
MEETING MINUTES

Board of Directors Meeting
2023.05.11
Microsoft Teams
12:02PM – 2:13PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	12:02PM
Attendees	Sana Banu, Nelson Chukwuma, Sheena Witzel, Janie Renwick, Amelia Baty, Justin McLaughlin, Jay Patel, Sai Shubham Anmula, Alex Oestreicher, Prince Mendpara, Monil Jethva, Juby Mathew, Kassidy Roussele, Aiswarya Raj
Proxy	
Regrets	
Adjournment	2:13 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 12:02PM

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 1:45 PM

APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, Chair
Attachment: Board Meeting Agenda – 2023.05.15

- Nelson would like to add Removal of Policy 4.6.0, Subsection 2.3.4 as a decision item following Policy Positions Approval
- Sheena noted that the CSI Health Plan positions documents is currently confidential and this item should be discussed In Camera as the final item on the agenda

Motion to approve the agenda 2023.05.15 with amendments

Forward: Sai Shubham Anmula
Second: Juby Mathew
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Sana Banu, Chair
Attachment: Board Meeting Minutes 2023.04.11

Motion to approve the minutes 2023.04.11

Forward: Prince Mendpara
Second: Juby Mathew
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

SECRETARY SELECTION

DECISION

Presenter: Sana Banu, Chair

- The BOD secretary attends agenda preparation meetings and ensures all board documents are accurate and timely
- Support in this position is provided by CSI staff and President
- Juby Mathew and Sai Shubham Anmula put their names forward and made a one minute presentation each
- A secret ballot was conducted with Sai Shubham Anmula being elected as the Secretary for 2023-2024

Motion to appoint Sai Shubham Anmula as the CSI BOD Secretary for 2023-2024

Forward: Juby Mathew
Second: Prince Mendpara
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

POLICY COMMITTEE ESTABLISHMENT

DECISION

Presenter: Sana Banu, Chair

- This committee works on internal board policies that govern how the board operates
- The Executive Director, President and a minimum of three directors are required to sit on this committee
- Prince, Alex, Juby and Harnain put their names forward as members of the Policy Committee

Motion to appoint Prince Mendpara, Alex Oestreicher, Juby Mathew and Harnain Singh Banga to the Policy Committee 2023-2024

Forward: Sai Shubham Anmula
Second: Harnain Singh Banga
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

CHAIR OF POLICY COMMITTEE SELECTION

DECISION

Presenter: Sana Banu, Chair

- The Chair of the Policy Committee will ensure agenda preparation and that the meeting runs in a smooth and disciplined manner with equitable representation
- Prince Mendpara put his name forward for the position of Chair of the Policy Committee

Motion to appoint Prince Mendpara as the Chair of the Policy Committee 2023-2024

Forward: Jay Patel
Second: Aiswarya Raj
Abstain: None
Opposed: None
In Favor: All

Motion: Carried

CSI POLICY POSITION APPROVALS

DECISION

Presenter: Nelson Chukwuma, President

Attachment: Policy Changes Recommendations for Board Approval

- The policies for approval were presented at the board retreat and include: OSAP Funding, Fees and Period Poverty
- Discussion: Shubham – is there an alternate to the OSAP model? Nelson – would like to return to previous model of more grants rather than loans. At time of previous policy, household income less than \$50,000/year were eligible for free tuition (with some mitigating factors)

Motion to approve the policy position as presented

Forward: Harnain Singh Banga

Second: Prince Mendpara

Abstain: None

Opposed: None

In Favor: All

Motion: Carried

CSSI FINANCIALS

UPDATE

Presenter: Monil Jethva, Vice President

Attachment: CSSI April 2023

- Estimated numbers for Pita Pit were calculated pre-covid and is higher than received. Will be amending for next fiscal year
- The Venue and Reuter – lower actuals than budgeted
- Alcohol expense was estimated higher than actuals – will adjust next year
- Operations expenses were higher
- Wellness did not have massage or chiro. Had physio which came in close to budget
- Discussion: Juby – will allocated amounts for massage and chiro go elsewhere? Monil will confirm next month
- Discussion: Sai Shubham – April 1 sales report for the Venue shows zero? Nelson – April 1st was a Saturday and the Venue was not open
- Discussion: Sai Shubham – There are no amounts for catering until the third week of April? Sheena – catering was an option during the first two weeks of April but there were no orders

