



2012/2013 TRENT IN
OSHAWA STUDENT
ASSOCIATION BOARD OF
DIRECTOR MEETING
MINUTES

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Board of Directors Meeting Minutes for May 17, 2012

2:30pm

Present: Sam, Phil, Kelly, Adrian, Meghan, Tyler

Absent: Jazmyn

Chair: Kelly

Recording Officer: Meghan

I. Called to Order

Motion to call to order at 2:34 pm

II. Approve April 13, 2012 Meeting Minutes

Motioner: Phil

Seconded: Sam

Motion to Approve: All in favour

III. Call For New Business

None

IV. Approval of the Agenda

Motioner: Adrian

Motion to Approve: All in favour

V. Declaration of Conflict of Interest

None

VI: Executive Updates

- Meghan: DRT Meeting, OUSA Transition Conference, Meeting with Brendan re: Book

store, Food Services, OSAP, Student Lounge

- Phil: meeting with Bank re: GIC account, Corporate Credit Card, Election Preparation

- Sam: Club Semester Reports, Planning Year, Froshfest

VII. Approvals

a) Elections Committee

- Motion to approve the members of the elections committee and of Meghan

Condon as the Chair.

Motion to Discuss: Adrian

Seconded: Phil

-Teresa to withdraw from Elections Committee, too busy.

Motioned: Meghan

Seconded: Tyler

Approved: All in favour (Jazmyn via Proxy votes)

b) Elections Timeline

- Motion to approve the elections timeline as proposed by VP Internal in accordance to the by-laws

Motion to Discuss: Sam

Seconded: Phil

Motioned: Adrian

Seconded: Sam

Approved: All in favour (Jazmyn via Proxy votes)

c) Preliminary Budget

Motion to approve the 2012-2013 preliminary budget as determined by VP Internal.

Motion to Discuss: Tyler

Seconded: Sam

Motioned: Tyler

Seconded: Sam

Approved: All in favour (Jazmyn via Proxy)

VIII. Information/Discussions

a) Elections

- voting method (online)

- numbers needed for a valid election (10% of student population)

- getting people's interest/attention

b) Director Photos and bios

- Permission for photos

IX. Updates

A) Financial updates

- Account transactions

X. Upcoming Dates

a) Next Meeting

- Tentative date: Wednesday June 27 at 10 am

Adjournment

Motion to Adjourn: Phil

Seconded: Tyler

Approved: All in favour

Adjourned at 3:05pm

Approved: _____

Kelly Vanleyden

Chair

Board of Directors Meeting Agenda for June 27, 2012

Time: 11:00 AM

Room 126

Agenda

- I. Call to Order
- II. Approve May 17, 2012 Meeting Minutes
- III. Call for New Business
- IV. Approval of the Agenda
- V. Declaration of Conflict of Interest
- VI. Executive Update
- VII. Approvals
 - a. Preliminary Budget Revision
 - b. Used Books Policy
 - c. Election Results
- VIII. Information/Discussion
 - a. Director Pictures and Bio for website
 - b. VP Internal Transition
 - c. Teambuilding
 - d. Summer Café
- IX. Updates:
 - a. Financial Update
- X. Upcoming dates:
 - a. Next Meeting

Board of Directors Meeting Minutes for JULY 3RD 2012

Members:

Meghan Condon
Samantha Rogers
Phil Bailey
Jazmyn Meehan
Tyler Cooper

Regrets:

Adrian Susac

Missing:

Guests:

Kelly Vanleyden

I. Call to Order

11:05am

II. Approval of May 17th 2012 Meeting Minutes

Moved: Jazmyn

Seconded: Phil

All in favour

III. Call for New Business

e. New Employee

f. Oshawa Dean Update

Approval of agenda amendments

Moved: Tyler

Seconded: Phil

All in favour

IV. Approval of Agenda

Moved: Sam

Seconded: Tyler

All in favour

V. Declaration of Conflict of Interest

N/A

VI. Executive Update

Meghan

Attended OUSA conference in mid July

- Strategic planning – policy papers
 - student health
 - mental health
 - online learning
 - accessibility for all students
- Access copyright agreement
- pass through universities
 - charge per student
 - large increase in fee and a lot of limitations
 - worked with TCSA and other unions in Trent
 - wrote letters in disagreement
 - moving not to sign it along with other universities

Phil

- Ran elections
- Executives had a meeting with Paul and Brendan to open the summer café
- Running very smoothly so far
- Beginning to train his predecessor Theresa

Samantha

- Been helping out with the summer café
- Created a slide show presentation for NSO day

VII. Approvals

a. Preliminary Budget Revision

Moved: Phil

Seconded: Sam

Discussion

- moved from uncategorized expenses line to its own line
- not expecting to make money
- knew students needed this service over the summer
- Schedule 7. Operations it will be moved to upon approval
- have to put money into it to make it run smoothly
- university covers the wages and TOSA covers the supplies
- doing very well

Moved: Jazmyn

Seconded: Sam

Proxy: Adrian - approve

All in favour

b. Used Books Policy

Moved: Phil

Seconded: Jazmyn

Discussion

-TOSA would like to sell student's used books for 365 days instead of 60

-Sam discussed how this would better serve the students

-Now TOSA has an employee to assist in the used book sales

Moved: Jazmyn

Seconded: Tyler

Proxy: Adrian - approve

All in favour

c. Election Results

Moved: Sam

Seconded: Tyler

Discussion

-Still have 4 positions to be filled this Fall

-Excited to have:

Theresa Melrose – VP Internal Affairs

Andrew Caky – Director of Environmental Studies

Breanna Puhuch – Director of Cultural Studies

Joshua Reyes – Director of Sociology

Moved: Tyler

Seconded: Jazmyn

Proxy: Adrian – approve

All in favour

VIII. Information/Discussion

a. Director Pictures and Bio for Website Director Pictures

-After a board meeting when everyone is present there will be photos for the website

-Bios should be submitted before then

b. VP Internal Transition

-Began training on Thursday

-One week transition of 15 hours

-New employee will be of assistance to the new position

c. Teambuilding

-Now that members of the board are beginning to fill teambuilding can begin

-Bowling, dinner events, BlueJays game – ideas will be thrown around throughout the year

d. Summer Café

-Very successful

-Monday – Thursday 10-3pm

-Everything is under \$2

e. New employee

-Kelly Vanleyden

-Working on getting supplies like a laptop, phone, and other goodies

-Responsibilities – used books, health benefits, walksafe, athletics

-New employee will be used as a presence in the office for students

f. New Dean

-Interviews were originally held in April with a committee

-Brendan will assume his role as a Professor

-Ken Field will now be interim Principle until December

-Will look for someone permanently once they restructure the position

IX. Updates

a. Financial Update

May 28th – June 29th 2012

-Phil discussed each debit and credit into the bank account

X. Upcoming Dates

a. Next Meeting

-Theresa will be the one to discuss the next meeting once in her position

-Meetings will be held once a month during the academic year

-Next meeting will be scheduled sometime at the end of July

XI. Adjournment

11:57am

Moved: Phil

Seconded: Jazmyn

All in favour

Meghan Condon

President

Chair Person

Chair Person

55 Thornton Road South

Oshawa, ON.

