



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

Location: Students' Union Boardroom, Waterloo  
Date: May 13th, 2017, 3:00 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
3:00 PM	3:01 PM	Call to Order & Land Acknowledgement	adm	Chair Plummer
3:01 PM	3:02 PM	Adoption of Agenda	D	Chair Plummer
3:02PM	3:04PM	Adoption of Consent Agenda	D	Chair Plummer
3:04 PM	3:05 PM	Monitoring Reports: BMD#1, #2A, #2B, #2C, #2D1, #2D2, #2D3 Adoption of Minutes: <a href="#">April 28, 2017</a>	D	Chair Plummer
3:05 PM	3:06 PM	Regrets	adm	Chair Plummer
3:06 PM	3:07 PM	Conflicts of Interest	adm	Chair Plummer
3:07 PM	3:10 PM	Comments from the Chair of the Board & CGO	fi	Chair Plummer
3:10 PM	3:25 PM	<a href="#">Comments from the President &amp; CEO</a>	fi	President Brar
3:25PM	3:35PM	<a href="#">Comments from the Executive Director &amp; COO</a>	fi	ED Champagne
3:35PM	3:37PM	Items Pulled from the Consent Agenda	D	Chair Plummer
3:37PM	3:40PM	Strategic Plan 2015-2020: Mission, Vision, Guiding Principles	fi	Director Hakim
3:40PM	3:43PM	WLU Students' Union Constitution: Article I & II	fi	Vice-Chair Del Bono
3:43 PM	3:53 PM	Summer Board Meeting Schedule	D	Chair Plummer
3:53PM	4:03PM	Fall & Winter Meeting Schedule Frequency & Location	D	Chair Plummer
4:03PM	4:05PM	Monitoring Schedule	D	Chair Plummer
4:05 PM	4:30 PM	Committee Elections: <a href="#">Waterloo Student Life Levy</a> <a href="#">Brantford Student Life Levy</a>	D	Chair Plummer
4:30 PM	4:35 PM	New Business & Announcements	fd	Chair Plummer
4:35 PM	5:05 PM	Incamera	fd	Chair Plummer
5:05 PM	5:06 PM	Adjournment	adm	Chair Plummer
<b>Total</b>	<b>2hr06min</b>			

#### REMINDERS:

- 1) Make sure to keep an eye out for the meeting evaluation form and **fill it out!**
- 2) The next Board Meeting is June 10th (pending board approval) at **3:00pm** on the Waterloo Campus
- 3) Make sure to reach out to Chair Plummer & Vice-Chair Del Bono if you have any questions!
- 4) For those of you elected to the SLLs, I will be in touch regarding a training session

#### 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,

T Plummer

Tarique Plummer  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 13<sup>th</sup>, 2017

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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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May 13<sup>th</sup>, 2017

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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,

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May 13<sup>th</sup>, 2017

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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 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.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Board evaluates no other employee than the President.

## 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,

T Plummer

Tarique Plummer  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 13<sup>th</sup>, 2017

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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,

*T Plummer*

Tarique Plummer  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 13<sup>th</sup>, 2017

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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,

*T Plummer*

Tarique Plummer  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 13<sup>th</sup>, 2017

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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,

**T Plummer**

Tarique Plummer  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

May 13<sup>th</sup>, 2017

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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:** Nick DeSumma, Nick Molkoski, Stephanie Bellotto, Matt DeSumma, Kevin Jang, Shannon Kelly, Hubert Lee, Genelle Martin, Tarique Plummer, Ryan Price, Jonathan Ricci, Tyler VanHerzele Colin Aitchison, Ryley Fletcher, Carina Gerlings, Kim Hutchings, Kelsey Jenkins, Emily Loewen, Phil Marfisi, Marley Wildish, Petek Yurt, Phil Champagne, Kaitlin Brown

**Regrets:** Faraz Iftexharuddin

**Guests:** Ian Muller, Joseph Small, Ricky Liu, Michael DelBono, Kanwar Brar, Emily Rezkalla, Meghan Lacoursiere, Jeff Henry, Nelly Song, Anthony Tomizza, Jason Verhoeve, Nathan Reeve, Anthony Massi, Zemar Hakim, Bethany Bowles, Kurtis Rideout, Chris Turner, Zana Talijan, Courtney Collard

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**1. Call to Order & Land Acknowledgement**

The meeting is called to order at 1:10pm on Friday, April 28<sup>th</sup>, 2017 on the second floor of the Student's Union Board Room, Waterloo.

We acknowledge that we are on the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee peoples.

**2. Adoption of Agenda**

**Motion 1** (Jang/ Kelly): **Motion to adopt the Agenda as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**3. Adoption of the Consent Agenda**

**Motion 2** (Ricci/ Kelly): **Motion to adopt the Consent Agenda as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**4. Adoption of Minutes: April 5<sup>th</sup>, 2017**

**Motion 3** (Martin/ Plummer): **Motion to adopt the minutes from the April 5<sup>th</sup> Board Meeting as presented**

**Vote: 9-0-0**

**Result: Motion Passes Unanimously**

**5. Regrets and Absences**

Director Iftexharuddin is in Saudi Arabia

**6. Conflict of Interest**

**Director Plummer**

As incoming Chair of the Board I would like to abstain from voting during the governance budget

**Director Kelly**

As incoming Associate Vice President of University Affairs, I will abstain from voting on the operational budget

**Director Bellotto**

As incoming Vice President of University Affairs, I will abstain from voting on the budget

**Chair DeSumma**

As incoming Hiring and Recruitment Coordinator, I will not be voting on the operational budget

**7. Comments from the Chair of the Board & CGO****Chair DeSumma**

It has been a fantastic year thanks for being here today to approve the budget. Thank you to you all a year and a half ago for putting me here; it has been a great experience. I can't wait to see what amazing things you all accomplish in the years to come

Thank you it has been a great year!

