

---

## MEETING MINUTES

---

Board of Directors Meeting  
2021.04.27  
Virtual Zoom  
4:38PM – 6:57PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	4:38 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Kyle Magalhaes, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Sheena Witzel, Janie Renwick, Amelia Baty (Observers – Parneet Dhaliwal, Rupinder Kaur, Harley Potter, Harsh Singh, Nelson Chukwuma, Richard Mitchell, Shawna Powell)
Proxy	
Regrets	
Adjournment	6:57 PM

---

## AGENDA TOPICS

---

### CALL TO ORDER

PROCEDURAL

Meeting called to order at 4:38 PM

### LAND ACKNOWLEDGEMENT

PROCEDURAL

We would like to acknowledge that we are on the lands of the Neutral, Anishinaabe and Haudenosaunee peoples.  
Tamara Cooper presented the Land Acknowledgement.

### TIME TO ADJOURN

PROCEDURAL

Presenter: Sana Banu, President

Time to adjourn will be 7:00 PM

### APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, President  
Attachment: Board Meeting Agenda – 2021.04.27

Tamara Cooper will present the Land Acknowledgement

## Motion to approve the agenda with amendments

Forward: Pranav Gandhi  
Second: Paul Banks  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## APPROVAL OF MINUTES

## DECISION

Presenter: Sana Banu, President  
Attachment: Board Meeting Minutes 2021.03.30

Replace “strat” with “strategic” on page 5

## Motion to approve the minutes from the month of March with amendments

Forward: Vaidehi Thakar  
Second: Sivani Pappu  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## BUDGET APPROVAL

## DECISION

Presenter: Sana Banu, President  
Attachment: 2021 Budget Submission  
CSI 2021-2022 Annual Budget  
CSSI 2021-2022 Annual Budget

- \$583,000 deficit to balance this year’s budget. Has been redistributed only to benefit student members
- Enrollment is higher than projected
- \$20,000 for committees covers hiring, meeting tools, events, training and ensures a pocket for unanticipated costs that come with the creation of these committees
- Reporting structure of committees is in progress
- Dialogue will be continued for International students without additional costs
- The Board previously committed to extending Dialogue to Domestic students which requires using the Health Plan reserves

- There is an expectation of ongoing Covid subsidy for CSSI and a projected balanced budget

**Amendment** – remove Fall and Winter Dialogue projections

**Motion to approve the Budgets for CSI, CSSI and Health Plan 2021-2022 as presented with amendment.**

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

## STRATEGIC PLAN APPROVAL

## DECISION

Presenter: Sana Banu, President

- This Strategic Plan was presented in the round table last week
- Operations Team created the document to support the BOD's Ends and made requested amendments

**Motion to approve the Strategic Plan presented, with amendments.**

Forward: Sivani Pappu  
Second: Tamara Coooper  
Abstain: None  
Opposed: None  
In Favour: All  
Motion: Carried

## POLICY APPROVALS

## DECISION

Presenter: Kyle Magalhaes, President Internal  
0.1.0 Policy Formatting  
2.0 Board as Owner Representative  
4.14 Board Committee Principles  
4.15 Board Committee Structure

- If the Chair Policy is approved, a 2021-2022 Chair will be elected at this meeting

**Motion to approve the 0.1.0 Policy Formatting, 2.0 Board as Owner Representative, 4.14 Board Committee Principles, 4.15 Board Committee Structure, as presented, with amendments**

- Forward: Paul Banks
- Second: Vaidehi Thakkar
- Abstain: None
- Opposed: None
- In Favour: All
- Motion: Carried

## CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, VPI  
Attachment: CSI Budget to Actuals 2021.03.31

- Enrollment was underestimated, therefore projected revenue and expenses are higher
- Legal Insurance is higher
- Part-time fees are higher
- Waiting to see if CSI owes any Health Plan money to the college before approximately \$110,00 is put into reserves. This will be reflected next month

## CSSI FINANCIALS

UPDATE

Presenter: Mehar Hundal, VPE  
Attachment: CSSI 2020-2021 Budget to Actuals 2021.03.31