L1J 5Y1

Suite 122

Board of Directors Meeting Agenda for August 27th, 2012

- I. Call to Order
- II. Call for New business
- III. Approval of Agenda
- IV. Approval of minutes from July 31st, 2012
- V. Declaration of Conflict of Interest
- VI. Executive update
- VII. Approvals
 - a/ New Clubs
 - b/ Preliminary Budget Revision
- VIII. Information/ Discussion
 - a/ Froshfest
 - b/ Clothing
 - c/ Fall Interviews vs Elections and timeline for BoDs' open positions
- IX. Updates
 - a/ Financial Update (accounts and audit)
 - b/ Student Lounge
- X. Upcoming dates
 - a/ next meeting date
 - b/ Annual Meeting
 - c/ Froshfest

Board of Directors Meeting Minutes for September 28th 2012

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Vanleyden

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Teresa Melrose Vice President Internal Affairs Yes

Andrew Caky Environmental Studies Regrets

Joshua Reyes Sociology Yes

Tyler Cooper History Yes

Adrian Susak Anthropology Regrets

Jazmyn Meeham Psychology Regrets

Breanna Puhach Cultural Studies Yes

Ashley Toohey Chair Person Yes

Kelly Vanleyden Administrative Coordinator Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 1:30pm

Actual Start: 1:11pm

Meeting Scribe: Kelly Vanleyden

Agenda

OUSA Presentation

I. Call to Order

1:11 pm

II. Call for New Business

October 3rd 2012

III. Approval of July 3rd 2012 Meeting Minutes

Moved: Tyler

Seconded: Joshua
All in favour

IV. Approval of Agenda

Moved: Tyler
Seconded: Sam
All in favour

V. Declaration of Conflict of Interest

Josh – newspaper club

VI. Executive Update

Meghan

- Busy with health benefit opt out promotion
- Went to a round table discussion for OUSA about technology enabled learning
- Went to the Mayor's Gala where she met important people around Oshawa and showed face for Trent Oshawa

Teresa

- First set of cheques for the used book sales
- insurance rebate small
- held interviews for the new program directors

Samantha

- Froshfest was a great success will continue to talk about in updates
- working on used book sales
- club training
- website with the new information
- meeting with Andrew Caky to jazz up the new website
- sat in on interviews for the DSO position and am excited for the new
- Mental Illness awareness week

VII. Approvals

a. Trent Oshawa Psychology Association

Moved: Sam
Seconded: Tyler

Discussion

- New club application to be ratified as a TOSA club – Trent Oshawa Psychology

Association

-Mission is to create...

-Enough students and all forms sign correctly

-We already have a History, English, and Anthropology club so this adds to the Trent

community

Approval

Moved: Tyler

Seconded: Breanna

All in favour

Adrian proxy approval

b. Ski and Snowboard Club

Moved: Sam

Seconded: Josh

Discussion

-Have enough members and all the forms have been signed

-they would like to go to local ski resorts

Approval

Moved: Teresa

Seconded: Tyler

All in favour

Adrian proxy approval

c. Art Club

Moved: Breanna

Seconded: Sam

Discussion

-Did not list a lot of events however the president came in to talk to Sam and they have other ideas of taking photos at TOSA events, art nights showcasing student's artwork and tie-dyed nights

-Ken Field is working with the art gallery in Whitby, Meghan has suggested the Art Club could work in conjunction with this event

Approval

Moved: Breanna

Seconded: Teresa

All in favour

Adrian proxy approval

d. Trent in Oshawa Newspaper Club

Moved: Meghan

Seconded: Sam

Discussion

-This motion was on last meeting's agenda as there was indecision on what to do with the newspaper

-Whether or not the club wanted to be more than a club but an actual newspaper

-Joshua and the club has decided to move toward a more of a blog sense, an online

newspaper

-Check out Western University Gazette

Approval

Moved: Teresa

Seconded: Meghan

One abstention

All in favour

Adrian proxy approval

e. Update Athletics Fee in By-Laws

Moved: Meghan

Seconded: Josh

Discussion

-This fee change has already been approved the by-laws just have yet to be updated

-reflects the current fee

Approval

Moved: Sam

Seconded: Breanna

All in favour

Adrian proxy approval

f. Phone Number Change in By-Laws

Moved: Meghan

Seconded: Josh

Discussion

-The phone number is incorrect in the by-laws

Approval

Moved: Sam

Seconded: Breanna

All in favour

Adrian proxy approval

g. Update TOSA Fee in By-Laws

Moved: Meghan

Seconded: Tyler

Discussion

-Amendment made to the motion (2010/2011 academic year changed to 2011/2012 academic year)

All in favour

Approval

Moved: Sam

Seconded: Meghan

One abstention

All in favour

h. Update Health Benefit Fee in By-Laws

Moved: Meghan

Seconded: Breanna

Discussion

-Updating By-Laws to reflect the current fee

Approval

Moved: Sam

Seconded: Joshua

All in favour

Adrian proxy approval

i. Update in UPASS Fee in By-Law

Moved: Meghan

Seconded: Teresa

Discussion

-Amendment made to the motion (2010/2011 academic year changed to 2011/2012 academic year)

All in favour

Approval

Moved: Sam

Seconded: Tyler

All in favour

Adrian proxy approval

j. Updating of the List of Board of Directors

Moved: Teresa

Seconded: Meghan

Discussion

-To reflect the current additions of the First Year representative

Approval

Moved: Teresa

Seconded: Meghan

Six in favour

One objection

k. Removal of Fee for UOIT/DC Health Service Levy

Moved: Meghan

Seconded: Sam

Discussion

-The Board decided last year, with approval from Student Affairs, to remove the UOIT/DC Health Service Levy as there were not enough students utilizing the service

Approval

Moved: Sam

Seconded: Breanna

All in favour

Adrian proxy approval

Agenda amendment to take off item l. First Year Director

Recess at 2:48pm

Back at 2:57 pm

Agenda amendment to add in new motion for approval m. New Board of Director Position

Recommendations

m. New Board of Director Position Recommendations

Moved: Teresa

Seconded: Meghan

Discussion

-Approval of Courtney Helps for the First Year Director, Taylor Leeder for English Literature, Brittney Forester for Women's Studies, and Kelly Patano will be offered

the position of the Minute Taker

Approval

Moved: Teresa

Seconded: Joshua

All in favour

VIII. Information/Discussion

a. Standing Committees

-Each board member is required to be a part of at least one Standing Committee

-The Standing Committees are:

Finance

Executive

Student Clubs

Membership Issues and Services

Organizational Review and Development

-The standing committees will be chaired by the executive associated with their job

descriptions

-Kelly will send out a detailed description of each Standing Committee via email for

the Board to sign up for

b. Interview Process for BOD Positions

-Teresa, Sam and Meghan ran the interviews at school and were very pleased with

the candidates

-One interview was done over the phone with all executives present

Trent Oshawa Student Association September 28th 2012

Approval Date: Draft Page **8** of **9**

IX. Updates

a. Clothing

As of the meeting, TOSA has sold \$2747.50 worth of clothing

Most popular item has been the pull over hoodie

In time for Christmas, TOSA will order another shipment of the popular items as well as hats

b. Used Book Sales

As of the meeting, TOSA has given back \$8638.83 to students on Used Book sales

Therefore we have made close to \$1000.00

c. Intramurals

We have reached out to at least 20 students for intramural sports

Moving inside the field house after Thanksgiving

d. Froshfest

Froshfest was a success, thank you for all the volunteers

If anyone has feedback please send it to Sam

X. Upcoming Dates

a. Next Meeting

-October 18th 9am

b. Oshawa Challenge Cup

Friday October 12th 2012 6pm

c. Staff and Student Baseball Game

Tonight!

