



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

Location: Waterloo Campus Boardroom, 2nd Floor FNCC
Date: 16-Oct-23

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
5:00 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
5:02 PM	1 mins	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
5:03 PM	2 mins	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
5:05 PM	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented	D	Chair Abu-Rshaid	
5:07 PM	2 mins	<u>Adoption of the Consent Agenda</u> GP #2e Vice Chair Job Description GP #2k Governance Financial Accountability MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	
5:09 PM	2 mins	Adoption of the Minutes: September 25th, 2023 Minutes October 2nd, 2023 Minutes MOTION that the Board of Directors adopt the Minutes of September 25, October 2	D	Chair Abu-Rshaid	GP #2c.7
5:11 PM	2 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
5:13 PM	4 mins	Comments from the President & CEO	fi	President Spenler	
5:17 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
5:21 PM	15 mins	2023-2024 Election Briefing Policy General meeting & elections	fd	DPRA Muller	GP #2i GP #2j, 3
5:36 PM	8 mins	In-Camera Session MOTION that the Board of Directors proceed to an in-camera session	D	Chair Abu-Rshaid	
5:44 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
5:46 PM	4 mins	Action Items Summary	adm	Chair Abu-Rshaid	
5:50 PM	2 mins	Adjournment MOTION that the Board adjourn the October 16, 2023 meeting	adm	Chair Abu-Rshaid	
Total	52 mins				

LEGEND:

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



Wilfrid Laurier University Students' Union
Board of Directors
DATE: September 25th, 2023
Online via Zoom
Board of Directors Meeting

Board Members Present: Mohammad Abu-Rshaid, Director Baldinelli, Daniel Rubinoff, Sebastien Corrie, Josh Hamilton, Gabrielle Russo, Jack Sloan, Colton Phillips.

Staff Present: Vice President of Financial & Volunteer Operations: Sarah Brophy; Policy, Research & Advocacy Director: Ian Muller; Governance Coordinator: Orlan Cui

Gallery Present: Amichai Abraham

1. **Call to Order**, Chair Abu-Rshaid

The meeting was called to order via Zoom on September 25, 2023, at 7:10 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

2. **Regrets**, Chair Abu-Rshaid

Director Spizzirri sent his regrets.

Director Russo sent her temporary regrets – attended the meeting at 7:15pm.

3. **Conflicts of Interest**, Chair Abu-Rshaid

No conflicts of interest were declared.

4. **Adoption of Consent Agenda**, Chair Abu-Rshaid

MOTION (Director Phillips/Director Ellis) that the Board of Directors adopt the agenda as presented.
CARRIED.

5. **Board of Directors Election**, Chair Abu-Rshaid

Introductions

Ripley Clipperton Is passionate about helping others and will be able to bring a unique perspective to the meetings as he is a member of the LGBTQ+ community and is aware of the financial concern of students. He is looking to offer more resources and support to students, and he will plan and prepare for meetings.

Meron Mehari is an extroverted individual and passionate golden hawk with experience as a Residence Life Don, recreational dance instructor, and a member of the Black Students Association. She engages with students and staff on a day-to-day basis and understands what is needed on campus. She plans to advocate for unrepresented and unheard students in our community. She wants to be on the board because she is committed to wellbeing and the success of students and staff on campus. Furthermore, she wants to bring positive changes to students and make a positive difference while contributing to personal and community growth. She aligns herself with the mission and vision statement of the Board. She hopes to achieve 4 goals: foster inclusivity, enhance student engagement, support academic success, and financial responsibility. Will use digital calendar to track meetings and commitments.

Rogan Wawryk is a Residence Life Don, House Council Advisor, and the Convenor of intramural flag football. He is a mentor in his roles where he listens to student concerns. Will bring the students' concerns to the Board and will make students aware of opportunities Laurier has to offer. Rogan loves to be organized and manage his time with to-do lists and calendars. Moreover, he is wanting to provide more student support.

Vice Chair Rubinoff rejoins at 7:25 after tech issues.