- As things open up there should be some revenue in the coming months

## SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, VPI  
Attachment: Inquiry Report 2021.03.31  
Service Counts 2021.03.31

- Most numbers are down as expected at the end of the semester
- Zen Desk inquiries and resolutions are tracked. Response rate and resolution is very good

## CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Foundations Conference will be May 25-28
- Sana is involved with assisting in the connection program of recruiting more colleges
- Looking into provincial advocacy going forward

## COMPLIANCE REPORT

UPDATE

Presenter: Sana Banu, President

Attachment: Monitoring Report EL 2e – Financial Planning and Budgeting

- Sana reported compliance
- As the BOD is Sana's reporting manager, she requests a performance evaluation
- **ACTION:** Sana to fill out self-evaluation Performance Review and submit it to HR
- **ACTION:** Directors to fill out Sana's evaluation and send back to HR before the end of term

## INCIDENTAL REPORTS

UPDATE

Presenter: Sana Banu

- VPE, VPI and President Incidental reports have been uploaded to Sharepoint

## EXECUTIVE UPDATES

UPDATE

Presenter: Janie Renwick, Executive Director

Sheena Witzel, Associate Executive Director

- Have received official approval from the province to transition to the CNCA
- Management will be working on documentation to complete the transition
- Sheena presented highlights of the BOD's accomplishments of the past year including: creation of Emergency Relief fund for 5400 students, Grocery Gift Card distribution, highest completion rate of 10,000 survey respondents, reopening of Food Bank access to 3500 students with additional \$60,000 investment, implementation of fee reduction, continuation of nonessential and essential fee model, investment into organization governance process and improve bylaws and policies, prioritized the student voice with the hiring of two staff members for Advocacy department, approved expansion of Dialogue, hiring of 250 part time

students, increased investment to educational funding, capital improvements to Food Services and purchase of a Food Truck, honouring of Truth and Reconciliation with the appointment of an Indigenous Student Director, increase of peer to peer, mentorship, leadership and skill development and awards and scholarships.

- Thank you and congratulations to the 2020-2021 BOD for all of their achievements

## ELECTION OF CHAIR

## DECISION

Presenter: Kyle Magalhaes, VPI

- Members of the current board who self-nominate to this position are:
  - Paul Banks
  - Sivani Pappu
  - Tamara Cooper
- The position will involve approximately 5-7 hours per month with compensation of \$250 including travel
- The Chair will attend all board meetings and ensure they are on time, follow rules of order, and that all directors are provided an opportunity to speak and discuss agenda items
- A secret ballot was conducted with the resulting motion:

### Motion to elect Paul Banks as 2021-2022 Chair of the CSI Board of Directors

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

## PEO REPORT TO THE BOARD

## UPDATE

Presenter: Amelia Baty, PEO  
Attachment: Election Summary 2021.04.27

- The following candidates were elected by members as the 2021-2022 Directors:
  - Harley Potter
  - Harshpreet Singh
  - Nelson Chukwuma
  - Parneet Dhaliwal
  - Pranav Gandhi
  - Richard Mitchell
  - Rupinder Kaur

- The following candidate has been forwarded for appointment by the 2020-2021 CSI Board of Directors as the Indigenous Student Director:
  - Shawna Powell-Guerard
- The 2021-2022 Executive Team, as elected at the Executive Selection meeting held February 23, 2021 will be:
  - Sana Banu – President
  - Kyle Magalhaes – Vice President
- The PEO recommends that the reported results be considered official and the elected candidates be ratified into their elected or appointed positions as outlined above.

## NEW BOARD Q & A

## DISCUSSION

- There was discussion about the role of Directors and timeline of the director's term

## 2021-2022 BOARD RATIFICATION

## DECISION

Presenter: Sana Banu, President

### Motion to ratify the elected, selected and appointed members to the 2021-2022 Board of Directors

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

## ADJOURNMENT

## PROCEDURAL

Presenter: Sana Banu, President

Motion to adjourn at 6:57 PM

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

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

---

President \_\_\_\_\_ Date \_\_\_\_\_

---

Secretary \_\_\_\_\_ Date \_\_\_\_\_