



2016/2017 TRENT IN  
OSHAWA STUDENT  
ASSOCIATION BOARD OF  
DIRECTOR MEETING  
MINUTES

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Minutes: June 1st, 2016

## **Board of Directors Meeting (Room 127)**

### **PROCEDURAL ITEMS:**

**Call to Order:** 3:06PM

**Present:** Joe, Jaclyn, Kayla, Tiffany, Emily, Dale, Alex, Jagjot, Nick, Sam, (Chris Nelan – Chair)

**Absent:** none

**Call for New Business:** Joe, would like to take head-shots for the website and have all board members write brief bios.

**Approval of the Agenda:** Move to Approve: Emily, Seconded: Kayla. All in favour

**Declaration of Conflict of Interest:** Jaclyn, Joe and Kayla for Item 7B and Tiffany for decision 7C

### **Executive Updates:**

Joe

Implemented weekly office meetings  
aiding the transition of the new executives  
year-end finances with Tiffany  
bank sign-overs  
re-organization of the office  
process of developing a new filing system  
workshops to re-organize the office  
salary increase proposals  
ordered business cards  
first draft of the 2016-2017 operating budget  
OUSA Trans Con  
summer café service (coffees, muffins, etc)  
athletic services meetings for the incoming year  
health and dental benefits meetings for incoming year

Kayla

got familiar with policies and bylaws for both TDSA and OUSA

reached out for feedback

outlined personal goals for the year

OUSA Trans Con

Outlined campaign plans for the next year

reached out to community partners

policy amendments

Jaclyn

Club training packages

working with kayla to update clubs policy

updating the website information

forms now have proper updated letter head

uploaded all minutes from 2015-2016 meeting minutes

helping to plan June orientation and Sept orientation

community garden

grad dinner

community luncheon with Kayla

booked intramural dates

athletic meetings with Joe

last year's club finances updated with Tiffany

TDSA Twitter, Facebook, Instagram, etc

### **Discussions:**

A) TDSA Vision: Presented by Joe

- Remembering to base our vision off of our platforms, collaborate individual visions to match our expectations of what a Student Association should do/be for the students. Considering questions

like: What did you campaign on? What is your role in the organization? How does that effect your vision?

- Would like to be welcoming for students, be accountable, enhance community and wellness on campus. Have a more engaged BOD. Would like to establish a presence within the Durham/Oshawa community, alongside the university.

Develop more student job opportunities.

Improve our athletic services, get our students excited about it. Establish student meeting places, culture and events off campus (example: local pub nights, etc.)

Improving our relationship with the health benefits provider. Greater quantity of

small events on campus. Partnerships with local businesses to perhaps provide our students with discounts, etc. Improve the variety and quality of the merchandise in our tuck shop.

B) Standing Committees: Presented by Kayla

- Board members are required to each participate in a committee. Choices include: Clubs Committee, Finance Committee, Organizational Review and Development Committee. Only to meet a few times throughout the year.
- Joe: In addition to the board meetings and three committees, we would also like to engage some board members on alternate committee meetings through the university, to basically sit-in on them instead of sending one of our executives. (ex. transportation committee, gender inclusivity committee, etc.)

C) Budget: Presented by Joe

- A run through of the first draft, to be approved by the next meeting.

### **Decisions:**

A) De-ratification of the Bowling Club: (Presented by Jaclyn)

- Move to Approve: Kayla
- Seconded: Joe
- All in favour.

B) Executive Salary Increase Proposal: Presented by Joe.

- Joe reads through the package/proposal.
- Motion to discuss,
  - o Move to approve: Nick Ryan
  - o Seconded: Emily
- Dale: What is the minimum number of hours for each position?
- Joe: Minimum of 30 hours during the summer and minimum of 20 for the fall.
- Jaclyn: States that she is uncomfortable with the raise, in terms of it being self-serving, and would like to see it be done for the following school year, etc. Does not feel that the current executives meet the 'maximum' limit for academic obligations. The proposal said that the positions should should limit the number of courses, which would yield students looking for full time work, etc.

Whereas Jaclyn is currently doing a minimum hours of work so that she can focus on school. She is motivated to work at the current salary because that is what she ran on. If we were to have more mature students/less academic students then they would be able to rely on this as full time, which we could advertise and implement throughout this incoming year. Because of the satellite campus setting, most students (74%) live at home with parents, and would have lower

living costs, etc. Has issues comparing us with other universities in OUSA because we have fewer students, etc. She suggests moving the increases alongside minimum wage increase (Ex. we could currently be making \$12.25/hour and if minimum wage increases again in the fall, then we could have slight increases there again, etc.)

- Joe: has really appreciated Jac's input throughout making these salary proposal packages. AS outlined in the package, the intention of the salary increase / max amounts of work hours is matching the philosophy of increasing the professionalism of the jobs, to help make their work a priority and better serve the organization. The level of work being added to these jobs is creating full time work loads for executives and should not be seen as part time work.

- Nick Ryan: proposes the idea of having \$13/hour, so that its still above minimum wage without constraining the budget as much as \$14.

Motion to approve an amendment of the hourly rate of the executive proposal, Jagjot seconds this motion.

- Dale: Agrees that there needs to be an increase, since we have no formal restrictions of the obligations that you participate in as a student and an executive, (which we should make over the year) I think it needs to be appropriate to remain at the current rate, with the potential of a \$14 end of the year bonus. Those who work closer to the minimum amount of hours would get a lower bonus and those who work closer to the max would get more, with the end goal being to set some guidelines so that students who run next year would have a certain number of credits and would possibly get paid an increase.

- Jac: biggest concern based off the discussion is that people have the opinion that if you have more academic responsibilities, you would be contributing less to the job. VPCL has the largest budget line (including athletics/semi) and therefore can provide a max productivity based on the person, being that last year the hours were 25/week and productivity wasn't necessarily what it could have been. Jac is a good example of the majority of the students who live here because she lives at home and people who do live on their own or commute from further away are making that choice. She is gaining a lot of experience and therefore will perhaps be rewarded in the future, by having good networking and possible future jobs. We need to keep in mind that the salary is not the only compensation provided by participating in the TDSA office.

- Joe: Is open to the motions provided by Dale and Nick.

- Nick: We need to consider making these decisions based off of the average student. Consider the fact that these decisions will carry forward where some of

the incoming executives may be living at home and being full time students. Even though this year's executives are 2/3 independent from the guardians.

- Kayla: (In response to Dale) the max was 3.5 credits on the current job description policy. (To the Board), understands that VPUA and president have very different roles than the VPCL. Could be beneficial to have those two jobs specifically available to students who have recently graduated and making them "real jobs" for students who may be moving out, etc.

- Jac: Another concern is that TDSA struggles to have people run in the election, the raise may help but the credit decrease/maximum would deter people from running because they may not want to extend their degree by a year. Which would create more limitations when deciding to run. Would like to see more people run opposed next year.

- Joe: joe agrees that the elections need to be better marketed. Which reflects that executives do not necessarily have enough time to fulfill their roles in the job, and by having salary and a higher pay rate, would encourage them to go above and beyond so that they could do additional work from home, or work that may not be entirely expected of them. And the raise would also be an incentive to students trying to decide whether or not to get involved next year.

- Jac: the limit of the credit in the current job description has not been well enforced because of last year's VPCL.

- Chris Nelan: table comments and wrap up the meeting.

C) Operations Coordinator Salary Increase Proposal – Table

Motion to adjourn the meeting

- Moe to approve: Joe

- Seconded: Kayla

- All in favour.

Meeting adjourned at 5:00PM.

Minutes: June 29th, 2016

## **Board of Directors Meeting Room 127**

### **PROCEDURAL ITEMS:**

**Call to order:** 12:14pm

**Present:** Joseph, Jaclyn, Kayla, Tiffany, Nick Ryan, Jagjot, Rachel Ball (until 1:30pm),

Alexandra, A.J., as chair in training.

**Absent:** Dale, Sam, Emily

**Call for New Business:** Joe: Adding web student fees under discussions, also bank account status, communication.

**Approval of the Agenda:** Move to approve: Jac. Second, Kayla. All in favour.

### **Declaration of conflict of interest:**

A) Jaclyn, Joe, Kayla, Decisions 1A

B) Tiffany, Decisions 1B

### **Question period for the executive updates:**

Joe: Suggesting to send out executive updates in advance for board members to review, instead of repeating information during the meeting.

Jac: Adding concert information to her executive update.

Kayla: In process of creating a long term plan, organizing a vision for TDSA Cares for this upcoming school year.

Joe: Inquiry for roofs over top of the study rooms in the library. Too late in the summer for this school year, may be a possibility for the following year. Also made designs for clothing orders that we recently submitted.

### **INFORMATION/DISCUSSION:**

TDSA Vision Presented by Joe:

Vision is drafted, going to be sent out to administration. Carry out the health and dental plan, organizational review, internal focus for advocacy, heightened marketing and communications.



Maintain club programming, implement TDSA Cares (K), improve athletic services (J), discussions with the university regarding whether or not this remains a TDSA service. (Competitive soccer league).

Exploring external sources of revenue and creating a broader sense of community specifically for Trent Durham students. Improved transit system. Sexual violence, ancillary fees, tuition, infrastructure, environmentally sustainable incentives for institutions, (OUSA)

Chris Nelan: requests dipping sauce

Jac: Tosses sauce.

A) Standing Committees Presented by Joe:

General interest in any specific standing committees? AJ interested in environmental committees. Active transportation at the region, Jagjot.

Ancillary fee committee Nick Ryan, Alex M.

B) Orientation Concert:

Jac has a contract for a band. Concert is to be held on Sept 16th. Currently creating posters, tickets, etc. Announce date and ticket sales will begin on July 15th.

C) Health & Dental Presented by Joe:

The information on the new app/services with the new health and dental company. The app provides a mood log, a live chat, and contacts for master's students within the field, etc. When students opt out of the benefit plan, \$5 will be withheld to cover the cost per student for this app. SO that all students have access to it.