d. October 3rd President Franklin

XI. Adjournment

3:21 pm

Moved: Tyler

Seconded: Sam

All in favour

Post Meeting Action Items

Assigned To: Action: Deadline:

Kelly Vanleyden Email directors about Standing Committees Next meeting

Board of Directors Email Sam with feedback from Froshfest

Next Meeting

Date: Thursday October 18th 2012

Time: 9am

Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person

Board of Directors Meeting Minutes for October 18th 2012

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Patano

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Teresa Melrose Vice President Internal Affairs Yes

Andrew Caky Environmental Studies Regrets

Joshua Reyes Sociology Yes

Tyler Cooper History Yes

Adrian Susak Anthropology Yes

Jazmyn Meeham Psychology Regrets

Breanna Puhach Cultural Studies Yes

Ashley Toohey Chair Person Regrets

Kelly Vanleyden Administrative Coordinator Regrets

Kelly Patano Recording Officer Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 9:00am

Actual Start: 9:12am

Meeting Scribe: Kelly Patano

Agenda

I. Call to order

9:12am

II. Approve September 28th, 2012 Meeting Minutes

Moved: Tyler

Seconded: Teresa

All in favour

III. Call for New Business

Not Called

IV. Approval of the Agenda

- Change in Spring Election timeline: moved until next meeting

Moved: Teresa

Seconded: Joshua

All in favour

V. Declaration of Conflict of Interest

Samantha – motion to increase ‘Events’ Budget

Meghan – Trent Runners and Walkers Club

VI. Executive Update

- Andrew requested creating a work log starting last Wednesday to make directors

aware of happenings

Meghan

- Working with ACL Benefits

- Attended OUSA meeting in Peterborough to discuss proposed changes for postsecondary

education in Ontario

- Hired Work Study

Samantha

- Working with clubs: training and recruitment policies

- Updating website with Director pictures and biographies

- Helped organize Friday’s Soccer Challenge Cup with raffles and a bbq.

- Assisted in Safety Talk suicide training

Teresa

- Also involved with Safety Talk training

- Attended Soccer Game

- Involved in interviews for work study

- Received money for fees and levies

VII. Approvals

a. Motion to approve Trent Oshawa’s Dungeons’ and Dragons’ Club

Moved: Sam

Seconded: Tyler

Discussion:

- New club application to be ratified as a TOSA club – Trent Oshawa’s Dungeons’ and Dragons’ Club
- Dungeons and Dragons is a very specific club, raising concern about its lifespan
- The creation of a general gaming club instead was suggested
- Currently has six members, which is greater than some of the existing clubs
- Mention of TC3 and its specificity, leading to hesitation about generalizing the club
- Dungeons and Dragons viewed as a sub-culture which will help with recruitment
- Club mentioned a Game Night as their main event
- Club currently has reception and required means by obtaining the appropriate standards
- Club’s expenses would be food for their meetings (ex. Pizza)
- Others have asked to join since the week of Club Recruitment
- Issue: Are we funding six people just so they can have food?
- Club executives are first-year students, providing incentive to go forward as a positive way to connect with the Trent community
- Club is not exclusive: great socialization incentive, with room for growth

Approval:

Moved: Tyler

Seconded: Josh

All in favour

b. Motion to approve Trent Runners and Walkers Club

Moved: Sam

Seconded: Tyler

Discussion:

- New club application to be ratified as a TOSA Club – Trent Runners and Walkers Club
- Mission is to bring together all runners and walkers at Trent through meetings at the Oshawa Civic Centre
- Club looking into renting indoor track
- Opens opportunities for fundraising and other events
- Club on-campus events could be fundraisers such as bake sales as they count as events

- Club recruitment: FroshFest counts as a recruitment opportunity, but as separate from events

Approval:

Moved: Josh

Seconded: Teresa

One abstention

All in favour

c. Motion to increase 'Events' Budget

Moved: Sam

Seconded: Tyler

Discussion:

- Desire to increase 'Events' Budget from \$10,000 to \$15,000
- Desire to do more and expand on campus events to coincide with the increasing students at Trent Oshawa (ex. – Halloween Event)
- Money that is not used will carry into next year, but requests a cushion for expenses
- Equipment is already available for events which require it
- Desire for more game nights and refreshments for events; a bigger semi-formal
- Average cost: FroshFest - \$2,000; additional money also sought (ex. Donations)
- Emphasis placed on moving leftover money into the next year; problem: enrollment not up substantially
- Concern over too much money going into the next year
- Donations would still be sought for bigger events
- The Vice-President of Campus life for the following year can make adjustments
- Proposal to increase budget to \$2,500 instead
- \$5,000 not considered harmful considering efforts to only use it just in case
- It's harder to predict budgets with new enrollment (ex- TUCK shop unanticipated)
- Last year an events budget was given for a lower number of students than there actually were
- Don't wish for a huge surplus as it's students' money; desire for students to receive worth through events

Approval:

Moved: Brittney

Seconded: Courtney

Two abstentions

All in favour

Tyler proxy approval

VIII. Information/Discussion

a. Floater Hours for TOSA Admin Position

- Suggestion to pay for more hours when needed (ex. FroshFest)
- Five extra hours per week; 35 hours a week currently
- \$35,000 already allocated; \$4,000 surplus present with no money moving
- Suggested mainly for events for Admin position – change in job description

b. TOSA Admin wages for FroshFest hours

- About 15 hours

c. Updated and New Police Checks for Directors

- Forms will be given so directors can pay less to obtain a police check for volunteer positions

- Require letter for volunteer check plus an original signature

d. Grad Photo Contract

- currently has a contract with Lassman Studios Limited
- point 14: offering complimentary grad photos, which occurred last year, but with problems as the photographer initially wanted students to pay, but students ended up receiving them free of charge
- free images given/ will be given for free with current students
- point 16: two days booked in the fall, three in February; doesn't feel eight days are necessary
- change to four days per term unless more needed
- desire to change wording of contract and ask about increases: specific number of students required for the free photo charge
- suggestion to look for another photography business and not sign for two years
- re-visitation of contract will occur in March
- pictures turned out well/ enjoyed last year
- suggestion to stay with Lassman this year and revisit contract next year
- concern expressed over breaking contract with an immediate change in photographers in the winter

- goals are to clarify terms for bigger events, to appear for four days each term and

discuss the length of the contract

e. Work Study

-TOSA does not pay for the work study; paid through Trent University

-paid maximum 10 hours/week; fluctuating hours

-Ainsley –third year psychology major hired as work study

-runs intramurals Mondays and Wednesdays

-enthusiastic student, lives near campus

f. Standing Committees

-shared among executives

-Those involved in each standing committee are as follows:

Organizational Review and Development

Chair: VP Internal Affairs

Committee: Teresa, Breanna, Andrew, Jazmyn

-responsible for managing the amendments of bylaws

Finance

Chair: VP Internal Affairs

Committee: Teresa, Andrew, Joshua, Courtney

- Reviews annual membership fees and refundable/non-refundable student levies fees

Membership Issues and Services

Chair: President

Committee: Meghan, Andrew, Tyler, Adrian

- Discuss important issues for students and assist students; review membership fees

and refundable/non-refundable student levies

Executive

Chair: President

Committee: Meghan, Samantha, Teresa

- Member elected into positions through By Elections

Student Clubs

Chair: VP Campus Life

Committee: Samantha, Tyler, Brittney, Taylor, Courtney

- Supporting the operation of clubs, investigating clubs, suggesting improvements and

approve all club promotion materials

-copies of the list of standing committees will be sent through email

IX. Updates

a. Spirit Week and clothing sales

- Promoting clothing sales through spirit week with discounted prices
- 12 sweaters bought so far
- Bottles and lanyards also sold during the Soccer Game

b. Custom Clothing Order

- Email sent out to students concerning custom clothing
- Students can email Kelly V. for custom sizes
- Not ordering track jackets due to lower sales; mainly ordering pullovers
- Nobody responded yet, can respond until October 26th
- Hats additionally being ordered
- May have to pay additional fee depending on size ordered