**8. Comments from the President & CEO****President VanHerzele**

1. We have attended a few events, Max Blouw's Retirement. Thank you to Max for his dedication over the past 10 years especially to the Student's Union. Thank you to the University Admin who have made working with Laurier easy and enjoyable. The dialogue was effective even when we didn't always agree.
2. The Quarterly Report is not on this agenda. I do have up to period 12 with me, but a conversation piece that we have had this year has been in regards to when it could be presented. One of the problems we have is that period 13 is not done, not everything is reconciled, and so it is not in the quarter. Chair DeSumma and I decided that it makes sense to happen the meeting following the end of the quarter. I can say we are in a very good position you would note the Athletics Recreation Fee that has previously been collected, passed to the Student's Union, and back to the institution is no longer going through that exchange. It has been removed and is reflective in these numbers. Will be presented to the next Board.
3. Thank you for bearing with me especially in regards to finances, you all asked fantastic questions and I am happy the place we are in as an organization
4. Transition for everyone in the office with the official torch being passed May 1<sup>st</sup>. Thank you to my team for all the effort they have put in to transition, it is not an easy process to train someone to do the job you love so much. I am thankful to them and thankful to the incoming as they have been respectful, have taken it seriously, and it has been fantastic transition.
5. Thank you to all of you at the table and to those who come to our meetings throughout the year. Our marketing team making the live stream possible and all of the new changes can be seen in the year end report document as well as the video. We have accomplished a lot.

**9. Comments from Executive Director & COO****ED Champagne**

1. The year is wrapping up and transition has gone well

2. Thank you to everyone for asking strategic questions both to us operationally, to Laurier, and to community partners
3. Tarique, best of luck chairing the Board next year

## **10. Comments from the President & CEO-Elect**

### **President-Elect Brar**

1. It has been a thorough transition and thanks for helping my team, we will be ready to start May 1<sup>st</sup>
2. I am looking forward to all of your questions today

## **11. 2017/18 Ends Interpretations**

**Motion 4 (Ricci/ DeSumma): Motion to approve the 2017/ 18 Ends Interpretations as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

### **President Elect Brar**

With the Ends Interpretation they are always building upon what happened in the past year. From my interpretations as seen in the agenda, I have put in the context what we have achieved and I have elaborated on Tyler's interpretations from the previous year to reflect the goals of my team. We will be very mindful operationally to keep these ends in mind and keeping everything that pertains to these ends together.

## **12. 2017/18 Operating Budget**

**Motion 5 (Lee/ Martin): Motion to approve the 2017/18 Over 10k Budget as presented**

**Vote: 8-0-2**

**Result: Motion Passes**

### **Director Lee**

On the line regarding the \$30,000 expense for O-Week volunteer OneCard money, that wasn't on last year's

### **VP Wildish**

This year they changed the format so before they broke it down into each meal but this year they are going to give them a OneCard allowance as their food for the whole week

### **Director Ricci**

The audit expense?

### **President Elect Brar**

The Auditor Fee has increased as the Auditor raised their expense

### **Director Martin**

What is the difference between the first line VP club's special funding and the VP clubs funding?

**Nelly Song**

the special events funding is extra funding for clubs who want to do more special and unique events but they don't have the budget for it. The other is what we would use to give out as budgets for the clubs.

**Director Lee**

In regards what is the difference between these two and the regular funding

**President Elect Brar**

The regular funding, where you can see an increase is for clubs altogether and allocated on an annual basis with the increase in clubs. Special event funding is anything they want to do on top of that. A lot of club funding is based on enrollment determined in September

**Director Lee**

VP clubs and associations there are 3 lines for different funding

**President Elect Brar**

The regular funding and the 10k is for special events on top of that

**Director Lee**

The 36? What is the difference?

**Courtney Collard**

The 36000 is in the VP clubs and associations, it is not separate and the special events is a separate line and it adds up

**President Elect Brar**

If you look at the one line for orientation, then line by line over 10k needs special approval

**Director Martin**

For the line Special Events and New Initiatives 10k how does that differ from Student Life Levy

**Chair DeSumma**

Student Life Levy is offered by the University and it is a partnership with student input to approve funding

**President Elect Brar**

Student Life Levy can be any part of University life or enhancement; this is only clubs?

**Director Jang**

The 45,000 VP programming and services welcome back show and 15,000 welcome back concert, when is the welcome back concert?

**President Elect Brar**

That is the Orientation concert so we can open to other students. A- team runs their events exclusively and we name it this so that we can open it up to more students.

**Director Lee**

I am looking at last years and I understand the change of name, my question was why was it reflected in the payment and budget last year?

**President Elect Brar**

The actuals from last year it has been put in the VP budget just where it is coming from Anthony's budget. The money is centralized and we have the extra money, not limited just for Orientation week concerts.

**Director Elect Hassan**

What is an example of a special event for clubs?

**President Elect Brar**

Outside scope of what they are already doing, they can apply and request for the funding. It is based on the conversation on top of their mandate

**President VanHerzele**

It is along the lines of all clubs get allocated a budget but you don't know what you will do for the full year. This is for when you want to do something new.

**VP Jenkins**

They fill out normal questions and then make power point presentation in front of the Club's Governance Committee and they vote on if they get the money and how much

**Director Lee**

Last year there was \$12,000 for O-Week's luckiest student, does this not happen anymore?

**Megan Lacoursiere**

We re-allocated money into prizes, traction has been going downhill over the years and we wanted to use the money to get more notoriety of Students' Union branding.

**Director Lee**

How did we come up with the \$30,000 for O-Week OneCards?

**President Elect Brar**

there is a certain amount allocated to each volunteer so they have multiplied that by the number of volunteers

**Director Martin**

Is that something that will be done in the winter term?

**VP Jenkins**

Once each term and usually it is separated and it depends on the number of applications and how much they are asking for it, so it varies

**Motion 6 (DeSumma/ Jang): Motion to approve the 2017/18 Operating Budget as presented**

**Vote: 8-0-2**

**Result: Motion Passes**

**Director DeSumma**

I noticed that Peer Connect Line is still in the budget this year even though it stopped running?

