

## MEETING MINUTES

Board of Directors Meeting

2023.04.11

Zoom, Leadership Boardroom

12:07PM – 1:59PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	12:06PM
Attendees	Sana Banu, Sheena Witzel, Janie Renwick, Amelia Baty, Nelson Chukwuma, Anusha Mukesh, Brandi Bilodeau, Vaibhavi Patel, Justin McLaughlin, Jay Patel, Sai Anmula, Alex Oestreicher Prince Mendpara, Monil Jethva
Proxy	
Regrets	
Adjournment	1:59 PM

## AGENDA TOPICS

### CALL TO ORDER

### PROCEDURAL

Meeting called to order at 12:07PM

### LAND ACKNOWLEDGEMENT

### PROCEDURAL

Presenter: Sana Banu, Chair

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

### TIME TO ADJOURN

### PROCEDURAL

Presenter: Sana Banu, Chair

Time to adjourn will be 2:00 PM

## APPROVAL OF AGENDA

## DECISION

Presenter: Sana Banu, Chair

Attachment: Board Meeting Agenda - 2023.04.11

Add Policy Positions as a discussion item prior to President and VP updates

### **Motion to approve the agenda 2023.04.11 with amendments**

Forward: Anusha Mukesh  
Second: Brandi Bilodeau  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## APPROVAL OF MINUTES

## DECISION

Presenter: Sana Banu, Chair

Attachment: Board Meeting Minutes 2023.03.14

### **Motion to approve the minutes 2023.03.14**

Forward: Brandi Bilodeau  
Second: Vaibhavi Patel  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## CHAIRPERSON SELECTION

## DECISION

Presenter: Nelson Chukwuma, Acting Chair

- Nelson will act as Chair for this portion of the meeting in order to allow Sana to put her name forward
- Vai and Anusha also put their names forward
- Voting members will be executive and directors
- Anusha, Sana and Vai gave one minute platform speeches with secret ballot voting following
- Sana was voted as Chair 2023-2024

## CSI POLICY CHANGE APPROVALS

## DECISION

Presenter: Anusha Mukesh, Policy Committee Chair

Attachment: Policy Changes Recommendations for Board Approval

### Motion to approve change to Policy 4.16.0 General Board Elections as presented

Forward: Brandi Bilodeau  
Second: Vaibhavi Patel  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to approve change to Policy 4.17.0 President Selection as presented

Forward: Vaibhavi Patel  
Second: Brandi Bilodeau  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to approve change to Policy 4.18.0 Vice President Selection as presented

Forward: Anusha Mukesh  
Second: Brandi Bilodeau  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

### Motion to approve change to Policy 4.15.0 Elections as presented

Forward: Anusha Mukesh  
Second: Brandi Bilodeau  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

## Motion to approve change to Policy 4.2.3 Conference Reporting as presented

Forward: Anusha Mukesh  
Second: Brandi Bilodeau

Discussion: As the VP may not be at every conference, could this policy say that the executive in attendance at the conference will write the report

Abstain: None  
Opposed: Three  
Motion: Defeated

## CSSI BUDGET APPROVAL

## DECISION

Presenter: Sana Banu, President  
Attachment: CSSI Draft Budget 2023-2024  
CSSI Budget Notes (2023-2024) Annual Budget

- Used projected enrollment
- Expected net income \$633.70
- Some expenses increased in catering, strategic hiring, operating expenses
- Hope to increase revenue from practitioners

## Motion to approve CSSI Budget 2023-2024 as presented

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

## CSI BUDGET APPROVAL

## DECISION

Presenter: Sana Banu, President  
Attachment: Draft 2023-2024 Annual Budget (Board)  
Budget Notes (2023-2024) DRAFT Annual Budget

- Expected net income \$127,496
- Work study funding by college has been cut
- Part-time wages increased
- Significant increase to transportation (new shuttle)
- Carry over amounts (housing, office reno, transit services) are reflected

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

- Health Plan reserve to over \$700,000

## Motion to approve CSI Budget 2023-2024 as presented

Forward: Anusha Mukesh  
Second: Brandi Bilodeau  
Abstain: None  
Opposed: None  
In Favor: All  
Motion: Carried

## CSSI FINANCIALS

UPDATE

Presenter: Nelson Chukwuma, Vice President

- Finance has created a presentation for Food Services to provide more accessible reporting
- Pita Pit had 107% increase from February (Feb has some closures due to weather, student success week).
- Reuter – doing well with sales over \$1000/day consistently
- The Venue – revenue increased by 36% over previous month. Good catering sales. Liquor costs down, food costs as projected
- CSI is still subsidizing food service team salaries
- Wellness budgeted revenue of \$50,000, currently at \$40,000. Hoping to meet target by fiscal year end Pita Pit stayed within budget of its food costs

## CSI FINANCIALS

UPDATE

Presenter: Nelson Chukwuma, Vice President

- College fees are no longer being received for the semester
- Some revenue from event ticket sales, club fees
- Leadership Conference was a large expense but well received
- Emergency funding will probably be under budget

## CASA UPDATE

UPDATE

Presenter: Nelson Chukwuma, Vice President

- Sana and Nelson attended AGM in Halifax

- CASA Foundations conference will be in Ottawa May 14-20
- Member relations office has sent invites to all members for help with transition
- just returned from campus tours as Director of Membership

