



Board of Directors Meeting Open Session Agenda Package June 9, 2025

The Students' Union 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.

Students will benefit from:

- An organization that advocates for 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.

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
7:00pm	1 min	Call to Order	adm	Chair Habtemichael	
7:01pm	2 mins	Indigenous Land Acknowledgement	adm	Chair Habtemichael	
7:03pm	2 mins	Regrets	adm	Chair Habtemichael	GP #2c.8
7:05pm	1 min	Conflicts of Interest	adm	Chair Habtemichael	GP #2c.2
7:06pm	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented	D	Chair Habtemichael	
7:09pm	2 mins	Meeting Minutes Approval: May 2, 2025 MOTION that the board of Directors approve the May 2, 2025 meeting minutes	D	Chair Habtemichael	GP #2c
7:11pm	3 mins	Comments from the Chair of the Board & CGO	fi	Chair Habtemichael	
7:15pm	4 mins	Comments from the President & CEO	fi	President Jobby	
7:19pm	4 mins	Comments from the Executive Director and COO	fi	ED Champagne	
7:23pm	15 mins	Intrim Plan	fi	ED Champagne	
7:38pm	15 mins	Terrance Food Court Equipment Purchases	D	ED Champagne	
7:44pm	10 mins	Direct Inspection Committee Election GP #2e - Vice Chair's Role EL #1 - Global Executive Constraint	D	Chair Habtemichael	
7:54pm	6 mins	Ownership Linkage Committee Elections	D	Chair Habtemichael	GP #2g1
8:00pm	2 mins	Announcements	fi	Chair Habtemichael	
8:02pm	2 mins	Action Item Summary	adm	Chair Habtemichael	
8:04pm	1 min	Adjournment MOTION that the Board of Directors adjourn the meeting	adm	Chair Habtemichael	
TOTAL	1 hr 11 mins				
				LEGEND fi, For information fd, For discussion D, Decision required adm, Administrative task	



**Wilfrid Laurier University Students' Union
Board of Directors**

DATE: May 2nd 2025

**LOCATION: 2nd Floor, Fred Nichols Campus Centre
75 University Ave. W, Waterloo, N2L 3C5 and Online via Zoom
Board of Directors Meeting**

Board of Directors Present:

Chair of the Board & Chief Governance Officer: Lulia Habtemichael;

Vice Chair of the Board: Corey Ferguson;

Directors: Sawaab Samama Anas, Robert Bilodeau, Lucas Chegahno, Giulia Di Lollo, David Zhao, Conal Murphy, Evan Rutherford;

Staff Present:

DPRA: Ian Muller;

Executive Director & COO: Phil Champagne;

Gallery Present:

President & CEO: Ryan Jobby

1. Call To Order: Chair Habtemichael

The meeting was called to order via Zoom on May 2nd, 2025, at 7:00 PM. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishinaabe and Haudenosaunee peoples.

2. Regrets: Chair Habtemichael

- Director Ward sent Regrets
- Director Zhao arrived late

3. Conflicts of Interest: Chair Habtemichael

- No conflicts of interest were reported.

4. Adoption of Agenda: Chair Habtemichael

MOTION (Director Chegahno/Director Anas) that the Board of Directors as presented.
CARRIED.

5. Adoption of Meeting Minutes – April 14, 2025: Chair Habtemichael

MOTION (Vice Chair Ferguson/Director Murphy) that the board of directors approve the April 14, 2025, meeting minutes. **CARRIED.**

6. Comments from the Chair of the Board & CGO: Chair Habtemichael

- First BOD meeting of the year.
- Chair expresses gratitude towards attendees and requests everyone complete board training.
- Committee hiring begins in June.

7. Comments from the President & CEO: President Jobby

- Expresses thanks to the board and chair and excitement for the upcoming year.

8. Comments from the Executive Director and COO: ED Champagne

- ED Champagne thanks the board.
 - Expresses gratitude to former president and board for a successful year.
9. **Governance Coordinator Update:** Chair Habtemichael
- Governance Coordinator: Position will handle admin duties such as organizing agendas. The Governance Coordinator also oversees student union elections.
 - Hired new Governance Coordinator Manjot Dhesi, who will be starting on May 5th, 2025.
 - Governance Coordinator will answer to DPRA Muller and Chair.
10. **Summer Meeting Schedule:** Chair Habtemichael
- The board agreed to hold meetings on Mondays at 7:00 pm.
 - Meetings will be monthly during the summer.
 - Meeting dates:
 - June 9th
 - July 14th
 - August 11th
 - September 8th

MOTION (Director Chegahno/Vice Chair Ferguson) that the Board of Directors adopt the summer meeting schedule. **CARRIED.**

11. **Board Vacancies:** DPRA Muller

- 2 vacant board seats.
- Board members are asked to tell people they find fitting for the positions to apply when applications are open.

