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

Location: Waterloo Campus Boardroom, 2nd Floor FNCC
Date: 09-Jun-19

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 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	Policy Reference
5:00pm	5:00pm	Call to Order and Indigenous Land Acknowledgement	adm	Chair Bourrie	
5:00pm	5:01pm	Regrets	adm	Chair Bourrie	GP#2c8
5:01pm	5:02pm	Adoption of Agenda	D	Chair Bourrie	
5:03pm	5:04pm	Appproval of Consent Agenda: GP#2h, EL#2a, EL#2h	D	Chair Bourrie	
5:05pm	5:10pm	Items Pulled from Consent Agenda	D	Chair Bourrie	
5:11pm	5:12pm	Approval of June 9th Meeting Minutes	D	Chair Bourrie	GP#2c7
5:12pm	5:13pm	Conflicts of Interest	adm	Chair Bourrie	GP#2c2
5:13pm	5:15pm	Comments from the Chair of the Board & CGO	fi	Chair Bourrie	
5:15pm	5:17pm	Comments from the President & CEO	fi	President Hakim	
5:17pm	5:20pm	Comments from the Executive Director & COO	fi	ED Champagne	
5:20pm	5:40 PM	Wilf's Point of Sales Over 10K Expenditure	fd	Chair Bourrie	EL#2d
5:40pm	6:00pm	Strategic Discussion: O-Week Involvement	fd	Chair Bourrie	E#1
6:00pm	6:15pm	Student Choice Initative Marketing Discussion	fi/fd	Chair Bourrie	
6:15pm	6:20pm	Committee Elections:	D	Chair Bourrie	
		GP #2a	D	Chair Bourrie	GP #2a
6:20pm	6:25pm	New Business and Announcements	fi	Chair Bourrie	
6:25pm	6:26pm	Adjournment	adm	Chair Bourrie	
Total	**1hr26min**				

LEGEND:
fi, For Information
fd, For Discussion
D, Decision required
adm, Administrative task

1. **University Affairs**
   a. Wrote statement from Students' Union on changes to OSAP
      i. Took Interviews with media re: changes to OSAP
   b. Took part in Ontario Undergraduate Student Alliance's (OUSA's) Strategy Conference
      i. Identified organization's priorities for the year
      ii. Authorship teams for policy papers confirmed
   c. Met with the University to discuss student concerns about OSAP & OUSA's advocacy priorities
   d. Met with Manager of Indigenous Student Centres, Melissa Ireland

2. **Programming & Services Waterloo**
   a. Returned from COCA National Conference is a wealth of knowledge, ideas and relationships to help push this year forward
   b. Working on this weekend's Orientation Conference and implementing a revamped training for our Orientation Volunteers
   c. Food Bank is continuing to grow, seeing increased number of Parcel Requests in June…we are packing parcels like a boss
   d. Focus on strengthening connection between ERT & SCS to ensure that ERT gets to participate in more calls throughout the upcoming year and is engaged more with campus.

3. **Programming & Services Brantford**
   a. Committee Updates
      i. Went to Coordinator Conference in Waterloo
      ii. Working on operational budgets
   b. Orientation Week
      i. Departmental partnership meetings
      ii. Training dates & topics being worked out
      iii. Preparing for Icebreaker Training Weekend
   c. Plans for the Future
      i. Working with Marketing to discuss a new Instagram strategy that could help recruitment & retention, which is an organizational priority
      ii. Reaching out to Business Technology Management to collaborate on an event in winter

4. **Finance & Administration**
   a. Second round of Summer hiring for volunteers set for July 15th-August 5th
   b. Reopened AVP FA in Brantford until July 29th
   c. Changing volunteer conduct procedures back to demerits rather than strikes
   d. Working on summer training conference for Coordinators on August 17th
   e. Researching new web developer position for the hiring.yourstudentsunion.ca

5. **Clubs & Associations**
    a. New Club Registration closed on June 23rd for the Fall semester. The Clubs & Associations Governance team will be reviewing all applications and all applicants will hear back with their decision by the end of July.
    b. Working to fully update the Clubs & Associations Policy. This updated version will be implemented by September.
    c. Looking into revamping the Clubs Space on both campuses to ensure the space is being used as efficiently as possible for club storage.

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6. **Student Experience**
    a. Risk Management Policy,
    b. Student Success and Academic Sessions logistics for O-Week.
    c. New budget tracking system for the Perch (will allow clubs to see their balances etc.)
    d. Kelsey Richard is the Conference Chair for the Canadian Organization of Campus Activities: National Professional Conference hosted in Waterloo in June of 2020

7. **Policy, Research & Advocacy**
    a. Risk management policy work in conjunction with DSA and DBO;
    b. Student Choice Initiative engagement and communications planning;
    c. Civic engagement and government relations research/planning ahead of the fall federal election;
    d. Ongoing support to the University Affairs department for stakeholder relations, Town and Gown, and Unsanctioned Public Gathering committees.
    e. Kawhi watch 2019

8. **Hospitality Services**
    a. The hiring days continue for Wilf's
        i. This Friday July 5th from 10 a.m. to 4 p.m.
    b. Fall term planning continues with training, menu changes and marketing
    c. Wilf's closes for summer as of July 31st
    d. Finalizing the Williams closure with facilities team in Brantford
    e. Also carefully watching the comings and goings of NBA free agency…#pleasestay