X. Upcoming Dates

a. AGM Thursday, Nov. 22 @ 5pm

- discussing changes to bylaws for next year
- Board meeting with student input ex- discussing Spring Election Timeline, First Year Director

b. Upcoming Board Meetings: Thursday November 15th @ 9am, Thursday December 6th @ 11am

- everybody available for December meeting as it's after the last day of classes

c. OUSA's Fall General Assembly: Friday Nov 2-Sunday Nov 4

OUSA – provincial lobbying group

- Meghan and Sam attending Fall General Assembly in Waterloo
- approves policy paper to be admitted to gov't
- discussing rural and urban students and students with disabilities

d. Trent Blood Donor Clinic: Thursday, Nov. 6, 2:30-6:30pm

- people outside of Trent faculty and students invited to attend
- want 43 students to donate; can sign up through Sam in order to manage schedules
- all volunteers tested before donating
- plan for emails to be sent out and signs posted

e. h'Art of the City event: Thursday, Nov 13th

- Trent University working with charity

- f. "What's Your Blood Type" Event: Thursday Nov. 1
- Students can discover their blood type; proceeds Blood Donor Clinic
- g. Team Building: Monday, Oct. 29 (in the evening)
- Leisure Lanes Bowling Alley

XI. Adjournment

10:23am

Moved: Sam

Seconded: Josh

All in favour

Post Meeting Action Items

Assigned To: Action: Deadline:

Meghan Condon Email directors about Standing Committees final list assignments ASAP

Next Meeting

Date: Thursday November 15th 2012

Time: 9:00am

Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person

Board of Directors Meeting Minutes for November 22nd 2012

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Patano

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Courtney Helps First Year No

Andrew Caky Environmental Studies Yes

Joshua Reyes Sociology Yes

Tyler Cooper History Yes

Adrian Susak Anthropology No

Jazmyn Meeham Psychology No

Breanna Puhach Cultural Studies Regrets

Taylor Leeder English Yes

Brittney Forester Women's Studies Yes

Ashley Toohey Chair Person Yes

Kelly Vanleyden Administrative Coordinator Regrets

Kelly Patano Recording Officer Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 9:00am

Actual Start: 9:07am

Meeting Scribe: Kelly Patano

Agenda

I. Call to order

9:07am

II. Approve Thursday October 18th 2012 Meeting Minutes

Motion to amend

- To add Courtney, Taylor and Brittney's names to the attendance

Moved: Meghan

Seconded: Tyler

All in favour

Motion to approve

Moved: Taylor

Seconded: Brittney

All in favour

Breanna proxy approval

III. Call for New Business

- Discuss VP Internal Position in Information/Discussion

IV. Approval of the Agenda

Moved: Brittney

Seconded: Josh

All in favour

Breanna proxy approval

V. Declaration of Conflict of Interest

Sam – Signing Authority and Executive Holiday Hours

Meghan – Executive Holiday Hours

VI. Executive Update

Meghan

- Attended OUSA Fall General Assembly in Waterloo; discussed and edited policy papers

- Had weekly meetings with students/faculty in devising 5 year plan for Trent Oshawa

- Attended Peter Barry Business awards

- Spoke at Fall Preview

- Speaking with Bell Mobility; plans to implement wireless coverage on campus

- Working with ACL Health Benefits: distributing cheques and coordinating with Peterborough campus

- Met with Justin about student services

- Finishing audit and related work for VP Internal Position

- Involved with Lassman

Sam

- Coordinated Halloween Haunted House: 70 students took part
- Helped with Blood Drive – a second blood drive will be planned later
- Involved with Remembrance Day assembly; organized by TESSO
- Meeting with student clubs for training
- Met to debrief on Froshfest
- Involved in approvals for student clubs
- Coordinating Student Clubs Committee
- Updating website with upcoming events
- Updating events budget

VII. Approvals

a. Changing Signing Authority

Moved: Josh

Seconded: Tyler

Discussion:

- Motion to give Sam signing authority for the remainder of the school year
- Worried about delay of VP Internal Position being filled; desire to officially complete things sooner than later
- Bank needs two signatures for everything to ensure authenticity of cheques
- Still won't have authority to change amount on cheques
- A smooth transition
- Suggested that temporary authority be given until VP Internal position filled: emendation
- Suggested that board member given authority as well if executives are away; idea considered beforehand

Motion to postpone until updating VP Internal Position

Moved: Andrew

Seconded: Josh

One abstention

All in favour

b. Election Timeline – Bylaw XIII.2.1

Moved: Meghan

Seconded: Sam

Discussion:

- To change the voting period for the spring General Election from March to February
- Considered for last month and a half
- Other schools hold elections earlier
- Allows for more training for executives
- Will be removed from a busier time for students
- Greater time for greater student responsibility; increased contact with predecessors

Approval

Moved: Tyler

Seconded: Taylor

All in favour

Breanna proxy approval

c. Campaign Timeline – Bylaw XIII.4.1

Moved: Tyler

Seconded: Taylor

Discussion:

- To have campaigning for the spring election last five days; end 18 hours before the voting period
- Similar to election timeline; no previous specified time outlined

Approval

Moved: Brittney

Seconded: Josh

All in favour

Breanna proxy approval

d. Move Payroll/Bookkeeping to Administrative Coordinator

Moved: Meghan

Seconded: Sam

Discussion:

- Moving payroll/bookkeeping from VP Internal position to Administrative Coordinator
- The TCSA in Peterborough has a similar position with a permanent staff member having these responsibilities
- Removing these tasks from the VP Internal position may make more students consider the position
- Does not affect budget

- Makes process more fluid as these tasks are considered more tedious
- Kelly V. is comfortable with taking the responsibility; is already familiar with it
- Kelly V. will receive more assistance from Phil Bailey

Approval

Moved: Brittney

Seconded: Josh

Seven in favour

One objection

Breanna proxy vote

e. Executive Holiday Hours

Moved: Sam

Seconded: Meghan

Discussion:

- Allowing executives to use banked hours during the winter holidays
- Approved last year by the board of directors
- Budget made for all 52 weeks in the year; many executives paid over holidays (ex. TCSA)
- Lots of hours are currently banked from various commitments
- Desire expressed to provide updates on executive work schedules for greater organization
- Suggestion to pay out banked hours' earnings monthly
- Last year, board allowed for banked hours; executives not paid for banked hours at end of school year
- Bylaws state banked hours can be used for busier times of the year
- Plan to have a more formal process for next year
- Many banked hours received from the General Assembly
- Looking at job restructuring through work studies/greater job division
- Work Study didn't start until late October, but will help with banked hours

Approval

Moved: Tyler

Seconded: Brittney

Two abstentions

All in favour

Breanna Proxy Approval

f. Graduation Photo Contract

Moved: Sam

Seconded: Meghan

Discussion:

- Approving the revised contract with Lassman studios
- Contract discussed at last meeting; has been updated since
- Changes made to reflect interest of board
- No apparent limit on events in the contract

