

BOARD OF GOVERNORS

Wednesday, November 24, 2021 | Microsoft Teams Meeting | 6:00 p.m.

MINUTES - OPEN SESSION – FINAL

The minutes were approved at the meeting of the Board of Governors on January 19, 2022.

PRESENT: Jason Blokhuis, Shelby Bolitsky, Ryan Connell, Manfred Conrad (Chancellor), Wendy Fletcher (President), Matthew Griffin, Brian Hendley (Chair), Keith Hipel (Secretary), Yaacov Iland, Jane Karanassiou, Matthew Kieswetter, Edwin Ng, Peter Ringrose, Ashton Romany (Treasurer), Karen Spencer (Vice-Chair), Liz Vitek

REGRETS: Asnake Dabala, Liam Michel, Joseph Olubobokun, Frances Tse

GUESTS: Cort Egan, Melanie McKellar, Tanya Missere Mihas, Jill Pauls

RECORDER: Lisa Kessig

TERRITORIAL ACKNOWLEDGEMENT: With gratitude, we acknowledge that Renison University College is located on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabeg, and Haudenosaunee peoples, which is situated on the Haldimand Tract, the land granted to the Six Nations that includes ten kilometres on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, community building and outreach, and is centralized within the work of our Truth and Reconciliation Working Group and the University of Waterloo's [Indigenous Initiatives Office](#).

1. **OPENING PRAYER**- Matthew Kieswetter

2. **REVIEW AND APPROVAL OF THE AGENDA**

MOVED by Jason Blokhuis to approve the agenda; **SECONDED** by Peter Ringrose.

CARRIED.

3. **APPROVAL OF MINUTES**- September 29, 2021

MOVED by Matthew Griffin to approve the minutes of September 29, 2021; **SECONDED** by Peter Ringrose.

CARRIED.

4. **BUSINESS ARISING**

None.

5. **DECLARATIONS OF CONFLICT OF INTEREST**

None.

6. **CHAIR'S REMARKS**- Brian Hendley

A letter about the Students First Fundraising campaign was emailed to Board members from the Chair and Vice-Chair. The link and instructions for how to donate are included in the letter. Any amount of support is welcomed with appreciation.

7. **PRESIDENT'S REPORT**- Wendy Fletcher

Cash Flow Report- Jill

At the beginning of October 2021, the cash balance in the bank was \$6.63M. Revenue of \$542,848 was received in October and included grant funds, and some tuition from ELI and CAPE. The payroll amount of \$1.349M was from August as this figure is from payroll expense incurred two months prior. Expenses included \$131,000 for Fall student scholarships. The highest amount for scholarships and bursaries is typically seen in October, with

some endowment amounts coming out in November as well. Total expenses for October were \$1.748M. The ending October cash balance was \$5.4M.

Q2 Forecast for 12 months ending April 30, 2022

Total revenue at the end of the year is forecasted at \$19.19M with total expenses of \$19.214M, with a resulting \$1.6M deficit overall. With the budgeted deficit of \$760,111, we are off achieving the required debt-service ratio by \$800,000.

Capital budget

Roof repairs and completion of keyless entry expenses are being planned for. Now that Tanya is overseeing this area, she will be looking into what is required, and when it is needed. The parking gate upgrades have been completed. IST upgrades include Wi-Fi for residences and buildings and preparing classrooms for the in-person return in the Winter. Student software to manage CAPE/ELI info has been needed for some years. Financial Edge software, which has been used as a billing module for these students will no longer be available in the new year.

Statement of Operations

Revenue year to date (as of October 31, 2021) is \$9.4M, which is \$826,194 less than the budgeted amount of \$10.26M. Expenses year to date are \$7.79M which is \$188,480 less than the budget amount of \$7.981M. Expenses will continue to be diligently monitored. Actual deficit amount year to date was \$562,314, which is \$291,943 more than the budget amount of \$270,371.

Renison name proposal

A recommended first step in the Renison name conversation is engaging a relationship between a sub-group of the Board with the current Bishop of Moosonee (Bishop Anne Germond) and survivors of the Moose Factory residential school. Wendy requested the Board's support to move forward in this direction.

MOVED by Matthew Griffin to proceed in this direction to establish a relationship before a conversation about the use of Renison's name; **SECONDED by Ryan Connell.** **CARRIED.**

Volunteers for the sub-group were welcomed. Karen Spencer indicated her interest in participating. Ideally another 3 Board members will join the group. The first meeting will be scheduled to take place in January 2022.