9. **Finance & Administration**
    a. We have received 90% of our fees for the spring term. This is the last receipt of fees under the old funding model. The new Student Choice Initiative will be in place for the Fall Semester. We continue to monitor our cash flow over the summer period.
    b. We continue to prepare for the arrival of our auditors and to finalize the fall/winter budget for for the 19/20 fiscal year. Multiple scenarios will be built this year for the budget as we consider the potential funding changes that may potentially develop.
    c. Summer cleaning projects are under way in the Fred Nichols Campus Centre and the Brantford Student Centre
    d. Putting together the framework for the 2019-2020 operating budget.
    e. Was that Jason Spezza on the MLSE private jet the other day?

10. **Marketing Communications**
    a. Working on ensuring clear and concise information is communicated regarding the 2019-2020 Ancillary fee structure and the Student Choice Initiative
    b. Working on ensuring clear and concise information is communicated regarding the 2019-2020 Health & Dental Plan
    c. Launched the #SUDOESTHAT campaign as a phase 1 approach to the SCI.
    d. Working with Hospitality to develop specialty menus separate from the regular menu.

11. **Brantford Operations**
    a. Competency and Learning Outcomes language for the SU and the volunteer roles. – Working to develop training components for Student Executive/volunteer programming.
    b. Researching Resiliency Programming/Training for volunteers/students for future PD&T opportunities.
    c. Orientation program build are ahead of schedule based on year's past. Current intake of first year (101 classification students) in Brantford is ~785 students. Continuing building Student Success Sessions with Orientation and Transition Coordinators, Academic
    d. Working on organization wide Risk Management policies to better prepare all departments in programming, service provision etc. (DSE, DFA, DPRA).

12. **Member Services**
    a. Upgrade to new University Tickets platform completed and now working to populate and customize the site
    b. Attending Headstart sessions where possible for both Waterloo and Brantford.
    c. Gathering staff schedules for Waterloo and Brantford U Desk 2019-2020 teams
    d. Planning 2019-2020 Fall term Health and Dental Plan Opt Out/Family Opt In email campaign with Marketing
    e. Finalizing new Imaginus poster sale contract

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

Board Members Present: Chair Owen Bourrie, Vice Chair Sameed Hussain *(via phone)*, Feisal Borjas, Julia Pereira, Ty Thomas, Andre Dang, Karneet Chahal, Thomas Hamilton, Saloni Sharma *(via phone)*

Staff Present: Executive Director Phil Champagne; Director, Policy Research, & Advocacy Ian Muller; President Zemar Hakim

Regrets: Osman Alwi; Devyn Kelly

1. Call to Order and Land Acknowledgement

Chair Bourrie:
So, we call this meeting to order at 5:10 pm on the second floor of the FNCC building in the Waterloo Students Union Board room on June 9th, 2019. We acknowledge that we are on the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee people.

2. Adoption of the Agenda

Chair Bourrie:
Are there any requests to amend the agenda? Can I get a motion on the table to approve the agenda as presented? On the phone?

Motion 1(Borjas/Hamilton): to approve the agenda package as presented
Vote: 9-0-0
Result: Motion Pass

3. Adoption of the Consent Agenda
Adoption of Meeting Minutes: May 5th, 2019
4. Regrets

Chair Bourrie:
Moving forward with regrets. The only regrets I received, I received two regrets, one from Director Alwi, and then the other from Director Kelly. Both are unable to make it due to medical circumstances. So, moving forward, can I get a motion on the table to approve the May 5th meeting minutes?

Motion 2 (Thomas/Dang): to approve the May 5th meeting minutes
Vote: 9-0-0
Result: Motion Pass

5. **Conflicts of Interest**
6. **Comments from the Chair of the Board**

Chair Bourrie:
Moving on to conflicts of interest. Are there any conflicts of interest to declare? Fantastic. We'll move on to comments from myself. So, welcome all to our second board meeting, I think the only issues that we've had have been our e-mail setups which we are working on. Our name tags and our business cards are still here, so, help yourselves at the end of the meeting. That's really all I have, if you guys have any questions for me, feel free to e-mail me at any point. Moving on to comments from the president and CEO. Before we go there, you guys received all of the updates from the departments. There was a late submission from clubs and associations, I'll send that out after the meeting, but-

Zemar:
The programs service Brantford.

Chair Bourrie:
The programs service Brantford, I never received. I never received anything from that. So, what we can do is I can send you those updates once I follow up with that. If you have any questions for the president, or if you have any updates?

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

Zemar:
You guys have any questions? Fine by me.

8. **Comments from the Executive Director and COO**

Chair Bourrie:
On the phone, any questions for the president? Okay, the executive director, Phil Champagne is away. I think until tomorrow?

Ian:
He comes back Tuesday.

Chair Bourrie:
Comes back Tuesday. However, he provided his updates for his whole department which I attached to the agenda package, so, if there are any questions, Ian can probably answer the for you or you can just e-mail it to him and he can answer the for you as soon as he gets back. All good for there?