Move to amend: reference to point 15 instead of 14 in the contract

Moved: Meghan

Seconded: Sam

All in favour

Approval

Moved: Brittney

Seconded: Tyler

All in favour

Breanna proxy approval

VIII. Information/Discussion

a. Black History Month

- Trying to garner support from TOSA and volunteers
- Committee also reaching out to schools and other organizations
- Important for TOSA to achieve a presence at the event; either through a booth of having the office open
- Also recruiting students from different disciplines to conduct their own research

b. VP Internal Position

- Hesitant about holding an election to fill position due to time constraints; a long process
- Elections part of the real world; looking out for students' best interests
- Payroll a big deterrent from position; Teresa was the only one who applied at the time
- Another student has since expressed interest
- Suggestion to hire a board member
- Not against having position filled by another person, but elected person would have to juggle campaigns if he/she wishes to be re-elected (has to step down and

campaign again)

- Plan to discuss position at next meeting; board given one week notice, followed by

later discussions

- Work will be divided until the VP Internal position is filled

- If board members do not want position, one can help out with compensation until

position is filled

- If a board member steps up temporarily, will resume board position once executive

position is permanently filled

- Question over signing authority arises again; some concerned about much of the cheques coming out of the VP Campus Life's event budget

- Suggestion that more than two individuals have signing authority

- Motion states that authority is temporary

- Two signatures needed regardless; issue is still being looked into

Motion for a five minute recess

Moved: Meghan

Seconded: Josh

All in favour

Recess granted at 10:46am

Call meeting back to order: 10:51am

Approval for signing authority (Finalized)

Moved: Meghan

Seconded: Taylor

One abstention

All in favour

Breanna proxy approval

IX. Updates

a. Financial Update

- Cheques made in October: most of them for used books, accounting for variation in

amounts

- Wages for all executives and Administrative Coordinator included

- ACL cheques: paying them back for benefits

- Cheques representing received funds from Peterborough for Durham Region Transit passes, ACL benefits, etc.
- Include expenses reimbursement for VP Campus Life, President
- Cheques to Queens University in exchange for supplying Trent clothing
- Plan to have financial updates for following board meetings

X. Upcoming Dates

a. Next Board Meeting

- December 6th, 2012 – after classes end, allowing for increased availability

b. Holiday Dinner

- Late lunch/early dinner planned for December 6th, following board meeting

c. Annual General Meeting

- Thursday, November 29th, 2012 at 5pm
- Making bylaw changes official, introducing directors and presenting audit

I. Adjournment

11:03am

Moved: Sam

Seconded: Josh

All in favour

Post Meeting Action Items

Assigned To: Action: Deadline:

Executives Bring hour sheet to meeting Next meeting

Meghan Condon Email Board with the VP Internal Job description ASAP

Board of Directors Email Meghan if they are interested in the position November 30th 2012

Next Meeting

Date: Thursday December

Time: 11:00am

Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person

Board of Directors Meeting Minutes for December 6th, 2012

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Patano

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Courtney Helps First Year No

Joshua Reyes Sociology Yes

Tyler Cooper History Yes

Adrian Susak Anthropology Yes

Jazmyn Meeham Psychology No

Breanna Puhach Cultural Studies Yes

Taylor Leeder English Yes

Brittney Forester Women's Studies Yes

Ashley Toohey Chair Person Regrets

Kelly Vanleyden Administrative Coordinator Regrets

Kelly Patano Recording Officer Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 11:00am

Actual Start: 11:05am

Meeting Scribe: Kelly Patano

Agenda

I. Call to Order

11:05am

II. Approve the November 22nd 2012 Meeting Minutes

Moved: Tyler

Seconded: Breanna

All in favour

III. Approve Annual General Meeting Minutes

Moved: Tyler

Seconded: Josh

All in favour

IV. Call for New Business

Not Called

V. Approval of the Agenda

Moved: Tyler

Seconded: Josh

All in favour

VI. Declaration of Conflict of Interest

Josh – Newspaper Club budget

Taylor – VP of Internal Affairs

VII. Executive Update

Meghan

- Updated Tyler with information concerning Membership Issues and Services Standing Committee
- Helping to look into student housing
- Altered signing authority
- Helped organize AGM, which had a very successful turnout (40 students)
- Attended library advisory meeting
- Informed of Trent Oshawa website becoming created

Sam

- Organized SCC meeting
- Organizing/leading club training
- Organized first game night
- Assisted with sidewalk sale
- Organized Blood Donor Clinic (second clinic to be held on March 6th)
- Signing authority changed

VIII. Approvals

a. Taylor Leeder as Vice President of Internal Affairs

Moved: Tyler

Seconded: Josh

Discussion:

- Concerning Taylor becoming the Vice President of Internal Affairs for the remaining fiscal year
- Taylor's previous experience includes spending five years as a tour guide and helping with fundraising and event planning as a YWCA volunteer
- Taylor feels she will be able to handle the job efficiently

Approval

Moved: Brittney

Seconded: Josh

One abstention

All in favour

b. Club Budgets

Moved: Sam

Seconded: Josh

Discussion

- Concerns approving the budgets submitted by clubs
- Not all budgets have been received – may get some later
- Budgets provided to give TOSA an idea of how their money will be spent
- Do not receive money from TOSA until budget is submitted + receipts are provided
- Clubs which have submitted budgets are organized
- December 31st: semester reports for clubs due: includes minutes, membership, events summary, budgets, etc.
- Many clubs not following rules by submitting materials late; posting things without approval
- Suggestion to de-ratify clubs early next semester if rules are not followed; putting such clubs on probation; giving incentives to clubs adhering to rules as it's hard to keep track of 17 clubs

Approval

Moved: Brittney

Seconded: Taylor

One abstention

All in favour

c. Ski and Board Club Special Event Funding Proposal

Moved: Sam

Seconded: Tyler

Discussion

- Concerns approving the proposal submitted by the Ski and Board Club
- Entire budget of club broken down
- \$87.00 per person without funding for transportation; \$57.00 with funding
- Hopes to attract members with reduced costs
- Can change amount put forth by SCC (Special Events budget given by TOSA; used especially for special events and gives up to \$500.00)
- Money will also go towards other things such as rentals
- Lots of enthusiasm for club as it is unique with its out-trips
- Money will go directly to club members; no other club has requested additional funding
- Submitted only one day late as things were still being figured out
- \$500 considered reasonable in addition to the \$250 they already have

Approval

Moved: Tyler

Seconded: Taylor

All in favour

d. Trent Oshawa French Association

Moved: Sam

Seconded: Tyler

Discussion:

- Concerns approving the creation of a club celebration the French language and culture
- Formerly approved by SCC
- Had five people at first; more have signed up since
- Combining Trent + UOIT students as French programs contain a lot of crossover for students
- Ideas for events include a Coffee House, French Trivia and Movie Nights

Approval

Moved: Brittney
Seconded: Bree
All in favour

IX. Information/Discussion

a. Membership Issues and Services Committee Update

- For web students, over 80% live outside the Durham region, leading to difficulties in using the Health Plan and Athletic Membership
- Plan to email web students a survey about benefits; letting them know early in the semester about Athletic Pass
- Concern: students on campus may have to pay more if other opt out
- Affects Athletics budget the most, but because of money in the TOSA account + extra fees, there is no foreseeable great effect on costs for students
- Unsure about having an opt-in option for web students (currently being looked into)
- Everyone charged a \$9 student I.D. card – but do not receive a new card every year, leading to a decision to charge only first year students for the card
- Wanted to use id card for cafeteria: money is loaded on using a credit card; not sure if cards can be used for cafeteria indefinitely
- Oshawa just given option of photocopying; more significant for Peterborough students

b. Second Soccer Tournament

- Planned for February 1st; was initially against Peterborough, but now takes place between different Trent Oshawa teams
- Idea of having a dodge ball tournament as well – seven people required for a team – idea of six teams
- Will consist of faculty team + student teams
- Planned for 2pm-5pm
- Organized by Kelly V. – will hand out registration forms early next semester
- Food and drinks will be provided

