



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

Location: Students' Union Boardroom, Waterloo  
Date: May 12th, 2018, 6:00 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 | 6:02 PM  | Adoption of Agenda  | D    | Chair Kovacs      |
| 6:02 PM | 6:04 PM  | Adoption of Consent Agenda  | D    | Chair Kovacs      |
| 6:04 PM | 6:05 PM  | Monitoring Reports: BMD#1, #2A, #2B, #2C, #2D1, #2D2, #2D3  | D    | Chair Kovacs      |
| 6:05 PM | 6:06 PM  | Adoption of Minutes: April 28, 2018   | D    | Chair Kovacs      |
| 6:06 PM | 6:07 PM  | Conflicts of Interest   | adm  | Chair Kovacs      |
| 6:07 PM | 6:10 PM  | Comments from the Chair of the Board & CGO  | fi   | Chair Kovacs      |
| 6:10 PM | 6:25 PM  | Comments from the President & CEO   | fi   | President Plummer |
| 6:25 PM | 6:35 PM  | Comments from the Executive Director & COO  | fi   | ED Champagne      |
| 6:35 PM | 6:48 PM  | Amendment to BMD #2B  | D    | Chair Kovacs      |
| 6:48 PM | 6:50 PM  | Items Pulled from the Consent Agenda  | D    | Chair Kovacs      |
| 6:50 PM | 7:10 PM  | Governance and Elections Budget   | D    | Chair Kovacs      |
| 7:10 PM | 7:25 PM  | Over 10k Expenditures   | D    | Chair Kovacs      |
| 7:25 PM | 7:45 PM  | Vice Chair Honorarium   | D    | Chair Kovacs      |
| 7:45 PM | 8:00 PM  | President Salary  | D    | Chair Kovacs      |
| 8:00 PM | 8:08 PM  | Summer Board Meeting Schedule   | D    | Chair Kovacs      |
| 8:08 PM | 8:18 PM  | Fall & Winter Meeting Schedule Frequency & Location   | D    | Chair Kovacs      |
| 8:18 PM | 8:20 PM  | Monitoring Schedule   | D    | Chair Kovacs      |
| 8:20 PM | 8:40 PM  | Committee Elections:<br>Direct Inspection Committee: EL #2d<br>Direct Inspection Committee: EL #2j<br>Direct Inspection Committee: EL #2m | D    | Chair Kovacs      |
| 8:40 PM | 8:45 PM  | New Business & Announcements  | fd   | Chair Kovacs      |
| 8:45 PM | 8:46 PM  | Adjournment   | adm  | Chair Kovacs      |
| Total   | 2hr46min |   |      |                   |

#### REMINDERS:

- 1) Check to make sure your wlu emails are working
- 2) The next Board Meeting is June 24th (pending board approval) at 6:00pm on the Waterloo Campus
- 3) Make sure to reach out to Chair Kovacs & Vice-Chair Bourrie if you have any questions!
- 4) To those who have been elected to the Direct Inspection Committees, I will be in touch regarding a training session
- 5) If you have any suggestions to make board meetings better let me know!

#### LEGEND:

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

## **Board-Management Delegation #1 “Global Board-Management Delegation”**

This interpretations-based monitoring report for Board-Management Delegation Policy #1 “Global Board-Management Delegation” is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



Adam Kovacs  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 12th, 2018

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**(Board Policy is indicated in bold typeface throughout.)**

**POLICY STATEMENT BMD#1: The Board will: Hold the President and Chief Executive Officer as their sole official connection to the operational organization, its achievements, and conduct.**

### CGO INTERPRETATION

I define “President and Chief Executive Officer” as being the highest-ranked person within the organization who has been elected by the students of the institution to serve in that position. I interpret “Board’s sole official connection” as being the only employee responsible to the Board of Directors for the organization. Further, I interpret this to mean that the President is the only person within the organization that the Board directly oversees. I interpret “operational organization” to mean the aspects of the Students' Union that pertain to its daily functions and duties as well as execution. I interpret “achievements” to mean all of the stated and unwritten goals accomplished by the organization and its staff. I interpret “conduct” to mean the way the organization handles its work and interacts with both external and internal partners.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President & CEO is the only operational staff within the organization to in which the Board gives direction.

## Board-Management Delegation #2a "Unity of Control"

This interpretations-based monitoring report for Board-Management Delegation Policy #2a "Unity of Control" is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



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*(Board Policy is indicated in bold typeface throughout.)*

**POLICY STATEMENT a1: The Board will: Ensure that decisions or instructions of individual Board members, Officers, or Committees are not binding on the president.**

### CGO INTERPRETATION

I define "decisions or instructions" as meaning directions that are handed down by a specific body or person. I interpret "individual Board members" as being one specific Director who currently sits on the Board of Directors. I interpret "Officers" as the three signing authorities outlined in Article VII of the constitution, including the Chief Governance Officer (CGO), the Chief Executive Officer (CEO), and the Chief Operating Officer (COO), who are each empowered to lead a department within the organization. I interpret "committees" to be bodies within the Board of Directors that are struck to fulfill a specific mandate. I define "binding" as the obligation that the person who receives instruction is required to follow it.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1) The only body that assigns instruction to the president is the Board of Directors.

**POLICY STATEMENT BMD#2a1a: Unless the Board has specifically authorized such exercise of authority.**

CGO INTERPRETATION

I interpret “specifically authorized” as meaning the Board of Directors has given a person or committee to execute a function on its behalf. I interpret “exercise of authority” as meaning that the person or committee has been given power by the Board of Directors to act on its behalf and is therefore binding on the president.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Other than the Board, only those specifically empowered by the Board to do so will give instructions to the President.

**POLICY STATEMENT BMD#2a2: The Board will: Remain cognizant of their motions to ensure that they do not take a material amount of staff time or funds, nor are disruptive, unless necessary for the Board to function.**

CGO INTERPRETATION

I define “cognizant of their motions” to mean that the Board of Directors will be aware of the decisions that they have made. I interpret “material amount of staff time or funds” to mean a sizable portion of staff resources and hours that if absent, could put them at risk of not being able to perform their job-specific duties. I interpret “disruptive” as interrupting duties. I interpret “necessary for the Board to function” as meaning that a directive must be fulfilled to ensure effective governance within the organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Board decisions do not unnecessarily detract from the ability of Students' Union employees to perform their job-specific duties.
- 2) Students' Union employees execute all Board decisions that are necessary for it to function.

## **Board-Management Delegation #2b “Accountability of the President”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2b “Accountability of the President” is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



Adam Kovacs  
Chair of the Board and Chief Governance Officer  
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***(Board Policy is indicated in bold typeface throughout.)***

**POLICY STATEMENT BMD#2b1: The Board will: Hold the President fully accountable for all organizational operations.**

### CGO INTERPRETATION

I interpret “hold the President fully accountable” to mean that the Board of Directors will assess the performance of the Students' Union through the President. The Board of Directors is mandated to hold the President solely accountable for the organization. I interpret “organizational operations” to be the day-to-day functions and execution of duties within the Students' Union.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board takes appropriate actions when responding to Presidential performance regarding Students' Union operations.

**POLICY STATEMENT BMD#2b2a: The Board will: View Presidential Performance as identical to organizational performance, so that: organizational accomplishment of a reasonable interpretation of Board-stated Ends.**

### CGO INTERPRETATION

I interpret "Presidential performance" as the execution of the job-specific duties that the President holds. I interpret "identical" to mean that two items are viewed as the same. I interpret "organizational performance" to mean the functioning and operations of the Students' Union as a whole. I interpret "organizational accomplishment" to be the outcome that arise from the work and operations of the Students' Union and its staff. I define "reasonable interpretation" to mean a fair judgement that can be arrived at by one person but can be confirmed by the collective decision by a group regarding a specific policy. I interpret "Board-stated Ends" to be the policies that the Board has set out in the Ends to dictate what the Students' Union needs to aspire to achieve through its functions.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board draws no formal distinction between the performance of the President and the performance of the organization.
- 2) All actions of the Students' Union are done in accordance to the Ends Policies.

**POLICY STATEMENT BMD#2b2b: Avoidance of Board-proscribed means will be viewed as successful President performance.**

#### CGO INTERPRETATION

I define "avoidance of Board-proscribed means" to be compliance with the Executive Limitation (EL) policies. I interpret "successful Presidential performance" to mean that the Students' Union is following stated policies.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All Executive Limitation (EL) policies are in compliance.

**POLICY STATEMENT BMD#2b3: The Board will: Never give instructions to persons who report directly or indirectly to the President.**

#### CGO INTERPRETATION

I interpret "give instructions" to mean assigning a task or modifying the behavior of a specific person. I interpret "report directly or indirectly" to mean that a person is held accountable for their actions through their superior.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:



1) The Board of Directors gives instructions to no other person than the President, an Officer of the Organization such as the COO, or governance staff, including but not limited to the CRO, HDRO and Board Secretary.

**POLICY STATEMENT BMD#2b4: The Board will: Not evaluate, either formally or informally, any staff (unless requested by the President and CEO) other than the President.**

#### CGO INTERPRETATION

I interpret “evaluate formally or informally” to mean the assessment of the performance of a Students’ Union employee. I interpret “staff” to be any person who is paid or unpaid within the organization and is expected to perform a function or task. I Interpret “unless requested by the President and CEO” as a board member participate in any form of evaluation as defined by the President & CEO.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board evaluates no other employee than the President.
- 2) Email documentation given to the CGO.

## **Board-Management Delegation #2c “Delegation to the President”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2c “Delegation to the President” is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



Adam Kovacs  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 12th, 2018

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*(Board Policy is indicated in bold typeface throughout.)*

**POLICY STATEMENT BMD#2c1: The Board will: Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.**

### CGO INTERPRETATION

I interpret “develop policies” to mean that the Board will establish and pass motions regarding the future and direction of the Students' Union. I interpret “instructing the President” to mean that Board policies will dictate how the President will perform their duties. I define “specified results, for specified recipients, at a specified cost” to mean that the Board will outline what it expects the President to achieve within reasonable means. I further interpret ‘reasonable’ to mean of fair judgment that can be achieved individually and confirmed collectively by the board. I interpret “systematically” to mean that Board decisions fall into an outlined plan for a specific purpose. I interpret “Ends policies” to be policies outlining what the Board determines what the Students' Union must work towards in its activities. I interpret “means issues” to be the parameters in which the organization must function to achieve the specified Ends.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board will have Ends (E) policies that the President must work towards.
- 2) All policies regarding means exist within the Executive Limitation (EL) policies.

**POLICY STATEMENT BMD#2c2: The Board will: Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.**

## CGO INTERPRETATION

I interpret "limit the latitude that the President may exercise" to mean that the Board will specify what the President may not do when exercising their duties. I interpret "organizational means" to be the ways in which the Students' Union accomplishes the Ends set out by the Board. I interpret "delegated to the President" to mean the authority that only the President must execute the duties of that office.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board limits the latitude of the President through Executive Limitations (EL) policies.
- 2) The Board does not outline what the President must do to achieve the Organization's Ends, rather what the President will not do.

**POLICY STATEMENT BMD#2c3: The Board will: Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.**

## CGO INTERPRETATION

I interpret "global level" as being the highest level of policies in a Policy Governance structure. I define "aggregate of limitations" as being all policies that follow the global policy.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Any attempts to embrace the scope of the previous policies will be justified by the President to the Board's satisfaction.

**POLICY STATEMENT BMD#2c4: The Board will: Authorize the President to establish all further policies, make all decisions, take all action, establish all practices and develop all activities so long as they use any reasonable interpretation of the Board's Ends and Executive Limitations policies.**

## CGO INTERPRETATION

I interpret "authorize the President" to mean that the Board of Directors has delegated the President to perform a duty or function. I interpret "all further policies" to mean Students' Union policies that are not established by the Board of Directors. I interpret "reasonable interpretation" to mean that a similar conclusion that could be arrived at individually and confirmed collectively by a body such as a board regarding a specific policy.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

The Board places no further limitations on the President than what is set out in the Board's Ends and Executive Limitations.

**POLICY STATEMENT BMD#2c4a: Such decisions of the President shall have full force and authority as if decided by the Board.**

## CGO INTERPRETATION

I define "full force and authority" to be the power to make decisions that must be followed within the organization. I interpret "as if decided by the Board" to mean that such decisions carry the same weight, authority and expected compliance as those that are made by the Board of Directors.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All Presidential decisions outside of Board control will be binding on the Students' Union.

**POLICY STATEMENT BMD#2c5: The Board will: Have the authority to change its Ends and Executive Limitations policies.**

## CGO INTERPRETATION

I define "have the authority" to mean the ability to make decisions at its own accord. I interpret "change" as meaning the Board can modify the policies as it deems fit.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Only the Board changes its policies.

## **Board-Management Delegation #2d1 "Monitoring Executive Performance"**

This interpretations-based monitoring report for Board-Management Delegation Policy #2d1 "Monitoring Executive Performance" is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



Adam Kovacs  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 12th, 2018

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**(Board Policy is indicated in bold typeface throughout.)**

**POLICY STATEMENT BMD#2d1.1: The Board will: Determine the degree to which Board policies are being met through monitoring.**

### CGO INTERPRETATION

I define "degree to which Board policies are being met" to mean the level of compliance that is demonstrated by the President. I interpret "monitoring" as the action of assessing whether Board policies are in compliance.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All relevant Board policies are monitored throughout the year.

**POLICY STATEMENT BMD#2d1.1a: Information that does not do this will not be considered monitoring data.**

### CGO INTERPRETATION

I interpret "information that does not do this" to be data that does not demonstrate either compliance, or the lack of compliance. I interpret

“monitoring data” to be information that aids in the determination of the degree of compliance.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All information pertaining to monitoring reports that is presented to the Board is relevant when assessing compliance.

**POLICY STATEMENT BMD#2d1.2a: The Board will: Acquire monitoring information by one or more of three methods: by INTERNAL report: in which the President discloses interpretations and compliance information to the Board.**

#### CGO INTERPRETATION

I interpret “monitoring information” to be all relevant data that aids in the determination of compliance. I define “disclosing interpretations” as the President presenting their thoughts on the meaning of the relevant policy. I define “compliance information” to be the President’s determination on whether the policy in question is in compliance.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board receives monitoring reports of every Executive Limitation and Ends policy over the course of the year.

**POLICY STATEMENT BMD#2d1.2b: The Board will: Acquire monitoring information by one or more of three methods: by EXTERNAL REPORT: in which an external, disinterested 3<sup>rd</sup> party selected by the Board assesses compliance with the President’s interpretation of Board policies.**

#### CGO INTERPRETATION

I interpret “external, disinterested 3<sup>rd</sup> party”, as a body that is neither the Board of Directors, the President, any other body within the Students’ Union, or a partner of the Students’ Union. I interpret “assesses compliance” as determining whether the President is in compliance with relevant Board policies.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board tasks a third party with assessing Presidential compliance and the information collected is presented to the Board.

**POLICY STATEMENT BMD#2d1.2c: The Board will: Acquire monitoring information by one or more of three methods: by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.**

#### CGO INTERPRETATION

I define "designated Board member or members of the Board" to mean Directors chosen by the Board to perform a specific task. I define "assess compliance" as determining whether the President is following a specific policy. I interpret "President's interpretation" as the thoughts of the President as to what a specific policy means. I interpret "appropriate policy criteria" as the means that must be met to bring a policy into compliance.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All Board Direct Inspection committees report to the Board regarding the compliance of the specific policy they were tasked with assessing.

**POLICY STATEMENT BMD#2d1.3a: The Board will: judge: the reasonableness of the President's interpretation.**

#### CGO INTERPRETATION

I define "reasonableness of the President's interpretation" as meaning the conclusion made by the President could be derived from a reasonable, unaffiliated person.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board approves all Presidential interpretations in monitoring reports that are deemed reasonable.

**POLICY STATEMENT BMD#2d1.3b: The Board will: judge: whether data demonstrates accomplishment of the interpretation.**

#### CGO INTERPRETATION

I define "data" as being all evidence that is given to the Board by the President for a specific monitoring report. I interpret "demonstrates accomplishment of



the interpretation” as meaning the evidence provided by the President supports the interpretation provided by the President.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All evidence for a monitoring report presented to the Board directly relates to the Presidential Interpretation.

