Federation of Students’ Board of Directors’ Minutes

SLC MPR, UNIVERSITY OF WATERLOO

Speaker: DIRECTOR WRAY  Secretary: DIRECTOR POTTER

ATTENDANCE

The following members were present:

- Barakat, Abdullah Mohamed
- Brieva, Antonio
- Burdett, Suzanne
- Gerrits, Matthew Douglas John
- Gupta, Vaishnavy Sushilkumar

The following members were absent:

- Clubine, Andrew
- Knight, Jill Leanne
- Potter, Tristan Wesley Morris
- Schwan, Brian
- Tang, Zhe Chong
- Wray, Alexander James David
- Tran, Tomson Huynh

PRELIMINARIES

CALL TO ORDER

Director Wray called the meeting to order at 5:09 PM.

REPORT OF THE CHAIR

The chair did a brief presentation on the Board Sharepoint website, including a calendar app that tracks important dates, a document tracker, a timeline of board procedures to be renewed, and possibly moving the procedures to a wiki site in the Sharepoint.

EXECUTIVE REPORTS

Please see the attached written reports for the full reports from the Executive to the Board of Directors.

Executive’s all spent this month preparing for their terms, including hiring their staff and creating their individual annual plans for the term.
REPORT OF THE VICE PRESIDENT, EDUCATION

Was not present.

REPORT OF THE VICE PRESIDENT, INTERNAL

The Vice President, Internal updated the Board on an internal wellness committee that has been created within Feds. It aims to investigate how Feds can help and to reach out to student services within the university. Some of these services would be the Student Success Office, Housing (The Right Fit), Health Services, Accessability Services, Counselling Services, the Libraries, and Campus Wellness.

The service advisory committee has begun work towards its mandate, aiming to help instruct and guide student services on how to lobby the university and unify student advocacy efforts under the Vice President, Internal and President.

REPORT OF THE VICE PRESIDENT, OPERATIONS AND FINANCE

The team did some action planning and secondary planning to determine how to best serve students in the SLC if Campus Bubble ever needed to move.

The budget preparation is progressing, a full budget committee should be appointed by the end of this meeting. A director inquired on the projected timeline for the budgets, and was informed that it should hopefully be voted on at the July meeting of Council, with final approval at the next Board meeting after that.

The audit process is taking significant amounts of time as the corporation prepares for audit season. Supporting convocation also took significant time.

REPORT OF THE PRESIDENT

The President updated the Board that the SLC/PAC groundbreaking ceremony will be held on June 19, 2017 at noon. The event will allow students to sign a beam, and President Brieva will be emceeing along with the president of the Graduate Student Association. Remarks will be drafted in consultation with the Executive Board.

Additionally, an SLC/PAC management group is being investigated to make sure control of the space within the SLC is satisfactory for all involved parties.

A President’s Advisory Committee on mental health is starting from scratch, and they are currently determining what directives to give the student panels, and what outcomes they expect to see within the next 8 months.

In terms of federal advocacy, President Brieva was elected as chair of Advocan (a coalition of Canadian universities that is advocating federally on behalf of students). They have their first meeting in the coming month, where they intend to determine their priorities.

A brainstorming session happened with the local police and the president’s of local post-secondary institutions to investigate the possible outcomes for the new sexual violence task force.
President Brieva was also involved in the hiring process for the new sexual violence coordinator for uWaterloo.

Finally, the President met with Katherine Fife and Angor Horwa with the Vice President, Education to talk about student housing, sexual violence prevention, and mental health on campus. Some possible solutions were proposed and may inform an MPP platform in the next election.

A director asked about how the meeting with Katherine Fife played into the Federation of Students’ larger advocacy strategy, and if invitations to other large partners were sent out. The President clarified that the Federation did not reach out, but was invited by the party and came to campus for the meeting.

The President reassured directors that the Federation would be reaching out to all major parties with consistent messaging at a later date.

CONSENT

APPROVAL OF THE MINUTES

Be it resolved that Board approve the minutes from May 23, 2017.
Vice President Schwan and Director Barakat.

Be it resolved that the Board table the approval of the minutes until the end of the meeting.
Vice President Schwan and Director Wray.

Motion carries unanimously.

The motion was tabled.

REGULAR

BUDGET COMMITTEE

Be it resolved that the Board appoint

- ______ as an at-large representative,
- ______ as the Student Council representative, and
- ______ as the Board of Directors representative

to the Budget Committee.
Vice President Schwan and Director Barakat.