- Many people at intramurals excited for it

X. Updates

a. Clothing Sales

- Re-ordered a bunch of items: pullovers + hats
- Made \$1600 at sidewalk sale: 10 hats sold for \$20 + zip ups and pullovers sold as well

b. Financial Update

- Fairly short due to proximity of meetings
- Includes cheques for used books, bigger cheque for President paycheque + hotel and transportation for OUSA meeting in Waterloo
- Have savings account which collects interest; account where all transactions occur
- About 500 students given full-time bus pass; invoice to be given later
- Initial plan to get bus shelters in November; haven't received them yet

XI. Upcoming Dates

a. General Election

- Plan to start in January as it was decided to take place earlier
- Recruiting volunteers for Election Committee
- Won't run into time issues with semi-formal
- Reading week to be used for campaigning information sessions
- Elections Committee will approve timeline

XII. Adjournment

12:05pm

Moved: Tyler

Seconded: Adrian

All in favour

Next Meeting

Date: Thursday, January 24th, 2013

Time: 9:00am

Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person

Board of Directors Meeting Minutes for January 24th, 2013

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Patano

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Taylor Leeder Vice President Internal Affairs Yes

Courtney Helps First Year No

Joshua Reyes Sociology Regrets

Tyler Cooper History Yes

Adrian Susak Anthropology Yes

Jazmyn Meeham Psychology Yes

Breanna Puhach Cultural Studies Yes

Brittney Forester Women's Studies Yes

Ashley Toohey Chair Person Yes

Kelly Patano Recording Officer Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 9:00am

Actual Start: 9:10am

Meeting Scribe: Kelly Patano

Agenda

I. Call to order

9:10am

II. Approve Thursday December 6th 2012 Meeting Minutes

Moved: Tyler

Seconded: Sam

All in favour

III. Call for New Business

- moving audit to discussion (from Approval c to Discussion item h)
- adding in financial update (as item X; upcoming dates moved to item XI)

IV. Approval of the Agenda

Moved: Jazmyn

Seconded: Sam

All in favour

V. Declaration of Conflict of Interest

- Josh – Club Policies

VI. Executive Update

Meghan

- Alphabet Committee met in mid-December
- Attended executive meeting January 8th
- Attended training with Taylor for Trent Oshawa website
- Helped with January NSO
- Organizing Elections Committee
- Writing policy paper for online learning for OUSA
- Helping organize spring Grad photo sessions
- Attended senate meeting

Sam

- Collected club semester reports December 31st
- Held a SCC meeting for clubs
- Planned events for winter semester
- Contacted Civic Centre for dodgeball tournament
- Ran club training for French Association
- Contacted manager in Peterborough for rented gowns for Grad photos
- Organized winter semester Game Night
- Organizing winter Blood Donor Clinic
- Organizing Dodgeball Movie Night
- Helping to organize Candy Gram sales
- Reviewing Club Policies

Taylor

- Took part in training for Internal Affairs position
- Attended Oshawa Fees Committee with Meghan

- Officially started in VP Internal Position in January
- Reviewing Policies concerning Workplace Harassment
- Designing Policy survey to see what people understand about Workplace Harassment
- Attended Executive Meeting – Devised new job titles
- Conducting research concerning other Student Associations
- Sorting schedules for other BOD Meetings

VII. Approvals

a. Updated Budget

Moved: Meghan

Seconded: Jazmyn

Discussion:

- Concerns updates made to budget for 2012/2013 fiscal year
- Few changes
- Revenue items – no longer pay Durham College fee
- P4: Clubs updated - \$500 for Ski Club
- P5: Durham College Health Centre
- TUC Shop/Summer Café –assumed to run again (for wages/supplies) – lots of money to make; easy to account for
- Other expenses: overestimation of clothing/merchandise
- Plan for TUC Shop to begin in May
- Surplus: some might be used for new Exec. Duties, new cafeteria, TUC Shop (hiring)

students through TOSA

- Looking into getting graduating students for TUC shop
- Suggestion: TOSA sponsored bursaries – topic of interest last year; possible for next year

Approval

Moved: Meghan

Seconded: Jazmyn

All in favour

Josh proxy vote

b. Director of Business Administration

Moved: Tyler

Seconded: Meghan

Discussion:

- Concerning the inclusion of a Director of Business Administration on the BOD
- Business Admin. Students able to complete full degree in Oshawa; a growing program
- A lot of interest in the program

Approval

Moved: Brittney

Seconded: Taylor

All in favour

Josh proxy vote

c. Approval of Accountant for 2012/2013 Audit

Moved: Meghan

Seconded: Tyler

Discussion:

- Concerning the use of Roberts, Marlowe, Jackson, Jackson & Associates, Chartered

Accountants for this year's audit

- Did last year's audit as well
- Local: Stevenson & King; have good relationship with them

Approval

Moved: Tyler

Seconded: Bree

All in favour

Josh proxy vote

d. Elections Timeline

Moved: Meghan

Seconded: Bree

Discussion:

- Concerning the election timeline for 2013 General Election
- Already approved during elections committee meeting
- Plan to send out notice of Election January 25th
- Will need to be approved at AGM
- Nomination Period: February 6th-20th
- Campaigning: February 25th-March 1st at 3pm
- Debate currently the morning of March 1st
- Voting: March 4th for one week: tallying following Monday
- Unofficial results emailed to nominees

- Board Meeting: March 14th: notice to candidates afterwards
- Possibly moving debate to February 28th at 5pm to generate a bigger audience (similar to TCSA)

Move to Amend Timeline (Debate)

Moved: Meghan

Seconded: Tyler

All in favour

Approval

Moved: Jazmyn

Seconded: Meghan

All in favour

Josh proxy vote

e. New Clubs and Groups OP#1e

Moved: Sam

Seconded: Taylor

- Concerning having Club Policy, New Clubs and Groups OP#1e, reflect a deadline date

for students to submit a club application package

- New applications made for new club training
- Beneficial for deadline: one club training for returning clubs and one for new clubs

Approval

Moved: Jazmyn

Seconded: Tyler

One abstention

All in favour

Josh proxy vote

VIII. Information/Discussion

a. New Job Title Descriptions

President:

- Differences: - increase in pay to \$12/hr.
- Paid vacation over winter break
- Can be given a bus pass if desired
- Associated committees more clear
- Removed involvement with Durham Transit
- Chief Financial Officer; working with Kelly V.