**POLICY STATEMENT BMD#2d1.4: The Board will: accept any reasonable President interpretation of the Board policy being monitored as the standard for compliance.**

#### CGO INTERPRETATION

I define “reasonable President interpretation” as meaning a definition given by the President for a specific policy that is deemed reasonable by the Board. Further, I interpret “reasonable” to be of fair judgment by an individual that can be confirmed collectively by a group. I interpret “standard for compliance” to mean that a successful demonstration of the President's interpretation means that the policy in question is in compliance.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board accepts all reasonable Presidential interpretations as the standard for compliance.

**POLICY STATEMENT BMD#2d1.4a: The Board is the final arbiter of reasonableness, but will always judge with a “reasonable person” test rather than with interpretations favoured by Board members or by the Board as a whole.**

#### CGO INTERPRETATION

I define “final arbiter of reasonableness” to mean that the Board determines how reasonable a Presidential interpretation is, and their decision is the final say. I interpret “reasonable person test” to mean that the average person with fair judgment could come up with the same interpretation as the President. I define “favoured by Board Members or by the Board as a whole” as a differing interpretation that is preferable to one or more Directors than the one that is presented.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board determines the reasonableness of all interpretations.
- 2) The Board only rejects Presidential interpretations if a reasonable person could not come up with the same, or similar interpretation.

**POLICY STATEMENT BMD#2d1.5: Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.**

#### CGO INTERPRETATION

I interpret "monitoring information" as all related evidence that is provided to the Board of Directors to assess compliance of a specific policy. I define "all campuses in which the Union operates" as being any location where the Students' Union houses offices, and exists to serve the needs of undergraduate students. I interpret "discrepancies in compliance" to mean that it is unclear if a policy is being followed across all campuses where the Union operates.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Evidence from both campuses is included in monitoring reports, when applicable.

**POLICY STATEMENT BMD#2d1.6: All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows.**

#### CGO INTERPRETATION

I define "all policies that instruct the President" to be the Board's Executive Limitations (EL) and Ends (E) policies. I interpret "frequency and method chosen by the Board" to be the Board's accepted monitoring schedule that is presented at the start of the fiscal year by the CGO. I define "routine schedule" as the one that is set out in policy.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board accepts and follows a monitoring schedule for the year.

**Board-Management Delegation #2d2 “Monitoring Executive Performance – Performance Feedback”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2d2 “Monitoring Executive Performance – Performance Feedback” is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



Adam Kovacs  
Chair of the Board and Chief Governance Officer  
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May 12th, 2018

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***(Board Policy is indicated in bold typeface throughout.)***

**POLICY STATEMENT BMD#2d2.1: The Board will: provide the President with a confidential mid-year performance review and discussion during the 1<sup>st</sup> week of November.**

**CGO INTERPRETATION**

I define “confidential mid-year performance review and discussion” to mean that the Board assesses the performance of the President in-camera. I further interpret this to mean that the information collected from individual Board members is shared with the President in writing.

**OPERATIONAL DEFINITION**

Compliance will be demonstrated when:

- 1) The Board completes a mid-year performance review during the 1<sup>st</sup> week of November and the information collected is shared with the President through a written report, provided by the CGO.

**POLICY STATEMENT BMD#2d2.1a: The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.**

## CGO INTERPRETATION

I interpret “performance feedback” to be the information collected from Directors of the Board regarding Presidential performance. I interpret “on behalf” to mean that the Chair of the Board is specially empowered to speak for the Board.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The performance feedback meeting takes place with the President and the Chair of the Board, and the Executive Director facilitates the meeting.

**POLICY STATEMENT BMD#2d2.2: The Board will: provide the President with a confidential review of performance during the last week of March.**

## CGO INTERPRETATION

I interpret “confidential review of performance” to mean that the Board assesses the performance of the President in-camera. I further interpret this to mean that the information collected from individual Board members is shared with the President.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board completes a performance review during the last week of March, and the information is shared with the President accordingly.

**POLICY STATEMENT BMD#2d2.2a: The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.**

## CGO INTERPRETATION

I define “performance feedback” to be the information collected from Directors of the Board regarding Presidential performance. I interpret “on behalf” to mean that the Chair of the Board is specially empowered to speak for the Board of Directors.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The performance feedback meeting takes place with the President and the Chair of the Board, and is facilitated by the Executive Director.

**POLICY STATEMENT BMD#2d2.3: The Board will: ensure that the president responds in writing to the mid -year review within fourteen (14) days of completing the performance discussion.**

#### CGO INTERPRETATION

I interpret “responds in writing” to mean that the President submits a formal response to the Board. I interpret “performance discussion” to be the meeting held between the Chair of the Board, President and Executive Director regarding the performance review of the President completed by the Board.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The president responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion

**Board-Management Delegation #2d3 "Monitoring Executive Performance – Performance Management"**

This interpretations-based monitoring report for Board-Management Delegation Policy #2d3 "Monitoring Executive Performance – Performance Management" is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



Adam Kovacs  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

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***(Board Policy is indicated in bold typeface throughout.)***

**POLICY STATEMENT BMD#2d3.1: The Board will: provide the President with Verbal or Written Notification of performance concerns, given a simple majority (more than 50%) vote of the Board.**

CGO INTERPRETATION

I interpret "performance concerns" to mean reservations held by the Board of Directors regarding the execution of duties by the office of the President.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) If needed, any performance concerns held by a majority of the Board will be provided, either verbally or in writing, to the President.

**POLICY STATEMENT BMD#2d3.2: The Board will: provide the President with Written Notification of one (1) to five (5) days suspension, with or without pay, in consultation with the Union's solicitor, given a special majority (2/3) vote of the Board.**

CGO INTERPRETATION

I interpret "the Union's solicitor" to mean the legal counsel for the Students' Union.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) If needed, there is consultation with the Union's solicitor.
- 2) If needed, there is a special majority of the Board voting in favour of suspending the President.
- 3) If needed, notification of suspension from the Office of the President will be provided in written form.

**POLICY STATEMENT BMD#2d3.3: The Board will: provide the President with Written Notification of Termination from the Office of President in consultation with the Union's solicitor, given a special majority (2/3) vote of the Board, and written confirmation from the Union's solicitor that ground for termination exist.**

#### CGO INTERPRETATION

I define "Termination from the Office of President" to mean that the services of the President and CEO are no longer required of the organization as determined by the Board of Directors. I interpret "consultation with the Union's solicitor" to mean that the Board will seek advice from its legal counsel upon making a decision of this nature. I interpret "grounds for termination" to mean that there is/are legitimate reasoning for the President to be terminated from their office.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) If needed, there is consultation with the Union's solicitor.
- 2) If needed, there is a special majority of the Board voting in favour of terminating the President.
- 3) If needed, notification of Termination from the Office of President will be provided in written form.

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**Present:** Tarique Plummer, Zemar Hakim, Kevin Bonnell, Talha Naeem, Joseph Small, Kanwar Brar, Phil Champagne, Klaudia Wojtanowski, Moumita Paul, Michael Del Bono, Idris Omar Hassan, Ricky Liu

**Regrets:** Ilana Roitman

**Guests:** Chris Turner, Jason Verhoeve, Darshil Shah, Adam Kovacs, Owen Bourrie

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## **1. Call to Order**

### **Chair Naeem**

Welcome everyone to our last scheduled Board meeting of the 2017/2018 year. We call this meeting to order at 3:03pm in the Fred Nichols Campus Centre in the Students' union Board room on April 27<sup>th</sup>, 2018. We acknowledge that we are on the traditional territory of the Neutral, Anishnaabe, and Haudenosaunee peoples.

## **2. Adoption of Agenda**

**Motion 1** (Del Bono/Small): Motion to adopt the agenda package as presented

**Vote:** 9-0-0

**Result:** Motion Pass

## **3. Adoption of Consent Agenda: GP#2b1, BMDs, E#1**

**Motion 2** (Del Bono/Hakim): Motion to adopt the consent agenda as presented

**Vote:** 8-0-1

**Result:** Motion Pass

## **4. Adoption of Minutes: March 3<sup>rd</sup>, 2018, August 31<sup>st</sup>, 2017, April 4<sup>th</sup>, 2018**

**Motion 3** (Plummer/Liu): Motion to approve the meeting minutes

**Vote:** 9-0-0

**Result:** Motion Pass

## **5. Regrets**

### **Chair Naeem**

I have received one regret from Director Roitman, she is on her co-op and she is not able to be here today with us. Are there any other regrets?

## **6. Conflicts of Interest**

### **Chair Naeem**

Are there any conflicts of interest to declare?

### **Director Plummer**

I am going to be mindful of myself who has a conflict of interest in the role of creating the operation budget itself. We will all be voting on this matter and there will be questions before the vote.



**Chair Naeem**

Perfect, are there any other conflicts of interest?

**7. Budget for the Year 2018/2019**

**Motion 4** (Hassan/Liu): Motion to approve the Budget for the Year 2018/2019 with Director Hakim's, Small's and Plummer's proposed amendments

**Vote:** 1-3-4

**Result: Motion Fail**

**Motion 5** (Liu/Hassan): Motion to cap the speakers list

**Vote:** 3-2-3

**Result: Motion Fail**

**Motion 6** (Wojtanowski/Rezkalla): Motion to amend the budget with the three first amendments minus anything that President elect Plummer added during the last two minutes of him being here

**Vote:** 7-0-1

**Result: Motion Pass**

**Motion 7** (Bonnell/Hakim): Motion to have a discussion on the Governance Budget

**Vote:** 8-0-0

**Result: Motion Pass**

**Motion 8** (Bonnell/Hakim): Motion to approve the governance budget as presented

**Vote:** 3-5-1

**Result: Motion Fail**

**Chair Naeem**

If there are any questions regarding the budget I believe that Director Plummer will answer those with the help of incoming Vice President Darshall, and will be supplemented if need be by Director of Finance Turner. All the questions need to be related to the Strategic Ends, they do not need to be circumstantiated for the upcoming year. So, please go ahead

**Director Plummer**

Just to start the conversation off, initially I wanted to do a presentation for everyone here, so we could have a discussion about how this came about, so that you could ask those questions. My question to the Board is to listen to the questions, so that I don't have to repeat myself and we can move forward in a timely fashion. Don't go off on the operational because I may not be answering those questions, please focus on the entire organization overall, so that we can meet our objectives. Another point to note is that you can direct questions to my VP of Finance, Chris Turner or Phil Champagne; it depends who has more knowledge at that point in time. With that said I am accepting questions

**Chair Naeem**

Thank you, are there any questions?

**Director Wojtanowski**

I will just start with a few questions if I have a chance, there are a couple of things if you go to the 10,000-dollar report. My question is in regard to some of the spending, I noticed immediately that the 18 they have increased this amount of spending by 30,000 dollars in total since the previous year, and I just want to know why such a large increase when most other increases that were on the budget were t-shirts, orientation carnival, and orientation stuff where 2,3,4,5 thousand?

**Director Plummer**

As it relates to 18 one of the most successful years as it relates to programming, we want to step our efforts next year and based on the people we want to attract we thought it would be fitting that an increase of this magnitude to meet what our overall objective is.

**Director Wojtanowski**

Can you go into more detail on that?

**Director Plummer**

More detail, I will refer that question to Chris Turner.

Sure and maybe I can re-direct that to Jason

**Director Student Experience Verhoeve**

Are you talking about the 10,000 or the budget line?

**Director Wojtanowski**

Do you want me to compile it together?

**Director Student Experience Verhoeve**

Yes, please

**Director Wojtanowski**

It goes up by 30,000-dollars just when you are looking at the 10k and the around the same when you are looking at the programming and services for 18.

**Director Student Experience Verhoeve**

And you are comparing the 10k from last year to this year?

**Director Wojtanowski**

So, I am saying that since last year it has increased 30 thousand which is fine, that is great because that means that we are getting more revenue, but the expenses while they are still increasing I just want to know where those expenses are going. What programs are 18 now doing that they need so much more money and more funding? Because I know that most of them are concerts, but aren't our concert space already full for a lot of the events are sold out ticket, so how are we getting more revenue from that?

**Director Student Experience Verhoeve**

That is a good question. The goal in my understanding is we are looking to do bigger and better shows, higher quality shows, with a lower quantity which comes with a higher price tag when you are looking at entertainers. We have been successful with shows like Daniel Caesar, Designer and things like that come with a bigger ticket item. And we are trying to keep the costs for students at a reasonable level because of the revenue associated with it.

**ED Champagne**

It is also a re-allocation of budget assets. Historically it would have been in programming and services budget, but now it is allocated into their budget.

**Vice Chair Del Bono**

My question is directed towards Director elect Plummer and it is regarding the leadership budget summary, I am noticing a significant increase from last year, but the

primary focus of my question is to help get a better understanding of what is under the umbrella of leadership budget entails? What does it mean to put in 99,690 into this leadership budget? Where does it go and how does it relate to our ends?

**Director Plummer**

Excellent question, my leadership budget overall speaks to initiatives that I want to extend to the Laurier community. Now, what people will notice is there has been an increase from this year to last year: it has moved from 43,000 to 99,000, which leads to the initiatives that I was elected on. Actual acts have been incorporated into the flow, if you look at the ideas in my platform you see that I plan to high quality education, quality products that can be afforded, increase diversity overall and that essentially goes to funding or to actualize those ideas that I was elected on.

**Director Rezkalla**

I will just off of what Vice Chair Del Bono said, you talked about providing an inclusive environment but when I look at the expenses right now versus last year there is a significant decrease in that end which is... page 70... 145, which is a diverse and social ration and that was significantly decreased from last year it made up 36 percent of the budget and this year it only makes up just under a million which is not even 10 percent. How the application towards your leadership budget goes towards that end?

**Director Plummer**

When it comes down to the overall categorization Jason can speak to diversity and inclusiveness

**Chris Turner**

It is really difficult to allocate amongst the end because if you look at any particular activity the service that we are going to spend, if you ask three people each of them could say it should be allocated differently amongst the ends, so that was my best attempt at splitting it amongst the ends this year and I don't believe there is any intentional decrease to that particular end. It is just probably the way that I split it up differently from last year, so it looks like there is an intentional decrease, but I don't believe there is.

**Director Plummer**

Basically I want to talk to achieving more in the organization, allow my Board to be involved, my leadership budget overall, I have increased the money available for social and diversity cases to improve engagement. Any particular initiatives geared towards diversity will actually increase that and will be categorized based on the ends

**Director Small**

I have two questions: how much have you increased the revenues from incidental fees on average due to increases in undergraduate enrollment?

**Chris Turner**

For undergrad enrollment I set last year's budget quite conservative and we had a big increase in enrollment in the year that is just currently finishing, so I used that number to set next year's budget. As it was based on current years actual, so it has not assumed any increase over this year even though we probably will see a small increase in enrollment even though it is significantly more than last year it is still what I would consider to be conservative and it is a little less than 300 students here and around the same number in Brantford which is almost identical. But on a per fee basis there is the two components, there is the adjustment for inflation to the fee plus the increase in enrollment, so proportionally I would estimate probably 60 percent of the fee increase is

related to enrollment numbers increasing and 40 percent because of the adjustment for inflation.

**Director Small**

I was going to ask if there were any other factors of influence for the increase in expendable fees, but that seems to answer my other question.

**Chris Turner**

No other then there is the introduction of two new fees this year because of the referendum questions that were passed during the elections time it is now reflected in the budget that weren't last year. Plus, there is the elimination of the Brantford dining hall fee which would have been there last year, but it is no longer there this year because that had reached its end date. As of 18/19 we no longer collect that fee from students.

**Director Rezkalla**

May I have two questions?

**Chair Naeem**

Yes, go ahead

**Director Rezkalla**

Thank you for answering my questions in terms of the allocation of funds, but I am having a hard time with the platform in explaining how you want to create social interaction initiatives and social gatherings and that is what you want to put that money towards with the 55,000-dollar increase, but I am having a hard time seeing if there is an actual allocation on the chart of the budget then why do we need so much money allocated to that?