Graham Barnes expressed an interest in being the at-large representative for the budget committee, and was acclaimed.
Seneca Vieling (Science) and Wenyu Xu (Math) submitted letters of intent to serve as Student Council representatives on the committee. Board heard the letters of intent and proceeded to an election by secret ballot.

There was a tie between the candidates. The chair opened the floor to further discussion on the candidates, and the election was held again.

Seneca Vieling won the election with 5 votes in favour; Wenyu had 3 votes in favour; there was 1 abstention.

Director Gerrits nominated himself for the Board representative seat, and was acclaimed. The motion now reads:

**Be it resolved that** Board elect:

- Graham Barnes as an at-large representative,
- Seneca Vieling as the Student Council representative, and
- Director Gerrits as the Board of Directors representative.

**Motion carries** unanimously.

**RISK MANAGEMENT COMMITTEE**

**Be it resolved that** the Board appoint _______ and _______ to the Risk Management Committee.

*Vice President Schwan and President Brieva.*

The Vice President, Operations and Finance gave a brief overview of the committee. Director Gupta and Director Wray nominate themselves. There are no other nominees. The motion now reads:

**Be it resolved that** the Board elect Director Gupta and Director Wray to the Risk Management Committee.

**Motion carries** unanimously.

**PRESIDENT’S ADVISORY COMMITTEE**

**Be it resolved that** the Board appoint _______ to the President’s Advisory Committee.

*Vice President Schwan and President Brieva.*

The President gave a brief overview of the committee, and mentioned that they would like this committee to be much more active than it has been in the past. Expected time commitment is 1 or 2 hours every month.

Director Barakat nominated himself. There are no other nominees. The motion now reads:
Be it resolved that the Board elect Director Barakat to the President’s Advisory Committee.

Motion carries unanimously.

**Honorary Lifetime Committee**

Be it resolved that the Board appoint _______ to the Honourary Lifetime Committee.

*Director Wray and Vice President Schwan.*

The Director Wray gave a brief overview of the committee.

Vice President Schwan nominated himself. There are no other nominees.

The motion now reads:

Be it resolved that the Board elect Vice President Schwan to the Honourary Lifetime Committee.

Motion carries unanimously.

**Feds Leadership Awards Committee**

Be it resolved that the Board appoint _______ and _______ to the Feds Leadership Awards Committee.

*Director Wray and Vice President Knight.*

The Director Wray gave a brief overview of the committee.

Director Barakat and Vice President Knight nominated themselves. There are no other nominees.

The motion now reads:

Be it resolved that the Board appoint Director Barakat and Vice President Knight to the Feds Leadership Awards Committee.

Motion carries unanimously.

**Procedure Review Committee**

Be it resolved that the Board constitute the Procedure Review Committee until April 30, 2018 to address the shortfalls of the current Board Procedures.

Be it further resolved that the Board appoint the Director Wray, _______ and _______ to the Committee.

*Director Wray and Vice President Schwan.*

The Director Wray gave a brief rationale for the motion and the purpose of the committee. It will be a working committee looking into legal liability, duty of care, and refreshing old procedures to fit within current operational standards.
Director Gerrits nominates himself. Vice President Schwan nominates Director Potter, who accepts the nomination. There are no other nominees.

The motion now reads:

**Be it resolved that** the Board constitute the Procedure Review Committee until April 30, 2018 to address the shortfalls of the current Board Procedures.

**Be it further resolved that** the Board appoint the Director Wray, Director Gerrits and Director Potter to the Committee.

Motion carries unanimously.

**ANNUAL ACTION PLAN**

The Director Wray wants the Board and its directors to have a strategic discussion around priorities for the year, specifically on the priorities of individual directors, so the Board can collectively plan what needs to be accomplished and how it should be done.

The Board came up with a number of ideas, including:

- investigating new auditors,
- investigating improvements to our health and dental plan
- working towards avoiding low-level discussions at the Board level and instead focusing on strategic discussions,
- investigating a better budgeting procedure and model, including a more useful finance committee,
- starting the long range plan process,
- determining metrics to measure board effectiveness,
- investigating improvements to the governance structure of Feds,
- publishing director accountabilities publically,
- increasing connections between the faculty societies and Feds,
- increasing uWaterloo pride,
- investigating a long-term fee strategy,
- creating more Student Council to Board connections,
- revising expired procedures,
- implementing the new bylaws,
- creating monthly governance reports for the student population,
- investigating activity-based costing of services and support departments,
- creating greater communication on access to Feds and communication of services, and
- learning about and discussing student advocacy initiatives.
The Director Wray summarized these points into 4 main areas:

- finance and long term vision of finance and budgeting
- communication: how we communicate with staff, our members, and other groups on campus
- strategy: long range planning, how this should happen, what should we do.
- accountability: how do we measure our effectiveness, how is our model accountable to students, what do we do to be accountable and allow students to have ownership.

