

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
8:30 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
8:32 PM	1 mins	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
8:33 PM	2 mins	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
8:35 PM	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented	D	Chair Abu-Rshaid	
8:37 PM	3 mins	<u>Adoption of the Consent Agenda</u> Hiring Practices- Paid Staff Chief Returning Officer Constraint Monitoring Reports: Global Executive Constraint Compensation & Benefits Financial Condition & Activities Board Job Description Board Members' Code of Conduct Board Job Description Global Board-Management Delegation Unity of Control Accountability of the President Delegation to the President Monitoring Executive Performance Monitoring Executive Performance- Performance Feedback MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	EL #2n GP #2i EL #1 EL #2c EL #2d GP #2d GP #2c GP #2b BMD #1 BMD #2a BMD #2b BMD #2c BMD #2d1 BMD #2d2
8:40 PM	2 mins	Adoption of the Minutes: January 22nd, 2024 February 5th, 2024 February 26th, 2024 MOTION that the Board of Directors adopt the Minutes of January 22, February 5, February 26, 2024	D	Chair Abu-Rshaid	GP #2c.7
8:42 PM	20 mins	2024-2025 BOD Chair Election	D	Chair Abu-Rshaid	
9:02 PM	2 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
9:04 PM	4 mins	Comments from the President & CEO	fi	President Spenler	
9:08 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
9:12 PM	4 mins	Ownership Linkage Committee Bi-monthly Update January Update March Update	D	Chair Abu-Rshaid	GP #2g1
9:16 PM	10 mins	Finance Committee Midterm Report Final Report	D	Chair Abu-Rshaid	GP #2g2
9:26 PM	5 mins	DIC Reports Executive Succession Board Committee Structure	D	Chair Abu-Rshaid	EL #2h GP #2g
9:31 PM	2 mins	In-Camera Session MOTION that the Board proceed into an in-camera session	D	Chair Abu-Rshaid	
9:45 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
9:47 PM	4 mins	Action Items Summary	adm	Chair Abu-Rshaid	
9:51 PM	2 mins	Adjournment MOTION that the Board adjourn the March 18, 2024 meeting	adm	Chair Abu-Rshaid	
Total	1hr & 23 mins				

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



BRIEFING NOTE FOR THE BOARD EL #2n & GP#2i Direct Inspection Committee Report

Submitted: February 29th, 2024

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 #2n & GP#2i Direct Inspection Committee.

Dear Directors of the Board,

The EL #2n & GP#2i Direct Inspection Committee was struck on February 28th, 2024, with the mandate to review and assess Executive Limitations #2n and Governance Process #2i 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 Russo. The committee has met on one occasion since its establishment, that meeting being on February 28th, 2024.

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.

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 the EL #2n & GP#2i Direct Inspection Committee

Wilfrid Laurier University Students' Union

EL #2n

With respect to the hiring of paid staff, the President shall not allow conditions that are unfair, disrespectful, prohibitive, biased, or ambiguous.

The President will not:

1. Operate without up-to-date written hiring procedures that outline a well-defined and widely recognized practice.
2. Operate without controls in place that protect the applicant's privacy.
3. Operate without controls in place to prevent nepotism and other wrongful conditions.
4. Allow openings to be filled without an open and accessible posting.
5. Allow openings to be filled without student input on the hiring process.
6. Allow an opening to be filled without a consistent and equitable process.
7. Allow conflicts of interest in the hiring process to go undeclared.

GP#2i

The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.

The Chief Returning Officer will ensure that:

1. All organizational bylaws and board policies that are applicable to **the** CRO duties are complied with;
 - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex, **and in a timely manner.**
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
 - a. Members shall have thirty-six (36) hours to vote;
 - b. Voting shall be conducted electronically using the Organization's online elections system;
 - c. On-campus voting stations will be made available to members; and
 - d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting, election processes and **all election related** information is promoted to the electorate in an impartial way.
 - a. **All** members of the Organization are made aware of their eligibility to participate in the election process.
6. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel **and approve campaign materials.**
7. All conduct and material associated with general meetings and elections

shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;

a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.

8. All candidates and party chairs shall have equitable access to resources;
 - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

With respect to the hiring of paid staff, the President shall not allow conditions that are unfair, biased, or ambiguous.

The President will not:

1. Operate without up-to-date written hiring procedures that outline a well-defined and widely recognized practice.
2. Operate without controls in place that protect the applicant's privacy.
3. Operate without controls in place to prevent nepotism and other

wrongful conditions.
4. Allow openings to be filled without an open and accessible posting.
5. Allow openings to be filled without student input on the hiring process.
6. Allow an opening to be filled without a consistent and equitable

process.
7. Allow conflicts of interest in the hiring process to go undeclared.

The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.

The Chief Returning Officer will ensure that:

1. All organizational bylaws and board policies that are applicable to CRO duties are complied with;
 - a. All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations.
2. All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.
3. The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:
 - a. Members shall have thirty-six (36) hours to vote;
 - b. Voting shall be conducted electronically using the Organization's online elections system;
 - c. On-campus voting stations will be made available to members; and d. Candidates shall have the opportunity to make campaign material available to all members.
4. All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.
5. The general meeting and election processes and information is promoted to the electorate in an impartial way.
6. All members of the Organization are made aware of their eligibility to participate in the election process.
7. Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.
8. All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization;

a. The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses.

9. All candidates and party chairs shall have equitable access to resources;
 - a. Candidates and party chairs shall be compensated in a timely manner for any costs incurred during the election for all approved material.

Executive Limitation #1 “Global Executive Constraint”

This monitoring report for Executive Limitation Policy #1 “Global Executive Constraint” is presented in accordance with the monitoring schedule set forth by the Board of Directors. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Megan Spenler
President and CEO
Wilfrid Laurier University Students' Union

March 18th, 2024

(Board Policy is indicated in bold typeface throughout.)

Policy Wording EL#1: The President shall not: Cause or allow any organizational practice, activity, decision or circumstance, which is either:

- unlawful
- imprudent
- in violation of commonly accepted business and/or professional ethics

CEO INTERPRETATION

I interpret “**unlawful**” as conducting an act that is prohibited by and in violation of federal and provincial legislation, municipal by-laws, and other rules and regulations which are established by Wilfrid Laurier University, WLU Students' Union including the Constitution, and any other agreement the Organization and/or institution is bound to follow.

I interpret “**imprudent**” as acting in a rash or impulsive manner, and not showing consideration for immediate, short-term and long-term consequences of actions which impact the membership and/or the operations of the organization.

I interpret “**commonly accepted business and/or professional ethics**” as standard strategic and operational practices followed by not-for-profit organizations and the leaders of not-for-profit organizations including but not limited to being cognizant of the use of funds appropriately and conflicts of interests otherwise known as best practices.

OPERATIONAL DEFINITION

- A. The external audit does not question the prudence, ethics or lawfulness or our financial practices.
- B. There are no substantiated claims by staff or consumers of human rights abuses, unethical actions or activities, violation of occupational health and safety regulations or any legislation.
- C. Volunteers and employees have an avenue to report unethical practices to their supervisors according to the organizational structure without fear or retaliation.
- D. There have been no fines or lawsuits for illegal activity.
- E. The Organization abides by common business practices.

EVIDENCE

- 1. The external audit will begin on Monday August 14th, 2023, by KPMG. Since the COVID-19 pandemic, they have conducted these audits virtually and will continue to do that this year. The final statements provided by KPMG went to the board in October.
- 2. Since the start of this year, there has been no discovery of unethical practices by any staff members. However, if there was a discovery of an unethical practice made internally, we would separate ourselves from that employee immediately following our investigation and begin to work towards repairing harm in the community. At the Students' Union, we have zero tolerance for unethical behaviour and would address it immediately.
- 3. Furthermore, the Students' Union has not been successfully sued nor fined for any illegal activities in the past year.

I report this section as **COMPLIANT**

Policy Wording EL#2c

With respect to employment, compensation and benefits to employees, consultants, contract workers and unpaid staff, the President may not cause or allow jeopardy to fiscal integrity or public image.

The President will not:

1. Change the President's own compensation and benefits, except as those benefits are consistent with a package for all other employees.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
3. Create obligations over a longer term than revenue can be safely projected.
4. Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:
 - a. incur unfunded liabilities;
 - b. provides less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited; or
 - c. allow any employee to lose benefits already accrued from any foregoing plan.

Executive Limitations #2c “Compensation and Benefits”

This monitoring report for Executive Limitation Policy #2b “Treatment of Staff” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2022-2023 fiscal year. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President & CEO
Wilfrid Laurier University Students' Union

March 18th, 2024

Global Policy Statement Wording EL #2c: With respect to employment, compensation and benefits to employees, consultants, contract workers and

unpaid staff, the President may not cause or allow jeopardy to fiscal integrity or public image.

CEO INTERPRETATION

I interpret “**jeopardy to fiscal integrity**” as the Students' Union expending resources beyond its ability to pay.

I interpret “**public image**” as the reputation of the Students' Union amongst students, University administrators, external stakeholders and partners, other student organizations and regions associated with Laurier's undergraduate campuses in Brantford and Waterloo.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All sections of EL#2c are in compliance.

EVIDENCE

- A. All sections of EL#2c are in compliance.

I report this section as **COMPLIANT**.

Policy Wording EL#2c1: The President will not:

1. Change the President's own compensation and benefits, except as those benefits are consistent with a package for all other employees.

CEO INTERPRETATION

I interpret “**change the President's own compensation and benefits**” as the President altering their annual salaried pay, entitlements and other perks offered through the contract without approval of the Board. This excludes yearly increases concerning the Consumer Price Index (CPI), or benefit amendments that are made for all employees of the Students' Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President's salary and benefits package complies in full with the Students' Union Full Time Staff Manual and its policies.
2. The President signs an employment contacts authorized by the Chair of the Board.
3. The President's salary does not exceed the salary of the preceding President by an amount greater than an increase equivalent to the Ontario All-Item Consumer Price Index (unless otherwise approved by the board).

EVIDENCE

1. Appendix A: President's Contract
2. The President's Salary increase was approved by the 2022-2023 board last Winter

I report this section as **COMPLIANT**

Policy Wording EL#2c2: The President will not:

2. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

CEO INTERPRETATION

I interpret “**deviate materially**” as compensation that is drastically different, either with an increase or a decrease from the standard fair market rate.

