



Wilfrid Laurier University Students' Union Meeting of the Board of Directors

Location: Students' Union Boardroom, Waterloo
Date: September 11th, 2018, 7:30 PM

The Strategic Ends of the Students' Union

The Organization exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience and an enhanced student life. The costs of these benefits will be justified by the results.

In no specific order of priority, students will benefit from:

- An affordable, accessible, and high quality academic experience
- A safe, sustainable, and empowering environment
- Diverse and inclusive social interaction
- Products and services that cater to the financial needs of students

Land Acknowledgement:

We acknowledge the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee People.

Start	Duration	Agenda Item	Type	Presenter
6:00 PM	6:01 PM	Call to Order & Land Acknowledgement	adm	Chair Kovacs
6:01 PM	6:01 PM	Adoption of Agenda	D	Chair Kovacs
6:02 PM	6:03 PM	Adoption of Consent Agenda	D	Chair Kovacs
		Ad Hoc Committee "Get out and Vote" Final Report		
6:03 PM	6:04 PM	Regrets	adm	Chair Kovacs
6:04 PM	6:05 PM	Conflicts of Interest	adm	Chair Kovacs
6:05 PM	6:07 PM	Comments from the Chair of the Board & CGO	fi	Chair Kovacs
6:07 PM	6:10 PM	Comments from the President & CEO	fi	President Plummer
6:10 PM	6:12 PM	Comments from the Executive Director & COO	fi	ED Champagne
6:12 PM	6:15 PM	Items Pulled from Consent Agenda	if/D	Chair Kovacs
6:15 PM	6:35 PM	Board Meeting Schedule	D	Chair Kovacs
6:35 PM	6:55 PM	Ad Hoc Committee "Get out and Vote" Recommendations	fd/D	Director Spourdalakis
7:10 PM	7:25 PM	Vice Chair Honorarium	if/D	Chair Kovacs
7:25 PM	7:30 PM	Student Life Levy Vote Pass Discussion	fi/D	Chair Kovacs
7:30 PM	7:31 PM	New Business & Announcements	fd	Chair Kovacs
7:31 PM	8:01 PM	In Camera Session	D	Chair Kovacs
8:01 PM	8:01 PM	Adjournment	D	Chair Kovacs
Total	2hr01min			

REMINDER:

1) The next Board Meeting is **Sept 21st or 25th at 5pm or 10pm** on the Waterloo Campus Pending Approval

LEGEND:

- fi, For Information
- fd, For Discussion
- D, Decision required
- adm, Administrative task
- if, If Required

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75 University Ave., West
Waterloo, ON, N2L 3C5
519.884.0710 x3335
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Directors of the Board,

First and foremost, I would like to say how excited I am for the freshly arrived school year. The journey we are about to undertake will involve many healthy and vibrant discussions at the Board table. I look forward to the hard work right we will undertake for the betterment of the students of Laurier.

I am writing this letter to you today to express concerns surrounding the summer trend of poor communication that proved to be problematic. In order to best turn the page so that we can have a productive year for the students, the organization and least of all, ourselves I implore you to regularly check your director email addresses and communicate clearly, effectively and efficiently.

Due to a lack of proper communication that resulted in a lack of quorum, we were forced to cancel the meetings scheduled for July 29th & August 26th. We have all made a commitment to the students of Laurier and the organization and we must take this responsibility seriously.

We need to be better with our communication.
We need to be better with our attendance.
We need to be more accountable.

The calendar has turned the page and now that we are all back at our respective campuses, let us also turn the page on these matters and move forward together. We need to be the board the students' elected and the organization needs.

Thank you for your understanding. I have complete faith in our commitment as a board.

With regards,

Adam Kovacs

The Board will follow an annual agenda that completes the examination of Board policies and consistently improves Board performance through Board education

The Board will:

1. Compile an annual agenda that will conclude each year on the last day of April so that administrative planning and budgeting can be based on accomplishing a one-year segment of the most recent statement of long term Ends. It will include, but is not limited to:
 - a. Consultations with the ownership;
 - b. Governance education and presentations that are related to Ends determination;
 - c. Training of Board members and Board-elect;
 - d. Outside monitoring assistance;
 - e. A report of meeting minutes, discussion, and performance evaluations from the previous Board;
 - f. Cost of Governance budget for the next fiscal year that concludes in April;
 - g. A date to review the remuneration of the office of the President in November. This is separate from Presidential performance, which will be reviewed according to BMD#2d1, *Monitoring Executive Performance*;
 - h. The review, through the formation of Direct Inspection Committees, of no less than one fourth of all active policies.