The #mydefinition campaign is something we are looking into developing on campus. (My illness is a part of me but it does not define me) Concerns for the leaders who may be participating in the campaign. Students can freely submit brief bios to be part of the campaign, as there are no recruitment strategies. (This is also a national campaign) Rachel, AJ, Nick show signs of interest. Alex suggests reaching out to Don-Pierre and other support related groups on campus

D) Athletics:

Jac has submitted the dates for intramurals. Smaller health and wellness events. Mala making, yoga, life coaching, leagues for soccer, etc.

E) Web student fees:

Historically the TDSA have been the ones receiving the fees for the web students. Next year the students will be able to actually choose a home campus that their fees will go to. (Being split between TCSA and TDSA)

Durham campus is estimating a potential \$50 000 hit. However, due to our fee increase, as well as the increase in new students, plus the surplus from our bank account, it shouldn't be more than a 22 000 hit. We will be creating a financial plan. We can increase our fee this year if the board chooses. (This affects 2017-2018)

H) Communication:

Joe reads a letter to the board.

Taking a 5 minute recess ...

New call to order at 1:23

## **DECISIONS:**

**7A. De-ratification of TDHS** – Jac proposes to de-ratify the Trent Durham Historical

Society. Whereas the club did not host any events in the 2015-2016 year, no students are interested in taking the club over and previous execs have graduated.

First Joe, Kayla second, all in favour

**B) VPUA Summer Hours Increase** – Kayla declares a conflict of interest. Joe proposes to increase the VPUA summer hours to 35 hours a week, and decrease to 30 in the fall/winter.

This does not change the fall/winter hours, even though Kayla wishes to work 25 hours per week this school year. Whereas the date of this motion takes effect, May 1st 2016.

Jac first, Joe Second, All in favour for the amendment.

Move to vote for the motion, Jac first, Joe Second, All in favour.

**C) Operations Coordinator Salary Increase Proposal** – Joe reads motion. Raising from 17 to 21 dollars per hour. Tiffany promised between 14 and 17 dollars, competed with people, then given the lowest amount. Doesn't make sense. Took it because she needed a job and was promised future raises. First raise was 14.75. Did not have a budget at the time. Chris F raised her to 17. Her predecessor was paid 21. She is fundamental to the organization and is glue between transitions. She needs to be adequately compensated so that it can be long term.

Chris N notes that predecessor was not doing what Tiffany is doing. Tiffany is doing much more.

Joe says that just as Executives roles have changed, so has op coordinator.

Jac speaks to new research. Avg female with commerce degree makes just below 80000 per year. Avg bachelor degree in Oshawa makes 57000, and hourly average for females age 24 is \$26

Joe reiterates her importance and also her cost of living. Joe wants to put her on a salary grid (schedule)

Alex says that it's too much of a jump and we can't make it so personal. She should be put on a schedule so the jumps don't keep happening, and what if it's not her anymore in a couple years.

Nick says our budget can change drastically from year to year. We need structure.

Joe – yes, we need to make an educated plan

Kayla – YES we do love her but... it's not about how much we love her, but more about her qualifications and what she does

Jac – would anybody else take the job for 17 or 21? Probably not. And we would not hire someone without a degree.

Jagjot – would people always start at the first stage (if they were new?)

Joe – yes

Nick – would tiffany start at 3 years or 1?

Joe – we can talk about this, but she will probably start at 1

Joe reads a letter from Emily

Joe suggests a ranked paper vote

**D) Executive Salary Increase Proposal** – Jac first, Kayla second's the motion.

i. Vacation Change – reduced vacation days to 5, from 8. Motion to approve vacation change,

Nick first, Jagjot second.

II. Rate – Motion to raise the hourly rate to \$13.50 from the current rate to \$12. Second, kayla.

Alex – If we do approve it at \$13.50 it should not be put into affect until next year. When you are running you know what you are getting into.

Joe – We do need structure and foundation so that these things do not come up yearly for the individuals in the positions. This decision should have been addressed by last year's executive, who only provided the recommendation. This rate needs to be in affect this year to bring us back up to par, in compliance with the operating budget. If we were to place a date on this increase to next year, then it would be recommended to go to \$14, to accommodate another year of inflation.

Jac – Initially agreed not to vote on our own raises, but in line to create a company form, not doing the raise will put the organization further behind. Doing

the \$13.50 now and then creating a payscale for further years to prevent this from happening. Peterborough's exec system is similar to ours. Everything she has raised from the last meeting has been discussed personally with Joe and no longer had the same concerns, due to the presentation of the exact amount of money in our bank account, etc.

Alex – When was it last raised?

Joe – Only the hours were raised last year, not the rate. They wanted to increase the rate, but were concerned that there were not enough hours for the individuals to do their jobs, so they compromised by increasing the hours.

However the actual rate has not changed since 2014, and since then execs have been given more responsibilities.

Nick – what are the rates for comparable schools?

Joe – Brantford vps get the same from the main campus to their satellite campus

Nick – is this rate tied to anything?

Joe – currently leaving this out to set up a long term plan in the future so we don't face these issues anymore, and after the new minimum wage gets passed in the fall.

Chris – Going to ask execs to leave, because we have less than quorum going to do anonymous online votes to Chris Nelan. Absent board members to do the same.

Chris now creating open discussion to officially discuss without the board members...

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All the people who sent in their proxy's said \$13.50 to discuss as the acceptable rate. Joe wants the opportunity to use this rate in line with his budget so that at the end of the year we can see if its feasible and they can make recommendations to the incoming board for the following year. Do you think you want this to happen this year or next year?

Nick – they are not operating on a shadow budget. Which they don't know what will be. My concern is once someone sees the wage increase to 13.50 they are going to question why we only had a dollar difference all along.

Alex – so we're proposing to always be above \$1 min wage.

Nick - we can't propose a fixed rate if we're going to be projecting a deficit. We should just try to maintain a bit above minimum wage.

Chris – he's trying to turn these jobs into entry level professional roles

Alex – I have an issue with that

Chris – are you more comfortable sticking with just a student thing or an entry level thing

Alex – I think he wants it to be more of an organization/business open to alumni, etc. students should have first priority but if we don't have any people interested then we can bring in alumni through interviews, etc.

Chris – but you still have to be a student during the election, as stated in the policy. You can't just come in from the outside randomly without being a current student during the election process. Is that better for you?

Alex – I still don't think its fair. I don't want to come back after I've graduated to be the president, I don't think its fair for current students who are currently enrolled.

Nick – he wants to make the jobs more professional and long term appealing jobs. I work for a less rate and for the same hours now, but less in the school year than they do. And all of my friends are staggered at the amount of hours and pay that I get because its higher than theirs. I don't think its necessary to make them professional jobs in terms of the survival of the organization because these are already well paying jobs. I don't see the benefit of making them entry level jobs.

Chris – he's basing that argument off of other schools and so should you think if this is the right time? When I was part of the tri campus SA the president role was allowed to be a graduating student but no further years after that. Although the roles have always been geared towards students and that being said the rates were higher than what our SA currently gets paid. Which was several years ago. The rate being compared to min wage and comparing to professional jobs are two very different scales. We definitely need to adjust to be with minimum wage. So you need to choose what you define these roles as and then create the fair scale and when you want to implement. Breaking down to separate choices. We can't vote today anyways.

Jo – joe wants to increase the wage so more people could apply. Can we make it so that outgoing execs can not reapply on their graduating year.

Chris – we never want to restrict a paying member to have the right to be part of the election. Try to keep things simple. It would become too confusing with too many rules.

Alex – I think I would be okay if people were running in their graduating year, but not how it was understood last month where people could just randomly come back if they are alumni.

Chris – no people need to be paying members to run in the election.

Nick – the thing about being professional vs student job, would be geared towards the alumni. We would have to pay a lot more than \$14 to attract alumni? I don't think it should be a professional job or be paying professional job rates if we have access to 3rd and 4<sup>th</sup> year students who are qualified and willing to work at a lower rate. If we keep it a student job we can afford to pay them

Alex – you know what you're signing up for when you run and doing X amount of hours and you are already saying you are okay with that when you're running so to come in and then change it, is it really for the benefit of the student body or just for yourself?

Chris – I have asked Joe where his motivation for creating professional jobs came from, and I think its from having execs and presidents in the past who have underperformed and perhaps he is creating safe guard against this from happening in the future. If someone is under performing you guys have the option from removing them from the office. It is very hard to tell if someone is under performing until they are in office.

Nick – I think we are the safe guard and if we are diligent board members then we can make sure they are performing adequality.

Chris - I am expecting this motion will stay on the table. I'm trying to figure out the best way to move forward from this.

Nick – so we can make an amendment but it won't pass?

Alex – I am only approving 13.50 if it's for next year

Nick – can we even pass this online? We do need to increase it to something year year because of the minimum wage. To at least match the difference that they are behind and then going forward negotiating /deciding whether its professional or student jobs.

Chris – that's something you need to bring up to joe. If we leave it tabled then he will think you are all okay with making them professional jobs and won't be able to move forward with new materials.

Nick - can we invite them back in?

Chris – I think we need to stick with our time.

Tiffany brings up that the budget needs to be approved and we should probably keep going with the meeting. (deadline is tomorrow)

Nick – I move to table until we have present quorum.

Alex seconds, Jagjot thirds

Tabled to set up an emergency meeting for this one item.

III. Salary Format

3:07 – overtime due to the budget needing to be completed by June 30th

E. Operating budget – There have been one or two minor changes since initially handing out the budget. You can continue to view this to see what we are spending monthly.

Joe presents the motion , kayla seconds, nick thirds.

We are going to have a flex budget bylaw for next time

Motion to approve the budget for 2016-2017

Kayla seconds, jac thirds, all in favour.

Sending out another doodle right away for the emergency meeting.

Meeting adjourned at 3:34

## Emergency Board Meeting, Tuesday July 5<sup>th</sup> 2016

Call to order at 9:08AM

Declaration of conflict of interest: Joe

Decisions:

1. Executive Rates:

Joe: Had a few one-on-one meetings with board members regarding the undecided decisions from the last meeting. Also board members can contact Emily in regards to her previous board experience. *Joe exits stage right.*

Chris Nelan: Opens the floor for a board members discussion.

