

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
7:00 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
7:02 PM	1 min	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
7:03 PM	1 min	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
7:04 PM	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented.	D	Chair Abu-Rshaid	
7:06 PM	5 mins	Adoption of Consent Agenda: Governance Financial Accountability MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	GP #2k
7:11 PM	3 Mins	Approval of Meeting Minutes - October 30th Meeting Minutes November 13th Meeting Minutes MOTION that the Board of Directors adopt the Minutes of October 30 and November 13, 2023	D	Chair Abu-Rshaid	GP #2c
7:14 PM	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
7:18 PM	15 mins	Comments from the President & CEO	fi	President Spenler	
7:33 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
7:37 PM	7 mins	Direct Inspection Committee Report Financial Planning	D	Chair Abu-Rshaid	EL #2e
7:44 PM	8 mins	Direct Inspection Committee Election Executive Succession Board Committee Structure	D	Chair Abu-Rshaid	EL #2h GP #2g
7:52 PM	15 mins	OLC Midterm Summary Report	D	Chair Abu-Rshaid	GP #2g1
8:07 PM	5 mins	Board of Directors Headshots	fd	Chair Abu-Rshaid	
8:12 PM	10 mins	Terrace Food Court Over 10K Purchase	D	ED Champagne	
8:22 PM	5 mins	Presentation Opportunity	D	DPRA Muller	
8:27 PM	10 mins	General Meetings & Elections	fd	GC Cui	GP #2j
8:37 PM	5 mins	In-Camera Session MOTION that the Board of Directors proceed to an in-camera session	D	Chair Abu-Rshaid	
8:42 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
8:44 PM	2 mins	Action Items Summary	adm	Chair Abu-Rshaid	
8:46 PM	1 min	Adjournment MOTION that the Board adjourn the November 27th Meeting	adm	Chair Abu-Rshaid	
Total 1hr 47mins					

LEGEND:

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

Governance Process #2k “Governance Financial Accountability”

This interpretations-based monitoring report for Governance Process Policy #2h “Annual Governance Planning” is presented in accordance with the monitoring report schedule for the 2022-2023 fiscal year. This policy is intended 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,

Chair of the Board and Chief Governance Officer
Wilfrid Laurier University Students’ Union

November 8th, 2023

(Board Policy is indicated in bold typeface throughout.)

Global Policy Statement GP 2k: With respect to major capital project, and the ongoing financial condition and activities of the organization the Board shall not approve or allow any action that may cause fiscal jeopardy or allow the organization to deviate materially from commonly accepted standards of financial health.

CGO INTERPRETATION

I interpret “**major capital project**” as any project proposed to the Board of Directors costing over \$10,000 which are not a part of any regular maintenance/fiscal schedules.

I interpret “**financial condition and activities of the organization**” to mean any recurring costs which the Students’ Union is scheduled to pay, and which has been approved in the previous fiscal year.

I interpret “**approve of allow any action that may cause fiscal jeopardy or allow the organization to deviate materially from commonly accepted standard of financial health**” to mean that the Board of Directors will be vigilant and mindful of current debt expenditures, cash flow, organizational debt load and organizational debt-to-equity ratios when deliberating on major capital projects and the contemporary financial conditions of the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President does not approve of any expenditures of over \$10,000 without Board approval in accordance with EL #2d and EL #2e.
2. The Finance Committee presents its final report to the Board of Directors no later than March 31 of the academic year.
3. The President will not be in violation of any policies prescribed by EL #2d and EL #2e.

EVIDENCE

1. All expenditures over \$10,000 have been approved by the Board.
2. At the time that this Monitoring Report has been published, the President has not violated any policies prescribed by EL #2d and EL #2e

I report this section as **COMPLIANT**

Policy Wording GP 2k-1a: The Board will approve capital project only if the following information is provided in a timely manner: Current organizational debt load.

CGO INTERPRETATION

I interpret “**current organizational debt load**” as the total amount of debt owed by the Students’ Union to the Royal Bank of Canada when adjusted for inflation.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. To ensure that the Students’ Union does not have a debt load that is too large
2. The findings of the Finance Committee will be reported back to the Board for approval.
3. The Board is shown evidence of current debt load and payments.

EVIDENCE

1. A current view of expenditures and debt payments is scheduled to be shown to the Board in the Fall academic term.

I report this section as **COMPLIANT**

Policy Wording GP2k-1b: The Board will approve capital project only if the following information is provided in a timely manner: Organizational debt load after capital project initiation.

CGO INTERPRETATION

I interpret “**organizational debt load after capital project initiation**” as the total amount of debt owed by the Students’ Union after major capital projects have been approved by the Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. When capital expenditures over \$10,000 are presented to the Board of Directors, Directors are shown how the specific project will affect debt load.

EVIDENCE

1. On all capital expenditure projects presented to the Board thus far, Board members have been given the opportunity to inquire about debt load, and have been shown evidence of how the projects will impact it.

I report this section as **COMPLIANT**

Policy Wording GP2k-1c: The Board will approve capital project only if the following information is provided in a timely manner: Organizational debt load after capital project completion.

CGO INTERPRETATION

I interpret “**organizational debt load after project completion**” as the total amount of debt owed by the Students’ Union after major capital projects have been completed, and all financial obligations for the project have been finalized.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. When projects costing over \$10,000 are completed, the Board will be shown evidence of how actual expenses do not create an overburdensome debt load.

EVIDENCE

1. The Board will be shown evidence of organizational debt load after capital projects are completed.

I report this section as **COMPLIANT**

Policy Wording GP2k-1d: The Board will approve capital project only if the following information is provided in a timely manner: Current cash flow

CGO INTERPRETATION

I interpret “**Current cash flow**” as the net balance of funds moving in and out of the Students’ Union for each semester.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board will be shown evidence of how real capital project expenditures will affect current and future cash flows.

EVIDENCE

1. No capital projects approved by the current Board have been completed to date.

I report this section as **COMPLIANT**

Policy Wording GP2k-1e: The Board will approve capital project only if the following information is provided in a timely manner: Cash-flow upon project initiation.

CGO INTERPRETATION

I interpret “**Cash-flow upon project initiation**” as the net balance of funds moving in and out of the Students’ Union once the project has begun.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board will be shown evidence of how capital project expenditures will affect current and future cash flows once the project has begun.

EVIDENCE

1. The Board will has shown evidence of how capital project expenditures will affect current and future cash flows when the project began.

I report this section as **COMPLIANT**

Policy wording GP2k-1f: The Board will approve capital project only if the following information is provided in a timely manner: Cash flow after project completion.

CGO INTERPRETATION

I interpret “**cash flow after project completion**” as the total amount of cash flow of the Students’ Union after major capital projects have been completed, and all financial obligations for the project have been finalized.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. When projects costing over \$10,000 are completed, the Board will be shown evidence of how actual expenses do not create an overburdensome expense with relation to cash-flow.

