

The Strategic Ends of the Students' Union

The Organization exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience and an enhanced student life. The costs of these benefits will be justified by the results.

In no specific order of priority, students will benefit from:

- An affordable, accessible, and high quality academic experience
- A safe, sustainable, and empowering environment
- Diverse inclusive social interaction
- Products and services that cater to the financial needs of students

Land Acknowledgement

We acknowledge the traditional territory of the Neutral, Anishnawbe and Haudenosaunee people

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
5:00 PM	2 mins	Call to Order and Indigenous land acknowledgement	adm	Chair Abu-Rshaid	
5:02 PM	1 mins	Regrets	adm	Chair Abu-Rshaid	GP #2c.8
5:03 PM	2 mins	Conflicts of Interest	adm	Chair Abu-Rshaid	GP #2c.2
5:05 PM	2 mins	Adoption of Agenda MOTION that the Board of Directors adopt the agenda as presented	D	Chair Abu-Rshaid	
5:07 PM	3 mins	<u>Adoption of the Consent Agenda</u> GP #2d Chair Job Description GP #2h Annual Governance Planning MOTION that the Board of Directors adopt the consent agenda as presented	D	Chair Abu-Rshaid	
5:10 PM	3 mins	Approval of Meeting Minutes May 25, 2023 Minutes June 20, 2023 Minutes July 17, 2023 Minutes August 23, 2023 Minutes MOTION that the Board of Directors approve the minutes of May 25th, June 20th, July 17th, August 23rd	D	Chair Abu-Rshaid	GP #2c
5:13 PM	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Abu-Rshaid	
5:17 PM	4 mins	Comments from the President & CEO	fi	President Spenler	
5:21 PM	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
5:25 PM	5 mins	Ownership Linkage Committee bi-monthly update	fi	Chair Abu-Rshaid	GP #2g1
5:30 PM	5 mins	Direct Inspection Committee Reports EL #2a Treatment of Consumers GP #2a Governance Style	fi	Chair Abu-Rshaid	GP #2b
5:35 PM	10 mins	Fall Semester Meeting Schedule Wednesday, September 27, 2023 meeting date approval	D	Chair Abu-Rshaid	
5:45 PM	5 mins	Informal Self Monitoring Forms	fd	Chair Abu-Rshaid	
5:50 PM	2 mins	Director nomination update	fi	Chair Abu-Rshaid	
5:52 PM	2 mins	Announcements	fi	Chair Abu-Rshaid	
5:54 PM	4 mins	Action Items Summary	adm	Chair Abu-Rshaid	
5:58 PM	2 mins	Adjournment MOTION that the Board adjourn the September 18, 2023 meeting	adm	Chair Abu-Rshaid	
Total 1 hr					

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

The Chair of the Board and Chief Governance Officer (CGO), a specially empowered member of the Board, assures the integrity of all governance processes.

The Chair of the Board and CGO will:

1. Ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the Organization;
 - a. Meeting discussion content will ordinarily only be those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor;
 - b. Deliberation will be fair, open, and thorough, but also timely, orderly and kept to the point; and
 - c. Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.
2. Make decisions that fall within the topics covered by Board policies on Governance Process and Board-Management Delegation, with the exception of:
 - Employment or termination of the President; and
 - Where the Board specifically delegates portions of this authority to others.
3. Use any reasonable interpretation of the provisions in these policies;
 - a. The CGO is empowered to chair Board meetings with all the commonly accepted power of that position;
 - b. The CGO has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas.
 - c. The CGO has no authority to supervise or direct the President.
 - d. The CGO may represent the Board to outside parties in announcing Board-stated positions and in stating CGO decisions and interpretations within the areas delegated to the CGO;
 - e. The CGO will ensure the provision of effective monitoring of Governance Process Policies;
 - f. The CGO may delegate this authority, but will remain accountable for its use;
 - g. The CGO shall act in a coaching role for other directors.
4. Be authorized to exercise other duties that include, but are not limited to:
 - a. Ensuring that a training schedule for the Board is developed and implemented in collaboration with the Board and the Governance and Elections Coordinator;
 - b. Ensuring that a schedule of Board meetings for the year is developed and implemented in collaboration with the Board and the Governance and Elections Coordinator and presented to the Board for approval;

- c. Overseeing the elections process for the General Meeting of the Organization;
 - d. The facilitation of Board processes;
 - e. The compilation and distribution of all Board-relevant material and documents prior to meetings of the Board in collaboration with the Governance and Elections Coordinator;
 - f. Acting as the official liaison between the Board of Directors and the President;
 - g. The compilation and facilitation of the Board's mid-year and end-of-year evaluation of the President;
 - h. The preparation and facilitation of transition process for the CGO-elect;
 - i. The compilation and facilitation of self-evaluations in mid-year and end-of-year reports for the Board;
 - j. The facilitation of meeting evaluations for Board performance.
5. Ensure that at least one (1) other Board member is sufficiently familiar with Board and CGO issues and procedures to enable them to take over with reasonable proficiency as an interim successor if there is a sudden loss of CGO services.
 6. Allow Board members to recommend or request an item for Board discussion by submitting the item to the Chair through the Governance and Elections Coordinator no later than three (3) days before the meeting.

Governance Process #2h “Annual Governance Planning”

This interpretations-based monitoring report for Governance Process Policy #2h “Annual Governance Planning” is presented in accordance with the monitoring report schedule for the 2023-2024 fiscal year. This policy is intended to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,

Mohammad Abu-Rshaid

Mohammad Abu-Rshaid
Chair of the Board and Chief Governance Officer
Wilfrid Laurier University Students’ Union
August 10th, 2023

(Board Policy is indicated in bold typeface throughout.)

Policy Wording GP2h.1: The Board will: Compile and annual agenda that will conclude each year on the last day of April so that administrative planning and budgeting can be based on accomplishing a one-year segment of the most recent statement of long term Ends.