- Organizing audit
- Organizing elections and helping with TOSA Events (Same as VPs)
- Suggestion: adding something about lewd time over Winter Break

VP Internal

- Changing title to VP of University Affairs
- Increased salary/vacation days/ bus pass
- Do all advocating for student rights
- Still organizes BOD, AGM, looks over bylaws
- Change: sitting on OUSA, attends Senate in Peterborough, dealing with Durham Transit, in charge of TUC Shop
- Signing authority given to all 3 positions
- Helping with elections, events

VP Campus Life

- Same as University Affairs (salary & number of hours/week)
- In charge of social media, funding for clubs, organizing clubs, elections & events

Administrative Coordinator

- Changes: in charge of bookkeeping, financial updates, event planning
- Work Study reports to Coordinator
- Request for pay increase: from \$17 to \$24/hr.
- Should the pay increase be that great?
- Looked at budget surplus, Amber's position, similar position in Peterborough, job

descriptions of secretaries

- Extra money would come out of surplus
- Worry about extra costs – deficit next year?
- Aware that wage was low and would go up with bookkeeping role
- Plan to make change for next fiscal year after Kelly's worked one full year
- Appropriate changes to be made after meeting, followed by online meeting before

AGM

- Suggestion for negotiation at \$20/hr.: research indicates that other positions have more duties/more experienced workers
- In general, jobs have smaller raises at a given time
- Kelly given bookkeeping without really asking; considering not waiting until May for raise

- Next pay period can start if everything approved
- Find out about budget in mid-April: can be renegotiated then
- Many jobs have annual evaluations
- Overall: biggest changes in all positions are pay and winter break
- It should be known that more hours will be put into job than outlined

b. Update to Harassment and Workplace Violence Policy

- Current policy not defined in depth; which other schools have in their policies
- Taylor wants to add definition and related information
- No separate workplace violence policy in place
- Administered surveys for topics of focus to generate more information
- Next year: training to take place among BOD or held as a separate event
- Discussion over charge of harassment if employees wish to step down before impeachment
- Impeachment: would have to bring to attention of execs; given a verbal warning with one week to improve beforehand; followed by written warning & ultimately suspension & immediate BOD meeting where impeachment enforced with a 2/3 vote (general practice)
- The President will have the power to suspend; if President involved – BOD grants suspension of President with emergency meeting
- BOD notified of such meeting three days ahead of time (change to five days?)
- To be put in place for next year
- Should be given training at start of first meeting and give extensions to all club presidents (through seminar/workshop)
- Suspension under discretion of President (+ reimbursement)

c. Vice President of Campus Life's Event Budget

- Up until the end of this semester
- Spent \$2,154 on events first semester: Frosh, Game Nights, Soccer Game, Haunted House, Pub Night
- Includes additional donations

d. January Events

- Screening of Dodgeball movie: January 24th; popcorn and drinks provided
- Rental of Grad gown + hood: late January: not charging students (dry-cleaning costs), plan to advertise soon; will hold Driver's Licenses/Student I.D. cards to ensure gowns are returned

e. February Events

- Dodgeball Tournament: February 1st: 2pm-5pm; prizes awarded to winner, bestdressed team
- Mental Health Awareness Week: (working with Corinne): February 4th-8th
- Candy Gram Sales: February 4th-8th: with TOCO, Peer Mentoring
- Candy Gram assembling: February 11th-12th
- Candy Gram Distribution: February 14th-15th
- Valentine Movie Night: February 12th 5pm; watching He's Just Not That Into You (with popcorn/drinks)
- Valentine themed Photo Booth: February 14th, 10am-4pm
- What's Your Blood Type: February 27th

f. March Events

- Blood Donor Clinic: March 6th
- TOSA Semi-formal: March 8th; Candy Land theme; 6pm, 7pm – dinner
Held in room 121; expecting about 100 people
Plan for 16 tables (6 people per table)
Catering options: Jubilee (last year's choice), Aramark (doesn't come with tablecloths), or Pelican (similar to Jubilee, more expensive bar)
Jubilee more aware of lack of access to cafeteria + good to solidify business relationships
Decision: Jubilee will cater event
Lassman will take photos during the night
Selling tickets for \$20
- Game Night: March 19th
- Trent Oshawa Spirit Week: March 25th-28th; selling clothing at reduced costs
- End of year BBQ: March 26th-27th; still up in the air

g. April Events

- Trent Oshawa Spirit Week: April 2nd-5th

IX. Updates

X. Financial Update

- Some overlap from last meeting
 - Reimbursement for Psychology Club
 - #507 – Payment for athletics
 - #525 – President wage, food for AGM/BOD, Holiday Lunch, OUSA Meeting
- Owed clothing payment, Admin Coordinator wage + that of other execs, Durham

Transit/ACL

- #536: wage + new printer
- #537: Kelly's wage + semi-formal decorations
- #445: owed to Canadian Revenue Agency

XI. Upcoming Dates

- a. Dodgeball Tournament Friday February 1st
- b. AGM Monday, February 4th (5-6pm)
- c. President Franklin's Office Hours: Wednesday, February 6th (1:30-2:30pm)
- d. Team Building Tuesday, February 19th: bowling at Leisure Lanes – open at 10am
- e. Semi-formal Friday, March 8th

I. Adjournment

11:28am

Moved: Tyler

Seconded: Meghan

All in favour

Next Meeting

Date: February 14th 2013

Time: 9:00am

Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person

Board of Directors Meeting Minutes for February 14th, 2013

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Patano

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Taylor Leeder Vice President Internal Affairs Yes

Joshua Reyes Sociology Yes

Tyler Cooper History Yes

Adrian Susak Anthropology No

Jazmyn Meeham Psychology No

Breanna Puhach Cultural Studies Yes

Taylor Leeder English Yes

Brittney Forester Women's Studies Yes

Ashley Toohey Chair Person Yes

Kelly Patano Recording Officer Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 9:00am

Actual Start: 9:07am

Meeting Scribe: Kelly Patano

Agenda

I. Call to Order

9:07am

II. Call for New Business

Not called

III. Approve the January 24th 2013 Meeting Minutes

Moved: Breanna
Seconded: Tyler
All in favour

IV. Approval of the Agenda

Moved: Tyler
Seconded: Josh
All in favour

V. Declaration of Conflict of Interest

No Declarations

VI. Executive Update

Meghan

- End of January: Meeting for student initiations fund
- Student Fees Committee: Discussing excess student funds; decision to carry over to next year
- AGM February 4th: successful
- Helping with candy grams
- Attended President Franklin's Office Hours
- Finished OUSA Policy paper – lobby conference in March; discussing mental health initiatives/tuition. OUSA Spring General Assembly in April

Sam

- "Dodgeball: A True Underdog Story" – no one came; cancelled
- Organized SCC Meeting January 31st
- Organized Dodgeball tournament Feb. 1st
- Candy gram sales: Almost \$100 made; acquired candy for grams
- Contacted catering for semiformal
- AGM
- Ran Valentine's Activities: Movie/ Photo Booth
- Acquired liquor license for semi with Kelly
- Advertising Grad Gown Rentals
- Attended meeting discussing future of Oshawa campus
- Making semiformal tickets
- Organized club recruitment days

Taylor

- Helped with Oshawa and Student Fees Committee
- Organizing materials/ recorded minutes for AGM
- Made elections documents
- Acquired materials for BOD meeting
- Coming up with harassment training initiative
- Attended President Franklin's Office Hours

VII. Approvals

a. De-ratification of Trent in Oshawa Dungeons and Dragons Group

Moved: Sam

Seconded: Tyler

Discussion:

- President of Dungeon's and Dragon's Club wanted meetings on Friday night, but campus closed
- Wanted club to be de-ratified as President felt they would not be able to get together

Approval:

