for whole statements Hoping to have it in the GM VPCL to updated terms of reference on website <ul style="list-style-type: none"> Just waiting on HR and Inclusion Inclusion TDSA CARE terms of reference <ul style="list-style-type: none"> In agenda HR terms of reference <ul style="list-style-type: none"> to be added in agenda
6.	Call for New Business <ul style="list-style-type: none"> Correction to passed minutes HR terms of reference
7.	Approval of Agenda <ul style="list-style-type: none"> Motioned by Porter, seconded by Sisson Passed unanimously
8.	Declaration of Conflict of Interest None.
	Closed session minute approval <ul style="list-style-type: none"> Motioned to enter closed session by Porter, seconded by Petgrave. Passed unanimously. Entered closed session at 1:20PM Action item: standing closed session item for agenda procedure.

	<ul style="list-style-type: none"> • Motioned to pass minutes by porter, seconded by Sisson <p>Passed unanimously</p> <ul style="list-style-type: none"> • Motioned to leave close session by Porter, seconded by Ross <p>Passed unanimously Exited closed session at 1:32PM</p>
9.	<p>Executive and Board Updates</p> <ul style="list-style-type: none"> • No questions on executive updates • Undergraduate students committee (Trent committee, Director of Academic sitting on it) <ul style="list-style-type: none"> • super fun • Program advocacy committee (TDSA) <ul style="list-style-type: none"> • has not been able to meet, unable to get people to show up • Ross offers to help get people • TDSA has never run this before, may just not work, may just not work in online setting • SEC (TDSA) <ul style="list-style-type: none"> • getting first meeting set up, hard to find time that works • Haven't heard from 2/3 of three members • Teaching and Learning advisory committee (Trent committee, Director of Student Engagement sits on) <ul style="list-style-type: none"> • interesting experience • Community Outreach Committee (TDSA) <ul style="list-style-type: none"> • Haven't really had people sign up • Wondering if the way doing it now is the right way • Might be better to pick one focus • Numerous directors haven't been reached out by Trent committee <ul style="list-style-type: none"> • Not their role to reach out, Trent committees will reach out to them if they are meeting <p>Action Item: President to send reminder about which committee directors signed up for</p> <ul style="list-style-type: none"> • ORD <ul style="list-style-type: none"> • Met, went over Policy 16 (Job description) <ul style="list-style-type: none"> • went over President, VPUA, VPCL and chair • HR committee <ul style="list-style-type: none"> • Hasn't had meeting, hasn't had things to talk about • HR terms of references also on agenda <p>Action item: president to ensure emails are correct for Trent committees</p> <p>Cox exits at 1:53PM Cox enters at 1:53PM</p>
10.	<p>TDSA CARES ToR</p> <ul style="list-style-type: none"> • Add language of membership being president and/or vpua <p>Fielder enters at 1:56PM</p> <ul style="list-style-type: none"> • Reporting relationship edit <ul style="list-style-type: none"> • Committee has opportunity to provide funding for student events focused on social issues <p>Action item: VPUA to edit policy 10 to reflect actuality of how often committees meet</p> <ul style="list-style-type: none"> • Motioned by Porter, seconded by Sisson

	Passed unanimously.
11.	<p>HR Committee ToR</p> <ul style="list-style-type: none"> Brought back after conversation last month about who is supposed to chair Confirmed that, Policy 10 says chair is Director of HR <p>Motioned by Barnett, seconded by Porter</p> <ul style="list-style-type: none"> Passed unanimously
12.	<p>Fall GM Date</p> <ul style="list-style-type: none"> Dec 14, noon Will be virtual Agenda would be looking at mission statement, first year director and any fee changes (if applicable, likely not) Needs % of students in order to happen <ul style="list-style-type: none"> Something like 25 students Looking to ensure club execs come <p>BIRT that the Fall GM December 14, 12PM.</p> <ul style="list-style-type: none"> Motioned by Porter, seconded by Horton Passed unanimously
13.	<p>Minutes Correction</p> <ul style="list-style-type: none"> August 2020 minute meetings <ul style="list-style-type: none"> Horton as absent, this is incorrect <p>Motioned by Porter, seconded by Nguyen</p> <ul style="list-style-type: none"> Passed unanimously, one abstention <p>Action item: update August 2020 meeting minutes to reflect this</p>
14.	<p>Next meetings & Adjournment</p> <ul style="list-style-type: none"> Looking for schedules to be sent for winter semester, but tentatively hold dates below <ul style="list-style-type: none"> Jan 30 @1PM Feb 27 @1PM March 27 @1PM April TBD <p>Motioned to adjourned by Cox, seconded by Ross</p> <ul style="list-style-type: none"> Passed unanimously <p>Meeting adjourned at 2:18PM</p>

