
MEETING MINUTES

Board of Directors Meeting
2020.06.24
Virtual (Zoom)
3:00PM – 6:10PM

Meeting called by:	BOD
Type of Meeting	Board Meeting
Call to order	3:03 PM
Attendees	Sana Banu, Paul Banks, Tamara Cooper, Pranav Gandhi, Mehar Hundal, Kyle Magalhaes, Gijo Mathew, Sivani Pappu, Prabhjot Singh, Vaidehi Thakkar, Janie Renwick, Sheena Witzel, Amelia Baty
Proxy	
Regrets	
Adjournment	5:30 PM

AGENDA TOPICS

CALL TO ORDER

PROCEDURAL

Meeting called to order at 3:03 PM

LAND ACKNOWLEDGEMENT

PROCEDURAL

We would like to acknowledge that we are on the lands of the Neutral, Anishinaabe and Haudenosaunee peoples.

ATTENDANCE

PROCEDURAL

Presenter: Tamara Cooper

TIME TO ADJOURN

PROCEDURAL

Presenter: Sana Banu, President

Time to adjourn will be 6:10 PM.

APPROVAL OF AGENDA

DECISION

Presenter: Sana Banu, President
Attachment: Board Meeting Agenda – 2020.06.24

Motion to approve the agenda

Forward: Sivani Pappu
Second: Tamara Cooper
Abstain: None
In Favor: All
Motion: Carried

APPROVAL OF MINUTES

DECISION

Presenter: Sana Banu, President
Attachment: Board Meeting Minutes 2020.05.27

Motion to approve the minutes from the month of May

Forward: Sivani Pappu
Second: Prabhjot Singh
Abstain: None
In Favor: All
Motion: Carried

CSI FINANCIALS

UPDATE

Presenter: Kyle Magalhaes, VPI
Attachment: CSI Income Statement
Balance May 2020
CSI Budget to Actual 2020.04.30

- Generally this update includes a monthly summary highlighting significant changes
- Going forward, questions can be emailed to csibod@conestogac.on.ca in advance of board meetings

CSSI FINANCIALS

UPDATE

Presenter: Mehar Hundal, VPE
Attachment: CSSI Income Statement May 2020
CSSI Balance Sheet May 2020

- No revenue due to campus closures however, there are some small expenses
- Paul questioned whose wages are included. These include one manager and two supervisors; it has been decided that the two food services supervisors will be laid

off. The manager continues to work on major projects, this will be reconsidered over the long-term

SERVICE COUNTS

UPDATE

Presenter: Kyle Magalhaes, VPI

Attachment: Inquiry Report May 2020

Service Counts May 2020

- Service counts are virtually zero due to campus closures
 - Largest number of inquiries were regarding the Foodbank
 - Past boards have requested data tracking events, attendance, programming, etc. but presentation of this can be changed
 - Annual reports contain costs, comparisons and suggestions for the board to consider when setting out their strategic plan
- Paul suggested these reports show what our goals are for the month and whether those goals were met. Goal setting should be done during the strategic plan work. The board's current goals are outlined in the Ends which have been determined by the previous board

MANAGEMENT UPDATE

UPDATE

Presenter: Sheena Witzel, AED

- Layoff were reported during the CSSI financial report
- Staff has been working on the Pandemic Plan, waiting for board approval
- The 2020-2021 audit is in progress
- There have been discussions with the college regarding Foodbank distribution during the closure of campuses. A proposal is being prepared and will be presented to the board
- Waiting to see if CSI qualifies for the government wage subsidy extension

CSI BUDGET APPROVAL

DECISION

Presenter: Sana Banu, President

- HST is charged on optional fees
- When proposed fees were presented we were working from different enrollment numbers from the college. There is an excess of revenue projections now due to updated enrollment numbers.
- With the updated enrollment numbers it shows using a reserve subsidy of \$115,000, however reserves may not have to be used

- The board can decide what is done with any surplus (eg. additional grocery gift cards, bursary)
- If it is necessary to use reserves, a formal board motion is required.