**President Elect Brar**

We need to cycle so there were no allocations for the past 2 cycles, it is the same for literacy.

**Director Lee**

Marketing department, what are some changes and assumptions moving forward because there are some changes in media and there is a decrease in revenue?

**President Elect Brar**

There is already a 1,000 decrease in revenue because of sponsorship

**Megan Lacoursiere**

As Marketing Director I combined the two positions and it has been more difficult to focus the time on sponsorship. This change is realistic of what money will be sponsored

**President Elect Brar**

We still have our Orientation sponsorship; this is for everything after O-Week

**Director Lee**

That goes under the Director of Marketing line not sponsorship?

**Director DeSumma**

There is an increase in the Brantford Orientation funding, is that in regards to the Brantford O-Week concert?

**President Elect Brar**

It was accounted last year we under budgeted and the money wasn't there. The concert is not the same for Waterloo because of capacity so that is the reason

**Director Lee**

In terms of expenses by category I am looking at page 4 under cost of goods sold the first line there is a big variance. I can understand expenses; can you speak on the areas where these specific revenue lines are coming from. You have more expenses but I want to know where this increase in cost of goods sold is coming from?

**President Elect Brar**

Look at the expenses for food and the decrease in the change from last year, we still have a line for that and where revenue is still coming in for food.

**Director Jang**

By department I don't know the first thing but decrease in spending for Williams?

**President Elect Brar**

That's been a decrease for the past 10 years and they are in the summer and we lose a lot this summer but make up during the year as of September the sublease does end

**Director Ricci**

The decrease in the Turret?

**President Elect Brar**

The Turret problem is a decline and that is an ongoing issue of engagement and with the Turret renovation program we will see the decline drop even more.

**Director Lee**

Looking at the line of janitor and repairs we will see that there is not a lot of change but we made the decision of retirement and understood it would come with savings. However why isn't that really reflected?

**President Elect Brar**

That is reflected in the staff and wages line, we save a lot in wages and reallocation of duties. We also see this in the staff wages and benefits line.

**Director Martin**

I am looking at 2017/18 by ends what does unassignable mean?

**President Elect Brar**

All of our ends 1,2,3,4 not in a specific order and program and services means offered across all departments. It pertains to service, legal, and utility costs which accumulate to a high number and it is not fair to divide into 4.

**Chris Turner**

With the outsourced janitorial there are significant savings associated and it is reflected in the budget. The reason this budget is a little bit more than the last is because of an elevator repair

**Director Lee**

Why have general supplies doubled, under budget summary?

**President Elect Brar**

We centralized the supplies cost instead of coming from specific committees

**Courtney Collard**

If it were line by line a lot of them would have office supplies, general supplies, and multiple lines. This way supplies have been centralized to respective staff budgets

**Director Ricci**

Under donations would that be a Shinerama Donation? page 64

**Courtney Collard**

The line was the 65,500 so that whole category is essentially for that

**President Elect Brar**

We have an agreement for the food bank donations as well

**Director Martin**

Health and Dental is that on the assumption people don't opt out in summary by category under revenue?

**President Elect Brar**

That is based on enrollment and looking at expenses they have been increasing and balancing the risk factor.

**Director Lee**

Why have we decided to hold less reserve from the previous two years?

**President Elect Brar**

Part of the reserve is health and dental but the other half is athletics in Brantford which has been removed because we hold on for the University and give it back so doing that reflects the decline.

**Director Lee**

What is the difference between reserves and essential services overhead and reserves line?

**President Elect Brar**

The essential services fee pertains to what was passed last year. This 2016/17 nyear was a full year that we had that fee and after collection and utilizing it we had this much left over. Moving forward we will have it and do Student Life Levy again with the Programming and Services department.

**Director Elect Hassan**

I missed the explanation of \$84,000 elevator, is this a one-time repair?

**President Elect Brar**

That is the back elevator for the FNCC, the whole elevator will be replaced. We are covering half and the University is repairing half, it is not an ongoing cost but will happen every decade.

**Director Lee**

Summary by ends, what is your rationale behind scaling back in terms of expenses?

**President Elect Brar**

Once we budget for the committees every single alignment due has to interpret back tot the ends themselves. After you see what is offered you can see a consistent increase or decrease depending on the department of what they are offering.

**Director Lee**

The way last year vs. this year has put in their ends has differed?

**Courtney Collard**

In giving the backgrounds of the incoming coordinators, they are given the previous year's budget but not ends. When they see a fee, it is up to them to look and see where that fits in within any of the four ends. It is a bit more of a subjective process and the way people allocated this year was different than in previous years.

**Director Martin**

There is a budget for decorations and prizes and that wasn't there before, could you speak to this?

**President Elect Brar**

That budget was under marketing and promotions. Since it is so specific and a unique amount of money only allocated for that kind of expense. Nothing changed too specifically, it was just a movement from one line to another

**Director Martin**

Is that O-Week prizes?

**President Elect Brar**

Decorations and prizes is anything needed for setup of an event so Volunteer Appreciation was a huge part of that. For prizes a lot of committees do contests/ giveaways, all of this money came from marketing and promotions but we decided to make it a separate line on its own.

**Director Lee**

Is it the welcome back concert that is reflected in VP programming increases?

**President Elect Brar**

For this cycle if you rephrase it to the welcome week concert than that is what has been allocated

**Director Lee**

In regards to the UA Affairs the referendum has passed I was wondering if you could speak to the fact that the VP line hasn't changed but you also got a lump sum. What is the strategic direction, I thought it would have been decreased because of the fee and better allocation?

**President Elect Brar**

The referendum only covers the OUSA membership fee and not operations of the department. There are other costs but everything else once the fee is charged is for the department itself. The increase is based on travel and meetings with local politicians

**VP Aitchison**

The purpose of the fee was to offset some of the costs to provide approximately \$50,000 more to the operating of the overall organizing. It was to offset.