EVIDENCE

1. The Board will be shown evidence of cash flow after capital projects are completed.

I report this section as **COMPLIANT**

Policy Wording GP2k-1g: The Board will approve capital project only if the following information is provided in a timely manner: Organizational debt-to-equity ratios

CGO INTERPRETATION

I interpret “**organizational debt-to-equity ratios**” as the liabilities of the Students’ Union compared to the equity it has at a given time.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Before approving projects over \$10,000, the Board of Directors will be shown organizational debt-to-equity ratios to ensure that the project does not place the Students’ Union in a financially precarious position.

1. The Board of Directors has been shown organization debt-to-equity ratios on all capital expenditure projects to date.

I report this section as **COMPLIANT**

Policy Wording GP2k-1h - The Board will approve capital project only if the following information is provided in a timely manner: A full accounting of project overage funding in the amount of 15%

CGO INTERPRETATION

I interpret “**Project overage funding in the amount of 15%**” as the maximum amount of funds which may be required to complete a project, that maximum being capped at 15% of the overall expenditure.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board of directors has been shown project overage as part of the budget proposal for capital expenditure projects.

EVIDENCE

1. The Board of directors has been shown project overage as part of the budget proposal for the current capital expenditure project.

I report this section as **COMPLIANT**



Wilfrid Laurier University Students' Union
Board of Directors
DATE: October 30th, 2023
Online via Zoom
Board of Directors Meeting

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

Staff Present: President & Chief Executive Officer Megan Spenler; Executive Director & COO Phil Champagne; Policy, Research & Advocacy Director: Ian Muller; Governance Coordinator: Orlan Cui; Director of Finance & Administration: Chris Turner

Gallery Present: Jenalle Vanhie (KPMG), Matthew Betik (KPMG), Jasper Nicholson-Cappello

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

The meeting was called to order via Zoom on October 30th, 2023, at 7:00 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 Sloan sent his regrets.

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

- No conflicts of interest were declared.

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

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

Questions and Comments:

- Director Corrie asks about a sentence that is cut off on the EL#2c2 monitoring report, specifically the third point under the operational definition.
 - President Spenler asks for Director Corrie to add his concern to the chat and then she will send a revised monitoring report to the Governance Coordinator for it to be added to the November 13th meeting agenda.

5. **Adoption of the Meeting Minutes**, Chair Abu-Rshaid

MOTION (Director Hamilton/Director Corrie) that the Board of Directors approve the minutes for the meeting of October 16th, 2023. **CARRIED**

Questions and Comments

- Director Corrie adds that for the October 16th minutes there is a reference to the VP of ERT and believes that it should be VP of PSW.

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

- Chair Abu-Rshaid reminds all directors that professionalism is expected at all events that are attended to not bring disrepute to the Board.
- Directors must confirm their attendance by replying to the email invitation.

7. Comments from the President & CEO, President Spenler

- Hosted the OUSA General Assembly this weekend which was a great success. In addition, the team managed to approve three papers.
- Two events have occurred for Thrive Week which has contributed to the overall goal of having more face time with students.
- President Spenler traveled to Brantford's Homecoming and was able to share her feedback for next year's homecoming.
- Laurier's Open House is Saturday, November 4th, 2023, for interested high school students.
- Working with a Director of Marketing to create more creative and intentional campaigns in order to connect with students.
- President Spenler is looking to get the Board more involved and give Directors more face time with students.
- President Spenler had a meeting concerning feedback with Chair Abu-Rshaid last week and she thanks everyone for their kind feedback.

Questions and Comments:

- Chair Abu-Rshaid asks what big successes have been achieved and how will the exercise benefit our advocacy efforts.
 - President Spenler states that having three papers go through was a huge success and having two AVPs as authors is very relevant to our organization as they have worked on the papers for the past few months. Changes will not go through overnight, however our VP is the President of OUSA and she will be active in these changes. Further she can filter changes through our advocacy committees on both campuses. President Spenler gained a new perspective on how beneficial it is to have our VP in that position as well as the two AVPs.

8. Comments from the Executive Director & COO, ED Champagne

- ED Champagne continues to meet with the Student Affairs partner in regard to all the work that Student Affairs does and the detailed survey work that will be coming out this week.
- ED Champagne continues to meet with Facilities and Asset Management on a variety of different projects, notably the air handling units.
- Currently in the process of getting concepts and designs for the Wilf's renovation project.
- The Brantford project is ongoing.
- For the last couple of weeks business has been as usual.

Questions and Comments:

- Chair Abu-Rshaid asks if there has been any progress on the three big projects.
 - ED Champagne: There are no updates regarding the air handling units or the OPA and the SAAA is ongoing as there have been a positive couple of meetings. The Student Affairs Advisory Council met and went through the year-to-date financials for the department of Student Affairs. Furthermore, the student enhancement fund process will hopefully replace the Student Life Levy fund and fund Student Affairs' projects on both campuses.
- Chair Abu-Rshaid asks if there has been any progress on the Brantford Hospitality project since the briefing note.

- ED Champagne: there has been quite a lot of progress as well as delays. The Project Manager is working diligently with Facility and Asset Management to get the space ready, and we are hoping to be able to open as soon as possible.
- Chair Abu-Rshaid asks if there is an estimated time of completion for the Brantford Hospitality Project.
 - ED Champagne: Ideally before winter terms starts a soft open will occur and a hard open will take place at the beginning of the winter term.

9. Auditors Report, DFA Turner

- Each year, the financial results from the previous year are reviewed by external auditors from KPMG. Matt Betik, the lead partner from KPMG for the Students' Union audited the financial statements and will outline the draft statements.
- The financial statements are for the fiscal year of the Students' Union which is May 1st, 2022, to April 30th, 2023.
- Auditors go through the financial accounts and obtain evidence and support to make sure that they are fairly and accurately presented. The role of auditors is not to evaluate the effectiveness of the programs or how well the Students' Union has spent the money. Their role is to verify that the money was spent where they say it was spent and that the assets and liabilities at the end of the year are accurate. Going forward the Executive team can use the information when planning financial activities.
- Jenalle Vanhie (KPMG) outlines the statements.
 - Statement of Financial Position
 - Assets
 - Cash has decreased about \$500,000 and this is more detailed in statement of cash flows.
 - \$500,000 has been taken from the restricted cash.
 - Accounts Receivable has decreased by \$131,000 as the Canadian Emergency Wage subsidy that was receivable at year end, ended in October 2021 therefore there is no straitened recorded in the current year.
 - Short term Investments – there were \$2 million purchases of GICs due to significant cash reserves during the year.
 - The \$100,000 in elevator upgrades, \$264,000 in fire alarm upgrades, and the \$140,000 for furniture and equipment of Wilf's is offset by amortization of about \$500,000.
 - Liabilities:
 - \$400,000 increase in accounts payable and accrued liabilities.
 - Payroll of this period was not paid until after year end, which contributes to \$100,000 in accruals compared to prior years.
 - Deferred Revenue: Health and Dental revenue will be recognized in the next fiscal year.
 - Decrease in the demand note to WLU – Students' Union made the decision to pay off a significant amount of the balance and next year it will show as zero on the balance statement as it has been fully paid.
 - Long term debt consists of three different loans that were paid down according to the payment schedule.
 - Statement of Revenues
 - Revenues
 - FNCC - 1.7 million this year compared to 1.4 last year.
 - Health and Dental revenue increase as there was an increase in fees as well as the number of students in the program.
 - Wilf's – increase in revenue after starting business up again.
 - Expenses

- FNCC – increased expenses due to number of staff and the corresponding wages.
- Health and Dental – increase in expenses because of the number of students enrolled in the plan.
- Wilf's expenses increased due to wages, and restaurant expenses.
- Statement of Changes in Fund Balances
 - \$228,000 taken from the unrestricted fund to the Health Plan Contingency fund.
 - There is a surplus of \$1.1 million.
- Statement of Cash Flows
 - \$5.9 million balance at beginning of year and had \$5.4 million at the end of the year.
- No significant changes in the financial statement from prior year, a new note this year is related to the short-term investments notably the GICs.