Alex: Would rather have a consistent wage, \$1.50 or \$2 above minimum wage, for consistency in the future and so we can plan accordingly.

Nick Ryan: It also saves us doing this every time minimum wage goes up, or there's a change, so board's don't have to go through this for their first board meeting each year.

Emily: Do you think \$13.50 is reasonable?

Jagjot: Yes

Alex: As long as it's only \$13.50 because its above minimum wage. Don't want it jumping to \$17 next year

Nick: It also can't get higher if the roles expand as we get bigger. Let's keep calling this \$1.50 instead of \$13.50

Rachel: minimum wage doesn't go up consistently with cost of living. I do like the idea of tying it to minimum wage but cost of living goes up 1-2% every year and minimum wage could stay the same for the next 5 years and then they won't e covered anymore

Chris Nelan: most businesses, including trent, increases their salary based on a CPI scale, which is better than using minimum wage, because CPI is regulated annually. Whereas minimum wage is voted on based on how the provincial government feels at the time. SO I recommend tying it to CPI so it goes annually to match the turnover of the board. This would probably work out to like increasing it about 25 cents next year.

Rachel: I think it's a good idea because it's not regulated by us, its by the government.

Nick: Could we put it at \$13.50 and then tie it to CPI



Chris: Yes. You need to determine the starting rate, and then the scaling, which could be CPI. And also the time to start this rate.

Nick: So do we want to go around and say a start rate

Chris: I can speak to that and you can process what you think is fair. I don't think 13.50 is an unfair rate necessarily but you need to be equitable to your employees that work for you. Is the job they're doing and the rate they're getting fair or equitable for them. Yes they accepted the job based on what they knew, but you could also argue that kids in china know the rate they get and accept it because they need the job to survive. However, we are a more equitable business, but as the managers what do you think is fair? Also, are they doing more than what someone else is doing making \$12/hour at mcdonalds or something? They are responsible for a huge amount of people, for example I am responsible for the first year incoming class, and if they all tank it's probably my fault, I would need to take responsibility, and I would not be as committed to that responsibility if I was only making \$12/hour. Joe did a huge presentation on this proposal, I would like to simplify it by saying that he skimmed the idea that it was self serving but in my mind he should have just said I don't think this is fair. Don't forget that he is also fighting for jac and kayla because he is like their manager. He is trying to treat his employees fairly. He has shown that \$14 is what we can afford to pay them, but he wanted to provide you the opportunity to make your own decisions. We are not talking about joe, kayla and jac specifically but we are talking about "Them" as a sense of the pres, and vps as generic roles.

Rachel: yes we need to keep in mind that there is a lot of responsibility but they are student jobs, so we can't afford to pay them market value because they also won't be staying. Whereas like if we pay employees a very good wage to maintain the positions to limit turnover costs, that isn't the case here. As a student professional I was better compensated after when I entered the field and my responsibility was the same but I was paid more when I entered the workforce after I was no longer a student. I think 13.50 is reasonable for their jobs.

Chris: Joe is aware there needs to be a balance between the salary amounts and the operating budgets, instead of giving themselves \$17. If you think 13.50 is a good amount, you could agree on it

Nick: Does anyone have any issues?

Rachel: I think it's a good starting point and then go up from there.

Chris: You need to determine the start rate for the 13.50 amount

Joe: if we start it now, would they have to back pay?

Chris: if we choose may 1st as the date

Rachel: can we afford to pay it because I think they deserve it with all the work they've done?

Chris: Yes

Rachel: would there be a way to do their back pay over time

Chris: well you have to remember they already have the money if his budget was shown from May 1. So it's not like there would be a hit to the budget

Nick: I think if \$12 is unfair, then we need to back pay because we need to make sure they were getting paid fairly for the entire time they worked

Rachel: it's not like they've been doing the work value of \$12, they've been going above and beyond their responsibility

Nick: right, its not like they're going to be doing more now because of more pay

Chris: let's start it may 1st and then we can set the schedules for every may 1st. so we could say" stated by the current cpi value" in the motion, can someone make a motion for the start date

Rachel: motion to set the start date at may 1st 2016, seconded by Nick.

All in favour. Passed.

Second amendment, regarding the scale.

Rachel: Motion to set the rate at 13.50 as of May 1st and set to annually increase on May 1st with CPI.

Seconded by Alex. All in favour, Passed.

Chris: The second item on the table is the conversion of the system of pay, going fro hourly to salary. I'm going to also simplify this. This has been an issue every year in the past, where executives do not follow through training their new executive, where they take off march and April at the end of their term and take advantage of the banked hour system. The salary proposal states that they will be held responsible based off their work outcome. Board members can hold them accountable if executives are not producing the work that they promise they will be. The max hours per week can still change in the summer vs fall due to school but they will still be responsible to be in the office for 75% of their hours. They will no longer be able to bank hours and so will have to still produce their work and properly utilise vacation days and sick days, etc. Executives cannot just say they are working hours if they are not actually producing work. Salary will demand you work above and beyond your expectations based on the week.

Alex: I'm just hungry and I'm cool with switching to salary, I don't see an issue with it?

Chris: right, does not change what they're being paid, but they will still be tracking hours for transparency reasons, but no expectations for executives to work over time if they can just have lighter weeks mixed in with overwhelming weeks.

Rachel: but what if they check out half way through the year and keep being paid

Chris: well no, joe is responsible for holding VPS accountable to their work production and then also the board can step in if they feel that execs are not fulfilling work loads. Follow rules for warnings and also impeaching if you feel they are not doing their work. If they are doing their promised work and are present in the office for their correct amount of hours then they're fine.

Rachel: but what if at the end of the year they're "here" but not actually working?

Chris: yes but that's joe's responsibility.

Tiffany speaks on the fact that the last couple weeks of april are actually quite busy because they are supposed to finish up contracts with health benefits, grad photos, grad dinner, training manuals, training the new execs, cleaning up their desks and the office, and also just maintaining a campus presence and being available to answer phone calls, emails or meet with students and faculty are still important parts of their jobs. In which case, if you feel like one of the execs are not taking the time to train the new executives, that can also be on you to state your concern.

Chris: mine is salary but I still operate as if I'm on an hourly system, so that I can prove that I'm a good worker and maintain my 35 hours. Are there any objections to the salary piece?

Nick: is it the exact same amount of money

Emily: even if they are on salary, or hourly, they still need to be held accountable. They are going to be doing the same amount of work

Chris: I mean, if you guys go salary they can't ask for more money because they're getting paid the same amount

Rachel: but what if they don't show up for the 75% of in office hours and still expect the full amount of money

Chris: well no because they could be written up for not fulfilling their office hours. It could help motivate them to show up

Tiffany explains we're still going to be using the sign in sheet and that it is public for anyone to look at and I can ensure execs are filling it out

Chris: so if they're not fulfilling their roles the penalty will not be getting paid less, it would result in removing them from office if they are written up a certain amount of times. We can implement some consequences.

Rachel: to make the office more professional this is the right step in the right direction

Alex motion to approve the payment form to change from hourly to a salary based formula, whereas the execs are still responsible for their hours, based on the formula joe wrote, dp we have a seconder

Emily seconded, all in favour, passed.

*Jac and Joe enter stage right*

Rachel: what measures are in place to monitor your quality of work, rather than just showing up

Joe: we have weekly executive meetings to hold everyone accountable for our weekly goals and where we plan to get on certain tasks. Also setting monthly goals and discuss how what we get done in a certain week will affect our work outcome the following week. We ensure people are coming through on their goals and promises. On an annual scale we set up a vision for what we want to achieve. We have started to plan out calendars in order to outline our events in advance.

Chris: they also bring their lists of work to the board each month, so you are responsible for being satisfied with the work ethic.

Meeting adjourned 10:05AM.

Joe makes a thank you speech.

Minutes: July 26th, 2016

## **Board of Directors Meeting Room 127**

### **PROCEDURAL ITEMS**

**Call to Order:** 5:15pm

**Present:** Kayla, Jaclyn, Emily, Alexandra, Jagjot, Nick Ryan, Sam

**Absent:** Dale, Rachel, Joseph

**Call for New Business:** Jaclyn adds information/discussion item d) concert and athletics

Approval of the Agenda: Move to approve: Jaclyn. Second, Nick. All in favour.

**Declaration of conflict of interest:** None

### **Question period for Executive Updates:**

Kayla: (Reads over her update).

Jaclyn: Still solidifying concert things, Will have finalized contract by end of the week, Paid a deposit

Emily: wants to know how to spell Born Ruffians so that she can look them up

Jac: created promotions materials for the concert, have the tickets in the office, not printing any of the stuff yet, we are doing a slow reveal promotion. Kelly is making posters, working with Justin for marketing. Security: DRP, minimum is 2. \$732 for 2 hours. Also getting extra

security officers from Jim & Richard's company. Also, met with local breweries to determine how we are going to serve alcohol. Friend came last year with a bar, but they won't do it again because they didn't make a lot of money. Breweries won't come to work and do it themselves. Breweries sometimes have people externally.

Emily: says that it wouldn't be too hard to find people with their smart serve

Alex: is a supervisor of the restaurant

Jac: says this wasn't in the budget last year, so a keg is about \$300

Sam: says we might want to consider having an ATM

AJ: mentions a 'square' that you can use to swipe a card.

Jac: thinks the ATM is fine. Also met with sound guy. He switched companies and now his price is in line with other sound guys. This is already a discount because we were with him last year.

Sam: just to backtrack to the liquor license thing, you can get them at the local LCBO. They will last for a weekend.

Jac: we have got them before. About \$200 right?

Sam: yeah

Jac: moving on, also met with Sherise from TEVA. Went really well. Excited about it. We are doing club training and it will be coming up soon. I've also been talking to a lot of first years. They ask me weird questions all the time. A lot of people email me about clubs policy things, so I am going to make FAQ sheet that I can send out.