**Chair Naeem**

Director Rezkall, just to point out if the incoming President is bound to ask this question what is he going to do to actualize that he may not answer, but he can only be asked why on the broader scale those allocations are happening or why he should not allocate that.

**Director Rezkalla**

That is not what I am asking, basically I am having a hard time seeing the difference when Director of Finance Turner didn't allocate that much to that end of diversity, inclusion and social interaction; why do you need 55,000 dollars allocated to that end into your budget.

**Director Plummer**

The money in the leadership budget, the 55,000 dollars that you speak of is all distributed among all the ends, we spoke about that one end in particular. That does not mean that fund is going towards that particular end of the entire pie. Now, referencing what Chris Turner said that was meant to categorize.

**Director Rezkalla**

I have a second: also in comparison to last year's budget we expect them to break it down by end, there is an unassignable allocation. I guess you tried your best to give a rational besides from last years to give an unassigned end.

**Chris Turner**

Probably what you are looking at is the ends, we are going down a lot of that into unassignable and where I struggle mostly with that is for example we have a Human Resources Department and an IT Department and a Finance Department, it was really challenging to take those costs and allocate them amongst the four ends, so they for the most part would have been assigned to the unassignable category because I was

not sure proportionally the other way we could look at it in the future is if right now.. . I am just making this number up 37 percent then we take 37 percent into support costs and allocate them to that end, but I am not sure that completely reflects how that should be done so I just put them into unassignable because I was not sure how else to do that.

**Director Rezkalla**

I understand that it is not necessarily accurate, it is an approximation, but I was just wondering if it was 1/3 this and 1/3 third that?

**Chris Turner**

It is almost all over, so for example we spend almost 250,000 dollars a year on custodial costs, so what end do you allocate that to? Or in hospitality we spend 75,000 on paper goods and how do you allocate that towards one of the four ends that is what I struggle with. All the leftovers kind of get dumped into that

**Director Wojtanowski**

I actually have a couple of questions

**Chair Naeem**

A couple? Two?

**Director Wojtanowski**

Three

**Chair Naeem**

Sure

**Director Wojtanowski**

Two of them are directed to current President Brar. In regard to your expenses, how much of those expenses did you currently use?

**President Brar**

Are you referring to the President's Budget?

**Director Wojtanowski**

The Presidency governance budget

**President Brar**

I am looking at the quarterly financial reports which are also included in the report package you will see under expenses that the budget was 40,000 dollars as the end of march and I have only used 9,000 dollars.

**Director Wojtanowski**

I have a second question: what is the point of the President and CEO of that budget, that leadership assignment, what is the end goal from your perspective what is the usage of those funds?

**President Brar**

A lot of that is the day to day stuff of the President, there is the allocation of travel expenses for the President and the Executive Team, any tuition accommodation comes out of there, there is accommodation regarding promotion of events which takes place. I increased my budget by 800 dollars from last year because I wanted to give more support to events of diversity and HR and what not, so that was included in there. But, the primary purpose which it says in the notes is corporate promotion, tuition, travel, subsidies, the President's accommodations are there. Those are the overall items, and I have not really used them because I am prudent how I use student dollars and I use car pool, so I am not using student money on that.

**Director Wojtanowski**

My next question is for you President elect Plummer, President Brar spend 10,000 dollars of that 40,000 dollars and you assigned for yourself almost 100,000 dollars of the budget for your leadership budget. Now, given the definition that President Brar said, I am not saying it is the only definition we all agree on that, but you are increasing the amount spent 900 times, so I just want to understand where you got this money from and why you think that is the necessary number in order to fulfill those ends and goals that you have. I understand that you want an inclusive environment, more diversity, etc., but I think that if you are increasing a budget like this by 50,000 dollars and increasing expenses by almost 90,000 dollars I just want to understand where you got that number, why you think that is the right number, further where you got that money from, where it was allocated from because technically as President and CEO you goal I would assume to assign as much funding to your VPs so that they can invest in their role and so those ends can be translated through their role and through their roles. I want to understand why you thought that significant increase, I know it might be a but operational justified, but you are increasing it by 50,000 dollars or 90,000 dollars. Why and where is that money going to come from?

**Director Plummer**

The definition given by President Brar is pretty rational, pretty sound, but I decided for my term to expand the scope of what the leadership budget should be. You are right that my Vice Presidents should have the responsibility, but if you remember my platform there were quite a few things there and so I assigned particular projects to each Vice President and for things that did not fit into their portfolio and I did not want them to be bogged down by things that were not connect to them so I decided to keep those in my leadership budget for those to be actualized. As to the overall amount per platform idea those things were estimates, were modest estimates, were essentially done with Chris so that we could have that budget. The essential point to this conversation I expanded the scope of what the leadership budget was so I gave whatever parts of my platform to my VPs, I assigned them appropriately and the three things that I could not connect to them I assigned what I believe are estimator amounts to actualize what I set out to achieve to the best of my abilities and tried to incorporate those into my presidential budget. The next part of your question is very key to where that 90,000 dollars comes from just, so you can get a very accurate idea of where it comes from, let's bring Chris on to give an accurate picture.

**Chair Naeem**

I will break in the discussion first, there will be a discussion once there is a motion on the table and then we can actually have a conversation about the budget. We don't have the motion to approve, we will have the discussion in the discussion session of the motion, so that we can get to the conclusion as well.

**Director Plummer**

The question that was essentially posed was why is my budget so large and to elaborate on what is included and the second part is where is that money coming from because it has to come from somewhere to be incorporated?

**Chris Turner**

Every year when we set the budget for a large part it is a rollover from what we did the previous year a few things come out and we build that into the budget. If I look at this year, the challenge to incorporate in this budget was the minimum wage impact in our organization, so that and Tarique's new platform have been incorporated into the budget. Those two would probably be the biggest things. How do we do that? So, the

best way we are able to do that this year is the enrollment increases introduced additional fee revenues for the fees, that helped cover a portion of it. With the minimum wage impact we are able to absorb that through pricing increases primarily in Wilf's and efficiencies around staffing, health and dental enrollment is also up. We are up interestingly a thousand people with the health and dental plan this year, so that provides more revenue there. What we also do is go back and look at our budget where we didn't spend money in the previous year and if we can pull money out of the budget for clothing, for prizing, or anything of that nature we can do that. It is a matter of the increases that have gone into that budget, it never came from one source it was maybe pulling 5,000 out of this department, 8,000 out of here, increased fee revenue from fees, the O-Week fee that we introduced this year has also allowed us to do a few more things for orientation week this year that we have incorporated. There is always a bit give and take with the new revenues for the most part to cover Tarique's increase that have gone into the budget.

**Director Small**

Would you mind giving a few more minutes for me to gather my thoughts Chair Naeem?

**Chair Naeem**

Director Omar

**Director Hassan**

Thank you very much Chris Turner. I know you have quite a bit of experience in this area and you have put together reviews, financial part of the organization, just following up with Director Klaudia's question: when you take the funding or money from different departments and you say, for example this particular question, is directed towards President elect Plummer with the 90,000 dollars which is being collected from different parts. Is there a possibility let's say of putting it from one part of the organization, if you are not using that money based on how you are planning originally, then are you flexible in taking that money back and using it on the other locations or does it have to stay there until the end of the year?

**Chris Turner**

In that case there is a lot of art that goes into this because every year we set this budget with our best intentions of how we are going to spend the money, but something happens every year and something next year that we didn't anticipate right now, both ways, there will be some departments where we spent 20,00 dollars on something and then part way through the year it will only cost 12,000 or we don't do it and it gets delayed a year, but there will be something else that we thought we weren't going to do that was only going to cost us 8,000 and now it cost us 20,000. In every budget that I have ever built you have to give and take from somewhere else because that is the only way. I know there are some business units and that money shall not move from one area to another, but the way that I look at this budget is that it adds up to the same bottom line, so somebody saves money in marketing towards helping something else in Foot Patrol then that is how we do it. That has always been the case with the Students' Union

**Director Wojtanowski**

I am going to follow-up on the question that I had, your platform is public knowledge I think it is fair to ask what ideas from your platform that you feel you have to do that your VPs cannot do which would lead to a down bog?

**Chair Naeem**

He does not necessarily have to answer that

**Director Wojtanowski**

For your information Chair Naeem I would appreciate that if President elect Plummer feels that he should not be answering the question that he be the person to inform me of that, not yourself because the question was directed to him. I do appreciate you monitoring the discussion, but I think that is a fair question considering that we are responsible for the money he spent towards the ends and things that students are paying for, with student fees and student dollars. If President elect Plummer is going to spending 100,000 dollars on them I think it is very justified for me to ask that question to him. I appreciate you trying to keep this meeting moving at a steady pace, but I feel there are certain questions that need to be answered and if they do cross over into the Chief Operational I am sure that President elect Plummer will be able to speak for himself on that matter.

**Chair Naeem**

Not specifically what was in the platform during the elections time and what the platform was built upon, I would encourage Directors to leave the platform in terms explaining the platform should not be enforced, but rather an ends based question on why is there an increase of the budget; that is a fair question. I will leave that Director Plummer to answer that question

**Director Plummer**

The question asked by Director Wojtanowski was essentially what part of my platforms would bog down my VPs. I didn't want to say bog down; it was just not necessarily tied to their role. My platform was not necessarily tied to programming, a program essentially entitled to poor students who are international students level; providing them with support that we can. Another aspect is successfully student application and programming, and that looks at successful student application and programming: provide support for students who are struggling and help these students who have none. We want to look at the fee process and allocate funds to help facilitate that process moving forward and helping with the actualization period. Other components that were essentially be the student ambassador program that will be absolutely crucial and other aspects that fell under my clubs, programming and services and marketing departments.

**Director Small**

Thank you, if I may just follow up to this line of discussion I asked a very similar question in private conference with President elect Plummer in advance of this meeting, very similar to what Director Wojtanowski was asking and the response that I got to some of my questions was I would say they really tear apart the idea that the increase to the budget expenses are for Executive members aren't solely centralized within the President's budget. Among the other things there were 46,000 dollars in expenses for VP clubs and associates, so it is not as though President elect Plummer is the only member of the incoming Executive team who is getting a significant increase. I was told on the subject of where this money is going I was told that the money for VP clubs and associations was going towards an increase in club budgets to reflect the increase in clubs. This also includes 15,000 dollars for a "clubs out" a 9,000-dollar increase in more support to sports clubs, plus marketing and special events mentioned below. So, perhaps you would like to corroborate that?

**Director Plummer**



Director Small said it very clearly, my portfolio accommodates a large portion of these increases. There are other departments that are getting increases to. One example of this would be the clubs and associations department, that increase is around 40,000 which essentially speaks to us looking at Laurier clubs in my platform, but how best we can manage our club system from an internal standpoint using club management software. Focusing on my team to help achieve what I want overall, and so money was allocated for that. WE have my ideas, but you seem to have that confused with what we already have going to achieve a much more collaborative perspective and part of that is support for sports clubs. I had that conversation with the Vice President of Clubs and Associations and he was supportive of moving in this particular direction and so we have allocated funds in that particular area as well, and we know we have a significant number of clubs at Laurier that are fee based, and to help ensure that we provide support for these number of clubs that are coming up we have also decided to increase the number of funding for the availability of the number of clubs. Thank you so much Director Small for your help there.

**Director Wojtanowski**

I am going to move to a different line of question now, when it comes to the past budget compared to this current one of the larger expenses was a year-end volunteer appreciation from the VP of Finance and Admin. I do see that there is an increase for the VP of Finance and Admin, but it does not reflect in the volunteer and appreciation portion of it, so I want to know where they are going to go because they must have increase by 4,000 dollars. If we have more clubs, then we need more volunteer appreciation because we have a lot more volunteers because we have more enrollment we need more icebreakers, etc. We are looking at more volunteer appreciation instead of less, I want to know where that final year end appreciation if that was considered when you were making the budget and the very same line of questioning can be looked at when it comes to capital improvements. We do have Wilf's and so on and so on, when it comes to capitals improvements are we looking at any because I do know that here was room in the budget for them last year.

**Director Plummer**

That was a two-part question. Could you repeat the first one, and then the second one was about capital improvements?

**Director Wojtanowski**

Yes.

**Director Plummer**

If you could be concise that would be great

**Director Wojtanowski**

Volunteer appreciation, last year there was a large amount of money that was allocated towards that. This year I can see where that money is being allocated, I just want to make sure that the volunteers, who do so much for us, the right things are being put in place to make sure that those events are still being kept in place. I know this year looking at the budget allocations that we had that we decided to keep it in the Turret to reduce the cost because of the amount of people expected at the events.

**Director Student Experience Verhoeve**

Mainly where the budget is for the volunteer appreciation I just want to make sure I understand?

**Director Wojtanowski**

Sure!

**Director Student Experience Verhoeve**

This year as oppose to last year there were a couple of fees in specific categories that were centralized elsewhere. I am going to direct this volunteer appreciation question to Chris

**Chris Turner**

What we have tried to do this year is centralize volunteer appreciation and move it out of the 1,000 dollars and put 1,000 dollars into one central pot for a couple of reasons, you can add to this Jason; the goal was to standardize what the actual gifts were, to make it consistent across the different committees and clubs, so that it part of it. Overall any decrease that you see from the volunteer appreciation budget reflects actual cost savings that we are able to achieve this year that we have now built into next year's budget, so there is no intention to reduce what the people get as far as appreciation gifts to do it more affordably then we had budgeted the previous year.

**Director Wojtanowski**

I guess my last question is to you as well, when it comes to capital improvements a portion of the budget was allocated to that last year and I have not noticed that in this year's budget. I want to know if there is reasoning for it because I noticed a significant difference in that.

**Chris Turner**

Last year we had 80,000 in the budget for an elevator improvement as well as a one-time fairly significant project that we don't need to redo this year, so that has come out. Wilfs had some capital improvements last year for some furniture and fixtures that we have reduced initially in this year's budget, so it is not in the same magnitude as it was last year. The one that we did increase this year was that our stock of computers that we use for the Students' Union have gotten quite dated and when the University has gone through this recent Windows 10 upgrade we realized that some of our computers aren't even able to accept that upgrade because they are so old. So, typically we have been replacing 4-5-6 computers a year, so I have actually increase that to 20 this year to try to get caught up in modernizing.

**Vice Chair Del Bono**

You stated that the amount of campus clubs is increasing, but I didn't quite hear you say if the budget allocation for each club is decreasing or increasing, could you clarify that?

**Director Plummer**

It all depends on the allocations process to meet the demand of the number of clubs that we have. It comes down to what each individual club gets will not be the same every year, once again based on what was spend last year, based on what our plans are for next year and what potential we have overall. I hope that provides a degree of insight.

**Vice Chair Del Bono**

I recognize that it is a miniscule difference. I know for clubs in larger size they appreciate every dollar, and I guess just another quick question maybe: would you say that as the number of campus clubs increase the funds for campus clubs will be decreasing? And whether or not that is an issue is another discussion. I don't know if President Brar would have some knowledge

**Director Plummer**

There are so many variables it is hard to say that for sure, it is hard to say that will definitely happen. I think it will definitely fluctuate. Maybe the President has a much larger picture?

**President Brar**

Club funding is based on enrollment as well. For example, if the club wants to start up and they need at least 20 people, but if you see that by September they have around 40 people then it will reflect that. But, overall there is more demand and we are not increasing additional revenues, so the funding given to those specific clubs potentially will decrease. The other point of consideration is the fees past in Brantford which is coming directly from the levy from students, which frees up the clubs' budget to be allocated specifically for clubs. So, that also needs to be taken into consideration.

**Director Plummer**

One more thing

**Director Student Experience Verhoeve**

When you are looking at the Budget for the campus clubs in Brantford you see a decrease, that is actually just the coordinator budget, not where funds for clubs come out of. Funds for clubs come out of the VP of Clubs and Associations for Waterloo

**Vice Chair Del Bono**

Yes, that was what I was getting at the budget for each individual club. Thank you, perfect

**Director Rezkalla**

I am having a tough time seeing your rationale for the ends behind the allocations of your platform for your interest, for example, in clubs. You are giving a portion of clubs to participate in your initiatives, so I just want to know why you felt the need to take more control of that budget in allocating the ends priority rather than the VPs and collaborate with them as a whole, instead of just selecting?