<schedule on following pages>

Policy	Frequency (Times per year)	Periods of Monitoring	Method
GP#1 Global Governance Process	1	6	Internal Report
GP#2a Governing Style	1	7	Internal Report
GP#2b Board Job Description	2	8, 13	Internal Report
GP#2c Board Code of Conduct	1	8	Internal Report
GP#2d Chair Job Description	3	4, 8, 12	Internal Report
GP#2e Vice Chair Job Description	2	4, 8, 12	Internal Report
GP#2f Board Committee Principles	2	7, 11	Internal Report
GP#2g Board Committee Structure	2	7, 11	Internal Report
GP#2h Annual Governance Planning	1	3	Internal Report
GP#2i Chief Returning Officer Constraint	1	11	Internal Report
GP#2j General Meetings	1	11	Internal Report
GP#2k Governance Financial Accountability	1 (if needed)	4	Internal Report
BMD#1, #2a, #2b, #2c, #2d1, #2d2	1	1, 8	Informal Internal Report
BMD#1, #2a, #2b, #2c, #2d1, #2d2	2	6, 10	Informal Board Self Evaluation
BMD#1, #2a, #2b, #2c, #2d1, #2d2	1	13	Formal Internal Report

4-Year Direct Inspection Cycle			
Year 1	Year 2	Year 3	Year 4
EL#2d EL#2j EL#2m GP#2b GP#2f GP#2g3 GP#2h BMD#1 BMD#2d1	EL#2a EL#2e EL#2h EL#2n GP#2a GP#2c GP#2g GP#2i BMD#2d2	EL#2b EL#2f EL#2L GP#1 GP#2d GP#2g1 GP#2j BMD#2b BMD#2d3	EL#1 EL#2c EL#2g GP#2e GP#2g2 GP#2k GP#2g4 BMD#2a BMD#2c E#1

Policy	Frequency (Times per year)	Periods of Monitoring	Method
Ends	1	13	Internal Report
EL #1 Global Executive Constraint	2	4, 12	Internal Report
EL #2a Treatment of Consumers	2	3, 8	Internal Report
EL #2b Treatment of Staff	1	6	Internal Report
EL #2c Compensation & Benefits	2	6, 12	Internal Report
EL #2d Financial Condition & Activities	3	4, 10, 13	Internal Report
	1	8	External Report
	2	7, 12	Board Direct Inspection
EL #2e Financial Planning & Budgeting	3	4, 10, 13	Internal Report
EL #2f Asset Protection	3	4, 10, 13	Internal Report
EL #2g Communication & Support to the Board	1	6	Internal Report
EL #2h Executive Succession	1	3	Internal Report
EL #2j Hiring Practices – Unpaid Staff	2	7, 12	Internal Report
EL #2l General Meetings and Elections	1	11	Internal Report
EL #2m Transition of Staff	1	13	Internal Report
EL #2n Hiring Practices – Paid Staff	2	6, 10	Internal Report

Proposed Fall Meeting Schedule – Tuesdays		
Date	Time	Period
11-September-18	10 pm	5
25-September-18	10 pm	6
9-October-18	10 pm	7
23-October-18	10 pm	7
6-November-18	10 pm	7
20-November-18	10 pm	8
4-December-18	10 pm	8

2018-19 Proposed Monitoring Schedule

Meeting	Time	Period	Policies Monitored
May 12 th	6:00 PM	1	BMDs
June 24 th	6:00 PM	2	
July 29 th	6:00 PM	3	GP#2h, EL#2a, EL#2h
August 26 th	6:00 PM	4	GP#2d, GP#2e, GP#2k ¹ , EL#1, EL#2d, EL#2e, EL#2f
Sept. 11 th	10:00pm	5	
Sept. 25 th	10:00pm	6	GP#1, EL#2b, EL#2c, EL#2g, EL#2n
Oct. 9 th	10:00pm	7	
Oct. 23 rd	10:00pm	7	GP#2a, GP#2f, GP#2g, EL#2d/e/f (D.I.), EL#2j
Nov. 6 th	10:00pm	7	
Nov. 20 th	10:00pm	8	GP#2b, GP#2c, GP#2d, GP#2e, EL#2a, EL#2d (E.R.)
Dec. 4 th	10:00pm	8	BMDs
January 8-12 th	TBD	10	EL#2d, EL#2e, EL#2f, EL#2n
January 22-26 th	TBD	10	
February 5-9 th	TBD	11	GP#2f, GP#2g,
February 26-2 nd	TBD	11	GP#2i, GP#2j, EL#2l
March 5-9 th	TBD	12	GP#2d, GP#2e, EL#1, EL#2c, EL#2d/e/f (D.I.), EL#2j
March 19-23 th	TBD	12	
April 3 or 4 th ²	TBD	13	EL#2d, EL#2e, EL#2f, EL#2m, GP#2b
April 23 – 27 th	TBD	13	BMDs, E#1

¹ GP#2k is only monitored when there are capital purchases.