Emily: are we at club capacity?

Jac: we expanded to 20 and will be deratifying 4 in total, so this means we will be at 13. Also making a fundraising sheet because people need to do more things than bake sales.

Kayla: (Reads Joe's executive update, starting with real estate)

Emily: \$600 a month isn't reasonable for student housing

Alex: Nobody at other schools pays that amount

Sam: Students typically don't pay more than \$500 per month

Kayla:— We will save these discussions for a later date when you can all ask Joe questions directly but it's basically an investment plan for the float over money we've had in the bank. The I.M Well program is partnered with Student VIP's new health plan. It also goes with the #mydefinition campaign which we have changed to be only clinically diagnosed individuals on the posters. Mental health first aid training, all board members seem interested and as leaders on campus should probably have this training.

Sam: Confidentiality is really important for things like the #mydefinition campaign

Jac: It's all confidential and is sent to Lee Thomas who runs the campaign

Kayla: It might also end up and likely will be CC'd to Joe during this process as well. He wants to start it in Oct. and rerelease in January. Contract has been confirmed with photography company and we are using \$10 to be put towards graduate initiatives and getting composites blown up and hung on campus. Added contingency budget line. We haven't really been doing our offices meetings.

Emily – Let's just read this through later and ask questions.

## **Information/Discussion**

### a. TDSA prospective initiatives and campaigns list

- Kayla: Love love hate hate. – anti-discrimination, community building in first few weeks. Academic wellness campaign, working with Craig and his academic mentors
- Jac: involved with clubs, orientation, concert, Not planning anything else cause I'll probably die, I'm excited about mala beads, kind of like meditation beads, one evening in October. Might do it again in second semester if it goes well
- Sam: on the subject of orientation, will we be automatically involved?
- Jac: no, but you will be asked if you want to be.
- Nick: I can speak to this later if you want.
- 

Jac: I will need volunteers so I don't have to stay late. Will need help with concert too.

### b. Standing Committees

- Kayla lists the 3 options
- We decide that it will be best to have TDSA CARES count as a committee
- Action item: Kayla to write this in policy

### c. I.M. Well

- Discussed previously

### d. Concert/Athletics

- Jac needs to discuss why over budget for concert
- The keg, security/police, and sound prices have gone up
- Expecting to add up 1500
- In addition to \$15 000
- Predicting to spend just under \$17 000
- This is not including the money we will make
  - o Ticket sales, and possible money made with keg
- Athletics, still working on intramural coordinator

## **Motion for LGBTQ De-Ratification**

Jaclyn proposes to deratify the Trent Durham LGBTQ+ Club. Whereas the club did not host any events in the 2015-2016 year, no students are interested in taking the club over and previous execs have graduated. First, Nick. Second, Alex. All in favour.

Motion for Anthropology Club De-Ratification

Jaclyn proposes to deratify the Trent Durham Anthropology Club. Whereas the club did not host any events in the 2015-2016 year, no students are interested in taking the club over and previous execs have graduated.

Move to discuss. First, Emily. Second, Kayla. All in favor.

Sam: I don't want to let anyone down, even if it's just one person. And I know there is at least one interested person

Alex: maybe if they run events, then it's worth it? otherwise it's a lot of wasted money

Emily: did they run any events?

Jac: no

Emily: not running any events means that it is fair to deratify

Sam: they tried to do stuff, like a movie night, they told me. But it fell through.

Jac: they were emailed twice, they didn't answer. I refuse to ask people to run a club. If they are interested they will come to me

Alex: wouldn't that be giving the impression that we're okay with them running the club but not doing anything?

Jac: yeah. (to sam): you can talk to them after the meeting and if they want to run it then they can talk to me.

Nick: we don't want to take up room for any new programs that want to have a club

Jac: can I move to vote?

All in favor.

Clubs policy

Jac: Kayla and I made some changes, just routine things. Standing clubs committee, I took it out because it was never really useful last year. Now clubs will just come to me

Kayla: (reads the new policies)

Jaclyn: provides mock scenario

Jac: forgot to say that we would like to change club funding. There used to be 3 forms, but I am proposing that we only do matching grant for fundraising.

Second, Emily

All in favor.

Kayla: Reads motion to approve budget line for contingency fund of \$3000.

Moves to discuss

Jac: Seconds

Nick: If you go over more than \$1000 in a budget line is this where it comes from but you still notify us?



Kayla: Yes, we still notify you but it's easier this way. Move to vote  
Emily: Seconded

### **Discussing Upcoming Dates**

Jaclyn

- Craig's concert
- Possibly have bbq before to promote it

Kayla

- Team building day
- Alex: would like to shorten time of team building day, some of us come from far away, would want to be living by 7
- Sam: Could we do a Saturday?
- Jaclyn: Yeah if that works better for you guys then we can ask him

Action item: Find out if Joe could do a Saturday or Sunday

- Emily and Sam both can't come if it's during the week
- Would also prefer if it was a 2-6pm kind of thing, not a horse info session
- Perhaps trail ride, team building, bbq + board meeting at same time
- If we can't do it on the weekend, then we need to do something else

Other ideas for consideration:

- Tree top trekking
- Pursuit OCR
- Escape Room

Move to adjourn.

All in favour.

6:54.

## October 4 th 2016 BOD Meeting

### Agenda:

1. Call to order at 2:35PM

2. Call for new business

-Jaclyn: Add decision B. director for child and youth studies program

-Joe – Information discussion, remove job description and add employee hour audit and also security

3. Approval of the Agenda, Jac first, Joe second, Emily third, all in favor

4. Declaration of the conflict of interest: N/A

5. Executive Updates: sent out via E-mail due to time restriction today. (no questions)

6. Information/Discussion

A) Employee Hour Audit: (Nick Ryan) responding to a request, Rachel and myself went over the hour log book, to make sure everything is being recorded and that what the book says adds up to what everyone else said. There were a few recording issues but everything was fine.

Joe – we do need to review a couple of things (Policy regarding space concerns, access to the TDSA office space and at what time) because we currently don't have any policy for that. We have been pretty informal in the office and Tiffany oversees all the payroll/hours because we're so small, etc. It was a good review and identified some needs and the ORD will be addressed.

Emily – how did you get the book and why didn't anyone address the rest of the board that the audit was happening?

Nick – took the binder while there were people in the office and upon trying to return the book, the office was closed so we left it with security, and wanted to solidify the responses with the executives before like advertising it with the board.

Emily - I know for a fact that it would have been given, because it was a good idea but it would be nice to have some more respect or for the BOD to be included in that E-mail as well.

Alex - isn't that book easy access for anyone? Like if Nick and Rachel were going to look at it, I don't think they need to announce it to the board.

Emily – but there should have been communication, common courtesy

Nick – we didn't think we would have it done for today for the BOD meeting so we didn't want people to know until we were done, etc.

Joe – the Executives did receive an Email about the audit that evening however it would have been nice for the BOD to be aware of it as well. Everyone does have access to it though, but the means that which the book was acquired I did take issue with, etc. No one knew that they were conducting the audit and if they were going to request the book during the office hours, all staff would have been very willing to provide the book for them, etc. It could have waited until someone was in the office and we did meet about it already, etc.

Kayla – I think we can have more productive BOD meetings if all the members are aware of what is going on because it isn't fair for some BOD members to only find out the audit occurred right now.

B) Security (Joe) We've received many complaints regarding the move of the security desk, etc. The school wanted to increase the welcome at the front of the campus and now the security desk became the information desk, etc. In terms of maintaining good relations with officials at the University, we chose to pick our battles until enough students formally complained via E-mail. I have a meeting at 3 today with Joe Muldoon to discuss this. We completed a quick survey on Facebook to see how students felt about the relocation of the security desk. (Board agrees they are not happy with the move of security)

7A) New club approval: (Jaclyn) (currently have 15 clubs, four new packages, would yield 19 if all approved)

-Fight Back Club, motion to discuss: Club is a socialist political agenda club whereas we currently do not have any clubs with political interest. The potential club executives gaged student interest during the Get Involved Week in September. I believe they will successfully gain a membership. Move to approve, Joe first, Emily second, all in favour.

-Trent Accapella for Girls and Fellas: We believe this will build campus culture, the Rhythmic club does exist but they have never had an event before.

Motion to approve, joe first, Emily second, all in favour.

-Business for Change Club: A spin-off club from Me-To-We. Have been communicating with this student since the summer, where the club would like to

make the world a better place, sustainable and ethical businesses/companies to promote.

Motion to approve, kayla first, Emily seconds, all in favour.

-Trent Durham Philosophy Society, A professor has suggested this club be put together but already has three students committed to be executives for the club. Student organization to provide students the opportunity to share interests, engage with other students and faculty and participate in philosophy related events, etc.

Motion to approve, nick first , billie second, all in favour.

7B) Proposal for a director position for the child and youth studies program, move to discuss. (Jaclyn) proposing to have a rep for this program as part of our BOD meetings, it is a growing program and currently has 36 students majoring in it. The first year classes in particular is growing. Move to approve, alex first, Emily second, all in favour.

8) Executive Updates: Joe has to head out to a meeting but we are setting up interviews for the first year director positions, etc. Officially introducing Billie, as this is her first official BOD meeting.

9) Upcoming dates:

-ORD committee meeting on October 6 th from 10-12 (side note put Billie on a committee!)

-Further Education Expo on October 12 th

-What's on Your Plate campaign (Kayla) October 18 th -20 th

-Stress busting activities (Jac & Kayla, doing yoga, yay) October 7 th – 21 st

-SA Tours on October 28 th . Going to visit, Western, Waterloo and Laurier. (Alex, Billie, Emily...joe will be further organizing this trip)

Meeting adjourned at 3:01PM.

Minutes: November 3rd 2016

## **Board of Directors Meeting**

### **PROCEDURAL ITEMS**

**Call to Order:**10:08am

**Present:** Kayla, Jaclyn, Emily, Alexandra, Jagjot, Nick Ryan, Rachel Ball

**Absent:** Dale, Sam

#### **Call for New Business:**

Joe updates for finance

Jac calls to eliminate business because TEVA is no longer changing their name

**Approval of the Agenda:** Emily first, Joe second, Jac thirds

**Declaration of Conflict of Interest** – technically Chris for the first decision

#### **Executive Updates**

Joe - sending all updates online. Please read updates in advance.