**Director Lee**

There is a 10k and a 30k, where is that 5000 going to?

**Director Bellotto**

We are also expanding our federal advocacy efforts so in past years Colin brought one person so it is to cover more travel.

**VP Aitchison**

The fee only goes to provincial advocacy and there is travel for pre-budget and separate delegate fees for OUSA. While there are 40 projected for OUSA there are more in provincial advocacy.

**Director Ricci**

Director Bellotto, you want to bring more people to Ottawa with the UA Department?

**President Elect Brar**

That has nothing to do with the advocacy that is provincial only. The left over is for the department and that is going to be used to expand federal advocacy and something I ran my platform on.

**Director Jang**

Department Programming and Services in Brantford there was a Snow Week and it is not reflected in revenues and expenses?

**President Elect Brar**

Snow Week was put in VP Programming and Services budget and now there is a line for Snow Week as there will be committee. The significant decrease in the VP Programming budget is Snow Week being taken away and made its own committee.

**Director Lee**

University Affairs line all the payments and everything else came from the VP UA line?

**President Elect Brar**

If you look at the food bank or foot patrol, you see that line but the amount comes from essential services fund and not the operating budget. It is the same principal with the provincial advocacy fee as that fee is used to pay our OUSA membership and anything left over is the operational budget for the department.

**Director Martin**

Under hiring and recruitment and police check passed, what's the first end is there something in the budget to compensate?

**President VanHerzele**

With the approval of the policy and procedures wrapping up at the end of the year now we do have some logistical pieces. The cost so it has been included here since we don't want to impose that cost on students right now. Maybe in the summer months if the new team is able to go through then we will start to figure out more what that cost is. If we can we would like to not charge our volunteers, that is always the goal. If that is what it comes down to, then that is a conversation yet to be completed.

**Director Lee**

Under Finance and Administration there is an increase in HR?

**President Elect Brar**

This year it doubles up and the expense of the retreat occurred right now. The 45 will be incorporated for next year's retreat in the cycle so when the next President comes in it won't be charged because we never had it, it was more cost effective.

**Director Lee**

I am skeptical in the aspect why we weren't notified of this because it is a \$10,000 increase and the whole doubling up and I know it isn't one 10k payment but I am iffy how it was build up to add to 10k and slide under us.

**President VanHerzele**

Any one time purchases over 10k have to be approved by the Board but it was ingenious when Olivia paid for my transition, that seemed a bit awkward for me. This is a better reflection of the team paying for the transition that they will be going through. We see this same instance in other budget lines as well, it just isn't a one-time payment and you can see how complex it can get. This conversation started in November and accumulated at the end of the year to better reflect how we spend our money.

**Director Jang**

For the budget summary by category I am going to assume that other fees decreased because it got allocated to provincial advocacy fee?

**President Elect Brar**

Essentially it moved down and decreased there is no cost incurred last year for registration. We took a chunk because it is specific to registration and created a new line so we are not losing our money.

**13. 2017/18 Governance & Elections Budget**

**Motion 7 (DeSumma/ Ricci): Motion to approve the 2017/18 Governance & Elections Budget as presented**

**Vote: 9-0-1**

**Result: Motion Passes**

**Director Kelly**

I am noticing under election budget, the election supply has decreased, why is that?

**Chair DeSumma**

When Tarique and I went through the budget and when Liz and I went through elections we reallocated a lot of funding. So where we see presentation and banners we cut a lot of that funding and reallocated it to Laurier Votes prizes and elections supplies. The money is similar it is just reallocated since we have money that we aren't spending.

**Director DeSumma**

The prize line, where did that money come from this year?

**Chair DeSumma**

It went from the student public advertisements; we just used that money for different purposes.

**Director DeSumma**

The Secretary wage has increased?

**Chair DeSumma**

That was a discussion Tarique and I had with Kaitlin and Shannon because we realized that the Secretary was working longer hours to provide minutes for no adequate compensation. We wanted to know what they felt was reasonable and a better reflection of the hours of the Secretary.

**14. End of Year Board Management Delegations Monitoring Report**

**Motion 8 (Martin/ Bellotto): Motion to approve the end of year board management delegations monitoring report as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**15. End of Year Report on Strategic Evidence**

**Motion 9 (Jang/ Kelly): Motion to approve the end of year report on strategic evidence as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**16. Policy Change: EL#2I**

**Motion 10 (Kelly/ Ricci): Motion to approve the policy change EL#2I as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**Chair DeSumma**

A few months ago when we had a Board Elect Member resign Ian and I looked at the policies in the rare instance that a President resigns. We have policies in place for succession plans if the President gets terminated but there is nothing in place if the President-Elect resigns. You know through Kanwar's transition that it is a lengthy process including being in the office almost every day since results. This covers that and puts it in the Boards hands since the President is an employee of the Board, it allows an emergency election and filling the position with an internal temporary President.

### **17. Item over \$10k Approval- Flood**

**Motion 11** (Bellotto/ Jang): **Motion to confirm the over \$10k approval to compensate for the flood in the 2-4 as presented**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

#### **President VanHerzele**

We had the tarps up and the team came in to repair the leak from the 3<sup>rd</sup> floor of the building. The cost has come back \$11,102.94 and it will be covered entirely from the FNCC maintenance budget. This was approved in our budget last year so we utilized that for this emergency. I am seeking approval to pay

#### **Director Jang**

If there weren't a flood would there be extra money?

#### **President VanHerzele**

The building changes so we are starting to allocate money incase something like this happens. There wouldn't be \$11,000 floating around because it would be assigned and it is good that we budgeted for.

#### **ED Champagne**

If that money wasn't spent it doesn't just disappear, it goes back to the board. Next year's board could then say we have this much of a surplus to allocate, in the last several years it has helped to decrease debt.