MOTION (Director Murphy/Director Anas) that the Board of Directors leave 2 seats vacant until September meeting at which point the Board can determine the dates for a board election.

12. **In-Camera Session:** Chair Habtemichael

MOTION that the Board of Directors and DPRA Muller move to the in-camera session at 7:38 pm.

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 Students' Union Board of Directors.

Date Signed:

Lulia Habtemichael

Chair of the Board & Chief Governance Officer
2025-2026 Wilfrid Laurier University Students' Union

Monday, June 9, 2025

Summary:

Through a series of unfortunate circumstances of time, we have found our Student Experience department very short handed, The Director left the organization in May and shortly after his departure the Programming & Events Manager also gave notice and has left the organization. In the wake of those circumstances, we are looking to hire 2 interim programmers to continue the work of preparing for Orientation. These positions will be one per campus and we are currently evaluating candidates and workload. These will be 2 short term contracts ending shortly after the Orientation period. This allows us the time to evaluate need and prepare for the official hiring procedure.

With Orientation Week and the fall term looming large, it is the busiest time of year. This request is an effort to maintain departmental support and momentum. As such, the length of the contract allows the organization to not lose any service while continuing to evaluate the needs of an ever-changing department of great import to the work that Student's Union does for its membership.

Recommendation: N/A

Motion: N/A

Action Required: None

Monday, June 9, 2025

Motion:

To approve the spending of up to, and no more than \$100,000.00 towards the purchase of new equipment for the Terrace Food Court operations.

Summary:

The Terrace Food Court needs some new equipment for the new year. The equipment includes the following...

- Espresso Machine for 1911 – Splitting the cost with Aramark ~ \$12,500.00
- Hot Holding Unit for Harvey's ~ \$13,500.00
- Fryer's for Harvey's ~ quotes pending
- Bread Proofing Oven ~ \$16,000.00
- Dishwasher(s) for 3 units ~ \$22,500
- Ice Machine ~ quotes pending

Issue:

Not all quotes are presently available, but the list of equipment is significant and the costs will be relatively significant. The cost can be covered by reallocating capital reserve money, currently with a balance of \$240,000.00 and, if necessary, use the Maintenance budget in the Terrace, currently budgeted at \$12,500.00.

Attachments:

Quotes that have been provided are attached.

Action Required:

A majority vote of yes is required



Quote

05/23/2025

To:
ARAMARK

Project:
Aramark - Sir Wilfrid Laurier

From:
Russell Hendrix Foodservice
Equipment
Kieran Pallen
PO Box 130
Brockville, Ontario K6V 5V2
613-342-0616

Job Reference Number: 94237

Item	Qty	Description	Sell	Sell Total
1	1 ea	ESPRESSO MACHINE BUNN Model No. 59000.0107 BW4 CTS2 MAN	\$23,220.26	\$23,220.26
	1 ea	45961.7000 Water Filter Kit, C300	\$524.66	\$524.66
	3 ea	24500.6904 3-MONTH WELLNESS CHECK BW4	\$325.00	<Optional>
	1 ea	24500.6926 PREVENTATIVE MAINTENANCE PLAN PM, BW4C CTM-P RS PER YEAR ZONE A	\$1,220.00	<Optional>
	1 ea	24500.6900 INSTALLATION, 1-STEP AUTO ZONE A	\$650.00	\$650.00
ITEM TOTAL:				\$24,394.92
Merchandise				\$24,394.92
Freight				\$300.00
Total				\$24,694.92

- Pricing is valid for 30 days from the above noted date.
- Any delays in sign off on the project, or receipt of deposit (if required) could result in further price increases as we continue to experience supplier increases due to unprecedented global supply chain issues.
- After orders have been placed, any project delays that change the installation date at time of quotation, Russell Hendrix reserves the right to revise pricing based on any vendor price increases.
- Any custom and/pr non-stocked items may not be canceled or modified once order has been signed off by the Customer and placed with a Vendor
- If Russell Hendrix is required to hold the product beyond 30 days from the expected ship date above due to site delays, there will be a monthly charge of 3% of the contract value.
- Due to unprecedented global supply chain issues, Russell Hendrix is not responsible or liable for any delays in product shipments from the suppliers.
- Pricing is based on Non-union labor during regular business hours.
- All items, manufacturers name, quantities, models, and accessories and/or install work, if any, are as per the attached itemized list only.
- Mechanical and Electrical connections & control wiring are by others.
- Any cleaning of existing equipment is to be by others, unless otherwise stated.
- Any repairs to existing equipment are to be by the owner, unless otherwise stated.