Questions and Comments:

- Chair Abu-Rshaid asks for the auditor's opinion on our deferred capital contributions as they have increased.
 - Jenalle Vanhie: there was an increase due to funding received for the lounge refresh. There was funding received but capital assets weren't purchased until the next fiscal year, amortization will show in the 2024 fiscal year statements.
- Chair Abu-Rshaid asks for a professional opinion on the organizations management of finances.
 - Matt Betik: 5-6 years ago, the Students' Union had significant debt to the bank. In recent years, significant steps have been taken by the management team to improve this situation. A way to measure this metric is looking at the current assets at \$8.6 million which is almost double the current liabilities and it is more than the total liabilities. From a fiscal and financial health standpoint these are good things.
- Vice Chair Rubinoff asks about the difference in expenses for the Turret.
 - DFA Turner: since the decision was made to stop using the turret as a night club most of the financial activity is put under Wilf's umbrella.
- Chair Abu-Rshaid asks Matt Betik if he has any suggestions regarding what should be done with the opportunity of extra cash.
 - Matt Betik states that he is not in a position to say, however he would recommend that the Board undertake a process to see what students need and where Students' Union can make the greatest contribution.
 - ED Champagne: operations will typically make a recommendation on how to use the money, in the past student awards such as grants and bursaries have been recommended.

MOTION (Director Baldwin/ Director Hamilton) that the Board of Directors formally approve the audited financial statements for fiscal year 2022-2023. **CARRIED.**

Chair Abu-Rshaid thanks the auditors for their time and effort put into the presentation and their thoroughness in ensuring that our institution is run to the highest standards in the non-for-profit sector.

10. Athletics and Recreation Sponsorship Agreement, ED Champagne

- Asking for the Boards permission to approve this agreement as the cash value is greater than \$10,000.
- Asking for \$30,000 for a three-year agreement at 10,675 a year.

Questions and Comments

- Director Spizzirri asks if the Students' Union will be the only sponsor of the Laurier Athletic Department.

- ED Champagne is sure there are a handful of other sponsors but not sure of the number.
- Director Spizzirri asks about a previous sponsor that pulled out and if Students' Union was taking their place.
 - ED Champagne: for the ticketing portion, the backs will now be Wilf's instead of Morty's Pub and a discount on the back of the ticket applies to Wilf's, which is an enhancement to the previous agreement.
- Director Spizzirri asks if there are any other enhancements that have been made to that agreement.
 - ED Champagne: originally Students' Union had one advertisement on the shot clock for the basketball court and now Students' Union has both shot clock advertisements. In addition, Students' Union will have access to give out tickets to members for basketball, football, and hockey games as well as television rights to the sporting events that are aired on OUA TV.
- Vice Chair Rubinoff asks what other previous sponsorship agreements have existed between Students' Union and Athletics.
 - ED Champagne: Hospitality was a big driver of the relationship with Athletics as they provided food support for training camps and for fundraising events.
- Director Hamilton asks how long conversation concerning this agreement has been occurring and if it is a fairly balanced agreement.
 - ED Champagne: touched base in May or June originally and it is a balanced agreement.
- Director Russo asks why a three-year agreement is necessary.
 - ED Champagne: three years allows athletics to budget more consistently and not have to seek out new sponsors each year especially when asking for a sponsor of this value.
- Vice Chair Rubinoff asks when they are looking to have the agreement finalized by.
 - ED Champagne: this brief is to have the Board approve spending the money and then the agreement should be finalized this week.
- Director Mehari asks if there is room for changes to the recreation side so that Students' Union becomes more involved in the recreation side.
 - ED Champagne: there is an advocacy role for us to play to help resource those areas better. There is a lot of confusion between the different ties between Athletics and Recreation, Student Affairs, and Students' Union. We could have further discussion with Evan Colborne to see where these funds will end up going.
- Director Baldinelli asks if there are any cost adjustments or inflation in the agreement in case something does arise.
 - ED Champagne states that it is a flat number for the three years.
- Vice Chair Rubinoff asks of ways they have updated the Board to show that the money the Board is providing is going to the right places, regarding agreements of similar nature in the past.
 - ED Champagne: typically, updates have not come as a brief to the board as the value was under \$10,000 so it was all a part of the budget that was approved at the end of the year for the next fiscal. As the value of this agreement is more than \$10,000, we can start to talk about where the money is going for students. On the referendum, the department of Athletics and Recreation have been asked to come and talk to the Board at the next meeting on November 13th, 2023.
- Chair Abu-Rshaid asks if this is a legal written contract that the Board is approving and who will be signing for it.
 - ED Champagne: Yes, it is a legal contract and President Spenler and ED Champagne will sign for it.
- Chair Abu-Rshaid asks if there is an opportunity for the Board to review the agreement after signature.
 - ED Champagne: Yes, but the Board may want review in camera.

MOTION (Director Russo/Director Ellis) that the Board of Directors approve the proposal as presented.
CARRIED.

11. Ownership Linkage Committee Update, Chair Abu-Rshaid

Director Corrie provides a summary:

- The committee is meeting with the Acting Director of Marketing to discuss the Instagram and Board branding.
- Regular meetings of the committee have been finalized. The committee will meet bi-weekly on weeks the full board is not sitting.
- Collaborating with the Campus Safety Committee and looking to do a booting initiative between November 6th to November 10th. The goal is to receive feedback from students and their perceptions of campus safety as well as what they perceive the Students' Union to be doing.
- Looking for funding to provide incentives for the booting.
- Wanting to confirm dates in Waterloo and Brantford for booting.
- Director Corrie has a meeting with President Spenler tomorrow to discuss involving Greek Life and Faculty Associations to permit a greater variety of the opinions we get as these groups may have more to say.
- Received a reply from LMA and they have directed us to The Advertising Project. Should have something more concrete by the next board meeting.
- Elections programming: the Ownership Linkage Committee is happy to work alongside the Governance Coordinator to see how the Committee can do some ownership linkage during the election season.
- Director Corrie will create a spreadsheet where directors can input their availability, please respond no later than 11:59pm tomorrow, October 31st, and then an email will be sent to all directors with the specific times.

Questions & Comments

- Director Russo asks if the Board must sign up for spots for booting.
 - Director Corrie states that the more people the better, if directors are available, we would appreciate a hand.
 - Chair Abu-Rshaid states that part of a director's responsibility is to engage with the ownership and kindly asks that all Directors show up in some capacity or another to engage with our membership.
 - Vice Chair Rubinoff adds that having more directors at a booth for a short amount of time is a lot more successful than a few people there for a long time.
- Director Corrie asks if the Ownership Linkage Committee will have access to funds for booting incentives.
 - Chair Abu-Rshaid: the funds have already been approved by last year's board, Chair Abu-Rshaid will just have to approve and sign off on a request.