December 18, 2020 Meeting

Meeting: BOARD MEETING			
Date: December 11, 2020		Time: 1PM	
Place: ZOOM			
Members in attendance			
Rayna Porter President	Nathan R. G. Barnett VP of University Affairs	Meagan Atfield VP of Campus Life	Hema Tikaram Chair
Kharington Petgrave Student Engagement	Caelainn Cox Health & Wellness	Morgan Namek HR	Jewelien Sisson Community Outreach

Luke Horton Academics			
Regrets From			
Jessie Assaf Inclusion	Jeffrey Ross Policy		
Absent			
Phuong Nguyen Finance			

1.	Call to order – 1:22PM
2.	Land Acknowledgement <ul style="list-style-type: none"> Presented by Tikaram
3.	Chair Remarks <ul style="list-style-type: none"> Winter semester board meeting dates sent out
4.	Approval of Previous Meeting Minutes <ul style="list-style-type: none"> Motioned by Porter, seconded by Atfield Passed unanimously
5.	Review of Action Items <ul style="list-style-type: none"> Job descriptions outstanding <ul style="list-style-type: none"> coming to the agenda later ORD to look at committees policies
6.	Call for New Business <ul style="list-style-type: none"> BIRT BoD add election procedure approval to agenda <ul style="list-style-type: none"> Motioned by Porter, seconded by Barnett Passed unanimously BIRT BoD add chief electoral officer job description <ul style="list-style-type: none"> Motioned by Porter, seconded by Cox Passed unanimously BIRT BoD add president, VPUA, and VPCL job descriptions <ul style="list-style-type: none"> Motioned by Porter, seconded Atfield Passed unanimously BIRT add exec transition docs <ul style="list-style-type: none"> Motioned by Porter, seconded Atfield Passed unanimously
7.	Approval of Agenda <ul style="list-style-type: none"> Motioned by Cox, seconded by Horton Passed unanimously
8.	Declaration of Conflict of Interest <ul style="list-style-type: none"> Barnett for VPUA job description Cox for job descriptions
	Closed session <ul style="list-style-type: none"> Motioned by Porter, seconded by Horton Passed unanimously Entered at 1:32PM

	Exited at 1:59PM
9.	<p>Executive and Board Updates</p> <ul style="list-style-type: none"> • Exec read over updates • Academics <ul style="list-style-type: none"> • Feels like there's very little interest • SEC <ul style="list-style-type: none"> • Struggling to meet and get students engaged • Community Outreach not meeting • Health and Wellness doesn't think committees best option; thoughts about support circle in the new year
10.	<p>COVID-19 Rack & Shelf Return Policy</p> <ul style="list-style-type: none"> • Originally supposed to look at in October, didn't • Looking to continue this policy <p>BIRT BoD approve existing Rack & Shelf Return Policy to continue</p> <ul style="list-style-type: none"> • Motioned by Porter, seconded by Sisson • Passed unanimously.
11.	<p>Elections procedure</p> <ul style="list-style-type: none"> • Nominations will open Feb 8, close Feb 19 • Info sessions Feb 8-19 during office hours (if can't hire chief electoral officer) • Campaigning Feb 16-25 • Debate Feb 22, 12pm • Voting period Feb 22-25 <ul style="list-style-type: none"> • Open to extension if we don't meet quorum • Unofficial votes Feb 36 • Votes ratified Feb 27 at board meeting <p>BIRT BoD approves timeline in Elections package for winter election.</p> <ul style="list-style-type: none"> • Motioned by Porter, seconded by Atfield • Passed <ul style="list-style-type: none"> • Abstention from Barnett and Cox
12.	<p>Chief Electoral Officer job description</p> <ul style="list-style-type: none"> • Same pay as chair as work is expected to be no more than 15 hours/month • Must be someone who is not running • Role to run the election and deal with campaigns <ul style="list-style-type: none"> • To remove bias/perceived bias of having a sitting executive doing this • Cannot be a director • BIRT BoD approve the Chief Electoral Officer job description <ul style="list-style-type: none"> • Motioned by Barnett, seconded by Cox • Passed unanimously
13.	<p>President job description</p> <ul style="list-style-type: none"> • Run through of edits to president job description • adding comms officer • reporting to board and exec committee <p>Cox exits at 2:27PM</p> <p>BIRT that BoD approve president job description</p> <ul style="list-style-type: none"> • Motioned by Barnett, seconded by Atfield • Passed