Motion to approve the 2020-2021 CSI Budget in a good faith effort to avoid using reserves

Forward: Sivani Pappu
Second: Tamara Cooper
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

CSSI BUDGET APPROVAL

DECISION

Presenter: Sana Banu, President

- Wages – includes the subsidy we have received to date. Does not include further subsidy which we may qualify for, which would result in a reduction to this line
- Revenue comes from the CSSI reserves
- Looking at redistribution of duties for staff (eg. Foodbank distribution)

Motion to approve the 2020-2021 CSSI Budget

Forward: Sivani Pappu
Second: Vaidehi Thakkar
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

CSI HEALTH PLAN BUDGET APPROVAL

DECISION

Presenter: Sana Banu, President

Motion to approve the 2020-2021 CSI Health Plan Budget

Forward: Vaidehi Thakkar
Second: Pranav Gandhi
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

CSI PANDEMIC PLAN BUDGET APPROVAL

DECISION

Presenter: Sana Banu, President

- May require revisions for winter and spring terms
- Brand Ambassadors – Paul expressed concern these ambassadors could make representations the board does not want
- There will be training, onboarding and oversight
- These positions are unpaid this year, in the future we would like it to be a part-time student job opportunity
- **ACTION:** Sheena to have staff present details on the Brand Ambassador program

Motion to approve the 2020-2021 CSI Pandemic Plan, excluding Student Experience Ambassador Program pending staff presentation to the board

Forward: Tamara Cooper
Second: Vaidehi Thakkar
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

CSSI PANDEMIC PLAN BUDGET APPROVAL

DECISION

Presenter: Sana Banu, President

- Food services planning during campus closure could take a different form
- **ACTION:** Sana to add Food Services: Distribution/Resources for Students to next roundtable for brainstorm session

Motion to approve the 2020-2021 CSSI Pandemic Plan

Forward: Prabhjot Singh
Second: Gijo Mathew
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

CASA UPDATE

UPDATE

Presenter: Sana Banu, President

- Advocacy Committee meeting to take place 2020.07.03

- If directors require documentation, research, etc., Mehar can direct you to the Research and Policy Analyst at CASA

INCIDENTAL REPORTS

UPDATE

Attachments: Incidental Reports

- **ACTION:** Sana to add Pranav's Incidental Report to Sharepoint
- **ACTION:** Sana to send the updated Incidental Report template, that is reflective of current policy, to all board members by email

BOARD CONCERNS

Presenter: Sana Banu, President

- If board members have questions they should be brought to board meetings to ensure all board members are informed and that there is sufficient time to prepare answers. These items should be added as New Business to the agenda(s)
- There was a director's question about CSI's compliancy to the Corporations Act with respect to 25% of the board needing to be comprised of Canadian citizens
 - This was discussed with our legal council. CSI does not require 25% Canadian citizen representation on the board as we are a not-for-profit organization
 - CSSI does require 25% Canadian citizen representation and it meets that requirement
- **ACTION:** Sana to send lawyer's email regarding Corporations Act compliancy to the board

BOARD MONITORING

IN-CAMERA

Motion to enter In-Camera at 5:17pm

Forward: Tamara Cooper
Second: Prabhjot Singh
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

Motion to exit In-Camera at 5:29pm

Forward: Vaidehi Thakkar
Second: Prabhjot Singh

Opposed: None
Abstain: None
In Favour: All
Motion: Carried

ADJOURNMENT

PROCEDURAL

Presenter: Sana Banu, President

Motion to adjourn at 5:30 PM

Forward: Tamara Cooper
Second: Prabhjot Singh
Opposed: None
Abstain: None
In Favour: All
Motion: Carried

APPROVAL



July 30th 2020

President, Chair

Date

T. Cooper

July 31, 2020

Board Secretary

Date