**Director Plummer**

My VPs are properly coordinated in that. The question is based on my portfolio it is much more fitting to be in my portfolio. Now, each of my VPs has a 2 of my documented plans. I am still convinced of the fact that they have responsibilities and initiatives and so I want to ensure that they have that degree of freedom to set out for what I want to set out for, but also work on what their own initiatives are and that was my rationale on not giving them everything to do because it is my responsibility to work as a team and move forward.

**Director Rezkalla**

Just a follow up in terms of platform, you plan on executing every single thing in your platform by the end of the year as per the budget allocated because as you are saying your VPs are going to allocate their budget towards their ends and their goals, your budget I am having a hard time compartmentalizing it because if you are working with others and allocating such a significant increase 10,000 dollars more than last year; if you get what I mean?

**Director Plummer**

Collaboration can be viewed from many different contexts and in my estimation, collaboration will be of the utmost importance and I have communicated that. I am working with myself and other members to assign my own portfolio, so I am not controlling what you want to see, and what you want to hear, more than that I have assigned each VP a part of my platform, I have assigned some to myself because I can work and that is essentially it.

**Director Rezkalla**

Basically how I visualize it precedent because the budget has been so consistent, no one has really gone over the budget based on their platform, last year and the year before that. Basically how I visualize it is 55,000 dollars for non-collaboration. That is how I see it and it is such a large increase in the budget, considering last year that 10,000 was not even used. That is 90,000 dollars for non-collaboration and kind of working as a whole in the Students' Union going towards those end. I don't see how one person can handle this

**Director Plummer**

Just because my portfolio has increased does not mean that I won't be collaborating with anybody else, it just means that the money will come from that portfolio. In order to turn that into actualization each individual has to be on board, people have to be consulted, we have to sit down and have those conversations, we have to send emails, people have to sign certain documentation. I have to state clearly, just because the money is in my portfolio doesn't mean there will be no collaboration from that particular department. If we get an idea from .0 to .10 everybody has to be on board.

**Director Rezkalla**

My expectation was that...

**Chair Naeem**

Director Rezkalla you have asked two follow ups on that, so please give your final statement

**Director Hassan**

I just want to mention for my own understanding I just want to throw a few thoughts in there: when Directors are talking could you reference the 168 pages, so that you can say this page number, so we can follow what you are talking about without being lost and trying to figure out and try to understand so we can active conversation. The second part is that I would like to remind all Directors that they stay within the money instead of saying how are you going to collaborate, obviously there is money is one area as I asked Chris Turner where is the flexibility there is more money needed in this area and obviously that conversation will take place so that we can finish this on time. Thank you

**Director Small**

The biggest one that I have on my plate was on the subject of President Plummer's platform initiatives. I was informed of the 90,000 dollars for miscellaneous expenses on page 41. So, on miscellaneous expenses there is a 90,000-dollar increase and I was aware that most of this was for your platform initiatives based on catering increases at Wilfs. Additional factors were catering increases reflected in the strategic ends?

**Director Plummer**

My platform was based on ideas; I was counting on the paper aspects of it.

**Chris Turner**

Miscellaneous tends to be our catch all and I picked outside of Tarique's platform initiatives paper goods were the most significant one in that miscellaneous category that contributes to that number, but when I think of miscellaneous there is office supplies, postage, copying, cleaning supplies, office supplies, there are dozens of different expenses that can go into the category. Paper goods are the ones that happen to be the most increased and what people need to realize is that we go hit with a "double-whammy" this year with the minimum wage impact, so not only do we have to pay our own employees more so that is more of our budget that is used there,

but a lot of the suppliers and products that we work with also employ minimum wage workers and they have now had to increase the price of the products and services they sell us to cover the cost on their end. A lot of the miscellaneous includes price increases for products that we are buying and outsourcing from different companies to cover the minimum wage impact. But, paper goods I just picked out because that had the most significant impact in that category.

**Director Small**

Can I have a follow up?

**Chair Naeem**

The speakers list has been capped

**President Brar**

Did you have a motion to cap the speakers list? Per section 7

**Chair Naeem**

I will open it one more time. I have Director Wojtanowski, Director Rezkalla, Director Hakim, is there anyone else?

**Director Wojtanowski**

Put me on just in case

**Chair Naeem**

You are already on the speakers list

**Director Wojtanowski**

I know, put me on after that. Can you do that?

**Chair Naeem**

Anyone else?

**Director Small**

Am I?

**Chair Naeem**

Right now you are not

**Director Small**

Please add me

**Director Wojtanowski**

I would like to make the point that there should be no time limit, if the questions have to be asked then the questions have to be asked. I definitely a cap to the amount of questions, but at the end of the day it is our responsibility that we ask the questions that need to be asked and I don't think that it is fair of your opinion to say that we have asked enough questions because that is one opinion and we are asking questions on behalf of all Laurier students that are going to be putting fees into this which is over 18,000 students.

**Chair Naeem**

Perfect, that is taken into consideration

**Director Liu**

I just want to say that I think you mistook him for what he said, all the questions are good questions guys it is just that many of the answer are slightly repetitive, saying that there is an increase in enrollment, and increase in the budget here, which are basically the exact same question and so I think that is what he was talking about.

**Director Wojtanowski**

So, can I respond? We just need more clarification to the answers.

**Chair Naeem**

Perfect, now I would really respect teamwork over here. I am sensing the loss of team work over here. All of us have great intentions in terms of doing a great job over here. The motion fails which means that we will go into further discussion.

**Director Small**

Point of privilege Chair Naeem, if President Plummer does have a vote in our case can you confirm that there will still be quorum? Will Chris Turner be able to address these questions?

**Director Plummer**

Free to ask Chair Naeem right now.

**Director Wojtanowski**

Going back a few minutes to what Director Small was saying about how there is an increase in funds and there is an increase in club's revenue. I thought that would be associated with the new fee clubs now have?

**Director Plummer**

Transition 101 when it comes down to the club's department we just assigned those budgets.

**Director Wojtanowski**

I am just confirming that right, that has to do with that increase. While everything has a fund and that is the place where it is coming from and that is why it is missing that and so my point of clarification for why the President and CEO's budget was also increased. So, that argument does not make as much sense if there is a clear direction of funding that is going in that direction. Would I be correct in saying that?

**Director Small**

I am probably not the best person to direct this to

**Director Wojtanowski**

I know, but I think my logic is sound there. You have explained your rationale for some of the increase and I want to know if there is some sort of accountability as it comes to for that 99,000 because for any of your initiatives over 10,000 dollars you will have to come to the Board, so that means for any of the smaller initiatives or smaller expenses that you would have money. Say there were ten new initiatives that you are allocating your funds to, does that make sense?

**Director Plummer**

I am not sure what you are asking?

**Director Wojtanowski**

One of the things that you talked about was the struggling student, SSAA, a fund for students to apply to and see funds from for when it clubs applying for funding for athletic expenses and such. When it comes to those expenses, what is your prerogative when it comes to that funding being spent. Essentially that is new money that the President is spending as well as a larger budget.

**Director Plummer**

You are asking me how I am going to keep myself accountable in spending that amount of money.

**Director Wojtanowski**

Yes

**Director Plummer**

I am very fortunate that student elected me to run the operations of the organization, they have the faith in me to control the operations of the organization and appoint whoever I see fit and I bring that to the Board to say okay we want to spend this money

to accomplish this end of the organization context. When it comes down to being prudent, that is will try my best to be impartial and any individual who wishes to actualize their idea... all I can say is that I will try my best. The Board that will start their term May 1<sup>st</sup> is the Board will hold me accountable while I try and actualize that. I agree with you it is developmental, I agree with you it is experimental, but you know what change is necessary, change is needed in order to actualize this or to achieve a higher degree of student experience that is the direction I will take.

**Chair Naeem**

Thank you, I would really appreciate it if our responses were really concise. If Director Plummer steps out it will be difficult for us to ask a direct question.

**Director Hakim**

I have two questions: there is a budget allocated to health lifestyles, over 1,000 dollars from last year; is there no healthy lifestyles?

**Chris Turner**

That money should be in the budget for peer connect budget for the year, so it got inappropriately categorized. You are correct in pointing that out

**Director Hakim**

Can we make an amendment, is that how this works?

**Director Hassan**

Before the motion, if this funding was put in another location this specific health lifestyle was put into a different location that can also be accessed for the same purposes as healthy life? I just want to clarify, is that right? So, instead of health and life committee it is just called something else now? It is just put in another location that can still be accessed the same way as such a committee or such a department was still there?

**President Brar**

I can answer that, with the Healthy Lifestyle Committee on the Waterloo campus is made for next year, it is not a committee and the biggest portfolio related to health and wellness that will be undertaken by the Executive Director; it will still exist in Brantford as it is. Like what Director Turner said we are not supposed to be categorizing it anyways because healthy lifestyles won't be a committee for the incoming year.

**Director Bonnell**

I thought we were going to put them all together at the end, with all the amendments?

**Chair Naeem**

Ok, with all the amendments at the end

**Director Hakim**

How does food bank generate revenue?

**Director Student Experience Verhoeve**

They get donations put into them from virtually everyone. Some departments will do a food drive and people will donate money as well.

**Director Small**

On page 143 under the section primarily concerned with Brantford there are a couple items I noticed there are revenues from the Brantford snow event, I was informed that snow services are free of charge to try and drum up participation. Does this reflect a new strategic initiative that is planned to be implemented among other events or is this a one off for the snow week?

**Director Student Experience Verhoeve**

As in are we trying to make all of our events free? Is that what you are asking?

**Director Small**

I think so

**Director Student Experience Verhoeve**

I think it is related to a one off for snow week for exactly what you said, there was less of an engagement with snow week compared to what we were hoping for and counting revenue for that would not be moving in the right direction and we are trying to make that free to get interest.

**Director Rezkalla**

My question is for President elect Plummer; this will be my final question with regard to the line of questioning from before in terms of the leadership budget. With the strategic plan for transparency it says that the Students' Union is become much more adept in its directions, rather than taking what was presented in prior years as fact. So, the recommendations in the Students' Union strategic plan is to continue to budget based on actual based predictions to avoid over extending the organization, so I am wondering if you took that into account when allocating that to your budget.

**Director Plummer**

I thought about that yes

**Director Rezkalla**

Did you take it into a large consideration, now that the strategic plan is coming to an end in 2020?

**Director Plummer**

Yes, I did take that into consideration and I also took into consideration that I want to achieve amazing spirit for the students and I want to achieve that I spoke to and I want to ensure that initiatives that don't necessarily confine to what we have been traditionally doing, I want to make sure at the end of the day we say that we do have an organization that works on our behalf. I want students to feel impacted, I want to ensure that we can achieve a much higher degree of success. Now, the question is something traditional vs something non-conventional? That is essentially what you are asking based on my interpretation, that is what you are asking and I agree that I am perhaps doing something unusual in terms of my allocations of funds and I am taking into account what was spend last year versus what I want to do overall and because I recognize the value I want to do it that way a little more factoring it into our overall process. So, I did take it into consideration

**Chair Naeem**

The next person on the speakers list is Director Omar. I want to know if there are any more technical corrections to the peer connect, are there any mentions like that? Because we would need to vote on this motion. If there is a disapproval that is fine, if there is approval we move forward; this will be fine, but this will lead to the next Board where we can get feedback. I think it is just the right time to have a vote on this matter. I want to know if there are any more amendments to the motion.

**Director Bonnell**

After this amendment do you want us to approve the motion?

**Chair Naeem**

No, I am asking if there are any amendments similar to that. No, Director Small do you have an amendment?

**Director Small**

I picked up an error on page 143 under programming and services Waterloo in the 2017/2018 accounts there are no revenues associated with that account. I thought that might be worth mentioning. My point is that it seems to be a reporting error, there are



no revenues, expenses are 5,000 dollars, but the net change is 4,000. For Waterloo 2017/2018

**Chris Turner**

Yes, so that net number should be the same as the expense number and should be 5,362 and not 4,022

**Chair Naeem**

Any other amendments?

**Director Hakim**

Maybe we should just cancel the peer connect line if there isn't anything happening there as well as the orientation week concert. If there are empty lines, then they should be deleted

**Chris Turner**

Yes, those will be eliminated next year

**Director Wojtanowski**

I think it is important to have those there for the next incoming President to be aware of past budgets and where things have gone or disappeared. This year you can take it out, but you should show that was an expense in the previous year and not nothing there

**Chair Naeem**

Perfect

**Director Hakim**

I don't think it was there last year either

**Director Small**

It should have been there if there were projected expenses

**Director Hakim**

Why is there no orientation week concert?

**Director Small**

I actually asked that for President Plummer and his response was that it is listed as the welcome back concert because it is open to everyone.

**Chair Naeem**

Any more amendments?

**Director Plummer**

There was some oversight on the part of myself, Chris Turner, and my incoming VP even though it has been reflected in the budgetary departments, something that we forgot to take note of was the 10k statement from my platform that should be there. Before I leave I want to amend the following items to that former 10k line, so that for expense purposes the Board can clearly see it and then the discussion can happen in my absence, still Phil and Chris Turner I have talked about it and they are. So, the following items that should be added are the Presidential Sponsorship Program the amount allocated to that was 21k, the second item was the Successful Student Application, the amount allocated to that was 31k. We have the club's app mentioned already, and the next item that I added was AVP Finance for Waterloo even though it was scheduled to come into operation next year I decided I wanted the initiatives to actualize and the support I need to achieve that collaborative approach to bring it earlier than expected which I have allocated 15k for that... In the event that you have any questions we have people here who are more than capable to answer them.

**Chair Naeem**

Are there any further amendments? Since there are no further amendments

**Director Wojtanowski**

I have two questions, one of them is really quick. I was going to ask of the revenues as it comes to the William's Building Grounds, there is a significant increase especially as it comes to William's, I just wanted to know why we are expecting such a big increase?

**Chris Turner**

When we built the Williams' budget for last year it was right around the time our current contract with our franchise agreement was ending, and so at the time we built last year's budget we anticipated and built into the budget wrapping up the William's operation and potentially exploring other options which never came to be and this year we decided to leave it as is for now because there is a whole bunch to deal with at the market square building in Brantford, so we are not generating anymore revenue then what we have in the past, we are just assuming a whole year of operations that wasn't reflected in last year's budget.

**Director Wojtanowski**

Got you, thank you. My second is not really a question, I actually would like to say I have no problem approving the budget as it was without the last three additions that President elect Plummer added because they are such new programs that are so financial intensive. I think it would be fair for any Board, including the next one, to question those expenses that are over 10,000 dollars because any expense that comes to the table that is over 10,000 dollars warrants its own discussion during the year and there are several questions for the Fall period where those questions have to be answered. I don't think President elect Plummer leaving and then his initiatives. While I do appreciate that other staff will be able to answer it I would personally like to see whether it is this Board here or the next Board ask him question. I will approve the budget, but I want those 10k questions – the three that were added – need to be further questioned.

**Chair Naeem**

Perfect, the next person on the speakers list is Director Omar

**Director Hassan**

I think I agree with Klaudia on this point, there are a couple different points that the President elect in the budget which may require more clarification. We do have, I call them, the pillars of the organization: we have Phil Champagne, Finance, and if they could clarify those items that are being assessed without putting the approval or disapproval on hold because I believe this needs to be clarified and we need to ask some questions.

**Chair Naeem**

Are there any questions regarding the fee increases? Is Director Phil Champagne able to answer those?

**Director Rezkalla**

I have a point of information: we have to approve the Governance and Operations budget

**Chair Naeem**

It can be pulled into together as well, they do not necessarily need to be separate

**Director Rezkalla**

In the past no one has approved this together, it has always been approved separately. Why are we not doing that this year?

**President Brar**

The reason for that is that the Operations budget can only be submitted by President elect Plummer and the Governance budget can only be submitted by the Chair, so once person cannot submit both budgets. That is why there are two items

**Chair Naeem**

And that is why we have the incoming Chair as well, I am pretty sure they will be back shortly – that is what they told me. I kind of forgot. If there are enough questions asked and any further items that we wish to be added, then we can go for approval we can get to the vote. If we do not feel fit for a vote, then essentially, we would have to table this discussion. These are the few options that we are looking for at this time, so I want to know what are the questions regarding these three items that are additionally added.