CGO INTERPRETATION

I interpret “**administrative planning and budgeting**” as tasks needed to be completed to ensure that the Students’ Union has a sufficient amount of time to organize administrative duties and develop a budget.

I interpret “**based on accomplishing a one-year segment of the most recent statement of long term Ends**” as allowing the Students’ Union to operate based on the established Ends of the organization as determined by the Board

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. An annual agenda will be compiled prior to the end of August

EVIDENCE

1. All components of this monitoring report have been budgeted for. This includes but is not limited to:

- a. A monitoring schedule;
- b. Meeting schedule;
- c. Direct Inspection cycle;
- d. Ownership-Linkage schedule;
- e. All other scheduling required by this policy

I report this section as **COMPLIANT**

Policy Wording GP2h.1a: it will include but is not limited to: Consultations with the ownership

CGO INTERPRETATION

I interpret “**it will include but is not limited to**” as meaning that the Board of Directors has additional responsibilities that are not outlined in the policy which will assist the organization meet its goals with its members

I interpret “**Consultations with the ownership**” to mean that the Board of Directors makes a consistent effort throughout the academic year to reach out to the membership of the Students’ Union to collect feedback, answer questions, and serve as a link between them and the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board actively engaged with our members and stakeholders to gather relevant information to improve the operations of the organization

EVIDENCE

1. Ownership linkage events have been planned and scheduled for the 2023-2024 fiscal year. The ownership linkage committee has been in consistent communication having held meetings to discuss potential events and implementation strategies.

I report this section a **COMPLIANT**

Policy Wording GP2h.1b: It will include, but is not limited to: Governance-education and presentations that are related to Ends determination

CGO INTERPRETATION

I interpret “**governance-education and presentations**” as any guest speakers, information sessions, trainings, or workshops with the goal of enhancing the Board’s understanding of their governance duties, the Students’ Union as a whole, and the partners of the Students’ Union

I interpret “**related to Ends determination**” as meaning that all governance education and presentations will have the focus of assisting the Board of Directors with regards to understanding, reviewing and analyzing the long term implications of the Ends of the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. A schedule of presentations, workshops and training is created
2. The Board has planned to work together with both internal and external education to further their governance education

EVIDENCE

1. A schedule of presentations and workshops has been made for the Board.
2. Meetings with external individuals to provide educational support and training have not been formally scheduled.

I report this section as **NON-COMPLIANT**

Policy Wording GP2h.1c: It will include but is not limited to: Training of Board members and Board-elect

CGO INTERPRETATION

I define “**training of Board members**” as having an active and effective plan in place to ensure that board members are provided with relevant information of governance practices to ensure that duties and responsibilities are carried out in compliance with all governance policies.

I define “Board-elect” as board members who are elected during the 2024 Annual General Meeting and take office on May 1st, 2024.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. A schedule for Board education and training is created and carried out
2. A schedule for Board-elect training which includes but is not limited to:
 - a. A general organization overview

- b. Finance training
- c. Ends/strategic planning training
- d. Monitoring training
- e. Mock Board training

EVIDENCE

1. Board training has been completed prior to the Board of Directors taking office on May 1st
 2. Board-elect training will take place between will take place between the months of February and end of April depending on the availability of the Chair-elect and the Board-elect. A schedule will be developed following the election of a Chair-elect.
- I report this section as **COMPLIANT**

Policy Wording GP2h.1d: It will include, but is not limited to: Outside monitoring assistance

CGO INTERPRETATION

I define “**outside monitoring assistance**” as having an external source to assist with monitoring as necessary. This may include but is not limited to legal monitoring assistance if necessary.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Any policies which the Board has deemed requiring an external review are monitored by an external source

EVIDENCE

1. KPMG was selected as the auditors by owners of the Students’ Union of the 2023 Annual General Meeting. They will be conducting the audit prior to the end of the Spring 2023 term, and will present their statements to the Board no later than the last meeting of November. This counts as an external monitoring report for EL #2d.

I report this section as **COMPLIANT**

Policy Wording GP2h.1e: It will include, but is not limited to: a report of meeting minutes, discussion, and performance evaluations from the previous board.

I define “**report**” as a record of discussions and actions that occurred in the previous fiscal year.

I define “**meeting minutes, discussion and performance evaluations**” as a list of minutes, a report of discussions from board meetings and a report of performance evaluations.

I define “**previous Board**” as the Board of Directors from the 2022-2023 fiscal year

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Access to the relevant information is provided to the Board prior to or at the same time as this monitoring report.

EVIDENCE

1. The Board has been provided with access to the location of Board meeting minutes through Microsoft Teams under “resources”. The Board is currently in the process of hiring a new Board secretary to write any minutes and documentation required from previous Board meetings.

I report this section as **NON-COMPLIANT**

Policy Wording GP2h.1f: It will include, but is not limited to: Cost of Governance budget for the next fiscal year that concludes in April

CGO INTERPRETATION

I define “**Cost of Governance budget**” as any budgetary measures needed to be accounted for the Board of Directors budget and the Elections budget.

I define “**next fiscal year**” as periods 1-13 of the current Board

OPERATIONAL DEFINITION

Compliance will be demonstrated when

1. The Board has approved its budget for periods 1-13

EVIDENCE

1. The Cost of governance Budget for periods 1-13 was passed by the Students’ Union Board of Directors on April 4, 2022.

I report this section as **COMPLIANT**

Policy Wording GP2h.1g: It will include, but is not limited to: A date to review the

remuneration of the office of the President in November. This is separate from President Performance, which will be reviewed according to BMD#2d1, Monitoring Executive Performance

CGO INTERPRETATION

I define “**a date to review the remuneration of the office of the President**” as setting a date for the Board of Directors to evaluate and set the Presidential compensation for the upcoming fiscal year.

I define “**separate from the President Performance**” as ensuring his remuneration process evaluates the office of the President based on industry standard, and is not based on the performance of the current President

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. A date is set to review the remuneration of the office of the President

EVIDENCE

1. In the 2023-2024 Board Calendar (as per GP #2h), the Board has approved the Presidential Remuneration to occur during the November Board meeting.

