



## BOARD OF DIRECTORS – MEETING MINUTES

<b>Meeting Date</b>	March 31, 2023	<b>Time</b>	1:00pm
<b>Meeting Title</b>	Board Meeting	<b>Type</b>	Regular
<b>Meeting Chair</b>	P. Liang	<b>Location</b>	Boardroom

<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 K. Henricus J. Liu R. Mohamad	
<b>Management</b>	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
<b>Recording Secretary</b>	J. Higgins, Leadership Support Manager	
<b>Guests</b>	E. Berry, A. Vafaei, and G. Wu – Incoming Directors S. Mackay & D. Foster – Legal Representation – In Camera	

### 1. Call to Order:

The meeting was called to order at 1:08pm.

### 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. E. Gardner seconded the motion. The motion was approved.

**5. Comments from the Chair:** P. Liang took the opportunity to genuinely thank everyone for the opportunity as it will be her last meeting. She continued to state that in first year she was unaware of

what the USC did, and it was cool to be a part of the organization in a way that many don't have the opportunity to.

**6. USC Mission Moment:** E. Gardner gave his thanks for a great year, and stated that every President has said that the Board can be your worst nightmare, and they have been far closer to a best friend, and the best boss' he has ever had.

**7. Approval of Minutes:**

<b>7.1.</b>	<b>March 6, 2023 Meeting Minutes</b>
<b>Motion to approve the minutes from the March 6, 2023 meeting. K. Henricus motioned to approve. A. Chen seconded the motion. The motion was approved. [C. Balas abstained as she was not present at the meeting]</b>	

**8. Reports for Information:**

<b>8.1.</b>	<b>Executive &amp; COO Report</b>	<b>J. Armour &amp; E. Gardner</b>
<p>J. Armour and E. Gardner summarized the report. K. Pacheco highlighted the jump in application numbers, and high levels of engagement in the posted roles. E. Gardner added to the Advocacy section the addition of Municipal Lobby Week where they met with city officials regarding improvements for students. He added that Two Friends sales have increased, and we are closer to projected numbers.</p> <p>K. Henricus inquired if the 414 applications were a combined total for AVPs and Coordinators. K. Pacheco stated that it is for AVPs, Coordinators and Interns. K. Henricus inquired to the distribution between the roles? K. Pacheco stated that the lowest was the AVP role, but it was otherwise even across the roles.</p> <p>P. Liang inquired if there were any changes made in communications that led to the higher application count. K. Pacheco stated the importance of a clear posting, and the use of LinkedIn for the internship roles. She continued that Western came to meet with us, and advertised our internships within their program portals, which was valuable.</p> <p>K. Arora inquired if the political landscape and the changes to university funding and grants in the Canada 2023 Budget will influence our Council from an organization and strategic perspective. J. Armour stated that our research team is looking into this, but initial KMs look good for students but may constrict some opportunities depending on what gets cut. E. Gardner stated it's a waiting game right now, but the USC has gone through worse and have come out better. J. Armour stated that we are paying attention, and the first stage is "trust but verify", we will do our research and it will be top of mind moving forward.</p> <p>I. Berry inquired on what the desired result was for our advocacy lobby weeks. E. Gardner stated that the communication piece with advocacy is strategic, as not every topic is attention grabbing, but they're all important. He continued that we use our channels to communicate wins from our advocacy efforts and concrete changes that are being made.</p>		

**9. Reports from Board Committees:**

<b>9.1.</b>	<b>Governance Committee</b>	<b>K. Arora</b>
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K. Arora summarized the [Governance Committee Report](#). There were no questions.

<b>9.2.</b>	<b>Finance Committee</b>			<b>A. Chen</b>	
<p>Chen summarized the <a href="#">Finance Committee Report</a>. J. Armour spoke to the Purchasing Policy amendments that will be discussed further at the Board Conference. These variances are budgets being done a year in advance for a different executive. He stated that for an event like Purple Finale, there is a variance in that line, but overall the VPSSP budget is fine. He stated that as an organization, especially in student activities, we shouldn't leave money unspent, but we need to find a way to do that without having to report to the Board on every variance. On the provided report we need to discuss how to do that better, and reflect how we're actually doing things. J. Armour stated we need guidance as staff.</p> <p>P. Liang inquired as to what period the losses reported on the spreadsheet occurred in, as well as the year to date gain. A. Chen stated it's from November 2022. P. Liang requested more information and whether or no these losses should be a concern. J. Armour suggested a year over year trend, things in the market are rebounding. J. Liu found a formatting error that needs to be reviewed. J. Armour suggests a year over year report in the future.</p>					
<b>9.2.1.</b>	<b>F2023 Q2 Financial Statements</b>			<b>A. Chen</b>	
<b>BIRT the Board of Directors accept the F2023 Q2 Financial Statements</b>					
<b>Moved</b>	K. Henricus	<b>Second</b>	I. Berry	<b>Approved</b>	Unanimous
<b>9.2.2.</b>	<b>F2023 December Financial Statements</b>			<b>A. Chen</b>	
<b>BIRT the Board of Directors accept the F2023 December Financial Statements.</b>					
<b>Moved</b>	I. Berry	<b>Second</b>	K. Henricus	<b>Approved</b>	Unanimous
<b>9.2.3.</b>	<b>F2023 January Financial Statements</b>			<b>A. Chen</b>	
<b>BIRT the Board of Directors accept the F2023 January Financial Statements.</b>					
<b>Moved</b>	J. Liu	<b>Second</b>	K. Henricus	<b>Approved</b>	Unanimous

<b>9.3.</b>	<b>HR Committee</b>			<b>C. Balas</b>	
<p>C. Balas summarized the <a href="#">HR Committee Report</a>. K. Pacheco stated that we would present on the Organizational Chart at the Board Conference, and then we will get back to the Gap Analysis process in November 2024.</p>					

<b>9.4.</b>	<b>Gazette Publishing Committee</b>			<b>K. Henricus</b>	
<p>K. Henricus stated there was no GPC this cycle, and E. Berry will attend the next meeting on April 5<sup>th</sup>, which will confirm next year's front office editors. She stated that she met with Hope (2022-2023 EIC) and she has assured the transition of front office for this cycle and next.</p>					

**Motion to accept the reports provided by the Executive/COO, HR Committee, Finance Committee and Governance Committee.**

<b>Moved</b>	J. Liu	<b>Second</b>	I. Berry	<b>Approved</b>	Unanimous
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## 10. Confidential Session

**Motion to go in camera.**

<b>Time</b>	1:54pm	<b>Return</b>	2:34pm
<b>Moved</b>	E. Gardner	<b>Second</b>	A. Chen

**11. For Decision:**

<b>11.1.</b>	<b>Part-time Productions Bargaining Agreement</b>	<b>K. Pacheco</b>		
<p><b>BIRT the Board of Directors approve the part-time Productions CBA as presented in the Confidential Session.</b></p> <p><b>BIFRT the Board of Directors approve the hourly wage as proposed outside of the Board's original mandate.</b></p> <p><b>BIFRT the Board of Directors task management to account and report for the financial impacts on the previously approved F2024 operational budget due to the enhanced part-time employee compensation.</b></p>				
<b>Moved</b>	E. Gardner	<b>Second</b>	C. Balas	<b>Approved</b> Unanimous

**12. Inquiries and Other Business:**

**13. Motion to adjourn at 2:41pm. K. Henricus motioned to adjourn. A. Chen seconded the motion. The motion was approved.**