**Director Bonnell**

If we table this what happens?

**Director Hakim**

We cannot table it

**Chair Naeem**

I will ask the Board to ask their questions for the three additional questions. If there are any, please ask

**Director Liu**

Going off of what they said, Director Wojtanowski, if we approve the budget without these three items on the agenda, is it the next Board that will approve it?

**Chair Naeem**

To my knowledge the budget has to be approved before

**Director Rezkalla**

Point of information: it is allocated in the leadership budget what President elect Plummer wants to spend, and anytime the President spends more than 10,000 dollars it has to be approved by the Board. If we don't allocate it in the budget, then the next Board will.

**Director Wojtanowski**

Can I further clarify this? Basically, what we are saying is that President elect Plummer would not be able to spend the 21,000 until the future Board sat down to approve those expenses because they are over 10,000. In a different way, the 69,000 that will add up to a significant amount, that makes up the addition of President Plummer plus some of the previous added on to the other budget. Does that make sense? It does not mean that the money is frozen, just that he would have to come to approval to get any of those funds back?

**Chair Naeem**

Are there any further questions because as soon as Director Hakim comes back we will call for a vote?

**Director Hassan**

So, the AVP of Finance for the Waterloo campus, that was not their last year?

**Director Rezkalla**

Yes

**Director Hassan**

Okay

**ED Champagne**

We have never had that position before. Part of the strategic plan multi-campus initiative over the course of a period of time was supposed to slowly role it out and then have it released, and operationally the plan through this year is to have the AVP of

Finance in Waterloo be a position for the year 2019/ 2020, but Tarique and his team decided that was a position that they wanted to proceed with this year, so that is why.

**VP of Finance and Administration Shah**

Part of many Tarique's initiatives under my department because there was not another specific place he could put them, so he decided to open up that position this year to make sure that I am not neglecting my other responsibilities and to help support me as well.

**Director Wojtanowski**

I have a response for that: what President elect Plummer just said was that he took initiatives from his platform and gave them to each of his VPs and then everything else would fall under his umbrella, so technically he did not give you more responsibility than any other VPs from his platform.

**VP of Finance and Administration Shah**

He is not going to be working by himself, he is working on it specifically himself, but things like the Make-A-Wish foundation that we mentioned he decided to put under my department.

**Director Wojtanowski**

Then why was the funding not allocated under your budget? That is why the question that we have been following this whole time is why was that not allocated under certain VPs? If that was an initiative that was going to be under your department and you needed an AVP to assist you with that then it would make sense for that funding to fall under your department. Right?

**VP of Finance and Administration Shah**

Operationally I was going to be working with him, but he had the budget inside of his budget.

**Director Wojtanowski**

Clarification: that is for the Operational Budget, not the Governance Budget

**Director Small**

I might be splitting hairs here, but we should have that peer connect line be amended to negative 5,332 to reflect a net loss and not a net gain.

**Chari Naeem**

We must have another discussion because we have to have a separate discussion for the approval of the governance budget. Are there any concerns about this budget not being approved?

**President Brar**

Just a point of recommendation: the recommendation for the Board Training Committee was to have training budget for the Board, but it has actually decreased as you... Again, those recommendations are not binding. Maybe Director Rezkalla can speak more to that as she was the Chair of the Committee, but it is my recommendation that there should be more money for Board training and it actually wasn't.

**Director Liu**

Tarique said that this year we have until the end of April with costs being covered by the Operational side. Sorry, I asked that question before hand

**Chair Naeem**

Any other questions?

**Vice Chair Del Bono**

Did you work with the incoming Chair Kovacs on this budget so that you can perhaps be able to answer any questions as you were with him.

**Chair Naeem**

Yes, I can, there were some consultations as the transition was happening from my personal experience and things that were happening here, so if I can answer the question I will answer the question. If there any further questions, please go ahead

**Director Wojtanowski**

When it comes to travel expenses for Brantford Directors it increased by 100 dollars and I just want to know why considering there are less Brantford Directors this year? Was there a need for that?

**Chair Naeem**

Are you talking about travel and accommodations?

**Director Wojtanowski**

Yes, that is correct

**Chair Naeem**

Travel and accommodations does not only include the Directors coming from Brantford to Waterloo, it is more flexible because there are more changes that happened. It happened this year as well in terms of when there was a completion during the elections period. It is just an increase of 100 dollars to accommodate that. Even the 100 in my experience there will be over and above if the need changes and how events and elections will happen and will totally depend on the incoming team. All of those discussions will happen

**Vice Chair Del Bono**

Are you able to share any insight or knowledge on why the ownership linkage supplies has been reduced by 50 percent?

**Chair Naeem**

Yes, it is about usage. The usage of the current year's budget there was room for cut backs considering what was used this year

**Director Rezkalla**

Thank you President Brar for answering that question. As Chair of the Board and Training Committee it is not just the training and professional development, there were significant decreases in supplies in the elections and marketing which we had discussion on and that was not sufficient per the plateau of voter turnout, and why the CRO Honorarium went up almost a thousand dollars. I am just curious how the rational to decrease training but increase the honorarium for the CRO when they are doing to same thing, but they need more resources.

**Chair Naeem**

The training question is already answered by Director Liu

**Director Liu**

I asked these exact same questions to Tarique, this year the Board has done training until the end of April and their training will be intertwined with mine; the cost is covered from the operational side.

**Director Rezkalla**

Because they are collaborating with the Operations Team for the retreat? That makes sense. And why was that allocation dropped from resources, marketing supplies and incentives to the CRO honorarium?

**Chair Naeem**

There are two ways to look at it: I would personally not just look at as a re-allocation, but the need of increasing a particular thing based on actuals and decreasing. There is room to save some costs on those ends, but when it comes to marketing the biggest job will be done by the CRO themselves. So, the increase in the CRO's honorarium, my recommendation (1) was to have room for a CRO position which was also approved in last year's elections policy and I felt there to be a need. There are things that need to be added to the CROs job portfolio which is already very congested and a very tough role to be in, so either way there is a justification for an increase in 1,000 dollars which was my recommendation for the incoming Chair.

**ED Champagne**

In speaking with Chair elect Kovacs it is his intention to hire the CRO earlier, so that the CRO can start to work earlier so that extends the length of time that the position is active.

**Director Wojtanowski**

My question focuses on marketing and all the necessary expenses that come with elections, we have spoken at this table multiple times saying that marketing needs to increase for the elections, if anything there needs to be more funding allocated to that so that more things can be put forward. When it comes to the Laurier votes prizes one of the big incentives for voting is the Apple Watch or whatever it might be and decreasing that number by half that is pretty dramatic.

**Chair Naeem**

I can speak to that, in my humble opinion I am 100 percent in favor of that because the prizes are something like an iPad. I had conversations this year and I did not find there to be a need. That said, small gifts such as gift cards will motivate. Larger numbers of gifts are more, but they are smaller prize rather than giving two or three students iPads. 17,000 possibly more, so that was my recommendation and we had this conversation and it seemed the most rational thing to do.

**Director Wojtanowski**

Why not use the exact same amount of money and use your idea with it?

**Chair Naeem**

Again this is my opinion, but I do not see a need for iPads and other gifts which are prize winning options, I cannot recall them, but they are pretty expensive, and I think we can do a better job in a lesser amount with more number of gifts. Just as an example, a 20-dollar gift card or a Williams gift card or a gift card which are used on both campuses, so I think that those work much better.

**Director Wojtanowski**

I appreciate your answer, but I am hoping for more of why Chair elect Kovacs came to that decision, and still I agree with you that it would be great to have smaller prizes so that more people would be incentivized. I don't know if you can comment on this, but I am saying why not use the exact same amount of money or re-allocate those 600 dollars from elections supplies or other aspects of the elections could be favored instead of going somewhere else.

**Chair Naeem**

I beg your pardon it should not look like it is my budget, but it is a very simple rationale for that elections supplies are purchased each year, not all of them are trashed out. A lot of marketing supplies are saved, and the increase is the additional few things that we need to add to our already existing inventory, so that is why I would not see a particular need for the increase in supplies budget because the most effective thing is

the people and having those conversations with the students and that is why those are the strategic things that the budget should reflect.

**Director Wojtanowski**

I agree, and I appreciate your answers to these comments more because one person is not going to advertise the elections to 18,000 students unfortunately. I agree with Director Champagne's direction and not necessarily yours; however, just continuing of that I am going to state that I think that money should have been put towards elections supplies. I think we should have been thinking new and creative ways to allocate funds, that is just my opinion.

**Chair Naeem**

Again, this is not my budget. Just for clarification. I think we have had the conversation... we have received the feedback and I think this will slowly present to the incoming Board again for further discussion on how to improve that...

**ED Champagne**

We switched the model specifically so that an experienced Board could vote on the budget for the next year, but historically speaking for most of our existence the incoming Board elect would vote on their own budget, so in theory they would take your comments at their first Board meeting which I believe it May 12 and they would re-look at that budget to review your answers and then vote on the budget and if – here is the quagmire of all of this – they decide they need to change that substantial number then all of a sudden the operating budget which was just past goes out of whack which is why the Governance budget should have gone first because if they decide to dedicate more resources to it then we need to go back to the operating budget and figure out a way to balance that.

**Chris Turner**

Just another comment I want the Board to be aware of is our Director of Marketing, in her budget there is also a lot of dollars that end up getting devoted towards elections and marketing and promotions around elections, so I don't want people to think that this is all we spend on one election.

**ED Champagne**

And there is also sponsorship opportunity and there is also a lot of internal work that we do to promote the idea of elections and I know that Chair elect Kovacs focus is all things elections, so I know that his Board will probably do a lot of work around that.

**Director Student Experience Verhoeve**

If there were a couple suggestions that you guys had that could kind of jump down

**Director Rezkalla**

With the Board Training and Transition Committee we also passed on that report to you, it was approved by the Board for those recommendations, but because we approved the budget ourselves with those resources allocated to more training that would be a priority as for that committee that would be my recommendation when it comes to development. I know you already had training, but understand that there is collaboration with the operations team, but I think that there could be more training.

**ED Champagne**

Just for clarification: I have two training sessions and their training is not necessarily complete yet, there will be more stuff at the retreat, also more attention at the summer meetings to have more training sessions involved there as well as continuing into the fall.

**Director Rezkalla**

And that can continue throughout the year depending on what Chair elect Kovacs wants to do with it, that was just a recommendation from the committee to allocate resources. How you do that is up to you, but that is what the Board felt like as a committee.

**Chair Naeem**

I see a few hands: Director Turner

**Chris Turner**

The other point that Phil raised if a decision is made to add more money into this budget for whatever reason, I am convinced that I can go back to my 11 million dollars I can find 500 or 600 dollars that it gets allocated so that the bottom line number events that have already been approved will not change. I will just pull 500 from somewhere else and put it in.

**Director Wojtanowski**

I would not want to see that happen, that would not be my hope. I would hope that the reallocation of the money that is within the governance budget; I don't want more money added. I think that the Governance budget should be as small as possible, just to ease any worry that was there. I think for me some of the things were like were volunteer appreciations gifts for the Directors can be significantly decreased – that money could be allocated somewhere else for example. Anywhere you feel we can cut costs, one of the things is snacks and refreshments for Board meetings that has been increased and I find that we waste a lot of the food that comes in here because not all the food gets eaten. I don't see that is a necessary increase for anything. Those are just some of the things that I noticed that I would encourage Chair elect Kovacs to look at who I would actually urge to be part of this conversation going forward because looking at the actual expenses of this year's Board; where we spent the money, and to see where that can be changed. I am not sure if there are some other areas here that are probably very similar to each other, I don't think that we spent that much on certain things that are listed here, right? Whether it is for travel or for summer mileage for Directors, just looking into them we did not spend that much money and I can see those decreasing and that should be taken into consideration.

**Director Small**

Just to tag onto what Director Wojtanowski was suggesting: I am really glad that Director Turner made the point because you guys are looking for a convenient 500 bucks to take away from somewhere and put somewhere else: I would suggest looking at election reimbursement because I notice that there is a 450-dollar increase in that budget, but I would not expect an increase in the reimbursement allowance considering that there are consistent limitations on the maximum expenditures allowed by candidates for election under election policy, so unless this reflects higher anticipated candidate allowance I don't really see why, or there has been a shortage in the reimbursement pool, you would need that increase.

**Chair Naeem**

What could be more effective is email all the feedback, I know that the Vice Chair has been taking notes...

**Director Hassan**

I have a quick question: what is the possibility of reopening the conversation and putting the motion forward and maybe making some changes to the Governance budget with the possibility of approving because sometimes I know an incoming President or individual who is responsible in this area can allocate certain amount of



money for the purpose of using it, but that can be a lot or it can be less, but there are always other sections as Chris Turner just explained that the flexibility is always there. That is what I am emphasizing more because at the end of the day if something is not getting used then it can be reallocated elsewhere. Without putting more pressure on the incoming Board maybe we should re-open the discussion with the idea of maybe there are some big changes where 20,000 dollars or 40,000 dollars instead 20,000 dollars, something like that or along those lines. I don't know if that is possible: re-opening the conversation and having a discussion about it?

**Chair Naeem**

I think that the Board has made their decision at this particular time. This budget is not our budget; it is the incoming Chair's budget. In his absence we are re-allocating it and then approving it is not a fair deal. We have given a lot of feedback, but if there is more extensive feedback after all the discussion then we can have that as well. I will encourage, you to please email and that will give you a more collaborative and concise chance to give feedback.

**Director Bonnell**

Is there a way we can get in contact with the incoming Chair, so we can have that conversation?

**Chair Naeem**

Email and phone call?

**Director Bonnell**

I am just saying that if we got this feedback then we can approve it...

**Director Student Experience Verhoeve**

He is available for calls

**Director Rezkalla**

Point of information: based on the discussions that we have had these are just recommendations that cannot dictate the actual budget. As a Board we cannot tell the Operations team what to do or how to do it, we can just provide our Strategic Ends. That is that. From my perspective as a Director I think that your questions have been answered, your recommendations have been relayed.

**Chair Naeem**

And that will be on the incoming Board now to concede on that and take all the feedback and then maybe the incoming Chair will be there in their presence to answer all their questions.

**8. Comments from the Chair and CGO**

**No comments**

**9. Comments from the President and CEO**

**President Brar**

Overall it has been a pretty good year, thank you for everyone's hard work. We are going to be publishing our annual report on our website, it is actually available as of now; it highlights our accomplishments for the year, what we have done across all sectors, participation. There was a lot of thought put into it, especially the marketing department in preparation for this meeting for everyone to see and it will be there throughout the summer months. Overall, again, great work!

## **10. Comments from the Executive Director and COO**

### **ED Champagne**

I don't have a lot of comments. I echo a lot of President Brar's sentiments with regards to this being a pretty good year: we accomplished a lot at the Students' Union. I know that this particular audience had its ups and downs, but hopefully you took the time to actually reflect that there were more positives than negatives. Seeing as none of you will be Directors next year I want to thank you for your service to the Students' Union at Wilfrid Laurier University.

## **11. Finance Committee Report**

**Motion 9** (Wojtanowski/Hassan): Motion to approve the finance committee report

**Vote: 5-0-3**

**Result: Motion Pass**

### **Director Small**

I might put in a quick word to say in echoing my recommendation in this report I appreciate the conclusion of section 2b of the quarterly report is included in this agenda package, I think. While I appreciate the degree of transparency with which President Brar has presented the statements the past year and cooperating with Chair Naeem and former Chair Plummer I think this is more of a formality. It is a recommendation because I see it as conducive to fiscal transparency even though it is not set in stone, it presents a good continuation of a helpful model: it solidifies what President Brar has already put forward as transparent and successful.

## **12. Ownership Linkage Committee Report**

**Motion 10** (Liu/Wojtanowski): Motion to approve the ownership linkage committee report

**Vote: 7-0-1**

**Result: Motion Pass**

### **Director Hakim**

If you have questions, please fire away!

### **Vice Chair Del Bono**

Regarding the winter semester surveys, specifically item number three regarding inclusiveness on campus: I just want to ask you if you are aware of last year's survey results and how they compare to this year's. For example, are respondents feeling a sense of inclusion. etc.?