	<ul style="list-style-type: none"> • Abstention by Porter
14.	<p>VPUA job description</p> <ul style="list-style-type: none"> • Reporting to board, not president • VPUA consulting with relevant budget lines • Shared supervising • VPUA must be student at time of election <p>BIRT BoD approve VPUA job description</p> <ul style="list-style-type: none"> • Motioned by Porter, seconded by Horton • Passed <ul style="list-style-type: none"> • Abstention by Barnett
15.	<p>VPCL job description</p> <ul style="list-style-type: none"> • Removing social media as it is now under president • Shared supervision • Included more language about clubs • VPCL must be a student at time of election <p>BIRT BoD approve VPCL job description</p> <ul style="list-style-type: none"> • Motioned by Barnett, seconded Sisson • Passed <ul style="list-style-type: none"> • Abstention by Atfield
16.	<p>Executive Transition</p> <ul style="list-style-type: none"> • BIRT BoD look at this in Jan meeting • Motioned by Porter, seconded by Atfield • Passed unanimously
17.	Adjournment - 2:37PM

January 30, 2021 Meeting

Meeting: BOARD MEETING	
Date: January 30	Time: 1PM
Place: ZOOM	
Members in attendance	

Rayna Porter President	Nathan R. G. Barnett VP of University Affairs	Meagan Atfield VP of Campus Life	Hema Tikaram Chair
Jewelien Sisson Community Outreach	Phuong Nguyen Finance	Jeffrey Ross Policy	Lukas Horton Academics
Kharington Petgrave Student Engagement	Morgan Namek HR	Caelainn Cox Health & Wellness	Jessie Assaf Inclusion
Absent			
Shannon Fielder TGSA Rep (non-voting)			

1.	Call to order – 1:26PM
2.	Land Acknowledgement <ul style="list-style-type: none"> Presented by Tikaram
3.	Chair Remarks
4.	Approval of Previous Meeting Minutes BIRT TDSA BoD move this next meeting. <ul style="list-style-type: none"> Motioned by Porter, seconded by Cox Passed unanimously.
5.	Review of Action Items <ul style="list-style-type: none"> President updated policy on website to reflect changes to salary ORD has not been able to meet August meeting minutes updated
6.	Call for New Business <ul style="list-style-type: none"> Addition of closed item VPUA and VPCL salary and vacation rules added
7.	Approval of Agenda <ul style="list-style-type: none"> motioned by Atfield, seconded by Ross Passed unanimously.
8.	Declaration of Conflict of Interest <ul style="list-style-type: none"> Barnett for VPUA and VPCL salary and vacation rules Tikaram for closed session item
9.	Closed Session - entered at 1:35PM <ul style="list-style-type: none"> Motioned by Atfield, seconded by Ross Closed session exited at 2:06PM.
10.	Executive and Board Updates <ul style="list-style-type: none"> President put update in at top of meeting VPCL accidentally put in December meeting, it's in the right folder one now Environmental impact assessment question for President <ul style="list-style-type: none"> Environmental board hasn't met this year, a lot of committees haven't been meeting Focused on committees that are essential for university Sisson exits at 2:09PM