#### **Information/Discussion**

A) New time sheets

(joe) based on the review that was done, we created a more comprehensive time sheet.please feel

free to come by anytime to check it out. It now includes specific areas to track when we're using vacation hours, sick hours, etc.

B) Security relocation – trent had a retention report done, which assesses how trent could improve services to retain students. Wanted to put the welcome desk to make the front area seem more welcoming, etc, run by a student and so security was moved to make room for the information desk. The welcome desk will help control the amount of traffic that goes through the front office.

We did a facebook poll to gauge students' response to the relocation of security.

Had meeting with Leo/Joe and informed them that students feel strongly about the presence of security at the front of the campus. Both Joe and Justin wanted to

give it more time to see how it goes, etc. First step was giving the original security desk back to security so they can have the same compartments, etc that they were used to having and a new desk is being ordered for the actual welcome desk. In the meantime, if students are raising issues to our board members, please advise them to send E-mails to Joe, so we can better track numbers and complaints.

Rachel – expresses concern that the security desk blocks their vision of the front door, because the chair is too low and the wall is too high, etc.

Joe – noticed the same thing.

Rachel – are security officers not able to speak up and recommend that it isn't working.

Chris- security was going to be cut except for the evenings, a little while ago, because we didn't have enough incidents to need it. We put up a fuss and fought to keep our security during the day as well as a preventative feature. Many universities do not have security because there's so many buildings so many buildings would have hidden security, to keep away from the idea that we require security. If security puts up too much of a fuss they could be cut, etc.

Kayla explains how some new budgets are in place and we are hoping to get some security cameras, etc.

Joe – explains how TDSA played a big role in contributing the walk safe fees towards keeping security.

C) OUSA/GA Policies and Delegates – Kayla – GA is this weekend, Alex and Nick also attending.

Sexual violence prevention and response, will be written from the ground up., ancillary fees, northern students. (last two are being edited this weekend)

D) ORD Committee Issues/Next Steps – Joe- had our first committee meeting. Going to focus on having a really strong job description and election policy. Going to be advertising for the next election mid to end of November. Thinking of having a workshop on how to campaign properly.

Considering running two elections, one from executives and a second one for the board members. This could possibly give individuals the opportunity to run for a board position if they do not get elected for their executive position of choice. We're also looking into other compensation methods for board members and executives. Currently discussing the option of having an experiential learning credit for your work as a board members or TDSA executive. Would allow students to invest more of their time into their jobs.

E) Election Info ^

## F) #MyWIL Campaign

Kayla – OUSA campaign to introduce this to students and why is work integrated learning to important to students (volunteer opportunities, career opportunities, etc) Students will be able to come by and write down why WIL is important to them, opportunities to fill out surveys, etc.

OUSA is going to use this information to make videos and other promos to help spread the word that WIL is super important to students when working towards their career.

## Decisions

A) Motion to negotiate terms for giving athletics to Trent. This is currently run by the VPCL.

Athletics is usually one of the roles of the VPCL that does not get the most attention. Jac has been doing a good job at pumping it up their year (yoga, bubble soccer, basketball instead of dodgeball, etc.) However, Trent wants to take athletics back as a means to increase enrollment, which is why they decided to start the extramural program this year, to get students excited about our athletics program. Before giving athletics back to be the responsibility of the university, we wanted to touch base with the board. One of the things we would be losing is the income from the athletics levies, so we would want to make sure that the university hosts the same programs we currently do, having intramurals, etc. Our motion that we are approving right now is just for us to begin discussing the possibility of it happening, and we would have to bring it to you again to approve us actually giving the responsibility away.

Chris – in order for us to have an open conversation about this I am going to leave the room because I am “Trent”.

Move to Discuss:

Jac – I do think athletics is a huge burden for people who are running for VPCL and want to focus on events and running clubs. It doesn't really fit in with the job, and even though I am enjoying it this year some VPCL's that are not interested will not make it a priority. The university is very tired to using the civic because of the relationship with the city of Oshawa. So we were unable to reach out and find another host for our athletics, such as the YMCA. If we did give athletics back to the university we could ensure that students had enough seats on their committees to still voice the opinion of where we go for athletics.

Kayla – Raises the point of TDSA not having access to the athletic levies funds which we utilize for events that are more athletics related such as yoga sessions and bubble soccer.

Jac – thinks it would be doable to still host these types of events but by taking the money from her events budget. VPs in the past didn't use the levies anyways.

Joe- the university will likely do a referendum

Billie – where would students go to make recommendations for what they want to see for athletics from the university

Joe – Chris or one of his employees would likely play a heavy role in it

Jac – hopefully the students on the committee would have a voice in voting for various things

Move to approve: Jac first, Emily second, Kayla third

B) Motion to ratify CASSC Committee Members – (Ancillary fees committee) TDSA has four seats on this committee. Which would be all three executives plus one more. If any of you or if anyone knows someone who would be interested please let me know.

Jagjot expresses interest in participating

Joe, Kayla, Jaclyn, Jagjot.

Motion to approve – Emily first, nick second, Rachel third

C) TEVA name and mission change – removed

D) Operations Policy- We added D. to policy No. 2, titled Workplace Environment, based on the incident with the removal of the hour tracking binder. Kayla reads the policy, item D.

“Organizational documents and files shall be requested for review by the board of directors if necessary, but may not be removed from the TDSA premises unless explicit permission is given from the operations coordinator. “

Joe – does anyone have any recommendations

Move to Approve: Emily first, Kayla seconds, Billie thirds

Chris recommends using “all property” not just “files”.

E) Job description policy- Kayla – Not going to read the three pages of changes, just going over the major changes.

Joe – when the pay changes were made earlier in the year, we tried to make it as clear as possible but for an external person to read it, it was likely unclear. So we re-wrote it. Which is why its so lengthy but now it explains how vacation and sick time is allocated and where the payrates came from, etc. Changes will be ongoing, including the extension of the summer hours to cover orientation week.

Motion to table this: Jac first, Rachel second, nick thirds



## **Updates**

Joe – Finance updates: we completed the October monthlies this morning. There are a couple of substantial changes. One of the things that happened was Tawny's baseball shirt order. She wanted to use these for leaders to use for the upcoming open house. This order was obviously unexpected so our current budgets shows we overspent in that line, but the money that she paid for the shirts is in the revenue as she has already paid us the regular price that we sell the shirts for. The second thing is the payroll remittance line, so Shawn underestimated the line. Therefore we initially budgeted too small of an amount but we can recommend for next year to have the correct amount in that budget line. Aside from that we are doing well and on budget. As well the fee changes that we were anticipating for next summer have actually already occurred. Online students fees went back to Peterborough. Aka we lost around \$60 000 in expected summer revenue. We have met with Justin to look into this.

Don't worry kiddies we're not going bankrupt.

Brief discussion about solar panels

## **Upcoming Dates**

- ORD Committee meeting coming up soon
- GA this weekend
- Grad photos are ongoing, more will be held in March
- Next board meeting is December 1st
- Remembrance day event happening but also the same day that they will be setting up for the open house
- Bubble soccer on Monday , no dodgeball tournament though
- Fall AGM , date tbd

**Meeting Adjourned 11:30AM**

Minutes: December 1st 2016

## **Board Meeting Room 127**

### **PROCEDURAL ITEMS:**

**Call to order:** 10:07AM

**Present:** Joseph, Jaclyn, Nick, Jagjot, Alex, Emily

**Absent:** Dale, Rachel, Kayla, Billie

### **Call for New Business:**

Joe: can we move the job descriptions/election policy, to the beginning of the decisions list because Alex has to leave early

Jaclyn: Motion to ratify the TUNDRA club, added to decisions, E) and add elections policy as F)

**Approval of the agenda:** Nick first, Joe second, Jaclyn third

**Declaration of conflict of interest:** N/A

### **Question period for Executive Update**

Joe: feel free to ask questions but please read online.

Successfully acquired a three year written permission to continue to use the Trent University Durham clothing for our store, which allows us to plan more long term and diversify our merchandise.

As well, the Trent University Faculty Association, came to agree on new long term full time teaching positions, which weren't previously a type of faculty member. We want to have long term relationships with teachers here, and new full time teaching positions available for next year.

Jaclyn: the only addition to my update, is to let everyone know that I'm not going to be in very much over the next week or so because "I'm dying" and have a lot of banked hours/vacation days to use.

Joe announces he's going to Mexico in December.

### **Information/Discussion**

a) Summer online student fees- Joe explains the change of fees regarding the

online students. The fees were supposed to be changed next year, but they were changed unexpectedly this year and has affected our budget. TCSA actually received these membership fees, that we would have normally received due to students being able to select their home campus. TCSA has been very generous and is going to be transferring fees to us that we were supposed to receive. Shout out to Tracey and Alaine. A meeting is going to be set up with Donna Hoard in the near future so that we can discuss the future of finances. I'm hoping that they will provide more comprehensive statements, including on students' online accounts, so all fees are transparent.

b) Financial/audit update- Joe discusses the results of the audit. We received some recommendations to implement moving forward and were commended for our efforts to improve our financial statements. Our auditor is attending the AGM to present the audit this evening.