Perfect. So, if I can draw your attention to the Student Life Levy summer session brief, were you all able to hopefully take a look at it? It was brought to my attention, about a week and a half ago, that there was no real point in having the summer Student Life Levy Session. Ian, did you get any additional stuff from Dan Roberts? I provided the brief but-

Ian:
No, the main kind of crocks of the issue-. Last summer we didn't do a summer session and just started in the fall to kind of balance out the funds available. This year Dan Robert is leaving his position, so, there's a bit of a transition period within the role that oversees the administration of the Student Life Levy. So, he felt it was best to again, like last year, to continue to start in the fall. That way we have a fresh person in that role who can kind of pick up at that point.

Chair Bourrie:
Does anyone have any questions as to the removal of it? Kind of like Ian said, it became quite difficult to remove-

Ian:
It doesn't affect the amount of money it accumulates; it just means that in the fall we won't have used up any over the summer session.

Chair Bourrie:
And then we technically do have a president for it. Last year we didn't have it either and there's also rarely any for it, just because-

Ian:
Yea, it's the harder one to get submissions for. Just because a lot of people are off.

Chair Bourrie:
Perfect. Director Pereira did you have a question?

Director Pereira:
No, it's okay.

Chair Bourrie:
Any other questions? Oh sorry, Director Dang.

Director Dang:
Just a very quick question. So, just moving forward, there's going to be no changes, just in the business as usual once the fall comes?

Ian:
Yea, there will just be a new position. So, Dan Robert who is the primary staff member from alumni and development affairs, who stewarded the SLO program, that position will be replaced with someone, hopefully in time to start the fall session as usual.

Director Dang:
Okay.

Chair Bourrie:
Any other questions?

Director Hamilton:
Is the information available, so if someone was to submit or attempt to submit an application for this, would there be information to say we will postpone until September?

Chair Bourrie:
I think they're waiting to hold off to see the decision that comes here.

Ian:
Yea but then I believe they will post something. The website is, there's always a place with information on the website, so they will just update that to reflect that there was no summer session.

Chair Bourrie:
Any other questions? Anybody on the phone? Can I have a motion on the table to approve the removal of the summer Student Life Levy session? Just a reminder, for those of you who are part of the committee, it would be appropriate for you to abstain at that time.

Motion 3(Hamilton/Chahal): to approve the removal of the summer Student Life Levy session
Vote: 4-0-5
Result: Motion Pass

9. Items pulled from the Consent Agenda

Chair Bourrie:
So, moving forward to the strategic plan discussion and presentation. So, our last meeting we decided not to go forward with the election of that committee because you wanted some more information. So, I attached a strategic plan in the agenda package for you all to review to get a better sense of it, but I was also able to find a presentation. I'll put it up on the screen for you guys and I also uploaded it to my learning space. I'm going to give you guys a very brief overview, we can kind of go through it together, but I uploaded it for the point of you guys being able to go through it in more depth and then you guys can e-mail me any questions and I can kind of share them with the rest of the board. Is that okay for everyone? Fantastic. So, if we move forward with the presentation-

Ian:
I can go click it.

Chair Bourrie:
Thank you. And like I said, it's on my learning space, so if you guys don't want to look up there, you can go on there and pull it up yourselves. So, in essence the strategic plan is a strategic vision for the organization for a specific time period. The previous one was 2015-2020. There was some overlap in it, I think the year that started it wasn't able to complete it. Ian, there wasn't a strategic plan prior to that, was there?

Ian:
No, so the first board started a process which was completed by the following board.

Chair Bourrie:
Which is also why it took them so long and they weren't able to complete it because they literally had to start from scratch. Thankfully there's a lot of documents in the past chair files that I'm going to be able to kind of rely on. Which is going to be awesome for us, so, we don't necessarily have to start from scratch. So, moving on, how does the process work? So, the process is driven by a membership, obviously being the students, the board will strike a committee who uses two different styles of research. Being the internal from our own organization. So, that can be consultation with the President, his team, his VP, his coordinators, and all the volunteers under that. And then, external research, so, we can look at other organizations which is a big part of it. We obviously want it

to focus on our members but a lot of the time it's very useful to kind of look at different organizations and kind of see their best practices and what they do to be successful in that sense. So, yea, it's definitely driven from both styles of the research. Committees will develop a mission statement, a vision principle, strategic initiatives, and stuff like that for what the student body wants. And then, it kind of provides direction, not only to the board but especially to the executive team so they can kind of have something to fall back on and always loop back into and to kind of keep the grounded and stable.

Ian:
And just a point on that, it doesn't have to create a new one. The committee could decide just to reinforce the one that was developed or tweak it in some way.

