

MEETING MINUTES

Board of Directors Meeting
2023.07.31
Microsoft Teams
12:01PM – 1:05PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	12:01PM
Attendees	Nelson Chukwuma, Sheena Witzel, Janie Renwick, Amelia Baty, Justin McLaughlin, Jay Patel, Sai Shubham Anmula, Alex Oestreicher, Prince Mendpara, Monil Jethva, Aiswarya Raj, Harnain Singh Banga, Kassidy Rousselle, Juby Mathew
Proxy	
Regrets	
Adjournment	1:05 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 12:01PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Sheena Witzel, Chair

We wish to acknowledge the lands where we live, learn, work & organize hold the ancestral connections and stories of Indigenous peoples. As we all know, colonization has orchestrated the displacement of Indigenous peoples from their ancestral lands which has hindered their ability to be in good relations with the land. Indigenous peoples are actively maintaining and strengthening their relationships with the land, which are grounded in respect, reciprocity, and resiliency.

The land our Brantford, Kitchener, Waterloo, and Cambridge campuses are located on represents the unceded territory of the Neutral, Haudenosaunee (Ho-deh-no-show-nee) and Anishinaabe (Ah-nish-nah-bay) peoples. This land was promised to the Haudenosaunee (Ho-deh-no-show-nee) people of Six Nations, which includes six miles on each side of the Grand River, known as the Haldimand

Tract. We also wish to acknowledge and recognize that the lands our Stratford, Ingersoll, Guelph & our future campus in Milton are located on represent the ancestral and treaty lands of the Anishinaabe (Ah-nish-nah-bay) peoples.

Our acknowledgement of the land is our declaration of our collective responsibility to this place and its peoples' histories, rights, and presence. We extend our respect, friendship & solidarity to all Indigenous peoples for their past, present & future contributions to this land and our community, and in their past, present and future struggles.

TIME TO ADJOURN

PROCEDURAL

Presenter: Sheena Witzel, Chair

Time to adjourn will be 1:40 PM

APPROVAL OF AGENDA

DECISION

Presenter: Sheena Witzel, Chair

Attachment: Board Meeting Agenda – 2023.07.31

Motion to approve the agenda 2023.07.31

Forward: Alex Oestreicher
Second: Prince Mendpara
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Sheena Witzel, Chair

Attachment: Board Meeting Minutes 2023.06.19

Motion to approve the minutes 2023.06.19

Forward: Jay Patel
Second: Sai Shubham Anmola
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

POLICY COMMITTEE

UPDATE

Presenter: Prince Mendpara, Policy Committee Chair

Attachment: Board Policy Changes Recommendations

- Policy 2.3.7 President: Remove AVP from the policy as the hiring of AVP has been paused
- Policy 2.2.0, 2.3.20 Presidents Job Description: Change Executive Assistant to Board Administrator
- Policy 3.7.0 Financial Planning & Budgeting: Add a strategic plan is finalized and presented to the Board at the August retreat
- Policy 3.9.0 Communication and Support to the Board: The board can delegate to the President who will delegate to the ED, then to staff. We encourage directors to remind them if the President is stepping outside the policy.
- Board Self Evaluation: Governance Specialist, Catherine Raso will participate in the August retreat for two sessions pertaining to the Board Self Evaluation Policy
- Shubham: What is meant by “Board Administrator”? Nelson: The Executive Administrator was responsible for the additional board administration duties which was determined to be a separate job. Due to growth the role has been separated and Amelia will be the Board Administrator solely. A new Executive Administrator will be hired for that role
- Nelson: Catherine Raso is a governance specialist who will attend the August retreat to help the board understand self-evaluation. She is a specialist who has assisted CSI in the past. She will also be attending next week’s policy committee meeting to discuss the role of the committee and provide advice.