Project:
MR SUB - MERRYCHEF

From:
Doyon Després
Alexandre Després
8505, boul du Quartier
Brossard, QC J4Y 3K4

Item	Qty	Description	Net	Net Total
1	1 ea	RAPID COOK OVEN Garland Canada Model No. CONNEX16 NEMA L6-30P STAINLESS STEEL (MerryChef (Garland Canada)) (X16SBMV6DHL1CLUS) Merrychef conneX® 16, Microwave Convection/Impingement Oven, ventless, 16" x 16" cooking cavity, EasyTouch™ 2.0 , 7" high definition touchscreen control, bottom-hinged door, built-in catalytic converters, stainless steel finish (1) cook plate (DF0035), (1) paddle (SF326), (1) solid bottom basket (32Z4175), (1) cool down pan (32Z4028), (1) non-stick cooking liner (32Z4178), (1) oven cleaner/protector pack (32Z4148), stainless steel construction, 208-240v/60/1-ph, 30 amps, NEMA L6-30P with cord, cULus, UL EPH Classified WITH MR SUB PACKAGE	\$15,135.00	\$15,135.00
3	1 ea	PLINTH - OVEN BASE Garland Canada Model No. SF232 PLINTH	\$700.00	\$700.00
10	1 ea	UTILITY TONGS Magnum Model No. MAG3388 Utility Tongs, 16", insulated Kool Touch handle, stainless steel, red	\$6.00	\$6.00
			Merchandise	\$15,841.00
			Total	\$15,841.00

Prices Good Until: 07/24/2024

Conditions générales : la livraison, le déballage, la mise en place et la mise à niveau des équipements n'incluent pas les raccordements ou les travaux électromécaniques, ni les percements et les ancrages dans les murs, plafonds et planchers. À moins d'indications contraire, le prix exclus aussi l'assemblage des étagères, des tablettes murales et des tiroirs. Les tablettes, robinets, et éviers à mains seront à fixer aux murs ou dans les comptoirs par l'entrepreneur général ou le plombier; aucune vis incluse.

À la livraison des équipements, le local doit être prêt à les recevoir; les murs, plafonds et planchers doivent être entièrement finis pour une mise en place adéquate.

Russell Hendrix

First in Foodservice Equipment & Supplies

Please remit payment to:
Russell Hendrix Foodservice Equipment
PO Box 130, Brockville ON K6V 5V2

Russell Hendrix Foodservice Equipment is a division of Russell Food Equipment Limited

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HA2625
HARVEYS #2625
75 UNIVERSITY AVE.
FRED NICHOLL BLDG
WATERLOO, ON N2L3C5

<< QUOTE >>

PAGE

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S
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1
HARVEYS #2625
Megan
75 UNIVERSITY AVE.
FRED NICHOLL BLDG
WATERLOO, ON N2L3C5

ATTN: KITCHEN

5198840710

GST#: 104671094RT0017 QST#: 1000780525TQ0002 BC#: PST-1000-7168

TOTAL DUE

13,470.58

REP	637	ORDER NO	TERMS DESCRIPTION	CUSTOMER PO NO	QUOTE DATE
CHASE HOLMES		03113937	PAYMENT IN ADVA	CHRISTINA - MERCO HOLDING	4/7/2025

ITEM ID	Sales Cat	UNIT	ORDERED	UNIT PRICE	EXTENSION
085/MHG23SSB1N HEATED CABINET	N2	EA	1.0000	5,386.1700	5,386.17
085/MHG24S00002(CARA) 8 ZONE SINGLE SIDED WARMER	N2	EA	1.0000	6,478.7000	6,478.70
FREIGHT	SV	EA	1.0000	56.0000	56.00
FREIGHT					

HSTON SALES TAX SALES

1,549.71

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
11,920.87	0.00	0.00	1,549.71	0.00	13,470.58
NET DUE					13,470.58

CONDITIONS OF SALE: The purchaser understands and acknowledges that title to the above items does not pass from Russell Food Equipment Limited until full payment has been made and that a security interest in the items may be registered. The purchaser further acknowledges that in the event that full payment is not made in accordance with the payment terms, the seller may, at their option, act on these security interest and charge a service charge of 2% per month (26.8% per annum) on the outstanding balance. In the event that any applicable tariffs, duties, or taxes are imposed or increased by any governmental authority, Russell Hendrix shall notify the Purchaser in writing of any such increase. Any price adjustments resulting from a tariff increase will be passed on to the Purchaser as an increase in price and the Purchaser agrees to pay such increased amounts resulting from tariff or duties adjustments.