For the operating budget, Joe presents a couple lines we have "gone over" for. One of the lines being payroll remittance fees (CPP, EI, etc.) We also added a line to show the reimbursement of the used textbook sales. We went over a bit on the equipment/furniture lines, as well as the concert budget line. We have also received our first instalment of levies fees from the university. We are also tracking our tuck shop sales and merchandise inventory much more accurately this year which we are excited about and are hoping to exceed the revenue in sales from last year.

c) Election info: Defer this topic to later when we discuss election policy... (having a board election separate from the executive election)

d) #MyWIL campaign: Joe speaks to this on Kayla's behalf. OUSA wide campaign regarding "what is working integrated learning to you?". OUSA is at Queen's Park this week to lobby and one of the things they're focusing on is work integrated learning.

e) Vacant board positions – Should we do a bi-election or continue to do interviews to fill these rolls? As well there are currently some board positions that are filled but may not be in the very near future. (Specifically Dale's and Sam's positions)

## **Decisions**

a) Motion to ratify Pride Club (Jaclyn) Move to discuss: because we de-ratified the LGBTQ+ club in September, the policies state that it cannot be ratified in the same semester. Therefore, we would have to wait until next semester, and also not give them the full \$250.

Joe suggests to ratify them now but still only give them half the funding, just to give them a bit of extra time if they wish to start planning events, etc.

Jaclyn – but the policy states that before December 31st we are supposed to give them the full funding still

Joe – but we can veto the rule and still give them half

Nick – why are we needing this club if we removed the previous club and replaced it with an advocacy commissioner.

Jaclyn – this is the second application that we've received for this type of club which is why we think the club is needed. The other application was from the members of TDSA cares, which I think is a bit of a conflict, and we are hoping to write a policy to prevent students from having overlapping roles. (such as how Don Pierre is a TDSA cares member, also works for Corrin and then runs a mental health club...that's way too much overlap and we should give other students the chance to get involved) The reason I'm choosing to ratify this particular club is because the individuals who are starting it are not the TDSA cares ambassadors so hopefully they have different ideas and the TDSA cares members can still participate in events but not take time away from TDSA cares to run this club. Can we move to approve the club with a full club budget.

Joe states he is hesitant to give the full club budget to all the new clubs due to the issues we are facing with our budgets right now. (Even though some clubs might not use their full budgets)

Jaclyn – we have so many clubs that we will be over budget for the club's line but can we plan on taking money from the small events budget.

Motion to approve ratification of the club, joe first, Jaclyn second, nick third

b) Motion to ratify Urban Fusion Club: move to discuss. Jaclyn wants to give them \$250, we had a dance club in the past and think it's a good idea. Move to approve, nick first, Jagjot second, Emily third.

\*adding in the TUNDRA club: cool ideas for outdoor activities, rock climbing, camping, etc.

Motion to ratify TUNDRA club, Jaclyn first, nick second, Jagjot third.

c) Motion to de-ratify TOAST: Emily has requested to step down from the club.

\*makes toast to toast\* \*toast is toast\* \*burnt toast\* ...general lack of interest, Emily doesn't have anyone to take it over, etc.

Motion to de-ratify TOAST, Emily first, Jaclyn second, Jagjot third

d) job descriptions and employment policy: Hopefully everyone has read this.

Joe provides a general overview as to why we have made some of these changes. Joe explains the work study program and how this will help to subsidize the money we would be spending on the salaries of the additional employees.

Move to approve, section 1, Nick first, Jaclyn second, Emily third

Operations coordinator job description is updated to include items that she is already doing but was not previously included in the job description. Website was also removed.

Motion to approve, Nick first, Alex second, Emily third.

For the president job description, we broke down the meaning of "CEO". The biggest change is the recommendation of how many credits the president should be enrolled in.

Jaclyn suggests to leave in the piece about being a part time student.

Alex asks why we are putting the limit on making it part time students only

Joe: explains that because it is an elected role, that students are electing and expecting a student to fulfill a role. School would take away a lot of focus that is needed for the job. It is a full time job and other SA's prohibit their executives from enrolling in ANY courses, because they do not want students to be focusing on anything other than the job. We do try to keep some credits available for people to continue their studies. As well, it speaks to future employers when you are able to say that not only did you fulfill your work but you were able to learn life skills about how to balance a full time job and maintain your studies, etc.

Work skills are just as valuable as what you take from your education. Our executives are currently struggling and the three of us have come forward to share our concerns. Either your school, work or mental health would suffer.

Nick: you wouldn't be able to handle everything if you were taking more than 3 credits.

Alex: But I know a handful of execs who are interested in running and if they cannot finish their school on time and so no one will be interested in running

Chris Nelan: the expectation that exists for the role of the president is that they should expect that if they are taking on this opportunity that they know they are expanding on the time they will spend in university. Which is why I only did a VP role and not a presidential role. So I think people know that going in. Obviously you cannot generalize everyone because people are different. We are putting limits on this in order to play it safe, for the best interest of individuals.

Jaclyn: just reminding everyone that we aren't making a change, it has always been this way. I would never elect an individual who was planning on being full time and doing the role if someone else was running and only being part time. I

would want an individual in a position who I knew was going to have more time to focus on the organization, regardless of your ability. Not all students voting will know you personally enough to understand that you may be successful.

Joe: When I came in, I thought I could do 3 credits, Shawn recommended not to do that. But I didn't listen because I thought that I was already really involved on campus, etc. But now my grades are suffering more than I thought, I still have a year left and now my transcript will suffer for when I move on to other post-secondary institutions.

Nick: just to clarify, the restriction has existed for as long as the position has existed.

Jaclyn: I just wanted to point out for comparison sake, that our positions are different than other full time jobs because your job doesn't end at 35 hours. You cannot end even though your hours are already filled for the week. It's bigger than what people think, but you are constantly answering Emails and the responsibility is quite large. You are expected to attend meetings and answer phone calls, etc., even if you think you are done for the work hours this week.

Motion to approve the president job description, as written, including the credit limitation. Jaclyn first, joe second, nick third, Jagot, Sam, Emily (only person who didn't vote was Alex)

Nothing has really changed in the VPUA job description.

VPCL position has been changed back to an hourly position, due to the fact that the hours can fluctuate so much depending on the time of year and depending on what events the executive plans, etc. This will also prevent large amounts of banked hours being saved up during orientation week, etc.

Jaclyn speaks on behalf of this. My original idea was to give the executive the option for decreasing hours for May and June. For example, I worked here the previous year, and did not need as much training, I also did not stray too far from what events were held in previous years. If you were brand new you may need the full time hours in the summer to be fully trained, get to know staff and if you wanted to plan very different events. You could work 35 hours per week up until mid-September, for example if they were planning on hosting a concert. But I don't think you should restrict the for 25 hours a week in case they wanted more time to plan.

Joe: my fear is that because the individual is elected, they do not have a direct supervisor for us to monitor what they are doing exactly with their hours every week.

Alex: why don't we just budget for the 35 hours and if we go under the budget then we just have wiggle room?

Joe: as long as the board approves and doesn't wish to see that money that will likely be over, going to another line

Nick: why don't we just decrease the hours throughout the remainder of the year, for exams, etc.?

Jaclyn: Yes, that's the point of going hourly as well. I don't recommend anyone going under 20/25 per week

Can we amend 35 June/sept and then 20-25 from Sept-April

Joe: we don't want to pay someone just to be there if we don't have to and if they aren't planning anything worth paying out that amount

Nick: but orientation is going to get bigger and bigger everywhere. If we allow someone to work 20 hours per week they may just squeeze by only by going to meetings and doing clubs and then not doing anything else, because they can say their hours are maxed out and then not have any output.

Motion to approve the amendment – Jaclyn first, Alex second, nick third

Vote to approve the job description – Joe first, nick second, Jaclyn third

Marketing communications manager job: this person will be able to alleviate pressures from the executives. 10 hours per week at 11.50 /hour. Hopefully to start in august or September if they were unable to start in august. Must be OSAP eligible. The role would end April 1.

Vote to approve the marketing position, Sam first, nick second, Jaclyn third

Advocacy Commissioner: 10-15 hours/week, 11.50/hour. To begin in august and end April 30th. This will help VPUA with attending committees and in research/policy writing. This will help TDSA attend committees and have a say in more things and allow executives to do their daily work, especially if this employee has an interest in various committee topics. Must be OSAP eligible for the work study.

Vote to approve, Jagjot fist, nicks second, Jaclyn third

Chair position: a neutral party for the board and the executive to report to. Chair would be responsible for scheduling meetings, training board members who are appointed mid-term, etc. Would also sit in on interviews for appointing board members. This would need to be an elected position, in order to maintain a neutral party. We would give an honorarium per semester. Because this is an elected position, it does not fall under the work study position.

Vote to approve, joe first, Jaclyn second, nick third

Motion to approve the election policy - Jaclyn first, nick second, Emily third

## **Updates**

-Jagjot attended a teaching award committee. Accepting any requests or recommendations for the nominations of the professors for the awards.

\*everyone claps in appreciation for Jagjot\*

## **Upcoming Dates**

-Lip sync battle at 1pm. Everyone go stretch and rehearse.

-AGM is at 4pm, there will be food.

a) December board meeting (January?)

Meeting Adjourned at 11:49AM



January 12th 2017

Agenda:

1. Call to order at 9:09am
2. Call for new business: (Nick to be added to the updates section below, 8a)
3. Approval of the agenda: joe first, Emily second, nick third
4. Declaration of conflict of interest: Election committee conflict of interest, for Rachel, Nick, Jagjot, who plan to re-run.

5. Executive Update:

Joe: AGM in December had pretty good attendance. Will continue to attempt new ways to engage our membership. Hoping to plan this semester's more in advance.

-Attended the community advisory committee for the Durham campus. Planning on engaging more durham alumni in the future.

-Started planning the mental health awareness week, which is coming up, this includes the relaunch of the IM Well app.

-Bus passes to increase 5% in price over the next few years.

-Discussion regarding convocation, will we need to charge more in the future to accommodate?

-Meeting with Donna Hoard regarding the online student fees.

-Put together elections material

-office meeting

-TDSA employees yearly reviews are underway

-the institution wants to take back the old tuck shop room over this coming summer. We will need to come up with a "space plan" to try to resolve these issues.

-Senate meeting yesterday.

Jac and Kayla sent updates via E-mail.

6. Information/Discussion

a. OUSA GA: Would be preferred for the incoming executive to attend. My interest is also having the incoming board members to attend, not for all three days though. It's important for our members to have experience with OUSA before being a part of the board. This will also help them better understand the

role of the VPUA. I still have to breakdown the finances of what this would cost, so we do not have to make a decision on this today. Does anyone see merit in this, if we were able to pull the money from a reserve?

