



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	June 24, 2021	Time	7:00PM
Meeting Title	Board Meeting	Type	Regular
Meeting Chair	R. Sapra	Location	Virtual

Attendees		Regrets
Board	R. Sapra, Chair V. Vijay, Finance Committee Chair M. Parkin, HR Committee Chair C. Harasym, Governance Committee Chair Z. Fakirani, USC President K. Arora, Director C. Balas, Director I. Berry, Director P. Liang, Director	
Management	J. Armour, Chief Operating Officer V. Macauley, Senior Manager Finance and Compliance K. Pacheco, Senior Manager People and Development N. Soave, Senior Manager Government and Advocacy Services N. Szierer, Incoming USC Vice President Governance and Finance	
Guests	M. Reesor, Past USC President	
Recording Secretary	J. Higgins, Executive Assistant	

1. Call to Order:

The meeting was called to order at 7:02pm.

2. Disclosures of Conflict of Interest:

There were no conflicts of interest.

3. Adoption of Agenda:

MOTION - C. Harasym motioned to adopt the agenda. M. Parkin seconded the motion. The motion was approved.

4. Comments from the Chair:

R. Sapra welcomed everyone and thanked M. Reesor for attending for the COO PA.

5. USC Mission Moment:

J. Armour's daughter enrolled into the Reach program which is a long running USC program. As a parent, of a child enrolled in our programming, it was amazing and it hugely impacted her. These students are not guaranteed to go to Western, but we help them to fulfil our mission that a student can change the world.

6. Approval of Minutes:

6.1.	March 31, 2021 Minutes				
Motion to approve the minutes from the March 31, 2021 meeting.					
Moved	M. Parkin	Second	P. Liang	Approved	Unanimous
6.2.	May 26, 2021 Minutes				
Motion to approve the minutes from the May 26, 2021 meeting.					
Moved	M. Parkin	Second	P. Liang	Approved	Unanimous

7. Reports for Information:

7.1.	Executive & COO Report			Z. Fakirani & J. Armour	
Z. Fakirani summarized Roadmapping, Transition, and Executive Development sections of the report. J. Armour summarized the CCDI Conference, Union MOU Agreement, CBA Extension, and Return to Work sections of the report.					
C. Balas inquired if the written report should have read June 21 st . J. Armour agreed, and clarified that it was not July 21 st at written.					
Motion to accept the COO & Exec Report.					
Moved	C. Harasym	Second	C. Balas	Approved	Unanimous

8. Reports from Board Committees:

8.1.	Finance Committee			V. Vijay	
V. Vijay summarized the Finance Committee Report.					
C. Harasym inquired if there is a plan to use the cash surplus, as that is getting quite high. V. Macauley stated that there is a difference between the cash position and what arrives on the bottom line. She continued that we do need a plan for spending the surplus, or a discussion on what to do with it. J. Armour stated that we will have a better idea of a strategy at BOCO, as well as the Board authority over things like audited statements, then move into a motion at that meeting. He continued that this is a great place for the Executive and Board to be, where the Spoke budget is incredibly conservative and could blow that budget out of the water, and what is the spending on non-budgeted surplus.					
8.1.1.	F2021 April Financial Statements			V. Vijay	
BIRT the Board of Directors accept the F2021 April Financial Statements.					
Moved	I. Berry	Second	P. Liang	Approved	Unanimous

8.2.	Governance Committee			C. Harasym	
C. Harasym summarized the Governance Committee Report. There were no questions.					

8.2.1.	Community Standards Policy & Procedure	C. Harasym			
BIRT the Board of Directors pass the Community Standards Policy as amended.					
BIFRT the Board of Directors pass the Community Standards Procedure.					
Moved	C. Harasym	Second	K. Arora	Approved	Unanimous

8.3.	HR Committee	M. Parkin			
M. Parkin summarized the HR Committee Report. There were no questions.					
8.3.1.	COO Performance Appraisal	M. Parkin			
BIRT the Board of Directors accept the COO Performance Appraisal.					
Moved	K. Arora	Second	Z. Fakirani	Approved	Unanimous

Motion to accept the Committee Reports: items 8.1., 8.2., and 8.3.					
Moved	V. Vijay	Second	P. Liang	Approved	Unanimous

9. Confidential Session

Motion to go in camera.					
Time	7:30pm	Return	8:35pm		
Moved	C. Harasym	Second	M Parkin		

10. For Decision

10.1.	Vice Chair Election				
K. Arora and P. Liang nominated themselves to be considered as the 2021-22 Vice Chair. They were provided two minutes to state their interest and then took questions.					
V. Vijay inquired if P. Liang and K. Arora have had a similar opportunity to learn on a quick turn and any relevant Board experience. K. Arora stated that she was a Student Trustee for the Peel School Board and is very familiar with Roberts Rules. P. Liang stated that she has sat in on all committees, and has been involved with other governance organizations.					
Motion to elect P. Liang as Vice Chair for the 2021-2022 year					
Moved	K. Arora	Second	I. Berry	Approved	Unanimous

11. Inquiries and Other Business:

Projects Update – N. Szierer

N. Szierer stated that there is the possibility of a funding increase will be required to complete the Peer Support and Clubs Space renovations. If this happens, it will come forward to Finance Committee.

C. Harasym inquired on what amount we would be looking at. J. Armour stated it is likely in the six figure range. He continued that the Board has approved \$600,000, but the high price of supplies and lumber has had an effect. We will need to reprioritize our capital plan to pay for this. He stated that we want to be transparent.

C. Harasym inquired if this was standard course or was this an error in funding approval. J. Armour stated that it was both. He continued to explain that supply crashed and demand went up in the spring, and Facilities is not letting us use their internal project crew anymore and use an external contractor, which is about 50% more. There are about four or five factors, but the change in the industry and not using their crew are the two big ones.

12. Adjournment of Public Meeting:

Motion to adjourn at 8:58pm.