
MEETING MINUTES

Board of Directors Meeting
2021.02.09
Virtual Zoom
5:09PM – 7:25PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	5:09 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Kyle Magalhaes, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Sheena Witzel, Janie Renwick, Amelia Baty
Proxy	
Regrets	Mehar Hundal
Adjournment	7:25 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 5:09 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 6:55 PM

APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, President
Attachment: Board Meeting Agenda – 2021.02.09

Addition of Extraordinary Circumstances Election Policy - Decision

Motion to approve the agenda with amendments

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 2021.01.15

Spelling of Gijo Mathew in Section 8 to be corrected

Motion to approve the minutes from the month of January with amendments

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

BUDGET REVISION

DECISION

Presenter: Sana Banu, President
Attachment: January Revision 2020-2021
January Revision Notes 2020-2021

- Budget in the fall showed we may have been in a deficit, but we now have closer projections showing a surplus of \$2500
- Student enrollment revenue decreased as did expenses
- Some money was reallocated to the Shuttle, so we did not have to use reserves
- Cristina provided detailed monthly information around the Covid Wage Subsidy when we had reduction in revenue. After we received funds from the college, we no longer qualified
- Cristina worked with Tim from BDO (auditor) in applying for this. We can feel confident we should not have to return any funds

Motion to approve the January Budget Revision 2020-2021 as presented

Forward: Vaidehi Thakkar
Second: Prabhjot Singh
Abstain: None
Opposed: None
In Favour: All
Motion: Carried

SPRING BUDGET APPROVAL

DECISION

Presenter: Sana Banu, President
Attachment: Spring 2021 Budget
CSI Budget Notes 2021-2022

- In the past the board approved this budget at the end of their term in April, but this gave little time for operations to recalibrate for the spring semester
- Management proposed the spring budget approval be early in the year to allow operations some time for planning and implementation
- Will appear to have a \$700,000 loss in the spring only because we will not have received our revenues. By the end of the year, we are showing a \$7300 surplus when all revenues are in
- Awards and Scholarships – was have spent around \$40,000 in the past, does CSI wish to extend this further when the contract expires in the spring?
- More details on Awards and Bursaries will be provided at the next board meeting

Motion to approve the Spring 2021 Budget as presented

Forward: Pranav Gandhi
Second: Sivani Pappu
Abstain: None
Opposed: None
In Favour: All
Motion: Carried

EXTRAORDINARY CIRCUMSTANCES ELECTION POLICY

DECISION

Presenter: Kyle Magalhaes, President Internal

- The policy will cover how CSI will conduct elections in the event of an extraordinary circumstance e.g., pandemic
- Discussion about timing of implementation and ability to change election dates

- Addition of 3.1.6 The election must be held no later than 90 days after the policy is enacted

Motion to approve the Extraordinary Circumstances Elections Policy as presented

- Forward: Paul Banks
- Second: Gijo Mathew
- Abstain:
- Opposed:
- In Favour:
- Motion:

Motion withdrawn

- **ACTION:** Sana to send updated policy to BOD for approval via email

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, VPI
Attachment: CSI Budget to Actuals 2021.01.31

- The surplus can be set aside for the kitchen renovation and food truck
- No other items of significance

CSSI FINANCIALS

UPDATE

Presenter: Sana Banu, President
Attachment: CSSI 2020-2021 Budget to Actuals 2021.01.31

- Continue to qualify for wage subsidy
- The employee we pay wages to is still working on special projects
- To have our Wellness Office up and running we will need to hire chiropractor, physio and massage as these individuals are no longer with CSSI
- No other items of significance

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, VPI
Attachment: December 2020 Inquiry Report
January 2021 Inquiry Report
December 2020 and January 2021 Service Count(s)

- With new semester there seems to be more engagement
- If there is a surplus of Foodbank baskets, we can give out extra the following month
- Typically, do not turn anyone down

COMMITTEE UPDATES

UPDATE

Presenter: Kyle Magalhaes, VPI

Policy Committee

- Met twice to go over Extraordinary Circumstances Election Policy
- Looking at Chairperson, Secretary and Board Meeting Structure Policies
- Next meeting is Thursday at 4pm

Feedback Committee

- Waiting on Mehar for rest of the schedule

Advocacy Committee

- Seems that there is a housing problem that will get worse for students
- CSI could invest directly into housing
- Need to know the issues, what is being done, where are the gaps. This will be a good project for our new Research positions

CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Recently launched Close the Gaps initiative to tell government where they have missed students issues and supports
- AGM Conference will be March 29-31, Sana will share the link when she gets it
- **ACTION:** Sana to find out if staff can attend the AGM Conference

STUDENT CARE SERVICE STANDARDS

UPDATE

Presenter: Paul Banks

- Should demand a minimum standard from Student Care and ensure it is delivered
- Paul has been waiting for an answer to an email question from several weeks ago

- There is an agreement in place, but it would be helpful to review it in light of a few student complaints recently similar to Paul's
- We could request metrics Student Care collects about our student's satisfaction

EXECUTIVE UPDATES

UPDATE

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

- Sana presented Board Monitoring Report – Executive Limitations Policy #2a – Treatment of Members and reported compliance
- We cannot bring the board's vision for food services to fruition with our current kitchen as it is small, outdated and inefficient
- Previous board approved in principle a kitchen renovation and management feel it would be best to use this time when students are not on campus for renovations
- Food Truck has been suggested to provide food services for other campuses than Doon
- We spend significant funds yearly to provide food to other campuses
- Also intended for use after hours and on weekends when other food services are closed
- Our Food and Beverage Manager has been in contact with other institutions who have food trucks to get feedback, resources and recommendations
- Two positions have been hired in relation to Advocacy; Research and Governance Coordinator and Research and Policy Analyst to start in March
- These positions will support the board and provide research related to advocacy initiatives
- There will still be space for a student AVP to work closely with these positions who will do much of the legwork
- Received a draft strat plan document from Catherine who has expanded on 4 Ends
- Board to review and send comments and questions to Sana
- **ACTION:** Sana to send the strat plan document to board members for review

BOARD MONITORING

IN-CAMERA

Motion to enter In-Camera at 6:58pm

Forward: Gijo Mathew
Second: Vaidehi Thakkar
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

Motion to exit In-Camera at 7:07pm

Forward: Prabhjot Singh
Second: Tamara Cooper
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

AGM

UPDATE

Presenter: Amelia Baty, Executive Assistant

- It appears the college sent incomplete data to Get Quorum and therefore some students did not receive the AGM notice
- Actively working to identify students who did not receive the notice and forward it as soon as possible
- Receiving accurate college data continues to be an issue that has an effect on some of our operations and management continues to meet with college staff to rectify this

ADJOURNMENT

PROCEDURAL

Presenter: Sana Banu, President

Motion to adjourn at 7:25 PM

Forward: Paul Banks
Second: Tamara Cooper
Abstain: None
Opposed: None
Approve: All
Motion: Carried

BOARD OF DIRECTORS /// MEETINGS

CONESTOGA
STUDENTS INC

Sana Barua

April 13, 2021

President

Date

T. Cooper

March 31, 2021

Secretary

Date