Mitchell Baldwin is the editor of the Opinion section of the SPUTNIK newspaper and a sitting member on the Senate of Student Appeals. He views the Board as a unique opportunity to give back to the students. Mitchell is excellent at managing his time including clubs and schoolwork. Moreover, Mitchell volunteers at the public library and is looking to volunteer on the Foot Patrol Committee. Overall, he is an in-depth member of the community and wants to better the Students' Union.

Tahmeed Tabeeb is energetic, loves challenges, and the opportunity to lead people. He has volunteered at the Waterloo Foodbank and through this experience he has learned a lot about the community and what it means to be a representative. Tahmeed believes it is important for a first year and an off-campus student to be a member of the Board. He is great at managing his time. He was the President of his high school's chess club where he hosted a large chess tournament all while maintaining a 3.9 GPA.

Q and A Session

Director Sloan: What is your campaign statement and what would you like to accomplish as a member of the Board?

Tahmeed Tabeeb wants to be a voice for the students, create a welcoming community on campus, and push students towards becoming better each day all by providing the necessary resources.

Mitchell Baldwin is looking to drive up student engagement for clubs and volunteer activities, raise enthusiasm and a sense of belonging on campus, as well as expand the sense of family that we have.

Rogan Wawryk wants to bridge the gap between the Board and students by opening the floor and listening to their concerns. Would like to integrate office hours to inform students that the Board wants to hear any concerns they may have.

Meron Mehari wants upper year students and alumni to share their experience with first years and other students as there is a lack of conversation about the opportunities available.

Ripley Clipperton: wants to support everyone and make everyone feel welcome as well as make everyone aware of the available supports.

Director Corrie: How would you drive up engagement within the student population?

Ripley Clipperton plans to reach out to different students through surveys to see what events they would like on campus and try to compromise with students in order to make them feel comfortable.

Meron Mehari proposes using Guerilla marketing including pop-up events and initiatives to promote and spread awareness of on campus events. This strategy allows to the Board to reach students, rather than waiting for students to approach the Board.

Rogan Wawryk would like to work closely with the Department of Residence to promote on campus opportunities earlier as first years are thrown so much information in the first couple of weeks.

Mitchell Baldwin would like to implement an advertising budget for clubs on campus and would like to make it compulsory for professors to push awareness of campus events through bonuses, lectures, and mylearningspace.

Tahmeed Tabeeb will use direct advertising and encourage students to voice their opinion and experiences through Instagram and other social media platforms.

Chair Abu-Rshaid: Based on what you know about the Board what do you want to do as a Director of the Board?

Tahmeed Tabeeb would like to start initiatives for more undergrad study spaces and more activities for first year students, as well as focus on a STEM initiative for Computer Science students to showcase what they are capable of.

Mitchell Baldwin is looking to join Ad hoc committees, Ownership Linkage committees, Direct Inspection committees, and any existing committees. Would ensure that everyone is on the same page and knows each other.

Rogan Wawryk would like to implement actions that would bring the community together, such as drop in office hours to hear the students' opinions and expand clubs that build on the interests of the student body.

Meron Mehari is looking to implement student led mentorship that explains what each role entails and for students to see and understand where their input can be heard.

Ripley Clipperton would like to focus on the inclusivity aspect and be more informative of what the Board of Directors does and encourage people share their input. Would like to create programs and activities for upper year students for everyone to new people.

Conclusion

Tahmeed Tabeeb is looking forward to working with the Board, expanding his leadership experience, will contribute to meetings, and is looking forward to a great year.

Mitchell Baldwin's main reason for joining the Board is to advance student interest. Will represent student interests to the best of his abilities.

Rogan Wawryk's number one goal to bridge the gap between the Board and the students and it will be good to connect students to the support they need.

Meron Mehari looks at this opportunity as not just being a member of the Board but also being an advocator and collaborator. Will promote open communication and purpose driven decision making. Her four goals are to: enhance student engagement, foster inclusivity, support academic success, and ensure responsible financial management.

Ripley Clipperton is passionate about helping people, making the transition from high school to university as easy as possible, making the environment more inclusive, and creating more activities for students of all years.

Chair Abu-Rshaid congratulates Director Mehari and Director Baldwin and encourages the other candidates to re-run and join clubs on campus.

5. Announcements, Chair Abu-Rshaid

Director Russo is unable to attend the next meeting.

