
MEETING MINUTES

Board of Directors Meeting

2022.08.25

Westin Harbour Castle Hotel, Dockside Meeting Room 4, Toronto; Virtual/Zoom

2:08PM – 3:49PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	2:08 PM
Attendees	Sana Banu, Sheena Witzel, Janie Renwick, Amelia Baty, Kartik Pahwa, Vaibhavi Patel, Nelson Chukwuma, Raaga Vignesh, Arjun Sharma, Anusha Mukesh, Fatir Raza, Shaun Bajracharya, Brandi Bilodeau, Kyle Magalhaes
Proxy	
Regrets	
Adjournment	3:49 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 2:08 PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Kyle Magalhaes, Chair

We would like to acknowledge that Conestoga Students Inc is located and operates on the lands of neutral, Anishinaabe, and Haudenosaunee peoples.

Since the current retreat is in Toronto I also wanted to acknowledge that Toronto sits on the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabe, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples.

TIME TO ADJOURN

PROCEDURAL

Presenter: Kyle Magalhaes, Chair

Time to adjourn will be 3:45 PM

APPROVAL OF AGENDA

DECISION

Presenter: Kyle Magalhaes, Chair
Attachment: Board Meeting Agenda – 2022.08.25

Sana requests the inclusion of Audited Financials approval
Arjun requests discussion of Board engagement with students

Motion to approve the agenda 2022.08.25 with amendments

Forward: Fatir Raza
Second: Anusha Mukesh
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Sana Banu, Acting Chair
Attachment: Board Meeting Minutes 2022.07.26

Motion to approve the minutes 2021.07.26

Forward: Fatir Raza
Second: Kartik Pahwa
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPOINTMENT OF INDIGENOUS DIRECTOR

DECISION

Presenter: Sana Banu, President

- Last year's board wanted Indigenous representation on the board which will be a director-at-large position
- The proposed candidate is Brandi Bilodeau
- Brandi – has been with CSI for 1 year, 4 months and is in school in the mental health field. Brandi would like to continue with CSI as the Indigenous representative on the board

- Fatir – will Brandi still be an AVP? Sana – no, that term will conclude August 31.
Brandi's board position will run from September 1 – April 30

Motion to approve Brandi Bilodeau as Indigenous Director on CSI Board beginning September 1, 2022

Forward: Fatir Raza
Second: Shaun Bajracharya
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

BOARD BY-ELECTIONS

DISCUSSION

Presenter: Sana Banu, President

- Three directors will graduate in December
- CSI BOD requires a minimum of three directors to meet requirements of bylaws and will have five, therefore this is no longer a decision item
- At January's board meeting, minutes will reflect any board members that will not be continuing as directors for the remainder of the term

COMMITTEE CREATION

DISCUSSION

Presenter: Fatir Raza, Director

- The board could make short-term committees with everyone giving committee suggestions to Sana
- Sana – historically the only standing committee has been the Policy Committee
- Sheena – Is there a reason committees are wanted eg. more information sharing?
- Fatir – students can appreciate the work being done if there is a committee that aligns with what the board is doing
- Sana – Committees are to be used sparingly as our full-time staff can pursue what the board dictates through the strat plan. Roundtables would be a great place to discuss ideas

POLICY COMMITTEE UPDATES

UPDATE

Presenter: Fatir Raza, Policy Committee Chair

- Review AGM and planning

CSSI FINANCIALS

UPDATE

Presenter: Nelson Chukwuma, Vice President

Attachment: CSSI July 2022

- Finance Department created additional CSSI documents to show trends and earning including sales for Pita Pit, The Venue and eventually the Food Truck
- Vai – what do the percentages mean? Nelson – the summer has not been busy so labor costs exceed sales. These should even out in the fall semester
- Sana – important to keep in mind that these are services and are not intended solely for profit
- Nelson – prices in The Venue are less expensive than other restaurant of the same quality
- No other items of significance were highlighted

