



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	August 24, 2023	Time	6:30PM
Meeting Title	Board Meeting	Type	Regular
Meeting Chair	K. Henricus	Location	Virtual
Recording Secretary	J. Higgins	Call to Order	6:32pm

Attendees		Regrets
Board	S. Ajak, USC President K. Henricus, Board Chair A. Chen, Governance Committee Chair J. Liu, Finance Committee Chair R. Mohamad, HR Committee Chair E. Berry, Director S. Rambharack, Director A. Vafaei, Director G. Wu, Director	
Management	J. Armour, Chief Operating Officer M. Kamphuis, Senior Manager Advocacy & Government Services J. Oware, Finance Manager K. Pacheco, Senior Manager People & Development	V. Macauley, Senior Accounting & Compliance
Guests	B. Gouveia, VP Student Services	

2. Disclosures of Conflict of Interest

K. Henricus and A. Chen declared their conflict of interest as Executive's on the Pre-Law Society.

3. Adoption of Agenda

MOTION – G. Wu motioned to adopt the agenda. J. Liu seconded the motion. The agenda was approved.

4. Comments from the Chairperson

K. Henricus welcomed everyone back. She stated that the Clubs Policy changes being discussed were approved at Council last night, and now they are up for Board review.

5. For Decision:

5.1.	Clubs Policy Review	M. Kamphuis
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The Directors reviewed the [Clubs Policy Review](#). M. Kamphuis reviewed how comprehensive the review was, as they started from scratch on this new document.

B. Gouveia stated that the Clubs Governance Board has been suggested to move under Board jurisdiction to align with Bylaw 1. A Councillor asked how students are leading policy efforts to advocate for clubs policy, and she stated within the CGB there is an advisory committee of 5-10 students who are part of a ratified club, and their job is to review the policy and make sure its working. Those recommendations go to the CGB, and the Board will be the second sober thought, to ensure the policy makes sense from a corporate standpoint.

B. Gouveia stated the new policy was created to be clear and concise, to be easily understandable, and give Executives more time to focus on their club and events. We have removed the ratification cap, and there will be two streams to provide an opportunity for a club to be ratified before the end of the school year. A new item is the Clubs Code of Conduct for principles of behaviour for inclusive and equitable space, as well as the Discrimination Procedure to fully support students. Students need to enjoy the system and make it as low stress as possible. We need to encourage their activities without getting in the way.

E. Berry inquired on the risk for Clubs Week if the cap on the number of ratified clubs is removed. He furthered his question to ask how they will determine who gets a spot and who doesn't. B. Gouveia stated that it wont be an issue this year, but we will be working on that this year to have solid recommendations to give to next year's VPSS for an idea of where they can go from here.

J. Liu inquired on the hiring process for the Clubs Support Committee. B. Gouveia stated that the CGB will be responsible for hiring this committee. She continued to state that they will use resources like the clubs Instagram, and they have all the clubs emails to contact them directly.

G. Wu inquired on how many new clubs we are expected with the removal of the cap. B. Gouveia stated that there will likely be an increase over the next couple of years, but she expects it to plateau as we can't have duplicate clubs.

R. Mohamed inquired on the financial and resource impact of a higher number of clubs. J. Armour stated that he hopes it's so successful that we feel a burden our on resources, as we want to see how big and great the program can be. We have invested in and adjusted the staffing model for the clubs program to provide the best support possible. This will be something for the team to report back to the Board on in terms of how this is working out.

K. Henricus requested an update on hiring goes for the Clubs Advisory committee. B. Gouveia clarified that the CGB is responsible for the hiring process and it could change from year to year.

K. Henricus inquired on when this policy would next be reviewed. M. Kamphuis' recommendation would be to give this a one year cycle and for B. Gouveia to work with the incoming VP Student Services to bring a report to BOCO for changes, improvements, etc. She continued that after that review it could go to a three-year cycle.

BIRT the Board approve the change in jurisdiction for the Clubs Governance Board.

BIFRT that Board approve the changes to the Clubs Governance Board Terms of Reference.

BIFRT the Board approve changes to the Clubs Policy Handbook.					
Moved	S. Rambharack	Second	E. Berry	Approved	Unanimous

5.2.	Clubs Discrimination, Harassment and Violence Reporting Procedure	K. Pacheco			
<p>The Directors reviewed the Clubs Discrimination, Harassment and Violence Reporting Procedure as provided by K. Pacheco.</p> <p>K. Pacheco stated that right now in our Harassment Policy the Clubs system fall under the jurisdiction of the university which doesn't seem to fit the new policy. We believe this procedure will help set out expectations for conduct in the clubs and any Clubs Executive is akin to a supervisor. We will be including this in clubs training for all Executives (800+). They will also receive virtual HR training including this procedure and EDI training.</p> <p>S. Rambharack inquired on when the next review will be of the procedure. K. Pacheco stated they could also review this at BOCO along with the Clubs Policy.</p> <p>K. Henricus inquired on when the Student Code of Conduct would come into play with this procedure. K. Pacheco stated that the answer is twofold. When a complaint comes in, it goes to SM People and Development first to define if it's a clubs issue or a personal issue, as it has to be in the context of club's issue. If the issue was personal it would be guided through the process of reporting through the Code. If it's a club's issue, and we determine something serious has happened, it would again be up to the student to declare through the Code as we cannot pass it along on behalf of the student, the student has to go through the Code directly.</p> <p>R. Mohamed inquired if this document should be reviewed by our legal counsel. K. Pacheco stated that the recommendations out of this procedure came from our lawyer after a problematic investigation last year. She continued to state that she feels confidently that it mirrors our procedure on the staff side while taking into account clubs are members of the community/volunteers. Our current lawyer, Stuart, gave those recommendations and they were included in a letter to CGB.</p> <p>K. Henricus inquired on the timeline for disclosure. K. Pacheco stated that they will use reasonability, but formally two months.</p> <p>K. Pacheco stated that they tried to shorten Clubs training to a reasonable amount, with some asynchronous options. The goal is to have everyone understand that there is a procedure and process to deal with this. We hope it acts as a deterrent for people who don't take this opportunity seriously.</p>					
BIRT the Board of Directors approve the Clubs Discrimination, Harassment and Violence Reporting Procedure.					
Moved	A. Vafaei	Second	S. Rambharack	Approved	Unanimous

5.3.	Appointment of Director to CGB Hiring Panel	M. Kamphuis			
<p>As per the new Clubs Governance Board Terms of Reference, the hiring panel for the five students at large of the CGB requires a member of the Board. The Directors discussed who would sit on this panel. G. Wu and A. Vafaei nominated themselves to the hiring panel, and the Directors provided an email vote.</p>					

BIRT the Board of Directors appoint G. Wu to the CGB Hiring Panel.					
Moved	J. Liu	Second	A. Chen	Approved	Unanimous

6. Inquiries and Other Business:

7. Adjournment of Public Meeting:

Motion to adjourn at 7:22pm					
Moved	S. Rambharack	Second	G. Wu	Approved	Unanimous