Discussion Regarding Inviting Special Guests to Meetings.

- Chair Abu-Rshaid has discussed internally with the Governance team that having the VP of Government and Stakeholder Relations give a presentation regarding inviting special guests to the Board would be helpful.

MOTION (Chair Abu-Rshaid/Vice Chair Rubinoff) that the Board invite the Vice President of Government and Stakeholder Relations to present at the next meeting. **CARRIED.**

Questions and Comments

- Vice Chair Rubinoff asks what type of format the meeting will be and if the Board will be able to ask questions.
 - Chair Abu-Rshaid states that the GSR team would come with a presentation and engage in a question-and-answer session so that the Board can take their advice when planning to invite the special guests. The Board can discuss if it wants to invite them to a regular

meeting or a special meeting that could be during business hours to make it more attainable for the guests to come.

- Director Corrie asks how big of a presentation it will be.
 - Chair Abu-Rshaid states that if would be the VP of GSR and anybody they believe would add value to the presentation.
- DPRA Muller notes that the Board has Athletics and Recreation booked on the 13th already.
 - Chair Abu-Rshaid states that he does not believe it should be too much of a problem as the presentation should be rather short with its recommendation and explaining how to approach the situation.

12. Announcements, Chair Abu-Rshaid

- ED Champagne is in the process of working with Student Affairs and Athletics to subsidize tickets for Saturday's football game against Windsor. The Intention is to buy a bulk of tickets and give them away.
- Director Hamilton attended the Ontario Universities' Fair and there were lots of students interested in Laurier which is really good.
- Director Spizzirri spent the last week in Ottawa representing Laurier in a case competition and won.
- Director Corrie notes that the spreadsheet to input availability is under the Ownership Linkage Committee folder on Teams.

13. Action Items Summary, Chair Abu-Rshaid

- Everyone submit their availability.
- Chair Abu-Rshaid will discuss with the Co-Chairs of the Committee to determine an incentive for boothing.

14. Adjournment, Chair Abu-Rshaid

MOTION (Director Ellis/Director Baldwin) that the Board adjourn the October 30th, 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: November 13th, 2023
Online via Zoom
Board of Directors Meeting

Board Members Present: Mohammad Abu-Rshaid, Daniel Rubinoff, Sebastien Corrie, Patrick Baldinelli, Jack Sloan, Josh Hamilton, Colton Phillips, Gabrielle Russo, Meron Mehari, Mitchell Baldwin.

Staff Present: President & Chief Executive Officer Megan Spenler; Executive Director & COO Phil Champagne; Policy, Research & Advocacy Director: Ian Muller; Governance Coordinator: Orlan Cui

Gallery Present: Madalyn

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

The meeting was called to order via Zoom on November 13th, 2023, at 7:00 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 Ellis sent her regrets.
- Director Spizzirri is absent.

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

- No conflicts of interest were declared.

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

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

5. **Adoption of the Consent Agenda**, Chair Abu-Rshaid

MOTION (Chair Abu-Rshaid/Director Baldinelli) that the Board of Directors adopt the consent agenda as presented with two amendments: the removal of GP#2k and the addition of EL#2d. **CARRIED.**

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

- Chair Abu-Rshaid welcomes everyone to the Board today, including the special guests.
- There will be committee elections later today.
- The Ownership Linkage Committee in coordination with Campus Safety has boothed on campus and has received feedback from students.
- Chair Abu-Rshaid thanks the Directors who have been forthright in their communications.
- The Student Life Levy will be meeting very soon and there are a variety of projects of varying quality that will need to be discussed.

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

- Congratulates the Men's Football team for a successful season.

- OPA negotiations have been transferred from the Student Affairs portfolio to the Finance and Administration portfolio. There is a meeting set up with the Finance Department, specifically Dan Dawson, which is where the appendix with regards to the food agreement is being held currently.
- Met with Lloyd Noronha, the VP of Finance, to discuss some of the high-level ideas. He is prepared to open the conversation with Facilities and Assets Management about the air handling unit matter and some of the deferred maintenance issues.

Questions and Comments

- Chair Abu-Rshaid asks for updates on the OPA and SAAA.
 - ED Champagne: The OPA has been signed and we are currently in the first year of the agreement. There will likely be minor changes however there has not been any substantive conversation in that regard. Discussion concerning the matter will likely ramp up in January. There is a Student Enhancement Fund that is currently in place to replace the Student Life Levy. In Brantford, there is a Student Life Levy for another handful of years as the agreement will likely ride out the entire duration of the agreement and then pause the fee to enhance it with the Student Enhancement Fund from the Student Affairs reserve.
- Chair Abu-Rshaid asks what sort of oversight the Board in the future will have to make sure that the funds are being used for the enhancement of student life.
 - ED Champagne: Currently the votes are in the hands of the students. University Administration has no vote in any of the projects. As of right now, the Board has no say except for holding the President and their number two vote in the SAAA accountable to both projects. If the Board wants oversight, then that would have to be a conversation with the President and Operations.

8. Comments from the President & CEO, President Spenler

- Currently working on a variety of student engagement activities with the Director of Marketing.
- President Spenler will be working on Dining Hall campaigns.
- Brantford Open House is this weekend and Students' Union will be boothing.
- President Spenler will be attending the Student Advocacy Conference from next Sunday to Thursday.
- President Spenler will be visiting the Milton campus next week.
- The VP of GSR is going to present a few matters to the Board later in the meeting.

Questions and Comments:

- Director Corrie asks if the mid-year review response was settled as it is due today.
 - President Spenler: Procedure is that the President must write a formal written response to the Chair of the Board, so it does not belong in the agenda.
 - Director Corrie adds that he was making sure that it was completed, as it is marked as non-compliant.
 - Chair Abu-Rshaid adds that it was non-compliant at the time of writing the report and it is now completed and compliant.
- Director Corrie asks if President Spenler is taking anyone with her to the Milton campus.
 - President Spenler: The trip to the Milton campus was organized by the Dean of Students, and it was originally supposed to be ED Champagne going, however due to a conflict President Spenler will be going on both of their behalf's. There are a few members of Student Affairs that will be attending as well.
- Director Hamilton asks if Iron Chef will be happening again.
 - President Spenler believes they are.
 - ED Champagne states that Iron Chef is a competition that happens every year and they have no intention to stop.

