



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	Oct 1, 2018	Time	3:00pm
Meeting Title	Board Meeting	Type	Regular
Meeting Chair	R. Little	Location	USC Boardroom
Recording Secretary	S. Williams		

Attendees		Regrets
Board	R. Little, A. Li, S. Hong, S. Scott, M. Pratt, N. Kaur	S. Jiwani, A. Lai
Management	J. Armour, V. Macauley, N. Soave, K. Pacheco, A. Bejan, S. Williams	-
Guests	-	-
Disclosures of Interest	-	-

1. Call to Order: 3:03pm

2. Disclosures of Conflicts of Interest

R. Little, A. Li, N. Kaur: Item 9.5 is a conflict of interest

3. Changes to and Adoption of the Agenda:

Motion to approve the adoption of the agenda.					
Moved	N. Kaur	Second	A.Li	Approved	Unanimous

4. USC Executive Introductions:

Introductions were made by the USC Executive

5. Comments from the Chairperson:

Chair requests that all Directors read Chair's emails, the Agenda, and Supporting documents prior to the Board meeting.

6. Approval of Minutes:

Motion to approve the minutes from the July 8, 2018 Board Meeting.					
Moved	N. Kaur	Second	S. Hong	Approved	Unanimous

7. Ratify Vice Chair

Motion to Ratify Angus Lai as Vice Chair					
Moved	A.Li	Second	N. Kaur	Approved	Unanimous

8. Confidential Session

Motion to go in camera.			
Time	3:10pm	Return	3:29pm
Moved	A.Li	Second	S. Hong

9. Reports & Presentations for Information:

Item (#)	Presentation
9.1	<p>USC Executive Report – M. Pratt & J. Armour</p> <p>See Report for full details.</p> <p>Question, R. Little: When do you expect the assessment on the Student Health Plan to be completed?</p> <p>J. Armour: A. Bejan sits on the Governance committee for our Student Health Plan. We are in a good position with our plan, regardless of what decisions the Provincial Government makes. We are currently monitoring the Health Plan.</p> <p>A. Bejan: By this time next year we would like to achieve a plan to continue self-funding or move to an insured model. We cannot change anything in the student plan while they are being covered (until August). We would have to decide before August to make any changes for September. We can have an update by November 28th and a more concrete plan in the Spring (<i>See action items</i>).</p> <p>Question, R. Little: Referring to the staff training on Sept. 1st, can you explain why we choose to have a full-day meeting with all staff instead of more targeted training for each department?</p> <p>K. Pacheco: We want to ensure that all staff feel they are working for one organization, the USC. The morning was spent training with each individual department (i.e. The Wave had training on their computer systems). The afternoon was spent in a Keynote together, to inspire the students who work for us and ensure they feel a sense of community. We invested money into this training and had a BBQ to thank them all. We also had Health & Safety training that day which avoids the risk of staff starting work without this training.</p> <p>J. Armour: We focused on the important to connect the staff to one another, connect everyone to the USC, and promoting our organization (i.e. so they can see what the President does and they may want to apply, etc.).</p> <p>Question, R. Little: Is there an update from Purple Fest?</p> <p>M. Pratt: We had around 11,000 tickets sold and that many attending the event. Overall it was successful; there was only one ambulance called for a non-life threatening injury. It was a safe alternate programming to the day. We will maintain discussion with Western admin to continue alternative programming to reach our goal.</p>
9.2	<p>Highlights of Student Survey – M. Pratt</p> <p>See Report for full details.</p> <p>Question, R. Little on behalf of A. Lai: What is the response rate for this survey?</p> <p>N. Soave: I believe it was approximately 6,000 students.</p>

	<p>Question, S. Hong: How are we working to ensure students know about the services we offer? M. Pratt: We try our hardest to communicate these services out to students. We are working to strengthen the brand of the USC: the full-day staff training is an example of this.</p> <p>Question. R. Little on behalf of A. Lai: Has the Executive decided to act in response to any of the survey results? M. Pratt: Yes, for example we are pushing BRT because of the positive responses we have received on the bus pass. Another example, the Breakfast Buffet was cancelled due to the lack of interest from students. We are trying to focus on student development as well.</p>
9.3	Board Cycle Review – N. Soave & S. Williams
	See Report for full detail.
9.4	Electronic Signatures – S. Williams
	S. Williams: We will be collecting everyone’s signatures so we can electronically add them to reports. We will not use your signatures without your permission.
9.5	Update from Board Chair Honorarium Working Group – S. Hong
	S. Hong: We feel we have to obtain more information from the USC staff to make our decision, so this decision is being tabled. We will have a decision for the next Board meeting (<i>See action items</i>).