11.	<p>Mask and Face Covering Policy</p> <ul style="list-style-type: none"> • Already had a policy, updated to include wearing a mask during curbside pick up <p>Motioned by Cox, seconded by Atfield</p> <ul style="list-style-type: none"> • Passed unanimously <p>Sisson returns at 2:13PM</p>
12.	<p>Executive Transition Documents</p> <ul style="list-style-type: none"> • Not voting, this is for feedback from the board • VPUA <ul style="list-style-type: none"> • Updated intro letter and monthly • Was only updated earlier today, as VPUA thought it was in the December folder • President <ul style="list-style-type: none"> • Unable to access • VPCL <ul style="list-style-type: none"> • Unable to access <p>Motion to table discussion to next month.</p> <ul style="list-style-type: none"> • Motioned by Nguyen, seconded by Cox. <p>Passed unanimously.</p>
13.	<p>Rack and Shelf Analytics</p> <ul style="list-style-type: none"> • Started to collect data from when we switched over to the square system (Oct) • first 3 transactions are free, all of the other ones are 10 cents + 3% <ul style="list-style-type: none"> • This is for online and in person • the highest we've paid on one day is just over \$6 <ul style="list-style-type: none"> • averaging >\$3 / month • Before was like \$20+ / month • Usually only seeing a few sales daily • Have stopped taking cash due to COVID, but may keep this up afterwards <ul style="list-style-type: none"> • Cash is most concerning (liability wise) for audits • Also have to do own math for GST/HST which is where errors can occur • Have been able to continue when doing curbside as we can bring machines out • Looking to eventually have catalogue for textbooks online <ul style="list-style-type: none"> • Likely won't be this year, but will help address errors and make it easier after brunt work is done • Will have cash come in/out (student bake sales, etc.), but should have policy and full time workers to address this <ul style="list-style-type: none"> • Not an issue right now with COVID and curbside, but before we start to redo cash, need a procedure and expectations for cash
14.	<p>VPUA and VPCL Salary and Vacation Rules</p> <ul style="list-style-type: none"> • In effort to decrease errors, looking to change some things <ul style="list-style-type: none"> • 2 options <ul style="list-style-type: none"> • Equalize pay outs (insteads of more in summer, less in winter) <ul style="list-style-type: none"> • Would take existing rates and do this • Move VPUA+VPCL back to hourly rate, vacation is not accrued and taken but instead paid out 4% vacation (as per employment standards) • Hourly creates issue had previously of banked hours <ul style="list-style-type: none"> • Could have ED helping that, but creates a weird dynamic as ED is exec employees • If equalize, would just remove changes in hours expected to work and equalize it • Equalize has less opportunity for potential abuse

	<ul style="list-style-type: none"> • Equalize would mean salary would be the same, the salary would be divided equally among the pay periods <ul style="list-style-type: none"> • Seems the most logical • Currently have discrepancy <ul style="list-style-type: none"> • get paid out more in summer, less in winter • if salary, entitled to time off <ul style="list-style-type: none"> • So not paid off in 4% in each pay period • However, if salary equalized it does not matter when the vacation is taken as hours are equal throughout the year • Salary could cause issues of when you work more, you don't get paid more <ul style="list-style-type: none"> • Expectation to complete your job roles • Also people would have this expectation of salary going into it • Salary can make it easier to take vacation because you don't have to worry about saving up and paying out • This role has 20 paid days off, anything longer is realistically a leave of absence • Salary reflects these roles/sector more accurately • Focus of this discussion is either continuing higher payments in summer, lower in winter but have to move back to hourly OR keep salary and move to equalized payments <p>BIRT TDSA move to equalize salary payments.</p> <ul style="list-style-type: none"> • Motioned by Horton, seconded by Cox. <p>Passed unanimously, Barnett abstained.</p> <ul style="list-style-type: none"> • Looking to move chair from monthly paid on first of the month to bi weekly • Not changing how much they're paid • Makes it easier for auditor and bookkeeper <p>BIRT TDSA move chair payments to biweekly.</p> <ul style="list-style-type: none"> • Motioned by Nguyen, seconded by Horton. <p>Passed unanimously, Cox and Ross abstained.</p>
15.	Adjournment - 2:50PM

February 27, 2021 Meeting

Meeting: BOARD MEETING	
Date: February 27, 2021	Time: 1PM
Place: ZOOM	
Members in attendance	

Rayna Porter President	Nathan R. G. Barnett VPUA	Meagan Atfield VPCL	Kharington Petgrave Student Engagement
Morgan Namek HR	Phuong Nguyen Finance	Lukas Horton Academics	Caelainn Cox Health and Wellness
Jeffrey Ross Policy	Jessie Assaf Inclusion		
Regrets from			
Hema Tikaram Chair	Jewelian Sisson Community Outreach		