Chair Bourrie
Perfect. So, I kind of touched on the internal external slide, so, if you guys want to go more in depth feel free to, but we can move on. So, like I said, the strategic plan is to help the organization look into the future and to ensure that the mission of the organization is adapting every few years. So, kind of how Ian said, if the committee were to feel that it was suitable to continue on with what we've been using, that's fine, but the whole point of this process is to really dive into it, see what the membership wants, and see if that's kind of changed from five years ago when they first developed it. Perfect, any questions so far? Awesome. So, as soon as we have the mission, vision and guiding principles, I'm sure, I actually think we need all day to kind of touch upon that in our election's thing. I remember my first question when I first did it was, "what are the principles or like the vision." So that always comes into, comes back into play, and it's a great way to kind of ground us in what we are actually doing. And so, we also have customer service, communication, transparency, advocacy, representation. So, if we go through the next few slides, we'll get a little bit more in depth with that. So, I'll go through the mission, vision and guiding principles. So, the mission is; providing the best student experience to our members, our members are obviously the students, and the vision is; empowering members to achieve. So, our whole goal as an organization and everything we do should always come back to giving our students and our memberships the best possible experience and doing everything we can to give them the tools to do what they want to do. So, guiding principles, we are student driven, we provide opportunities, we are accountable, community conscious, progressive and adaptable. So, I won't to go into every single one, so, we can kind of skip

though that. If you guys want, you guys are more than welcome to read more in depth about what each one of those are once you've been elected to the committee, if we are okay to go forward with that today. *phones beeps* Give me one moment. Are we back in? Perfect, thank you. So, yea, that's kind of a very brief overview. I know it goes a little bit more in depth then what we kind of talked about in the last meeting and this kind of gives you guys a general idea. In terms of the committee, Ian, do you know how many times they or kind of on the frequency that they met?

Ian:
Not specifically, no.

Chair Bourrie:
So, just to be on the safe side, it's going to be an additional commitment, there's no doubt about that. But there's going to be a lot of overlap in our ownership linkage stuff and our strategic planning process. So, I wouldn't say it's going to be a huge time commitment but it's really important that you're comfortable and able to kind of allocate that time to the committee. The committee's consisted of different board members, so, there's going to be four spots available for election today. It's comprised of different members of the executive team and presidents' team, so, there's a lot of people to coordinate with. We're going to start our sessions in the summer, having our meeting and our brainstorming sessions, so, it's really important, for the most part we're going to operate on an 8:30-4:30, 9-5 kind of basis. So, if you're thinking of going for this committee, just make sure you're able to carve out that time during your work week. Do we have any questions about the informational side of the strategic plan? Ian, is there anything you want to add?

Ian:
No, it is a really good opportunity, especially in a time of a lot of change in post-secondary and the organization kind of having to pivot how it operates to really be intentional about demonstrating value to make sure the students aren't choosing to opt out of fees. There is a lot of kind of introspection and kind of different thinking about how we present ourselves and present our values to students. So, I think it's a really good opportunity to think through that process in a way and in an experience that is applicable for your future careers, whether project management, or strategic planning happens in a variety of different ways, so, it's a really kind of great piece of experience to have on your resume in addition to being a pretty important function that the board will take

leadership on this year. And again, with some of the scheduling, we can always play around if we need to. Some of it will be kind of take-away tasks and this is a process where you will have the support, the resources of the full-time staff members for a lot of the bigger chunks as well, so, it's not solely on you, this is kind of a comprehensive process.

Chair Bourrie:
Yea, and it's an awesome chance to also engage with the people who you are all supposed to represent. So, I know a lot of you are involved in different aspects of the Laurier community, so, its kind of cool to be able to pull your experiences and what you've kind of went through for the last x amount of years and kind of help shape the direction of the organization. Any questions for myself or even for Ian? Any questions on the phone about the strategic plan? All good? Okay, so, our election for that committee is going to be later on in the agenda package or in the meeting under committee elections. But for now, we will move onto the direct inspection for GP2G for the final report. I believe that was for Director Borjas.

Director Borjas:
Uhh, no.

Chair Bourrie:
Oh, Director Pereira, thank you. So, what we will do for this is, we'll do a motion to approve the report, to say that they did their job and if there are any recommendations, we can do a second motion to approve the recommendations of that committee. Does that make sense to everyone? Fantastic, go ahead.

Director Pereira:
Do you want me to just move, or do you want me to talk about it first?

Chair Bourrie:
Sorry?

Director Pereira:
Do you want me to talk about it first or?

Chair Bourrie:

You can do it either way. If you want, you can do the motion to approve the report and we can have the discussion. Whatever.

Director Pereira:
Well, I'll just say pretty quickly, we kind of decided that there were no recommendations, we just decided that it's still within the scope of the organization and the wording of the policy is sound, so, I'd like to move to just accept the report as it is.

Chair Bourrie:
Is there a second to Director Pereira's motion?

Motion 4(Hamilton/Thomas): approving DICGP2G final report
Vote: 7-0-2
Result: Motion Pass

Chair Bourrie:
Moving forward to DICGP2i final report, I'll pass it off to you Director Borjas.

Director Borjas:
Alright so, I'll just recap pretty quickly. If you look at the report in the agenda package, I'll just direct your attention to the four points basically. Everything else is pretty much okay, but there's just a few things we kind of wanted to bring up. Looking at 1A, it mentions that the CRO had to adhere to the Students Union by-laws, policy, and rules. We were just wondering if maybe you wanted to specify what that means because it could be kind of ambiguous, but then again, the other side of that is we don't want to be too specific in the policies that we're putting there. But that's just one point there.

Chair Bourrie:
So, why don't we kind of go step-by-step and we can get the feedback of the board, so, we can see the if the recommendations are kind of in-line of where we want to go? Perfect, so, we can kind of open up the floor to discuss that first point, 1A. Director Pereira?