I report this section as **COMPLIANT**

Policy Wording GP2h.1h: The review, through the formation of the Direct Inspection Committees, of no less than one fourth of all active policies.

CGO INTERPRETATION

I define “**review**” as ensuring that previous evidence presented, as well as the wording of the policy, is relevant, up to date, and within the scope of Board responsibilities.

I define “**all active policies**” as policies within the Students’ Union Governance Policy Manual.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. One fourth of all active policies are reviewed during the fiscal year through Direct Inspection.

EVIDENCE

1. GP#2h outlines a four year Direct Inspection schedule, where one fourth of the policy manual is reviewed in each year. The Board is currently in its first year Direct Inspection Cycle.

2. The Board has struck and has scheduled a time to strike all of the Direct Inspection policies or the first year of the review schedule. Some of these have already been completed.

I report this section as **COMPLIANT**

Global Policy Statement Wording GP2h: The Board will follow and annual agenda that completes the examination of Board policies and consistently improves Board performance through Board education.

CGO INTERPRETATION

I define “**annual agenda**” as a yearly plan that aims to enhance the Board’s understanding of governance processes, and works towards obtaining ownership feedback.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All policies within GP2h, Annual Governance Planning, are compliant.

EVIDENCE

1. The annual agenda has been appropriately complied and approved by the Board.

I report this section as **COMPLIANT**

Governance Process #2d “Chair of the Board & Chief Governance Officer Role”

This interpretations-based monitoring report for the Governance Process policy #2d “Chair of the Board & Chief Governance Officer Role” is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the 2023-2024 fiscal year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.

Signed,

Mohammad Abu-Rshaid

Mohammad Abu-Rshaid

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

August 10, 2023

(Board Policy is indicated in bold typeface throughout.)

Policy Wording GP 2d-1: The Chair of the Board and CGO will: Ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the Organization.

CGO INTERPRETATION

I interpret “**behaves consistently with its own rules**” as the Board will be compliant with all Governance Processes, Board-Management Delegations, and Bylaws of the Wilfrid Laurier University Students' Union, the sets of rules the Board created.

I interpret “**those legitimately imposed upon it from outside the Organization**” as any external set of rules pertaining to the Board of Directors to which they must follow. This includes but is not limited to government legislation set at the municipal, provincial, and federal levels, and university regulations, such as the Letters Patent, the Not-for-Profit Corporations Act, and the Operating Agreement with Wilfrid Laurier University.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board is provided an understanding on the Governance Processes, Board-Management Delegations, and the responsibilities of a Director under Ontario legislation.
2. The Board has access to any essential regulations as provided in the interpretation.
 - a. If the board does not have a copy of their own, they are able to request a copy from the Chair, or it is publicly available online
3. The Board is compliant with the rules, policies and laws outlined in the interpretation

EVIDENCE

1. The Board has received training on the Governance Processes, Board Management Delegations of the Organization, and the responsibilities of a Director under Ontario legislation.
2. All Directors have been given electronic copies of the Students' Union Bylaws and the Letters Patent.
3. The Board has the ability to request any of the previously stated documents from the

Chair.

4. The Board has received training from an external resource on the responsibilities of a Director and the Board as a whole.

5. To date, the Board has not violated any of the previously mentioned agreements, policies, or binding documents.

I report this section as **COMPLIANT**

Policy Wording GP2d-1a: Meeting discussion content will ordinarily only be those issues, which, according to Board policy, clearly belong to the Board to decide or to monitor:

CGO INTERPRETATION

I interpret “**meeting discussion content**” to be all items on the agenda that are marked as ‘for discussion’ or ‘decision required’.

I interpret “**ordinarily**” as all usual instances of Board proceedings, excluding extenuating circumstances that cannot be foreseen by the board.

I interpret “**Board policy**” as all policies set by the Board of Directors which can be found in the Students’ Union policy manual.

I interpret “**belong to the Board to decide or to monitor**” as being any items that fall within the responsibilities of the Board, including but not limited to monitoring reports, policy review, strategic planning, outreach, strategic discussion, Board administration, and election-related items

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Any items that fall outside of the realm of the above definition can be explained by unforeseen or extenuating circumstances

EVIDENCE

1. None of the meetings as of this point have included agenda items that are not clearly within the Board’s jurisdiction

I report this section as **COMPLIANT**

Policy Wording GP 2d-1b: Deliberation will be fair, open and thorough, but also timely, orderly and kept to the point:

CGO INTERPRETATION

I interpret “**deliberation will be air, open, and thorough**” to mean that all Board members are treated equally in regards to speaking time, opinion and the Robert’s Rules of Order are followed

I interpret “**timely, orderly and kept to the point**” to mean that time spent on agenda items should not greatly exceed the amount of time allotted unless absolutely necessary or greatly stray from its original purpose.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Robert’s Rules of Order are followed in a professional manner,
2. All board members feel treated fairly, as reported in the Board Meeting Evaluations,
3. Meetings only run over the allotted time when further discussion is necessary

EVIDENCE

1. Robert’s Rules have been followed at every meeting,
2. No board members has indicated the belief or unfair treatment in the Board Meeting Evaluation
3. No meeting has run overtime as of the time of this monitoring report

I report this section as **NON-COMPLIANT**

Policy Wording GP 2d-1c: Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such.

CGO INTERPRETATION

I interpret “**neither monitoring performance nor Board decisions**” to be items that do not fall directly within the responsibilities or jurisdiction of the Board.

I define “**avoided or minimized**” to mean that such items do not appear on the agenda unless it is an extenuating circumstance.

I define “**noted as such**” to mean that all items are indicated to the Board in advance to

highlight the fact that these items are outside of the Board's jurisdiction, as well as are accompanied by the reasoning for the discussion of the item.