All stock (S1, S2, S3, S4, SX) items may be returned within 30 days in their original packaging, unused and with the original invoice, for full credit and refund where applicable. Any stock item returned after 30 days is subject to a restocking charge of 25%. All Non Stock (CO, DM, N1, N2, NX, SP) items are not returnable. All shipments are FOB origin unless otherwise indicated. Equipment uncrating, set-in-place, installation, final connection and maintenance are the responsibility of the Purchaser unless specifically noted as being part of the order. Factory warranties require adherence to manufacturer's instruction manuals.

All customers must submit any claims for shortages or damage within 48 hours of signing for the shipment.

HEAD OFFICE

Tel: 1-844-656-0303

Fax:(613) 342-1921

Print Name

Authorized Signature

X

CustomSalesOrderInvoice v20250311

www.russellhendrix.com

Please notify hendmail@russellhendrix.com of order/invoice number when making EFT Payment

**WE ACCEPT EFT PAYMENTS. ACCOUNTNAME : RUSSELL FOOD EQUIPMENT LIMITED
 BANK : TD CANADA TRUST (CODE 004) BRANCH : 03522 ACCOUNT NUMBER : 5212641**

Project:




ARAMARK/WILFRID LAURIER UNIV.
- DISHWASHER

From:

Dana Elipani-Barber
National Bilingual Account
Development Manager / Gérante
bilingue des comptes nationale
Hubert Canada
Phone/Tél.: 1-888-835-7929 /
Direct 905.752.3033
Cell : 289-218.-8280
Fax: 1-888-242-1782
Email/Courriel: dbarber@hubert.ca
Website: www.hubert.ca

Job Reference Number: 1531

Item	Qty	Description	Net	Net Total
1	1 ea	DISHWASHER, UNDERCOUNTER CMA Dishmachines Model No. UC65E Dishwasher, undercounter, 24"W x 25"D x 33-1/2"H, high temperature sanitizing, built-in 4.0 kW booster heater, (30) racks/hour, 14-1/2" door opening, 2.0 kW tank heater, built-in detergent & rinse chemical pumps, pumped drain, upper & lower stainless steel rotating wash & rinse arms, triple filtering protection system, stainless steel construction, includes (1) open & (1) peg rack, 1 HP wash pump, NSF, cETLus, ENERGY STAR® 1 ea 208v/60/1-ph, 24.0 amps, with 4.0 kW booster heater 1 ea Safe-T-Temp feature assures 180 degree sanitizing rinse once the booster thermostat has been satisfied. Cycle time will vary due to incoming water temperature.	\$6,169.38	\$6,169.38
2	1 ea	DISHWASHER, UNDERCOUNTER Hobart Canada Model No. LXNR-2 Advansys™ Dishwasher, undercounter with 17" door opening height, 120/208-240(3W)/60/1, accommodates optional two-level racking accessory, high temperature sanitizing, Steam elimination and Energy Recovery, 30, 24, 13 Racks/Hour, (48 racks / hour with second level rack), Fresh Water Rinse, .62 gal/rack, Automatic Delime with Automatic Dispensing and Booster Assurance, 3 selectable cycles - light, normal, heavy (Pot & Pan cycle on heavy cycle), smart touchscreen controls with SmartConnect™ app, Service Diagnostics, Chemical Pumps with Auto Prime, 23-15/16"W x 26-13/16"D x 33-1/4"H, cULus, NSF, ENERGY STAR®. Free factory startup for installations within a 100 mile radius of a	\$12,355.13	\$12,355.13

Item	Qty	Description	Net	Net Total
		Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office		
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours		
	1 ea	DWT-ADV-LXN Drain water tempering kit for LXNR models	\$582.11	\$582.11
	1 ea	Installation of DWT kit only (NET)	\$715.85	\$715.85
3	1 ea	DISHWASHER, UNDERCOUNTER MVP Group Canada Model No. F-18DP Jet-Tech Dishwasher, undercounter, 23-3/4"W x 23-3/4"D x 33-1/2"H, high temperature sanitizing with built-in booster, (24) racks/hr, insulated top & side panels, double wall, electric tank heat, built-in rinse additive pump, auto-drain pump & detergent pump, included (1) 20" x 20" open rack & (1) 20" x 20" peg rack, stainless steel construction, cETLus, ETL-Sanitation	\$5,499.97	\$5,499.97
				