6. Adjournment, Chair Abu-Rshaid

MOTION (Director Phillips/Director Ellis) that the Board of Directors adjourn the September 25, 2023, meeting. **CARRIED**

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

Date Signed:

Mohammad Abu-Rshaid

Chair of the Board & Chief Governance Officer
2023-2024 Wilfrid Laurier University Students' Union



Wilfrid Laurier University Students' Union
Board of Directors
DATE: October 2nd, 2023
Online via Zoom
Board of Directors Meeting

Board Members Present: Mohammad Abu-Rshaid, Daniel Rubinoff, Sebastien Corrie, Patrick Baldinelli, Hailie Ellis, Josh Hamilton, Jack Sloan, Alfredo Duncan Spizzirri, Colton Phillips, Meron Mehari, Mitchell Baldwin.

Staff Present: Vice President of Financial & Volunteer Operations: Sarah Brophy; Policy, Research & Advocacy Director: Ian Muller; Governance Coordinator: Orlan Cui

Gallery Present: Madalyn Mostacci, The Cord.

1. **Call to Order**, Chair Abu-Rshaid

The meeting was called to order via Zoom on October 2nd, 2023, at 6:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

2. **Regrets**, Chair Abu-Rshaid

Director Russo sent her regrets.

3. **Conflicts of Interest**, Chair Abu-Rshaid

No conflicts of interest were declared.

4. **Adoption of Consent Agenda**, Chair Abu-Rshaid

MOTION (Director Sloan/Director Baldinelli) that the Board of Directors adopt the agenda as presented.
CARRIED.

5. **Comments from the Chair of the Board & CGO**, Chair Abu-Rshaid

Chair Abu-Rshaid thanks everyone for attending.

5. **Comments from the President & CEO**, Acting President Brophy

- President Spenler sends her regrets.
- An Orientation Week Volunteer appreciation event is being held on Monday October 16th.
- President Spenler is on a hiring panel for the Manager of Business Development and Financial Strategies for Student Affairs, which is an interesting role.
- Everyone on the Board has been added to the Volunteer Discount Program.

Questions and Comments:

Director Corrie asks if everything is good budget wise for the Governance and Operations Split.

Chair Abu-Rshaid: Yes, it is fine on both ends.

6. **Comments from the Executive Director & COO**, ED Champagne

Acting President Brophy informs the Board that ED Champagne has no comments.

Questions and Comments:

Chair Abu-Rshaid asks for an SAAA update.

Chair Abu-Rshaid asks for an update on the Greek Life Council and Students' Union MOU.

Acting President Brophy: Will get back to you on that update.

Director Sloan: Originally when presented there were no problems, however there is now a specific point that the organizations are asking for a more extensive background check on regarding the academics and disciplinary actions taken on members of the Greek Life Council that are not expected of other clubs.

7. Spring/Summer Term Financial Report, DFA Turner

- The fiscal year is May 1st to April 30th.
- Very little revenue comes from April to August, as the only revenue that comes in are student fees, catering by Wilfs and other fees.
- Total revenue of \$617 000 for the three months.
- Incurred 1.5 million dollars of expenses, as budling and staffing costs continue throughout summer.
- \$465 000 of Health and dental claims have been paid out to. There will be no revenue shown for this until the fall and winter.
- Operating Wilfs throughout the summer costed \$113 000.
- The deficit of \$936 000 was to be expected and there has always been a deficit in the summer since the organization has existed.
- After the Fall term, the revenues and expenses should be almost balanced and after the Winter term it is expected to be in a surplus or at least balanced. This is because there is very little revenue in the summer and significantly more in October, November, January, and February.
- There is cash in the bank that was carried over to cover the deficit, so there is currently no need to borrow money or defer paying bills.

Questions and Comments:

Director Corrie asks if there is money being put away in preparation for the FNCC update.

DFA Turner: Yes, there is money set aside, however we will still probably need to borrow money to afford it and must have a dedicated source of cash.

Director Hamilton asks DFA Turner to explain Golden Grounds.

DFA Turner: Golden Grounds is a coffee kiosk in Brantford that is closed in the summer with no revenue.