### **18. Elections Review Committee Final Report**

**Motion 12** (Lee/ Martin): **Motion to approve the Elections Review Committee Final Report as presented**

**Vote: 7-0-3**

**Result: Motion Passes Unanimously**

#### **Director Lee**

The other suggestions in the case that the Chair does not take part to ensure integrity, how do you plan on doing if the hiring is earlier?

#### **Director Kelly**

This is a suggestion and we can't enforce anything?

#### **Director Lee**

How is that logistically possible, I don't think that is a great suggestion as you have the time line and it doesn't fit

#### **Director Ricci**

We have had multiple meetings discussing this

#### **VP Aitchison**

The Board could construct a committee to hire and how that would work. Normally as Chair in a paid position, I can't see the Chair running for a non paid position. You will

know by the time you hire an ACRO if you are running, the Chair should be thinking about the responsibilities as a Board member.

## **19. New Business & Announcements**

### **President VanHerzele**

There is a lot to say about this year, the organization as a whole has taken some amazing strides and what you may not see is what is done around the table. I give a lot of credit to our Directors this year, giving me criticism on what can be improved upon and I look forward to see what us to come for Chair Plummer and President Brar. I want to thank everyone who has been here and all the students, we wouldn't be here if they didn't go to the school. Thanks for a great year!

### **Chair DeSumma**

It has been a fantastic year and I want to thank you for having faith in me. Thanks to those who put up with us. All the the policies and procedures, changes and discussions. Best of luck to Kanwar and his team and Tarique and the new Board, I am sure you will do great as we worked hard!

### **President Elect Brar**

There is a discount \$4.99 for Apple Music for post secondary students.

## **20. Incamera**

**Motion 13**(Martin/ Bellotto): **Motion to enter Incamera with Board Secretary Brown, President VanHerzele, President Elect Brar, and DPRA Muller.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

## **21. Adjournment**

**Motion 17** (Plummer/ Jang): **Motion to exit Incamera and adjourn the meeting**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

*Meeting adjourned at 2:39pm*

*Next Meeting Saturday May 13<sup>th</sup> at 3:00pm Waterloo*

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*fi, For Information*

*fd, For Discussion*

*D, Decision required*

*adm, Administrative task*

The preceding reflects an accurate and complete record of the proceedings at the aforementioned meeting of the WLUSU Board of Directors.

Date Signed: April 28<sup>th</sup>, 2017



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Date Signed: April 28<sup>th</sup>, 2017



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Nick De Summa  
Chair of the Board & Chief Governance Officer  
2016-17 Students' Union BoD

Nick Molkoski  
Vice Chair of the Board  
2016-17 Students' Union BoD

### **Executive Summary**

The year has started off with a productive retreat, providing an opportunity for the team to understand each other and their own personalities. I have been attending meetings as requested from key stakeholders at the University and continuing some projects from last year. My team will be creating an annual departmental plan and this will be done over the summer months in consultation with myself and relevant support staff to their department. The Student Executive have started off strong by having introductory meetings with those who they see fit, while tying up loose ends from the previous year.

### **President and CEO – Kanwar Brar**

- **Thank You** to everyone who was part of the Annual Transition Retreat and helped organized it. It provided both the Student Executive and the Full-Time Staff with an opportunity to get to know each other and go through workshops together including but not limited to:
  - o Organizational History;
  - o Presentation from Marketing;
  - o Crucial Conversations;
  - o Risk Management;
  - o Disclosure and Gendered Sexual Violence;
  - o DiSC at the YMCA.
  - o All the Vice Presidents and myself did presentations on our platforms indicating our vision for the year and highlighting specific projects we'd like to work on.
- **Athletics and Recreation External Review Response Team** meeting took place and we discussed next steps with the process. The plan is to have one more meeting with a finalized proposal before going to the SAAA table for further discussion.
- **Food Services** did a presentation regarding highlights from the previous year and presented their plans for next year. Overall, it has been a very successful year with enhancements to the student experience including but not limited to:
  - o Change in the Residence Meal Plan
  - o Byte 75 Launch
  - o Enhancements to the Fresh Food Company

- **China Debrief Meeting** took place with a special visit from former President Van Herzele who provided perspective on the trip and discussed highlights along with other stakeholders.
- **Sustainability Office** is conducting a Stakeholder Feedback Process for their upcoming Action Plan (2017-2021) and I, alongside with ED Phil Champagne, VP: PSB Nathan Reeve and VP: PSW Anthony Tomizza provided input from our organization and discussed future partnerships on sustainability, specifically pertaining to Orientation Week. We also learned that coffee cups are compostable in Waterloo Region.
- **Health and Dental** Mid-Year review meeting took place and we discussed highlights, our vision for the upcoming year and next steps for our Drug Plan based on the provincial announcement of *OHIP+* (Government Pharmacare Plan) with the recent budget announcement.
- **Graduate Students' Association** Meet and Greet Dinner is taking place on Friday, May 12 at the Paul Martin Centre. It is an opportunity to go meet University partners in a casual setting.
- **Brantford U-Pass** offers an opt-in for Laurier students for the summer at a cost of \$98.00 plus \$5.75 for the B-Card and is valid from May-August. It is accessible to students and can be directly purchased at the Brantford Bus Terminal at 64 Darling Street. We will be advertising this more thoroughly and target the student body after receiving emails from students.
- **Annual Departmental Plan** will be created for all departments by the respective Vice Presidents. The goal is to build upon the presentations from retreat, identify priorities, while highlighting an execution strategy and identifying relevant stakeholders. Currently, University Affairs creates an Annual Plan and the goal is to have this for all departments to plan the year more formally and have a clear vision.
- **Exhibition Strategy** will be developed to create a standardized process when attending and representing the Students' Union at external events. The goal is to identify key highlights while being cognizant of the audience and having an idea of which staff members (Student Exec or FT Staff) are going to be attending.
- **Waterloo Regional Police Service** has created a Sexual Violence Task Force and the goal is to have Associate Vice President, University Affairs Waterloo: Shannon Kelly be the representative from the Students' Union and the student voice on the committee. We are working in coordination with FEDS, who is reaching out to Conestoga College as well.

