

MEETING MINUTES

Board of Directors Meeting
2023.08.23
Microsoft Teams
2:54PM – 4:14PM

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| Meeting called by: | BOD |
| Type of Meeting | Board Meeting |
| Call to order | 2:54PM |
| 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 | 4:14 PM |

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 2:54PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

Presenter: Harnain Singh Banga, Director

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 4:30 PM

APPROVAL OF AGENDA

DECISION

Presenter: Sheena Witzel, Chair

Attachment: Board Meeting Agenda – 2023.08.23

Motion to approve the agenda 2023.08.23

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

APPROVAL OF MINUTES

DECISION

Presenter: Sheena Witzel, Chair

Attachment: Board Meeting Minutes 2023.07.31

Motion to approve the minutes 2023.07.31

Forward: Alex Oestreicher
Second: Jay Patel
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

POLICY COMMITTEE

UPDATE

Presenter: Prince Mendpara, Policy Committee Chair
Attachment: Board Policy Changes Recommendations

- Policy 5.0 Board Governance Committee: Addition of this policy is a formalization of a process which is already in place

AUDITED FINANCIALS

DECISION

Presenter: Nelson Chukwuma, President

- The audited financials were presented to the board yesterday by Tim Sothern, BDO
- The board had the opportunity for discussion and to ask questions
- If approved, these audited financials will be presented at the AGM in October

Motion to approve the 2022-2023 Audited Financials as presented

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

BUDGET REVISION

DECISION

Presenter: Nelson Chukwuma, President
Working Revision Copy 2023-2024 Annual Budget
Revised Budget Notes (2023-2024)

- A budget revision is done as necessary to account for enrollment changes or other factors
- As there has been significant enrollment increase, the executive team has made suggested revisions to appropriate the additional funds to best benefit students
- The budget revision document highlights changes to:
 - Events, as more students are opting in
 - Clubs, as there are increased opt-ins
 - Transportation – there is a lot of usage and an ask to continue the Great Canadian Charter service for an additional year
 - Wellness – there has been a need for emergency food funding. It is recognized that the suggested increase to \$900,000 is not a sustainable allotment, but is necessary to deal with current emergency needs this year. A more robust and sustainable program is being developed

- Part time salaries in Events, Services and Marketing – this is not necessarily more positions but an increase of 7200 hours for current positions
 - Operations – additional revenue is recommended for reserves and future capital projects (spaces for students)
 - Support Services – recommended increase due to increased need
 - Health Plan – the admin fee and reserve allocation will decrease to ensure the additional service cost of Empower Me and Gender Affirmation Care are offset and do not cost students more
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- Shubham – What are the changes to Transportation? Sheena – The college has asked us to continue to provide the shuttle route at Reuter Campus for the safety of students as there are not sidewalks from the bus stop to campus. We are working with partners to have sidewalks installed and improve the route, however, this will not be in place this year. In Brantford the college has asked CSI to continue the shuttle for an additional year while looking into future service
 - Alex – How do we reallocate if enrollment numbers drop significantly? Nelson – another budget revision would be done. Sheena – conservative numbers from the enrollment estimate we were provided were used to allow a buffer
 - Prince – Brantford Campus students are paying the same fee but feel they do not have the same events, so they may be upset with a fee increase. Nelson – the fee is not increasing. The number of students who chose to opt-in to the fee increased
 - Shubham – How does this affect CSI overall for the upcoming semester? Nelson – CSI is in a good financial position; when revenue comes in we put it back out in services for our students

Motion to approve the CSI Budget Revision as presented

Forward: Jay Patel
Second: Kassidy Rousselle
Abstain: None
Opposed: None
In Favor: All
Motion: Carried

COMPLIANCE REPORT

UPDATE

Presenter: Nelson Chukwuma, President
Attachment: August 2023 Monitoring Report EL 3.8 Asset Protection

- Nelson reports compliance

SERVICE COUNTS

UPDATE

Presenter: Monil Jethva, Vice President

- Service Counts were not received this month but will be updated next month
- Shubham – Would like to receive feedback from all campuses. Nelson – service counts should provide this and have been uploaded for previous months. This month's will be uploaded when received

ACTION: Sheena and Monil to ensure feedback from services hubs is included

CSSI AND CSI FINANCIALS

UPDATE

Presenter: Monil Jethva, Vice President

Attachment: Monthly Finance Powerpoint 2023.07.31
CSSI July 2023
CSI July 2023

- Venue food and catering sales improved; YTD is close to \$100,000. Food costs are stable
- Reuter food cost is high at 70% with food inventory preparation for new semester
- Food Truck is improving from last month
- Pita Pit is consistent with 34% food cost
- Catering – the Venue has the highest ordering followed by food truck
- Shubham – what are the expenses outside of food? Monil – this is outlined in the comprehensive financial documents which will be presented during this meeting
- CSI had significant expenses in preparation for upcoming events
- No other items of significance
- CSSI Food service breakdown (with the exception of Pita Pit) is included
- If a further breakdown is desired, let Monil know and he will provide that next month
- Wellness is increasing with addition of practitioners
- No other items of significance

CASA UPDATE

UPDATE

Presenter: Nelson Chukwuma, President

- Committee work is ongoing
- Released paper on housing and food security. CSI had input into this report
- Working on three-year strategic planning

- ED hiring committee has short-listed four candidates with interviews tomorrow

ONTARIO STUDENT VOICES (OSV)

UPDATE

Presenter: Nelson Chukwuma, President

- Monil will be providing OSV (Ontario Student Voices) updates going forward as he is CSI's delegate to OSV
- Board met for first conference which going forward will be quarterly meetings
- Discussed board dynamics, ED put together a business plan including roles, responsibilities, communications strategy
- Consultation of strategic plan with board and delegates
- Hired two Communications Team staff
- This year's focus will be international student support
- Budget and analysis were put together for delegates to take back to their member schools

UPASS REFERENDUM

UPDATE

Presenter: Nelson Chukwuma, President
Conestoga College Upass Referendum Communications Package
Upass Critical Path

- CSI will be holding a referendum on a Upass in the fall pending final Council approval and support in principle taking place August 30. Nelson will attend this meeting as a delegate
- Communications assets are in SharePoint
- BOD is impressed by the work of the Communications team in preparing assets

PRESIDENT/VICE PRESIDENT UPDATES

UPDATE

Presenter: Nelson Chukwuma, President
Monil Jethva, Vice President
Attachment: August Incidental Report - Nelson
August Incidental Report - Monil

- Vice President
- Town and Gown, Monil is taking over this portfolio. Looking at student accommodation, large street gatherings and Food Committee
- Meeting with Brantford Mayor Davis – put forward initiatives such as student housing and transit routes. Will be following up in December/January
- OSV conference in Thunder Bay
- Orientation
- CASA poly strat meeting

- President
- Introductory meetings with Security, Student Engagement and Capital Development Directors at Conestoga College
- Transportation working group
- Semester end party
- CASA ED hiring committee
- Brantford Mayor meeting
- Budget revision meeting
- OSV conference
- Upass delegation, Upass negotiations
- Academic Integrity meeting – discussions about AI and getting clarity around academic penalties
- Student Care meeting
- Waterloo Region Record interview
- Meeting with international recruiters to let them know of CSI services
- SRCOC meeting
- 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 4:14 PM

Forward: Alex Oestreicher
Second: Harnain Singh Banga
Abstain: None
Opposed: None
Approve: All
Motion: Carried

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| President | Date |
| Sai Shubham Anmula | 09-02-2023 |
| Secretary | Date |