CSI FINANCIALS

UPDATE

Presenter: Nelson Chukwuma, Vice President

Attachment: CSI June 2022

- There has been some events revenues with increased revenue to come in the fall
- Money is still owed in relation to the international health plan
- No other items of significance were highlighted

SERVICE COUNTS

UPDATE

Presenter: Nelson Chukwuma, Vice President

Attachment: July 2022 Inquiry Report
Service Counts 2022-2023

- July inquiries were mostly about the health plan
- Most used service hubs were Brantford, Cambridge and DTK

CASA UPDATE

UPDATE

Presenter: Nelson Chukwuma, Vice President

- Fixed advocacy priorities, committee work time and policy works
- Board presented action plan for the priorities and received feedback from members

- Sana – CSI’s intent to join CASA was to have advocacy at the federal level; currently CSI is the only school from Ontario

PROVINCIAL ADVOCACY GROUP UPDATE

UPDATE

Presenter: Sana Banu, President

- Implementation Committee – meeting was held at Conestoga Aug 2-3
- Discussed next steps, whether to join existing group for create a new one
- Looked at ideal structures (roles, responsibilities of board and members, honorariums, engagement of alumni, etc)
- Would like to recruit more members to go to existing group
- Another in-person meeting is scheduled for October in Niagara

COMPLIANCE REPORT

UPDATE

Presenter: Sana Banu, President

Attachment: Monitoring Report EL #3.9 Communication and Support to the Board

- Sana reports compliance

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Sana Banu, President

Nelson Chukwuma, Vice President

- President
- August was an extremely busy month
- Board retreat planning
- Hosted implementation committee
- Policy and Strat Conference
- Student Union Development Summit in Vancouver; report will come in first week of September
- GRT – next steps in equitable transit negotiations
- International Tuition Campaign – met with representatives from 13 colleges last week and discussed making some changes to the campaign
- Advocacy, Conestoga College, student and other college department meetings
- Attended sub-committees of Waterloo Town and Gown, Steering Committee

- Member relations committee meeting
- Policy Committee meeting
- Vice-President
- CASA Members Relations Committee meeting
- Federal policy committee review
- Truth and Reconciliation event planning meeting
- CASA conference
- SUDS Conference (will provide report)
- Rental housing bylaw meeting
- Meeting Guelph mayor next week
- Presentation from Urban Planning students

AUDITED FINANCIAL STATEMENTS

DECISION

Presenter: Sana Banu, President

- Presentation from the auditor was given yesterday
- BOD required to report back to members with audited financials
- It was a clean audit

Motion to accept the audited financials as presented

Forward: Anusha Mukesh
Second: Raagha Vignesh
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

DIRECTOR ENGAGEMENT WITH STUDENTS

DISCUSSION

Presenter: Arjun Sharma, President

- Directors should be here for students
- Arjun has been talking to students and has some data to share. Concerns about food services (possibly put vending machines at Brantford campus), CSI offices should have pictures of directors to help with awareness
- Sana – summer is generally used for board training. Directors can talk to students and are required to be part of orientation

- Sana - There will be a campaign about the board in the fall and opportunities to meet students.
- Sana - The entire board has to be aware of any individual director's efforts; data collection and surveying needs to have the board's awareness
- Sana – will look into vending machines and report back
- Sheena – there are exclusive rights for vending with Chartwells so we need to work within those
- Kartik – evaluate what services are on each campus
- Sana – equitable access to services was presented; we have grown quickly and need some time to implement
- Janie will follow up about board pictures
- Arjun – do director's need permission to visit campuses? Sana – no, but possibly take other directors when going. Orientation is a requirement to visit campuses which Sana will facilitate

ADJOURNMENT

PROCEDURAL

Presenter: Kyle Magalhaes, Chair

Motion to adjourn at 3:49 PM

Forward: Vaibhavi Patel
Second: Anusha Mukesh
Abstain: None
Opposed: None
Approve: All
Motion: Carried



6-October-2022

President

Date



14-September-2022

Secretary

Date