



## Board Meeting 5

15/01/2016

A meeting of the University Students' Council Board of Directors was held on the above date in the USC Board Room a 2:00pm with the following present:

From the Board: I. Jacobi (Chair), C. Maidment, P. Demarco, I. Lalani, S. Helpard, , J. English, S Kerr, R. De Sequeira, S. Franchetto, H. Zafari

From Management S. Courtice. K Pacheco

Regrets: None to note

### 1. **CALL TO ORDER**

The public meeting was called to order by Mr. Jacobi at 2:02:49pm.

### 2. **IN-CAMERA SESSION**

### 3. **DISCLOSURES OF INTEREST**

There were no conflicts of interest declared for the in-camera meeting.

### 4. **CHANGES TO AND ADOPTION OF THE AGENDA**

Mr. English requested that two items be added to the Agenda. He requested that a brief discussion about procedural voting via email be included on the Agenda, as well as the topic of the Board Retreat included in the New Business section of the Agenda as well.

**P. Demarco/ S. Franchetto/ Carried.**

### 5. **APPROVAL OF THE MINUTES**

The minutes from the September board of directors meeting were approved.  
The minutes from the October board of directors meeting were approved.

**H. Zafari / C. Maidment/ Carried.**

### 6. **COMMENTS FROM THE CHAIR**

Mr. Jacobi noted that the Appeals Board applications were open until September 24<sup>th</sup>. There were 4 applications at the time of the meeting.

Mr. Jacobi further noted that the Governance Committee would begin working in the near future. He informed the Board that they would be working on how to handle future applications of the purchasing policy discussed at the previous meeting. He mentions that they were working toward a future Audit Advisory Board, and looking at the logistic of allowing this subcommittee to come into existence.

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## **7. PRESENTATIONS**

## **8. REPORTS REQUIRING BOARD ACTION**

### **CBA Agreement Ratification:**

- *No questions or comments to note.*

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### **Risk Management Motion:**

- *Mr. Jacobi noted that this motion came out of the presentation from Bruce Palmer. He noted that this motion sought to have a risk framework developed, focusing on the factors of severity and likelihood. He noted that the Board would have a semi-annual presentation on risk presentation and information about any changes made over the six months. Immediate and sever risk will be brought to the Chair right away.*

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*3:36p.m.*



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### 6. **COMMENTS FROM THE CHAIR**

Mr. Jacobi noted that the Appeals Board applications were open until September 24<sup>th</sup>. There were 4 applications at the time of the meeting.

Mr. Jacobi further noted that the Governance Committee would begin working in the near future. He informed the Board that they would be working on how to handle future applications of the purchasing policy discussed at the previous meeting. He mentions that they were working toward a future Audit Advisory Board, and looking at the logistic of allowing this subcommittee to come into existence.

Mr. Jacobi also informed the Board that Council had approved the executive changes, and that there was an amendment to the proposed changes, in that the Student Programs Officer would not become a hired position.

*Mr. Jacobi noted that this week, the Western Community had lost a member. (Daniel) Craig Sandre had passed away. He noted that Craig would be missed by the Western community. He further informed Board members that there would be busses on Saturday at 10:30a.m. departing from Alumni Hall, in order to transport students who wished to attend funeral proceeding in Mississauga.*

*Mr. Jacobi also noted that a new Board picture would need to be taken, now that there is a new Board member joining the group; Ricardo De Sequeira.*

## **7. PRESENTATIONS**

## **8. REPORTS REQUIRING BOARD ACTION**

### **CBA Agreement Ratification:**

- *No questions or comments to note.*

### **C. Maidment/ R. De Sequeira/ Carried.**

### **Risk Management Motion:**

- *Mr. Jacobi noted that this motion came out of the presentation from Bruce Palmer. He noted that this motion sought to have a risk framework developed, focusing on the factors of severity and likelihood. He noted that the Board would have a semi-annual presentation on risk presentation and information about any changes made over the six months. Immediate and sever risk will be brought to the Chair right away.*

### **C. Maidment/ H. Zafari / Carried.**

## **9. REPORTS FOR INFORMATION AND DISCUSSION**

**President Report** – *Board members requested a link to the State of the USC address, as well as a copy of the State of the USC report.*

**GM Report** – *No question to report. Mr. Jacobi noted that highlighting the changes in the report was deemed useful.*

**Board and Corporate Governance** – *Mr. English deferred this point to the Elections update subheading on the Agenda.*

**Elections Update** – *Mr. English noted that the Board is involved at the end of elections at the end of the year. He noted that the Board should be aware of the transition dates for the new executive team at the end of the year. He noted that the issues surrounding the elections period the prior year, and that this had become an area of focus with respect to risk management.*

*Mr. English noted that with the delays in the elections process and appeals, that some portfolios and hiring processes within these portfolios did not occur until the end of the school year.*

