



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	Feb 8, 2019	Time	2:00pm
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, N. Kaur, S. Jiwani, A. Lai, E. Rubman, M. Pratt	-
Management	J. Armour, N. Soave, V. Macauley, K. Pacheco, A. Bejan, S. Williams	-
Guests	-	-

1. **Call to Order:** 2:02pm
2. **Disclosures of Conflicts of Interest:** R. Little, A. Li, E. Rubman, S. Jiwani, A. Lai, N. Kaur conflict with 8.3.7.
3. **Changes to and Adoption of the Agenda:** None
4. **Comments from the Chairperson:** None
5. **Approval of Minutes:**

Motion to approve the minutes from the November 30, 2018 Board Meeting.					
Moved	M. Pratt	Second	A. Li	Approved	Unanimous

6. Confidential Session

Motion to go in camera.			
Time	2:03pm	Return	2:56pm
Moved	N. Kaur	Second	E. Rubman

7. Reports & Presentations for Information:

Item	Presentation
7.1	USC Executive Report – J. Armour & M. Pratt
	<i>See Report for full details.</i>
	M. Pratt: We pressured the government, the Ministry of Transportation, and were able to successfully land bus passes as a mandatory fee. I have also been approached by multiple schools for the USC to lead a lawsuit, however it is not something I am considering at this point in time.

	<p>A. Lai: Is there a risk to the organization with the new slate coming in, are there any thoughts in terms of transition and continuity of strategy?</p> <p>M. Pratt: From my conversations with both individuals, they want to continue our current strategy. We will focus on this during transition.</p> <p>E. Rubman: Has there been any sort of study done on the financial impact on the USC?</p> <p>J. Armour: We are entering a different phase of how we look at fees. There will be a lot of variability.</p> <p>A. Bejan: The first thing we did was research, looking at other schools in Canada and the Australian case where their fees became optional. We set a high benchmark to figure out an estimate of how many individuals will opt-out. We also looked at our reserves to ensure it will sustain us temporarily. We are in the process of budgeting now, which involves building in contingencies. And being able to separate different fees into different fee buckets.</p> <p>M. Pratt: This is re-thinking our entire budgetary structure.</p> <p>J. Armour: USC Foundation piece is important as there is a real opportunity to fund the USC through it.</p> <p>A. Li: Has CFS contacted OUSA?</p> <p>M. Pratt: Yes, but considering this government's view of CFS, we are not engaging in terms of joint efforts.</p> <p>R. Little: USC Foundation, what sort of timeline to start funding things through them?</p> <p>K. Pacheco: Our USC Foundation Board meeting is Wednesday. We have a list of donors that are committed. We are hoping to capitalize on those donors: specific funding interests, or can they fund the organization as a whole? We have not put our messaging out as to us receiving Charitable status.</p>
--	---

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

8. Reports from Board Committees:

8.1	Governance	S. Hong
<i>See report for full information.</i>		
8.1.1. Attendance Policy		
<p>A. Li: I had a discussion about previous members. If someone went on exchange and decided to teleconference in, does this count as attending?</p> <p>R. Little: No, the teleconference point is only regarding the meetings called as a teleconference meeting.</p>		
8.1.2. Rules of Procedure		
<p>R. Little: The incorrect version was uploaded, so I would like to push this off to the next Board meeting to ensure everyone reviews the Rules of Procedure.</p>		

Motion: BIRT the USC Board of Directors approves the amended Attendance Policy.					
Moved	S. Hong	Second	S. Scott	Approved	Unanimous

Motion: BIRT the USC Board of Directors tables the amended Rules of Procedure to be reviewed at our next cycle.					
Moved	S. Hong	Second	S. Jiwani	Approved	Unanimous

8.2.	Finance				A. Li
<i>See report for further information.</i>					
8.2.1. Q2 Financial Report					
S. Scott: It concerns me that there were no questions.					
A. Li: We received a narrative, we did not have any questions about the narrative, but we did have questions about the report.					

Motion: BIRT the USC Board of Directors accepts the 2nd Quarterly Report for F2019.					
Moved	A. Li	Second	S. Jiwani	Approved	Unanimous

8.3.	Human Resources				S. Scott
<i>See report for full detail.</i>					
8.3.7. Interim Final Reports Procedure					
K. Pacheco: We did update the Bylaw number on this document.					

Motion: BIRT the USC Board of approves all policies listed on the HR Agenda, items 8.3.1 to 8.3.6					
Moved	S. Scott	Second	A. Lai	Approved	Unanimous

Motion: BIRT the USC Board of approves the amended Interim Final Report Procedure.					
Moved	S. Scott	Second	S. Hong	Approved	Unanimous, abstentions as per the conflict of interest listed in 2.0.

Motion to accept all Sub committee reports.					
Moved	S. Scott	Second	A. Lai	Approved	Unanimous

9. For Decision

9.1	Board Reps for Executive Hiring				K. Pacheco
M. Pratt: We are hiring both the new Communications Officer position and Secretary Treasurer. Each panel has 6 individuals, only 3 have voting (one being Board). You do have to mark assignments ahead of time.					

K. Pacheco: The review of the applications starts tomorrow, which you will have until Feb. 11th to review the applications and pick your top candidates. Interviews will take place Feb. 13th into Reading Week. We are looking at evenings, weekends, etc. Second round interviews will take place in the next 3 weeks. Assignments would have to be reviewed at the end of the month. We will work around your schedules, however if you are in a busy period, this may not be right for you. We are running against the AGM timeline.

R. Little: Secretary Treasurer hiring panel, does anyone want to nominate themselves?

A. Li: Yes.

R. Little: Nominations for Communications?

N. Kaur: Yes.

Motion to accept the appointment of A. Li to Secretary Treasurer Hiring Committee, and N. Kaur to Communications Officer Hiring Committee.

Moved	S. Scott	Second	S. Hong	Approved	Unanimous
--------------	----------	---------------	---------	-----------------	-----------

10. Inquiries and Other Business: None

11. Adjournment of Public Meeting:

Motion to adjourn at 3:20pm

Moved	E. Rubman	Second	S. Scott	Approved	Unanimous
--------------	-----------	---------------	----------	-----------------	-----------

Action Items:

Item (#)	Description	Owner	Due Date
8.1.2.	Rules of Procedure tabled to the next Board meeting	Board	March 1, 2019