



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	October 11, 2023	Time	4:30pm
Meeting Title	Board Meeting	Type	Regular
Meeting Chair	K. Henricus	Location	Boardroom

Attendees		Regrets
Board	K. Henricus, Chair A. Chen, Governance Committee Chair R. Mohamed, HR Committee Chair J. Liu, Finance Committee Chair S. Ajak, USC President G. Wu S. Rambharack A. Vafaei E. Berry	
Management	J. Armour, COO K. Pacheco, Senior Manager People and Development M. Kamphuis, Senior Manager Advocacy and Government Services J. Oware, Finance Manager	V. Macauley, Senior Manager Finance and Compliance
Recording Secretary	J. Higgins, Leadership Support Manager	
Guests		

1. Call to Order:

The meeting was called to order at 4:38pm.

2. Land Acknowledgement

3. Disclosures of Conflict of Interest:

There were no disclosures of conflict of interest.

4. Adoption of Agenda:

Motion – G. Wu to approve the agenda. E. Berry seconded the motion. The motion was approved.

5. Comments from the Chair: K. Henricus stated that everyone is busy, so we will go through this quickly.

6. USC Mission Moment: S. Ajak provided the mission moment, and spoke about September and what that meant for the students, Executives, clubs, and Council. He spoke to the engagement he has seen

with the Clubs system as well as the Councillors, and how great it is to see everyone invested in the USC. He stated that, the values this year's Executive are focusing on are hard to quantify, but you see it in your everyday interactions with students; students are responsive to what we're doing and they appreciate it.

7. Approval of Minutes:

7.1.	July 16, 2023 Meeting Minutes
Motion to approve the minutes from the July 16, 2023 meeting. S. Rambharack motioned to approve. A. Vafaei seconded the motion. The motion was approved.	
7.2.	August 24, 2023 Meeting Minutes
Motion to approve the amended minutes from the August 24, 2023 meeting.	
G. Wu indicated she was listed as absent, but she was present, as well as a misspelling of her name in the minutes.	
S. Rambharack motioned to approve the amended minutes. A. Vafaei seconded the motion. The motion was approved.	

8. Reports for Information:

8.1.	Executive & COO Report	J. Armour & S. Ajak
J. Armour and S. Ajak summarized the COO & Executive Report .		
J. Liu inquired on any debriefs done regarding this year's Orientation Week. S. Ajak stated that their Welcome Waves programming and collaboration between faculty and residence sophs both had very positive feedback. He stated that there needs to be improvements made on event security, with collaboration between security and soph teams, so this will be addressed moving forward.		
S. Rambharack inquired if there is a way to improve communications with Housing staff, residence staff, dons and sophs. S. Ajak stated that he can try to help influence that, but he can't control it, as Housing is under the Western umbrella. K. Pacheco stated that one of the big misconception and rub, is the difference between signing on as a residence soph as opposed to a faculty soph. She continued to state that the faculty soph experience is much shorter and the commitment is different; on the outside it looks disorganized but we want to distinguish the different leadership opportunities. S. Ajak stated in his conversations with the sophs highlighting the differences between what the USC does and what Western does, and helping understand the differences.		
S. Ajak provided an overview on the Brescia amalgamation, and updated the Board on how the USC has offered support to the current BUCSC executives through this transition.		
G. Wu inquired about what changes to the governance structure at Brescia was discussed. S. Ajak stated we had recommendations when we met with Brescia, but they told us to hold off on suggestions as they don't know what they need yet. He continued that they have taken our suggestions back to review and will come back to us when they have questions.		
J. Liu inquired on any creative ways to fund food support, such as moving around items in our current budget. S. Ajak stated this was one of B. Gouveia's first solutions, as she would like to reallocate the		

salaries budgeted for two positions that were not hired towards more heavily used areas of her portfolio. K. Henricus stated that Directors should be aware if there is a large increase in the food support budget for F2025 that there has been a high increase in demand for these services. K. Pacheco clarified this service was originally intended to be a support for those in crisis, but we are now operating more like a food bank, as we are not set up for that as it would require a full time staff support.