² April 3rd and 4th are Exam Study Days

Proposed Fall Meeting Schedule – Fridays		
Date	Time	Period
11-September-18	5 pm	5
21-September-18	5 pm	6
5-October-18	5 pm	7
19-October-18	5 pm	7
2-November-18	5 pm	7
16-November-18	5 pm	8
30-November-18	5 pm	8

2018-19 Proposed Monitoring Schedule

Meeting	Time	Period	Policies Monitored
May 12 th	6:00 PM	1	BMDs
June 24 th	6:00 PM	2	
July 29 th	6:00 PM	3	GP#2h, EL#2a, EL#2h
August 26 th	6:00 PM	4	GP#2d, GP#2e, GP#2k ³ , EL#1, EL#2d, EL#2e, EL#2f
Sept. 11 th	5:00pm	5	
Sept. 21 th	5:00pm	6	GP#1, EL#2b, EL#2c, EL#2g, EL#2n
Oct. 5 th	5:00pm	7	
Oct. 19 th	5:00pm	7	GP#2a, GP#2f, GP#2g, EL#2d/e/f (D.I.), EL#2j
Nov. 2 nd	5:00pm	7	
Nov. 16 th	5:00pm	8	GP#2b, GP#2c, GP#2d, GP#2e, EL#2a, EL#2d (E.R.)
Nov 30 th	5:00pm	8	BMDs
January 8-12 th	TBD	10	EL#2d, EL#2e, EL#2f, EL#2n
January 22-26 th	TBD	10	
February 5-9 th	TBD	11	GP#2f, GP#2g,
February 26-2 nd	TBD	11	GP#2i, GP#2j, EL#2l
March 5-9 th	TBD	12	GP#2d, GP#2e, EL#1, EL#2c, EL#2d/e/f (D.I.), EL#2j
March 19-23 th	TBD	12	
April 3 or 4 th ⁴	TBD	13	EL#2d, EL#2e, EL#2f, EL#2m, GP#2b
April 23 – 27 th	TBD	13	BMDs, E#1

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"Get Out and Vote" Committee Final Report

August 26th, 2018

The **"Get Out and Vote" Committee** was struck on June 24th 2018, with the mandate to figure out how to increase voter turnout and engagement for all elections that take part at Laurier. This involves recommending changes to existing rules, suggesting new ones, and coming up with innovative methods of furthering student involvement in the electoral process. The membership of this committee consisted of: Chair Kovacs, Director Spourdalakis, Director Shah, President & CEO Plummer, Director of Policy Research & Advocacy Muller, Executive Director & COO Champagne, and CRO Freiburger. The committee met on July 16th and July 26th. This committee has managed to compile a host of suggestions aimed at improving multiple aspects of the Students' Union's electoral process with an end-goal of increasing voter turnout.

Engaging Student Faculty Presidents

The committee suggests:

- President & CEO Plummer engage student faculty presidents to brainstorm further ideas for increasing the voter turnout in each respective faculty.

Increasing Board Diversity

The committee suggests:

- The Students' Union complete research with respect to increasing the diversity of the Board of Directors and encouraging a broader range of Laurier students to run in elections.

Reevaluating Open Forums & Presidential Debates

The committee suggests:

- The Students' Union complete a review of the effectiveness of Open Forums & Presidential Debates and seek more interactive ways for electoral candidates to communicate with students.

Increased Information Sessions

The committee suggests:

- The implementation of additional information sessions regarding the elections process to:
 - Increase awareness surrounding the election period.
 - Further educate both potential candidates and students on the electoral process and positions available.

Changes to Ownership Linkage: GP #2g1

The committee suggests:

- That GP #2g1 should be altered to reflect the following change:
 - Ownership Linkage responsibilities should be assumed by all Directors on the Board and the process should be perpetual in that each Director has a responsibility to engage in two-way communication with students throughout their term. See GP #2g1 in [Appendix A](#).