	1 ea	1 year limited warranty is standard		
	1 ea	208-240v/60/1-ph, 23.5 amps, 1 HP		
4	1 ea	DISHWASHER, UNDERCOUNTER Champion Moyer Diebel Canada Model No. 383HT(4KW) Dishwasher, undercounter, 24"W, high temperature sanitizing with built-in 4 kW booster heater, configured for 180° final rinse, overflow type operation, approximately (30) racks/hour capacity, auto-fill, Fill, Rinse & Drain Sentry features, auto clean feature, interchangeable upper & lower spray arms, built-in detergent & rinse-aid dispensing pumps, Smart Display digital temperature readout, solid state controls, advanced service diagnostics, counter balanced door, pressure regulating valve, clog-resistant filtering, automatic pumped drain without manual stand pipe, includes (1) flat & (1) peg rack, stainless steel construction, 2.0 kW tank heater, 1 HP wash pump, NSF, cETLus, ENERGY STAR®	\$6,894.23	\$6,894.23
				
	1 ea	**PLEASE NOTE: All quotes are valid for 30 days from date of issue. *Champion Moyer Diebel reserves the right to Adjust Prices or Add Surcharges as appropriate due to Tariffs and/or Market Fluctuations out of our control. Thank you.*		
	1 ea	1 year parts & labor warranty, standard		
	1 ea	208v/60/1-ph, 3 wire plus ground, standard		
	1 ea	0714380 Drain water tempering kit (universal) (unmounted for field installation)	\$1,149.71	\$1,149.71
5	1 ea	DISHWASHER, UNDERCOUNTER Champion Moyer Diebel Canada Model No. 383HT(6KW) Dishwasher, undercounter, 24"W, high temperature sanitizing with built-in 6 kW booster heater, configured for 180° final rinse, overflow type operation, approximately (30) racks/hour capacity, auto-fill, Fill, Rinse & Drain Sentry features, auto clean feature, interchangeable upper & lower spray arms, built-in detergent &	\$7,439.78	\$7,439.78
				

Item	Qty	Description	Net	Net Total
		rinse-aid dispensing pumps, Smart Display digital temperature readout, solid state controls, advanced service diagnostics, counter balanced door, pressure regulating valve, clog-resistant filtering, automatic pumped drain without manual stand pipe, includes (1) flat & (1) peg rack, stainless steel construction, 2.0 kW tank heater, 1 HP wash pump, NSF, cETLus, ENERGY STAR®		
1 ea		**PLEASE NOTE: All quotes are valid for 30 days from date of issue. *Champion Moyer Diebel reserves the right to Adjust Prices or Add Surcharges as appropriate due to Tariffs and/or Market Fluctuations out of our control. Thank you.*		
1 ea		1 year parts & labor warranty, standard		
1 ea		208v/60/1-ph, 3 wire plus ground, standard		
1 ea		0714380 Drain water tempering kit (universal) (unmounted for field installation)	\$1,149.71	\$1,149.71
Total				\$41,955.87

Prices Good Until: 04/27/2025

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$41,955.87

The purpose of the Organization's Board of Directors is to:

1. Represent the interests of the moral ownership of the Organization;
2. Determine the Ends, while maintaining a long term, strategic perspective, to demonstrate the benefits that the Organization will provide to the community; and
3. Monitor organizational performance through the President to track compliance on policies that are based on the principles of Policy Governance.

The President shall not

1. Cause or allow any organizational practice, activity, decision or circumstance, which is either:
 - a. unlawful;
 - b. imprudent; or
 - c. in violation of commonly accepted business and/or professional ethics.

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

The Board will:

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

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

The Vice Chair will:

1. Ensure that they are sufficiently familiar with all Board-relevant material;
 - a. The Vice Chair will be kept abreast of all Board relevant material by the CGO.
2. Ensure that all Board documents and filings are accurate, current and timely.
3. Have access to Board documents.
4. The compilation and facilitation of the Board's mid-year and end-of-year evaluation of the Chair.

Products:

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

Authority:

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

Composition:

Membership shall consist of:

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

Time Frame:

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