Alex: would they find their own way or cover transportation too?

Joe: we would arrange carpools just like last time. We would plan for the incoming board to come up only on the Friday night.

Nick: but last time we were the only one to bring non-voting delegates? How would it look for our institution to bring 12 non-voting delegates?

Joe: At the last GA there were members from other SA's to merely observe as they are currently with other organizations, not OUSA. So in this case our incoming board would sit as auditors. This wouldn't be about being involved, it would be about witnessing it.

Nick: I think we would be straining our relationship with OUSA though by bringing so many people

Joe: other schools bring upwards of 7 delegates. I have spoken to the director of OUSA if we were to do this, stating our intention, and they were positive and welcoming to the idea, if we pay the costs.

Jac: I just wanted to speak on behalf of Kayla, where no other institution bring their board, maybe the executives but not the board. I don't think this is the year to reach into other lines if this is not entirely necessary.

Joe: But I don't see this as a yearly event, I see it as a one time investment. This may help board members decide to want to run for roles in the future. I still need to crunch numbers to see what the exact costs would be to get us out there. If I wasn't convinced that this wouldn't be helpful, I wouldn't bring it up. Although we can't make a decision today, please expect an E-mail in the near future so we can discuss further.

Nick: I like that we brought two non-voting last year, so maybe do something similar.

Alex: what if they just came for the last day?

Joe: that is something that we have thought of.

b. Nomination Form: Are basically the same as last year. Candidates are asked to hand in these forms prior to the campaign period. We are hoping to put the campaign platform forms online.

## 7. Decisions

a. Elections Committee: We need an election committee, with a minimum of 8 members, 5 directors who are ideally executive directors. All three current TDSA

executives will work, so we need two board members, two general members and also an external advisor (Chris). Is there anyone planning on running in an election? (Everyone except Billie and Emily)

b. Election Timeline: Nomination ends jan 20, campaign period is jan 23-30. For the board timeline, feb 6-24 (nomination period) , campaign period ?? missed that...march 10 would be the deadline. The invitation to GA would only go out there if there was one candidate running since GA is the previous weekend. Info sessions being held next Monday and Wednesday.

c. Chess Club Ratification: Joe moves to discuss. Can you comment on whether or not the package was down thoroughly, do they have big plans for the upcoming year?

Jac: well the person who wants to run it has come into the office several times checking up on it, etc. The club is only getting half of the budget, which we can even pull from small event budgets. I think they are planning on having weekly meetings, which they are planning on incorporating teaching strategies and then like having a tournament at the end.

Nick: we are over capacity for the clubs, so what is the sustainability like for these clubs?

Jac: well each summer the VPCL de-ratifies several clubs who may not hold events for this semester or who cannot find replacement executives. As well if the cost of these two new clubs (which is only the cost of one club at 250) comes from small event budgets, these clubs will be doing small events throughout the semester, which kind of does my job for me.

Chris: cubs will help engage student activity on campus and will in turn increase the attendance of our own events too. I think it's a very small cost considering how much it benefits our campus as a whole. Maybe we should incorporate a rewards system in the future.

Move to approve the ratification of chess club. Emily first, billie second, nick third

d. Foosball club ratification: This club did initially want the full \$250 because they did submit this before the end of December. They actually submitted their application on the morning of our previous board meeting.

Chris: I don't think the club funding will be enough to even buy a new table.

Jac: well they'd also be using the funding for food or prizes, etc just like the chess club.

Alex: well are they going to kick people off of it? Like if I'm playing and they come along and are like "We have a club meeting right now?"

Jac: if they had an event that's different, but they would probably have it signed out.

Joe: Justin mentioned that the caf is already too full and so buying another table would not work in the caf until they planned on moving it somewhere else?

Jac: they have a prof who is willing to support them as well.

Move to approve the club with half the funding? Joe fist, Emily second, alex third

8. Updates: Nick: Has compiled a survey of all history classes offered in Peterborough. We will be asking Durham students which history classes they would like to take based off of what is offered in Peterborough. This is a great marketing strategy for the Durham campus because it allows our students to help decide what courses get offered at our campus. It might amount to nothing, but I'm going to be sending it out today to students. The survey does not allow students to submit more than one survey. Basically the first years will receive the second year list, second years will receive the 3 rd year list, etc.

\*Discussion about how the Bata library on the Peterborough campus will be closed for a year due to thorough renovations. (Joe sits on the library committee)

-Alex speaks about her business case study competition. Trent's presence was lacking, hopefully we can get more advising from faculty in the future. We did so poorly that we didn't even get the participation award.

Joe: I think having all of our interest clubs are great to build community but we are here for academic purposes and networking, so I would like to see things like that better well attended and encouraged by our faculty and staff.

#### 9. Upcoming Dates

- a. Mental health awareness week (Jan 16 th )
- b. MHFA Training Jan 19 th -20 th
- c. Executive Election
- d. Campaign platform workshop TBD

Meeting adjourned at 10:18AM.

March 13th 2017

(alex, aj, Rachel, billie, jaggot, nick, jac, kayla, chris , tiffany)

## Agenda

1. Call to order at 1:05PM

2. Approval of the agenda, kayla adds: point of discussion, jac adds motion to approve the board of director election results.

3. Declaration of conflict of interest: board members because of approving the positions

4. Executive updates:

Kayla/jac – semi, GA, bank signing authorities, went through joe’s email, invested 30 000 at the bank in a mutual fund, wen-do event, board debate, intramural tournaments happening this month, kayla and tiffany did monthlies.

5. AGM things: going to be preparing a presentation slideshow of the things going to be presented.

It’s going to be next Wednesday at 12:30. (Billie offers to post a blog on the student life blog about the AGM). AGM will include a year over view, bi-law changes, financial updates, etc.

6. (added in) Discussion: kayla – is everyone okay with the incoming executives attending next month’s board meeting?

Jaggot: got elected for the media studies board position, request to step down. Will need to submit a letter.

Jac: received a club app since the last meeting. Seems silly to ratify a club so close to the end of the year. Would like to change the way we fund clubs. Not sure if I should work on this before my year end or leave it for Katie to do over the summer. My idea would be to have one pool of funds for the clubs and clubs would request funds, so that some clubs who may need more money can have access to it, whereas other clubs only spend their money on food, etc. and have a hard time utilising the funds.

Alex – agrees with jac’s idea

Billie- I think it's a good idea to do one big pool but then have a small amount for each club, for snacks etc for the first couple of meetings, so they don't have to request to spend small amounts of money.

Nick: but what if larger clubs use a larger amount of the pool and the funds run out later on.

Jac: we could have a clubs committee so that we don't have to bring it to each board meeting

Jagjot: I think we should keep the limit at \$250 and get approval if they need more

Jac: well there isn't more if I give each club \$250, and they get additional money from the university, etc.

Jagjot: there should still be a limit within the pool so they don't go over.

Alex: start with a small pool and then have a cap in the pool. What's your budget for the clubs?

Jac: it's 5 thousand but I've been taking money from small events budgets too.

Nick: I'd say like \$500 max (10% each)

Chris Nelan: TCSA only does request money and no club has budget lines. This helps the clubs be more proactive if they know they have to apply for the funding in advance before they start planning the event.

Rachel: should we put it in a policy that there should be an application deadline throughout the year?

Chris: definitely

Jac: so right now clubs get half the funding if they start after the first semester is over.

Rachel: so maybe we could use reading week as a cut off? Like halfway through the semester

Jac: I don't know that I want to put it in a policy or not because there could be a really good club that comes up for a reason, then we would want to approve them.

Alex: I think if we change it to a pool, then if a good club does come up, then you can approve them and go through the training and they might only use like \$50

Kayla: that's a good idea. My thought was that if she doesn't feel like it makes sense to have a club then she can pass it along to next year's vpcl. So we could word it that way in policy if we were to put it in. Then we're not crushing anyone's ideas, and the application would just get pushed forward.

Motion to ratify the board results: billie, jac, kayla, jagjot vote to approve.

(3 declared conflict of interest...Rachel, nick, alex)

7. Pay-scale proposal: (kayla) this whole thing does not apply to myself or jac, it is not for us, this is for next year.

If we look at the chart that everyone was given, there will be a few changes. The Executives will not be pay-scaled. So those lines can be removed. However the executives will still have 6 month and one year reviews. For the operations coordinator, we will still have 6 mo and 1 year reviews, but will only get raises at 1 year. It's really good to keep people on track by doing the 6 mo review. Maybe we can do a year-end bonus for Executives instead of increasing pay at the 6 month reviews. This would apply for everyone except for the OC. Maybe we can save this for a later conversation though.

Chris: we decided in May that executives were getting 13.50 with increases of CPI. And so we're going to do that, and then offering a potential for a year-end bonus would be another incentive for doing a really good job right until the very end. This is an issue we've always had in years past, so they may improve accountability.

Nick: is the intramural coordinator included as well?

Kayla: it's different because he is honorarium and not hourly. Which we have talked about still doing bonuses at the end, but it cannot really be put on a scale, but still given reviews.

Rachel: who's conducting the reviews?

Kayla: if it were Tiffany, then it would be the 3 executives and the Chair doing it for Tiffany, and then if it was the VPUA, then the President, vpcl, chair and tiffany would do that. And so on. The Board doesn't see the everyday operations and so that is why it needs to be the people in the office doing it, as well as the chair to have the presence of the board, who is also not biased. The chair can present the reviews at the board meetings

Jagjot: do other student jobs have CPI increases as well?

Chris: yes.

Kayla: approving a model of 6 month reviews, not attached to monetary values. Which we will be approving today and the year end bonuses we can do later.

**Nick: I think the reviews are a good idea. I don't foresee any issues.**

Alex: I think that if we had implemented this already, we would have avoided firing an executive and student staff this year. I think it's a good idea.

Kayla: the performance review layout that chris has, would be based off check mark tracking, to justify what we give at the end of the year

Nick: the reviews would have to be sealed files. And should the board get reviews every 6 months?