1.	Call to order – 1:11PM
2.	Land Acknowledgement <ul style="list-style-type: none"> Presented by Porter
3.	Chair Remarks <ul style="list-style-type: none"> Porter taking on chair role due to Tikaram’s absence as per by law 3rd last board meeting of the year <ul style="list-style-type: none"> minus the emergency meeting that will be happening next week to ratify the election next week <p>Motion for Atfield to take on the role of chair for the duration of this board meeting.</p> <ul style="list-style-type: none"> motioned by Cox, seconded by Atfield. <p>Passed unanimously.</p>
4.	Approval of Previous Meeting Minutes Motion to approve Jan and Dec meeting minutes. <ul style="list-style-type: none"> motioned by Cox, seconded by Assaf. <p>Passed unanimously.</p>
5.	Review of Action Items <ul style="list-style-type: none"> ORD has not met yet
6.	Call for New Business Motion to add item 17: election ratification date (decision) to add to agenda <ul style="list-style-type: none"> motioned by porter, seconded by Petgrave <p>Passed unanimously</p>
7.	Approval of Agenda Motioned by Cox, seconded by Petgrave. <ul style="list-style-type: none"> Passed unanimously. <p>Assaf exits at 1:21PM</p>
8.	Declaration of Conflict of Interest <ul style="list-style-type: none"> Ross, Barnett and Nguyen for item 17 on agenda.
9.	Closed session Motioned by Namek, seconded by Horton. <ul style="list-style-type: none"> Passed unanimously. <p>Entered closed session at 1:23PM</p>

	Exited closed session 1:35PM.
10.	<p>Executive and Board Updates</p> <ul style="list-style-type: none"> No comments or questions for exec updates Finance committee looking to have meeting in March for proposed budget
11.	<p>Executive Transition Documents</p> <ul style="list-style-type: none"> Presented as looking feedback and decision to see if they are meeting standard as is Will do a vote via email
12.	<p>Blood Ban stance update</p> <ul style="list-style-type: none"> Updated to include scope language as CBS approaches us Could add language that in event having blood drive but must provide information that we have to have the stance during blood Added clarifying language to still allowing blood drives/CBS on campus but requesting to be able to a) know and b) be able to advertise stance <p>Motion to pass the updated blood ban stance.</p> <ul style="list-style-type: none"> motioned by Cox, seconded by Nguyen <p>Passed unanimously.</p>
13.	<p>Grocery Assistance Service Feedback Report</p> <ul style="list-style-type: none"> Developed as response to program to be able to review it this program was in response for not being able to do in person Originally had online form filled out and then would come in person to pick up \$50 card Developed to address acute and emerging food insecurity and then linking to local/Trent resources <ul style="list-style-type: none"> Not meant to address chronic food insecurity Originally meant to help addressing stigma around seeking help for food insecurity and a right to food first semester only had 14 applications even with all promo <ul style="list-style-type: none"> only spent \$700 of grocery assistance May look to increase spending of how much cards are Feedback also asked where people were referred from <ul style="list-style-type: none"> Did a lot of work with financial aid which is concerning because very few came from financial aid In causal consultation with students found that financial aid is not sending them our way Now switched to online gift cards Beginning of second semester, sent out email to all 14 applications with second semester application and feedback form <ul style="list-style-type: none"> 3 responses to feedback form Got neutral response to whether the application was easy/hard <ul style="list-style-type: none"> May remove neutral option Probably need a committee to review this more often <ul style="list-style-type: none"> BoD doesn't necessarily run services, but committee could help address concerns and anything that needs \$\$\$ then would go to board Probably spend just over \$1000 this year on this program May look to up the gift card (to \$100) Financial aid may be sending them to TCSA

	<ul style="list-style-type: none"> Looking to get TCSA to ask what campus students are from so they can also access TDSA funding
14.	<p>Elections Ratification Date</p> <ul style="list-style-type: none"> Vote goes out during debates (March 1 @ 12PM) Porter taken over last night, sending out confirmation emails, debate questions and promotional pieces to share Voting will close Thurs 2PM (March 4) for results on Friday Other SUs have had issues meeting quorum (need to meet quorum for results to be legal) Looking to have meeting Sat afternoon (March 6) that way if need to keep open until Friday March 6, 1PM for emergency board meeting to ratify vote. <p>Motion to have an emergency board meeting March 6th at 1PM to ratify elections vote. Moted by Porter, seconded by Horton.</p> <ul style="list-style-type: none"> Abstentions from Barnett, Ross and Nguyen. <p>Passes unanimously.</p>
	<p>Adjournment - 2:11PM</p> <ul style="list-style-type: none"> Moted by Cox.

