



## BOARD OF DIRECTORS – MEETING MINUTES

<b>Meeting Date</b>	July 17, 2022	<b>Time</b>	10:00am
<b>Meeting Title</b>	Board Meeting	<b>Type</b>	Regular
<b>Meeting Chair</b>	P. Liang	<b>Location</b>	Toronto

<b>Attendees</b>		<b>Regrets</b>
<b>Board</b>	P. Liang, Chair K. Arora, Governance Committee Chair C. Balas, HR Committee Chair A. Chen, Finance Committee Chair E. Gardner, USC President I. Berry J. Liu R. Mohamad	K. Henricus
<b>Management</b>	J. Armour, COO K. Pacheco, Senior Manager People and Development E. Biswurm, VP Governance and Finance	V. Macauley N. Soave
<b>Recording Secretary</b>	J. Higgins, Leadership Support Manager	
<b>Guests</b>	H. Majid, Organizational Support Intern	

### 1. Call to Order:

The meeting was called to order at 10:23AM.

### 2. Land Acknowledgement

### 3. Disclosures of Conflict of Interest:

There were no disclosures of conflict of interest.

### 4. Adoption of Agenda:

**Motion** – I. Berry motioned to approve the agenda. C. Balas seconded the motion. The motion was approved.

### 5. Comments from the Chair:

Thank you for the work in organizing this trip. I look forward to working with everyone this term. Please reach out if you need anything. The returning board directors will be happy to help you.

### 6. USC Mission Moment:

E. Gardner spoke to John Doerkson, and how he is accountable to the Western Board of Governors. He continued to state that he feels this accountability that the Board holds over him and his team is essential. He thanked the Directors for investing their time, as it is amazing to be surrounded by so many passionate people involved in this organization.

**7. Approval of Minutes:**

<b>7.1.</b>	<b>April 7, 2022 Meeting Minutes</b>
Motion to approve the minutes from the April 7, 2022 meeting. I. Berry motioned to approve. A. Chen seconded the motion. The motion was approved.	

<b>7.2.</b>	<b>April 19, 2022 Meeting Minutes</b>
Motion to approve the minutes from the April 19, 2022 meeting. I. Berry motioned to approve. A. Chen seconded the motion. The motion was approved.	

<b>7.3.</b>	<b>June 8, 2022 Meeting Minutes</b>
Motion to approve the minutes from the June 8, 2022 meeting. C. Balas motioned to approve. J. Liu seconded the motion. The motion was approved.	

**8. Reports for Information:**

<b>8.1.</b>	<b>Executive &amp; COO Report</b>	<b>J. Armour &amp; E. Gardner</b>
J. Armour, K. Pacheco summarized the Labour Relations Report. J. Armour summarized the USC full-time recruitment. E. Gardner summarized the Orientation and Transition section.  J. Liu inquired on what the staffing will look like in care tents for Orientation Week. E. Gardner stated it would be a mix of sophs, SGBV specialists and faculty.		

**9. Reports from Board Committees:**

<b>9.1.</b>	<b>HR Committee</b>	<b>C. Balas</b>			
C. Balas summarized the HR Report. There were no questions.					
<b>9.2.1.</b>	<b>Volunteer, Part-time Staff and Intern Purchasing Policy</b>	<b>C. Balas</b>			
A. Chen inquired when the policy would be up for review. K. Pacheco stated it would be added into the Governance Policy Tracker, which has them on three year cycles.  <b>BIRT the Board of Directors approve the Volunteer, Part-time Staff and Intern Purchasing Policy.</b>					
<b>Moved</b>	C. Balas	<b>Second</b>	A. Chen	<b>Approved</b>	Unanimous

<b>9.2.</b>	<b>Finance Committee</b>	<b>A. Chen</b>
A. Chen summarized the Finance Committee Report.  R. Mohamed inquired on our investment position based on the current economy and inflation rates. J. Armour stated that we don't have a mortgage and our investments are looking good.		

C. Balas inquired if we had enough in our investment to cover student fees, would that mean we would stop collecting student fees. J. Armour wouldn't suggest that.

E. Biswurm inquired on who regularly monitors our investments. J. Armour stated that we have a representative at TD who manages our investment portfolio. He continued to state that our representative is actually a VP.

<b>9.2.1.</b>	<b>F2022 March &amp; April Financial Statements</b>			<b>A. Chen</b>	
<b>BIRT the Board of Directors accept the F2022 March &amp; April Financial Statements.</b>					
<b>Moved</b>	J. Liu	<b>Second</b>	I. Berry	<b>Approved</b>	Unanimous

<b>9.3.</b>	<b>Governance Committee</b>			<b>K. Arora</b>	
K. Arora summarized the Governance Committee Report. There were no questions.					

<b>Motion to accept the reports provided by the Executive/COO, HR Committee, Finance Committee and Governance Committee.</b>					
<b>Moved</b>	K. Arora	<b>Second</b>	I. Berry	<b>Approved</b>	Unanimous

#### 10. Confidential Session

<b>Motion to go in camera.</b>					
<b>Time</b>	10:55am	<b>Return</b>	12:39pm		
<b>Moved</b>	R. Mohamed	<b>Second</b>	C. Balas		

#### 11. For Decision

<b>11.1.</b>	<b>COO Performance Appraisal</b>			<b>E. Gardner</b>	
<b>BIRT the USC Board of Directors accepted the COO Performance Appraisal as presented by E. Gardner in the confidential session.</b>					
<b>Moved</b>	C. Balas	<b>Second</b>	K. Arora	<b>Approved</b>	Unanimous

#### 12. Inquiries and Other Business:

13. Motion to adjourn at 12:40pm. I. Berry motioned to adjourn. R. Mohamed seconded the motion. The motion was approved.