**Finance and Administration – Courtney Collard**

- Approved student budgets have been released to their respective managers for use and review.
- Executing a critical review of existing financial forms and processes in order to find redundancies/ opportunities for improvement.
- Volunteer contracts for 2017-18 are in effect now and training.

**Programming and Services: Brantford – Nathan Reeve**

- Reviewing transition report from previous VP: PSB.
- Familiarization with the Brantford Management and Full-Time Staff Team and office.
- Connecting with 2017/2018 Programming & Services Coordinator Team
  - Providing access to all email and social media accounts
  - Initiating conversations around both personal and committee goals for the year.
- Met with Matthew Coomber, Orientation Programming Facilitator before his contract begins later in May to initiate the beginning stages of Orientation Week planning, including the following:
  - Revisiting the 2016 schedule and noting where we see gaps in programming and/or room for improvement.
  - Opportunities for collaboration with other departments.
  - Our individual and collaborative goals for the week as a whole
  - Setting dates and goals for Summer Ice Camp.
- Developing a plan to re-organize the overall effectiveness, use, and layout of the Students' Union Committee Space/Foot Patrol Office.
  - Cleanup and organization to take place at the end of the week and into next week.

**Programming and Services: Waterloo – Anthony Tomizza**

- **Orientation Week**
  - Krista Bracco, Orientation Program Facilitator started on Monday, May 8.
  - We've been building a skeletal schedule for Orientation Week and constantly reassessing different events from last year and determining how to improve.
  - Focusing on larger scale events and a less jam-packed schedule.

- Planning for Orientation Conference in July has begun – determining what type of training is best and most effective.
- **Coordinator Team**
  - Commencing summer planning with coordinator team to get their committees prepped for Orientation Week and the Fall Term.
- **Hospitality/Wilf's/Turret Programming**
  - Brainstorming new ideas to enhance current programming and create new programming for the upcoming Fall/Winter Term.
- **SCS/ERT**
  - Working with SCS to successfully implement new ERT Structure and looking to collaborate better with them in the future by creating policies for responding to calls and standardized procedures.
  - Will work to develop some form of a policy manual that can be used by SCS Officers and ERT volunteers.
  - Implementing an “ERT On Shift Executive” who will respond to calls with general-level volunteers. These Executives will be introduced to ERT Officers to create a strong working relationship throughout the year.

### Clubs and Associations – Nelly Song

#### **Waterloo**

Expense Requests and reimbursements

- Processing the outstanding expense requests and distributing cheques out to the students.
- In the process of reconciling budgets.

Faculty Associations

- Starting to meet with the new presidents of all Faculty Associations.
- Transition to their new roles and helping them answer questions.

Co-Curricular Records

- Approving CCRs for all clubs and making sure all the clubs are on the website and handed their membership list in.

In the process of updating contacts for Clubs and Associations presidents for 2017-2018.

### **AVP Clubs and Associations – Josh Pivato**

- Updated contacts for club and association presidents, as well as Student Executives
- In the process of distributing/mailling cheques out (remaining from 2016-2017 year)
- Met with Digital Media and Journalism faculty advisors to discuss their constitution
- Working through the current constitutions for all Associations
  - o We are able to attempt to pass student referendum again this year
  - o Working on changing all Association constitutions so that incoming presidents (and potentially executives) are **elected** into their position via student votes, rather than by being chosen by the outgoing person
- Wrapping up loose ends from the 2016-2017 academic year
  - o Finalizing internal transfers
  - o Reviewing budgets, including carry over and deficit (if any)

### **University Affairs – Stephanie Bellotto**

- Ian Muller, Director of Police Research, Kanwar Brar and I met with Honourable Bardish Chagger in April to discuss the Post-Secondary Student Support Program (PSSSP) and will be sending a letter to the Minister of Finance to ask to elaborate on what the plans are beyond this two-year plan.
- Ian and I had an introductory meeting with MPP Michael Harris and discussed on-campus funding of student wellness and mental health.
- Sent a written submission to the Clerk of the Standing Committee on General Government in regard to amending the *Residential Tenancies Act, 2006*.
- Shannon Kelly, Zana Taljian and I will be discussing our priorities for the year along with Kanwar and Ian and will be developing a University Affairs Annual Plan (2017-2018).
- During transition week, Shannon Kelly met with Mayor Jaworsky and Councilor Jeff Henry alongside with Antonio Brieva (FEDS President), Jennifer Chen (Shannon Kelly's FEDS Counterpart), Ian Muller, Colin Aitchison and Phil Marfisi.

**Executive Director & COO: Updates  
Saturday, May 13, 2017**

## **1. Student Experience**

- a. Finalizing expense requisitions on both campus with clubs team in order to close out Fiscal year of 2016-2017
- b. Developing gendered and sexual violence disclosure procedures for volunteers in conjunction with Sarah Scanlon, Sexual Violence Support Advocate (D,BO)
- c. Beginning stages of a project to assign learning outcomes volunteer job descriptions.
  - i. Will allow for better assessment of volunteer experience and students ability to speak to their volunteer role in a tangible way.
- d. Orientation Week planning for Waterloo has started to ramp up with meetings with the Internal Team and with the Dean of Students, Waterloo

## **2. Policy, Research & Advocacy**

- a. Met with MPP Michael Harris on May 5, 2017
  - i. Discussed ongoing housing concerns, and an opportunity to write a written submission to the committee reviewing Bill 124, the Rental Fairness Act.
  - ii. Also presented our continued commitment to student wellness and mental health on campus, in an effort to inform the Ontario PC's current policy consultation process.
- b. In conjunction with VP UA Bellotto, drafted and sent a letter to Minister Chagger, inquiring about budget shortfalls in promised spending for the Post-Secondary Student Support Program, which provides financial support for Indigenous students.
- c. Worked with VP UA Bellotto to submit recommendations on behalf of the Students' Union for further amendments to Bill 124, the Rental Fairness Act, which is currently amending the Residential Tenancies Act.
- d. Provided ongoing transition support to the student executive and the Chair of the board.
- e. Completing a summary report the Ontario Ombudsman's first year of jurisdiction over public universities.
- f. External reports/studies/academic scholarship recently consulted:
  1. The Political Economy of Education, Financial Literacy, and the Racial Wealth Gap, by Darrick Hamilton and William Darity Jr.