OPERATIONAL DEFINITION

1. Items that are not Board material are either not put on the agenda or explained

EVIDENCE

1. There have not ye been any items on the agenda that do not classify as **“Board material”**

I report this section as **COMPLIANT**

Policy Wording GP 2d-2: The Chair of the Board and CGO will: Make decisions that fall within the topics covered by Board policies on Governance Process and Board Management Delegation, with the exception of: Employment or termination of the President; and where the Board specifically delegates portions of this authority to others.

CGO INTERPRETATION

I interpret **“make decisions”** as exercising the authority especially empowered to the Chair & CGO as outlined in the Governance Processes. This includes the duty to interpret, enforce the monitoring of, and provide evidence for all Governance Processes and Board-Management Delegations.

I interpret **“employment or termination of the President”** as meaning that the Chair & CGO does not have the individual authority to hire the President & CEO or remove them from office.

I interpret **“the Board specifically delegates portions of this authority to others”** as instances when the Board decides to delegate another individual with the authority of the Chair & CGO, such as chairing portions of meetings or chairing committees.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Chair of the Board & CGO has followed the Monitoring Schedule as approved by the Board
2. The Chair & CGO makes recommendations where applicable to maintain compliance

with Governance Process and Board-Management Delegation policies

3. The Chair & CGO has not terminated, or hired a new, President/CEO

4. The Chair & CGO has not abused their powers by rejecting any action that is enforced upon them

EVIDENCE

1. The Board approved the monitoring schedule on July 11, 2022, which has been followed by the Chair & CGO

2. The Chair & CGO has not terminated, or hired a new, President & CEO

3. The Chair & CGO has remained compliant on binding Board decisions

I report this section as **COMPLIANT**

Policy Wording GP 2d-3: The Chair of the Board and CGO will: Use any reasonable interpretation of the provisions in these policies.

CGO INTERPRETATION

I define “**reasonable interpretation**” as using insight, expertise, and sound judgment when providing scope and clarity when defining any interpretation of policy.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board deems all Chair & CGO interpretations to be reasonable.

EVIDENCE

1. The Board has not rejected any interpretations by the Chair & CGO.

I report this section as **COMPLIANT**

Policy Wording GP2d-3a: The CGO is empowered to chair Board meetings with all the commonly accepted power of that position

CGO INTERPRETATION

I interpret “**commonly accepted power of that position**” as being able to determine and enforce the speakers’ list as well as be responsible for the enforcement of Robert’s Rules of Order.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO has chaired every meeting without deviating from or abusing their power, save situations where the Board replaces the CGO with another Director to chair a portion of the meeting, or the CGO submits appropriate regrets.

EVIDENCE

1. There have been no reports of the Chair & CGO abusing their power or Points of Personal Preference called regarding the Chairing of meetings.

I report this section as **COMPLIANT**

Policy Wording GP 2d-3b: The CGO has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas:

CGO INTERPRETATION

I interpret “**make decisions about policies**” as modify, change, or limit Presidential interpretations without the Board’s approval for Ends and Executive Limitations policies

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO does not create, change, or implement Ends or Executive Limitations Policies without the changes being approved by the Board
2. The CGO does not influence the interpretation of the Ends or Executive Limitation policies.

EVIDENCE

1. The CGO has not created, changed, or implemented Ends or Executive Limitation Policies without Board approval.
2. The CGO has not influenced the interpretation of the Ends or Executive Limitation policies as these duties are held by the President

I report this section as **COMPLIANT**

Policy Wording GP2d-3c: The CGO has no authority to supervise or direct the President

CGO INTERPRETATION

I define “**no authority to supervise or direct**” to mean that the President & CEO does not report to the Chair & CGO, and the Chair & CGO does not have the authority to monitor the President, nor the power to provide instruction or direct the President’s activities unless otherwise instructed by the Board to do so.

OPERATIONAL DEFINITION

1. All performance appraisals for the President are completed by the Board as a whole and are based solely off monitoring information, and organizational accomplishments of the ends.
2. The CGO does not task the President with official work without Board approval.

EVIDENCE

1. The President has not yet received a normal performance appraisal from the CGO on behalf of the Board.
2. The CGO has not formally tasked the President with work outside of Board approval.

I report this section as **COMPLIANT**

Policy Wording GP 2d-3d: The CGO may represent the Board to outside parties in announcing Board-stated positions and in stating CGO decisions and Interpretations within the areas delegated to the CGO

CGO INTERPRETATION

I interpret “**represent the Board**” as being the official spokesperson for the Board of Directors.

I interpret “**outside parties**” to be external entities that are not affiliated with the Students’ Union.

I interpret “**Board-stated positions**” to be decisions passed by the Board of Directors.

I interpret “**areas delegated to the CGO**” to be the powers and responsibilities of the CGO as outlined in the Governance Process and Board-Management Delegation policies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO does not make statements to the public or media that are not reflective of Board decisions.
2. The CGO is allowed to define what constitutes a reasonable interpretation of GP and BMD policies.

EVIDENCE

1. The CGO has not yet released any formal statements to the public on behalf of the Board.
2. The CGO has the ability to reasonably interpret all GP and BMD policies.

I report this section as **COMPLIANT**

Policy Wording GP 2d-3e: The CGO will ensure the provision of effective monitoring of Governance Process Policies

CGO INTERPRETATION

I interpret “**ensure the provision of effective monitoring**” to mean that an annual monitoring schedule will be compiled and submitted to the Board of Directors for approval with the purpose of monitoring the Governance Process policies.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. A schedule is created in which all GP’s are monitored

Evidence

1. The monitoring schedule was approved at the July 11th Board meeting.

I report this section as **COMPLIANT**

Policy Wording GP 2d-3f: The CGO may delegate this authority, but will remain accountable for its use.

CGO INTERPRETATION

I define “**delegate this authority**” to mean that the CGO provides another individual with one of its functions as defined by this policy.

I define “**remain accountable for its use**” to mean that the CGO is responsible for any outcomes resulting from the delegation of their power.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO and Chair is held accountable by the Board for this policy and all products associated with the role of CGO and Chair.