- Director Phillips asks if there are any updates on the Memorandum of Understanding, as it was being sent up the chain for approval.
 - ED Champagne: there has been some incidents with Greek Life outside of the Laurier framework, as Greek Life on other campuses have been behaving badly and now the University wants to weigh in. Therefore, there has been a copy of the agreement sent back the University are we are currently waiting for the Department of Student Affairs and the Office of President to weigh in.
 - Chair Abu-Rshaid asks if this is a tripart agreement between the Students' Union, Greek Life Council, and the University.
 - ED Champagne: Not in the traditional sense, however the University wants to have a bit of oversight.
 - Director Sloan asks if the Memorandum of Understanding is between the Board and the Students' Union.
 - ED Champagne: That is correct, however the University does play a role in the agreement. We are waiting for the University to provide their feedback.
 - Director Corrie asks if the amount of time taken by the University is for them to do their due diligence or if they might be dragging their feet a bit.
 - ED Champagne: Likely a bit of both. The University and the Students' Union have an operating procedures agreement that states that the Students' Union will comply with university policies. Therefore, if there is an agreement with the Students' Union and something happens that is in direct conflict with the policies of the University then all of us are accountable. That is the diligence part that they are trying to correct for the Students' Union and why we need their consent.

9. Athletics and Recreation Meeting, Kate McCrae Bristol, Director of Athletics and Recreation

Outline of the Department, Kate McCrae Bristol, Director of Athletics and Recreation

- Athletics and Recreation has about 30 full time staff spread across both campuses.
- There are 22 varsity teams and over 600 student athletes on an annual basis.
- There are 20 club teams, and 500 students are in the club system.
- Athletics and Recreation is the largest employer of students on campus (200-300 a year).
- Commitment to ensuring that the student experience is high quality.
- High standards are taken very seriously.
- The program provides leadership training for student leaders.
- Community outreach is very important to students and the Waterloo Region.
- Athletics and Recreation manage and operate their own facilities.
- Facilities include the Athletic Complex, Alumni Field, University Stadium and the Laurier-Brantford YMCA.
- The state of the facilities is not up to the state that students deserve.
- There is a responsibility to create and develop spaces that meet the needs of students.

History of the Program, Jan Boomhouwer, the Project Coordinator of Student Engagement

- Alumni Field
 - Previously known as Willison Field, and Seagram Field before that.
 - Renamed Alumni Field in 2006.
 - Nearing completion on a new construction on the same site.
- The Athletic Complex
 - The Athletic Complex opened in 1973.
 - In 2005, there was a major renovation to accommodate a second floor.
 - In 2013, a second-floor fitness area was added along with a new double height entrance.
- University Stadium
 - Previously known as Seagram Stadium.
 - University Stadium opened in 1958.
 - It was purchased from the City of Waterloo in 1991.
 - Artificial turf was installed in 1994.

- It was renamed the Knight-Newbrough Field, and it had a major renovation in 2007, including updates to the running track, new turf, bleachers, training rooms, gymnasium, and change rooms.

Growing Student Population and 2023-2024 Projects, Kate McCrae Bristol, Director of Athletics and Recreation

- Enrollment has significantly grown over the last decade, however Athletics and Recreation's footprint has not.
- It is critical to ensure that there is enough space that can be used by students year-round.
- A new strength and conditioning space took heavy lifting off of the gym floor to reduce congestion in the Fitness Centre.
- Looking to have new signage and branding for the Athletic Complex
- Wanting to do changeroom upgrades (pending)
- Accessibility improvements & consideration of underutilized spaces underway.

Challenges, Kate McCrae Bristol, Director of Athletics and Recreation

- Aware that if the growth at Laurier continues, Athletics and Recreation will not be able to service students in their wellbeing & wellness efforts to the current degree.
- Overcrowding of the Fitness Centre.
- Wait lists and at capacity limits for popular intramurals and programs.
- There is not enough bookable space for student users and clubs.
- University Stadium field and building are at the end of their infrastructural lifespan.

New Athletics and Recreation Facility Fee, Jan Boomhouwer, the Project Coordinator of Student Engagement

- Exploring the possibility of introducing a new facility fee.
- Focus is on the expansion of fitness, sport, and active extracurricular amenities on the Waterloo campus.
- Short Term Projects
 - New Stadium Field (Fall 2024)
 - Winterization Bubble (2024)
 - Seagram Drive Facility (2025, 2026)
- Medium Term Projects
 - Athletic Complex Master Planning
 - Ongoing enhancement projects
- Long Term Projects
 - Will be determined by university student needs and demand.
 - Grandstands (2036)

Goals of the Seagram Project, Jan Boomhouwer, the Project Coordinator of Student Engagement

- Increase available study and student lounge spaces on campus.
- Match the growing needs of students and student athletes.
- Improved opportunities for recreation and wellness activities.
- Provide students with access to multi-use spaces.
- Ensure best practices in training and performance.
- Four season facility.
 - Phase 1
 - Replacement of field turf, scoreboard, and lighting systems. Preparing for winter-use dome which will provide an additional 76,000 square feet of recreational space for students.
 - Phase 2
 - Substantial lounge & study space, and eatery space.
 - 8+ bookable multi-purpose studios.
 - The new building is planned to have a double gym, a high-performance centre, new locker rooms, multiple studios, and an athletic clinic.

- Phase 3
 - New Seagram Drive Centre
- Phase 4
 - New Grandstands
 - 3000+ spectators
 - Regional and Provincial Sport Hosting Opportunities

Student Engagement Efforts, Jan Boomhouwer, the Project Coordinator of Student Engagement

- Reached at least 2000 students so far.
- Presence at evening intramurals and high-student attendance games.
- Student Feedback Survey
- Class presentations

Questions and Comments

- Director Corrie asks if there are any plans on the Brantford Campus specifically in terms of fees and constructions and if the referendum fee would be relevant for Brantford students.
 - Kate McCrae Bristol: Currently in year five of operation of the co-owned Laurier-Brantford YMCA. The levy that students paid to support the development ended this year. Starting to discuss the future of the Laurier-Brantford YMCA and other athletic and recreation spaces, however it is not the focus.
- Director Corrie asks how the Waterloo developments will impact tuition fees.
 - Kate McCrae Bristol: Deep in the process of determining a number.
- Director Russo asks if the referendum will start in Fall 2024 if it goes through.
 - Jan Boomhouwer: the current plan is for it to start in the Fall of 2024.
- Director Russo asks if there is a plan in case the referendum does not go through.
 - Kate McCrae Bristol: The focus is to get this project across the finish line as it is critical to Athletics & Recreation's operation. If the referendum does not go through it will likely result in a significant change in operation.
- Director Mehari comments that she has already seen the positive effects in terms of the strength and conditioning in Studio Three.
- Director Mehari asks if students will be aware of the fee before the election time in January.
 - Jan Boomhouwer: The election will occur at the end of January and campaigning the project will begin prior to this. The referendum question with the fee will be submitted by the end of November and there is every intention to make students aware.
 - ED Champagne adds that when the questions get passed and pushed to the Board to be moved forward into referendum, the number will be attached to the question.
- Director Phillips asks if there are plans in place to extend the use of life of the new faculties.
 - Kate McCrae Bristol: At this moment, we are continuing to find new ways to round out the operating budget.
 - ED Champagne adds that there is a long history of Students' Union partnering with the institution and Athletics specifically, such as the Alumni field project.
- Director Sloan asks if the Seagram Project funding is separate from the fee that will be collected.
 - Chair Abu-Rshaid adds that the project that the Board funded for a three-year agreement was for a sponsorship.
 - Kate McCrae Bristol: Original funding is a part of Phase 1a (turf, lights, scoreboards, footings for the dome) and the fee will be separate and ongoing for the future phases.
- Director Hamilton asks if there are any predictions of how the new facility might take pressure off of the current Athletic Complex.
 - Kate McCrae Bristol: The Athletic Complex is not currently set up well. Looking to upgrade all of the facility and asset management software so that data can be better collected as the current data is not strong enough. The winterized dome is net new space and will almost double winter offerings. The high-performance training centre is also net new space, and it will help offset the congestion.