Director Pereira:
Yes, so, do you have any ideas of what specific references you want to the policy?

Director Borjas
The thing is, because this policy deals with the election policy stuff, right? So, I'm pretty sure there's a formal election policy somewhere out there, right?

Chair Bourrie:
Yea.

Director Borjas:
But then, looking at the Students Union website, like it could also refer to like the board policy, the board manual and there's a lot out there so-

Director Pereira:
But you don't have anything like specific you would know?

Director Borjas:
No, No.

Chair Bourrie:
Vice Chair Hussain, do you have any additional comments you want to add? I know you are on the committee as well.

Vice Chair Hussain [phone]:
When I was on the committee, we would just leave it alone because we needed to be ambiguous so that it's not too specific because if there was a change then it would be hard to change a policy again and add the documents.

Chair Bourrie:
Okay, Ian?

Ian:
Yea, I think you touched on it. It's the purposeful ambiguity. Which is what you touched on, is being necessary and I would kind of endorse that's the perspective behind a lot of these instances where there isn't something specifically a reference but it leaves space for some of the operational policies that are changing more rapidly than the government's policies.

Chair Bourrie:
Does anyone have a conflicting opinion, or can we move forward into the next section of the report? Fantastic, go ahead.

Director Borjas:
Cool, so, next ones just about, there was a point there about the CRO needs a workable mechanism to identify campaign personnel. So, that means, to be running an elections teams, CRO needs to be able to identify who they are or whatever. But the committee noted there could be ambiguity there because it can be very subjective how to identify who's on you campaign team and who's just supporting you. So, does the board have any thoughts about whether or not we actually want that? Because just in the wording, we might have to review, do we want to say something specific or just leave it ambiguous being as it could be conflicting?

Chair Bourrie:
So, we can kind of open up the floor to any thoughts that any Directors might have. Ian do you have any thoughts on-

Ian:
Just taking a look-

Chair Bourrie:
Does anyone have any thoughts on the phone? Looking at the second point.

Vice Chair Hussain:
I can see something about it. So, the thing is that it's very hard to track who's on a campaign team and that's more specific to what the CRO does, so, it depends on how the CRO wants to track. So, we should leave that point more towards what the CRO decides to do, rather than us.

Chair Bourrie:
Sorry?

Vice Chair Hussain:
It's just, the whole point is that we don't know how many members are in a campaign team, right?

Chair Bourrie:
Yea.

Vice Chair Hussain:
And that's very difficult to try and find out and it's very hard to track that because people can just add members whenever they want to their team. It's just difficult to monitor that, so, I think we should leave it and let the CRO decide the mechanism for the control policy.

Chair Bourrie:
Yea, so I think, going back to our committee meeting, the reason this kind of stood out to us, every year their tends to be a lot of issues with different people who are supposedly on the campaign team but then are also endorsing the candidate during like voting periods for example, which are not allowed to do. And then we were chatting about, like how, or in what way would we hold the candidate accountable or to what level would that candidate be held responsible for the actions of someone who is not on their teams if there's not a specific way of identifying who their official campaign people are. I know we have that section where you put your campaign team on, but for example, I think there was only like ten spots for that. But for some people, I remember President Plumber, I think he mentioned he had 95 plus people on his campaign team, but he never actually recorded those people.

Ian:
One thing you could do is, Chair Bourrie can make a note to raise that with the CRO when they are hired, and they can pay special attention to that this year during the election and if they have some feedback on that particular part, they can bring that to the board post-election. Because there was some issue last year with that identification of personnel, so, if there's a special notation when the CRO is hire this year, then they can make sure they have a plan for that moving forward and they can also provide feedback afterwards if they feel that it could be useful to change that.

Chair Bourrie:
Director Hamilton.

Director Hamilton:
Yea, because if we do that, we need to clearly identify what makes you a

campaign team member because if you end up sitting at a booth for an hour to hang out with your friends, if that qualifies.

Chair Bourrie:
Okay, so then, are we kind of okay leaning towards the direction of keeping the policy broad in the sense that it leaves it open to the interpretation of the Chair and then the CRO and DRO to kind of figure out what that workable mechanism is, and then we can always report back to the board? Is that okay? Perfect. So, we can move on then?

Director Borjas:
Okay, so, in number eight, there was a line there about; candidates should not demonstrate behavior that's unbecoming of the organization. We just pointed out that wording does seem kind of subjective because supposedly if a candidate might have different values that aren't in a line with the Students Union, do we necessarily want to point that out and prohibit that because that might be okay? So, there is discussion there if you we want that wording kind of changed up or take it out completely.

Chair Bourrie:
Any thoughts? Director Dang?

Director Dang:
I think what we can do is, for any aspiring candidates for the election have to go through the whole, basically pre-screen process, the one that all official candidates have to attend. And what we can say is that we can give them a specific slide or a little description of what you have to do to represent the organization of the Students Union as a whole.

Chair Bourrie:
And then, for the most part, in that presentation, obviously I know a bunch of you guys came in and we do have a portion in our slides, even when we go through the demerits, so, one demerit equals whatever behavior, so, we kind of do go through and it's kind of implied what those inconsistencies that wouldn't be fitting or becoming of the organization. So, do we want to leave the policy broad in that sense where it kind of leaves it open to-

Director Dang:
Or we can potentially say that like, behavior that's unbecoming of the organization as pertaining to the preset guidelines set by x person or something like that, right?