## **3. Hospitality Services**

- a. Williams is slow to start off the summer which is expected we are working on some catering events now
- b. Wilfs summer hours so far sales are comparable to last summer

- c. Being open 5 days a week has given us opportunities to serve on campus groups looking to host small meetings and catering a
- d. We will have extended hours during grad week June 12th to 16<sup>th</sup>
- e. We will also have regular programming during grad week opening night Monday, Bingo on Tuesday and trivia on Wednesday
- f. We have had our first meeting to plan for the fall with regards to Wilfs menu, extended hours in the morning and being opened later etc
- g. We have some cool prizes to give away during the summer from converse shoes, golden state nba jersey to Wilfs gift cards
- h. The first MLSB night was great and looking forward to the rest of them through out the summer

#### **4. Finance & Administration**

- a. We have successfully tested and rolled out our new electronic funds payment tool. Live payments have been made for expense reimbursements to our employees. It will be rolled out for students gradually over the summer so that we have it up in running for the fall.
- b. With the approval of the budget by the Board we are uploading the final version into our accounting software and providing final copies to all of our budget managers.
- c. Charlene LaCelle has officially taken over Cash Services duties from Pat Miller who is retiring shortly. Charlene has moved into the Cash Services office as of the 1<sup>st</sup> of May.

#### **5. Marketing**

- a. Focus on ensuring that yourstudentsunion.ca website continues to be AODA compliant and that marketing materials are accessible to all students; attended AODA workshop this week and marketing team will be looking at current materials and improving their accessibility.
- b. New headshots and contact information have been updated on **yourstudentsunion.ca**
- c. Marketing Department presented at the Students' Union retreat last week to FT staff and Student Executives. If you are planning any retreats or conferences over the summer where you would like to have Marketing present, please let them know as soon as possible.
- d. As the budget has now been approved, the Marketing team is beginning to plan for the summer months. Beginning the week of May 15<sup>th</sup>, the Communication Strategists' position is now multi-campus, and working on Waterloo campus Monday, Wednesday, Friday and on Brantford campus Tuesday and Thursday. Director, Marketing Communications will now be working from Brantford campus every Wednesday.

#### **6. Brantford Operations**

- a. Updated volunteer contracts (VPFA/DSE)
- b. Orientation programming discussions taking place. Looking at schedule and programming plans (VP:PSB/DSE/PPM)
- c. Working to update all Faculty Association constitutions to ensure that as our next AGM the future executives are elected as well as updating FA agreements (VP/AVPCA/DSE)
- d. Working with Admin Assistant to continue to build finance and admin based processes for Programming and Services and Clubs and Associations. (DSE/DFA/Cash Services Mgr)

## 7. Executive Director

- a. Wrapped up Transition & Retreat with incoming executive.
- b. Nathan Reeve is the Axe Throwing Champion this year, much to my dismay.
- c. Working on next steps with regard to the Williams Franchise Agreement.
- d. OPA...Still waiting for a response from our most recent proposal.
- e. Working with President & CEO Brar on setting up 2 on 1 meetings with the Student Executive & Full Time Staff to help formalize annual goal setting.
- f. Setting up regular meetings with University partners for the new academic year.
- g. Setting up a Full Time Staff Meeting schedule with a new format for discussion.
- h. Terrace Fall of 2017
  - i. Extreme Pita being replace with Tex-Mexican concept El Torito
  - ii. Smoke's is being replaced by an expanded Pizza Pizza concept
  - iii. Expanding Union Market offerings on Weekends to address concerns rasied by student focus groups
  - iv. Aramark working with campus Rabbi to prepare and sell Kosher meals in UM
  - v. Commitment from Aramark to make food serve in FFCo more consistent later in their operating hours

**\*\*More information related to reports/briefs can be provided at the Board's request\*\***

## Mission, Vision, Guiding Principles

**Mission:** Providing the best student experience to our members.

**Vision:** Members are empowered to achieve.

### **Guiding Principles:**

The Students' Union shall be **Student-Driven** in everything we do. Our activities, efforts and outputs are driven by the vision and guidance of our students in order to enhance the undergraduate experience.

The Students' Union shall **Provide Opportunities** for growth and personal development to all members. Our members will benefit from access to our wide variety of elected, volunteer, and paid opportunities.

The Students' Union shall be **Accountable** to our student members. We believe that all students have the right to know what their student fees are being used for. Furthermore, we will be responsible for our actions and will look to explain, clarify or justify all organizational decisions that we make.

The Students' Union shall be a **Community Conscious** organization. We will strive to promote and foster a culture of inclusivity and safety within the greater Laurier community. We will remain cognizant of our unique Laurier culture and make decisions accordingly.

The Students' Union shall strive to be **Progressive**, exploring leading practices that fit with our members' future needs. The organization will constantly work to assess and improve the quality of services and programs provided to students.

The Students' Union shall be **Adaptable** to change. The organization will react to all emerging trends within the post-secondary environment in order to continue to meet our member's needs.

