



BOARD OF DIRECTORS – MEETING MINUTES

<b>Meeting Date</b>	March 1, 2024	<b>Time</b>	1:30pm
<b>Meeting Title</b>	Board Meeting	<b>Type</b>	Regular
<b>Meeting Chair</b>	K. Henricus	<b>Location</b>	Boardroom

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

**1. Call to Order:**

The meeting was called to order at 1:35pm.

**2. Land Acknowledgement**

**3. Disclosures of Conflict of Interest:**

There were no disclosures of conflict of interest.

**4. Adoption of Agenda:**

**Motion** – E. Berry motioned to approve the agenda. S. Rambharack seconded the motion. The motion was approved.

**5. Comments from the Chair:** Big welcome to incoming president and directors. This shouldn't be too long of a meeting, but should provide a good example of the work we do on the Board.

**6. USC Mission Moment:** S. Ajak provided the mission moment regarding the election of our VP University Affairs and VP External Affairs which is very exciting. At the USC September and March are some of the busiest for the USC, so things are busy but good things are happening.

**7. Approval of Minutes:**

<b>7.1.</b>	<b>February 2, 2024</b>
<b>Motion to approve the minutes from the February 2, 2024 meeting. J. Liu motioned to approve. A. Vafaei seconded the motion. The motion was approved.</b>	

**8. Reports for Information:**

<b>8.1.</b>	<b>Executive &amp; COO Report</b>	<b>J. Armour &amp; S. Ajak</b>
<p>J. Armour and S. Ajak summarized the <a href="#">COO &amp; Executive Report</a>. K. Pacheco highlighted the upcoming Inspire Conference and how it came about through the efforts of the USC EDI Committee. K. Pacheco reviewed the hired VP hiring process and stated that the positions are resonating with students. K. Pacheco provided an update on Women in House which provides the delegates selected with a PD opportunity through a member of our alumni along with a networking lunch at the end of the month.</p> <p>J. Liu inquired if they credit campaign school with the increased number of election candidates or if people more engaged just by being on campus. M. Kamphuis stated that they had the highest uptake on campaign school ever, and people are talking about it. She continued to state that people are on campus and back in the in-person swing of things. She stated that there are always things we don't know about in terms of how the faculty councils recruit, but its likely a combination of all the factors.</p> <p>J. Liu inquired if there are plans to collect feedback from the Inspire Conference, and if yes, how can we use this momentum to inform decisions in the future. K. Pacheco stated that Western Student Experience contacted us to include a slide for their Accessibility Fair, and that's a good idea about feedback but it is something we could do. She stated that the program is a priority for J. Armour, and this committee can keep doing that and going forward getting more feedback.</p> <p>S. Rambharack inquired on if anything done during last year's election could be done again to increase voter turnout. S. Ajak stated that we didn't do much differently this year. He stated that student voter turns out is about awareness and candidate information, some years its high and contentious and some years it isn't, there is no single answer. He stated that E. Kalaydjian did a great job as the onus is on the candidates for the most part to raise awareness and get people interested. M. Kamphuis stated that voter turnout is low across every level of government, we are not unique in that situation.</p> <p>S. Rambharack inquired on the selection process for the entrepreneurship challenge. S. Ajak stated that there was a general application form on our website. J. Armour stated that S. Ajak created a lot of excitement when he visited the Morissette Institute; which started as Biz Inc. in the basement of the UCC. S. Ajak stated that all the entrepreneurial ideas had the stipulation that they had to support students, so it's practical advocacy.</p> <p>G. Wu stated that due to the bad economy there are a decreased number of internship positions available in the workforce. She inquired on the current number of Intern positions available and how that has changed over the past few years. K. Pacheco stated that the USC is hiring six interns this year which are paid a salary based on our lowest staff salary. She continued to state that in our CBA we are</p>		

allowed to hire interns on a one year contract and they can do union work. She stated that every year we adjust and correct the level of work required, but we aim to keep it around 10% of our staffing pool. In two areas we created part-time opportunities where they were previously volunteer: Food Support and Team USC, so creating more opportunity there as well. As the program evolves, and we see value in positions, we need a staff available to mentor in a supervisory role or union member doing the same work.

R. Mohamed applauded the Clubs President’s Dinner as a great idea and initiative as this could help with elections and other USC engagement.

**9. Reports from Board Committees:**

<b>9.1.</b>	<b>Governance Committee</b>	<b>A. Vafaei</b>			
A. Vafaei summarized the <a href="#">Governance Committee Report</a> .					
<b>9.1.1.</b>	<b>Policy Updates</b>	<b>A. Vafaei</b>			
BIRT that the Board approve changes to the <a href="#">Risk Identification Policy</a> .					
BIRT that the Board approve change to the <a href="#">Governance Committees Terms of Reference</a> .					
<b>Moved</b>	E. Berry	<b>Second</b>	G. Wu	<b>Approved</b>	Unanimous

<b>9.2.</b>	<b>Finance Committee</b>	<b>J. Liu</b>			
J. Liu summarized the <a href="#">Finance Committee Report</a> .					
<b>9.2.1.</b>	<b>F2024 December Financial Statements</b>	<b>J. Liu</b>			
R. Mohamed inquired on the Safe Transit line. J. Amour stated the accounting just has it sit in a different line.					
R. Mohamed inquired on increases in costs to transit and health as they appear higher than other fees. J. Armour stated that anything that is up over 1% is a contractually negotiated agreement like with LTC, and it’s the same with the health and dental in trying to get it to stabilize and those are 7%.					
BIRT that the Board of Directors accept the <a href="#">F2024 December Financial Statements</a> .					
<b>Moved</b>	S. Ajak	<b>Second</b>	A. Vafaei	<b>Approved</b>	Unanimous

<b>9.3.</b>	<b>Gazette Publishing Committee Report</b>	<b>E. Berry</b>			
E. Berry summarized the <a href="#">GPC Report</a> .					
K. Henricus inquired when front office hiring would be complete. E. Berry stated first they hire for Editor in Chief, then the full composition should be complete prior to the next Board meeting.					