Moved: Tyler

Seconded: Taylor

All in favour

VIII. Information/Discussion

a. Durham Region Transit

- Don't have official contract with them; Durham and UOIT have contract: 5% raise in fees each year without additional benefits
- Want more services for raise in fees
- Ideas: increased service for 420 bus, summer bus pass, clause for January start students
- Durham Transit plans on having own bus travel on Highway 2 every 7.5 minutes
- Idea to have bus modify route and drop off students at Civic (another bus already drops off at Legends Centre)
- Opt-out option for bus passes? Unsure if possible

b. Black History Month Donation

- Donation letter sent late; want \$1000 in funding (\$500 given last year)

- More distinguished than last year with research
- Huge part of Trent Oshawa: large recruitment
- Have funding from other places (Student Initiative Fund)
- Didn't provide information about what money would be used for (need receipts + not specific); want more specific plans
- Event in two weeks: too soon to plan where money's going
- TOSA still contributing at least \$500
- Surplus of funds right now - \$1000 not unreasonable for publicized event
- Discussion to add a bylaw about asking for additional funding in future
- Plan to contact club to receive more specific information

c. OUSA Dinner

- OUSA has a big dinner each year for faculty + student representatives
- Expensive: \$800/table – made arrangements for \$600 – good opportunity but expensive (\$100/seat)
- Plan to possibly scope it out and see if it's worth going to/negotiate price to \$400/table
- Needs to be an official approval later

d. Kelly's Wages

- Wants pay increase from when job descriptions changed
- Retroactive pay not normally granted; didn't ask for it at time
- Not huge amount of money to give: roughly \$700
- Can occur to recognize previous work
- Question over how to deal with predicament in future
- Idea to introduce clause for retroactive pay/ granting pay bonus instead at end of fiscal year
- Bonus evaluations normally given at end of fiscal year
- Bonus equal to what is owed seems appropriate

e. Semi-formal

- Mentioned previously

f. Food Committee

- Representative from Aramark coming to discuss services: contract recently up/already extended
- Thursday, February 21st at 10am; more details to come
- Bigger summer café: practice for possible transition into student-run cafeteria
- Discussing what they are able to sell, boundaries

IX. Updates

a. Elections

- Have at least one candidate for each executive position
- Not many director positions, encouraging recruitment

b. Grad Photos

- Require photos for composite: drop by March 13-15th

c. Financial Update

- Nothing too pressing
- 541 – payment for buses for Ski Club
- 546/547 – wages + expense reimbursement
- Canada Revenue Agency payment
- Cheques for reused books

X. Upcoming Dates

a. Team Building Tuesday, February 19th, 10:30am – email will be sent

b. Blood Donor Clinic March 6th

c. Semi-Formal Friday, March 8th

d. Next board meeting March 14th 9:00am

Adjournment

10:25am

Moved: Meghan

Seconded: Josh

All in favour

Next Meeting

Date: Thursday, March 14th 2013

Time: 9:00am

Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person

Board of Directors Meeting Minutes for March 14th, 2013

Meeting Location: Room 126

Approval: Draft

Recorded By: Kelly Patano

Attendance

Name Position Present

Meghan Condon President Yes

Samantha Rogers Vice President Campus Life Yes

Taylor Leeder Vice President Internal Affairs Yes

Joshua Reyes Sociology Regrets

Tyler Cooper History Regrets

Adrian Susak Anthropology No

Jazmyn Meeham Psychology Regrets

Breanna Puhach Cultural Studies Yes

Brittney Forester Women's Studies Regrets

Ashley Toohey Chair Person Regrets

Kelly Patano Recording Officer Yes

Meeting Location

Building: Trent Oshawa Thornton Road Campus

Room: 126

Meeting Start

Schedule Start: 9:00 am

Actual Start: 9:07am

Meeting Scribe: Kelly Patano

Agenda

I. Call to Order

9:07am

II. Approve the February 14th 2013 Meeting Minutes

Moved: Bree

Seconded: Taylor

One Abstention

All in favour

III. Call for New Business

Not Called

IV. Approval of the Agenda

Moved: Taylor

Seconded: Bree

All in favour

V. Declaration of Conflict of Interest

Brittney -Election Results

VI. Executive Update

Meghan

- Ran elections with Taylor: advertising, information sessions
- Attended Open House Meetings
- Lobby conference for OUSA: credit transfers, tuition, mental health
- Assisted with semi-formal
- Looked into Durham Transit contract
- Discussed fees for next year
- Attended President/Vice President Committee Meeting
- Attended General Assembly for OUSA

Sam

- Organized Valentine's Day Photo Booth/Distributing Candy Grams
- Organized Blood Donor Clinic on March 6th
- Organized Semi-formal

Taylor

- Helped with elections: bulletin board, debate
- Helped with semi-formal: decorations, coat check, tickets, chairs/tables, cutlery, cake pops
- Handled voting for elections: Has Ainsley organize voting booth
- Attended Student Fees Committee Meeting
- Made paperwork for meetings

VII. Approvals

a. Results of the Election

Move to discuss: Bree

Seconded: Meghan

- Approving Kelly Patano, Brittney Forester, Chris Fernlund, Shawn Murphy and Said

Turabi to be TOSA Executives and on TOSA's Board of Directors

- Elections Committee: needed 106 votes and got them; approved everything

Approval:

Moved: Bree

Seconded: Taylor

One abstention

All in favour

Tyler and Jazmyn proxy votes

b. OUSA Dinner

Move to discuss: Bree

Seconded: Meghan

Discussion:

- Approving spending \$320.00 for Current Executives and Administrative Coordinator to attend OUSA's "Partners in Higher Education" Dinner April 3rd

- Kelly gets a discount being an alumni

Approval:

Moved: Bree

Seconded: Sam

All in favour

Brittney, Tyler and Jazmyn proxy votes

VIII. Information/Discussion

a. Admin Coordinator Bonus

- Extra Responsibilities suggested November 22nd, approved January 28th

- Works out to \$595.20, want to move to \$600

- Approval at April Meeting

b. DRT

- Met with Justin about new contract

- No longer three years: annual – still proposing 5% increase this year but could be negotiated each year

- Willing to give summer bus pass with cost of \$94.00; would have to be mandatory

for students (cannot opt out); needs to be discussed at referendum next year as it's

too late to put in place for this summer

- Will have increased service for 420 bus – one starts from Whitby Go Station + another coming from Oshawa Mall

- Will have a clause for January start students

- Durham & UOIT have semester charge; here: not qualified as full-time if only fulltime

for one semester. No referendum needed.

- Rapid transit: travels down Highway 2 every 7 ½ minutes for rush hour, every 15 minutes otherwise; in effect by fall

- Didn't want terminal closer to campus due to traffic, moving from regular route

IX. Updates

a. Financial Update

- February statement: photocopies for every cheque

- If over \$100 , reason outlined

- Receiver general: lump sum – HST from July-December

- Paid Andrew for new website: new domain name + hours worked and maintenance

fee (had \$1500 budget) – just have to add information to it

- Theater Association Fee: had to pay to run play

X. . Upcoming Dates

a. Rescheduled Aramark meeting

- Scheduled for March 21st at 10am

- Correcting the agenda which states February 21st

b. Final Team Building/Board Appreciation Day

- Option 1: Dinner in Toronto + Second City Comedy Show during the evening

- Option 2: Limo to Niagara Falls: Lunch + Fun Pass activities and free time during the

daytime

- Will take place April 25th

- Prices for activities comparable and manageable

- To be discussed later

XI. Adjournment

9:39am

Moved: Taylor

Seconded: Bree
All in favour

Next Meeting

Date: Thursday, March 11th 2013
Time: 9:00am
Location: Room 126

Approval

Meghan Condon

President

Ashley Toohey

Chair Person