Chris: I don't think it's a bad idea.

Kayla: motion to approve this performance review model: jac first, alex second, billie third. All in favour.

Chris: with the bonus, I've seen a few SA models, so that the executives will have an incentive to do well all year, particularly in the last month. We can do a scale, or percentage.

Rachel: where is the money coming from for the bonuses?

Chris: would have to be in the budget

Nick: could do a star-rating? Tied it to a percentage of pay...like one week's pay maybe. 5/5 is one week, 4/5 is four days worth, etc.

Rachel: at home depot we have a few plans that are based on our hours. The money is split among all the employees based on their hours.

Chris: right, because the president is 100% time, vpua 80% time etc.

Rachel: it's not fair to award a bonus that is more than what they would have been doing anyways.

Kayla: but that doesn't account for quality of work or the fact that we all work 35 hours a week in the summer.

Chris: we can still set a max to obtain. It's not necessarily something we have to decide right now, we will need to do some research.

Jac: I just think for the part-time employees, i would prefer to not base it off of their hours, because they work so few.

Kayla: I would like to make it as simple as possible. Like a flat number, 250 for part times, 500 for execs, or something along those lines.

Jagjot: would banked hours help increase what your bonus would be?

Kayla: no, because that would be an incentive to bank hours.

Alex: but the banked hours would go towards your review anyways, showing that you worked really hard and then you'd get 5/5 bonus.

Chris: we want to implement a model of \$250 cap for employees, \$500 for exec cap, we can determine the scale sheet and approve that at the next meeting but we can approve this model today.

Alex: so then should we do it every 3 months?

Chris: they can do check in meetings on their own but not directly related to the official meetings of the bonus. I do meetings with Justin weekly and monthly. I think it is in the policy for them to have executive meetings every month.

Kayla: we were doing that, before everything went to shambles.

Jagjot: I think the chair should attend the exec monthly meetings.



Kayla: sometimes it's better to try to resolve things as a team before we have a third party involved. And we also present everything at Board meetings for transparency anyways.

Nick: so 3 or 6 month reviews?

Alex: casual monthly meeting and formal 6 month.

Rachel: I think having a 3 month review for the beginning is good to have people check in. work out kinks in the work relationship at the beginning of the year.

Jac: I do agree with that. Like that is the probation period in labour laws, so that might be a good practice to start following. Especially when it's only a one year term (for part time employees at least)

Kayla: so 3 month, 6 month, 1 year and then bonus.

Chris: the motion is to approve the performance review frequencies at 3 month, 6 month, 1 year. (Jac first, alex second, Rachel third) all in favour.

Motion to approve the cap amounts of the bonus \$250 for employees and \$500 for executives (based on a points scale to be approved later) jac first, alex second , jagot third. All in favour.

As an action item, chris and kayla will work on the categories of the scale and then present next month.

Operations coordinator: (tiffany exits).

Kayla reads motion to figure out payscale for Tiffany.

Chris: This is what we discussed when we approved of her wage increase in May but never got around to making a scale on how her wages go up as a full-time employee that comes back every year. Focus is that we want her to stay and come back every year and be competitive knowing what she could get elsewhere but acknowledging that we are a small organization. Her wage increase could be up to 5% every year, dependent on her job performance. Up to 5% plus an estimate of CPI dependant.

Jac: Chris what is standard for other employees?

Chris: We get 2% for up to 7 years

Jac: When is this scale starting? If we were to hire someone in her position. Now I think 20 might be like what you would have after 2-3 years working in a place as opposed to hiring someone at \$20/hour and going all the way up to \$25.

Chris: University employees typically start at \$21 for entry level and given the qualifications

Rachel: Agrees with 5% seems fair compared with other people with her degree and an increase of CPI.

Chris: Tracey in Peterborough being comparable at a lot more per year -with that being said, technically taking on more responsibility but keeping in mind that we are a small organization. What do you guys think of that scale?

Alex M: It's good and simple and easy to understand.

Rachel: Should Tiffany leave, where would a new Operations Coordinator fit in?

Chris: They would start at the year based bottom of the scale with CPI increases from now when they are hired.

Nick: So the motion is 5% a year based on CPI increases per year?

AJ: Motion to approve, Kayla, Second, Nick, Third Alex

## April 26th 2017 Board Meeting

1. Call to order at 9:43AM

2. Approval of Agenda, Jac approves, Kayla second  
Kayla adds the budget under discussion.

3. Declaration of Conflict of Interest – N/A

4. Discussion

A. Executive Updates

Jac: policy chatting with Chris, final semester reports with clubs, updating financial reports, training with new clubs, poster policy, organized intramural tournaments, stress busting petting zoo day, helped kayla with the OUSA teaching award, went to PiHED, corresponding with photographer regarding the board and grad composites, trained Katie, wrote our year-end report with kayla, helped kayla train Alex.

Kayla: went to PiHED, fair trade event with AJ, policy changes which will be presented later, budget things, we finished off our last set of monthlies, training our incoming, health benefits meeting in Peterborough. Chris helped us redesign our budget. The important thing that we are looking at is that we still have around \$13,000 left. We still need to do the April monthlies, at the beginning of May. The final part of our update is that we implemented the new performance review system, we adapted some of OUSA's performance review system and tested it on Tiffany.

5. Decisions

A. Clubs Policy (Jac). Move to discuss, all in favour.

Jac presents the edits she made to the clubs policy. (on the subject of making a rule that you can only be an exec for one club) Katie says she approves of jac's change and thinks that it would give the opportunity to younger students to become club executives instead of older, more involved students, taking charge of multiple clubs. And also if you have a bad apple, then they will be having a negative effect on multiple clubs.

Alex – what if you don't have anyone to be an executive and the only person who's interested in doing it is already an executive? And what if that person is a good executive?

Kayla: I think then at that point, Katie could take it to a Board meeting and it would be voted on , on a case by case...special requests.

Nick: should we put that in the policy then?

Jac: I'd rather not advertise it, or else Katie will be bombarded with people requesting to be an executive for more than one club. This way Katie can seek out the right person and make it happen, instead of people forcing her.

Nick: I think if we do it, we have to do it publicly. Because then it's still cliquy. It's still a hierarchical situation of who we approve of.

Alex: if I saw an executive who's on two things and I was only on one thing, and I wanted to be on two, then I would wonder why that was the case.

Jac: okay then it's up to you guys. If that was the case and someone wanted to be an exec on another club then like they could just ask Katie for approval.

Chris: I think we should make policies and not make exceptions for anyone, to make it fair. The whole point of the club system is to find 10 people who are interested in any given club, and hopefully out of those people you just need 3 to be executives, I don't think that would be difficult. Maybe make it's so that there's only 2 executives instead of 3, so that it makes it easier and you don't have to worry about over saturation.

Jac: we also already have clubs who have 3 executives and based on further policy edits, can have a 4 th executive if they have more than 15 members. I don't think clubs have a problem finding 3 executives.

Alex: can I not be on the Board and run a club? So next year if I'm on TDSAcares then I can't be on the business club?

Jac: you can't vote for anything involving the business club, as a member of the Board, but if there was a position on TDSA cares that was related to business (which there isn't) then you wouldn't be able to do that. Aka don-pierre was the executive of the health and wellness club, and then was also on tdsa cares and also worked for the university. We are just trying to limit overlap and conflict of interest. Similarly to how Jessica wanted to be an executive on a club and we didn't allow that, even though it wasn't explicitly stated in the Operating Policy, just because she was working directly with me regarding club financials and was clearly a conflict of interest.

(we decided to let jac finish going through the policy and we can vote on it as a whole instead of part by part)

Jac: When clubs request for us to advertise their events on our FB page, I just said no, because if I did it for one club I would have to do it for all the clubs, and our page would be over saturated.

Billie likes it.

Katie supports jac's changes in the clubs policy.

Billie: from having run the AAA club, I know a lot of the funds get spent on snacks and what not, so would the executives for clubs that have to request funds of a certain amount at the beginning of the year and then just come back later in the year whenever they needed more money?

Chris: I think you could prepare with knowing how many people were coming to each meeting and how often the meetings would be and do it on a monthly basis, then Katie could track the totals.

Nick: we could do a form for like weekly meetings funding and then do your year budget forecast kind of thing.

Chris: right, you could apply for the funding total, and then you actually get back what you spent at the end of the semester or the end of the year.

Jac: \*reads next section\* clubs can't run events in the summer and spend funding because there are basically no students here and it's a waste of money.

Jac: move to approve

Kayla second, Emily third, all in favour.

Meeting re-adjourned at 10:43am

B. Employment and Job Description Policy: (Kayla)

Move to discuss

We would like to go back to hourly pay for the executives. Salary did not work out this year.

Everyone approves

We have implemented black out periods for vacation days. May and September are considered black out periods when Executives cannot take time off. This states that Executives also must consult each other before arranging vacation and be considerate of events that are ongoing at the office.

Everyone approves.

The president shall attempt to work the majority of their hours during the actual office hours of the TDSA. With the exception of making up time missed during classes.

(Kayla then presents and explains the categories of the performance review scale that we have adapted from OUSA) We have actually already done Tiffany's performance review to see how it would work.

Jac: So Tiffany went through and rated herself while we rated her, and then everything lined up. But if there had been any discrepancies that is where we would have had further discussion.

Kayla: Tiffany is a fundamental part of the organization, she scored 5/5 in all categories.

Nick: Didn't we decide that AJ would be apart of that though?

Kayla: yes, Tiffany's was just a sample performance review but AJ will be there in the future, which the incoming Executives are already aware of.

Everyone is okay with this.

Nick: but this also includes CPI right?

The Motion to raise Tiffany's salary 5% and CPI in the May board meeting which would also include her back-pay.

Motion to approve

Emily first, jac second, nick third, all in favour

6. Final Statements: Lunch at noon at Baxter's Landing.

Kayla reads the year-end review for the Board to view before it's posted later today.

Motion to adjourn meeting at 11:07AM