Motion to accept all For Information reports.					
Moved	S. Scott	Second	A.Li	Approved	Unanimous

10. Reports from Board Committees:

10.1	Governance	S. Hong
See report for further information.		
10.1.1 Board Attendance Policy		
Question, R. Little on behalf of A. Lai: What happens if someone misses 1 subcommittee and 1 Board meeting?		
M. Pratt: We considered them to be mutually exclusive items.		
R. Little on behalf of A. Lai: I suggest putting exams or other major academic items to be listed as an exception in 7.00.		
R. Little on behalf of S. Jiwani: I suggest exception for geographical or academic.		
R. Little: I am hesitant to put in a clause regarding geographical as we should be putting forth the effort to make it in person to the meetings. If it is a matter of the summer meeting, it is only one meeting missed.		
S. Hong: Can we make a sub-clause for the summer meeting?		
K. Pacheco: When we hire for the Board we gave the dates listed as mandatory. S. Jiwani told us he would not make the summer meeting, and we gave him an exception for this which we are honoring.		

R. Little: Please know that this policy would be going forward, and would not include past dates that were missed. In addition to these concerns, I am hesitant to give discretion to the Chair.

K. Pacheco: I would advise avoiding any clause of validating a discretionary absence. The policy has to be straight-forward.

R. Little: I suggest that we send this back to Governance Committee, with a sense of what the Board wants changed. We can go towards laying out some exceptions – i.e. Academic, Geographical for the summer meeting, or we go towards a non-discretionary with more absences allowed. What direction should we ask the Governance Committee to go to?

A.Li: I prefer to have exceptions outlined.

N. Kaur: I think it has to be cut and dry – i.e. 3 missed.

S. Scott: I would like the Governance Committee to weigh the two options.

N. Soave: Trevor Hunter made it very clear that he would like it to be definitive. Karla is recommending this as well.

K. Pacheco: An example would be this Board meeting, we had to change this. Perhaps this can be an exception because we had to change the date of this meeting.

S. Scott: Academic exceptions at the very least should be included.

R. Little: I am going to suggest we send this back to Governance Committee now that we have a feeling from the Board where everyone stands (*See action items*).

10.1.2 Board Development and Training, Board Evaluation

HR Committee to review Development & Training of Board Members & Board Evaluation (*See action items*).

Motion: BIRT the Board tasks the Governance Committee to re-evaluate the Board Attendance Policy.

Moved	N. Kaur	Second	S. Scott	Approved	Unanimous
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Motion: BIRT the Board approves the Governance Committee’s recommendation to designate the HR Committee to review Development and Training of Board Members and Board Evaluation.

Moved	S. Scott	Second	S. Hong	Approved	Unanimous
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10.2. Finance

A.Li

See report for full detail.

Motion: BIRT the Board accepts the Finance Committee’s recommendation to accept the audited statements from PwC.

Moved	R. Little	Second	N. Kaur	Approved	Unanimous
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10.3. Human Resources

S. Scott

See report for full detail.

USC Staff to send Board of Directors the link to the BOCO Survey to complete.

Motion: BIRT the Board accepts the Human Resource Committee's recommendation to ratify N. Kaur & R. Little to the Nominations Committee					
Moved	S. Scott	Second	S. Hong	Approved	Unanimous

Motion to accept all Sub committee reports.					
Moved	M. Pratt	Second	A.Li	Approved	Unanimous

11. Inquiries and Other Business: None

12. Adjournment of Public Meeting:

Motion to adjourn at 4:25 pm					
Moved	A.Li	Second	S.Hong	Approved	Unanimous

Action Items:

Item (#)	Description	Owner	Due Date
9.1	J. Armour task A. Bejan to provide Board with Update on Student Health Plan, self-funding or move to an insured model	J. Armour	Board Meeting November 28, 2018
9.5	Decision from the Board Chair Honorarium Working Group	S. Hong, S. Scott, M. Pratt	Board Meeting November 2, 2018
10.1.1	Governance Committee to re-evaluate Board Attendance Policy & Provide update to Board	Governance Committee	Board Meeting November 2, 2018
10.1.2	HR Committee to review Development and Training of Board Members and Board Evaluation.	HR Committee	Ongoing
10.3	Directors to complete online BOCO Survey	Directors	Wednesday October 10, 2018