

MEETING MINUTES

Board of Directors Meeting

2020.09.29

Virtual Zoom

4:07PM – 6:23PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	4:07 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Mehar Hundal, Kyle Magalhaes, Gijo Mathew, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Sheena Witzel, Janie Renwick, Amelia Baty, Tim Sothern - BDO
Proxy	
Regrets	
Adjournment	6:23 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 4:07 PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

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

Tomorrow is Orange Shirt Day to further relationship building with indigenous students.

TIME TO ADJOURN

PROCEDURAL

Presenter: Sana Banu, President

Time to adjourn will be 6:40 PM

APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, President

Attachment: Board Meeting Agenda – 2020.09.29

Motion to approve the agenda

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

APPROVAL OF MINUTES

DECISION

Presenter: Sana Banu, President
Attachment: Board Meeting Minutes 2020.08.31

Motion to approve the minutes from the month of July

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

APPROVAL OF CSI AUDITED FINANCIALS

DECISION

Presenter: Tim Sothern, Partner, BDO
Attachment: CSI Audit 04302020FT

- Some items look different in this year's report due to the pandemic, however the auditor's have given CSI a "clean" report
- Total assets over \$10million
- There was a change-over in allocation of various revenues and expenses, so the comparatives look different than last year
- Excellent financial position
- There was a payroll issue as the result of staff changeover, were not able to go back and verify amounts to an employee contract. This has been corrected and subsequent testing in payroll was satisfactory
- Focus on key risks – expenses, credit cards, management – all were satisfactory
- No instances of fraud were detected. Board states none of come to their attention
- Overall, the bookkeeping is very well done for both CSI and CSSI
- These financial for both CSI and CSSI will be presented by Tim at the AGM
- **ACTION:** Janie to resent management representation letter to Tim

- **ACTION:** Tim to send independence as auditors letter
- **ACTION:** Amelia to send Tim AGM invitation when date is set

Motion to approve the CSI audited financials as presented

Forward: Gijo Mathew
Second: Prabhjot Singh
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF CSSI AUDITED FINANCIALS

DECISION

Presenter: Tim Sothern, Partner, BDO
Attachment: CSSI Audit 04302020ENNTR

- Auditor's provided a "Qualified Opinion" as they could not be on campus to count inventory, because inventory is small it is not an issue
- If CSSI were not supported by CSI it would be unable to continue. This is alerted in the report as was last year
- Applied for CEBA (Canada Emergency Business Account) loan of \$40,000. If repaid within two years only \$30,000 is owed. The \$10,000 difference can be recognized now
- Net loss of \$60,000 this year vs \$45,000 last year. Total of \$380,000
- There is a \$697,000 liability due to CSI (interest free, term loan)

Motion to approve the CSSI audited financials as presented

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

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, VPI
Attachment: Finance CSI Budget to Actuals 2020.08.31

- Line 142 part time fees – board had not approved part time fees but the college charged them, so this had not been budgeted. Ongoing discussions with the college

about how to have this charged are happening and will come to the board for approval

- We were approved for wage subsidy for previous months, however this may change due to our revenue increase
- There was an expense for repairs to one of the shuttles

CSSI FINANCIALS

UPDATE

Presenter: Mehar Hundal, VPE

Attachment: CSSI 2020-2021 Budget to Actuals 2020.08.31

- Continue to qualify for wage subsidy
- Venue inventory is being sold to employees and will show in next month's report
- No other items of significance to report
- Paul feels the board should discuss future of CSSI
- Without including initial start-up costs CSSI would be self-sustaining
- Can discuss ways to be more profitable and consider the benefit to students may outweigh the ability to be profitable
- **ACTION:** Amelia to add CSSI objectives discussion to future round table

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, VPI

Attachment: Inquiry Report August 2020

Service Counts August 2020

- Foodbank usage is up
- Overall online traffic is up with exception of mobile app

CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Focusing on more upfront grants for students, providing support to international students and truth and reconciliation with indigenous communities
- More grants for re-skilling in trades is being solidified and Sana will bring this to the board
- Advocacy week will be virtual. Sana will keep the board informed about signing up
- **ACTION:** Sivani to send her meeting invites to Sana to troubleshoot issues

MANAGEMENT UPDATE

UPDATE

Presenter: Sheena Witzel, Associate Executive Director

- Resubmit work study proposal after initial approval was revoked but have not received a reply
- Will do training when we receive approval; could be an additional week before everyone is hired and trained

ACTION ITEM UPDATES

UPDATE

Presenter: Sana Banu, President

- Quality of Education survey push notifications have been done. Total of 2853 responses, total completion was about 1500
- College sent a lengthy survey and shared the results with us to be posted on our website
- Mehar and Kyle will send committee meeting invites to execs
- Kyle will try to look into the chair position on the board at this week's meeting
- Kyle will include board secretary job in policies
- Janie sent an email to the college about laptops. They will not be doing laptop loan program but are looking into other supports
- Foodbank application has been changed. The two links are for first time and repeat users
- Showcase Your Talent has an application process that board members can follow but they are not eligible for prizes/payment
- **ACTION:** Kyle and Mehar to send committee meeting invites to execs
- **ACTION:** Kyle to look into chair position
- **ACTION:** Kyle to add board secretary position to policies
- **ACTION:** Sana to share the college survey results with the board
- **ACTION:** Janie will resend email to the college about laptops

INCIDENTAL REPORTS

UPDATE

Attachments: Incidental Reports

- Sana presented Board Monitoring Report – Executive Limitations Policy 2F – Asset Protection. This is in Sharepoint
- Sana has provided her interpretation and created a supporting data section to explain compliance
- All incidental reports have been uploaded to Sharepoint

- Discussion about student issues and minimum standards students should expect with board members providing personal examples of problems (eg. Getting materials late, delayed quiz results, classes taking only 1 hour when scheduled for 3, inability to access links after class is finished, professors not showing up)
- The board should add their personal experiences to the Advocacy Document they prepare after getting results of the Quality of Education survey
- Decided to close the survey this week; prepare the advocacy report by October 13th so it can be sent to the college in advance of board meeting
- **ACTION:** Amelia to invite Trish and Jacinda to October board meeting to respond to Advocacy Report
- **ACTION:** Sana to follow up with Trish and Jacinda about Financial Insecurity Report

BOARD MONITORING

IN-CAMERA

Motion to enter In-Camera at 5:53pm

Forward: Sivani Pappu
Second: Prabhjot Singh
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

Motion to exit In-Camera at 6:08pm

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

DIALOGUE EXTENSION

UPDATE

Presenter: Sana Banu, President

- Executives met with Del last week and received some answers to board questions about Dialogue

- The app is not available internationally so international students out of country won't be billed
- Domestic students receiving email about Lumino/Dialogue (those names are interchangeable) happened before trial period. no information about usage and satisfaction
- Dialogue will not be available to dependents. Want to ensure they have priced the plan properly for student users first
- This is a private health care service. When a student uses it by talking to an RPN or doctor and receiving a diagnosis and treatment through them it is paid through Dialogue. Referral out to the community or campus clinic becomes a claim on CIHIP or extended health plan
- Will only be charged the months students are activated (not during black out weeks) therefore we will see less cost to us

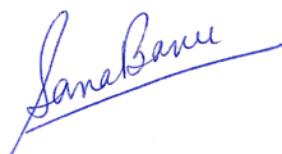
ADJOURNMENT

PROCEDURAL

Presenter: Sana Banu, President

Motion to adjourn at 6:23 PM

Forward: Tamara Cooper
Second: Sivani Pappu
Abstain: None
Opposed: None
Approve: All
Motion: Carried



October 22, 2020

President, Chair

Date



October 21, 2020

President, Secretary

Date