
MEETING MINUTES

Board of Directors Meeting
2021.09.20
Virtual Zoom
6:03PM – 7:34PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	6:03 PM
Attendees	Sana Banu, Kyle Magalhaes, Sheena Witzel, Amelia Baty, Paul Banks, Parneet Dhaliwal, Rupinder Kaur, Nelson Chukwuma, Shawna Powell, Pranav Gandhi, Justin McLaughlin, Cisco Watson
Proxy	Richard Mitchell
Regrets	Janie Renwick
Adjournment	7:34 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 6:03 PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Paul Banks, Chair

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

TIME TO ADJOURN

PROCEDURAL

Presenter: Paul Banks, Chair

Time to adjourn will be 8:15 PM

APPROVAL OF AGENDA

DECISION

Presenter: Paul Banks, Chair
Attachment: Board Meeting Agenda – 2021.09.20

College update to be removed as President Tibbits cannot attend today's meeting.
Shawna requests the addition of discussion item prior to adjournment, of a potential
Indigenous teaching day for the Board.

Motion to approve the agenda 2021.09.20 with amendments

Forward: Harley Potter
Second: Pranav Gandhi
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Paul Banks, Chair
Attachment: Board Meeting Minutes 2021.08.25

Motion to approve the minutes 2021.08.25

Forward: Shawna Powell
Second: Nelson Chukwuma
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES – EMERGENCY BOARD MEETING

DECISION

Presenter: Paul Banks, Chair
Attachment: Emergency Board Meeting Minutes 2021.09.13

Motion to approve the minutes 2021.09.13

Forward: Harley Potter
Second: Harsh Singh
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

PITA PIT AGREEMENT

UPDATE

Presenter: Sana Banu

- The contract with Pita Pit, which has operated out of the Rec Centre since 2016 ends in 2021
- The renewal contract will be for three (3) years which requires Board approval
- Our lawyer has looked it over and sent a few edits to Pita Pit who has not yet responded
- The board will be updated on the renewal

GREAT CANADIAN SHUTTLE AGREEMENT

DECISION

Presenter: Sana Banu

- These shuttles run at Waterloo & Brantford campus. Our team has identified some other avenues for the shuttle as well.
- College was holding this contract from 2019 until Aug 2021. They had asked if we'd take over this service for the two years.
- The college is going to pay for this service for the first year i.e. Sept 2021 to May 2022
- CSI will be responsible for the second year – Sept 2022 to May 2023
- The approximate cost would be around \$114,000 for the second year. Depends on routes and trips, the first year will give us the insight to estimate a closer budget.
- The college is giving us technology and equipment to collect ridership data that will help us in strategic decisions around owning and operating a shuttle in the future.
- Offering this service would also be in tandem with the board's strategic objective to provide equitable transportation options at all campuses.

Discussion

- Rupinder – the shuttle document shows a breakdown, is that additional to the \$114,00?
 - No, the contract currently shows per trip charges. Our team determined the estimated number of trips throughout the semester and extrapolated this for fall and winter of next year to come up with the \$114,000 estimate
- Shawna – are all students charged for this, even if they don't use it?
 - This is not a separate fee (it could be in the future if the board decides it should be), however it is part of our association fees
- Nelson – Will we receive data prior to the renewal in 2023?
 - Yes, the college will have the data as it is the One Card office who will install the technology. It should be included in our monthly service counts
 - The college will pay to have card readers installed in our own shuttle fleet as well

- Nelson – Some classes end at 9pm, so some students will not be able to use the service?
 - The operations team is waiting for independent campus class schedules and will create the shuttle schedule around those

Motion to accept the Great Canadian Shuttle Agreement as presented

Forward: Shawna Powell
Second: Rupinder Kaur
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

BOARD CHAIR INTEREST SUBMISSION

UPDATE

Presenter: Paul Banks

- Directors who may be interested in the Chair position for next year are invited to submit their names in order to receive mentorship in the position
- The Chair is meant to be a former director
- Directors can declare their interest now or let Paul and Sana know

CSSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: CSSI 2020-2021 Budget to Actuals 2021.08.31

- It was thought that the Food Truck would be running so revenue numbers will need to be adjusted
- We are waiting for TSSA inspection in order to get final licensing for the Food Truck
- No other items of significance

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: CSI Budget to Actuals 2021.08.31

- Additional revenue has been collected from student fees
- Enrollment numbers will be adjusted to reflect actuals in December
- No other items of significance

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: Inquiry Report 2021.08.31
Service Counts 2021.08.31
August 2021 Service Count Summary

- Kyle has prepared a condensed summary which can be found in Sharepoint
- There was a decrease in Foodbank usage, however the numbers are up year over year
- App is now up and running with numbers available next month
- New entries for YouTube and Twitch will be added into the summary graph next month, but was kept separate this month for easy reference

CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Ran a successful Get Out The Vote campaign
- Sana will try to attend the e-plenary and bring back updates next month about their audited financials, campaign and Advocacy Super Conference

COMPLIANCE REPORT

UPDATE

Presenter: Sana Banu, President

- Compliance Report EL #2f – Asset Protection
- Asset Protection report was presented with supporting documentation
- Sana reports compliance

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Sana Banu, President
Kyle Magalhaes, Vice President

- President
- Frosh Kit distribution took place at all campuses over the past two weeks with success
- Any student who paid for a Frosh Kit and did not pick it up will have alternate delivery options presented
- AGM preparations are going well

- AGM Land Acknowledgement – Myeengun presented the Land Acknowledgement at our last AGM. For this year would our Indigenous Director like to present this?
 - Shawna agreed to present the Land Acknowledgement at the October AGM, with the Board's thanks
 - Pranav will be a member of the College Council
 - Sana will be hosting a board advocacy training session at 1pm tomorrow. Any director is welcome to participate
 - Sana will be attending several Orientation events
 - AVP of Student Life has created invites for several Orientation events. The board is not required to attend but is welcome to do so
 - September 30th is the National Day for Truth and Reconciliation and CSI staff will be participating in a Remembrance Community Walk in downtown Kitchener. A shuttle from Doon campus will be provided for board and staff participants. Let Sana know if you'd like to take part
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- VP
 - Significant time has been spent with students on appeals and other communications. Will meet with AVPs to go over potential advocacy initiatives arising from this
 - Progressing on Student Housing research
 - Finalizing Policy Committee items, especially the policy archive
 - Attended AVP and executive update meetings

INDIGENOUS EDUCATION FOR THE BOARD

UPDATE

Presenter: Shawna Powell, Director

- Shawna would like to offer an Indigenous Education session for the Board
 - This would be done in partnership with Myeengun from Aboriginal Department and would take place at the Medicine Garden on Doon Campus
 - Potential dates discussed are Oct 3rd or 17th at 10am
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- ACTION: Shawna to confirm a date with Myeengun and inform the board

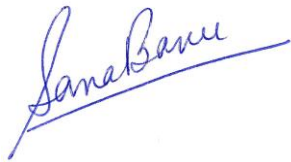
ADJOURNMENT

PROCEDURAL

Presenter: Paul Banks, Chair

Motion to adjourn at 7:34 PM

Forward: Nelson Chukwuma
Second: Shawna Powell
Abstain: None
Opposed: None
Approve: All
Motion: Carried



5th October 2021

President

Date

Parneet Dhaliwal

5th October 2021

Secretary

Date