### **Director Hakim**

The actual survey results are private from last year and this year, that is why I provided a summary. I can get back to you privately later on?

### **Vice Chair Del Bono**

For sure

### **Director Rezkalla**

Ownership Linkage committee is a very important committee towards voter turnout and for elections because they pursue ownership linkage and providing that outreach to our stakeholders in order to let them know that the elections are all about and are voting for. Please make sure that we get all the final reports including the ownership linkage.

### **13. Student Affairs Administrative Agreement**

**Motion 11** (Rezkalla/Liu): Motion to approve the student affairs administrative agreement

**Vote: 7-0-1**

**Result: Motion Pass**

#### **Chair Naeem**

Are there any questions for President Brar, or would you like to have some opening remarks?

#### **President Brar**

I would but I think we need a motion for this... The student affairs administrative agreement is essentially it is a trial agreement between the Students' Union, the University and the Graduate Student Association which provides accountability and oversight of the student affairs department at the university. As I articulated in my updates throughout the year this agreement expires as of Monday, and we have been negotiating this all year. This agreement overall really enhances what was established in the past creating more accountability and student oversight over the University Operating budget in Student Affairs specifically, and really acts as a collective throughout the organization can work together and enhance the student experience. Some of the departments that fall under this are athletics, diversity and equity office, student wellness center, just to name a few and the person responsible for this the Vice President of University Affairs David McMurray has been working with our office all year to ensure that our voices are heard and that there is better accountability for the next three years. I am happy to answer any questions

### **14. Quarterly Financial Updates**

**Motion 12** (Rezkalla/Wojtanowski): Motion to approve the quarterly financial updates

**Vote: 8-0-0**

**Result: Motion**

#### **President Brar**

This is the third quarterly update as prescribed in my ELs for the year. If you look at the last page of the PNL we have a surplus of 1 million dollars, that is not taking into consideration all the expenses that happened in April, anything else on the budget is outstanding. Once the audit is completed we will have a better understanding of the surplus for the year and that will be approved by the Board usually around October as this Board did for the past year. Overall as recommended by the finance committee, even though their recommendation was not binding, I decided to have a notes section in there for clarification. But if there are any items specifically then I am happy to answer those

## **15. Items pulled from the Consent Agenda**

**No Items**

## **16. In-camera: Final Term Feedback Compilation**

**Chair Naeem**

This section will be chaired by Vice Chair Del Bono and I believe I will not be able to give feedback because I will have to evacuate the room and the Board will not have quorum if I leave the room.

**President Brar**

Even without you there is still eight people, right?

**Chair Naeem**

Right, we are eight. The first half will be for myself and then I will exit and then President Brar will come back.

**President Brar**

I would put a motion to go in-camera with the Board and myself. We do the Board evaluation first, then the Chair evaluation, then the President's evaluation and then if there is anything left on the in-camera agenda.

**Chair Naeem**

Vice Chair Del Bono will be leading the entire in-camera session and so you are already the Chair.

**Director Hassan**

After we go in-camera then the meeting is done?

**Chair Naeem**

We will come back and do the adjournment

**President Brar**

I would recommend doing that now so that people don't have to go out and then come back in

## **17. New Business and Announcements**

**Director Hassan**

I want to take this time to thank you all very much to all the Directors, despite the bumpy road we had, we went up and down, complications here and there, regardless of those things I strongly believe that those things personally gave me a lot of challenge, a lot of areas that I need to work, so I have learned a lot is what I am basically trying to say. I thank you very much because without being part of this Board, being challenged with so many smart individuals who are sitting at this table I would not be able to learn or improve. That fact of the matter is this is why a lot of students are interested in being part of the organization and despite our different opinions and so I do want to take the time to thank you Directors specifically very much especially to Klaudia and Emily for being those absolutely outstanding Directors and individuals who are ready to 24/7 to challenge, which is outstanding. I do want to take the time to thank the individuals who are actually running the organization, I call them the pillars and that is Phil Champagne, Chris Turner, the President and all the other individuals. Regardless of our differences and our different opinions I still have a lot of respect and

professionalism towards all of you guys. At times I may come across as random guy who says anything that comes to his mind, but at the end of the day I respect and value each one of your opinions. At this time, I would like to take the time to congratulate my friend Talha who just recently got engaged. Congratulations and I wish you all the best of luck, let's keep in touch. Thank you

**Vice Chair Del Bono**

I am not sure how I can top that. Avengers Infinity War is probably the best movie I have ever seen, and I highly recommend it

**Director Wojtanowski**

Thank you everybody for coming to the meetings, thank you President Brar, thank you Phil Champagne and Ian Muller for constantly being a huge support for our Board from beginning to end throughout these very interesting 12 months. Thank you for answering our questions if we have any finance questions, for having the cord here every single time you have done a tremendous job tweeting and livestreaming all year. That was just my big thank you to any of the staff who have come out to our late-night meetings, I know they do go for a longtime and showing up at any point in time. The students we encourage you to come out and have your voice heard here at the table and I am really excited to see what this next Board can do. Good luck, I know you are representing all of them right now. We will be watching. We are excited for you and the next year of the Students' Union. I think we are happy to be done, thank you

**Director Small**

It's been a blast

**Director Bonnell**

If the in-camera goes past, then...?

**Vice Chair Del Bono**

One hour has been allotted for time, I honestly don't know...

**Director Bonnell**

If it goes past and I am required to leave...?

**Vice Chair Del Bono**

Then I guess we would have a motion

**President Brar**

What time do you need to leave?

**Director Bonnell**

6:10pm

**Vice Chair Del Bono**

Let's make this as quick as possible. A quick informal bathroom break and then we will go in camera

## Chair and CGO Comments

I would like to say I am very excited to work with each and everyone one of you to accomplish the goals we have set out what seemed like a life time ago in January. We have so much work to do and so much exciting things this year to look forward.

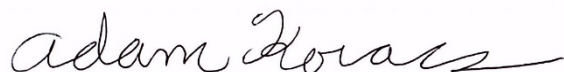
Continuing on from each one of you I expect honesty, bluntness, professionalism, and preparedness. With the past board they had frankly none of these attributes and that caused issues that led to the multiple dilemmas they have faced. So, going off that, if you have an issue with anyone on the board tell them, have a constructive conversation about why you are having an issue *and solve it or at least tolerate each other*. If you leave it bottled in you are guaranteed for failure. If you cannot talk to said person you can come to me, if you cannot, you go to the Vice Chair and he will go to me. At worst, you bring it to the Board and we handle it together. We are all adults, we need to act like such, otherwise we will not be able to make sure everything that should happen at this table, happens. Furthermore, I promise that if we can follow these expectations I will do the same for you because life is a two-way street and we need to make sure that we expect the same from each other.

As well, when it comes to reimbursements for travel in between campuses this is how it will work. I will only reimburse travel if you the individual give me a very valid reason that being you have to present at the board meeting or that there is some kind of social before/after the meeting. Reason for this is because of the fact there are multiple ways you can still participate in the board meeting, whether that be video conferencing on the other campus or calling in and putting you over the phone as well.

Moreover, I believe in everyone having a voice, whether they want to or not. As a result, every single Board member will be on the speaker list for any thing that requires discussion/decision that way it ensures everyone speaks and if you decide you do not want to say something, when we say your name just indicate you have nothing to say currently. If you want to say more just indicate, you want to be added to the speakers list later. This may take longer, but it ensures everyone has a voice without feeling they need to ask for it. As well the list will be randomized to ensure it is not the same person.

As already said, I am excited for this year. We are the future with no constraints, no vendettas, we are new.

So, with that said, lets giter done.

A handwritten signature in black ink that reads "Adam Kovacs". The signature is written in a cursive, flowing style.

Adam Kovacs  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

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**Saturday, May 12<sup>th</sup>, 2018**

### **Summary**

- The policy states that the Board cannot participate in any evaluation of staff members
- Proposing an amendment where the President can ask a board member to participate in evaluation of staff whether that be formally or informally
- This will allow more cooperation between the Board and President while allowing everyone to be more acquainted with one another.

### **Issue**

Currently the Board cannot participate in any form of hiring for staff. Because of this the board can possibly have no idea who is being hired or what their position is. How is the Chair supposed to know who to talk to if they say must talk to the John Doe who is the AVP of Finance and Administration if they never had the opportunity to talk to them. Last year between the Board and the staff there was lots of tension and rivalries, by having the board involved with the hiring process it can relieve this tension created.

### **Worth Noting**

- I am not suggesting the Board hire the people, I am suggested the board participate in the hiring panel and give their opinion/remain neutral. Not evaluate and say who is better.
- Provides an objective opinion and a different say.
- Allows the board to see how operationally things work to understand where their scope is and where it is not.
- Allows the Board to be able to *work* with the staff knowing who they are and how they can contribute at the board table.
- Only will occur if the President requests it (it could never happen)

### **Conclusion**

- By doing so it will allow the Staff and Board to work cohesively to help the organization as a whole
- This is not the board evaluating potential staff, it is the board delivering an objective opinion that could help in deciding the best candidate
- The Board can understand what is within their scope and what is not relieving the problems that was faced last year.
- The President will ask the chair before he will ask a board member to participate in the process.

### **Action Required**

- Majority vote of yes is required contingent on the wording being presented at the next board meeting
- To change the policy and presented at the next board meeting

**The President is the Board's only link to operational achievements and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the President.**

The Board will:

1. Hold the President fully accountable for all organizational operations.
2. View Presidential performance as identical to organizational performance, so that:
  - a. organizational accomplishment of a reasonable interpretation of Board-stated Ends; and
  - b. avoidance of Board-proscribed means will be viewed as successful President performance.
3. Never give instructions to persons who report directly or indirectly to the President.
4. Not evaluate, either formally or informally, any staff other than the President.



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**Saturday, May 12<sup>th</sup>, 2018**

### **Summary**

- The Governance Budget includes all purchases for the Chair and CGO including travel and honorarium
- The Election Budget includes reimbursements, CRO and DRO pay, election supplies
- Apart of the operating budget yet it is its distinct budget
- *Motion failed with the previous board, so it comes to this board*

### **Issue**

In the April 28<sup>th</sup>, 2018 meeting the board of directors decided to not approve this budget because of the Election supplies portion was cut and because of the fact the money allocated for board training was as well cut. Both budgets are necessary, the Governance budget is necessary because it pays for your accommodations for the retreat, travel expenses, and our training. The Elections budget is in charge for paying for the elections, from reimbursements, the CRO pay and transportation.

### **Worth Noting**

- This is a major issue since your accommodations come from my budget
- This is our chance to talk about the Chair Honorarium that was mentioned during our training
- This is practice for when we approve next year's budget
- *Look broadly, not at particulars, ask questions that think about how it will benefit organization as a whole, not operationally, we think strategically.*

### **Conclusion**

- These budgets must come to a decision at this meeting
- These budgets have many ramifications and can hurt the board for not being approved
- Budget is balanced for the organization with the numbers being approved

### **Action Required**

- Majority vote of yes is required
- Possible review of policy required to determine if the increase/decreases are beneficial

# GOVERNANCE 2018-19 PROPOSAL

## BOARD OF DIRECTORS 14-700

### EXPENSES:

#### 8700 VOLUNTEER APPRECIATION

|                                      |
|--------------------------------------|
| Director VA Gift<br>(12 @ \$30 each) |
|                                      |
|                                      |

#### 7005 FOOD EXPENSE

|   |
|---|
| Snacks and Refreshments at Board Meetings |
| Transition food expense                   |
|   |
|   |

#### 7080 HONOURARIUM

|                                     |
|-------------------------------------|
| CGO Honourarium                     |
| CGO-Elect Transition Honourarium    |
| Summer Secretary Honourarium        |
| Fall & Winter Secretary Honourarium |
|                                     |
|                                     |

#### 8263 SUPPLIES - GENERAL

|                                       |
|---------------------------------------|
| Ownership Linkage Supplies            |
| Adobde X Subscription - US \$15/Month |
|                                       |

#### 8350 TELEPHONE

|                                     |
|-------------------------------------|
| CGO Cell Phone Subsidy (\$55/month) |
|                                     |
|                                     |

#### 8500 TRAVEL AND ACCOMODATIONS

|   |
|---|
| Summer Mileage for Directors              |
| Travel Expense for Brantford Directors    |
| Travel Expense for Waterloo Directors     |
| Transition Travel                         |
| CGO Travel Between Brantford and Waterloo |
|   |
|   |

#### 8756 BENEFITS - PART TIME

|         |
|---------|
| CGO CPP |
|         |
|         |

#### 6660 Professional Development

|                |
|----------------|
| Board Training |
|                |
|                |

PERIOD

2017/18

2018-19

|              |                  |                  |
|--------------|------------------|------------------|
| 13           | \$ 360.00        | \$ 360.00        |
|              |                  |                  |
| <b>TOTAL</b> | <b>\$ 360.00</b> | <b>\$ 360.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 1-13         | \$ 1,500.00        | \$ 1,700.00        |
| 11-12        | \$ 250.00          | \$ 220.00          |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 1,750.00</b> | <b>\$ 1,920.00</b> |

|              |                     |                     |
|--------------|---------------------|---------------------|
| 1-13         | \$ 24,098.00        | \$ 24,098.00        |
| 13           | \$ 250.00           | \$ 250.00           |
| 5            | \$ 400.00           | \$ 400.00           |
| 8 & 12       | \$ 1,600.00         | \$ 1,600.00         |
|              |                     |                     |
| <b>TOTAL</b> | <b>\$ 26,348.00</b> | <b>\$ 26,348.00</b> |

|              |                    |                  |
|--------------|--------------------|------------------|
| 5-13         | \$ 1,000.00        | \$ 500.00        |
|              |                    | \$ 245.44        |
| <b>TOTAL</b> | <b>\$ 1,000.00</b> | <b>\$ 745.44</b> |

|              |                  |                  |
|--------------|------------------|------------------|
| 1-13         | \$ 660.00        | \$ 660.00        |
|              |                  |                  |
| <b>TOTAL</b> | <b>\$ 660.00</b> | <b>\$ 660.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 1-5          | \$ 1,000.00        | \$ 500.00          |
| 3-13         | \$ 650.00          | \$ 750.00          |
| 3-13         | \$ 480.00          | \$ 300.00          |
| 11-13        | \$ 450.00          | \$ 450.00          |
| 1-13         | \$ 600.00          | \$ 600.00          |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 3,180.00</b> | <b>\$ 2,600.00</b> |

|              |                  |                  |
|--------------|------------------|------------------|
| 1-13         | \$ 945.00        | \$ 945.00        |
|              |                  |                  |
| <b>TOTAL</b> | <b>\$ 945.00</b> | <b>\$ 945.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 12-13        | \$ 2,720.00        | \$ 2,000.00        |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 2,720.00</b> | <b>\$ 2,000.00</b> |

**TOTAL EXPENSES: \$ 36,963.00 \$ 35,578.44**

## GOVERNANCE 2018-2019 Proposal

### ELECTIONS 14-701

#### EXPENSES:

##### 7005 FOOD EXPENSE

|  |
|--|
| Floats for Votes - Waterloo                              |
| Floats for Votes - Brantford                             |
| Ballot Counting Food for Scrutineers & Appeals Committee |
|  |
|  |

##### 7420 ANNUAL SOFTWARE MAINTENANCE

|                                       |
|---------------------------------------|
| Election System Maintenance and Setup |
|                                       |
|                                       |

##### 7850 PUBLICITY AND ADS

|                                   |
|-----------------------------------|
| Information and Elections Posters |
| Election Reimbursements           |
|                                   |
|                                   |

##### 8265 SUPPLIES MARKETING

|                      |
|----------------------|
| Election Supplies    |
| Laurier Votes Prizes |
|                      |
|                      |

##### 8500 TRAVEL & ACCOMODATION

|  |
|--|
| Open Forum Buses                       |
| Elections Results Night Transportation |
|  |
|  |

##### 7080 HONOURARIUM

|                                    |
|------------------------------------|
| CRO Honourarium (\$600 per period) |
| DRO Honourarium                    |
|                                    |
|                                    |