I interpret “**geographic market**” as the post-secondary environment comparable to other Students' Union/Associations in Ontario that do similar work to our Organization.

I interpret “**professional market**” as the environment in which current and prospective employees compete for an employment opportunity at various organizations based on their skillset and experience.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Students' Union posts the estimated salary on job postings and hires applicants that have requisites for the job posted. The final salary for newly hired staff is determined using:
 - a. geographic market
 - b. external comparisons
 - c. internal comparisons
2. Current employees have the ability to review their job descriptions and present a case for enhanced compensation and benefits to their direct supervisor.
3. The Students' Union bases new hire wages on the supervisory aspects of the role and compares them to other similar roles in the organization. We also compare to the market.

EVIDENCE

1. All VP salaries were increased to stay competitive with the geographic and professional market
2. The Students' Union is currently undergoing a compensation review to ensure all staff salaries are competitive and do not deviate materially from the geographic/professional market

I report this section as **COMPLIANT**

Policy Wording #2c3: The President Will Not:

3. Create obligations over a longer term than revenue can be safely projected.

CEO INTERPRETATION

I interpret “**obligations**” as committed contractual compensation based in legal standards pertaining to compensation and/or benefits to employees.

I interpret “**safely projected**” as conducting a financial analysis while taking into consideration current and future fluctuations of cash flow and assets.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Student executive contracts only include one year.
- 2) The budget is set annually and approved by the Board and includes all salaries and benefits anticipated for the year.
- 3) All employment agreements and contracts have a termination clause which is consistent with statute obligations.

EVIDENCE

- 1) Student executive contracts only include one year.
- 2) The budget is set annually and approved by the Board and includes all salaries and benefits anticipated for the year.
- 3) All employment agreements and contracts have a termination clause which is consistent with statute obligations.

I report this section as **COMPLIANT**.

Policy Wording #2c4: The President Will Not:

4. Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:
 - a) incur unfunded liabilities;
 - b) provides less than some basic level of benefits to all full-time employees, through differential benefits to encourage longevity are not prohibited; or
 - c) allow any employee to lose benefits already accrued from any foregoing plan

CEO INTERPRETATION

I interpret “**unpredictable**” as deviating from established standards and creating circumstances based in uncertainty, which pose a risk to the Organization.

I interpret “**inequitable**” as unfair and unjust circumstances pertaining to compensation and benefits for staff.

I interpret “**unfunded liabilities**” as financial risks caused by a lack of cash flow and assets, deviating from contributions and earnings.

I interpret “**basic level of benefits**” as the pension and other perks offered to all full-time employees who have been with the Students’ Union since 2008, which are required to sustain a healthy financial lifestyle without strains.

I interpret “**benefits**” as a service and perks provided through employment that have cash value upon termination or resignation including lieu time, unused vacation days.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The Students’ Union uses the defined contribution model for its employees.
- 2) All full-time employees have at least the basic level of benefits as defined above.
- 3) Employees do not lose out on any benefits that have been previously accrued.

EVIDENCE

- 1) All full-time employees have at least the basic level of benefits as defined above.
- 2) Employees do not lose out on any benefits that have been previously accrued.

I report this section as **COMPLIANT**.

Appendix A

THIS AGREEMENT made April 20th 2023
BETWEEN:

**WILFRID LAURIER UNIVERSITY
STUDENTS' UNION**

A corporation without share capital
Incorporated under the laws of
Province of Ontario,
(Hereinafter called "The Students' Union"
or Employer"),
OF THE FIRST PART,

-And-

MEGAN SPENLER

Of the Province of Ontario
In the City of Waterloo,
(Hereinafter called "Employee"),
OF THE SECOND PART.

WHEREAS the parties hereto have concluded negotiations with respect to the Employment of Employee by The Students Union and are desirous of setting forth the terms and conditions of such employment;

AND WHEREAS Employee represents to The Students' Union that they are under no restriction or disability, which would prevent Employee from carrying out the terms, conditions, and obligations of this agreement.

NOW THEREFORE the parties hereto mutually covenant and agree as follows:

- 1) The Students' Union agrees to employ the Employee as the *President & Chief Executive Officer* commencing on Monday May 1st 2023, and concluding Tuesday April 30th 2024. The Employee's supervisor is the Chair of the Board.
- 2) The Students' Union agrees to pay Employee for services rendered with a salary in the amount of \$53,803.75 for the duration of the contract period. Employee will be paid at regular intervals on a bi-weekly basis as consideration for services rendered pursuant to this Agreement. The salary stated in this contract is calculated as remuneration for 2080 hours per year.
- 3) Please see attached Appendix A for additional benefits.
- 4) Employee shall devote their entire time, skill, and attention to the employment during the term hereof. Any additional employment opportunities, or academic commitments in excess of 2 courses per term, must be approved by the Employee's supervisor.
- 5) Employee's employment hereunder shall continue for the term of this agreement or until termination in accordance with the provisions hereof. It is understood that the terms and conditions of this agreement shall continue in force notwithstanding that the position and/or the duties performed by Employee may change from time to time.
- 6) The Students' Union may terminate this agreement without cause by giving the Ontario Employment Standards Act minimum notice period in writing, or equivalent Termination Pay. Whereupon such notice period, employment will terminate at the expiration of

such notice but in the meantime the Employee and the Students' Union shall continue to perform their obligations pursuant to this agreement. Upon an Employer initiated without cause termination, the Employee will be compensated with the minimum Ontario Employment Standards Act requirements.

- 7) The Students' Union may terminate this agreement for cause at any time by reason of Employee's dissipation, violation of instructions or rules of the Employer, or failure to comply with any of the agreements on the part of Employee. Upon an Employer initiated with cause termination, the Employee is not owed compensation, nor notice.
- 8) In the event that the Employee wishes to terminate this agreement, they may do so by providing the Students' Union with a minimum of two weeks' notice. Whereupon such notice, employment will terminate at the expiration of such notice but in the meantime the Employee and the Students' Union shall continue to perform their obligations pursuant to this agreement.
- 9) Employees shall not, either during the term of their employment or at any time thereafter, disclose to any person, firm or corporation any *confidential or privileged* information concerning the business or affairs of The Students' Union. This includes any information that the Employee may have acquired in the course of or incidental to their employment hereunder or otherwise, whether for their own benefit, or to the detriment, or intended or probable detriment, of The Students' Union.

IN WITNESS WHEREOF, the parties hereunto have set their hands:

Signed and Delivered

Wilfrid Laurier University Students' Union
in the presence of

Megan Spenler

Megan Spenler
President & CEO 2023-24

April 27th, 2023

Date:

Francesco Del Giudice

Francesco Del Giudice
Chair of the Board & CGO 2022-23

April 20th 2023

Date:

-And-

Mohammad Abu-Rshaid

Mohammad Abu-Rshaid
Chair of the Board & CGO 2023-24

April 20th 2023

Date:

Appendix A – Additional Benefits

All aspects of the Employee's benefits are contained within:

- 1) Health & Dental Benefits – The Employee will be placed on the Wilfrid Laurier University Undergraduate Student Health & Dental Plan from September 1st 2023 to August 31st 2024.
 - a. If the employee is not currently covered by the Undergraduate Student Health & Dental Plan and wishes to purchase coverage for the May 1st 2023 to August 31st 2023 period, they may do so for a prorated fee, and must notify Human Resources by May 1st 2023.
- 2) Vacation Entitlement – The Students' Union shall provide the Employee with 40 hours (10 days) of vacation entitlement available to that Employee at the start of their contract. All hours allotted must be taken by the end of the contract term, while at such time as may be acceptable to their supervisor, having regard to its operation.
- 3) Education Benefit – The Employer has developed an Educational Assistance Program that supports 100% reimbursement for eligible tuition or course fees up to 2 courses for the duration of the contract period or for 2 professional development opportunities at a maximum of \$600 per opportunity. The Employee will have the opportunity to take advantage of this program for mutually agreed upon education initiatives that will benefit both the Employee and The Students' Union. Further details regarding the program can be obtained through the Human Resources department.
- 4) Phone Stipend – The Employee shall maintain a personal mobile phone plan and is entitled to a \$55 reimbursement per month for the duration of their employment term. Phone reimbursements can be submitted to the Finance department monthly, but no later than every term (4 month period).
- 5) Parking Pass – The Students' Union shall provide an Orange Level parking permit (residence parking) if required, and if the Employee lives on campus grounds for the duration of the contract period, at a value of approximately \$1,200.00 per year. If the employee does not reside on campus during their contract term and lives further than 2km from campus, they will be provided with a Gold Level parking permit (staff parking) for the duration of their contract term, if required, at a value of approximately \$545.00 per year. Human Resources can provide the employee with a pass upon request.
- 6) Housing – The Students' Union shall provide the Employee with on-campus housing for the duration of their contract period.

EL# 2d
March 18th, 2024

Executive Limitation #2d “Financial Condition & Activities”

This monitoring report for Executive Limitation Policy #2d “Financial Condition & Activities” is presented in accordance with the monitoring schedule set forth by the Board of Directors for the 2023-2024 fiscal year. I certify that the information contained in this report is true and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**



Megan Spenler
President & CEO
Wilfrid Laurier University Students' Union

March 18th, 2024

Policy Statement Wording: EL #2d

With respect to the actual, ongoing financial condition and activities, the President may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in Ends policies.

The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-13;
 - b. 160 days during periods 1-4.
3. Use any restricted reserves.
4. Settle payroll and debts in an untimely manner.
5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
6. Make a single purchase or commitment of greater than \$10,000.

- a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval;
 - b. Splitting orders to avoid this limit is not acceptable.
7. Acquire, encumber or dispose of real estate.
8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period; and
 - b. That are more than \$10,000;
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.
9. Allow the Board to be uninformed of any anticipated surplus or deficit at or near the end of the fiscal year.
10. Allow expenditures to be reported in a currency other than Canadian dollars.
11. Present a budget to the Board for the upcoming fiscal year later than April 30th of the current fiscal year.

CEO INTERPRETATION

I interpret “**fiscal jeopardy**” as permitting any fiscal year to end with insufficient funds to sustain normal expectations. This is inclusive of the 120-160 days after the end of the fiscal year through debt guidelines and covenants as outlined, and/or the reserves being depleted throughout the May-August periods.