<b>Motion to accept the reports provided by the Executive/COO, Finance Committee, Governance Committee and Gazette Publishing Committee.</b>					
<b>Moved</b>	S. Rambharack	<b>Second</b>	R. Mohamed	<b>Approved</b>	Unanimous

**10. For Decision:**

10.1.	F2025 USC Corporate Budget	S. Ajak
<p>S. Ajak presented the F2025 USC Corporate Budget. He highlighted the jurisdiction of the Board to focus on the corporate lines, and the Council have oversight on fees and the executive budgets.</p> <p>J. Liu inquired on why the Wave is projecting a deficit while the Spoke is projecting a surplus. J. Armour stated that historically the Lounge runs at a deficit, the Wave breaks even, and the Spoke runs a surplus. He continued that the Wave has higher costs due to his ability to cater and provide programming, along with being more service driven than profit driven. He stated the budgets are conservative, as the Wave will not likely lose that much money and the Spoke will likely make more money than estimated. K. Pacheco added in that the service models of both locations require different management levels; the Spoke can cover with a supervisor where the Wave requires a full time manager and kitchen staff making a much more complicated structure.</p> <p>R. Mohamed spoke to the Wave aiding in the student experience from her time involved in clubs. She stated they were more accommodating and safe for students. J. Armour looks forward to seeing increased club and activity numbers, as we need to do a better job of directing them to the best and safest places to go. K. Pacheco stated that we are also true to our mission by employing students which we wouldn't do if we wanted to be profitable.</p> <p>Emilie inquired if it's typical for student unions to give the Ombudsperson that much money. J. Armour stated we would need to do research to find out if it's typical, but it is a 50/50 shared amount with Western. R. Mohamed stated the Ombudsperson website does not indicate the USC at all, and it appears as a Western initiative. M. Kamphuis stated that the previous ombudsperson would attend Council and present and make it clear that it's 50/50, so the change in personnel might be impacting that but will look at the comparison with other schools.</p> <p>S. Rambharack noted that it's outside their jurisdiction, but inquired if there were any major changes in the Executive budget. S. Ajak stated there was a 0% increase from last year. S. Rambharack inquired on the 5-7% increase. K. Pacheco stated those are fee increased determined by the PurpleCare Board of Trustees, which has a Board and Councillor representative.</p> <p>R. Mohamed inquired if the amount the USC spends on board development is in line with programs across other schools. J. Armour inquired if she has a concern or if she thinks an element of training is missing. R. Mohamed stated that she wanted to check for conflict of interest sake, as they are investing in themselves. K. Pacheco stated that what the USC spends would be high compared to anyone else, as we want to be student led and we want you to know how to do your job and that can come at a higher expense. She continued that the investment we have made in board development has built an engagement that we didn't have before; we invest in the directors and in turn the directors commit to their responsibilities.</p> <p>E. Berry inquired if any thought has been given to the USC covering off the contractually obligated fee increases over 1% from cash flow to keep all fees at 1%. J. Armour stated the concern would be if the providers discover another source of revenue that it would undermine our negotiations. M. Kamphuis stated that our advocacy at the LTC to keep fee increases low is that students can't afford it, another revenue stream would make the price much higher.</p> <p>R. Mohamed applauded the team for keeping the fees that we can control low. She inquired on if there was any insight on student perception on ancillary fees? S. Ajak stated that it varies where</p>		

those not involved in the process don't understand the nuance, and just want it to stop going up. He continued that Council is happy with the 1% increase and had similar questions on the contracted ones.

J. Armour reassured the Board that the priorities down the road are still well in hand, and as student enrollment increases, a lot of the costs will remain the same. He stated that Council unanimously approved their portion and the fee bill, the Board will vote on the corporate side, and then it will go to Property and Finance of the Board of Governors to approve in April.

**BIRT** the Board of Directors approve the [F2025 Corporate Budget](#).

<b>Moved</b>	G. Wu	<b>Second</b>	R. Mohamed	<b>Approved</b>	Unanimous
--------------	-------	---------------	------------	-----------------	-----------

## 12. Inquiries and Other Business:

K. Pacheco followed up with J. Liu regarding her question from the last meeting on how we will maintain a wellness program without the wellness policy. K. Pacheco stated that the removed policy was a committee structure, and the change is in the budget under staff culture. She stated that the investment will go towards programs like USC Talks, our staff gym, and the wellness benefit which allows people spend on what they want. She stated that we are providing both corporate and individual options. That specific policy was that it was a committee, rather than something J. Armour reports on or dedicate budget to.

M. Kamphuis added that the policy was strict about what the committee would do, and committees are not always the best way to do that. She stated that by eliminating that committee and putting that line with a specific team of staff to execute, you're still getting those initiatives. Its just a structural change of how they're making decisions.

J. Liu appreciated the clarification and had no further questions.

**13. Motion to adjourn at 3:21pm. S. Ajak motioned to adjourn. S. Rambharack seconded the motion. The motion was approved.**