Chair Abu-Rshaid asks why there is no balance sheet included in the financial breakdown.

DFA Turner: historically it has never been presented, however one can be presented next time if the Board would like.

Chair Abu-Rshaid asks why the as variance show that the Board is not following the budget.

DFA Turner: incurred more costs than anticipated earlier in the planning process for O-Week. The Welcome back concert paid for itself. In terms of the Brantford Student Centre, the budget was weighted too heavily for the summertime which was not necessary. For the Health and Dental Coverage, the Board is significantly under its claims, which means that students have not been

using the plans like they were pre-covid. Increasing the fees have helped offset the costs. There will be a surplus for the plans next discussion.

Chair Abu-Rshaid asks if we can look at adding improvement to the plan.

DFA Turner: New services were added last year, and we are looking to add more options and improvements.

Chair Abu-Rshaid asks how the Board is taking advantage of the higher interest rates.

DFA Turner: Currently in a robust cash flow position with two million dollars invested in GIC's, which are maturing as we speak. Looking at a renovation for Wilf's, and the one million dollars that is set aside is currently in a GIC.

Director Spizzirri asks why Wilfs had higher revenue than expected and lower costs than expected.

DFA Turner: last year was a slow open and it was a poor year for Wilfs, therefore this year's budget is conservative. Margins are tight in the restaurant business, however controlling staffing can help control costs.

Director Corrie asks if the Board has been preparing for pay restitution.

DFA Turner: there is currently money set aside in this year's budget. If the budget does not cover the costs, holding positions vacant would be an option to cover any budget shortfall.

Director Corrie asks if we are put in the position where we may have to hold positions vacant, how does that affect our ability to operate meaningfully for students.

DFA Turner: Positions will not be held vacant longer than needed. Intent would never be to jeopardize the Board's activities by holding those positions vacant.

8. Direct Inspection Committee Elections, Chair Abu-Rshaid

EL2E

MOTION (Director Hamilton/Director Sloan) to acclaim Director Baldinelli, Vice Chair Rubinoff, and Director Mehari to the EL2E Direct Inspection Committee. **CARRIED.**

GP2C

MOTION (Director Phillips/Director Hamilton) to acclaim Director Sloan, Director Baldwin, and Director Spizzirri to the GP2C Direct Inspection Committee. **CARRIED.**

9. In Camera Session, Chair Abu-Rshaid

MOTION (Director Corrie/Director Hamilton) that the Board of Directors proceed to an in-camera session with an invitation to the VP of Financial and Volunteer Operations, DPRA Muller, and the Governance Coordinator. **CARRIED**

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

Date Signed:

Mohammad Abu-Rshaid

Chair of the Board & Chief Governance Officer

2023-2024 Wilfrid Laurier University Students' Union

General Updates: Student Executive

1) Vice-President: Financial and Volunteer Operations

- a) Volunteer applications (multi-campus) have finished being marked.
 - i) We received over 300 applications!
 - ii) Interviews for executive/coordinator positions are ongoing.
 - iii) Generals have been added to committee rosters.
 - (1) Some committees have a waitlist as they are ENTIRELY full!
- b) Orientation Week appraisals are being sent out to O-Team members (Head Icebreakers and Executives)
- c) A handful of icebreakers (multicampus) have requested to receive appraisals.
 - i) Those will be sent out by the end of this week.
- d) SU Perks volunteer discount program is up and running!
 - i) Working with the Marketing Department to promote (in-person and on socials)
- e) Meeting with Each VP, Director, and AVP to go through Student Executive job descriptions.
 - i) In preparation for Student Executive hiring in the winter.
 - ii) Mapping out a timeline to guide that hiring process.
 - iii) Winter volunteer hiring timeline has been finalized.
- f) Working with Marketing Department to plan out how to properly market the SU Volunteer Awards that we will be distributing towards the end of the semester.
 - i) 6 X \$1000 will be awarded to SU committee volunteers recognizing their contributions.
- g) Beginning planning our January volunteer appreciation events on both campuses!