I interpret “**material deviation**” as willfully exceeding budget spending above \$10,000 without proper amendment approval from the Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. At the end of each fiscal year, the Students' Union will have enough liquid assets to maintain 'normal' operations inclusive of the 120 to 160 days and in accordance with the debt guidelines and covenants outlined and/or depletion of reserves during the May to August period.
2. All budgeted spending is in compliance with the section 6 of EL#2D and expenditures are appropriately allocated to Board priorities.
3. An Ends based budgeting system is followed to ensure that all actual expenditures are appropriately allocated to Board priorities.

EVIDENCE

1. All evidence is included in each section of this monitoring report.

I report this section as **COMPLIANT**

Policy Wording EL #2d1: The President will not:

1. Expend more funds than have been received in the fiscal year to date unless the Board's debt guideline (point #2 below) is met.

CEO INTERPRETATION

I interpret “**expend more funds than have been received**” as the use of financial resources exceeding the approved operating budget for 2023/2024, unless in compliance with #2 of this policy. The expenses of the Organization include but are not limited to the outflow of assets, and costs required to effectively operate the organization, and are approved by the Board of Directors. Assets refer to any resources owned by the Students' Union that carry monetary value and include but not limited to cash, credit, property, accounts receivable and inventory. Revenues are inflows of assets that fund the Students' Union and are generated through providing services, operating businesses, or providing any activity or service that requires payment.

I interpret “**fiscal year**” as the period of the President's tenure: May 1, 2023– April 30, 2024.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All financial records quantitatively confirm that expenses do not outweigh revenue at any point during the fiscal year within the debt guideline.
2. The operating budget for 2023/24 approved by the Board of Directors is balanced.

EVIDENCE

1. Students' Union Bank Account Balances (See [Appendix O](#))
2. Students' Union Operating Budget
 1. The Students' Union budget shows that the organization intends to operate with a zero-budget meaning that expenses will not exceed revenues.

I report this section as **COMPLIANT**

Policy Wording EL #2d2: The President will not:

2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within:
 - a. 120 days or prior to the expiration of the President's term, whichever is sooner, during periods 5-13;
 - b. 160 days during periods 1-4.

CEO INTERPRETATION

I interpret “**debt**” as the amount of incurred currency that the Students’ Union borrows and owes, outside the financed operating revenue of the current fiscal year.

I interpret “**repaid**” as fulfilling our debt obligations through repayment methods to parties that the Organizations owes, including accrued interests over the course of relevant agreements to said parties.

I interpret “**certain and otherwise unencumbered revenues**” as in to be free of debt and financial liability within the prescribed timeline, using revenue and funds which do not hinder the operations of the Organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All financial records quantitatively confirm that no debt is incurred in an amount greater than can be repaid without financial liability within:
 1. 120 days or prior to the expiration of the President’s term, whichever is sooner, during periods 5-13 or,
 2. 160 days during periods 1-4.

EVIDENCE

1. Cash positions of the Students’ Union (**Appendix P**)
 - a. This chart shows that the Students’ Union will be in a positive cash position, so we can conclude that we are not incurring more debt than we can repay.

I report this section as **COMPLIANT**

Policy Wording EL #2d3: The President will not:

3. Use any restricted reserves

CEO INTERPRETATION

I interpret “**use**” as the intentional expenditure of Students’ Union assets, depleting a reserve.

I interpret “**restricted reserves**” as specifically designated reserve funds which are collected for a specific purpose. These funds have strict guidelines on how to use them which are set either by the organization through the Board of Directors, the membership through referenda or governing bodies of the institution.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Restricted reserves are not used for other expenditures.
2. There is no use of restricted reserves unless specifically directed by the Board.

EVIDENCE

1. Health and Dental Reserve Balance per the Balance Sheet
2. Health and Dental Reserve (Appendix Q)
 - a. There is a balance on the balance sheet for the Health and Dental reserve. However, that money is not all set aside. The Board of Directors approved the Union's plan to reach the \$250 000 over multiple years in order to ensure student programs and services can be maintained and improved.

I report this section as **COMPLIANT**

Policy Wording EL #2d4: The President will not:

4. Settle payroll and debts in an untimely manner.

CEO INTERPRETATION

I interpret “**settle**” as paying within the established payment schedule or having payment produced when requested by those seeking payment.

I interpret “**payroll**” as the total amount of wages and salaries paid by the Students' Union to all its employees.

I interpret “**untimely manner**” as paying an invoice over 90 days of its issue, unless the invoice was not received within those 90 days, and payment that is not settled or arranged within 10 business days from the scheduled date.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Payroll is settled within 10 days of the scheduled payment date, unless an alternative payment schedule or plan was arranged and agreed upon by all parties.
2. Debts are settled within 90 days of invoicing, unless an alternative payment schedule or plan was arranged and agreed to by all parties.

EVIDENCE

1. Proof of Payroll (Appendix R)

1. This is a signed document outlining the dates at which the 3rd party payroll provider – ADP – has agreed to ensure the pay schedule is adhered to.
2. Schedule of Aged Payables (**Appendix S**)
 - a. This document shows an immaterial number of payables that have been outstanding for greater than 90 days.

I report this section as **COMPLIANT**

Policy Wording EL #2d5: The President will not:

5. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

CEO INTERPRETATION

I interpret “**overdue**” as failing to pay government issued bills before the set deadline.

I interpret “**inaccurately filled out**” as submitting filings or payments with errors or discrepancies whether intentional or unintentional.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All government-ordered payments are paid accurately and before the deadline.

EVIDENCE

1. Summary of Payments to Government (**Appendix T**)
 - a. These documents represent payments made for the various taxes we are required to remit to the government.

I report this section as **COMPLIANT**

Policy Wording EL #2d6: The President will not:

6. Make a single purchase or commitment of greater than \$10,000.
 - a. With respect to this policy, any project overage greater than 15% shall be subject to subsequent Board approval.
 - b. Splitting orders to avoid this limit is not acceptable.
 - c. Expending currency other than Canadian dollars to avoid this limit is not acceptable.

CEO INTERPRETATION

I interpret “**make a single purchase or commitment of greater than \$10 000**” to mean that the President or anyone who directly or indirectly reports to the President will not expend any single item over \$10 000 without Board approval.

I interpret “**commitment**” as entering into a written or a verbal agreement with either an internal or external partner which involves a contractual agreement or transfer of funds over \$10 000 without Board approval.

I interpret “**any project overage greater than 15% shall be subject to subsequent Board approval**” as any capital projects or payments previously approved by the Board that exceeds the original presented costs by 15% or more, to seek renewed approval by the Board.

I interpret “**splitting orders**” as intentionally separating a single purchase item into smaller purchase order amounts, that would equal more than \$10 000 if accumulated, and therefore must be approved by the Board.

I interpret “**expending currency other than Canadian dollars**” as all expenditures of the Organization and those which require Board approval for purchase over \$10 000 to be presented in CAD and if applicable, the correct conversion through a mid-market rate be applied when dealing with non-CAD values.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Students' Union financial statements demonstrate an absence of capital projects or initiatives exceeding \$10 000 that have not been previously approved by the Board. **(APPENDIX X)**
2. The Students' Union financial statements do not show project cost overrun in excess of 15% that has not been further approved by the Board. These statements will also illustrate orders were not split in order to circumvent this policy.

EVIDENCE

1. The Students' Union Operating Budget over \$10 000
 - a. This is a pre-approved list of expenditures greater than \$10 000 that has been approved by the Board of Directors for the 2023/24 operating year.
2. All items are presented in CAD value.

I report this section as **COMPLIANT**

Policy Wording EL #2d7: The President will not:
7. Acquire, encumber or dispose of real estate.

CEO INTERPRETATION

I interpret “**acquire**” as purchasing, leasing, or obtaining a new mortgage of physical property of behalf of the Students’ Union

I interpret “**encumber**” as a claim for a piece of property through mortgages and liens that burdens or restricts the title of property.

I interpret “**dispose of**” as terminating a lease or selling a physical property with no intent or agreement of future usage in regard to Students’ Union facilities.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Students’ Union holds a building agreement with WLU as per the Operating Procedures Agreement. This agreement outlines the terms of lease for the Fred Nichols Campus Centre in Waterloo.
2. The Students’ Union will not acquire, encumber or dispose of real estate unless defined above. Any exceptions in the future must be made at the Board’s discretion.

EVIDENCE

1. The Operating Procedures Agreement (**Appendix G**)
2. Real Estate Holdings (**Appendix V**)
 1. These documents indicate that there is clearly an immaterial difference between the Union’s real estate holdings from May until now.

I report this section as **COMPLIANT**

Policy wording EL #2d8: The President will not:

8. Operate without aggressively pursuing receivables:
 - a. After a reasonable grace period: and
 - b. That are more than \$10,000

CEO INTERPRETATION

I interpret “**aggressively pursuing**” as using all appropriate means within the boundaries of the law to acquire outstanding balances from external companies and individuals when it is imperative to do so.

I interpret “**receivables**” as the outstanding balances owing to the Students’ Union, pertaining to incoming assets which equate to or in excess of \$10 000.

I interpret “**a reasonable grace period**” as 90 days with the exception of receivables from Wilfrid Laurier University, which are paid based on a payment schedule established and agreed upon by both parties.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All financial records and statements are kept up to date and accurate as receivables are being collected efficiently.
2. There is a known process in place in the finance department of appropriate procedures for collecting receivables.

EVIDENCE

1. Schedule of Aged Receivables ([Appendix W](#))

I report this section as **COMPLIANT**

Policy Wording EL #2d9: The President will not:

9. Allow the Board to be uninformed of any anticipated surplus at or near the end of the fiscal year;

CEO INTERPRETATION

I interpret “**uninformed**” as not relaying information to the Board both intentionally and unintentionally.

I interpret “**anticipated**” as projecting surplus based on updated financial readings.

I interpret “**surplus**” as the monetary value of remaining revenue after all accounts payables and debts have been settled.

I interpret “**end of the fiscal year**” as assessing all periods from the previous fiscal year, and to be reported after the audit is completed into the new fiscal year between period 5 and 6.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President will communicate to the Board between periods 5 and 6 of the exact surplus amount from the previous fiscal year.