- Jan Boomhouwer: Currently there is a tri-annual report by Council of Universities and their report of spaces says that Laurier has half of a square footage of recreation space per student, with the plan and current designs square footage per student would increase to between 5sqft and 5.5sqft.
- Chair Abu-Rshaid asks how much of a fee increase this would cause.
 - Kate McCrae Bristol: Currently working through that number, which is dependent on many factors, and it is an ongoing conversation. It has always been a principal for Athletics and Recreation, Student Affairs, and Student Associations to keep the fee as low as possible.
- Chair Abu-Rshaid asks if the fee will lower once the projects are complete, inflation adjusted etc.
 - Kate McCrae Bristol: If the fee ends at the end of a new facility fee, other facilities such as the athletic complex will struggle. It is intentional for it to be a broad facility fee so that all facilities can continue to improve and enhance.
- Chair Abu-Rshaid asks if the Students' Union will be given room to operate in these new spaces and if the Students' Union will be given a voice in order to influence the planning and the design of the projects.
 - Kate McCrae Bristol: Everything is conceptual at this point; however, the close working relationship suggests that there would be conversations.
- Kate McCrae Bristol adds that the department is aiming for a fee that is around the U-Pass rate.
 - ED Champagne adds that there are efforts to get the number even lower.

NOTE: Vice Chair Rubinoff and Director Baldinelli have briefly left the meeting.

10. GSR Team Presentation, VP GSR Cheim

- OUSA Welcome Conference and the Strategic Planning Conference
 - Met with other SU Presidents and their teams and other stakeholder relations within the post-secondary education realm.

NOTE: Vice Chair Rubinoff has re-entered the meeting.

- VP GSR Cheim and President Spenler will be going to the Student Advocacy Conference at the end of the month. The main advocacy points for this year include housing and transit, mental health with an equity focus, food insecurity, and sector sustainability.
- Consent Awareness Week
 - Takes place the third week of September after Orientation Week.
 - Events Included
 - Stand In Solidarity with Survivors Event.
 - The Bangin' Brunch
 - Decompress With Us
 - Fries for Fries
 - Healing Through Yoga
 - Consent is Golden booth
- Indigenous Mural Unveiling
 - Orange and red ribbons were placed around the unveiling site in the courtyard in Waterloo.
 - QR codes that provided more resources were hanging around the trees.
 - Handed out OUSA pens because there was an Orange Shirt Day campaign.
- OUSA Fall General Assembly
 - Hosted eight other student organizations at Laurier.
 - There were three policy papers that were passed.
 - Both GSR AVPs co-authored the Rule in Northern Students paper.
- Campus/Community Stakeholders
 - Consent is Golden Office
 - Office of Indigenous Initiatives
 - Indigenous Student Centre
 - International Student Centre

- Government Relations
 - Met with the Minister of Colleges and Universities a few times.
 - Attended several other conferences with the Campus Mental Health and the Higher Education Quality Council of Ontario.
 - Have done campus visits and currently working on outreach.
- Upcoming
 - Local Advocacy Week
 - Student Advocacy Conference in Downtown Toronto
 - Internal committee projects are underway.
 - Currently looking for an SRAC Coordinator for the Waterloo Campus

Questions and Comments

- Director Hamilton asks what the most impactful event for students is.
 - Consent Awareness week is big for students and the organization. Bangin' Brunch is always a success. Learning from Consent Awareness Week to see which events students attend.

NOTE: Director Baldinelli has re-entered the meeting.

- Chair Abu-Rshaid asks if VP GSR Cheim would be open to submitting a list of potential stakeholders to invite to a board meeting.
 - VP GSR Cheim: Yes, I can get back to you with a list.
- Director Corrie suggests that the Board presents a list of potential guests to VP GSR Cheim for her approval.

11. Brantford Hospitality Update, ED Champagne

- It has been a slow-moving evolution as the hope was to be open two and a half months ago.
- The current goal is to have a Brantford Hospitality solution in place and open in the best-case scenario before exams are over, however it will more than likely be by the first day of classes of the Winter semester which is January 8th.
- The hospitality solution is named "The Belmont" and it has a manager and hopefully staff can be hired soon.
- It will be taking over the Veritas Café space in Brantford.
- A brief regarding an equipment purchase and a second motion asking to allow access to funds has been provided to the Board.

Questions and Comments

- Chair Abu-Rshaid asks for vigorous updates for large expenses.
 - ED Champagne: we could do updates at least once a month.
- Vice Chair Rubinoff asks about some of the hurdles that postponed the plan and how we can be sure that does not come up for January.
 - ED Champagne: The original space was not originally designed for a hospitality unit; it is within the Brantford Circle Lounge. Towards the end of August, the Facilities and Asset Management Team expressed concerns with putting a hospitality unit in the Circle Lounge. Health and Safety has assured that the new space, previously the Veritas Café, is a safe space to operate in.

MOTION (Chair Abu-Rshaid / Vice Chair Rubinoff) that the Board of Directors approve full access to the Brantford Facility Capital Reserve Fund with the addendum that the Board be informed of purchases over \$15,000. **CARRIED.**

Questions and Comments:

- Director Corrie asks if full access to the Brantford Dining Facility Fee Capital Reserve allows hiring to begin and gets the business up and running.
 - ED Champagne: It will remove any hurdles of having to wait for approval.
- Director Corrie asks if the operation leader is ED Champagne or Anthony Massi.
 - ED Champagne: Anthony Massi is the project manager, and we have constant meetings with our hospitality managers. Michelle Finch will be the full-time manager for the hospitality unit. DFA Turner will ultimately be responsible.
 - Chair Abu-Rshaid: Ultimately, the Board will have a chance to weigh in on any significant purchases over \$15,000.
 - DPRA Muller adds that any purchases over \$10,000 will have to come to the Board for approval.
- Director Russo asks if this Capital Reserve Fund is already allocated to the Brantford Hospitality project.
 - ED Champagne: Correct.

12. Announcements, Chair Abu-Rshaid

- No announcements were made.

13. Action Items Summary, Chair Abu-Rshaid

- The Ownership Linkage Committee will give a list of suggested special guests to the VP of GSR and then bring back a finalized list to the Board by the next board meeting.