March 6, 2021 Meeting

Meeting: BOARD MEETING	
Date: February 27, 2021	Time: 1PM
Place: ZOOM	
Members in attendance	

Rayna Porter President	Nathan R. G. Barnett VPUA	Meagan Atfield VPCL	Kharington Petgrave Student Engagement
Morgan Namek HR	Phuong Nguyen Finance	Lukas Horton Academics	Caelainn Cox Health and Wellness
Jeffrey Ross Policy	Jessie Assaf Inclusion		
Regrets from			
Hema Tikaram Chair	Jeweliam Sisson Community Outreach		

1.	Call to order – 1:11PM
2.	Land Acknowledgement <ul style="list-style-type: none"> Presented by Porter
3.	Chair Remarks <ul style="list-style-type: none"> Porter taking on chair role due to Tikaram’s absence as per by law 3rd last board meeting of the year <ul style="list-style-type: none"> minusing the emergency meeting that will be happening next week to ratify the election next week <p>Motion for Atfield to take on the role of chair for the duration of this board meeting.</p> <ul style="list-style-type: none"> motioned by Cox, seconded by Atfield. <p>Passed unanimously.</p>
4.	Approval of Previous Meeting Minutes Motion to approve Jan and Dec meeting minutes. <ul style="list-style-type: none"> motioned by Cox, seconded by Assaf. <p>Passed unanimously.</p>
5.	Review of Action Items <ul style="list-style-type: none"> ORD has not met yet
6.	Call for New Business Motion to add item 17: election ratification date (decision) to add to agenda <ul style="list-style-type: none"> motioned by porter, seconded by Petgrave <p>Passed unanimously</p>
7.	Approval of Agenda Motioned by Cox, seconded by Petgrave. <ul style="list-style-type: none"> Passed unanimously. <p>Assaf exits at 1:21PM</p>
8.	Declaration of Conflict of Interest <ul style="list-style-type: none"> Ross, Barnett and Nguyen for item 17 on agenda.
9.	Closed session Motioned by Namek, seconded by Horton. <ul style="list-style-type: none"> Passed unanimously. <p>Entered closed session at 1:23PM</p>

	Exited closed session 1:35PM.
10.	<p>Executive and Board Updates</p> <ul style="list-style-type: none"> • No comments or questions for exec updates • Finance committee looking to have meeting in March for proposed budget
11.	<p>Executive Transition Documents</p> <ul style="list-style-type: none"> • Presented as looking feedback and decision to see if they are meeting standard as is • Will do a vote via email
12.	<p>Blood Ban stance update</p> <ul style="list-style-type: none"> • Updated to include scope language as CBS approaches us • Could add language that in event having blood drive but must provide information that we have to have the stance during blood • Added clarifying language to still allowing blood drives/CBS on campus but requesting to be able to a) know and b) be able to advertise stance <p>Motion to pass the updated blood ban stance.</p> <ul style="list-style-type: none"> • motioned by Cox, seconded by Nguyen <p>Passed unanimously.</p>
13.	<p>Grocery Assistance Service Feedback Report</p> <ul style="list-style-type: none"> • Developed as response to program to be able to review it • this program was in response for not being able to do in person • Originally had online form filled out and then would come in person to pick up \$50 card • Developed to address acute and emerging food insecurity and then linking to local/Trent resources <ul style="list-style-type: none"> • Not meant to address chronic food insecurity • Originally meant to help addressing stigma around seeking help for food insecurity and a right to food • first semester only had 14 applications even with all promo <ul style="list-style-type: none"> • only spent \$700 of grocery assistance • May look to increase spending of how much cards are • Feedback also asked where people were referred from <ul style="list-style-type: none"> • Did a lot of work with financial aid which is concerning because very few came from financial aid • In causal consultation with students found that financial aid is not sending them our way • Now switched to online gift cards • Beginning of second semester, sent out email to all 14 applications with second semester application and feedback form <ul style="list-style-type: none"> • 3 responses to feedback form • Got neutral response to whether the application was easy/hard <ul style="list-style-type: none"> • May remove neutral option • Probably need a committee to review this more often <ul style="list-style-type: none"> • BoD doesn't necessarily run services, but committee could help address concerns and anything that needs \$\$\$ then would go to board • Probably spend just over \$1000 this year on this program • May look to up the gift card (to \$100) • Financial aid may be sending them to TCSA