## ONTARIO STUDENT VOICES (OSV)

UPDATE

Presenter: Sana Banu, President

- In process of confirming ED
- Discussions on pending items about membership/oberservership from previous meetings
- Some schools had unsuccessful referendums so will be unable to participate next year
- Transition retreat with outgoing and incoming board members to take place
- Nelson will be CSI's incoming board member

## PEO REPORT

UPDATE

Presenter: Amelia Baty, PEO

- Three complete nominations were received in initial nomination period, those candidates were acclaimed as directors
- Extended the nomination period with a new package created
- There were 229 requests for packages, 110 packages sent to eligible candidates; 20 completed packages were received and those students moved into the campaign
- Voting and campaigning were held simultaneously from 2023.04.03-05
- 3143 votes were cast
- The following candidates were selected by CSI voting members, to the 2023-2024 BOD:

Aiswarya Raj  
Harnain Singh Banga  
Sai ShubhamAnmula  
Prince Mendpara  
Alex Oestricher  
Jaykumar Patel  
Juby Mathew

- Cassidy Rousselle will be appointed to the CSI BOD Indigenous Director position
- Incoming directors will be ratified at the end of this meeting

## COMPLIANCE REPORT

## UPDATE

Presenter: Sana Banu, President

Attachment: EL #3.7 Financial Planning and Budgeting

- Sana reports compliance

## POLICY POSITIONS

## DISCUSSION

Presenter: Justin McLaughlin, Sr Manager, Advocacy

Attachment: Full Policy Positions for Board Approval 04.12.2023

Policy Position Manual Summary for BOD 04.12.2023

- Evidence-based policies are created throughout the year. Written by the Advocacy Department, reviewed by Advocacy Committee, reviewed by Executive Team, Board gives formal approval
- The positions (Historical and Current OSAP Funding, Fees and Period Poverty) in the attachments were summarized
- Sana – usually advocacy groups like CASA have a policy library. Will we ever contract CASA or OSV positions? Justin – No, CSI is part of the development and consultation process with those advocacy groups so should be in alignment. Additionally, CSI does more municipal and local advocacy
- A decision on these policies will be made at the May board meeting

## PRESIDENT/VICE PRESIDENT UPDATES

## UPDATE

Presenter: Sana Banu, President

Nelson Chukwuma, Vice President

- President
- Onboarding Nelson
- Budget meetings
- Post secondary rally
- Videos for communications team
- OSB board meeting
- OSV ED hiring
- College and CSI meetings
- Kitchener and Waterloo town and Gowns

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

- CASA AGM
- Vice-President
- College update meeting
- Transition preparations
- Federal budget member debrief at CASA
- Awareness campaign on CSI services at Doon and DTK
- CASA transition meeting

## RATIFICATION OF DIRECTORS

## UPDATE

Presenter: Sana Banu, Chair

Motion to ratify the following as directors of the CSI 2023-2024 Board of Directors

Aiswarya Raj  
Harnain Singh Banga  
Sai Shubham Anmula  
Prince Mendpara  
Alex Oestricher  
Jaykumar Patel  
Juby Mathew  
Kassidy Rousselle

Forward: Brandi Bilodeau  
Second: Vaibhavi Patel  
Abstain: None  
Opposed: None  
Approve: All  
Motion: Carried

## GOOD OF THE ORDER

## IN-CAMERA

Presenter: Sana Banu, Chair

This time will provide everyone an official chance to speak and reflect on their time with the CSI BOD

Sana – Grateful for CSI opportunities; CSI is a great organization and proud of the opportunity to work with fantastic student leaders and operational executives. Feels like a home away from home and CSI feels like family. Appreciate of this and past boards and staff.

Nelson – Wanted to serve students and give back. Organization values student perspective. Appreciate the time to learn, especially from Sana, Janie, Sheena and additional staff. Kudos to Sana who has led the organization for three years and she will be missed.

Brandi – Great experience with the board, CASA, Sana, Nelson, executive team; have become life long friends. Happy to help current students and set future for students.

Anusha – great experience and happy to serve the student community.

Vai – A good experience working with all of CSI, wishing the new board a successful year, Excited for Sana on her new journey, and grateful for her guidance.

Janie – Wishing Sana the best in the future and want to keep in touch. Sana has been patient with the executive team which has been appreciated. Wishing all outgoing directors the best and hope to keep in touch. To incoming directors, this is a good learning opportunity and the executive team is here to support you. Looking forward to working with Nelson during the next year.

Sheena – Been lovely to get to know this year's board and you should feel proud of your accomplishments, Excited to see what Nelson will accomplish as new president. Sana – will have things to say at the board dinner on Thursday. To the new board, excited to learn about your passions and see what you can accomplish.

## ADJOURNMENT

Presenter: Sana Banu, Chair

## PROCEDURAL

### Motion to adjourn at 1:59 PM

Forward: Sai Shubham Anmula  
Second: Prince Mendpara  
Abstain: None  
Opposed: None  
Approve: All  
Motion: Carried

	Nelson Chukwuma	May 25, 2023
President	Date	
Sai Shubham Anmula	15 May 2023	

# BOARD OF DIRECTORS /// MEETINGS

CONESTOGA  
STUDENTS INC

Secretary

Date