EVIDENCE

1. This will occur once the audit is complete and numbers are finalized.

I report this section as **COMPLIANT**

Policy Wording EL #2d10: The President will not:

10. Allow expenditures to be reported in a currency other than Canadian dollars.

CEO INTERPRETATION

I interpret “**expenditures**” as in money spent.

I interpret “**currency**” as a system of money in general use in a country, in this case, Canada.

I interpret “**Canadian dollars**” as the monetary unit used within Canada as stated by the *Currency Act* and following the system of pegging or floating to the US dollar as determined by the Bank of Canada and/or the free market.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All expenditures reported to the Board including but not limited to the operational budget and items over \$10 000 will be reported in Canadian dollars.
2. A conversation rate is applied and adjusted to reflect all amounts in CAD for approval, when dealing with non-Canadian vendors.

EVIDENCE

1. All items in the operational budget and items over \$10 000 for 2023/24 were reported in Canadian dollars and approved by the Board.

I report this section as **COMPLIANT**

Policy Wording EL #2d11: The President will not

11. Present a budget for the upcoming fiscal year later than April 30th of the current fiscal year

CEO INTERPRETATION

I interpret “**present**” as formally submitting the documents through the Chair to be included in the agenda package for the Board.

I interpret “**budget**” as the breakdown of the expenses, revenues and net of all operational departments, in conjunction with reflecting the ends breakdown and report over \$10 000.

I interpret “**current fiscal year**” as the period between May 1st, 2023 and April 30th, 2024.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The outgoing President and Student Executive team will aid the incoming President and Student Executive team in compiling and presenting the 2024-25 budget.

EVIDENCE

1. This will occur in period 12.

I report this section as **COMPLIANT**

Policy Statement Wording EL #2e:

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:
 - a. Credible projection of revenues and expenses;
 - b. Separation of capital and operational items;
 - c. Cash flow analysis;
 - d. Disclosure of planning assumptions;
 - e. A plan for project financing;
 - f. 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 quarterly reports of actuals to projections.

Appendix G

APPENDIX B – FACILITY AND ASSET MANAGEMENT OPERATIONS

1. General

- 1.1 The University shall, in all cases, supervise activities for the supply of custodial, grounds, maintenance, service for repairs, and minor renovations to the FNCC and/or SC. Such maintenance and repairs will be performed at the full cost of the Union unless specified otherwise in this appendix. In the process of managing the affairs of the FNCC and SC, the Union must comply with all relevant and current University policies.
- 1.2 The employees and agents of the University shall have the right of access at all times to the FNCC and/or SC.
- 1.3 The LLC and the AVP, FAM, prior to implementation, must review any plans for structural change, major renovations or capital improvement to the Union Space.

2. Waterloo Campus: Fred Nichols Campus Centre

2.1 Building Services

- a) The University and the Union will contribute to the cost of repairs and preventative maintenance of the FNCC and all HVAC and infrastructure associated systems that service the building on a shared basis. Laurier will cover 23% and the Union 77%.
- b) The University will be solely responsible for the provision of preventative maintenance on regulated equipment and systems in the FNCC, including but not limited to the following:
 - (1) Elevators
 - (2) Systems under regulation by TSSA
 - (3) Mechanical Systems
- c) The Union shall reimburse the University for the cost of repairs required for the regulated equipment and systems listed in b) except where negligence on the part of the University has contributed to the repair requirement. The University is responsible to communicate any required repairs to these systems upon discovery of the concern.
- d) The costs related to the elevator systems in the FNCC will be shared using the same formula (Laurier 23% and Union 77%). Capital replacement will also follow the same formula in addition to a specific financing plan will be arranged with the University for the payment of the Union portion of any such project over a 3-5 year term for amortization, if requested by the Union, which arrangement will be set out in a separate agreement and attached as a schedule to this appendix.
- e) The cost for inspections, regular preventative maintenance and repair services provided by either external contractors or University employees shall be billed directly to the Union based upon the services performed by such contractors specific to the FNCC.
- f) All non-emergency repairs or maintenance will be communicated to the Union in advance. The Union will review and respond to the University on the timing and costs associated with non-emergency repairs or maintenance and not unreasonably withhold consent for completion of the work.

2.2 Utilities

- a) The University shall supply utilities to the FNCC with the costs shared between the two parties using the same formula as defined above in Building Services (University 23% and Union 77%). This formula reflects the common use of space in the buildings for student study space, access to other buildings and space occupied by the University for Departments of the University.
- b) For the purposes of annual budgeting the University will provide the Union with the actual breakdown of usage for the preceding calendar year (January 1 – December 31) by the Friday before the Family Day Weekend in February. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year.
- c) For clarity, electricity is directly metered for the FNCC and will be summarized monthly with reports being sent to the Union within thirty (30) days of the end of the month.. The charge for water and gas is based on a sq. ft. percentage and modified usage formula.
- d) The Union will make payments monthly based on the forecast from the University and the difference will be reconciled during the fiscal year end process between the parties, as set out in section 8, Financial Services of the Operating Agreement.

2.3 Custodial Operations

For the purposes of annual budgeting the University will provide the Union with the estimated cost for the next fiscal year prior by the Friday before the Family Day Weekend. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year that will be based on the cleaning schedule expectations outlined in this document along with the anticipated cost for the associated supplies. Any additional work required beyond what is defined will be invoiced separately as agreed upon between the parties.

Cleaning Schedule:

Monday to Sunday daily requirements Nights (10:00 pm – 6:30 am, 2 people)

24 Hour Lounge & Cubicles:	Garbage stations, glass cleaning
Washrooms:	Full cleaning
Food Court:	Floors, washrooms, glass, handrails, garbage receptacles
Wilf's:	Full cleaning (Kitchen cleaning between 3am to 5am)
International News:	Floors, garbage
Hallways:	Dust mop, floor scrubber machine
Turret/Hawks Nest:	Full cleaning (Floors / all washrooms) OT as required
Foot Patrol office:	Full cleaning, garbage
South stairwell:	Loading area, doors, glass, elevator (floors/tracks/stain steel)
Quad entrance stairwell:	Full cleaning

Saturday and Sunday (12pm - 6pm, 1 person)

24 Hour Lounge Cubicles:	Tables, garbage, vacuum
Washrooms:	Full cleaning
Student Affairs Office, Campus Clubs room:	Saturday - Dust & Vacuum only
Student Union Office & Board room:	Sunday - Dust & vacuum only, collect front, back garbage stations inside main office
Cashier Office:	No cleaning on weekends
Quad Front Entrance:	Garbage, glass cleaning

Food Court:	Public washroom cleaning
-------------	--------------------------

Monday to Friday (6 a.m. to 2:30 pm, 1 person) Before 8a.m.

Boardroom, Conference Rooms, Kitchenette & High Table:	Full cleaning
NE and NW Stairwells:	Full cleaning
U-Desk:	Wednesday full cleaning, garbage daily, computer counter

Monday to Friday After 8a.m.

Cubicles, Food Bank, Microwave & Campus Clubs Room:	Tables, vacuum, dust, garbage, glass spot cleaning, door handles, garbage stations
Washrooms:	Clean, dust mop, wet mop, flush toilet after clean, stainless
Quad Front Entrance:	Garbage (2x daily), glass cleaning, hand rail disinfectant, stainless ledges
Food Court:	Public washrooms – Check up
Turret & Hawks Nest:	Floors, walls spot cleaning, washrooms, tables, garbage
Wilf's:	Washrooms check up
North Elevator:	Floors, tracks & stainless steel
Cashier Office:	Friday morning clean up

General:

- Carpet spot cleaning to remove large stains
- Air return vents and high dusting should be completed as needed (minimum monthly),
- Replace light bulbs as needed
- Summer projects will be determined by Union staff and communicated to FAM staff. Charges related to projects will be covered by the Union
- All supplies and equipment required will be paid for by the Union

2.4 Grounds and Waste Management

- a) The University and the Union will each contribute 50% of the cost of repairs and disposal services in relation to the compactor.
- b) It is anticipated that the waste removal process using the compactor will be changed within the term of this agreement which will require the parties to revisit the cost sharing of that new process once confirmed.
- c) The Union will be solely responsible for the costs associated with recycling and organic waste collection related to the operations of the FNCC.

3. Brantford Campus: Student Centre

3.1 Building Services

- a) The University and the Union will contribute to the cost of repairs and preventative maintenance at the SC and all HVAC and infrastructure associated systems that service the building on a shared basis. The University will cover 50% and the Union 50%.
- b) The University will be solely responsible for the provision of preventative maintenance on regulated equipment and systems in the SC, including but not limited to the following:
 - (1) Elevators
 - (2) Systems under regulation by TSSA
 - (3) Mechanical Systems
- c) The costs related to the elevator systems in the SC will be shared using the same formula (University 50% and Union 50%). Capital replacement will follow the same formula in addition to a specific financing plan arranged, if requested, with the University for the payment of the Union portion of any such project over a 3-5 year term for amortization, if requested by the Union, which arrangement will be set out in a separate agreement and attached as a schedule to this appendix.
- d) The cost for inspections, regular preventative maintenance and repair services provided by either external contractors or University employees shall be billed directly to the Union based upon the services performed by such contractors specific to the SC.
- g) All non-emergency repairs or maintenance will be communicated to the Union in advance. The Union will review and respond to the University on the timing and costs associated with non-emergency repairs or maintenance and not unreasonably withhold consent for completion of the work..

3.2 Utilities

- a) The University shall supply utilities to the SC with the shared cost between the two parties using the same formula (University 50% and Union 50%). This formula reflects the common use of space in the buildings for student study space and space occupied by the University for administrative departments of the University. This will replace the annual payment provided by the University to the Union that previously was in place from the Office of Student Affairs.
- b) For the purposes of annual budgeting the University will provide the Union with the breakdown of usage for the preceding calendar year (January 1 – December 31 by the Friday before the Family Day Weekend in February. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year.
- c) Golden Grounds is a Union operated business that occupies space outside of the SC. The cost recovery rate for Golden Grounds will be all inclusive for cleaning and utilities and will be confirmed for budget purposes as per the same schedule as described in section (b). The rate for this space will be \$15 per square foot for each year for the term of the Agreement, including optional extensions.
- d) The Union will make payments monthly based on the forecast from the University and the difference will be reconciled during the fiscal year end process between the parties, as set out in section 8, Financial Services of the Operating Agreement.