	<ul style="list-style-type: none"> Looking to get TCSA to ask what campus students are from so they can also access TDSA funding
14.	<p>Elections Ratification Date</p> <ul style="list-style-type: none"> Vote goes out during debates (March 1 @ 12PM) Porter taken over last night, sending out confirmation emails, debate questions and promotional pieces to share Voting will close Thurs 2PM (March 4) for results on Friday Other SUs have had issues meeting quorum (need to meet quorum for results to be legal) Looking to have meeting Sat afternoon (March 6) that way if need to keep open until Friday March 6, 1PM for emergency board meeting to ratify vote. <p>Motion to have an emergency board meeting March 6th at 1PM to ratify elections vote. Moted by Porter, seconded by Horton.</p> <ul style="list-style-type: none"> Abstentions from Barnett, Ross and Nguyen. <p>Passes unanimously.</p>
	<p>Adjournment - 2:11PM</p> <ul style="list-style-type: none"> Motioned by Cox.

APRIL 28, 2021 Meeting

Meeting:	BOARD MEETING	
Date:	April 28, 2021	Time: 1pm
Place:	Zoom	
Members in attendance		

Rayna Porter President	Nathan R.G. Barnett VP of University Affairs	Meagan Atfield VP of Campus Life	Hema Tikaram Chair
Jessie Assaf Inclusion	Jeff Ross Policy	Phuong Nguyen Finance	Kharington Petgrave Student Engagement
Morgan Namek HR			
Regrets From			
Caelainn Cox Health & Wellness	Lukas Horton Academics		
Absent			
Jewelian Sisson Community Outreach			

1.	Call to order – 1:06pm
2.	Land Acknowledgement - Presented by Ross
3.	Roll Call
4.	Chair Remarks No remarks from chair
5.	Approval of Previous Meeting Minutes - March 27 meeting minutes Motedioned by Atfield, seconded by Nguyen - Passes unanimously.
6.	Review of Action Items <ul style="list-style-type: none"> • Addition of Gender to discrimination portion of the mission statement, completed • Closed session procedure, completed <ul style="list-style-type: none"> • Procedure for closed session is outlined in the “How to Minutes” procedure developed
7.	Call for New Business - No new business added
8.	Approval of Agenda - Motioned by Porter, seconded by Barnett Passes unanimously

9.	<p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> • Nguyen - Wage increase • Afield - Transition Package • Porter - Transition package • Barnett - Transition package and Wage increase • Ross - Wage increase
10.	<p>Executive and Board Updates</p> <p>- Overview of exec updates (attached in board drive)</p>
11.	<p>Board Updates</p> <ul style="list-style-type: none"> • Last Board meeting for the year • Nguyen <ul style="list-style-type: none"> • Academic and planning committee never contacted her to meet • No finance committee • Petgrave <ul style="list-style-type: none"> • Teaching and learning advisory committee met a few times. Meetings were very productive • No student engagement committee this semester. Was unable to get it off ground • Ross <ul style="list-style-type: none"> • Organization review committee met once in the fall and never met in the winter. • Contacted the facilities and grounds committee but never heard back from them. • Atfield <ul style="list-style-type: none"> • Special Appeals met once, but she was unable to attend.
12.	<p>TDSA Membership Fees - Health and Dental Fee</p> <ul style="list-style-type: none"> • Porter went over the Health and Dental fee structure. The TDSA works with the TCSA on the health and dental plan, but the fee is approved by the TCSA Board of Directors. The TDSA does not have a say in fee increase. Health and Dental fee will be \$301.75 for 2021/22 year. • There was a referendum by the TCSA to change their model to look like the TDSA but it did not meet quorum. • Porter would like to see the TCSA consult with the TDSA more going forward on this fee. She is hopeful for more consultation going forward. <p><i>Question by Ross: When does fee increase start?</i> <i>Porter: The new fee will start September 1st. The health and dental benefits run from September - August.</i></p>
13.	<p>Job Description Policy</p> <ul style="list-style-type: none"> • Barnett went over the changes to the Job Description policy. Biggest change is the number of courses executives can take while in the role. If executives (President 1 credit, VPUA 1.5 credits) want to take more than those credits, they have to go to the