FEES DISCUSSION UPDATE

UPDATE

Presenter: Nelson Chukwuma, President

- Nelson brought concerns of students to pay on time and desire for a payment plan to college administration
- College was receptive to the discussion and said they would look into this issue; however, it is important to know that any fees process changes would be difficult and slow
- Nelson will keep the board updated

FALL ORIENTATION

UPDATE

Presenter: Nelson Chukwuma, President

- Nelson will be speaking with the Comms team about Director roles and will email Directors about their presence at Orientation
- There is a large intake of students in the Fall semester so Orientation has been increased to two weeks (Aug 23-Sept 1)

COMPLIANCE REPORT

UPDATE

Presenter: Nelson Chukwuma, President

Attachment: July 2023 Monitoring Report EL 3.9 Communication and Support to the Board

- Nelson reports compliance

CSSI AND CSI FINANCIALS

UPDATE

Presenter: Monil Jethva, Vice President

Attachment: Monthly Finance Powerpoint 2023.06.30

CSSI June 2023

CSI June 2023

- Venue was stable; Food Truck sales were slightly better but still lower than expected; Reuter, Pita Pit and Catering did well
- The college is the biggest contributor to Catering and it is much higher than last year
- Chiro and Physio are now bringing in revenue as there are practitioners in place
- Shubham: What is the yearly forecast for the Food Truck and how close is it to the forecast? Monil: Estimate of \$250,000 in sales and just over \$100,000 in expenses. There are efforts to push this and unique strategies like Food Truck Festival. Nelson: This is a new initiative and in a trial and error period
- Shubham: What is the difference between budget and actual for CSSI mean? Monil: Budget is what we hoped to achieve and actuals are real numbers. As the fiscal year just began there are more expenses but estimate these will decrease as the year goes on

CASA UPDATE

UPDATE

Presenter: Nelson Chukwuma, President

- Nelson, Monil and Kassidy attended the CASA Policy and Strategy Conference in New Brunswick
- Work began on policies in preparation for Advocacy Week
- ED of CASA has stepped down; Nelson will sit on the ED Hiring Committee

ONTARIO STUDENT VOICES (OSV)

UPDATE

Presenter: Nelson Chukwuma, President

- Monil and Nelson will travel to Thunder Bay for a meeting to create strat plan, budget and membership strategies for the year and finalizing governance policies and bylaws.
- CSI are founding members of OSV and have a seat on their board. Nelson will be attending as a member of OSV with Monil attending as a CSI delegate

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Nelson Chukwuma, President
Monil Jethva, Vice President

Attachment: July Incidental Report - Nelson
July Incidental Report - Monil

- Vice President
- CASA policy writing meetings
- Get To Know Your Board filming
- Preparation meeting for Brantford Mayor meeting
- CASA Conference
- AVP work
- Town and Gown (Waterloo) discussion. Monil will be taking over this
- Finance meeting
- President
- Introductory meetings with college partners
- College update meetings
- Governance meetings with Catherine Raso
- CASA Conference
- SRR meetings

- OSV meetings
 - Waterloo Town and Gown meetings
 - Upass Working Group – there will be a referendum in the fall and planning with the operations team has started. The board will be updated on this soon
 - CASA Federal Policy Committee
 - CASA Governance Review Committee – an article about a Conestoga student living under a bridge in Toronto was published by the National Post. CSI has been working on supports and possibly identified the student to provide help. Updates will be provided to the board.
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- Shubham: Can the information about the Brantford mayor meeting be shared or is it confidential? Nelson: meetings are regularly schedules with MPs, MPPs, Mayors and Councilors to discuss advocacy priorities. Shubham: Can items be added to the agenda for this meeting? Nelson: yes, email to Nelson
 - Shubham: does CSI have a contingency plan for anything that may negatively affect the organization's image? Nelson: While we can't predict media coverage, CSI is prepared in some capacity and has a corporate communications team

ADJOURNMENT

PROCEDURAL

Presenter: Sheena Witzel, Chair

Motion to adjourn at 1:05 PM

Forward: Alex Oestreicher
Second: Prince Mendpara
Abstain: None
Opposed: None
Approve: All
Motion: Carried

Nelson Chukwuma
President

September 21, 2023
Date

Secretary Sai Shubham Anmula

Date August 01 2023