EVIDENCE

1. The monitoring of GP #2e and the Chairing a portion of at least one meeting per term in the academic year (September - April) have been delegated to the Vice Chair of the Board. In addition, the monitoring of GP #2j has been delegated to the Assistant Chief Returning Officer. While these tasks have been delegated, the CGO is ultimately responsible to the Board for the quality of all GP and BMD monitoring reports regardless of the author.

I report this section as **COMPLIANT**.

Policy Wording GP 2d-3g: The CGO shall act in a coaching role for other directors

CGO INTERPRETATION

I define “**coaching role**” to mean that the CGO is a member and guide to all Board members. This includes a focus on training prior to their first day in office, as well as being a resource for all Board members throughout the term.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO is willing to meet with, or speak to, directors regarding Board issues.
2. All Board Training is organized by the CGO.
3. The CGO assists Board members with any Board-related inquiries.

EVIDENCE

1. The CGO has committed to having at least one “One-on-One” with each director each academic term.
2. The CGO created the training schedule while the Board was still the Board-elect. Furthermore, the CGO has scheduled guest presentations throughout the year, which trains the board on the operations of our partners, and other topics.
3. The CGO has provided directors with multiple ways to contact them at any time.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4a: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: Establishing and implementing a training schedule for the Board.

CGO INTERPRETATION

I define “**establishing and implementing a training schedule**” as organizing, scheduling, and facilitating Board training throughout the year.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board receives notice no later than one week in advance for training.
2. The Board receives training in all academic terms.

EVIDENCE

1. Thus far, all Board training prior to the May 1st office date was scheduled and reported to the Board more than one week in advance.
2. Guest presentations have been tentatively scheduled for Board meetings throughout the academic year, which count as Board training.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4b: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: Creating a schedule of Board meetings for the year to be presented to the Board for approval.

CGO INTERPRETATION

I define this policy to mean that the Chair of the Board and CGO will organize, create, and submit for Board approval a schedule of board meetings for the entire fiscal year prior to September 1st, 2022, with the winter semester meetings being tentative week ranges pending the academic schedules of Board members.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board approves the specific fall dates of Board meetings for the year before September 1st.
2. The Board approves a tentative range of dates for all winter meetings before September 1st.
3. The Board approves the specific winter dates of Board meetings no later than the last meeting of the fall academic term.

EVIDENCE

1. The Board approved the initial summer meeting schedule on May 23, 2023
2. The Board will be presented a schedule with confirmed fall meeting dates and times for the fall, and week ranges for the winter by the August 15th, 2023 Board Meeting.
3. The Board will be presented a finalized winter schedule by the last meeting of the 2022 calendar year.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4c: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: Supervising the Chief Returning Officer and the elections process for the Annual General Meeting of the Organization; The CGO shall be responsible for the hiring of a Chief Returning Officer who shall oversee the election process;

CGO INTERPRETATION

I define **“supervising the Chief Returning Officer”** to mean that the CGO has the authority to provide instructions to the Chief Returning Officer.

I define **“responsible for the hiring”** as being responsible for the creation of a hiring panel, and leading the hiring process for the position.

I define **“oversee the elections process”** as establishing and enforcing all elections policies and procedures, and remaining fair and unbiased towards any parties or candidates, within the elections process.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO leads a hiring panel for the position of CRO, and any assistants hiring underneath the CRO.
2. The CRO, or designate, oversees the elections process.

EVIDENCE

1. The CRO is to be hired in September, with applications opening in the late August or Early September..

I report this section as **COMPLIANT**.

Policy Wording GP 2d-4d: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: The facilitation of Board processes.

CGO INTERPRETATION

I interpret “**facilitation of Board processes**” as meaning that the CGO supports and implements training, Board meetings, policy development, executive performance monitoring, committee work, strategic planning, and any other board-relevant tasks as par of the Governance capacity of the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO (or designate) sits on all committees.
2. The CGO (or designate), attends all committee meetings.
3. All policy development is done either by or with the CGO.
4. The CGO has planned and executed Board training.
5. The CGO has included strategic discussions in at least one Board Meeting a month during the academic year, excluding December and April, and where possible during the summer term.

EVIDENCE

1. The CGO has sat on all committees struct to date.
2. Should the CGO be unable to attend the committee meeting, they will request the Vice Chair to attend in their absence. If the Vice Chair is unable to attend, the CGO will select a designate.
3. There have not been any instances of policy development that have not included the CGO.
4. The Board has undergone training and will undergo more throughout the year.
5. To date, strategic discussions have taken place in at least one Board Meeting per month.
6. The CGO has scheduled strategic discussion in at least one meeting a month in the fall and winter terms.

I report this section as **COMPLIANT**.

Policy Wording GP 2d-4e: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: The compilation and distribution of all Board relevant material and documents prior to meetings of the Board.

CGO INTERPRETATION

I define “**compilation and distribution of all Board-relevant material and documents prior to meetings**” as meaning that the completed agenda and any relevant and necessary information for the meeting is provided to the Board at least 48 hours in advance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All agenda packages are provided to the Board no less than 48 hours prior to any regularly scheduled Board meeting.
2. Information for emergency Board meetings is provided to the Board with at least 5 hours Notice.

EVIDENCE

1. All agenda packages have been provided to the Board ahead of the 48 hour deadline.
2. There have been no emergency board meetings to date.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4f: The Chair of the Boar and CGO will be authorized to exercise other duties that include, but are not limited to: Acting as the official liaison between the Board of Directors and the President

CGO INTERPRETATION

I define “**official liaison**” as the CGO being the sole individual with the authority to communicate any formal messages between the President and the Board of Directors. I further interpret this policy to mean that the CGO is responsible for communicating any expectations to the President, including but not limited to the dates of which Executive Limitations are to be monitored.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All formal emails or announcements between the Board and the President are done by the CGO.
2. The CGO provides the President with any relevant information that pertains to their duties as outlined or approved by the Board.

