



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	March 6, 2023	Time	3:00pm
Meeting Title	Board Meeting	Type	Regular
Meeting Chair	P. Liang	Location	Boardroom

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

1. Call to Order:

The meeting was called to order at 3:07pm.

2. Land Acknowledgement

3. Disclosures of Conflict of Interest:

There were no disclosures of conflict of interest.

4. Adoption of Agenda:

Motion – K. Henricus motioned to approve the agenda. J. Liu seconded the motion. The motion was approved.

5. Comments from the Chair: P. Liang apologized for not being able to attend in person, but looks forward to this year's Spring Retreat on Saturday.

6. Approval of Minutes:

6.1.	January 16, 2023 Meeting Minutes
Motion to approve the minutes from the January 16, 2023 meeting. R. Mohamed motioned to approve. E. Gardner seconded the motion. The motion was approved.	

7. Reports for Information:

7.1.	Appeals Board Update Report	W. Fawcett
Motion to accept the Appeals Board Update Report provided by Appeals Board Chair, Will Fawcett. K. Henricus motioned to approve. E. Gardner seconded the motion. The motion was approved.		

8. For Decision:

8.1.	USC F2024 Budget	E. Gardner
<p>E. Gardner summarized the F2024 USC Operating Budget, including high level changes to the Executive Budget through the AVP/Coordinator hourly payment. He stated that the goal was to keep things affordable with the ancillary fees we can control at 1.5% and the negotiated ones are as low as we can get them. There were no questions regarding the Executive budget.</p> <p>J. Armour gave the team kudos for being able to keep the fees at 1.5%, especially when you look at the inflation numbers across the country. He stated that there is some room to grow in the salaries, as it is difficult to hire and hold on to staff right now. He stated that the operations were budgeted conservatively. He stated that the USC is in a good, safe spot, to do more with less.</p> <p>E. Biswurm stated that a lot of the changes were the reallocation for the new Vice President structure. J. Armour added that the AVP being added to be there fulltime in the summer would be a part of that change as well.</p> <p>K. Pacheco spoke to the work done with the EDI Committee over the past few years, and how that influenced the decision to provide more equitable compensation to part-time staff.</p> <p>J. Liu inquired to what the Spoke/Wave projections were before lockdown and if they are back to those projection levels. V. Macauley stated that F2020 (created in spring 2019) had the Spoke projecting a \$400k surplus, and for this budget they are forecasting a \$356k surplus. She stated that they are cautiously optimistic, while not being overly optimistic. J. Armour provided clear direction for staff to focus on what we do and getting people used to working again.</p> <p>P. Liang inquired on the revenue from the USC Productions, and if there was way to operate at a profit. J. Armour stated that there are two ways that department gains revenue: charging for service or assess a fee to offset costs. He continued that they have yet to determine the model, but his preference would be a fee and encourage usage of all students in our spaces. He stated that these discussions will continue through the summer.</p> <p>P. Liang if he would anticipate any pushback if they switched to a fee based system. J. Armour stated that he would expect a lot of push back, especially from Clubs. He continued that we need to assess the volume to see the cost. We have the space and we have the staff, and those are the largest cost drivers. E. Biswurm stated that a lot of Clubs don't like the current fees, but we need to charge something otherwise they'll book everything so they have options. J. Armour added that was the conundrum, as it requires check and balance.</p>		

K. Arora inquired if there were any opportunities to reduce costs or processes through advocacy or media budgets. E. Gardner stated there's always opportunity, but with inflation increasing in general, each organization needs to increase with it, for example our OUSA fee went up by a few percent. He continued that if the USC was asked to cut the fee that's something we could do, but find the balance of giving the best experience possible while respecting their wallets. We just don't want to make any rash decisions right now with the high inflation rates.

K. Arora asked for quantitative measures we've looked into for evaluating our advocacy. E. Gardner stated that advocacy takes time, and is difficult to measure quantitatively. He continued to provide the example of Free the Dot which started 6 or 7 years ago, and this year had an 800k win. There are a million other changes, international student working hours, etc., but its hard to quantify the impact, but he has seen the benefits of the advocacy hours.

R. Mohamed inquired if the virtual doctor fee includes the promotion of the program, or just the platform. K. Pacheco stated that it is a third party service, MyWellness or MyVirtualDoctor are third party services and that's what they will charge us. She continued that everyone can opt out of that without proof of coverage as well. R. Mohamed inquired if there has a been a corresponding increase for advertising so students are aware of it. J. Armour stated we did a retreat two weeks ago and spoke about space and student awareness of places like peer support or clubs. He stated that they want to create a hub downstairs and move staff downstairs to inform students on our plan and all those different things. He stated that concurrently with that, under Geoff Pimlatt (Senior Manager Information Systems), we would want to see some promotion through our app/digitally/signage overall. K. Pacheco stated that we want to plug all the aspects of the plan, and investing in a full-time staff who will speak with affiliates and explain all the parts of the plan. She stated that the nice part of how it is now, you can a la carte choose what you want. You could opt out of health & dental but keep virtual doctor. We don't want to encourage people one way or the other, it's about education, and the full-time staff member has the ability to do this and communicate with students.

J. Liu inquired on how to inform students before the fall opt out deadline. K. Pacheco stated we have one of the latest opt outs of any school. She explained how there is a black out period where students can't use the plan until after the opt out period. She stated that opt outs open in July, so informing students and parents and working with the Registrar. She stated that Heather Kirkby our fulltime staff needs to be visible at O-Week and other events to know they can speak with a physical person to get a hold of us. They're working on the branding, but there are lots of strategies. We need to make it accessible and explain the process.

BIRT the Board of Directors approve the F2024 Operating Budget.

Moved	E. Gardner	Second	K. Henricus	Approved	Unanimous
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9. Inquiries and Other Business:

10. Motion to adjourn at 3:45pm. E. Gardner motioned to adjourn. K. Henricus seconded the motion. The motion was approved.