Scarborough Charter

A copy of the charter was included in the Board materials. The Board was asked for support of Renison becoming a signatory for the charter which addresses anti-black racism in higher education.

MOVED by Jason Blokhuis to support Renison being a signatory for the Scarborough Charter; **SECONDED by Ryan Connell.** **CARRIED.**

Students First Campaign

This fundraising campaign has been spearheaded by the generous donation of Chancellor Manfred Conrad. Renison distributes scholarships and awards to students in the amount of \$400,000 each year, which is a significant amount for an institution the size of Renison. Considering Renison's current financial struggles, if \$200,000/year could be raised toward student awards, it would allow Renison some flexibility to invest funds in other areas of the College. Appreciation to Manfred and Penny Conrad and their Foundation for their generosity. Some vendors will be approached for matching gifts. Current donors, past donors, alumni, faculty and staff will all be contacted during the campaign.

8. COMMITTEE UPDATES

a) Governance Committee- Peter Ringrose

The by-laws are reviewed every few years and revisions were approved in 2019. By-laws for Academic Council were put on hold during the Collective Agreement negotiations as there was some overlap in the CA and by-laws. The AC and SACE by-laws were completely rewritten. The AC by-law working group drafted a proposal based on the SJU by-law. SACE modelled their changes on the AC draft. CAPE Council is now renamed SACE Council.

MOVED by Peter Ringrose to approve the revised and updated by-laws Section 14.1 and 14.2 for AC and SACE Council, which will then be ratified by the Members at a General Meeting; **SECONDED by Matthew Griffin.**

CARRIED.

As new Officers on the Board needed to be named, volunteers were recruited.

Liz Vitek has volunteered to fill the role of Vice-Chair for the next 2 years as of January 1, 2022.

MOVED by Peter Ringrose to approve Liz Vitek for the role of Vice-Chair for a 2 year term starting January 1, 2022; **SECONDED by Karen Spencer.**

CARRIED.

Ashton Romany would like to step down from the role of Treasurer once a new Treasurer can step in. Incoming Board member Shumiao Wang has agreed to assume the role of Treasurer as of May 1, 2022 for a 2-year period.

MOVED by Peter Ringrose to reappoint Ashton Romany as Treasurer from January 1 – April 30, 2022 then appoint Shumiao Wang as Treasurer for a 2 year term from May 1, 2022 to April 30, 2024; **SECONDED by Keith Hipel.**

CARRIED.

Ashton Romany abstained.

Thank you to Keith Hipel who has served in the role of Secretary for the past 5 years- 1 year over his term. Joseph Olubobokun has agreed to take on the role as of January 1, 2022.

MOVED by Peter Ringrose to approve Joseph Olubobokun as the Board Secretary starting January 1, 2022; **SECONDED by Manfred Conrad.**

CARRIED.

b) Finance & Audit Committee- Ashton Romany

Effective January 1, 2022, Wendy Fletcher, Karen Spencer, Ashton Romany and Tanya Missere Mihas are the authorized signing officers of Renison University College. All financial transactions require two signatures of the signing officers one of which must be either the President (Wendy Fletcher) or the Chair (Karen Spencer).

MOVED by Wendy Fletcher to approve of the authorized signing officers as of January 1, 2022: Ashton Romany, Karen Spencer, Wendy Fletcher and Tanya Missere Mihas; **SECONDED by Ashton Romany.**

CARRIED.

Words of appreciation, gratitude and farewell were expressed to members leaving the Board as of December 31, 2021: Peter Ringrose, Matthew Griffin, Matt Kieswetter, and Brain Hendley who will remain in the Board as he completes his term as Chair.

9. GOVERNANCE POLICY OBSERVATION

None.

10. OTHER BUSINESS

None.

11. **IN-CAMERA SESSION**

MOVED by Jason Blokhuis to enter the in-camera session; **SECONDED by Liz Vitek.**

CARRIED.

12. **ADJOURNMENT**

The pizza oven in the Renison kitchen consumes a lot of energy. Tanya Missere Mihas requested Board approval for the sale of the oven which would likely net \$5,000.

MOVED by Matthew Griffin to authorize the sale of the Renison pizza oven; **SECONDED by Karen Spencer.**

CARRIED.

MOVED by Yaacov Iland to adjourn the meeting; **SECONDED by Jason Blokhuis.**

CARRIED.

13. **NEXT MEETING:** December 15, 2021



Keith W. Hipel
Secretary, Board of Governors