3.3 Custodial Operations

For the purposes of annual budgeting the University will provide the Union with the estimated cost for the next fiscal year prior by the Friday before the Family Day Weekend. This will form an estimate for the fiscal year starting on May 1st for the following fiscal year that will be based on the cleaning schedule expectations outlined in this document along with the anticipated costs for the associated supplies. Any additional work required will be invoiced separately as agreed upon between the parties.

Cleaning Schedule:

Monday to Friday daily requirements (3:00 am – 7:30 am, 1 person)

Front entrance and elevator lobby	Full cleaning, garbage
WLUSU Offices:	Floors, washrooms, glass, handrails, garbage receptacles
Washrooms:	Full cleaning
24 Hour Lounge	Full cleaning
Student Affairs Offices:	Full cleaning (Kitchen cleaning between 3am to 5am)
Wellness Centre:	Floors, garbage
All Hallways:	Dust mop, floor scrubber machine
Foot Patrol/Clubs office:	Full cleaning
Stairwells:	Full cleaning
Multi-Purpose Room:	Full cleaning

General:

- Carpet spot cleaning to remove large stains
- Air return vents and high dusting should be completed as needed (minimum monthly)
- Replace light bulbs as needed
- Set-ups requests in the Multi-Purpose Room
- Afternoon policing of spaces when required
- All supplies and equipment required will be paid for by the Union

Appendix O

3/14/24, 9:14 AM

RBC Express - Login



RBC Express

Home | Resource Centre | CHRIS TURNER | WILFRID LAURIE

Home | **Balances, Statements & Reports** | Payments, Transfers & Deposits | Administration

Other Online Serv

- Balance Reporting
 - Balance Reports**
 - Balance Summary
 - Business Accounts
 - Notice Accounts
 - Loans
 - Mortgages
 - GIC
 - Credit Card
- Transaction Reports
 - Previous Day
 - Current Day
 - Business Accounts
 - Loans
 - Credit Card
- Transaction Search
 - Business Accounts
 - Loans
 - Credit Card
 - Download Transactions
- Preferences
 - Manage Account Group
 - Bank & Currency Ordering
 - Backdated Transactions
- Scheduled Reports
 - Define
 - View/Modify
- Monitors
 - Merchant Direct
- Report Inbox
 - Scheduled Reports
 - Batch Reports

Balance Reporting - Balance Reports - Balance Summary

Selection Criteria

Report Date (mm/yyyy):

[Printer Friendly Version](#)

Report Date: Mar 13, 2024

Account Type	Account	Currency	Balance
BUS_DEP	U-Desk ROYAL BANK OF CANADA-02482-1002286	CAD	4,677.09
BUS_DEP	H&D Reserve ROYAL BANK OF CANADA-02482-1002849	CAD	987,515.20
BUS_DEP	Brantford U-Desk ROYAL BANK OF CANADA-02482-1007335	CAD	399.87
BUS_DEP	Main/TVR ROYAL BANK OF CANADA-02482-1011485	CAD	5,886,813.15
BUS_DEP	Golden Grounds ROYAL BANK OF CANADA-02482-1011535	CAD	43,462.11
BUS_DEP	WFR/Laurier ROYAL BANK OF CANADA-02482-1013713	CAD	132,809.74
BUS_DEP	The Belmont ROYAL BANK OF CANADA-02482-1015064	CAD	38,137.99
BUS_DEP	General Reserve ROYAL BANK OF CANADA-02482-1024413	CAD	775,911.94
BUS_DEP	Brantford SC ROYAL BANK OF CANADA-02482-1026079	CAD	1,022.41
BUS_DEP	Waterloo Web ROYAL BANK OF CANADA-02482-1037126	CAD	24,842.91
BUS_DEP	Campus Clubs ROYAL BANK OF CANADA-02482-1039411	CAD	14,930.12
BUS_DEP	WILFRID LAURIER UNIV ROYAL BANK OF CANADA-02482-4001475	USD	4,000.00
BUS_LOAN	Line of Credit 04117-62473996-001	CAD	0.00
BUS_LOAN	BCC Loan 04117-62473996-012	CAD	256,424.18
BUS_LOAN	Comprehensive Loan 04117-62473996-013	CAD	283,305.83
BUS_GIC	WILFRID LAURIER UNIV ROYAL BANK OF CANADA-02496-00190212846-0105	CAD	1,500,000.00
BUS_GIC	WILFRID LAURIER UNIV ROYAL BANK OF CANADA-02496-00190212846-0107	CAD	1,000,000.00

[Printer Friendly Version](#)

Contact Us

Canada & USA	1-800-769-2535	Monday - Thursday: 7:30 AM - 2:30 AM (ET) Friday: 7:30 AM - 9:00 PM (ET) Sunday: 7:00 PM - 2:30 AM (ET)
International	1-416-974-3334	
Online Tax Filing Help Desk	1-800-206-9444	Monday - Friday: 8:00 AM - 8:00 PM (ET)

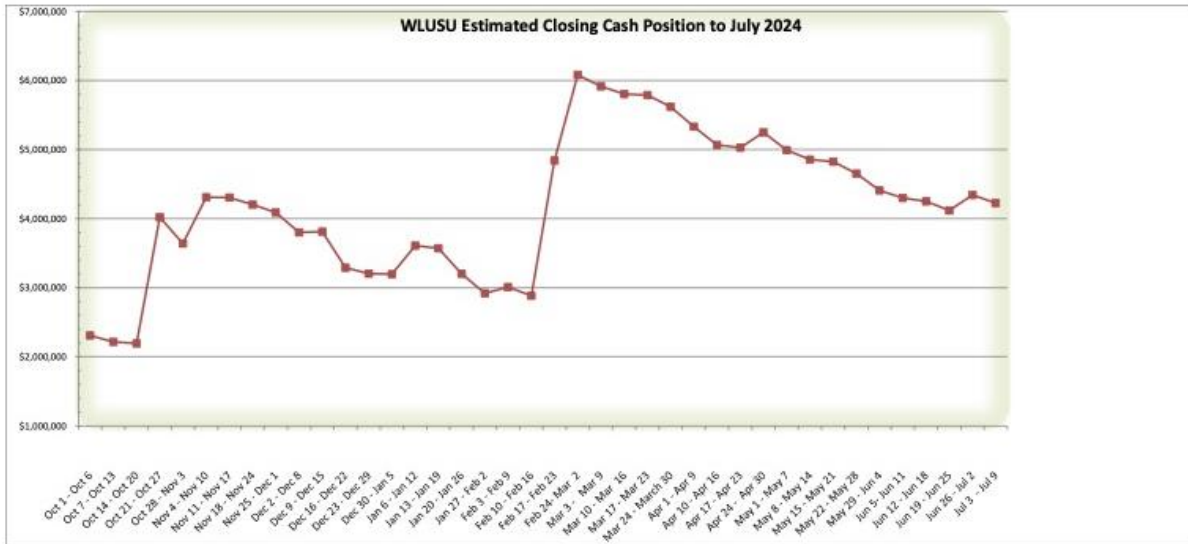
Useful Links

[Market & Rate Information](#)

[Loan Calculator](#)

Feedback

Appendix P



Appendix Q

2024-03-14 9:47:34AM
Report (GLTRLR1)
In Functional Currency

Wilfrid Laurier University Students' Union
Trial Balance as of 2024-03-31

Page 1

Sort By [Account No.]
Include Accounts With No Activity [No]
For Year-Period [2024 - 11]
From Account No. [3000-02-050] To [3000-02-050]
From Account Group [] To [ZZZZZZZZZZ]
Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
3000-02-050	EQUITY - HEALTH PLAN CONTINGENCY RE		745,000.00
	Total:	0.00	745,000.00
	Amount Out Of Balance:	745,000.00	
	Net Income (Loss) for Accounts Listed:	0.00	

1 account printed

Appendix R

wlusu

Pay Group ID: E4974
 Pay Date: 3/7/2024
 Pay Period: 2/18/2024 - 3/2/2024
 PPN: 05 - 00
 Group By: Department

Payroll Summary Report (PR002)

Bi-Weekly
 (Committed data only)

Dayforce

Run By: christopher.turner
 Commit Date: 3/4/2024 11:16:07 AM
 Run Type: Normal
 Run Number: 311

BI-Weekly Totals			
Wilfrid Laurier University Students' Union - 105684211-E4974			
Net Payroll and Impounds			
	Count	Amount	
Direct Deposits 105684211-E4974	155	\$75,486.57	
Total Net Payroll	155	\$75,486.57	
Tax Liability 105684211-E4974		\$21,672.69	
Total Tax Liability		\$21,672.69	
Total Tax Impound		\$21,672.69	
Total Impound		\$21,672.69	
Total		\$53,813.88	
Impound Date:		Mar 05, 2024	
BI-Weekly Totals			
Wilfrid Laurier University Students' Union - 105684211-E4974			
Remittance Payments			
Payee	Sequence No.	Tax	Amount
09990 Receiver General	HL894181	CPP	\$8,175.34
09993 Receiver General	HL894182	EI	\$3,776.38
09999 Receiver General	HL894193	Fed Tax	\$8,920.87
105684211PR002 Total			\$21,872.69
Remittance Total			\$21,872.69
Census Data			
Cur On File**	158	Employee Paid	155
New Hires**	1	Employee Not Paid**	3
Active**	156	Paid This Month*	155
Inactive**	2	Paid On 12th*	0
Terminated**	0	ROE's Issued	0

** Value computed as of 3/4/2024 11:16:50 AM

* Based on the paydate of the payroll

Appendix S

2024-03-14 9:07:21 AM
 A/P Aged Payables by Due Date (APAPAY11)

Wilfrid Laurier University Students' Union

Page 1

- Age Transactions As Of [2024-03-14]
- Cutoff by Document Date [2024-03-14]
- Print Transactions In [Detail by Document Date]
- Transaction Types [Invoice, Debit Note, Credit Note, Interest, Prepayment, Payment, Adjustment]
- Include Contact/Phone/Credit Limit [No]
- Include Space For Comments [No]
- Include Zero-Balance Vendors [No]
- Include Vendors/Transactions on Hold [No]
- Show Applied Details [No]
- Show Fully Paid Transactions [No]
- From Document Date []
- Sort Transactions by Transaction Type [No]

