

MEETING MINUTES

Board of Directors Meeting

2021.08.25

Virtual Zoom

1:00PM – 3:30PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	1:03 PM
Attendees	Sana Banu, Kyle Magalhaes, Janie Renwick, Sheena Witzel, Amelia Baty, Paul Banks, Parneet Dhaliwal, Rupinder Kaur, Nelson Chukwuma, Richard Mitchell, Shawna Powell, Pranav Gandhi, Justin McLaughlin, Cisco Watson
Proxy	Harley Potter, Harsh Singh
Regrets	
Adjournment	2:22 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 1:03 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 3:30 PM

APPROVAL OF AGENDA

DECISION

Presenter: Paul Banks, Chair

Attachment: Board Meeting Agenda – 2021.08.25

Motion to approve the agenda 2021.08.25 with amendments

Forward: Nelson Chukwuma
Second: Richard Mitchell
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Paul Banks, Chair
Attachment: Board Meeting Minutes 2021.07.21

Motion to approve the minutes 2021.07.21

Forward: Parneet Dhaliwal
Second: Shawna Powell
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

BYLAW CHANGES

DECISION

Presenter: Sana Banu

- Items brought forward by the lawyer at the morning meeting showed what was necessary to comply with the CNCA.
- There were a few discretionary changes prompted from past experience and industry best practices that should be adopted
- The bylaws now contain some disciplinary actions should they ever become necessary
- Sana requests the motion to adopt the bylaw changes be tabled until the Policy Committee reviews them
- An Emergency Board meeting will be held prior to the deadline for submission to GetQuorum in advance of the AGM

Motion to table the Bylaw Changes decision until the Emergency Board meeting to be held prior to September 17, 2021

Forward: Richard Mitchell

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

AUDITED FINANCIALS

DECISION

Presenter: Sana Banu, President

- The audited financials were presented at the morning session of the board retreat, by Tim Sothern from BDO
- Nelson asked about timing of repayment of \$40,000 loan – This will be made by the end of 2022
- Kyle will meet with Cristina to determine final repayment date and report to the board in the next board meeting

Motion to approve the Audited Financials 2020-2021 as presented

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

CSSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: CSSI 2020-2021 Budget to Actuals 2021.07.31

- Some insurance and licensing fees are recorded as expected
- No other items of significance

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: CSI Budget to Actuals 2021.07.31

- Additional revenue has been collected from student fees
- The college has returned the overcharges

- CSI is financially healthy

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, Vice President
Attachment: Inquiry Report 2021.07.31
Service Counts 2021.07.31
Summary Table

- Kyle has prepared a condensed summary which can be found in Sharepoint
- Kyle will meet with the Operations Team this month to discuss when they can include Twitch and YouTube numbers
- There was a question about our Wellness Clinic providing the Covid vaccine, however we do not anticipate doing so as the college is already providing this service and it may not be within our scope. If this becomes an ask it can be reconsidered

ACTION: Kyle to request service count numbers for Twitch and YouTube

CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Federal Election – we are participating in the Get Out The Vote campaign
- Due to not being on campus Operations has taken over this
- CSI is using social media and Zoom events
- Get Out The Vote assets are in Sharepoint and include a guideline
- Elections Canada is not using educational institutions for polling stations during this election
- CASA has shortlisted nine priorities to advocate for this year
- Student reps and ISAC have completed a survey to provide their top 3 choices as well as CSI staff
- The board is asked to complete a survey to choose their priorities during this meeting and Sana will share the results when a document of results is prepared

THE VENUE KITCHEN RENOVATION

UPDATE

Presenter: Sheena Witzel, Associate Executive Director

- The kitchen renovation has been an important vision of boards of the past several years in order to make the kitchen safe and service the current and future growth

- CSI has worked with the college, an architectural firm and kitchen consultant to provide a project scope, drawings and budget
- An RFP has gone out with a deadline of August 29, 2021
- The budget provided by the architect and consultant has come in higher than originally anticipated
- The new budget is approximately \$900,000 (\$300,000 above original estimate)
- Because of higher enrollment there are funds to support the renovation without touching the reserves
- Nelson – What was included in the \$93,000 consultant's fee?
- This was the college's consultant and is determined as a percentage of the project scope
- They were valuable in all meetings, inspections, creation of project and helped ensure this is a long-term project that does not have to be revisited for 15-20 years
- Nelson – will this renovation be able to handle the rate at which the college is accepting students? The renovation will act as a proper commercial prep kitchen and service present and future food service outlets and was intentionally designed for us to grow into
- A progress update will be presented at the next board meeting

COMPLIANCE REPORT

UPDATE

Presenter: Sana Banu, President

- Compliance Report EL #2g – Communications and Support to the Board
- Communications and Support to the Board report was presented with supporting documentation
- Sana reports compliance

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Sana Banu, President
Kyle Magalhaes, Vice President

- President
- Equitable and Diverse Hiring Practices – our organization is intentionally reflecting on how to continue to grow in this area. This will become a compliance report so there is larger accountability

- Truth and Reconciliation Committee Proposal – Indigenous AVP and Advocacy Team created a report which highlights actions needed
- An email was sent to the college President and Chair of Board of Governors to invite them to form the Truth and Reconciliation Committee under the guidance of Aboriginal Department and Elders. A September 3, 2021 deadline was given, after which CSI will go public
- CSI Staff Retreat will happen this week with topics around Covid Transition Plan and Vaccine Mandate to be discussed
- VP
- Progressing on Student Housing research
- Finalizing Policy Committee action items for September
- Work on bylaw reviews, Diverse and Equitable Hiring practices, Truth and Reconciliation

ADJOURNMENT

PROCEDURAL

Presenter: Paul Banks, Chair

Motion to adjourn at 2:22 PM

Forward: Richard Mitchell
Second: Rupinder Kaur
Abstain: None
Opposed: None
Approve: All
Motion: Carried



21st September, 2021

President

Date

Parneet Dhaliwal

21st September, 2021

Secretary

Date