##### 8753 BENEFITS - PART TIME

|        |
|--------|
| CRO EI |
| DRO EI |
|        |
|        |

PERIOD

2017/18

2017/18

|              |                  |                  |
|--------------|------------------|------------------|
| 10           | \$ 300.00        | \$ 300.00        |
| 10           | \$ 120.00        | \$ 120.00        |
| 10           | \$ 100.00        | \$ 100.00        |
|              |                  |                  |
| <b>TOTAL</b> | <b>\$ 520.00</b> | <b>\$ 520.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 10           | \$ 3,500.00        | \$ 3,600.00        |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 3,500.00</b> | <b>\$ 3,600.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 8-10         | \$ 100.00          | \$ 100.00          |
| 11           | \$ 5,550.00        | \$ 6,000.00        |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 5,650.00</b> | <b>\$ 6,100.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 7-10         | \$ 1,000.00        | \$ 1,000.00        |
| 7-10         | \$ 1,200.00        | \$ 600.00          |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 2,200.00</b> | <b>\$ 1,600.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 10           | \$ 800.00          | \$ 600.00          |
| 10           | \$ 450.00          | \$ 450.00          |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 1,250.00</b> | <b>\$ 1,050.00</b> |

|              |                    |                    |
|--------------|--------------------|--------------------|
| 6-11         | \$ 3,600.00        | \$ 4,500.00        |
| 10 & 11      | \$ 850.00          | \$ 850.00          |
|              |                    |                    |
| <b>TOTAL</b> | <b>\$ 4,450.00</b> | <b>\$ 5,350.00</b> |

|              |                  |                  |
|--------------|------------------|------------------|
| 6-11         | \$ 133.00        | \$ 133.00        |
| 6-11         | \$ 34.00         | \$ 34.00         |
|              |                  |                  |
| <b>TOTAL</b> | <b>\$ 167.00</b> | <b>\$ 167.00</b> |

**TOTAL EXPENSES: \$ 17,737.00 \$ 18,387.00**

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**Saturday, May 12, 2018**

## **Summary**

- The 2017/18 Board approved the operating budget with the money allocated to two particular over 10k expenditure but did need further clarification for those two items since President Elect at the time was unavailable
- The two programs are the Presidential Sponsorship Program (PSP) and SU Successful Student Application totaling \$21,000 and \$33,000
- There is a significant chance that the money will remain unused and not go back to the students in those two programs if the board does not approve their operationally decided use
- The money has already been budgeted for and will thus not negatively impact the budget
- The program structures are currently being worked on by the management team

## **Issue**

During the April 27<sup>th</sup> Board Meeting, Operating Budget for the 2018/19 fiscal year was approved however, the money allocated to PSP and the SU Successful Student Application was not approved. Why?

- The Board believed President Elect Plummer should have been present to answer questions about them
- The programs should have been placed in the Finance & Administration budget and not the presidential leadership one
- Other issues include: The 2017/18 board had an issue with the blank spaces in the budget, money being allocated to healthy lifestyles which is no longer a committee and the net balance for peer connect.

PSP is a program that Laurier undergraduate students/clubs competing at the provincial, national and international levels can apply to for financial as there are few programs with this specific nature that exist. There are limited supports available to students representing at the highest levels as these are normally costly self-funded ventures.

SU Successful Student Application is a program that is similar to the make a wish foundation. The aim is to fund/support the wish of students who need it. For example, a student could be struggling with their tuition and on the cusp of being de-registered, their one wish would be to get assistance to clear/reduce their account so they can continue their education.

## **Worth Noting**

- Allowing the funds to be used for these programs will enable the Students' Union to provide a greater degree of support to the student body
- It will see student money returning to the students

- The program will be assessed on effectivity at the end of each semester and corrective measures employed
- The two items have been re-categorized in the Vice-President of Finance & Administration budget.
- The first budget issue is the updated Budget Summary by Department that has three changes: 1. The Blank Lines have been removed; 2. The \$3,200 was taken from Healthy Lifestyles and added to Peer Connect and 3. The net number for Peer Connect Waterloo for 17/18 has been corrected.

### **Conclusion**

- The money was budgeted for these programs and with the Board's approval, students who need help will receive it.

### **Action Required**

- Majority vote of yes is required

## 2018-19 Budget Summary By Department

| Budget                                | 2018-19       |               |                | 2017-18       |               |                |
|---------------------------------------|---------------|---------------|----------------|---------------|---------------|----------------|
|                                       | Revenue       | Expenses      | Net            | Revenue       | Expenses      | Net            |
| GOVERNANCE                            |               |               |                |               |               |                |
| Board of Directors                    | \$ -          | \$ 35,578.44  | -\$ 35,578.44  | \$ -          | \$ 36,490.80  | -\$ 36,490.80  |
| Elections                             | \$ -          | \$ 18,387.00  | -\$ 18,387.00  | \$ -          | \$ 17,737.00  | -\$ 17,737.00  |
| GOVERNANCE TOTAL                      | \$ -          | \$ 53,965.44  | -\$ 53,965.44  | \$ -          | \$ 54,227.80  | -\$ 54,227.80  |
| GOVERNANCE CHANGE FROM 2017/18        |               |               | -\$ 262.36     |               |               |                |
| LEADERSHIP                            |               |               |                |               |               |                |
| President & CEO                       | \$ -          | \$ 99,690.00  | -\$ 99,690.00  | \$ -          | \$ 43,922.80  | -\$ 43,922.80  |
| Executive Director                    | \$ 12,500.00  | \$ 30,810.00  | -\$ 18,310.00  | \$ 12,500.00  | \$ 28,330.00  | -\$ 15,830.00  |
| LEADERSHIP TOTAL                      | \$ 12,500.00  | \$ 130,500.00 | -\$ 118,000.00 | \$ 12,500.00  | \$ 72,252.80  | -\$ 59,752.80  |
| LEADERSHIP AMOUNT CHANGE FROM 2017/18 |               |               | \$ 58,247.20   |               |               |                |
| FINANCE & ADMINISTRATION              |               |               |                |               |               |                |
| VP: Finance & Administration          | \$ -          | \$ 34,635.00  | -\$ 34,635.00  | \$ -          | \$ 35,171.79  | -\$ 35,171.79  |
| AVP: Finance & Administration         | \$ -          | \$ 12,770.00  | -\$ 12,770.00  | \$ -          | \$ 12,590.00  | -\$ 12,590.00  |
| Director: Finance & Administration    | \$ -          | \$ 88,056.00  | -\$ 88,056.00  | \$ -          | \$ 82,356.00  | -\$ 82,356.00  |
| ITS                                   | \$ -          | \$ 55,300.00  | -\$ 55,300.00  | \$ -          | \$ 51,700.00  | -\$ 51,700.00  |
| Administration                        | \$ -          | \$ 22,122.72  | -\$ 22,122.72  | \$ -          | \$ 25,174.00  | -\$ 25,174.00  |
| U-Desk Brantford                      | \$ 4,750.00   | \$ 14,056.00  | -\$ 9,306.00   | \$ 4,800.00   | \$ 12,200.00  | -\$ 7,400.00   |
| U-Desk Waterloo                       | \$ 110,150.00 | \$ 54,545.00  | \$ 55,605.00   | \$ 131,350.00 | \$ 73,552.80  | \$ 57,797.20   |
| Human Resources                       | \$ -          | \$ 38,332.18  | -\$ 38,332.18  | \$ -          | \$ 45,251.03  | -\$ 45,251.03  |
| FA Central                            | \$ 114,900.00 | \$ 319,816.90 | -\$ 204,916.90 | \$ 136,150.00 | \$ 337,995.62 | -\$ 201,845.62 |
| Hiring & Recruitment (Waterloo)       | \$ -          | \$ 2,375.00   | -\$ 2,375.00   | \$ -          | \$ 2,375.00   | -\$ 2,375.00   |
| FA Waterloo Committees                | \$ -          | \$ 2,375.00   | -\$ 2,375.00   | \$ -          | \$ 2,375.00   | -\$ 2,375.00   |
| Hiring & Recruitment (Brantford)      | \$ -          | \$ 980.00     | -\$ 980.00     | \$ -          | \$ 1,220.00   | -\$ 1,220.00   |
| FA Brantford Committees               | \$ -          | \$ 980.00     | -\$ 980.00     | \$ -          | \$ 1,220.00   | -\$ 1,220.00   |
| FA TOTAL                              | \$ 114,900.00 | \$ 323,171.90 | -\$ 208,271.90 | \$ 136,150.00 | \$ 341,590.62 | -\$ 205,440.62 |
| FA AMOUNT CHANGE FROM 2017/18         |               |               | \$ 2,831.28    |               |               |                |
| UNIVERSITY AFFAIRS                    |               |               |                |               |               |                |
| VP: University Affairs                | \$ -          | \$ 71,578.84  | -\$ 71,578.84  | \$ -          | \$ 64,030.76  | -\$ 64,030.76  |
| AVP: University Affairs (Waterloo)    | \$ -          | \$ -          | \$ -           | \$ -          | \$ 1,510.00   | -\$ 1,510.00   |
| AVP: University Affairs (Brantford)   | \$ -          | \$ 1,060.00   | -\$ 1,060.00   | \$ -          | \$ 1,060.00   | -\$ 1,060.00   |
| Director: Policy, Research & Advocacy | \$ -          | \$ 3,273.81   | -\$ 3,273.81   | \$ -          | \$ 3,257.56   | -\$ 3,257.56   |
| UA Central                            | \$ -          | \$ 75,912.65  | -\$ 75,912.65  | \$ -          | \$ 69,858.32  | -\$ 69,858.32  |
| Outreach (Waterloo)                   | \$ -          | \$ 870.00     | -\$ 870.00     | \$ -          | \$ 1,070.00   | -\$ 1,070.00   |
| SRAC (Waterloo)                       | \$ -          | \$ 767.02     | -\$ 767.02     | \$ -          | \$ 797.02     | -\$ 797.02     |
| UA Waterloo Committees                | \$ -          | \$ 1,637.02   | -\$ 1,637.02   | \$ -          | \$ 1,867.02   | -\$ 1,867.02   |
| Outreach (Brantford)                  | \$ -          | \$ 716.00     | -\$ 716.00     | \$ -          | \$ 771.00     | -\$ 771.00     |
| SRAC (Brantford)                      | \$ -          | \$ 1,205.00   | -\$ 1,205.00   | \$ -          | \$ 1,745.00   | -\$ 1,745.00   |
| UA Brantford Committees               | \$ -          | \$ 1,921.00   | -\$ 1,921.00   | \$ -          | \$ 2,516.00   | -\$ 2,516.00   |
| UA TOTAL                              | \$ -          | \$ 79,470.67  | -\$ 79,470.67  | \$ -          | \$ 74,241.34  | -\$ 74,241.34  |
| UA AMOUNT CHANGE FROM 2017/18         |               |               | \$ 5,229.33    |               |               |                |
| CLUBS & ASSOCIATIONS                  |               |               |                |               |               |                |
| VP: Clubs & Associations              | \$ -          | \$ 109,220.00 | -\$ 109,220.00 | \$ -          | \$ 62,650.00  | -\$ 62,650.00  |
| AVP: Clubs & Associations             | \$ -          | \$ 19,710.00  | -\$ 19,710.00  | \$ -          | \$ 19,710.00  | -\$ 19,710.00  |



## 2018-19 Budget Summary By Department

| Budget                                  | 2018-19     |                      |                       | 2017-18     |                     |                      |
|---|-------------|----------------------|-----------------------|-------------|---------------------|----------------------|
|   | Revenue     | Expenses             | Net                   | Revenue     | Expenses            | Net                  |
| Director: Student Experience            | \$ -        | \$ 6,105.20          | -\$ 6,105.20          | \$ -        | \$ 6,075.60         | -\$ 6,075.60         |
| <b>CA Central</b>                       | <b>\$ -</b> | <b>\$ 135,035.20</b> | <b>-\$ 135,035.20</b> | <b>\$ -</b> | <b>\$ 88,435.60</b> | <b>-\$ 88,435.60</b> |
| Marketing and Special Events (Waterloo) | \$ -        | \$ -                 | \$ -                  | \$ -        | \$ 9,180.00         | -\$ 9,180.00         |
| Campus Clubs Brantford                  | \$ -        | \$ 890.00            | -\$ 890.00            | \$ -        | \$ 920.00           | -\$ 920.00           |
| Faculty Clubs (Brantford)               | \$ -        | \$ 560.00            | -\$ 560.00            | \$ -        | \$ 560.00           | -\$ 560.00           |
| <b>CA Coordinators</b>                  | <b>\$ -</b> | <b>\$ 1,450.00</b>   | <b>-\$ 1,450.00</b>   | <b>\$ -</b> | <b>\$ 10,660.00</b> | <b>-\$ 10,660.00</b> |
| <b>CA TOTAL</b>                         | <b>\$ -</b> | <b>\$ 136,485.20</b> | <b>-\$ 136,485.20</b> | <b>\$ -</b> | <b>\$ 99,095.60</b> | <b>-\$ 99,095.60</b> |
| <b>CA CHANGE FROM 2017/18</b>           |             |                      | <b>\$ 37,389.60</b>   |             |                     |                      |

| PROGRAMMING AND SERVICES WATERLOO     |                      |                      |                      |                      |                      |                       |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| VP: Programming & Services (Waterloo) | \$ 87,500.00         | \$ 148,810.00        | \$ 61,310.00         | \$ 63,750.00         | \$ 184,387.00        | -\$ 120,637.00        |
| Programming & Promotions Coordinator  | \$ -                 | \$ 17,564.00         | \$ 17,564.00         | \$ -                 | \$ 22,220.00         | -\$ 22,220.00         |
| <b>PSW Central</b>                    | <b>\$ 87,500.00</b>  | <b>\$ 166,374.00</b> | <b>\$ 78,874.00</b>  | <b>\$ 63,750.00</b>  | <b>\$ 206,607.00</b> | <b>-\$ 142,857.00</b> |
| Orientation Week (Waterloo)           | \$ 339,200.00        | \$ 255,346.80        | \$ 83,853.20         | \$ 320,000.00        | \$ 248,544.50        | \$ 71,455.50          |
| A-Team                                | \$ 76,450.00         | \$ 116,052.50        | -\$ 39,602.50        | \$ 40,850.00         | \$ 85,340.00         | -\$ 44,490.00         |
| First Year Project                    | \$ 3,000.00          | \$ 18,000.00         | -\$ 15,000.00        | \$ 2,250.00          | \$ 14,970.00         | -\$ 12,720.00         |
| Winter Carnival                       | \$ 15,996.25         | \$ 21,850.00         | -\$ 5,853.75         | \$ 15,996.25         | \$ 19,687.00         | -\$ 3,690.75          |
| <b>Programming Committee Total</b>    | <b>\$ 434,646.25</b> | <b>\$ 411,249.30</b> | <b>\$ 23,396.95</b>  | <b>\$ 379,096.25</b> | <b>\$ 368,541.50</b> | <b>\$ 10,554.75</b>   |
| Healthy Lifestyles (Waterloo)         | \$ -                 | \$ -                 | \$ -                 | \$ -                 | \$ 2,185.00          | -\$ 2,185.00          |
| EcoHawks (Waterloo)                   | \$ -                 | \$ 5,910.00          | -\$ 5,910.00         | \$ -                 | \$ 5,910.00          | -\$ 5,910.00          |
| Emergency Response Team               | \$ -                 | \$ 18,929.83         | -\$ 18,929.83        | \$ -                 | \$ 18,849.83         | -\$ 18,849.83         |
| Food Bank (Waterloo)                  | \$ 2,750.00          | \$ 8,564.91          | -\$ 5,814.91         | \$ 3,500.00          | \$ 7,439.91          | -\$ 3,939.91          |
| Foot Patrol (Waterloo)                | \$ -                 | \$ 17,357.00         | -\$ 17,357.00        | \$ -                 | \$ 16,641.00         | -\$ 16,641.00         |
| Peer Connect (Waterloo)               | \$ -                 | \$ 8,560.00          | -\$ 8,560.00         | \$ -                 | \$ 5,362.00          | -\$ 5,362.00          |
| Shinerama (Waterloo)                  | \$ 103,182.30        | \$ 103,182.30        | \$ -                 | \$ 103,182.30        | \$ 103,182.30        | \$ -                  |
| <b>Service Committee Total</b>        | <b>\$ 105,932.30</b> | <b>\$ 162,504.04</b> | <b>-\$ 56,571.74</b> | <b>\$ 106,682.30</b> | <b>\$ 159,570.04</b> | <b>-\$ 52,887.74</b>  |
| <b>PSW CHANGE FROM 2017/18</b>        |                      |                      | <b>-\$ 73,141.20</b> |                      |                      |                       |