Director Pereira:
Well, we mention the student code of conduct.

Chair Bourrie:
Yea, exactly.

Director Pereira:
Like in the same point.

Director Hamilton:
Yea, because there is a difference between say, a candidate wants to create some change within the Students Union and then violating a student code of conduct. So, I think the wording does kind of make that apparent.

Chair Bourrie:
Okay, are we all in agreement here? So, moving to the final point, 9A.

Director Borjas:
This one is pretty straight forward, it's just I wanted to add that word there, timely manner, just if a candidate needs reimbursement for materials and stuff, just to kind of make it clear that they should be reimbursed as quick as possible. And obviously not a specific time period because that can be restrictive but just timely.

Chair Bourrie:
Yea, so, again the committee, even going off the elections this year, we found that people were spending, it's not as bad for the Board of Directors but even for presidential candidates, if you're spending hundreds of dollars, you want that back as quick as possible. And we know that even some directors, it took a while for them to get their reimbursements back. So, in our opinion, it wasn't overly restricting like Director Borjas stated, by creating a specific being two weeks, four weeks etc. So, we did talk about that and we felt that, that would be too constricting, so, just putting the word timely in there to kind of, like you said, emphasize it should be done as soon as possible. Any thoughts on that?

Director Pereira:
I think it's fair.

Chair Bourrie:
Perfect. Okay, anything else you want to add for your comments on the report?

Director Borjas:
No, everything else was good.

Chair Bourrie:
Perfect. So, we'll do two motions. The first ones going to be a motion to approve that the committee did the report and then I'll move forward to the changes in the policy that we have talked about. Okay? Perfect. So, can I get a motion on the table to approve DICGP2i final report? On the phone? Sorry, just a point of clarification, Vice Chair Hussain, you should abstain from this portion because you were on the committee. On the phone again, can we just hear your votes again?

Motion 5(Pereira/Dang): to approve DICGP2i final report
Vote: 7-0-2
Result: Motion Pass

Chair Bourrie:
Can I get a motion on the table to make the policy recommendation and policy change for GP2i under section nine, having the word "timely" added for manner, so it would read, "candidates and party chairs are compensated in a timely manner", and then under section seven, to give myself the discretion to have a discussion with the CRO when hired, about a workable mechanism to ensure the whole elections campaigning model? Sorry?

Ian:
I think for that one, you can probably, the fact that it's noted on the record, it's probably good enough, and I would just make the motion to amend 9A.

Chair Bourrie:
Perfect. So, can we have a motion to amend GP2i 9A to read, "candidates and party chairs are compensated in a timely manner", by adding the word "timely"? On the phone?

Motion 6(Thomas/Hamilton): to amend GP2i 9A to read, "candidates and party chairs are compensated in a timely manner", by adding the word "timely"
Vote: 7-0-2
Result: Motion Pass

Chair Bourrie:
Moving on to our committee elections. First, we'll start with the strategic plan committee. So, just a brief overview, I know we already touched on it in the PowerPoint presentation but there are four spots available for this. But there has to be one Director elected from the Brantford campus or from each campus. Okay? Perfect. So, we will now open the floor for nominations for the Strategic Planning committee.

Director Karneet:
I'd like to nominate Director Pereira.

Chair Bourrie:
Director Pereira, do you stand?

Director Pereira:
I do.

Chair Bourrie:
Any other nominations?

Director Borjas:
I nominate Director Thomas.

Chair Bourrie:
Director Thomas, do you stand?

Director Thomas:
I do.

Chair Bourrie:
Any other nominations? As a reminder, we need for people and definitely one from the Brantford campus.

Director Dang:
I'd like to nominate Director Karneet, uhh Karneet.

Chair Bourrie:
Director Chahal, do you stand?

Director Chahal:
Yes.

Chair Bourrie:
Perfect, any other nominations from-, yes, go ahead.

Director Thomas:
I nominate Director, sorry, Vice Chair Hussain.

Chair Bourrie:
Vice Chair Hussain, do you stand?

Vice Chair Hussain:
I stand.

Chair Bourrie:
Are there any other nominations for this committee? Can I get a motion on the table to approve the acclamation of Director Pereira, Director Thomas, Director Chahal and then Vice Chair Hussain to the Strategic Plan committee? Just a reminder, if you are on the committee, you must abstain. On the phone?

Motion 7(Dang/Borjas): to approve the acclamation of Director Pereira, Director Thomas, Director Chahal and then Vice Chair Hussain to the Strategic Plan committee
Vote: 5-0-4
Result: Motion Pass

Chair Bourrie:
So, I'll be in touch with you at some point during this week to schedule or to get your availability and then to schedule our first meeting. Moving on to the election for direct inspection committee, EL2E. There are two spots available on this committee. I will now open the floor for nominations. Any nominations for DICEL2E?

Director Borjas:
I nominate Director Saloni, wait, Sharma.

Chair Bourrie:
Director Sharma, do you stand?

Director Sharma:
I do.

Chair Bourrie:
Perfect. Any other nominations? Yup.

Director Chahal:
I'd like to nominate Director Higgs.