	<p>board for approval. Another change is the number of hours executives work during the year.</p> <ul style="list-style-type: none"> Porter also spoke about the importance of having fixed days in which exec worked. <p><i>Question by Namek:</i> Will it be easier to take classes if things are in person for next year?</p> <p><i>Barnett:</i> The only reason why I was able to take a lot of classes was because we were online. If we were in person that would have been harder. We need to recognize that there has to be a human being limit while in this role.</p> <p><i>Atfield:</i> It is easier to do this role with online classes. You can do some of your classes over the weekend.</p> <p><i>Porter:</i> The executive team are the group of students who set the tone in the office. It is irresponsible for the association to ask full time students to take on the roles of executives</p> <p><i>Nguyen:</i> The people who tend to go for this position are over achievers. People who are in this role tend to bite more than they can chew.</p> <p>BIRT that board of directors approve changes to Job Description policy</p> <p>- Motioned by Nguyen, seconded by Atfield</p>
14.	<p>Social Media Strategy</p> <ul style="list-style-type: none"> Porter went over the TDSA Brand Guidelines. Important to have this for accessibility and inclusion. She expects that this document will expand to include new things. <p>Question by Ross: I like the way it is set up, only recommendation is to put the Logos in the center</p> <p>Porter: Happy to make that change for you.</p>
15.	<p>TDSA Mission Statements/values</p> <ul style="list-style-type: none"> Porter went over the document. This still needs a lot of consultation and the incoming team will have to take this one. She is excited to see the next team do work.

16.

Wage Increase Proposal

- Porter: We increase salary each year based on the Consumer Price Index.

BIRT: The TDSA Board of Directors approve an increase of 0.7% based on the Canadian annual average CPI as calculated by STATS Canada as of January 2021 to the salaries of President, VPUA, VPCL and Chair effective 2020-2021 fiscal year.

Moved by Porter, Seconded by Atfield

Passes

In favour: Atfield, Porter, Assaf, Petgrave, Namek Abstained: Barnett, Nguyen, Ross

BIRT: The TDSA Board of Directors approve an increase of 0.7% based on the Canadian annual average CPI to the hourly rates of all Student Employees in the association effective 2020-2021 fiscal year.

Moved by Porter, Seconded by Atfield

Passes

In favour: Atfield, Porter, Assaf, Petgrave, Namek Abstained: Barnett, Nguyen, Ross

17.

Exec Transition Package

- Porter went over her transition package that she prepared for the incoming President
- Barnett went over his transition package that he prepared for the incoming VP University Affairs
- Atfield went over her transition package that she prepared for the incoming VP Campus Life

Context: The TDSA executive can receive a \$500 bonus for completing their transition. 30% of which will be allocated to the end of the year report, 30% will be allocated to the Peer and Personal support document, 30% will be allocated to the position focused document with the remaining 10% going to the rest of transition.

President

BIRT that the TDSA Board approves a 30% bonus pay for End of year report

Motioned by Ross, seconded by Petgrave

Passed unanimously

BIRT that the TDSA Board approves a 30% bonus pay for Peer and Personal Support document, motioned by Ross, seconded by Petgrave

Passed unanimously

BIRT that the TDSA Board approves a 30% bonus pay for position focused document, motioned by Nguyen, seconded by Petgrave

Passed unanimously

BIRT that the TDSA Board approves a 10% bonus pay for rest of transition, motioned by Ross, seconded by Petgrave

Passed unanimously

Ross: Package is well done, and makes it easy to read through.

Question by Petgrave: Will the incoming president be receiving financial training just like Porter had.

Tikaram: There are documents that Rayna will provide to Nguyen.

Vice President UA

BIRT that the TDSA Board approves a 30% bonus pay for End of year report motioned by Namek second Petgrave

Passed unanimously

BIRT that the TDSA Board approves a 30% bonus pay for Peer and Personal Support document, motioned by Nguyen, seconded by Ross

Passed unanimously

BIRT that the TDSA Board approves a 30% bonus pay for position focused document, motioned by Nguyen, seconded by Namek

Passed unanimously

BIRT that the TDSA Board approves a 10% bonus pay for rest of transition, motioned by Ross, seconded by Petgrave

Passed unanimously

Vice President CL

BIRT that the TDSA Board approves a 30% bonus pay for End of year report, motioned by Namek second Nguyen

Passed unanimously

BIRT that the TDSA Board approves a 30% bonus pay for Peer and Personal Support document, seconded by Namek

Passed unanimously

BIRT that the TDSA Board approves a 30% bonus pay for position focused document, motioned by Petgrave, seconded by Ross

Passed unanimously

BIRT that the TDSA Board approves a 10% bonus pay for rest of transition, motioned by Namek, seconded by Petgrave

Passed unanimously

18.

Adjournment - 2:27pm