14. Adjournment, Chair Abu-Rshaid

MOTION (Director Russo/Director Baldinelli) that the Board adjourn the November 13th, 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

General Updates: Student Executive

1) Vice-President: Financial and Volunteer Operations

- a) Received 27 nominations (multi-campus) for the WLUSU Outstanding Volunteer Award
- b) Working with Phil, Megan, and Adam Lawrence to select the finalists and then winners from there.
 - i) Working with Marketing to film a video recognizing this year's finalists and winners.
 - ii) Continuing to edit and finalize 2024-25 volunteer contracts.
- c) Looking at role descriptions and demands.
 - i) Restrictions between different committee memberships.
 - ii) Tightening the reins on conduct-related issues felt this year.
- d) Working on updating the Volunteer Hiring Form.
 - i) Re-working the application process for executives and generals.
 - ii) Bringing back a sense of accountability within applications.
- e) Continuing to work on the Student Executive hiring process.
 - i) Currently updating the interview packages (i.e., questions).
 - ii) Demoing a 1-way interview software to incorporate into the process.
- f) Working with Marketing to develop a promotions plan for volunteer and Student Executive hiring (boothing, videos, graphics, takeovers galore).
- g) Finalizing plans for January volunteer appreciation initiatives (multi-campus).
 - i) And some more Perks developments...

2) Vice-President: Programming & Services Brantford

- a) Events have been going extremely well on this campus for all committees.
- b) Upcoming weeks are packed with events before the semester ends:
 - i) Nov 27 – Trivia
 - ii) Nov 28 – Therapy Dogs
 - iii) Nov 29 – Bulldogs Game (Hawk Team x Locus)
 - iv) Nov 30 – Roller Rink Disco Night
 - v) Dec 5 – Taylor Swift DJ Night
 - vi) Dec 7 – Committees Winter Wonderland
- c) Services have also be going well
 - i) Food Bank has been running bi-weekly open food markets and averaging 20-30 students.
 - ii) Foot Patrol Coordinator decided to step down and I have stepped in as acting coordinator.
 - (1) Some committee members have taken the initiative to help with logistics and picking up shifts in her absence.
- d) Planning ahead for the Winter Semester before I leave for my trip to make sure programming and committees are running for Jan 8
 - i) Planned out all major events with Jason and Meg.
 - ii) Marketing Strategy has been planned as well.
- e) SLL Applications this week which is exciting.
- f) I am on vacation from December 15- Jan 15.

3) VP Student Services Waterloo

- a) Health & Wellness Month is underway!
- b) Sexy Bingo & Therapy Dogs were a huge success!
- c) Canvases for a Cause ticket sales weren't great – postponed and coming up with marketing plan.
- d) Upcoming:
 - i) Nov 21st - Mic It Up! - First Year Project

- ii) Nov 22nd - Tech for Trees - Ecohawks
 - iii) Nov 27th - Sweet Treat Showdown - Food Bank
 - iv) Nov 28th - Movember Family Feud - A-Team
 - v) Nov 29th - Yoga for a Cause - Ecohawks (with Healthy Hawks and Athletics)
 - e) Sweaters to be sold starting next week!
- 4) VP Government & Stakeholder Relations**
- a) Student Advocacy Conference is happening next week for Spenny and I!
 - i) Training on Sunday Nov 26, lobbying Monday Nov 27 to Thursday Nov 30
 - b) Connecting with community partners and students for OUSA's spring policy paper consultations
 - c) More marketing content will be coming for GSR...
 - d) Local Advocacy Week planning – think tanks and sending invites to municipal government/political leaders.
- 5) VP Clubs & Associations**
- a) We got 37 New Club Registration applications for Winter registration, which are currently being reviewed
 - b) We've been exploring collaboration opportunities further for clubs and as a department with various campus partners, such as Athletics, Career & Co-op Centre, Student Success, etc.
 - c) Working on a Winter clubs fair as part of January Orientation
 - d) Have started preparing and communicating with Faculty Associations about their upcoming Faculty Association Elections
 - e) Preparing for Winter Timelines with Budget Allocations, Training, and the second round of Clubs & Associations feedback
 - f) Our Marketing Committee is working on a brand revamp in several areas
 - g) Fiza has had her last day in office as AVP Clubs & Associations Brantford, and we have reopened hiring for the role with a start date of January 2nd.
 - h) Explored other areas updates with faculty association financial policies, club succession policies, and club constitutions (on-going)

General Updates: Directors

1) Director, Marketing Communications

- a) SUGIFTSTHAT campaign to start December 4th. Gathering information from committees regarding how they want to be showcased. Each day a committee will be featured on the campus life Instagram with a giveaway corresponding to the proper campus. They will utilize the giveaway to receive feedback that will benefit their committee.
- b) Belmont logo is being finalized and a visual marketing audit has been conducted. Working on mock ups and uniform designs
- c) Website current opportunities page is live. Lots of Brantford opportunities available.

2) Director, Member Services

- a) Health and Dental Plan fall term opt out wrap up continuing due to late fee assessment of co-op students and winter term fees being assessed shortly.
- b) SU Desk Brantford will be closing December 6 for term and SU Desk Waterloo will be closing December 15th for the term.
- c) Continuing to work on converting Students' Union Waterloo and Brantford offices over to the Teams phone project, Telephony. The goal is to have work completed by January 2024.
- d) Continuing to assist with the Human Resources and Admin portfolios.

3) Director, Policy Research & Advocacy

- a) Nomination Packages now available on the website
- b) Governance Coordinator was in the concourse on Wednesday Nov. 15th to launch the election season awareness, distributed packages, and is beginning to compile names and contact info for targeted reminders.
- c) The Blue-Ribbon Panel on Postsecondary Education Financial Sustainability was released November 15th.
 - i) Important to note this is a recommendation to the government, we are still waiting to hear to what degree the government may turn these recommendations into actual policy change.
 - ii) In brief, recommendations include increases to government operating grants to institutions and the lifting of the tuition freeze.

iii) Blue-Ribbon recommendations largely believed to be the "ceiling" of what change the government decides to make, with early indications from the Minister of Colleges and Universities focused heavily on operating efficiencies.

iv) **TLDR: Still in a wait and see position.**

4) Director, Strategic Initiatives

- a) The Belmont project is moving along nicely. We are so far on target for our timelines in January. Hiring for student BOH/FOH roles if you know anyone interested.
- b) Wilf's Refresh Project ongoing. We are meeting with the consultant team bi-weekly now until design renderings are complete. Timelines remain unchanged.
- c) Development of a Scope of service for our organizational departments is underway. The goal is to have each department identify at a very high level how they connect to the organization's guiding principles and allow for some identity development committee to committee within these principles.

5) Director, Student Experience

- a) Working with the VPCA to support the facilitation of Faculty Association Presidents.
- b) Program and Event plans for Winter 2024 term have been developed and event planning is well underway.
- c) Working with Student Experience Administrator to update Nest forms to better support event and expenditure approval processes.

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



BRIEFING NOTE FOR THE BOARD EL #2e Direct Inspection Committee Report

Submitted: October 16, 2023

Prepared By: Daniel Rubinoff, Vice Chair of the Students Union Board of Directors

Purpose: To submit to the Board the findings and recommendations of the EL #2e Direct Inspection Committee.

Dear Directors of the Board,

The EL #2e Direct Inspection Committee was struck on October 2, 2023, with the mandate to review and assess Executive Limitations #2a and ensure that:

1. The evidence presented was appropriate, and up to date;
2. The wording of the policy is sound; and
3. That the scope of the organization is captured in the policy.