2) Vice-President: Programming & Services Brantford

- a) Services (Foot Patrol and Food Bank) have been shifting regularly.
 - i) Some issues with Foot Patrol availability that is being worked out.
 - ii) Reevaluating the need for Food Bank parcels on the Brantford campus and whether switching to a mini-market idea on a regular basis would be better.
 - (1) First mini-market will be on October 17th
- b) Debrief of Orientation Week to make high-level notes about things to carry forward to next year and things to improve on.
 - i) Will be working on O-Week planning for 2024 starting next semester.
- c) Programming committees are working hard to onboard new members after major hiring round while also planning programming and promotions for the semester.

3) VP Student Services Waterloo

- a) ERT, Foot Patrol, and Food Bank shifting has been going smoothly.
 - i) ERT now shifts exclusively in the Athletics Complex with direct communication with AC staff.
- b) Committees are working on their event and promotions schedules for the year.
- c) Working to create a smoother transition between committee coordinators – particularly the services.
- d) Have been debriefing Orientation Week extensively to see what we can recommend for improvements and suggestions for next year.

4) VP Government & Stakeholder Relations

- a) Consent Awareness Week was successful; a lot of learning curves and lessons moving forward for future programming.

- b) Ribbon tying and OUSA pins at the Mural Unveiling was also successful; great turnout and engagement from the community.
- c) Flushing out the final details for OUSA's Fall General Assembly; taking place from October 26-29 at Laurier
- d) Focused on delegate feedback for the policy papers and other OUSA stakeholder meetings in the meantime!

5) VP Clubs & Associations

- a) Presidents Training was a success!
- b) Updated Resources Page and created new FAQ Page on our Website to expand resources available.
- c) Working on additional resources (sponsorship resource package).
- d) Began Bi-weekly newsletters to club presidents to keep them up to date with important information.
- e) Started a Nest audit to make sure various club information is up to date.
- f) The Clubs & Associations Marketing Committee has been fully hired, and are working on preparing for new engaging initiatives over the year.
- g) Preparing promotions/resources/processes for Winter New Club Registration that will open from October 23 to November 12.

General Updates: Directors

1) Director, Finance and Administration

- a) Our second advance of Fall Student Fees in the amount of \$700,000 was received at the end of September.
- b) Final furniture additions will be made to the Waterloo 24 lounge in the next few weeks. Additional tables have already arrived.
- c) H&D funding for the fall semester is anticipated in the next two weeks.

2) Director, Marketing Communications

- a) Have started the process in campus wide promotions on both campuses with utilizing all campus screens and high traffic poster areas
- b) Restarting the "What's Happening at the Student Union" newsletter emails to the student body. First one is scheduled to be sent either October 16th or 17th.
- c) Wilf's to feature a United Way menu from October 5th - Nov. 3rd where a \$1.00 from each item sold will be donated to the United Way Waterloo Region campaign.

3) Director, Member Services

- a) Health and Dental Plan Change of Coverage period ended Sept. 22, wrap up continues with some late opt out requests and email volume.
- b) SU Desk Waterloo - staff hired, trained, and running well.
- c) SU Desk Brantford - staff just hired and will start after reading week. Will be operating T, W,T from 11 to 3. Also filling in with the Administration Brantford portfolio.
- d) Transition committees – continuing to build out yearly transition cycle schedule and starting preparations earlier this year.
- e) Human Resources portfolio will be focusing on Health and Safety and Policy work this fall.

4) Director, Policy Research & Advocacy

- a) First meeting of the University's Generative AI Committee; sub-committees to be formed.
- b) Variety of organizational policy development projects ongoing.
- c) Continued work with Athletics & Recreation on their planned referendum question.

5) Director, Strategic Initiatives

- a) Hospitality Solution in One Market has shifted to the former Williams'/Veritas space. We are working with FAM and Hospitality on equipment needs, utilities confirmation and cleaning for an opening asap. Date tbd but emphasis on as soon as licensing from City of Brant can confirm approval.
- b) Wilf's renovation project begins focus groups next Wednesday, October 18th from 2-6PM. Targeting 3 groups; Wilf's Staff, Student Leadership and students at large.