J. Armour highlighted how the club executives were trained and the importance of noting that this training was mandatory.

J. Liu inquired on how many clubs complaints have been received. K. Pacheco stated that there has been two. She continued that the policies and training are working, and more people observing things that are happening and letting us know. She stated that there has not been any student to student harassment declared, but rather something that they deemed as inappropriate.

E. Berry inquired if there will be training offered in January, as you can now apply for ratification and be ratified within the same school year. M. Kamphuis stated the idea was a consolidated version of it in January, then in September they would need to do it again.

9. Reports from Board Committees:

9.1.	Governance Committee			A. Chen	
A. Chen summarized the Governance Committee Report .					
K. Henricus stated that the Bylaw 2 changes have passed at Council. She stated that the CRO gave a presentation to Council to explain it along with S. Ajak.					
9.1.1.	Bylaw #2 Amendments			A. Chen	
Whereas the USC Elections are over regulated and difficult to understand;					
Whereas the way in which the USC Elections rules are written acts as a barrier to easy entry for students into student politics;					
BIRT the Board of Directors approves Bylaw 2 as amended.					
BIFRT the Board of Directors accepts the transfer authority of Bylaw 2 and all elections-related policies and procedures to the USC Board of Directors.					
Moved	E. Berry	Second	J. Liu	Approved	Unanimous

9.2.	Finance Committee			J. Liu	
J. Liu summarized the Finance Committee Report .					
K. Henricus inquired on where they came up with the figures in the Financial Approval and Reporting Policies. J. Liu stated that they wanted to reflect what we were doing already, as well as comparing with other student organizations and non-profits.					
S. Rambharack inquired if the variance with accounts receivable normal. J. Liu, stated that when accounts receivable is lower that's not a bad thing, and a lot of things are just timing. She continued					

that we avoid giving out credit. J. Armour stated that the end of August depends when the holiday is and that changes how people bill us. He continued that it will all level itself out.						
9.2.1.	F2024 June, July and August Financial Statements				J. Liu	
BIRT the Board of Directors accept the F2024 June, July and August Financial Statements.						
Moved	S. Rambharack	Second	G. Wu	Approved	Unanimous	
9.2.2.	Financial Approvals Policy				J. Liu	
BIRT the Board of Directors approve the Financial Approvals Policy.						
Moved	J. Liu	Second	S. Ajak	Approved	Unanimous	
9.2.3.	Financial Reporting Policy				J. Liu	
BIRT the Board of Directors approve the Financial Reporting Policy.						
Moved	E. Berry	Second	A. Chen	Approved	Unanimous	

9.3.	HR Committee				R. Mohamed	
R. Mohamed summarized the HR Committee Report . K. Pacheco stated we will further discuss the COO Merit Plan in camera.						
9.3.1.	COO Merit Pay				R. Mohamed	
BIRT the Board of Directors accept the proposed COO Merit Plan.						
Moved	S. Rambharack	Second	E. Berry	Approved	Unanimous	
9.3.2.	Discrimination, Harassment and Violence Prevention Policy Amendments				R. Mohamed	
BIRT the Board of Directors approves the Discrimination, Harassment and Violence Prevention Policy amendments.						
Moved	S. Rambharack	Second	A. Vafaei	Approved	Unanimous	

Motion to accept the reports provided by the Executive/COO, HR Committee, Finance Committee and Governance Committee.					
Moved	J. Liu	Second	A. Chen	Approved	Unanimous

10. Confidential Session

Motion to go in camera.					
Time	5:49pm		Return	6:29pm	
Moved	E. Berry		Second	A. Chen	

11. For Decision:

11.1.	Executive Final Reports				K. Pacheco	
BIRT the Board of Directors approve the 2022-2023 Executive final reports for payment as per the Interim & Final Reports Procedure.						
Moved	A. Chen	Second	A. Vafaei	Approved	Unanimous	

12. Inquiries and Other Business:

13. Motion to adjourn at 6:31pm. S. Rambharack motioned to adjourn. A. Vafaei seconded the motion. The motion was approved.