

## 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

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## 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 OF DIRECTORS /// MEETINGS

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## 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

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April 13, 2021

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President

Date



March 31, 2021

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Secretary

Date