The membership of the committee consisted of Chair Abu-Rshaid, Vice Chair Rubinoff, Director Baldinelli and Director Mehari. The committee has met on one occasion since its establishment, that meeting being on October 4, 2023.

The committee had discussions on the following items prior to making their final decision:

1. How recent the policy was looked at and revised;
2. The provided evidence within the most recent monitoring report;
3. If the wording of the policy was still relevant to the Organization; and
4. If the scope of the Organization was captured in the policy.

Overall, the committee feels that the scope of the Organization is captured within the policy and that the wording of the policy is sound. However, the final decision of the committee consists of the following recommendations:

With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.

The President will not:

1. Deviate materially from Board Ends priorities during financial planning;
2. Risk financial jeopardy in the budget; or

3. Create a budget that has not been derived from a multi-year plan that includes a long-term goal of organizational financial self-sustainability.
4. Present a budget or updated report to the Board in a manner that is disparate to the previous report.
5. Allow the budgeting process to omit:
 1. Credible projection of revenues and expenses;
 2. Separation of capital and operational items;
 3. Cash flow analysis;
 4. Disclosure of planning assumptions;
 5. A plan for project financing;
 6. The over \$10,000 expense report from the previous fiscal year.
 7. Contingency and mitigation strategies
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
 1. Income statement
 2. Balance sheet
 3. Cash flow analysis
 4. Growth Projections for upcoming academic term
 5. Qualitative Key Performance Indicators

For the convenience of the Board, a “clean” copy of the policy, as it currently exists, is attached as Appendix A. Similarly, a “clean” copy of the policy, as suggested by the committee, is attached as Appendix B.

Recommendation:

The Committee recommends that the Board adopt the following suggestions:

1. The Board of Directors accept this report, and the recommendations contained herein.
2. The Board of Directors engage in a substantive discussion, and decision regarding GP#2a (7).

Respectfully Submitted on Behalf of the Committee,

Daniel Rubinoff

Vice Chair of the Director of the Board & Chair of Direct Inspection Committee EL #2e

Wilfrid Laurier University Students’ Union

Appendix A:

With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.

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 5. A plan for project financing;
 6. The over \$10,000 expense report from the previous fiscal year.
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections.

Appendix B:

With respect to the financial planning and budgeting process, the President will ensure that all relevant Board policies are considered and followed.

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 6. The over \$10,000 expense report from the previous fiscal year.
 7. Contingency and mitigation strategies
6. Provide less for Board prerogatives during the year than is set forth in the Cost of Governance budget.
7. Allow the Board to go without reports at the end of each academic term detailing actuals to projections, including but not limited to:
 1. Income statement
 2. Balance sheet
 3. Cash flow analysis
 4. Growth Projections for upcoming academic term
 5. Qualitative Key Performance Indicators



BRIEFING NOTE FOR THE BOARD Ownership Linkage Committee Midterm Report

Submitted: November 22, 2023

Prepared By: Daniel Rubinoff, Co-Chair of the Ownership Linkage Committee, Vice Chair of the Board of Directors

Purpose: To insight the Board of Directors on the progress of and future intentions of the ownership linkage committee

Summary:

The Ownership Linkage Committee was struck on May 23, 2023 with the purpose of fulfilling the mandate prescribed under GP# 2g1. The membership of the committee is comprised by the Co-Chairs, Daniel Rubinoff and Sebastian Corrie, Jack Sloan, Colton Phillips, Duncan Spizzari and Chair of the Board of Directors Mohammad Abu-Rshaid. The committee has met six times, while conducting meetings bi-weekly.

Progress to date:

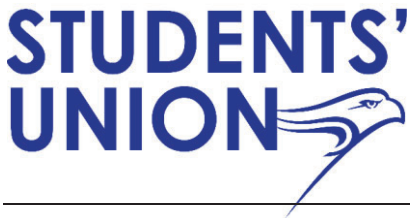
The committee successfully operated a booth at the Get Involved Fair aimed at connecting with our ownership and addressing the two vacant positions on the Board of Directors. Furthermore, booths were manned at the Waterloo campus concourse and the Brantford campus One Market student commons in collaboration with the AD-Hoc Campus Safety Committee to engage with our ownership and solicit feedback on campus safety at Laurier. Additionally, We have explored various marketing opportunities, both within our internal operations and through collaborations with other Student Union clubs.

Future plans:

Our future endeavours include supporting the forthcoming elections programming, organizing an executive leadership team, and a board of directors' team dinner before the Winter break. Additionally, a dinner between the President and the Board member-elect is planned to follow the elections.

What we can do better:

To enhance our operations, we recognize the need for more intentional and proactive scheduling and programming to avoid last-minute preparations. We have developed a closer cross-functional dynamic with the marketing team to bolster our future outcomes. It is imperative that we sharpen our focus on maximizing and delivering stakeholder value.



BOARD OF DIRECTORS BRIEFING NOTE

Terrace Food Court Capital Obligations

November 22, 2023

Overview:

The Students' Union leases the Terrace Food Court space to Aramark. Our operating agreement stipulates that the Students' Union is responsible for replacing certain capital items that were owned by the organization prior to Aramark taking over the operation of the Terrace Food Court.

The large commercial display fridge used by Bento Sushi to house their prepared take-out meals needs to be replaced. The Students' Union has sufficient funds available for this expense in the Food Court budget, which is specifically allocated for such capital replacement contingencies.

Quotes for a display fridge range between \$22,000 and \$35,000 (including tax).

Motions:

That the Board of Directors approve up to \$30,000 from the Food Court budget for a new display fridge for the Terrace Food Court.

November 20, 2023

Overview:

On November 16, 2022, a representative from the Ontario Ombudsman reaching out to the Students' Union with an opportunity for a short presentation on the services that office provides to post-secondary students.

The Ontario Ombudsman is an independent, impartial office that resolves complaints about Ontario government and public sector bodies – including publicly funded universities and colleges of applied arts and technology. We help students with concerns related to financial aid, admissions processes, academic appeals or student services, or other provincial services such as ServiceOntario, DriveTest, or OHIP. We also review complaints about provincial French language services. Many post-secondary institutions also have their own internal ombuds to assist with specific issues.

However, we find that many students are not familiar with our Office or the services we provide. Our services are available for all students in Ontario, whether they are from Ontario, from other provinces, or international students. For the current 2023-2024 school year, we aim to reach as many students as we can to inform them of our services. You can read more about how we resolve post-secondary-related issues here:

<https://www.ombudsman.on.ca/what-we-do/topics/education>

If you have any upcoming virtual or in-person meetings or events geared towards student council members, current students, or incoming students, we would appreciate the opportunity to deliver a short presentation outlining how we can help with student-related issues, and how students can reach out to us.

I would also like to point you to our 2022-2023 Annual Report, which offers an overview of the complaints we received related to colleges and universities, including case numbers and a breakdown of complaints by university and college. You can find a copy of our Annual Report on our website and we'd be happy to send you hard copies if needed: <https://www.ombudsman.on.ca/resources/reports,-cases-and-submissions/annual-reports/2022-2023-annual-report>

Motion:

That the Board of Directors extend an invitation to representatives from the Ontario Ombudsman to present at a future meeting.