Doc. Date	Doc. Type/Doc. Number	Due Date	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total Overdue	Total Payables
Vendor No.: BEER									
2009-04-03	AD AD00000000000000000005	2009-04-03							
2009-04-03	AD AD00000000000000000010	2009-04-03							
2009-05-26	AD AD00000000000000000008	2009-05-26							
2009-05-26	AD AD00000000000000000009	2009-05-26							
2009-10-29	AD AD00000000000000000023	2009-10-29							
2009-11-23	AD AD00000000000000000021	2009-11-23							
2009-11-23	AD AD00000000000000000022	2009-11-23							
2013-04-30	AD AD00000000000000000038	2013-04-30							
2013-04-30	AD AD00000000000000000039	2013-04-30							
2013-04-30	AD AD00000000000000000040	2013-04-30							
2017-08-29	CR 992400029	2017-08-29	-47.82						-47.82
2017-08-29	IN 992400029ADJ	2017-09-28					19.32	19.32	19.32
2020-09-15	CR 60708712	2020-09-15	-1,286.21						-1,286.21
2020-09-15	CR 9500433689	2020-09-15	-1,279.20						-1,279.20
2021-03-03	CR 9500517361	2021-03-03	-2,756.10						-2,756.10
2021-03-31	CR 9500537573	2021-03-31	-942.00						-942.00
Vendor Total:			-6,311.33	0.00	0.00	0.00	19.32	19.32	-6,292.01
Vendor No.: GANZ									
2009-10-20	CR 1509105	2009-10-20	-69.30						-69.30
Vendor Total:			-69.30	0.00	0.00	0.00	0.00	0.00	-69.30

Appendix T



Canada Revenue Agency

View account transactions – result

Payroll deduction account:
105684211RP0002

Business name:
WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Disclaimer

Electronic payments will be applied to your account in approximately 48 hours. It may take longer to process payments mailed or made at financial institutions. If you believe there is missing information, please call 1-800-959-5525.

Account transactions as of March 14, 2024

Date posted	Transaction	Date received	(\$) Amount
Mar 11, 2024	Payment Feb 2024	Recd Mar 11 2024	\$26,437.49Cr
Feb 26, 2024	Payment Feb 2024	Recd Feb 26 2024	\$26,418.94Cr
Feb 12, 2024	Payment Jan 2024	Recd Feb 12 2024	\$27,276.89Cr
Jan 25, 2024	Payment Jan 2024	Recd Jan 25 2024	\$19,280.30Cr

[Previous](#)

Screen ID: B-RP-AT-01

Date modified: 2024-01-08



Online services

Hello, **Chris Turner**

WILFRID LAURIER UNIVERSITY
STUDENTS' UNION /

Account number: 8202168
Account status: Active

[Premium reporting
reminder email](#)

Tools

[Report premium](#)
[Reporting history](#)
(View/Edit)
[Premium history](#)
(View/Edit)

Account balance

Total balance ⓘ
\$0.00

Overdue balance ⓘ
\$0.00

[Pay Now](#)

Premium history

Here is a detailed view of all originally entered premiums and any subsequent online revisions that you have submitted through this site. Please note that although we have provided you a record of both originally entered premiums and revisions, WSIB's system of record has been updated with your latest revised entry.

If you wish to access details of premiums not submitted through the Premium site, as well as any changes you made to premiums that were originally submitted through this site, please see your [reporting history](#).

Confirmation number	Reporting period	Insurable earnings	Premium	View	Edit
10501488	01-Jan-2024 to 31-Jan-2024	\$194,871.07	\$2,143.58	View	Edit
10405968	01-Dec-2023 to 31-Dec-2023	\$206,283.00	\$2,310.37	View	
10248518	01-Nov-2023 to 30-Nov-2023	\$332,569.19	\$3,724.77	View	
10223133	01-Oct-2023 to 31-Oct-2023	\$221,250.84	\$2,478.01	View	
10130157	01-Sep-2023 to 30-Sep-2023	\$212,286.05	\$2,377.60	View	
10020692	01-Aug-2023 to 31-Aug-2023	\$138,835.43	\$1,554.96	View	
9959050	01-Jul-2023 to 31-Jul-2023	\$152,268.99	\$1,705.41	View	
9885952	01-Jun-2023 to 30-Jun-2023	\$212,084.87	\$2,375.35	View	
9767630	01-May-2023 to 31-May-2023	\$175,560.94	\$1,966.28	View	

Appendix V

2024-03-14 9:44:16AM Wilfrid Laurier University Students' Union Page 1
Report (GLTRLR1)
In Functional Currency
Trial Balance as of 2024-03-31

Sort By [Account No.]
 Include Accounts With No Activity [No]
 For Year-Period [2024 - 11]
 From Account No. [1415-00-000] To [1451-16-800]
 From Account Group [] To [ZZZZZZZZZZ]
 Use Rolled Up Amounts [No]

Account Number	Description	Debits	Credits
1415-00-000	LEASEHOLDS	2,560,444.24	
1415-01-001	LSHLDFNCC - CENTRAL	3,017,468.39	
1420-01-001	LHLDFDCR - CENTRAL	434,010.17	
1420-04-150	LEASEHOLDS - WILF'S RENOVATIONS	122,331.26	
1420-05-210	LEASEHOLDS - GOLDEN GROUNDS BRANTF	101,736.13	
1420-06-250	LEASEHOLDS - UDESK WATERLOO	13,554.36	
1420-07-300	LHLDFDCR - FOOD COURT RENOVATIONS	358,199.34	
1420-07-302	LEASEHOLDS - WILLIAMS XPRESS CAFE	99,127.37	
1422-07-304	LEASEHOLDS - FOOD COURT - HARVEYS	157,599.01	
1450-03-100	LEASEHOLDS - TURRET RENOVATIONS	428,580.84	
1451-00-000	WILF'S RENEWAL PROJECT ACCT	579,360.06	
1451-01-001	FNCC IMPROVEMNTS PROJ - 3RD FLOOR	858,029.88	
1451-03-100	LEASEHOLDS - TURRET	122,380.37	
1451-05-200	Brantford Project - WILLIAMS FRESH CAFE	713,008.59	
1451-06-250	CSPOT & RETAIL SERVICES RENO PROJ ACC	408,450.75	
1451-07-300	TFC RENO PROJECT ACCT	505,273.81	
1451-07-301	PITA SHACK RENOVATION PROJECT ACCT	663.99	
1451-16-800	BRANTFORD DEVELOPMENT PROJECT	204,469.67	
Total:		10,684,688.23	0.00
Amount Out Of Balance:			10,684,688.23
Net Income (Loss) for Accounts Listed:		0.00	

18 accounts printed

appe

Appendix W

2024-03-14 9:10:44AM Wilfrid Laurier University Students' Union Page 1
A/R Aged Trial Balance by Due Date (ARTBAL01)

Account Type [All Customers]
 Age Transactions As Of [2024-03-14]
 Cutoff by Document Date [2024-03-14]
 Print Transactions In [Detail by Document Date]
 Transaction Types [Invoice, Debit Note, Credit Note, Interest, Unapplied Cash, Prepayment, Receipt, Refund, Adjustment]
 Include Contact/Phone/Credit Limit [No]
 Include Space For Comments [No]
 Include Only Customers Over Their Credit Limits [No]
 Include Zero-Balance Customers [No]
 Show Applied Details [No]
 Show Fully Paid Transactions [No]
 From Document Date []
 Sort Transactions by Transaction Type [No]

Customer Number/Name/ Document Type/Number	Doc. Date	Due Date or Check/Receipt. No.	Current	1 to 30 Days	31 to 60 Days	61 to 90 Days	Over 90 Days	Total
THORIT RITA THOMAS								
UC UC00000000000000000012	2005-08-17	28	-0.01					-0.01
AD AD0023	2022-02-07	100310						
AD AD0026	2022-02-07	100310						
Customer Total:			-0.01	0.00	0.00	0.00	0.00	-0.01
WATREG Region of Waterloo								
IN 112908	2023-11-10	2023-12-10					1,300.00	1,300.00
Customer Total:			0.00	0.00	0.00	0.00	1,300.00	1,300.00
Report Total:			-0.01	0.00	0.00	0.00	1,300.00	1,300.00
			0.00%	0.00%	0.00%	0.00%	100.00%	100.00%

CR: Credit Note DB: Debit Note IN: Invoice IT: Interest Charge PI: Prepayment UC: Unapplied Cash MC: Miscellaneous Receipt
 AD: Adjustment CF: Applied Credit (from) CT: Applied Credit (to) DF: Applied Debit (from) DF: Applied Debit (to) ED: Earned Discount Taken
 GL: Gain or Loss (multicurrency ledgers) PY: Receipt WO: Write-Off RD: Rounding RF: Refund

2 customers printed

Appendix X

2023-2024 Over \$10K Payment Report	
1 st Installment OUSA Membership Fee	\$46,547
2 nd Installment OUSA Membership Fee	\$11,637
Clubs & Associations Website	\$50,000
O-Week Kits including shirts (Both Campuses)	\$189,500
O-Week Entertainment (Programming/Concert) - Wat	\$180,000
O-Week Tech Equipment - Waterloo	\$122,000
O-Week Volunteer Flex Dollars Gift	\$16,500
O-Week FAM Requests (Tables, Chairs, Fencing)	\$12,000
O-Week Food - Waterloo	\$22,000
O-Week Waterloo Security	\$10,000
January Programming - Waterloo	\$10,000
A-Team Concert	\$60,000
A-Term Sherwood Concert Tech	\$25,000
O-Week Entertainment - Brantford	\$70,000
O-Week Food - Brantford	\$55,000
First Responder Training ERI	\$15,500
Year End Volunteer Appreciation Event	\$10,000
Sterling Back Check Membership	\$15,000
O-Week Tech - Brantford	\$10,000
O-Week Facility Rental - Brantford	\$32,000
Staff Retreat/Transition	\$15,000
Compensation Review	\$30,000
Audit Expense	\$25,000
Insurance Expense	\$84,000
Audio Visual Upgrade for Concourse /24 Lounge	\$12,000
SU Points Merch Fall	\$10,000
SU Points Merch Winter	\$10,000



Wilfrid Laurier University Students' Union
Board of Directors
DATE: January 22nd, 2024
Online via Zoom
Board of Directors Meeting

Board Members Present: Mohammad Abu-Rshaid, Daniel Rubinoff, Sebastien Corrie, Patrick Baldinelli, Hailie Ellis, Gabrielle Russo, Alfredo Duncan Spizzirri, Jack Sloan, Meron Mehari, Josh Hamilton

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

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

The meeting was called to order via Zoom on January 22nd, 2024, at 8:30 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 Phillips has sent his regrets.
- Director Baldwin has sent his regrets.