Chair Bourrie:
Director Higgs, do you stand?

Director Higgs:
I stand.

Chair Bourrie:
Perfect. Are there any other nominations? Can I get a motion on the table to approve the acclamation of Director Sharma and Director Higgs to DICEL2E? On the phone?

Motion 8(Thomas/Pereira): to approve the acclamation of Director Sharma and Director Higgs to DICEL2E
Vote: 7-0-2
Result: Motion Pass

Chair Bourrie:
Moving on to our final committee election for DICBMD2D2, the floor is now open for nominations. Again, we need two Directors for this committee. Director Chahal?

Director Chahal:
I'd like to nominate Director Hamilton.

Chair Bourrie:
Director Hamilton, do you stand?

Director Hamilton:
I do.

Chair Bourrie:
Perfect. Any other nominations? And even if you've been on a DIC committee before, you're more than welcome to do it again. Director Borjas?

Director Borjas:
I'd like to nominate Director Dang.

Chair Bourrie:
Director Dang, do you stand?

Director Dang:
I do.

Chair Bourrie:
Are there any other nominations? Can I have a motion on the table to approve the acclamation of Director Hamilton and Director Dang to DICBMD2D2. On the phone?

Motion 9(Thomas/Pereira): to approve the acclamation of Director Hamilton and Director Dang to DICBMD2D2
Vote: 7-0-2
Result: Motion Pass

10. **New Business and Announcements**

Chair Bourrie:
So, that does it for our committee elections, so, we will move forward to new business and announcements. Does anyone have any? Ian, do you have anything from yourself or from Phil?

Ian:
Nope.

11. <u>Adjournment</u>

Chair Bourrie:

Awesome. So again, thank you all for taking the time to come up to Waterloo and for those of you who took the time to call in. More information will come for the Direct Inspection committee as well as the Strategic Plan committee, and then, as per your request for the final report for GP2i, as soon as I hire the DRO, I will get back to you with kind of a workable mechanism that we've kind of laid out, so, we have a little bit more guidance come election time. Is that okay? Anyone else? Perfect. Can I have a motion on the table to adjourn? On the phone?

Motion 10 (Thomas/Borjas): to adjourn
Vote: 10-0-0
Result: Motion Pass

Chair Bourrie:

Thank you.

Governance Process #2h "Annual Governance Planning"

This interpretations-based monitoring report for Governance Process Policy #2h "Annual Governance Planning" 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,

Owen Bourrie
Chair of the Board and Chief Governance Officer
Wilfrid Laurier University Students' Union

July 7th, 2019

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

Policy Wording GP2h.1: **The Board will: 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**.

CGO INTERPRETATION

I interpret "administrative planning and budgeting" as work needed to ensure that the Students' Union has a sufficient amount of time to organize administrative duties and develop a budget. I define "based on accomplishing a one-year segment of the most recent statement of the long-term Ends" as allowing the Students' Union to operate based on the established Ends of the organization as determined by the board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. An annual agenda will be compiled prior to the end of August.

EVIDENCE

1. All components of this monitoring report have been budgeted for. This includes but is not limited to:
   a. A monitoring schedule;
   b. Meeting schedule;
   c. Direct Inspection cycle;
   d. And all other scheduling required by this policy.

I report this section as **COMPLIANT.**

<u>**Policy Wording GP2h.1a**</u>**: It will include, but is not limited to: Consultations with the ownership**

CGO INTERPRETATION

I define "it will include, but is not limited to" as meaning that the Board of Directors has additional responsibilities that are not outlined in this policy. "I define "Consultations with the ownership" to mean that the Board makes an effort to reach out to the membership of the Students' Union to collect feedback, answer questions, and serve as a link between them and the Students' Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board actively engages with our members and stakeholders to gather relevant information to improve the operations of the orginization

EVIDENCE

1. Ownership Linkage events have been tentatively scheduled for the 2019-20 fiscal year. The first being during O-week and more plans will come once our Strategic Planning Committee has created an outreach plan.

I report this section as **COMPLIANT.**

<u>**Policy Wording GP2h.1b**</u>**: It will include, but is not limited to: Governance-education and presentations that are related to Ends determination**

CGO INTERPRETATION

I interpret "governance-education and presentations" as any guest speakers, information sessions, or workshops with the goal of enhancing the Board's understanding of their governance duties, the Students' Union as a whole, and the partners of the Students' Union. I define "related to Ends determination" as meaning that all governance education and presentations will have the focus of assisting the Board of Directors with regards to understanding, reviewing and analyzing the long term implications of the Ends of the Students' Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The board has planned to work together with both internal and external educators to further their governance education.

EVIDENCE

1. Five (5) informational workshops were held throughout April 2019 with the help of internal educators. In early May 2019, a past board member hosted a workshop to help provide first hand governance experience. Workshops are planned every 3 months, with our next one to happen in late August 2019.

