



BOARD OF DIRECTORS – MEETING MINUTES

Meeting Date	February 28 2025	Time	1:00pm
Meeting Title	Board Meeting	Type	Regular
Meeting Chair	E. Berry	Location	UCC 301
Recording Secretary	J. Higgins	Call to Order	1:04pm

Attendees		Regrets
Board	E. Berry, Board Chair E. Kalaydjian, USC President G. Wu, Vice Chair & Finance Committee Chair A. Vafaei, Governance Committee Chair K. Hyles, HR Committee Chair M. Haas B. Yu J. Liu	
Management	J. Oware, Finance Manager M. Kamphuis, Senior Manager Advocacy & Government Services K. Pacheco, Senior Manager, People & Development G. Pimlatt, Senior Manager, Information Systems J. Armour, Chief Operating Officer	
Guests	Sukhman Sunner, Incoming Director Shivohum Nar, Incoming Director	

2. Land Acknowledgement

3. Disclosures of Conflict of Interest

There were no conflicts of interest.

4. Adoption of Agenda

MOTION – G. Wu motioned to adopt the agenda. M. Haas seconded the motion. The agenda was approved.

5. Comments from the Chair: Welcomed the two incoming Directors present, Shivohum Nar and Sukhman Sunner.

6. USC Mission Moment: J. Armour provided this month’s mission moment. He explained that the student executives from CUSA (Carleton University Student Union) are here today to speak to us about how we do what we do so well. He stated that there are proud moments detailing what we do, and the

ability to spread that USC knowledge. In combination with that, we have a Breaking Barriers Conference on right now, which is an iteration of the Women in House program of years past. I'm proud to work with student leaders on campus and those who visit from other campus'. J. Armour spoke to the importance of strengthening all student associations, allowing for a greater student voice overall.

7. Approval of Minutes:

7.1.	January 31, 2025
Motion to approve the minutes from the January 31, 2025 meeting. A. Vafaei motioned to approve. G. Wu seconded the motion. The motion was approved.	

8. Reports from Board Committees:

8.1.	Governance Committee	A. Vafaei
<p>A. Vafaei summarized the Governance Committee Report.</p> <p>J. Liu asked whether an observer would need to commit to the full two-year term to be considered for a future position. K. Pacheco clarified that transparency is key, and while a two-year commitment is ideal, participating for even one year still offers valuable experience to include on a resume. The goal isn't necessarily for observers to apply later, but to ensure coverage when someone steps away. The observer role could serve as a training ground or simply provide exposure and experience.</p> <p>J. Liu suggested hiring observers for just one year to open opportunities for students further along in their academic careers. K. Pacheco supported the idea, noting that it provides a clearer understanding of the role from the start and allows for greater flexibility. E. Berry appreciated that this approach would make enforcing the attendance policy easier.</p> <p>K. Pacheco referenced S. Rambharack, who proactively stepped down knowing she wouldn't be available, and emphasized that this setup helps safeguard the group from members who may not communicate their availability honestly.</p> <p>E. Berry asked whether one-year observers would still attend training and participate in committees. A. Vafaei confirmed they would act in the same capacity, as long as expectations are met. M. Haas added that observers could move between committees without being tied to one.</p> <p>A. Vafaei highlighted that even a one-year term, especially for third-year students, would offer insight into the USC's operations and open unexpected opportunities—overall a net positive for the organization. K. Pacheco agreed, saying this aligns with the mission of providing developmental opportunities. A one-year option could be more attractive to students, allowing them to contribute and then pursue other roles in the community. There's interest, based on what she and Jaclyn have observed, but it's something that needs to be tested.</p> <p>A. Vafaei noted that currently the observer role is tied to the Board of Directors hiring process, possibly as a fallback for unsuccessful director candidates. He suggested including an option on the application to express interest in the observer role. K. Pacheco agreed, saying they could offer it to unsuccessful candidates or post it separately, as some people may not want to commit to two years. Offering both options could help better assess applicants.</p>		

G. Wu raised a concern that checking the observer box might harm a candidate’s chances of being hired as a director. J. Liu felt the opposite—it might improve their chances. K. Pacheco pointed out that candidates can choose not to express interest in the observer role if they prefer. M. Kamphuis mentioned a precedent, where CRO and Speaker candidates can apply for deputy roles if unsuccessful.

Finally, J. Liu asked if the role would be offered to unsuccessful candidates from the current hiring round. K. Pacheco confirmed this, noting that two strong candidates would be contacted, and if they decline, the position would be posted publicly.

