



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

Location:  
Waterloo &  
Brantford Board  
Date: October 2nd, 2023  
Time: 6:00 PM

## 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
6:00 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
6:02 PM	1 min	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
6:03 PM	1 min	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
6:04 PM	2 mins	Adoption of Agenda <b>MOTION</b> that the Board of Directors adopt the agenda as presented.	D	Chair Abu-Rshaid	
6:06 PM	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
6:10 PM	4 mins	Comments from the President & CEO	fi	President Spenser	
6:14 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
6:18 PM	7 mins	Spring/Summer Term Financial Report	fi	DFA Turner	EL #2e
6:25 PM	6 mins	Direct Inspection Committee Elections EL #2e Financial Planning & Budgeting GP #2c Board Members' Code of Conduct	D	Chair Abu-Rshaid	GP #2b
6:31 PM	42 mins	In-Camera Session <b>MOTION</b> that the Board of Directors proceed to an in-camera session	D	Chair Abu-Rshaid	
7:13 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
7:15 PM	2 mins	Action Items Summary	adm	Chair Abu-Rshaid	
7:17 PM	1 min	Adjournment <b>MOTION</b> that the Board adjourn the October 2nd meeting	adm	Chair Abu-Rshaid	
<b>Total 1 hr &amp; 18 mins</b>					

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

# WILFRID LAURIER UNIVERSITY STUDENTS' UNION

## Statement of Operations by Department

03 Periods Ending July 31, 2023

	Revenue	Expenses	Profit/Loss
Fred Nichols' Campus Centre	-286,826	533,352	-\$246,525
Health and Dental	0	465,313	-\$465,313
Wilfs	-96,179	113,214	-\$17,035
Golden Grounds	0	121	-\$121
U-Desk	31	31	-\$62
Food Court/Leasing Operations	-11,163	46,445	-\$35,282
Governance and Stakeholder Relations		50,611	-\$50,611
Campus Clubs and Faculty Associations		100	-\$100
Services and programming	0	248,326	-\$248,326
Finance & Administration		6,445	-\$6,445
Governance and Student Fees	-200,681	714	\$199,966
President		1,678	-\$1,678
Brantford BSC, Admin, Fees	-22,575	47,585	-\$25,010
Brantford Activities	0	39,750	-\$39,750
Brantford Services	0	0	\$0
Brantford Operations	0	55	-\$55
<b>Total</b>	<b>-617,393</b>	<b>1,553,739</b>	<b>-\$936,346</b>

# WILFRID LAURIER UNIVERSITY STUDENTS' UNION

## Schedule 1- Revenue

03 Periods Ending July 31, 2023

	Actual	Budget	Variance
Fred Nichols' Campus Centre	(286,826)	(179,839)	106,987
Health and Dental	-	-	-
Wilfs	(96,179)	(71,123)	25,057
Golden Grounds	-	-	-
U-Desk	31	-	(31)
Food court/Leasing Operations	(11,163)	(3,500)	7,663
Services and programming	-	(41,520)	(41,520)
Governance and Student Fees	(200,681)	(195,307)	5,374
Brantford BSC, Admin, Fees	(22,575)	(24,355)	(1,780)
Brantford Activities			-
Brantford Services			-
<b>Total</b>	<b>(617,393)</b>	<b>(515,643)</b>	<b>101,750</b>

# WILFRID LAURIER UNIVERSITY STUDENTS' UNION

## Schedule 2- Expenses

03 Periods Ending July 31, 2023

	Actual	Budget	Variance
Fred Nichols' Campus Centre	533,352	608,525	75,173
Health and Dental	465,313	1,089,320	624,007
Wilfs	113,214	150,612	37,398
Golden Grounds	121	-	(121)
U-Desk	31	180	150
Food court/Leasing Operations	46,445	55,087	8,642
Governance and Stakeholder Relations	50,611	69,075	18,464
Campus Clubs and Faculty Associations	100	3,165	3,065
Services and Programming	248,326	127,698	(120,628)
Finance & Administration	6,445	10,330	3,885
Governance and Student Fees	714	900	186
President	1,678	18,665	16,987
Brantford BSC, Admin, Fees	47,585	92,060	44,475
Brantford Activities	39,750	31,620	(8,130)
Brantford Services	-	-	-
Brantford Operations	55	165	110
<b>Total</b>	<b>1,553,739</b>	<b>2,257,402</b>	<b>703,663</b>

**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 reports at the end of each academic term detailing actuals to projections.

**The Board commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.**

**The Board will:**

1. Have loyalty to the ownership, uncontested by loyalties to staff, other organizations, or any personal interest as a consumer.
2. Avoid conflict of interest with respect to their fiduciary responsibility;
  - a. There must be no self-dealing or business by a Board member with the organization. Board members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict;
  - b. When the Board is to decide upon an issue about which a Board member has an unavoidable conflict of interest, that Board member shall withdraw without comment not only from the vote, but also from the deliberation; and
  - c. Board members will not use their positions to obtain employment in the organization for themselves, or anyone else. A Board member must resign from their position prior to becoming a paid employee of the Organization. A Board member must declare a conflict of interest upon submitting their nomination for an elected position and remove themselves from Board deliberation until the conclusion of any general meeting;
  - d. Board members who will be serving as a coordinator of a committee of the Organization within the upcoming fiscal year, shall declare a conflict of interest when presented with the operating budget.
3. Avoid exercising individual authority over the Organization and the President;
  - a. Board members must recognize the lack of authority vested in individuals when interacting with the President and staff, except when explicitly Board-authorized;
  - b. Board members must recognize the same limitation and the inability of any Board member to speak for the Board to the public, press or other entities, except explicitly stated Board decisions; and
  - c. Board members must refrain from expressing individual judgments of performance of employees or the President, unless participation in Board deliberation pertains to whether the President has achieved any reasonable interpretation of Board policy.
4. Respect the confidentiality appropriate to issues of a sensitive nature.
5. Be properly prepared for Board deliberation.

6. Support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the Board members' personal position on the issue.
7. See that all Board documents and filings are accurate, current and timely;
  - a. Policies will rigorously follow Policy Governance® principles;
  - b. Bylaw elements necessary for legal compliance and for consistency with the principles of Policy Governance® will be known to the Board; and
  - c. Requirements for format, brevity and accuracy of Board minutes will be known to the Chair of the Board.
8. Ensure that a Board member resigns if they:
  - a. Are absent from three (3) meetings on an annual basis, unless an academic conflict, medical, family or any other emergency is reported to and confirmed by the CGO;
    - i. In unanticipated circumstances the Board member will inform the CGO of the reason for their absence;
    - ii. In anticipated circumstances the Board member will inform the CGO of the reason for their absence, as well as provide their written contributions in advance of the meeting.
  - b. Cease to be a member in good standing of the Organization.
9. Participate in all Board performance evaluations.