CSI FINANCIALS

UPDATE

Presenter: Monil Jethva, Vice President
Attachment: CSI April 2023

- Cheques have not been cleared in the health plan operating account
- Operating reserve is used for day to day expenses
- There are no other items of significance to bring forward at this time
- Discussion: Prince – what is the student feedback expense in student advocacy section? Nelson – includes preparation of the year end survey and incentive prizing
- Discussion: Harnain – what is the operating fund reserve? Monil – the amount in our bank that will be used for day to day expenses. Nelson – not for profit organizations are required to have a certain amount of money in reserves in order to sustain for 6-12 months during a phasing out period of the organization. CSI currently has 6-8 months in reserves
- Chair – reminder to directors to send questions to Monil in advance of the meeting in order to provide him the opportunity to get further information College fees are no longer being received for the semester
- If there are further questions regarding this report, email Monil and Nelson

ADOPTION OF CSI BOD CALENDAR 2023-2024

DECISION

Presenter: Nelson Chukwuma, President
Attachment: Board Calendar 2023-2024

- This calendar shows an overview of the entirety of the board's responsibilities and requirements throughout the year

Motion to adopt the CSI BOD Calendar 2023-2024 as presented

Forward: Kassidy Rousselle
Second: Juby Mathew
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

POLICY SUBSECTION 2.3.4 REMOVAL

DECISION

Presenter: Nelson Chukwuma, President

- Recommending removal of the policy which prohibits directors from working or volunteering for the college during their board term
- The policy currently reads: Board members will not be employed by or volunteer for any other department in the College during their term as Director during the months of May 1st – April 30th.
- This policy was put in place when CSI funded departments in the college and if a director worked in one of those departments it could have created a potential conflict of interest. As CSI does not fund college departments any longer, this policy is irrelevant
- Discussion: Harnain – does this mean working for CSI? Nelson – a director cannot work for CSI, but would be able to work for the college

Motion to remove Policy subsection 2.3.4 from Policy 4.6.0

Forward: Kassidy Rousselle
Second: Harnain Singh Banga
Abstain: Alex Oestreicher
Opposed: None
In Favor: All
Motion: Carried

CASA UPDATE

UPDATE

Presenter: Nelson Chukwuma, President

- Kassidy, Monil and Nelson are currently attending the CASA Foundations Conference in Ottawa
- 25 members and 7 new observer schools
- Many round tables on advocacy priorities
- Minister of Employment and Social Development will be presenting the keynote

ONTARIO STUDENT VOICES (OSV)

UPDATE

Presenter: Nelson Chukwuma, President

- Transition Retreat will begin on May 25
- Outgoing members will inform new members about their work
- Nelson will be attending and will report back to the board

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Nelson Chukwuma, President
Monil Jethva, Vice President

Attachment: May Incidental Report - Nelson
May Incidental Report - Monil

- President
- Onboarding Monil
- BOD Retreat
- Housing review with City of Kitchener
- Student meetings
- College discussions on contracts and agreements
- College Council
- CASA Conference
- Student Care stakeholder meeting
- OSV AGM
- GRT television interview
- Waterloo Town and Gown
- Convocation Committee
- Vice-President
- Onboarding with Nelson
- CASA Conference
- BOD Retreat
- Orientation
- Finance meeting
- Student Care stakeholder meeting

CSI HEALTH PLAN ADDITIONS

IN CAMERA

Presenter: Sana Banu, Chair

Attachment: CSI Renewal Analysis Report 2023-2024 (Confidential at time of meeting)

Motion to enter In Camera at 1:22pm

Forward: Prince Mendpara
Second: Harnain Singh Banga
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

Motion to table Health Plan additions as presented

Forward: Juby Mathew
Second: Harnain Singh Banga
Abstain: Alex Oestreicher
Opposed: None
In Favor: All
Motion: Carried

Motion to exit In Camera at 2:12pm

Forward: Jay Patel
Second: Prince Mendpara
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

ADJOURNMENT

PROCEDURAL

Presenter: Sana Banu, Chair

Motion to adjourn at 2:13 PM

Forward: Kassidy Rousselle
Second: Sai Shubham Anmula
Abstain: None
Opposed: None
Approve: All
Motion: Carried

Nelson Chukwuma	June 20, 2023
President	Date
Sai Shubham Anmula	June 12, 2023
Secretary	Date