8.1.1.	Bylaw 1 Amendments	A. Vafaei			
BIRT the Board of Directors approve the amendments to Bylaw 1					
Moved	E. Berry	Second	M. Haas	Approved	Unanimous

8.2.	HR Committee	K. Hyles			
K. Hyles summarized the HR Committee Report . K. Pacheco stated that we will try to hire someone for the Alternate Director role in order for them to attend Winter Retreat, but as it approaches that may be difficult.					
G. Wu inquired how the Attendance Policy will apply to the Alternate Director. A. Vafaei stated that there is no direct application in its current state. J. Liu raised the concern that if there is no impact to them from the Attendance Policy, then they may not have any more experience than someone new if they don’t show up. M. Kamphuis provided a recommendation to update the Attendance Policy to include the Alternate Director.					
8.2.1.	Board Evaluation Survey	K. Hyles			
BIRT the Board of Directors accept the results of the 2024-2025 Board Evaluation Survey.					
Moved	M. Haas	Second	J. Liu	Approved	Unanimous
8.2.2.	Alternate Director Proposal	K. Hyles			
BIRT the Board of Directors approve the Alternate Director Proposal.					
Moved	E. Berry	Second	M. Haas	Approved	Unanimous

8.3.	Gazette Publications Committee	K. Hyles			
K. Hyles summarized the Gazette Publications Committee Report .					
J. Liu inquired what the GPC is expecting for front office elections and if they’re concerned about any vacancies. G. Pimlatt stated there is one candidate for Editor in Chief and Deputy Editor, and two running for Managing Editor. J. Liu further inquired if this is a normal amount of applicants. G. Pimlatt stated that normally they receive applicants for Editor in Chief as it is the most desired position, and then unsuccessful candidates are offered the other two roles.					
E. Berry inquired on the sentiment of those running for positions. G. Pimlatt stated that D. Brown has indicated they’re all good candidates, and will be happy with any of them in the roles.					

8.4.	Finance Committee	G. Wu			
G. Wu reviewed the F2026 Corporate Budget which was discussed at the last meeting of the Finance Committee.					

E. Kalaydjian gave a full presentation on the budget earlier in the month at Finance Committee, and J. Armour confirmed that nothing has changed since then—it remains as presented.

M. Haas inquired about the increase in the corporate admin alumni program budget. K. Pacheco explained that the rise is due to the organization’s upcoming 60th anniversary. J. Armour has sponsored a major event, along with several others leading up to it, to engage as many alumni as possible. This milestone is seen as an opportunity, celebrated once every decade, to reconnect with alumni who have significantly contributed to the organization.

J. Armour emphasized the importance of highlighting the achievements of past members—from the Gazette, the executive, and beyond—and reminding Western of the lasting impact of the organization. He even floated ideas like a statue or time capsule to mark the occasion. The goal is to fully celebrate 60 years of legacy.

K. Pacheco added that, compared to institutions like Purdue, where students have longstanding traditions (like touching a statue before exams), Western lacks unifying traditions. This anniversary could be a chance to create some, including honoring Vicki Macauley, a staff member who recently passed away from cancer. The team wants to ensure the celebration is meaningful and respectful. J. Armour concluded by expressing confidence in the turnout, stating their pride in what they’ve built.

8.4.1.	F2026 Corporate Budget	G. Wu			
BIRT that the Board of Directors approve the F2026 USC Corporate Budget.					
Moved	J. Liu	Second	A. Vafaei	Approved	Unanimous

Motion to accept the reports provided by the Finance Committee, Governance Committee, HR Committee and the Gazette Publishing Committee.

Moved	J. Liu	Second	A. Vafaei	Approved	Unanimous
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9. Confidential Session

Motion to go in camera.

Time	1:49pm	Return	2:09pm
Moved	J. Liu	Second	M. Haas

10. For Decision

10.1. 2025-2026 Clubs Governance Board Ratification

J. Higgins

BIRT the Board of Directors ratify the membership of the 2025-2026 Clubs Governance Board to include: Jack Harris, Jack Pennington, Kyla Trinh, Ryan Rakusin and Zariah Lewis-Dacres.

Moved	A. Vafaei	Second	K. Hyles	Approved	Unanimous
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11. Inquiries and Other Business:

11.1. Board Attendance Policy Updates

M. Kamphuis

BIRT the Board of Directors approve the amendments to the Board Attendance Policy to include the Alternate Director.

Moved	J. Liu	Second	A. Vafaei	Approved	Unanimous
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12. Motion to adjourn at 2:12pm. M. Haas motioned to adjourn. J. Liu seconded the motion. The motion was approved.