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## MEETING MINUTES

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Board of Directors Meeting  
2022.03.23  
Virtual Zoom  
7:05PM – 8:04PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	7:05 PM
Attendees	Sana Banu, Kyle Magalhaes, Janie Renwick, Sheena Witzel, Amelia Baty, Paul Banks, Parneet Dhaliwal, Rupinder Kaur, Nelson Chukwuma, Harsh Singh, Harley Potter, Pranav Gandhi, Justin McLaughlin
Proxy	
Regrets	Shawna Powell
Adjournment	8:04 PM

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## AGENDA TOPICS

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### CALL TO ORDER

PROCEDURAL

Meeting called to order at 7:05 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 8:45 PM

## APPROVAL OF AGENDA

## DECISION

Presenter: Paul Banks, Chair  
Attachment: Board Meeting Agenda – 2022.03.23

### Motion to approve the agenda 2022.03.23

Forward: Nelson Chukwuma  
Second: Pranav Gandhi  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## APPROVAL OF MINUTES

## DECISION

Presenter: Paul Banks, Chair  
Attachment: Board Meeting Minutes 2022.02.16

### Motion to approve the minutes 2021.02.16

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

## GENERAL ELECTIONS UPDATE

## UPDATE

Presenter: Amelia Baty, PEO  
Sana Banu, President

### Amelia

- We received nomination packages from 5 qualified candidates
- As per policy, these 5 individuals will be acclaimed as Directors and a hiring process will ensue for the remaining 3 director positions (including 1 Indigenous director)

### Sana

- These positions will be posted for 5 business days
- The intent is to have these positions filled in time for ratification at the April board meeting
- Interviews will take place all day on April 11<sup>th</sup> and 12<sup>th</sup> with Janie, HR Generalist, President and/or VP, and 2 directors attending each interview
- Nelson, Rupinder (available Monday), Pranav (available 4-7pm) have volunteered to serve on the hiring panel

## PRESIDENT'S EVALUATION

## UPDATE

Presenter: Nelson Chukwuma, Chair of Policy Committee

- As discussed at the Policy Committee meetings; Sana indicates that HR has created a report and will present at the round table next week

## POLICY AMENDMENTS

## DECISION

Presenter: Nelson Chukwuma, Chair of Policy Committee

### Motion to approve Policy 2.2.0 President's Job Description subsection 3.3.18

Forward: Nelson Chukwuma  
Second: Harley Potter  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried  
Nelson, Harley, carried

### Motion to approve Policy 4.4.13 Board Member and President Remuneration subsection 6.1.3

Forward: Nelson Chukwuma  
Second: Harley Potter  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to approve Policy 4.8.0 Vice President subsection 3.1.4

Forward: Nelson Chukwuma  
Second: Rupinder Kaur  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## Motion to approve Policy 4.11.0 Board Committee Structure subsection 5.0

Forward: Nelson Chukwuma  
Second: Rupinder Kaur  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## Motion to approve Policy 4.12.0 Annual General Meeting subsection 3.3.6

Forward: Nelson Chukwuma  
Second: Pranav Gandhi  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## ENTREPRENEURSHIP COLLECTIVE GRANT PROPOSAL

## DISCUSSION

Presenter: Nelson Chukwuma

- The Entrepreneurship Collective was started three years ago and provides guidance, mentorship and other supports for student entrepreneurs in the college
- The ask is a two year pilot program in collaboration with the Director of the collective to present \$5000 grant for venture lab and \$5000 grant for gig lab, to be reevaluated after 2 year
- Sana – Do we know if there is a need for our collaboration? Do the college not have enough money to support it? Nelson doesn't think the college supports this fiscally
- Sheena – Is this run through the School of Business, a student group? Nelson thinks it is run through Career Services
- Rupinder – Do we give out similar scholarships? Sana – we give out \$62,000 in scholarships each year but no career enhancement fund per se.
- Sana – If we want to collaborate with another department of the college it would be more appropriate for that department to come to us. The executive team could make that connection.
- Sheena – This falls in line with how we funded through the pandemic and is a good concept
- ACTION: Sana and Janie to reach out to the department for more information

## BOARD CHAIR APPLICATION SUBMISSIONS

UPDATE

Presenter: Nelson Chukwuma, Chair of Policy Committee

- Interested directors should send their interest to Nelson
- The Chair will be decided upon at the April board meeting

## CSSI OVERVIEW

UPDATE

Presenter: Janie Renwick, Executive Director

- Janie and Sheena have created a document that provides an in depth, overall view of CSSI (why it was created, how it currently operates, etc)
- This document can be used as a training piece for the incoming board
- The document is filed in Sharepoint

## COMPLIANCE REPORT

UPDATE

Presenter: Sana Banu, President

Attachment: Monitoring Report EL 1, Global Executive Constraint

- The signed monitoring report is in Sharepoint
- Sana reports compliance

## CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President

Attachment: CSI Budget to Actuals 2022.02.28

CSI Budget to Actuals Notes 2022.02.28

- Cristina will be looking at pockets that haven't been fully utilized. Possibly allocate unused funds to Student Success fund
- Addition of Student Centre line will be applicable to the next board
- Waiting for invoices for the kitchen renovation
- Enrollment numbers for winter were lower by approximately 2300 marking lower revenue of approximately \$230,000
- Student overpayment still hasn't been deducted. If this doesn't happen it could be put towards the student centre

## CSSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: CSSI Budget to Actuals 2022.02.28  
CSSI Budget to Actuals Notes 2022.02.28

- There was some income reported for a catering contract
- There are no other items of significance to report

## SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, Vice President  
Attachment: Inquiry Report 2022.02.28  
Service Counts 2021-2022

- There is an excel file issue that Kyle will sort out this week and report back to the board

## CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Sana volunteered to sit on the hiring panel for the Executive Director and has been participating in interviews with the intention of hiring by the end of this month
- AGM will be March 29-30 and Sana will be attending
- Foundations conference will take place in Ottawa in June and will be an in-person conference

## PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Sana Banu, President  
Kyle Magalhaes, Vice President

- President
- Selected advocacy, feedback and student life AVPs. Hope to appoint Indigenous AVP soon
- Wrote letter about strike intervention of provincial government, should that have happened. Sent thank you letters to both parties for negotiating
- Media appearances with CBC and The Record, regarding the potential strike
- Link the Watershed – Sana created graphics and operations created the script
- Will be attending meeting with Janie and Sheena about provincial advocacy with Colleges Ontario hosting. CSI's advocacy team will join virtually

- VP
- Finalizing policy document
- Preparing for new VP

## ADJOURNMENT

## PROCEDURAL

Presenter: Paul Banks, Chair

### Motion to adjourn at 8:04 PM

Forward: Harley Potter  
Second: Rupinder Kaur  
Abstain: None  
Opposed: None  
Approve: All  
Motion: Carried

*Sana Banu*

*20<sup>th</sup> April 2022*

President

Date

Parneet Dhaliwal

21<sup>st</sup> April 2022

Secretary

Date