EVIDENCE

1. There have been no formal announcements from the Board to the President to date.
2. The President was provided with the tentative Monitoring Schedule on July 9, 2023 which was approved by the Board of Directors on July 17, 2023.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4g: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: The compilation and facilitation of the Board's mid-year and end-of-year evaluation of the President.

CGO INTERPRETATION

I interpret “**compilation and facilitation**” to mean that the CGO will collect feedback from the Board of Directors, and provide said feedback in an understandable and professional manner to the President.

I interpret “**evaluation of the President**” as meaning Board feedback surrounding all monitoring reports and the President's compliance status is used to determine Presidential performance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO compiles and facilitates a midterm review of the president no later than November 30th, 2023.
2. The CGO compiles and facilitates a year-end review of the president by no later than the second last scheduled meeting of the fiscal year.
3. The reviews are based on monitoring performance in the Boardroom.

EVIDENCE

1. The first review will be taking place during the meeting of November.

I report this section as **COMPLIANT**.

Policy Wording GP 2d-4h: The Chair of the Board and CGO will be authorized to exercise other duties that include but are not limited to: The maintenance and revision of the Policy Governance manual of the Organization in accordance with Board decisions

CGO INTERPRETATION

I define “**maintenance and revision**” as ensuring that the Policy Manual is up-to-date by reflecting all recent changes that are approved by the Board of Directors, I interpret “accordance with Board decisions” as meaning that the CGO will update the policy manual within 5 business days of any amendments being passed by the Board of Directors.

OPERATIONAL DEFINITION

1. The CGO ensures that Board decisions are reflected in the Policy Manual.
2. The CGO ensures that the Policy Manual is available in a working format.

EVIDENCE

1. The CGO has updated the Policy Manual within 5 business days of all meetings.
2. The CGO has ensured that the updated Policy Manual is always available to the membership of the organization through its website.

I report this section as **COMPLIANT**.

Policy Wording GP 2d-4i: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: The preparation and facilitation of transition process for the CGO-elect.

CGO INTERPRETATION

I define “**preparation and facilitation**” are meaning that the CGO is responsible for creating a transition plan to train their successor, the CGO-elect.

I interpret “**transition process**” as being the period of time from the election of the CGO-elect to their assumption of office as of May 1st, 2023.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO facilitates the first Board-elect meeting.
2. The CGO works with the CGO-elect to facilitate Board elect training.
3. The CGO provides the CGO-elect with a transition report.

4. The CGO ensures that the CGO-elect is sufficiently prepared to take office on May 1, 2024.

EVIDENCE

1. The first Board-elect meeting will be scheduled between the time of the Annual General Meeting and the start of the winter reading week based on the schedules of Directors-elect.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4j: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: The compilation and facilitation of self-evaluation in the mid-year and end-of-year reports for the Board

CGO INTERPRETATION

I interpret “**compilation and facilitation**” as meaning the CGO will write and ensure that the Board of Directors receives and completes feedback on their job performance as outlined in the Governance Processes.

I interpret “**self-evaluation**” as being a report of all monitoring reports and their compliance or non-compliance as a metric for Board performance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board receives a midterm report of compliance and non-compliance in November 2023 and a final report in April 2024, which will serve as a basis for self-evaluation.

EVIDENCE

1. The midterm report is scheduled for the first November Board meeting.

I report this section as **COMPLIANT**

Policy Wording GP 2d-4k: The Chair of the Board and CGO will be authorized to exercise other duties that include, but are not limited to: The facilitation of meeting evaluations for Board performance.

CGO INTERPRETATION

I interpret “**facilitation of meeting evaluations**” to mean that the CGO creates and distributes to

the Board a feedback mechanism after each Board meeting. The information collected is then reviewed and negative results are discussed with the Director reporting it in order to find a solution to the problem, or to clarify any issues.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO collects feedback to track Board meeting efficacy.
2. The CGO follows up with any directors who report issues with meetings.
3. The CGO adds a report on evaluations into a pre-existing camera section.

EVIDENCE

1. The CGO has requested feedback after every meeting to increase communication and meeting efficacy.
2. The CGO has contacted any directors who provided feedback that may be seen as negative in order to find a working solution to the problem or clarify any issues.
3. A report on evaluations will be presented to the Board during an in camera session before the end of the fall term, and once again before the end of the winter term.

I report this section as **NON- COMPLIANT**.

Policy Wording GP 2d-5: The Chair of the Board and CGO will: Ensure that at least one (1) other Board member is sufficiently familiar with Board and CGO issues and procedures to enable them to take over with reasonable proficiency as an interim successor if there is a sudden loss of CGO services

CGO INTERPRETATION

I interpret “**at least one other Board member**” as being the Vice Chair of the Board.

I interpret “**sufficiently familiar with Board and CGO issues**” to mean that the individual is aware of the minimum job requirements and familiar with CGO and Board projects.

I interpret “**reasonable proficiency**” as meaning that the Board member will know how to act in a way that ensures the Bylaws and Policies are upheld, thereby allowing them to execute the duties of CGO if needed.

OPERATIONAL DEFINITION

1. The CGO updates the Vice Chair on all relevant Board functions and happenings no less than twice monthly.
2. The Vice Chair is provided access to Board documents.

EVIDENCE

1. The CGO meets with the Vice Chair no less than twice monthly to provide updates and answer questions.
2. The CGO ensures that the Vice Chair chairs part of at least one meeting per fall and winter term to ensure a degree of “reasonable proficiency”.
3. The CGO has provided the Vice Chair with the passwords to his computer, or ensure they can access any Board documents when they require it.

I report this section as **COMPLIANT**

Policy Wording GP 2d-6: The Chair of the Board and CGO will: Allow Board members to recommend or request an item for Board discussion by submitting the item to the CGO no later than three (3) days before the meeting.