| PROGRAMMING AND SERVICES BRANTFORD     |                      |                      |                      |                     |                      |                      |
|--|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|
| VP: Programming & Services (Brantford) | \$ -                 | \$ 3,984.00          | -\$ 3,984.00         | \$ -                | \$ 3,984.00          | -\$ 3,984.00         |
| Brantford Administration               | \$ 8,100.00          | \$ 13,410.22         | -\$ 5,310.22         | \$ 2,911.50         | \$ 17,358.22         | -\$ 14,446.72        |
| <b>PSB Central</b>                     | <b>\$ 8,100.00</b>   | <b>\$ 17,394.22</b>  | <b>-\$ 9,294.22</b>  | <b>\$ 2,911.50</b>  | <b>\$ 21,342.22</b>  | <b>-\$ 18,430.72</b> |
| Orientation Week (Brantford)           | \$ 81,000.00         | \$ 129,369.00        | -\$ 48,369.00        | \$ 78,400.00        | \$ 116,130.00        | -\$ 37,730.00        |
| First Year Integration                 | \$ -                 | \$ 775.00            | -\$ 775.00           | \$ -                | \$ 1,015.00          | -\$ 1,015.00         |
| Hawk Team                              | \$ 4,120.00          | \$ 9,370.00          | -\$ 5,250.00         | \$ 7,330.00         | \$ 10,510.00         | -\$ 3,180.00         |
| Snow Week                              |                      | \$ 6,140.00          | -\$ 6,140.00         | \$ 600.00           | \$ 6,140.00          | -\$ 5,540.00         |
| <b>Programming Committee Total</b>     | <b>\$ 85,120.00</b>  | <b>\$ 145,654.00</b> | <b>-\$ 60,534.00</b> | <b>\$ 86,330.00</b> | <b>\$ 133,795.00</b> | <b>-\$ 47,465.00</b> |
| EcoHawks (Brantford)                   | \$ -                 | \$ 845.00            | -\$ 845.00           | \$ -                | \$ 965.00            | -\$ 965.00           |
| Food Bank (Brantford)                  | \$ 5,500.00          | \$ 5,770.00          | -\$ 270.00           | \$ 5,000.00         | \$ 6,950.00          | -\$ 1,950.00         |
| Foot Patrol (Brantford)                | \$ -                 | \$ 5,995.00          | -\$ 5,995.00         | \$ -                | \$ 6,570.00          | -\$ 6,570.00         |
| Healthy Lifestyles (Brantford)         | \$ -                 | \$ 920.00            | -\$ 920.00           | \$ -                | \$ 1,152.00          | -\$ 1,152.00         |
| Peer Connect (Brantford)               | \$ -                 | \$ 1,180.00          | -\$ 1,180.00         | \$ -                | \$ 1,310.00          | -\$ 1,310.00         |
| Shinerama (Brantford)                  | \$ 2,500.00          | \$ 2,500.00          | \$ -                 | \$ 2,500.00         | \$ 2,500.00          | \$ -                 |
| <b>Service Committee Total</b>         | <b>\$ 8,000.00</b>   | <b>\$ 17,210.00</b>  | <b>-\$ 9,210.00</b>  | <b>\$ 7,500.00</b>  | <b>\$ 19,447.00</b>  | <b>-\$ 11,947.00</b> |
| <b>PSB TOTAL</b>                       | <b>\$ 101,220.00</b> | <b>\$ 180,258.22</b> | <b>-\$ 79,038.22</b> | <b>\$ 96,741.50</b> | <b>\$ 174,584.22</b> | <b>-\$ 77,842.72</b> |

| MARKETING AND COMMUNICATIONS         |              |              |               |              |              |               |
|--------------------------------------|--------------|--------------|---------------|--------------|--------------|---------------|
| Director: Marketing & Communications | \$ 40,000.00 | \$ 50,665.60 | -\$ 10,665.60 | \$ 40,000.00 | \$ 54,075.60 | -\$ 14,075.60 |
| Sponsorship Coordinator              | \$ -         | \$ 15,413.99 | -\$ 15,413.99 | \$ -         | \$ 13,103.99 | -\$ 13,103.99 |

## 2018-19 Budget Summary By Department

| Budget                          | 2018-19          |                  |                  | 2017-18          |                  |                  |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|                                 | Revenue          | Expenses         | Net              | Revenue          | Expenses         | Net              |
| Digital Media Coordinator       | \$ -             | \$ 8,808.48      | -\$ 8,808.48     | \$ -             | \$ 12,724.28     | -\$ 12,724.28    |
| MARKETING TOTAL                 | \$ 40,000.00     | \$ 74,888.07     | -\$ 34,888.07    | \$ 40,000.00     | \$ 79,903.87     | -\$ 39,903.87    |
| MARKETING CHANGE FROM 2017/18   |                  |                  | -\$ 5,015.80     |                  |                  |                  |
| HOSPITALITY                     |                  |                  |                  |                  |                  |                  |
| Turret                          | \$ 218,000.00    | \$ 288,791.92    | -\$ 70,791.92    | \$ 185,550.00    | \$ 264,420.51    | -\$ 78,870.51    |
| Wilfs                           | \$ 3,032,329.27  | \$ 3,031,023.88  | \$ 1,305.39      | \$ 2,956,980.38  | \$ 2,792,566.35  | \$ 164,414.03    |
| Williams                        | \$ 500,830.00    | \$ 640,642.00    | -\$ 139,812.00   | \$ 170,615.00    | \$ 277,539.42    | -\$ 106,924.42   |
| Golden Grounds                  | \$ 82,500.00     | \$ 83,563.88     | -\$ 1,063.88     | \$ 63,204.56     | \$ 62,505.06     | \$ 699.50        |
| HOSPITALITY TOTAL               | \$ 3,833,659.27  | \$ 4,044,021.68  | -\$ 210,362.41   | \$ 3,376,349.94  | \$ 3,397,031.34  | -\$ 20,681.40    |
| HOSPITALITY CHANGE FROM 2017/18 |                  |                  | -\$ 189,681.01   |                  |                  |                  |
| OTHER FEES                      |                  |                  |                  |                  |                  |                  |
| FNCC                            | \$ 1,352,873.75  | \$ 2,497,554.68  | -\$ 1,144,680.93 | \$ 1,249,318.64  | \$ 2,566,666.32  | -\$ 1,317,347.68 |
| Health & Dental Plan            | \$ 2,839,163.97  | \$ 2,549,713.77  | \$ 289,450.20    | \$ 2,524,997.50  | \$ 2,335,329.70  | \$ 189,667.80    |
| Aramark Lease                   | \$ 500,000.00    | \$ 207,355.34    | \$ 292,644.66    | \$ 529,028.32    | \$ 197,277.86    | \$ 331,750.46    |
| International News              | \$ 40,000.00     | \$ -             | \$ 40,000.00     | \$ 40,000.00     | \$ 8,519.39      | \$ 31,480.61     |
| Waterloo SAC Fee                | \$ 1,116,681.68  | \$ -             | \$ 1,116,681.68  | \$ 1,048,092.50  | \$ -             | \$ 1,048,092.50  |
| Brantford SAC                   | \$ 202,934.25    | \$ -             | \$ 202,934.25    | \$ 210,264.18    | \$ -             | \$ 210,264.18    |
| Brantford Food Service Fee      | \$ -             | \$ -             | \$ -             | \$ 90,090.00     | \$ 90,090.00     | \$ -             |
| Brantford Student Centre        | \$ 345,094.50    | \$ 218,978.52    | \$ 126,115.98    | \$ 350,555.28    | \$ 119,490.64    | \$ 231,064.64    |
| Provincial Advocacy Fee         | \$ 56,496.00     | \$ -             | \$ 56,496.00     | \$ 53,609.85     | \$ -             | \$ 53,609.85     |
| Protected Services Fee          | \$ 78,858.00     | \$ 25,869.61     | \$ 52,988.39     | \$ 74,407.30     | \$ 24,994.61     | \$ 49,412.69     |
| Protected Services              | \$ 14,770.08     | \$ 14,869.61     | -\$ 99.53        | \$ 14,625.70     | \$ 14,244.61     | \$ 381.09        |
| OTHER TOTAL                     | \$ 6,546,872.23  | \$ 5,514,341.53  | \$ 1,032,530.70  | \$ 6,184,989.27  | \$ 5,356,613.13  | \$ 828,376.14    |
| OTHER CHANGE FROM 2017/18       |                  |                  | \$ 204,154.56    |                  |                  |                  |
| GRAND TOTAL                     | \$ 11,277,230.05 | \$ 11,277,230.06 | -\$ 0.00         | \$ 10,396,259.26 | \$ 10,384,259.26 | \$ 12,000.00     |

## 2018-19 Over \$10K Payment Report

|   |             |
|---|-------------|
| Insurance Expense   | \$73,000.00 |
| Audit Expense   | \$21,000.00 |
| Computer Purchases  | \$20,000.00 |
| Presidential Sponsorship Program  | \$21,000.00 |
| SU Successful Student Application   | \$33,000.00 |
| Laurier Club App  | \$15,000.00 |
| VP:PSW Welcome Back Concert – Entertainment Cost  | \$40,000.00 |
| VP: Programming & Services Waterloo Welcome Back Concert Tech                             | \$15,000.00 |
| VP:PSW Other Live Entertainment   | \$45,000.00 |
| A-Team Live Concert #1  | \$35,000.00 |
| A-Team Live Concert #2  | \$35,000.00 |
| A-Team Live Concert #1 Tech Costs   | \$11,000.00 |
| A-Team Live Concert #2 Tech Costs   | \$11,000.00 |
| Orientation Week App License (Guidebook or equivalent) Split between Waterloo & Brantford | \$10,000.00 |
| Orientation Week Waterloo First Year Student T-Shirts                                     | \$18,900.00 |
| Orientation Week Waterloo First Year Student Laundry Bags                                 | \$12,285.00 |
| Orientation Week Waterloo First Year Student Kit Swag items (3780 kits)                   | \$26,000.00 |
| Orientation Week Waterloo Orientation Carnival  | \$20,000.00 |
| Orientation Week Waterloo Headphone Disco   | \$10,000.00 |
| Orientation Week Waterloo Tech Equipment  | \$22,000.00 |
| Orientation Week Volunteer OneCard Meal Money   | \$30,000.00 |
| Shinerama Waterloo Donation to CF Canada  | \$65,498.30 |
| 1 <sup>st</sup> Installment OUSA Membership Fee. Assessed @ 80% of FTE                    | \$40,000.00 |
| 2 <sup>nd</sup> Installment OUSA Membership Fee.  | \$11,000.00 |
| Orientation Week Concert Brantford.   | \$34,050.00 |

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**Saturday, May 12<sup>th</sup>, 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 not 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 need be, yet they are not paid. Depending on each year they can have many or little roles depending on who is chair and CGO. The Vice Chair should be paid to compensate for the fact they have many jobs to complete and since they must be willing to put everything aside when the chair asks for it. Furthermore, with minimum wage increase has caused prices to increase and it is unfair that we do not compensate someone for their time when we compensate the Board Secretary for doing minutes.

### **Worth Noting**

- The Chair Honorarium 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
- With the Vice Chair not able to take the responsibilities of chair last year can be argued this would incentivize them too
- We pay the secretary, yet the vice chair does more

### **Conclusion**

- Creating a vice chair honorarium would incentivize the vice chair to work harder since they are being compensated
- Allows the Vice Chair to be compensated 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 motion is contingent on passing at next meeting on Chris Turner and VP of Finance and Administration finding the money to cover the cost and presenting at the next board meeting
- Developing a “job criteria” to determine their exact responsibilities and change policy GP2E

**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<br>(Times per<br>year) | Periods of<br>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<br>needed)                 | 4                        | Internal Report                   |
| BMD#1, #2a, #2b, #2c, #2d1, #2d2          | 1                                | 1, 8                     | Informal<br>Internal Report       |
| BMD#1, #2a, #2b, #2c, #2d1, #2d2          | 2                                | 6, 10                    | Informal Board<br>Self Evaluation |
| BMD#1, #2a, #2b, #2c, #2d1, #2d2          | 1                                | 13                       | Formal Internal<br>Report         |

Policy Type: Governance Process  
Monitoring Type: Internal Report  
Monitoring Frequency: Annually  
Date Approved: April 29, 2014  
Date of Last Amendment: June 11, 2016  
Date of Last Direct Inspection: June 7, 2014



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

| Proposed Summer Meeting Schedule |         |        |
|----------------------------------|---------|--------|
| Date                             | Time    | Period |
| 12-May-18                        | 6:00 pm | 1      |
| 24-June-18                       | 6:00 pm | 2      |
| 29-July-18                       | 6:00 pm | 3      |
| 26-August-18                     | 6:00 pm | 4      |

| Proposed Fall & Winter Meeting Frequency & Locations |   |
|--|---|
| Frequency  | Locations   |
| Once every two weeks                                 | 2 in Brantford per semester and the remainder in Waterloo |

## 2018-19 Proposed Monitoring Schedule

| Meeting                      | Time    | Period | Policies Monitored   |
|------------------------------|---------|--------|--|
| May 12 <sup>th</sup>         | 6:00 PM | 1      | BMDs   |
| June 24 <sup>th</sup>        | 6:00 PM | 2      |  |
| July 29 <sup>th</sup>        | 6:00 PM | 3      | GP#2h, EL#2a, EL#2h  |
| August 26 <sup>th</sup>      | 6:00 PM | 4      | GP#2d, GP#2e, GP#2k <sup>1</sup> , EL#1, EL#2d, EL#2e, EL#2f |
| Sept. 11-15 <sup>th</sup>    | TBD     | 5      |  |
| Sept. 25-29 <sup>th</sup>    | TBD     | 6      | GP#1, EL#2b, EL#2c, EL#2g, EL#2n                             |
| Oct. 16-20 <sup>st</sup>     | TBD     | 7      |  |
| Oct. 23-27 <sup>th</sup>     | TBD     | 7      | GP#2a, GP#2f, GP#2g, EL#2d/e/f (D.I.), EL#2j                 |
| Nov. 6-10 <sup>th</sup>      | TBD     | 7      |  |
| Nov. 19-24 <sup>th</sup>     | TBD     | 8      | GP#2b, GP#2c, GP#2d, GP#2e, EL#2a, EL#2d (E.R.)              |
| Dec. 7 or 8 <sup>th 2</sup>  | TBD     | 8      | BMDs   |
| January 8-12 <sup>th</sup>   | TBD     | 10     | EL#2d, EL#2e, EL#2f, EL#2n                                   |
| January 22-26 <sup>th</sup>  | TBD     | 10     |  |
| February 5-9 <sup>th</sup>   | TBD     | 11     | GP#2f, GP#2g,  |
| February 26-2 <sup>nd</sup>  | TBD     | 11     | GP#2i, GP#2j, EL#2l  |
| March 5-9 <sup>th</sup>      | TBD     | 12     | GP#2d, GP#2e, EL#1, EL#2c, EL#2d/e/f (D.I.), EL#2j           |
| March 19-23 <sup>th</sup>    | TBD     | 12     |  |
| April 3 or 4 <sup>th 3</sup> | TBD     | 13     | EL#2d, EL#2e, EL#2f, EL#2m, GP#2b                            |
| April 23 – 27 <sup>th</sup>  | TBD     | 13     | BMDs, E#1  |

<sup>1</sup> GP#2k is only monitored when there are capital purchases.

<sup>2</sup> December 7<sup>th</sup> and 8<sup>th</sup> are Exam Study Days

<sup>3</sup> April 3<sup>rd</sup> and 4<sup>th</sup> are Exam Study Days