6) Director, Student Experience

- a) Programming & event plans for fall semester are solidified on both campuses.
 - i) Working with Athletics to secure a venue for a potential Winter concert.
- b) Incoming executive transition committee work is started. More intentionality and prework being done to enhance the program for the next team.
- c) O-Week debriefs are wrapping up and a feedback survey to first year students anticipated to go out on Monday Oct. 16th.
- d) Continuing conversations pertaining to external businesses/vendors access to campus with Onecard office.
 - i) Waiting to review new procedures from Onecard to determine impact on Clubs and Associations and committees.
- e) Clubs and Associations events are in full swing. Continuing to work on the processes and timelines to be as efficient as possible.

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

September 20, 2023

Overview:

The proposed changes are written in bold in the proposed policy changes section.

Proposed Policy Changes

13 Campaigning Guidelines

13.1.1 Active campaigning will commence **at 9am on the first day of elections as communicated in the nomination packages** and ends a half-hour prior to the opening of polling.

15 Promotional Materials

15.1.1.2 Candidates may submit promotional materials for early approval after the all-candidates meeting, prior to the campaign period but may not release them or officially begin campaigning until active campaigning begins.

Elections Timeline

Marketing Meetings:

- Promotion for DRO position and volunteer recruitment
- Schedule and create the elections page
 - To present/promote candidates
 - To remind people of the positions available
 - To remind/encourage people to vote

DRO Hiring:

- Job posting: Beginning of October
- Interviews: End of October
- Training & on-boarding: Beginning of November

Volunteer Recruitment:

- Volunteer recruitment: After DRO has been hired, Brantford and Waterloo Campus recruitment happening simultaneously
- Volunteer training: middle to near end of November, to be ready for December election boothing

Merchandise, Apparel, and other Purchases:

- Buttons, non-permanent tattoos, stickers, pens, journals can be handed out during boothing to attract people
- Caps/toques, bucket hats, sweater, backpack (sling, lunch bag, etc.), tumblers/water bottles
 - As prizes for people who interact with elections materials

- Vote, come to candidate events, pre-register to vote, etc.
- T-shirts for Election volunteers
- Some food/drinks to attract people to boothing
 - Hot chocolate: marshmallows, sprinkles, disposable paper cups (mugs are encouraged)
 - Crumbl cookies, krispy kreme, sweet lou's, or other small treats.

Active Election Promotion:

- Boothing from December 4-8 (ideally for both Brantford and Waterloo Campus)
 - 10 AM-3 PM
 - Staffed by the CRO, DRO, Elections Volunteers, and potentially eligible BOD
- Boothing from January 8-12 (ideally for both Brantford and Waterloo Campus)
 - 10 AM- 3 Pm
 - Staffed by the CRO, DRO, Elections Volunteers, and potentially eligible BOD
- Closing due date is January 14, 2024

Passive Election Promotion:

- December 8, 2023- January 8, 2024
- Leave a semi-permanent information booth for people interested to check out

All Candidates Meeting:

- January 15 (time and location tbd)
- Go over election policies and rules, sign up for boothing time slot during the campaign week.
- Submit a blurb about yourself (whether it is for presidency, BOD, or senate) to put on Instagram (optional)
 - Everyone gets one Instagram slide
 - Needs to include their name, position they are running for, why they are suitable, and their campaign social media account/contact information

Pre-election Marketing Material Approval:

- January 17-21
- Candidates can send in their election materials for approval but are unable to post/utilize them until official election start date
- Finalize the Instagram posts about each candidate

Elections:

- January 22-January 30 campaigning period
 - Candidate presentations at the beginning of Wilf's Wednesday trivia night
 - Candidate boothing designated by CRO
 - Sign up for time slots
- January 30-February 1 elections
 - Boothing by the CRO, DRO, and elections volunteers
 - Boothing in several (as many as possible) campus buildings.
 - Boothing from 10 AM –3 PM
- February 1 elections result announcement at Wilf's

Areas for Suggestions:

1. All candidates meeting format
 - a. Online meeting via zoom
 - b. In-person meeting in a lecture hall

- i. One for Brantford and One for Waterloo
 - ii. Only occurring at Waterloo but the conversation is available on zoom (like BOD meetings)
2. Can any directors help at the booth?
 - a. Must not be running for BOD next year (2024/2025 term)