**OTHER BUSINESS**

**OUSA Fee**

*Be it resolved that* the Board approve a payment of $73,000 to the Ontario Undergraduate Student Alliance to pay the first installment of the 2017-2018 annual fee. *Vice President Schwan and Director Gerrits.*

The Board was informed about how the Ontario Undergraduate Student Alliance functions, and since the budget will not be passed till next meeting the Board needs to approve this fee directly. The Board was reassured that this was the standard fee, and that it is calculated as $3.04 per student per year with a first installment of %80, calculated based on the previous years enrollment. The remainder will be paid once exact enrollment numbers are known.

A director enquired about the benefits that the Ontario Undergraduate Student Alliance provides to Feds, and the Board was informed of some of the benefits, including:

- knowledge of policies that are coming through that affect post-secondary education,
- staff that allow scheduling meetings with MP’s easier,
- proactive, fair, and equal advocacy and lobbying,
- Feds carries a lot of weight within OUSA through student population, reputation, and our Vice President, Education is the Ontario Undergraduate Student Alliance president,
- Ontario Undergraduate Student Alliance directs provincial policy,
- other advocacy groups charge over double OUSA’s fee, despite having much lower rates of success,
- student voice is heard through policy that is decided by a large meeting with delegates from all member schools, based on member population.

*Motion carries* unanimously.
**OTHER BUSINESS**

**APPROVAL OF THE MINUTES**

The Director Wray raised the approval of the minutes from the table. The motion currently reads:

*Be it resolved that* Board approve the minutes from May 23, 2017.
*Vice President Schwan and Director Barakat.*

*Be it resolved that* the minutes include the designation of the society audits, a confidential decision, in the public minutes.
*Vice President Schwan and Director Barakat.*

This was made public earlier in the meeting.

**Motion carries** unanimously.

The minutes on the table now include the correction, noting the approval of society audits in the public minutes.

**Motion carries** unanimously.

**ADJOURNMENT**

*Be it resolved that* the Board adjourn until the next meeting as determined by the Chair.
*Director Barakat and Vice President Schwan.*

With no new business the meeting was called to adjourn at 7:00 PM.

**Motion carries** unanimously.
Agenda

Federation of Students
Board of Directors
Tuesday, 2017-06-13 at 5:00pm

Chair: Alexander Wray
Secretary: Tristan Potter

Expected Attendees: Antonio Brevia, Brian Schwan, Andrew Clubine, Jill Knight, Suzanne Burdett, Zhe Tang, Vaishnavy Gupta, Tomson Tran, Matthew Gerrits, Abdullah Barakat

Excused Attendees:

Regular Session
Preliminaries (Wray)

For Information: Board SharePoint tutorial

Executive Updates (Clubine, Knight, Schwan, Brevia)
  • For Information: Vice President, Education
  • For Information: Vice President, Internal
  • For Information: Vice President, Operations & Finance
  • For Information: President

Minutes of Meeting (Wray)

Motion: Resolved, Board approves the regular minutes of the meeting held on May 23, 2017.

Governance (Schwan, Wray)

Motion: Resolved, Board elects _____ as the Students Council representative; _____ as the Board representative; and, _____ as the at-large representative to the Budget committee.

Motion: Resolved, Board elects _____ and _____ to the Risk Management committee.

Motion: Resolved, Board recommends ______ be appointed by Students Council as the Board representative to the President’s Advisory committee.
Motion: Resolved, Board elects ______ to the Honorary Lifetime Membership committee.

Motion: Resolved, Board elects ______ and _____ to the Feds Leadership Awards committee.

Motion: Resolved, Board constitutes the Procedure Review committee until April 30, 2018 to review and recommend amendments to all expired procedures.

Further Resolved, a report with recommended actions will be delivered to the Board no later than October 31, 2017. A final report of recommended actions incorporating Board feedback will be delivered no later than March 31, 2018.

Further Resolved, the committee shall be composed of the President, the Chair of the Board, ____, and ____; operating on a consensus decision making model.

For Discussion: Board action items for 2017/18.

Other Business

Motion: Resolved, Board moves into confidential session.
Agenda

Confidential Session
Minutes of the Meeting (Wray)

**Motion:** Resolved, Board approves the confidential minutes of the meeting held on May 23, 2017.

Other Business