Creative Interactions

The committee suggests:

- President & CEO Plummer task his operational team with the goal of brainstorming additional ways to interact with students in a creative manner to increase awareness of important information regarding Students' Union activities.

Student Publications

The committee suggests:

- That President and CEO Plummer collaborate more closely with student publications to find the best way to maximize reach across both campuses in regards to elections.

In closing, this committee hopes these suggestions will lead to an increase in voter turnout and student engagement moving forward; ensuring the voice of Laurier students is being heard and well-represented.

Respectfully Submitted,



Director Spourdalakis
Chair of the "Get Out and Vote" Committee

Products:

1. Develop ownership linkage events for the Board with;
 - a. A schedule to ensure consistent two-way communication with members;
 - b. An implementation plan to include all Directors;
 - c. A budget that does not unnecessarily burden the organization;
 - d. A focus on engagement, transparency, and feedback; and
 - e. Specific, measurable, attainable, realistic, and timely goals.
2. A report on ends-based feedback from the members.

Authority:

1. This committee shall bring forward recommendations to the Board to be adopted by consensus regarding ownership linkage and establishing a public presence on campus.

Composition:

Membership shall consist of:

- a. The Chair of the Board;
- b. Four (4) Directors to be elected by the Board, with one (1) spot reserved for a representative from each campus; and

Time Frame:

1. This committee shall present a report to the Board no less frequent than bi-monthly with a midterm summary report on or before December 1 and a final summary report on or before April 1 of the academic year.

Products:

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Tuesday, September 11th, 2018

Summary

- The Vice Chair has never had an honorarium
- Their job description is short (GP2E) yet they also encompass the Chair Role (GP2D)
- Proposal of honorarium of \$1500
- Would be a part of Chairman Budget
- Minimum Wage has increased so we need to look at all major positions

Issue

The Vice chair is an elected position by the board like the chair and works hand and hand with the chair. They must be the second most knowledgeable and become the chair if necessary, yet they are not paid. Depending on each year they can have many or little roles depending on who is chair and CGO. Yet it is never actually defined what they are doing. Furthermore, with minimum wage increase has caused prices to increase since the Vice Chair is expected to do more they should be gifted for their time.

Worth Noting

- The Chair Honarium was created because of the amount of work put in elections
- The Vice Chair role is a part time job considering their active involvement with the board
- The Vice Chair sits on whatever committees the Chair designates them too and chair those committees if necessary and other responsibilities the chair gives them
- Whenever the Chair is unable to perform a duty it is the Vice Chair's Role

Conclusion

- Allows the Vice Chair to be repaid for work they accomplish
- Of the three biggest roles of the Board Vice Chair is the only one unpaid
- Board will be updated about the change in policy and update from VP and Chris Turner

Action Required

- Majority vote of yes is required on motion approving the number of \$1500 or another similar too
- Developing a "job criteria" to determine their exact responsibilities and change policy GP2E

The Vice Chair is an officer of the Board whose purpose is to protect the Board from the loss of CGO services.

The Vice Chair will:

1. Ensure that they are sufficiently familiar with all Board-relevant material.
 - a. The Vice Chair will be kept abreast of all Board relevant material by the CGO.
2. Ensure that all Board documents and filings are accurate, current and timely.
3. Have access to Board documents.
4. The compilation and facilitation of the Board's mid-year and end-of-year evaluation of the Chair.
5. Participate in the creation of the Agenda Package.
6. Review the minutes to be free of errors.
7. Participate and or act as the Chair/CGO's representative in Committee meetings the Chair/CGO cannot attend/oversee/ask to attend to.
8. Run/Facilitate Board Meetings if the Chair/CGO is absent and/or a conflict of interest.
 - a. At a minimum Run/Facilitate 1 Board meeting in the summer semester and depending on the schedule for meetings run one or more per semester.
9. Be at meetings at the request of the president or any other fulltime staff if the Chair/CGO cannot attend.
10. Receive an honorarium of \$xxxx, adjusted by inflation according to the Consumer Price Index, from May 1, 2018 until April 30, 2020, unless the Vice Chair wishes to assume a smaller honorarium.
11. Be the liaison from Directors to the Chair/CGO if the circumstance arises.
12. Attend to any other duties assigned by the Chair/CGO.
13. Be apart of 4 Direct Inspection Committees and act as a resource as the Chair/CGO, determination of which Direct Inspection Committees will be determined by the Chair/CGO and the Vice Chair which will be presented to the Board for approval.