*Cathy Clarke noted that, this bottlenecks corporate resources, HR, volunteer services (adding pressure and volume to workloads),and bumps back projects. Mr. English then informed the Board of the changes to the Council Legislative Calendar, including elections time lines, as well as the results night being moved back.*

*Mr. English then mentioned that the Student programs officer elected at AGM, and those interviews for the Communications Officer and Secretary Treasurer should be in the final stages of interviewing by March 12<sup>th</sup>. He notes that by the third week of March, all of the executive are in place.*

*Mr. English noted that hiring during exams became a challenge and that students are not available shortly after the exam period, thereby creating a limited selection pool of candidates. He further notes that candidates for the Secretary Treasurer role, could be loyal a certain candidate and will no longer run if a particular candidate is elected to the Presidency. Mr. English also notes that Councillors sit on the hiring committee for the Secretary Treasurer, and notes that there had been some consideration to change the hiring process for the Secretary Treasurer, removing Councillors from the hiring panel.*

*Cathy Clarke noted that due to the elections processes, there was a very high opportunity cost last year, wherein much of the planning for the upcoming year was not able to take place and projects were not mapped out.*

### **Budget Update**

*Mr. English noted that Budgets are going well. He further noted that this year, the budgets would be more strategic. He noted that the Budget would be more clear and allocations with new trends to group together allocation to show where funds are being spent. The budget would be presented with trends and graphs with page numbers. The first draft with the executive composition was done, and the second draft of the budget would get sent out the Board in January or December via email.*

*Cathy Clarke noted that the initial one-on-ones had been completed. She noted that there were some patterns this year and what can be projected over the last year. Part time student reallocation had a large impact on budget projections, impacting the Budget by 80k, leaving a 100k loss. The Corporation is reviewing plans on how to mitigate losses going forward. She further noted that the Strategic Plan integrated into the 3 Year Budget.*

*Cathy Clarke noted that the plans would be created with the managers and the Board would be given the Budget as soon as possible.*

### **P. Demarco/ S. Franchetto/ Carried.**

## **10. INQUIRES AND OTHER BUSINESS**

*Procedural voting:*

*Mr. English noted some issues with respect o the execution of voting on purchases over 25K, given short timelines. He notes that in cases where the Board was not able to meet in person, that the authorization could take place via email.*

*Mr. Franchetto noted concerns for timelines that are too short and Board members are not able to make proper discussions. Mr. Franchetto requested upward of one week for decision making.*

*Mr. Demarco noted that voting via email would require a sufficient amount of information given to members with respect to the purchase in order to make an informed decision.*

*Cathy Clarke noted that due to the nature of the organization, a week would be too long, but the Board would be given a 24 hour lead time.*

*Mr. Maidment enquired as to whether teleconference could be used in order to facilitate meetings.*

*Mr. English noted that in some cases 24-72 hours would be all the time available for voting, and that this could be done via email.*

### **Board Retreat Discussion:**

*Mr. English proposed to the Board that a December Board Retreat are an opportunity to meet and strategize for the future. This meeting would allow the Board of Directors to invent strategies, beyond*

*the term that the members are currently in, and to create recommendations for future Board members.*

*Board members noted that December was not a good time, and that January would be a better time of the years to hold the Retreat. The Retreat would be one day in length and require the attendance of at least 6 members.*

**11. ADJOURNMENT OF MEETING**

*3:36p.m.*



## Board Meeting 5

15/01/2016

A meeting of the University Students' Council Board of Directors was held on the above date in the USC Board Room a 2:00pm with the following present:

From the Board: I. Jacobi (Chair), C. Maidment, P. Demarco, I. Lalani, S. Helpard, , J. English, S Kerr, R. De Sequeira, S. Franchetto, H. Zafari

From Management S. Courtice. K Pacheco

Regrets: None to note

### 1. **CALL TO ORDER**

The public meeting was called to order by Mr. Jacobi at 2:02:49pm.

### 2. **IN-CAMERA SESSION**

### 3. **DISCLOSURES OF INTEREST**

There were no conflicts of interest declared for the in-camera meeting.

### 4. **CHANGES TO AND ADOPTION OF THE AGENDA**

Mr. English requested that two items be added to the Agenda. He requested that a brief discussion about procedural voting via email be included on the Agenda, as well as the topic of the Board Retreat included in the New Business section of the Agenda as well.

**P. Demarco/ S. Franchetto/ Carried.**

### 5. **APPROVAL OF THE MINUTES**

The minutes from the September board of directors meeting were approved.  
The minutes from the October board of directors meeting were approved.

**H. Zafari / C. Maidment/ Carried.**

### 6. **COMMENTS FROM THE CHAIR**

Mr. Jacobi noted that the Appeals Board applications were open until September 24<sup>th</sup>. There were 4 applications at the time of the meeting.

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