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

- Director Corrie, Director Russo, and Vice Chair Rubinoff have conflicts of interest with elections.

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

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

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

MOTION (Vice Chair Rubinoff/Director Spizzirri) that the Board of Directors adopt the minutes of the January 10th, 2024, meeting. **CARRIED.**

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

- Chair Abu-Rshaid was unable to strike the committee meetings last week, however he is looking to strike the finance committee and executive limitation committees by end-of-day tomorrow.

7. **Comments from the President & CEO**, President Spenler

- It is currently Local Advocacy Week for the GSR department.
- President Spenler met with the Mayor of Brantford today and will meet with the Mayor of Waterloo tomorrow.
- President Spenler met with the Minister of Colleges and Universities last week.
- Student executive hiring for VPs and AVPs for next year is now open.
- President Spenler is currently sitting on various hiring and award panels.
- Laurier Votes is now live and there are lots of people running for different positions.

- President Spenler is currently working on the brief concerning the Conestoga Student use of Brantford services and it should be ready for February 5th, 2024. The Dean of Students will attend the following meeting to answer any questions.

Questions & Comments:

- Chair Abu-Rshaid asks how President Spenler's meeting with the Mayor of Brantford was.
 - President Spenler states that their meeting was interesting, they discussed housing, transportation, and student wellness. There was also discussion about GO Transit from Brantford to Toronto.
- Chair Abu-Rshaid asks how President Spenler's meeting with the Minister of Colleges and Universities was.
 - President Spenler states that the Minister was interested in getting to know her on a personal level.
- Chair Abu-Rshaid asks what kind of award committees President Spenler is sitting on.
 - President Spenler is on various committees, the first one coming up next week is a Student Teaching Award Committee. President Spenler will have more updates at future meetings.
- Chair Abu-Rshaid would appreciate President Spenler's operational support to push out the message to vote.
 - President Spenler says that she and her team will do the most that they can and will be active on both campuses during the three days of elections.
- Director Spizzirri states that he is looking to confirm some points with President Spenler regarding the finance issue and will send updates to the Board.

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

- The Belmont is officially open, and ED Champagne will provide numbers to the Board closer to February. Tomorrow will be the first day of testing online ordering for The Belmont.
- Last week there was a SAAA retreat where renegotiations and tweaks to the agreement were made.
- Ivan Joseph will be retired as of February 1st and David McMurray will return in the interim.
- OPA negotiations have started, and ED Champagne has met with the Facilities Asset Management team and officially opened discussion about the financial split of updates and renovations to the FNCC.
- ED Champagne, DPRM Muller, President Spenler, and VP Chiem consulted with the company Bettering, who will hopefully do an EDI audit of operational policies and procedures. Updates will be brought to the Board once there is more information.
- Anthony Massi, Director of Strategic Initiatives, is officially on parental leave until the beginning of April, his portfolio is being split amongst other members of the team.
- Wilf's renovation meetings have picked up again and there was a meeting yesterday to discuss concepts while also trying to input student feedback.

Questions & Comments

- Director Corrie asks if there is an update for the Comprehensive Salary Review.
 - ED Champagnes states that the report has been officially submitted; however no official action has taken place yet.
- Vice Chair Rubinoff asks how the facilities costs will be split.
 - Maintenance and repair costs will be split between the Students' Union and the University. The Students' Union will be responsible for 77% and the University will be responsible for 23%.
- Chair Abu-Rshaid asks if Indigeneity is currently being considered as one of the factors in the EDI audit.

- ED Champagne states that the EDI audit will review all policies and procedures and ED Champagne is sure that indigeneity will be a part of the recommendations. The VP of GSR will present the ending report that was submitted by Bettering.

9. OUSA Coming to Campus. President Spenler

OUSA is coming to campus to talk to students and educate them on the fee. They will be in the concourse on Thursday.

10. Elections Update. CRO Cui

- Elections started today.
- The presidential candidates are highlighted on the Laurier Votes Instagram, which has been getting a lot of positive traction.
- There are four presidential candidates, seventeen Board of Directors candidates and five senate candidates.

Questions & Comments:

- Chair Abu-Rshaid states that CRO Cui has done a phenomenal job working with the candidates and advertising the positions in Waterloo and Brantford.

11. In Camera Session. Chair Abu-Rshaid

MOTION (Director Russo/Director Ellis) that the Board of Directors enter an in-camera session.
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: February 5th, 2024
Online via Zoom
Board of Directors Meeting

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

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

Gallery: The Cord

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

The meeting was called to order via Zoom on February 5th, 2024, at 8:30 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 Mehari has sent her regrets.

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

MOTION (Chair Abu-Rshaid/Director Phillips) that the Board of Directors adopt the agenda as presented with a report by President Spenler and an in-camera session. **CARRIED.**

4. **Adoption of The Meeting Minutes**, Chair Abu-Rshaid

MOTION (Vice Chair Rubinoff/Director Ellis) that the Board of Directors adopt the minutes of the January 22nd, 2024, meeting. **CARRIED.**

5. **Campus Safety**, AVP of EDI Oliver

- AVP of EDI Oliver updates the Board concerning Campus Safety and EDI.
 - Currently working to restructure the CSEDI.
 - Encourages Board members to refer students who do not feel safe on campus to CSEDI as it offers many supports.
- Director Baldwin will refer the student that shared they did not feel safe and included on campus to CSEDI and the office of EDI.

MOTION (Director Phillips/Director Baldwin) that the Board hosts meetings with Special Constables on the Waterloo and Brantford Campus in collaboration with AVP Oliver. **CARRIED.**

MOTION (Director Corrie/Director Phillips) That the conversation between the Board and AVP Oliver goes to the Campus Safety Committee and specifics are delivered to the Board afterwards. **AMENDED.**

MOTION that Campus Safety Committee will coordinate a conversation with AVP Oliver and deliver specifics to the Board. **CARRIED.**

Questions & Comments

- ED Champagne asks AVP Oliver when CSEDI will be able to move into the new space in the Arts Building on the Waterloo Campus
 - AVP Oliver states that they should be able to move in after reading week.
- Chair Abu-Rshaid asks what initiatives to improve indigenous representation on the Brantford campus are in place.
 - Renovations of the Indigenous Student Centre are finished, and it looks amazing. Also, in the process of determining how to preserve the mural at One Market. Dr. Thomas would have a better idea of current initiatives.

6. Fall Term Finance Report, DFA Turner

- DFA Turner explains the Students' Union's Statement of Financial Position.
 - Over \$7 million in current assets
 - We are in a solid position with lots of cash on hand.
 - Total Assets is \$11.2 million
 - Current Liabilities is \$4.6. million
- Statement of Revenue
 - Total revenue of \$5,936,783
 - Budget of \$6,048,883
- Statement of Expenses
 - Total Expenses of \$5,992,865
 - Budget of \$7,449,823
- Statement of Operations
 - Small deficit position of \$56082

Questions & Comments

- Director Corrie asks if there are any ideas as to what the surplus money will go towards.
 - DFA Turner states that it is still in development, however something will be brought to the board later in the year.
- Director Corrie asks how the total undergrad number not changing will affect Laurier's future.
 - DFA Turner says that he expects slow growth on the Brantford and Waterloo campuses mainly due to a lack of space, however there is a campus in Milton that has more potential to grow.
- Director Spizzirri asks why expenses to campus are well below the budget.
 - DFA Turner states that the expenses of the statement of operations are the expenses incurred in the current year from the organization to support the club initiatives.
- Director Spizzirri wants to understand why the expenses is so low compared to the budget and if the clubs are being given the proper resources and information to access the funds that they are obligated to.
 - DFA Turner states that the difference is a timing issue, and the money will be spent by year end as there is an additional sum given to clubs in the Winter term to carry them through the term.
- Director Spizzirri asks if \$500 per club is enough for them to continue to do their best.
 - President Spenler states that any money clubs do not spend in the fall carries over to the winter semester. There is a huge influx of clubs specifically Students' Union based and have partnered with the Student Affairs office to increase funding for clubs.
- Director Spizzirri asks how the Students' Union expects to deal with potential upcoming large costs.
 - DFA Turner states that there is cash on hand to contribute to projects and does not see there being difficulty to pay for a project between the banks, cash on hand, and potential of the budget for next year.
- Director Spizzirri asks if President Spenler is being treated properly.

- DFA Turner states that there is a lump sum amount out into the President's budget for special projects and generally Students' Union runs under the budget however it is there to ensure there is enough budget there to support.
- Vice Chair Rubinoff asks what the timeline of the short-term investments is like and what is the procedure of where the money goes once they have matured.
 - There will always be an amount maturing for three months and if the money is not needed and if we are earning good interest, it can be reinvested.
- Chair Abu-Rshaid asks why GICs are used.
 - DFA Turner states that we can look at other opportunities but what is currently invested in GICs right now is over 5%. The Students' Union can look into an investment policy in the future.
- Chair Abu-Rshaid asks why Wilf's lost \$150,000.
 - DFA Turner states that there are a multitude of reasons including competition around campus for food and he suspects the number will come down.
- Chair Abu-Rshaid asks why the FNCC lost more than \$400,000.
 - DFA Turner states that it is driven by the way the budget works. After the winter semester funding has come in, it should move to a surplus position.
- Chair Abu-Rshaid asks what DFA Turner expects for the surplus to be at the end of the fiscal year.
 - DFA Turner says that it will be between \$750,000 - \$1.1 million range.
- Chair Abu-Rshaid asks that the Board receive a proposed \$10,000 list with savings for future facilities expense and student grants and awards as priorities – regarding the surplus.
 - DFA Turner agrees.