I report this section as **COMPLIANT.**

<u>**Policy Wording GP2h.1c**</u>**: It will include, but is not limited to: Training of Board members and Board-elect**

CGO INTERPRETATION

I define "training of Board members" as having a plan to ensure that Board Members are provided with the recent and relevant information in order to perform their duties efficiently and effectively. I define "Board-elect" as board members who are elected during the 2020 Annual General Meeting, and take office on May 1st, 2020. A plan will be created to ensure that Board-elect are sufficiently trained prior to taking office.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. A schedule for Board education and training is created and carried out.
2. A schedule for Board-elect training which includes, but is not limited to, a general organization overview, finance training, Ends/strategic planning training, monitoring training, and a mock Board meeting.

EVIDENCE

1. A training schedule for the Board was created, and carried out, prior to the Board of Directors taking office on May 1st; Five (5) educational session were carried out with the help of the Director of PA&R Ian Muller. These sessions focused on ends-based feedback and the structure of our organization and policies.
2. **Board-elect training will take place on the majority of Fridays between the end of February and end of April, depending on the availability of the Chair-elect and Board-elect. A schedule will be developed following the election of a Chair-elect.**

I report this section as **COMPLIANT.**

<u>**Policy Wording GP2h.1d**</u>**: It will include, but is not limited to: Outside monitoring assistance**

CGO INTERPRETATION

I define "outside monitoring assistance" as having an external source assist with monitoring if it is necessary. I further interpret this to mean that the Board has the authority to seek legal monitoring assistance, if necessary.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Any policies which the Board has deemed requiring an external review are monitored by an external source.

EVIDENCE

1. KPMG was selected as the auditors by owners of the Students' Union at the 2019 Annual General Meeting. They will be conducting the audit prior to the end of the Spring 2019

term, and will present their statements to the Board no later than the last meeting of November. This counts as an external monitoring for EL#2d.

I report this section as **COMPLIANT.**

Policy Wording GP2h.1e: It will include, but is not limited to: a report of meeting minutes, discussion, and performance evaluations from the previous Board

CGO INTERPRETATION

I define "report" as a record of all decisions, discussions, and actions that occurred in the previous fiscal year. I define "meeting minutes, discussion, and performance evaluations" as a list of motions (minutes), a compilation of discussion (from Board meetings) and a compilation of performance evaluations (Governance Processes compliance report); these are the major documents that should be available to the Board. I define "previous Board" as the Board of Directors of the 2018-19 fiscal year.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Access to the relevant information is provided to the Board prior to or at the same time as this monitoring report.

EVIDENCE

1. The Board has been provided with access to the location of all Board meeting minutes through the WLUSU website under "resources". Any other information required by directors is available upon request.

I report this section as **COMPLIANT.**

Policy Wording GP2h.1f: It will include but is not limited to: Cost of Governance budget for the next fiscal year that concludes in April.

CGO INTERPRETATION

I define "Cost of Governance budget" as the two budgets that fall under the Cost of Governance Budget category. Those budgets are the Board of Directors budget and Elections budget. I define "next fiscal year" as periods 1-13 for the current Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board has approved its budget for periods 1-13.

EVIDENCE

1. The Cost of Governance Budget for periods 1-13 was passed by the Students' Union Board of Directors on April 4th, 2019. Proof of this can be found in the May 5th, 2019 Board Meeting minutes.

I report this section as **COMPLIANT.**

Policy Wording GP2h.1g: It will include but is not limited to: A date to review the remuneration of the office of the President in November. This is separate from President Performance, which will be reviewed according to BMD#2d1, Monitoring Executive Performance.

CGO INTERPRETATION

I define "a date to review the remuneration of the office of the President" as setting a date for the Board of Directors to evaluate and set the Presidential compensation for the upcoming fiscal year. I define "separate from President Performance" as ensuring this remuneration process evaluates the office of the President based on industry standard, and is not based on the performance of the current President.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. A date is set to review the remuneration of the office of the President.

EVIDENCE

1. The 2018-2019 Board of Directors voted to unfreeze the Presidential Remuneration and increase it. Once the meeting schedule has been approved for the fall term, the Presidential Remuneration will be added to the agenda and evaluated during one of the two (2) November meetings.

I report this section as **COMPLIANT.**

Policy Wording GP2h.1h: The review, through the formation of Direct Inspection Committees, of no less than one fourth of all active policies.

 CGO INTERPRETATION

I define "review" as ensuring that previous evidence presented, as well as the wording of the policy, is relevant and up to date. I define "all active policies" as all policies currently within the Students' Union Policy Governance Policy Manual.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. One fourth of all active policies are reviewed during the fiscal year through Direct Inspection.

EVIDENCE

1. GP#2h outlines a four-year Direct Inspection schedule, where one fourth of the policy manual is reviewed each year. This year, the Board is on its third year of the second-year rotation.

2. The Board has struck, or has scheduled a time to strike, all of the Direct Inspection policies for the second year of the review schedule. Two (2) of these have already been complete with another (Two) currently in progress.

I report this section as **COMPLIANT.**

<u>**Global Policy Statement Wording GP2h:**</u> **The Board will follow an annual agenda that completes the examination of Board policies and consistently improves Board performance through Board education.**

CGO INTERPRETATION

I define "annual agenda" as a yearly plan that aims to enhance the Board's understanding of governance processes, and works towards obtaining ownership feedback.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All policies within GP2h, Annual Governance Planning, are compliant.

EVIDENCE

1. The annual agenda has been appropriately compiled, as per the guidelines of this policy.

I report this section as **COMPLIANT.**