CGO INTERPRETATION

I interpret “**recommend or request an item**” to mean that the Directors are given the ability to influence the creation of the agenda for any Board meeting.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO will solicit discussion items from the Board and ensures they make the agenda package if submitted 3 days prior to the meeting.

EVIDENCE

1. The CGO has allowed for any requests from a Board member of board-relevant material to be placed on the agenda.

I report this section as **COMPLIANT**

Policy Wording GP 2d-7: The Chair of the Board and CGO will: receive an honorarium of \$22,000 adjusted by inflation according to the Consumer Price Index from May 1, 2012 until April 30, 202, unless the CGO wishes to assume a smaller honorarium.

CGO INTERPRETATION

I interpret “**receive an honorarium**” to mean that the CGO is provided with Board-approved

compensation that is not based on hours worked, but on work completed.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The CGO's honorarium is paid based on work done, not based on hours worked.
2. The CGO's honorarium is no more than \$22,000+CPI as of May 1, 2012.

EVIDENCE

1. The CGO's honorarium is not an hourly rate
2. The CGO does not submit a monthly attendance report
3. Based upon decisions from the previous Board, the Board Honorarium Committee is in the process of discussing compensation for future years which does not include a payment of \$22,000+CPI.

I report this section as **NON-COMPLIANT**

Global Policy Statement: The Chair of the Board and Chief Governance Officer (CGO), a specially empowered member of the Board, assures the integrity of all governance processes.

CGO INTERPRETATION

I define "**specially empowered member of the Board**" to mean that the CGO is a Board member who has been elected by their peers to perform the duties of chairing board meeting, compiling agenda packages, acting as a liaison between the President and CEO, spearheading the facilitation of governance initiatives, and following any other procedures set out in policy GP #2d, while continuing to serve on the Board of Directors.

I define "**integrity of all governance processes**" to mean that all policies, procedures, and conducts are reviewed as necessary.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All sections of this policy are in compliance

Evidence

1. All sections have been reported as compliant.

I report this section as **COMPLIANT**



Wilfrid Laurier University Students' Union
Board of Directors
DATE: May 23rd, 2023
Online via Zoom
Board of Directors Meeting

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

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

Gallery Present: N/A

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

The meeting was called to order via Zoom on May 23, 2023, at 8:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

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

Director Ellis has sent her regrets.

One Director resignation and potentially a second.

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

No conflicts of interest were declared.

4. **Adoption of Consent Agenda**,

MOTION (Chair Abu-Rshaid/Vice Chair Rubinoff) that the Board of Directors adopt the agenda as presented. **CARRIED.**

- Three Amendments
 - Pull the board management directives out of the consent agenda.
 - Add ownership linkage committee to the agenda.
 - Add a director resignation conversation decision to the agenda.

Director Corrie: Asks if there any HR issues with the director resignation that would force that into an in camera session or if it is good for the public.

Chair Abu-Rshaid: States that there are no HR related discussions that require a camera session.

5. **Approval of Meeting Minutes**, Chair Abu-Rshaid

MOTION (Director Sloan, Director Corrie) that the Board of Directors approve the minutes as presented. **CARRIED.**

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

- Chair Abu-Rshaid says thank you for attending the meeting and doing the training session.
- When sending your attendance please RSVP Chair Abu-Rshaid and the Governance Coordinator.

- Outlines BMD #1- #2d2
 - It is important that the Board works together to hold the President accountable to the Board's ends and make sure that the organization is operating efficiently.
 - Although informal contact is encouraged, ensure the Board stays within the rules.
 - Encourages Directors to reach out by Teams or Email for clarification or if they have any questions.

7. Comments from the President & CEO, President Spenler

- Mentions two leadership retreats one with her internal team and one with the Student Affairs team.
- Orientation planning is fully underway.
- Recently there has been plenty of onboarding and planning for the upcoming year.
- Hoping to have a final plan within the next couple of weeks and will have more to say going forward.

Chair Abu-Rshaid: Proposes a Governance and Operational retreat.

President Spenler: Open to a meeting in the fall term with senior Executives and the Directors to discuss roles.

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

- Attended the retreats that President Spenler alluded to, it was good to foster those relationships.
- A Student Affairs advisory agreement update: agreement was passed and ratified by the board in April.
- At the Student Affairs Executive group meeting, hiring was discussed.
 - Development Officer dedicated to the area of Student Affairs to raise money specifically for those areas.
 - Financial analyst to keep track of the money that the Development Officer will be raising.
 - A Communications job is posted and open for hiring.
- Mentions meetings held to try and help remove some of the interim/acting titles from jobs within student affairs. Will be able to provide more information on this in the June Meeting.
- Unsure of when the next SALT, Student Affairs Leadership Team, meeting will be.
- Jennifer Casey, AVP Enrolment Services & Registrar, is retiring. There will be a process for hiring her replacement.
- There are a few vacancies at the university: Notably, AVP of EDI, Barrington Walker, has moved on to McMaster so the EDI department is in a state of severe transition. Student Affairs is working to keep EDI staff and faculty priorities separate from those of the students as the priorities are very different.

Chair Abu-Rshaid: Asks what plans are in place to ensure that student funds are being used to develop student programming and not faculty programming?

ED Champagne: Currently in the early stages of planning, there has been an explicit conversation about the money staying in the student realm and working to ensure that the student initiatives become the priority.

9. Ownership Linkage Committee, Chair Abu-Rshid

- Passed with making sure that the board is connecting with its ownership.
- Important to have highly motivated, interested directors that want to partake in this committee on both campuses.

Director Sloan: Asks about the time commitment of the Ownership Linkage Committee.

Chair Abu-Rshaid: The time commitment will be relatively light in the summer and depends on which activities the committee decides to do.

Director Hamilton: Ask if the Board will discuss other committees, such as the financial committee or if it is further in the year.

Chair Abu-Rshaid: Based on his personal experience with the financial committee it is activated around March.

DPRA Muller outlines different committees.