MOTION (Director Spizzirri/Director Phillips) to create an Ad Hoc Committee in the creation of an investment policy for the Students' Union Board of Directors Policy Manual. **CARRIED.**

MOTION (Director Phillips/Director Baldinelli) to appoint Director Spizzirri, Director Sloan, Vice Chair Rubinoff, and Chair Abu-Rshaid to the investment policy committee. **CARRIED.**

MOTION (Director Corrie/Director Baldinelli) that DFA Turner and DPRA Muller are added to the committee for support. **AMENDED.**

MOTION that Director Spizzirri, Director Sloan, Vice Chair Rubinoff, and Chair Abu-Rshaid are appointed to the investment policy committee along with DFA Turner and DPRA Muller. **CARRIED.**

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

MOTION (Chair Abu-Rshaid/Director Baldinelli) to officially praise CRO Cui for the fantastic job she did running the election. **CARRIED.**

- Election night went extremely well.
- Would like to have a short board meeting the week after reading week to introduce the Director elects and have an optional peer-director mentorship program.

8. Comments from the President & CEO, President Spenser

- New Students' Union president has been elected.
- Had a great meeting with President MacLatchy and OUSA to discuss advocacy priorities.
- Sitting on the Dean of Lazaridis hiring panel.
- VP applications are closed, AVP applications close February 18th, 2024.
- Meeting with the VP of Student Affairs with the new President.

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

- Thanks CRO Cui for a great election period.

Questions & Comments

- Chair Abu-Rshaid asks about The Belmont.
 - It is making breakeven numbers right now, seems that the Brantford community is pretty receptive to it.
- Chair Abu-Rshaid states that the Board does plan to have a meeting in Brantford and a dinner at the Belmont - probably the first meeting of march.

10. Conestoga Brief, President Spenler

- University Perspective: Conestoga students are accessing the wellness centre more than ever before because of the increase of students. Last semester Student Affairs found it difficult to manage the capacity. Now they are fully staffed and in a better position to serve Laurier and Conestoga students.
- Students' Union Perspective: Conestoga students pay a service provision fee, which allows them to engage in Safe Hawk Program, but does not go towards any other programming or services that are offered. Conestoga students can attend some social events hosted unless it is a ticketed event for Laurier students only.
- Please encourage students to bring any issues they may have to staff rather than gossiping.

MOTION (Director Phillips/Director Baldinelli) for the Dean of Students to speak to the Board of Directors at the next meeting. **CARRIED.**

MOTION (Chair Abu-Rshaid/Vice Chair Rubinoff) that we extend an invitation to the Dean of Students. **AMENDED**

MOTION (Chair Abu-Rshaid Director Baldinelli) to invite the Dean of Students to a board meeting. **CARRIED.**

Questions & Comments

- Chair Abu-Rshaid asks if there is a way to have Conestoga students pay into the Student Life Levy.
 - ED Champagne states that the Students' Union has a good relationship with the CSI, and conversations can be started to see if there is an opportunity for some type of contribution.

11. Direct Inspection Committee Election, Chair Abu-Rshaid

- Hiring Practices – Paid Staff
 - **MOTION** (Director Phillips/ Director Ellis) to appoint Director Baldinelli, Vice Chair Rubinoff, and Director Russo to the Hiring Practices – Paid Staff Committee. **CARRIED.**
- Chief Returning Officer Constraint
 - **MOTION** (Director Phillips/Director Corrie) to appoint Director Baldinelli, Vice Chair Rubinoff, and Director Russo to the Chief Returning Officer Constraint Committee. **CARRIED.**

12. Board Meeting February Schedule, Chair Abu-Rshaid

MOTION (Chair Abu-Rshaid/Vice Chair Rubinoff) that the Board of Directors meets on February 26th, 2024, and invite the Director Elects in order to appoint mentors. **CARRIED.**

MOTION (Chair Abu-Rshaid/Director Phillips) for the February 19th, 2024, meeting to be moved to February 26th, 2024, at 8:30 PM. **CARRIED.**

13. Bettering Brief, ED Champagne

- The price will be between \$10,000 and \$12,000 plus tax. Bettering is looking at developing an OUSA school membership discount.
- ED Champagne proposes that the board approve the spending of a maximum of \$12,000 with the understanding that it would likely be less.

MOTION (Chair Abu-Rshaid/Director Baldinelli) that the Board approves up to \$12,000 contingent on receiving an update on the contract. **CARRIED.**

Questions & Comments

- Vice Chair Rubinoff asks if this is a fair price for audits of a similar nature.
 - ED Champagne states that the Students' Union has not used this company before, however the price seems very fair.

14. Announcements, Chair Abu-Rshaid

- There are no announcements.

15. Action Items Summary, Chair Abu-Rshaid

- Chair Abu-Rshaid will work with Vice Chair Rubinoff to strike the overdue committees.

16. Adjournment, Chair Abu-Rshaid

MOTION (Director Phillips/Director Baldwin) that the Board of Directors adjourn the February 5, 2024, 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: February 26th, 2024
Online via Zoom
Board of Directors Meeting

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

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

Gallery: Avinash Godse-Shah, Lulia Habtemichael, Bilal Tariq

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

The meeting was called to order via Zoom on February 26th, 2024, at 8:30 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

- There are no regrets.

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

- There are no conflicts of Interest.

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

MOTION (Vice Chair Rubinoff/Director Mehari) that the Board of Directors adopt the agenda as presented. **CARRIED.**

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

- Chair Abu-Rshaid thanks everyone for a wonderful Director-Elect dinner.
- Chair Abu-Rshaid thanks the Directors for answering their emails.

6. **Comments from the President & CEO**, President Spenler

- President Spenler congratulates the elected Directors.
- Currently helping the incoming President transition – working on hiring the next team and next year's budget.
- President Spenler is finishing her role on the Lazaridis Dean hiring panel.
- The of VP of GSR and President Spenler are going to McMaster next weekend for the second OUSA Assembly for advocacy priorities. To discuss what is happening with the Students' Union and its priorities.
- Employee Appreciation Day – everyone on the payroll will receive a small gift.

Questions & Comments

- Chair Abu-Rshaid asks if there are any opportunities for Board members to participate in the OUSA assembly.

- President Spenler states that there are 7 spots currently reserved – spots could potentially become available if people are unable to attend.
- Chair Abu-Rshaid asks what is being done for the full-time staff for appreciation day.
 - President Spenler states that the full-time staff and student executives will receive a \$25 gift card and The Belmont, Golden Grounds Wilf's front-line staff will receive a \$10 Tim Horton's gift card as well as a thank you email.

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

- ED Champagne met with Athletics and Recreation to determine next steps and expectations now that the referendum has passed.
- Worked with the Milton campus to determine the direction the University will take in regard to registration, unsure of the quality of the students at this time.
- Continuing to work on the Compensation Review
 - The policy and salary components are great, however there is a recommendation that ED Champagne is not entirely comfortable with therefore, ED Champagne is determining how to fit the other components into a similar recommendation.
- Continuing the Operating Procedures Agreement
 - Discussed the air handling and chiller project as well as the financial split. Optimistic and hoping to move forward on the project.
- Finalizing the Operating Budget for Next Year
 - The finance team is in the process of putting together next year's operating budget and it should be ready to present to the Board by the end of March or beginning of April.

Questions & Comments

- Director Russo asks if there is an expected start date for the air handling project.
 - ED Champagne: Summer of 2025 and it should be operational by fall.
- Vice Chair Rubinoff asks to what extent the Board can be updated about the Athletics and Recreation projects now that the referendum has passed.
 - ED Champagne states that he is happy to update the Board as there becomes information. Construction has started and anticipating having home games by mid-September.
- Directory Corrie asks about Student Affairs Advisory on the Milton campus.
 - ED Champagne states that there will be a Generalist position – concierge type service.
 - The Dean of students wants a Mock peer leadership program.
- Chair Abu-Rshaid asks when to expect a tentative date on the air handling unit project.
 - ED Champagne states that if the conversation this week goes well, an update can be provided at the next meeting.
- Chair Abu-Rshaid asks for an SAAA update.
 - ED Champagne states that they are in the process of welcoming back David McMurray to the role, and they have regular scheduled meetings.

8. BOD Mentorship Opportunity, Chair Abu-Rshaid

- Proposal to pair a Director-Elect with a current Director.
- Will be nominating next year's Chair and Vice Chair at the first meeting of April.
- Director-Elects will rank their preferences for mentors.
- Vice Chair Rubinoff will send out a form tomorrow night to the Director-Elects for them to rank their preferences and if they are interested in being the Chair or Vice Chair.

9. In-Camera Session, Chair Abu-Rshaid

MOTION (Director Ellis/Director Sloan) that the Board of Directors enters the In-Camera Session.
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

Submitted: Tuesday, March 12, 2024

Prepared By: Sebastien Corrie, Director of the Board; Daniel Rubinoff, Vice Chair of the Board.

Purpose: An update on 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 of Chair Abu-Rshaid, Vice-Chair Rubinoff (Co-Chair), Director Corrie (Co-Chair), Director Sloan, Director Philips, and Director Spizzirri. To date, the committee has met nine (9) times, and conducts meetings on a bi-weekly basis.

Future Projects:

The Committee has several plans for the remainder of the Board's term which are highlighted below:

Board-Elect Mentorship Program

The Board of Directors approved the proposed board-elect mentorship program and assigned Vice Chair Rubinoff to assess the logistics on Director-Elect preferences, and assignments. Directors-Elect have been contacted regarding the mentorship program and have communicated their preferences to Vice Chair Rubinoff. Assignments are in the process of being distributed.

Board Alumni Spotlight

The Committee further discussed previously-discussed ideas surrounding an Alumni Spotlight campaign, which would serve to highlight previous Directors of the Board, and how serving on the Board served to impact their career, and/or personal trajectories. The Committee has established a preliminary list of individuals, which will be cleared with the Operations Team; and a plan will be developed in conjunction with the Marketing Department, to ensure a smooth, and engaging rollout. The Committee encourages Directors to submit any individuals they would like to engage with this spotlight to the Co-Chairs, (drubinoff@wlu.ca; scorrie@wlu.ca).