## **CONSTITUTION OF THE WILFRID LAURIER UNIVERSITY STUDENTS' UNION**

A By-Law relating generally to the transaction of the business and affairs of the Wilfrid Laurier University Students' Union (Hereinafter referred to as the "Corporation")

### **PREAMBLE**

**WHEREAS** on May 2, 1975, the Students Administrative Council incorporated the Wilfrid Laurier University Students' Union; and

**UNDERSTANDING** that the Wilfrid Laurier University Students' Union is first and foremost a student government;

**RECOGNIZING** that it is the Wilfrid Laurier University Students' Union's responsibility to promote and maintain responsible student government at Wilfrid Laurier University;

**BE IT ENACTED**, as a By-Law of the Corporation, the following:

### **ARTICLE I – GENERAL**

Section 1: This by-law shall replace and supersede all other by-laws of the corporation.

### **ARTICLE II – MEMBERSHIP**

Section 1: Membership in the Corporation shall be limited to those persons registered in an undergraduate program at Wilfrid Laurier University who have paid all applicable fees as outlined in Section 3 of this Article.

Section 2: Members of the Corporation shall be entitled to:

- a) Make reasonable use of the property of the Corporation in accordance with the rules and regulations established by the Corporation from time to time;
- b) Participate in the Annual General, General, and Special General Meetings of the Corporation;
- c) Nominate or second candidates for the Board of Directors;
- d) Stand for election to the Board of Directors;
- e) Attend all meetings of the Board of Directors except those designated by the Board of Directors to be in-camera; and
- f) Participate in any events or activities sponsored by the Corporation or its agents, subject to all statutory restrictions and other limits as are imposed by law or the Corporation.

Section 3: Members of the Corporation shall be required to pay dues consisting of the Student Administrative Council (SAC) fee, set on May 1, 2002, at \$6.40 for each academic half-credit, to a maximum of four (4) half-credits per academic term.

Section 4: The Board of Directors may make adjustments to the Student Administrative Council fee based on the annual rate of inflation as published in the Consumer Price Index (CPI) for Canada (all items) compiled by Statistics Canada

is made.

Section 5: Any adjustment based upon inflation shall be considered fixed and effective following a two-thirds (2/3) majority vote of the Board of Directors which need not be confirmed by a vote of the members of the Corporation at an Annual General or other meeting.

Section 6: Any changes, other than those to account for the rate of inflation, as mentioned in Section 4 of this Article, to the dues or fees payable to the members of the Corporation shall be considered fixed and effective when approved by a two-thirds (2/3) majority vote of the Board of Directors and confirmed by a simple majority of the votes of the members at an Annual General or other meeting of members.

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

**The Board will:**

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

<schedule on following pages>

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

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

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

Policy Type: Board-Management Delegation  
Monitoring Type: Informal Internal Report  
Monitoring Frequency: Bi-Annually  
Date Approved: February 12, 2007  
Date of Last Amendment: May 7, 2016  
Date of Last Direct Inspection: July 5, 2014  
Must be Direct Inspected by April 2018

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Proposed Summer Meeting Schedule		
Date	Time	Period
13-May-17	3:00 pm	1
10-June-17	3:00 pm	2
8-July-17	3:00 pm	3
12-August-17	3:00 pm	4

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

## 2017-18 Proposed Monitoring Schedule

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

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

<sup>2</sup> December 8<sup>th</sup> and 9<sup>th</sup> are Exam Study Days

<sup>3</sup> April 4<sup>th</sup> and 5<sup>th</sup> are Exam Study Days

# Brantford Student Life Levy Committee

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The **Brantford Student Life Levy** was passed by Laurier students in 2015 and represents a contribution from the undergraduate student body to the university's capital campaign.

Projects are selected for funding based on their fit with the Student Life Levy priority areas:

1. Increased opportunities for students to engage in activities leading to improved personal health and fitness.
2. Increased opportunities for students to engage each other and their environment in a culture of learning outside of physical classroom space
3. Other projects as determined by the committee.

**According to the agreement signed between the University and the Students' Union, the list below states the people who are a part of this committee.**

## **Students' Union**

- Tarique Plummer (Chair of the Board & CGO) (Committee Chair)
  - Kanwar Brar (President & CEO)
    - Nathan Reeve (VP Programming & Services: Brantford)
    - Anthony Massi (Manager, Student Experience) (Non-Voting)
  - Ian Muller (Director, Policy Research and Advocacy) (Non-Voting)
    - Phil Champagne (Executive Director & COO) (Non-Voting)
- **Three additional Board members selected by the Board of the Union, two of which must be from the Brantford Campus**

## **University**

- Adam Lawrence (Dean of Students, Brantford)
  - Brian Rosborough (Senior Executive Officer, Brantford)
- Antonio Araujo (AVP: Campus Administration & Special Constable Service, Brantford)
  - Ann Brandt (Associate Director, Development & Alumni Relations: Brantford)
- Dan Robert (Associate Director, Development: Library and Student Affairs) (Non-Voting)

# Waterloo Student Life Levy Committee

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The **Student Life Levy** was passed by Laurier students in 1993 and represents a contribution from the undergraduate student body to the university's capital campaign. The total contribution to the university is in excess of \$8.5 million, making Laurier students the largest single contributors to the campaign.

Projects are selected for funding based on their fit with the Student Life Levy priority areas:

1. Increased opportunities for students to engage in activities leading to improved personal health and fitness.
2. Increased opportunities for students to engage each other and their environment in a culture of learning outside of physical classroom space
3. Any other needs as determined by the committee.

**According to the agreement signed between the University and the Students' Union, the list below states the people who are a part of this committee:**

## **Students' Union**

- Tarique Plummer (Chair of the Board & CGO) (Committee Chair)
  - Kanwar Brar (President & CEO)
    - Stephanie Bellotto (Vice President: University Affairs)
    - Phil Champagne (Executive Director & COO) (non-voting)
    - Ian Muller (Director, Policy Research and Advocacy) (Non-Voting)
- **Four additional Board members selected by the Board of the Union**

## **University**

- Rob Donelson (VP Development and Alumni Relations)
  - David McMurray (VP Student Affairs)
  - Leanne Holland-Brown (Dean of Students, Waterloo)
- Dan Robert (Associate Director, Development: Library and Student Affairs)
  - Janet Robinson (Secretary)