
MEETING MINUTES

Board of Directors Meeting

2020.07.29

Virtual - Zoom

3:00PM – 4:05PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	3:10 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Mehar Hundal, Kyle Magalhaes, Gijo Mathew, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Sheena Witzel, Amelia Baty
Proxy	
Regrets	Janie Renwick
Adjournment	4:11 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 3:10 PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

We would like to acknowledge that we are on the lands of the Neutral, Anishinaabe and Haudenosaunee peoples.

TIME TO ADJOURN

PROCEDURAL

Presenter: Sana Banu, President

Time to adjourn will be 4:05 PM

APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, President

Attachment: Board Meeting Agenda – 2020.07.29

Motion to approve the agenda

Forward: Pranav Gandhi
Second: Vaidehi Thakkar
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Sana Banu, President
Attachment: Board Meeting Minutes 2020.06.24

Motion to approve the minutes from the month of June

Forward: Paul Banks
Second: Prabhjot Singh
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, VPI
Attachment: Finance CSI Budget to Actuals 2020.05.31
Finance CSI Budget to Actuals 2020.06.31

- Current assets are down about \$1,000,000 (line 23)
- Sheena believes this will be due to invoices from Student Care
- Current liabilities have changed by \$1,100,000 because of deferred Legal and CIHIP revenue
- **ACTION:** Kyle to send email to Maggie to clarify Line 23, cc Sana in email

CSSI FINANCIALS

UPDATE

Presenter: Mehar Hundal, VPE
Attachment: CSSI 2020-2021 Budget to Actuals 2020.05.31
CSSI 2020-2021 Budget to Actuals 2020.06.30

- There are some small expenses (software, storage) of about \$10,500
- These costs won't be as high every month as the past month included salary payout and storage expenses that won't recur
- Cristina would like to know how the board feels about the presentation format of the financial reports
- **ACTION:** Directors to email csibod with any proposed changes to financial document presentation format

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, VPI
Attachment: Inquiry Report June 2020
Service Counts June 2020

- These reports are month to month comparisons
- Most inquiries during the past month were regarding the Health Plan
- Student Care provides us with data and metrics in an annual report which should be available soon

CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- There is a Policy and Strategy Conference occurring until the 30th with Mehar and Tamara attending
- Discussions taking place on having one member represent throughout the entire year (currently members rotate)
- A lot of committee work is being done. Much of the discussion during the conference is the pandemic.
- **ACTION:** Mehar and Tamara to submit conference reports within 5 days

ADVOCACY DOCUMENT

DECISION

Presenter: Sana Banu, President

- If this document is approved today it will be published on CSI website and social media and sent to the college
- This document will contain an introduction about what our board does as well

- Will provide students the ability to see what their feedback is doing
- This document focuses on financial insecurity. The second document will focus on quality of online academics

Motion to approve the Advocacy Document as presented.

Forward: Gijo Mathew
Second: Sivani Pappu
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

INCIDENTAL REPORTS

UPDATE

Attachments: Incidental Reports

- All incidental reports have been uploaded to Sharepoint

BOARD MONITORING

IN-CAMERA

- Sana presented Monitoring Report – Executive Succession
- CSI is in compliance

Motion to enter In-Camera at 3:54pm

Forward: Tamara Cooper
Second: Vaidehi Thakkar
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

Motion to exit In-Camera at 4:01pm

Forward: Sivani Pappu
Second: Vaidehi Thakkar
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

PRESIDENT/MANAGEMENT UPDATE

UPDATE

Presenter: Sana Banu, President
Sheena Witzel, Associate Executive Director

- There will be a company-wide shutdown Aug 24-30, 2020 which will include all staff and directors
- This coincides with Intercession
- Foodbank proposal was approved by the college
- Applications opened this week
- We have sent a proposal to the college with respect to grad photos
- Our partner has suggested either doing photos on campus or at an off-site rental space at their expense
- Covid Resource Hub is live online providing a broad group of resources to students
- Student Care will be making a presentation to the board about extending Dialogue access after the trial period concludes at the end of August
- They will provide data, metrics and costing

ADJOURNMENT

PROCEDURAL

Presenter: Sana Banu, President

Motion to adjourn at 4:11 PM

Forward: Tamara Cooper
Second: Gijo Mathew
Abstain: None
Opposed: None
Approve: All
Motion: Carried

Sane Banu

September 3rd 2020

President, Chair

Date

T. Cooper

September 3, 2020

Vice-President, Secretary

Date