MOTION (Director Sloan/Director Baldinelli) to elect Vice Chair Rubinoff, Director Sloan, Director Phillips, Director Corrie, and Director Sprizzirri to the Ownership Linkage Committee. **CARRIED.**

10. Director Resignation Decision, Chair Abu-Rshaid

There is currently one Director resignation and potentially a second.

The four options include:

- a) Leave a vacancy
- b) Invite a runner up
- c) Special meeting
- d) Board fills vacancy

MOTION (Director Corrie/Vice Chair Rubinoff) that the board adopts option d), Board fills vacancy, and have a decision by the August meeting or the first meeting of September. **CARRIED.**

11. Board Secretary Hiring, Chair Abu-Rshaid

Mentions the role of the Secretary to the Board of Directors and that previously there were marketing campaigns on Instagram to advertise the open position.

Director Corrie: Asks who the secretary responds to.

DPRA Muller: The secretary responds to the Chair.

ED Champagne recommends that the hiring committee is small.

MOTION (Director Corrie/Director Sloan) that there is a hiring committee of two Directors, the Chair, a HR representative, and send an invitation to the Governance Coordinator. **CARRIED**

Vice Chair Rubinoff nominates himself and Director Baldinelli to be on the committee.

MOTION (Vice Chair Rubinoff/Director Baldinelli) to have Vice Chair Rubinoff and Director Baldinelli serve on the committee. **CARRIED.**

12. Spring/Summer Meeting Schedule, Chair Abu-Rshaid

MOTION (Director Hamilton/Director Phillips) that the board meets for the spring semester on Tuesday June 20th 7:00 PM, Monday July 17th 7:00 PM, Tuesday August 15th 7:00 PM. **CARRIED.**

13. In Camera Session, Chair Abu-Rshaid

MOTION (Director Corrie/Director Phillips) that the Board of Directors proceed to an in-camera session with Director of Policy, Research and Advocacy Muller and Governance Coordinator Cui. **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: June 20th, 2023
Online via Zoom
Board of Directors Meeting

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

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

Gallery Present: Brontë Behling, Editor in Chief of The Cord

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

The meeting was called to order via Zoom on June 20, 2023, at 8:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

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

Director Phillips has sent his regrets.

3. **Adoption of Consent Agenda**,

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

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

No conflicts of interest were declared.

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

- Chair Abu-Rshaid says thank you for attending the meeting and the Board training session.
- Encourages Directors to continue to be engaged and looks forward to hearing comments and questions during the meetings.

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

- President Spenler will be attending retreat with the Finance and Administration teams.
- O-Week planning is going strong. Currently confirming contracts and making payments for different performers.
- There is a hiring panel for an internal position – currently conducting interviews to replace a director going on to maternity leave.
- There is a hiring panel for a Manager of Communications for the Student Affairs team.
- Stated that her VPs just got back from a conference with other universities, it's always good to collaborate and hear from other schools.
- President Spenler may not be present at the next board meeting, if she cannot make the meeting her Vice President, Sarah Brophy, will be sent.

Questions:

Director Corrie: Asks if there is any conflicts of interest concerning the VP of GSR?

President Spenler: Every VP of GSR sits on a Steering Committee and Laurier's VP of GSR is now the President of that organization. There isn't any conflict of interest, and it is a great opportunity for the Students' Union, we will have more of a say at the table and in what policies can be made at a university level.

Chair Abu-Rshaid: Asks how the Students' Union will ensure that the two institutions will remain independent from each other while cooperating with one another.

DPRA Muller: Anything that is provincial jurisdiction is amplified by OUSA. We gain advocacy strength through the collective organization that represents nine universities. OUSA does not limit the Board from any advocacy work that the Board is wanting to do.

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

- The Comprehensive Salary Review Project is underway, there was an in-person meeting for the first time which is exciting. They have reviewed all our job descriptions and salary related policies. Phase two is beginning interviews with key stakeholders within our organization to get a better understanding of how it all fits together and a list of other organizations that we would like them to look at to use as comparators has been presented.
- There has been a facilities discussion regarding some upgrades to the Fred Nichols Campus Centre that have been deemed mandatory.
- Hospitality conversations have occurred, and it is to be discussed later with regards to some options for our Brantford Campus.
- Financial conversations about what has been held in reserve for these specific projects.
- Met with President MacLatchy this morning and had a productive conversation about priorities while working through the summer.
- Met with the VPA's office and had a direct conversation with Darren Thomas and he is eager to work with the Students' Union.
- Interested in a Land Acknowledgement Workshop so that everyone can develop a more personalized Land Acknowledgment.
- Staff Retreat scheduled for Late July at a low ropes course in Hamilton.

Questions:

Chair Abu-Rshaid: Asks if planning for the Governance and Operations Retreat has started.

ED Champagne: There has been no planning yet.

Chair Abu: Asks how the trial concerning infrastructure with the OWL was?

ED Champagne: The meeting was cancelled, we went ahead and ordered. The cameras are on route, very few concerns currently.

Director Corrie: Asks what will be freed up by paying off the demand loan and its effect on finances.

ED Champagne: It will free up about \$160 000 a year in debt repayment which can be reallocated elsewhere.

8. Executive Succession Plan, President Spenler

- The idea of this plan is so that her absence will not impact the organization as someone will be ready to step in.

- Sarah Brophy, Vice President of Finance and Volunteer Operations, will be in charge when President Spenler is absent.
- President Spenler is absent July 7th to July 17th; therefore she may miss the next meeting.

Questions:

Chair Abu-Rshaid: Asks if VP Brophy be receiving acting pay while filling in for President Spenler.

ED Champagne: That is typically not practice, unless it is an extended period.

9. Ownership Linkage Committee, Chair Abu-Rshaid

As in the report, the Ownership Linkage Committee was struck on June 10th, 2023.

Recommendation # 1 – “SU Does That” Campaign

The committee recommends to the board that the Students’ Union re-engages with the “SU Does That” campaign.

ED Champagne: This campaign was created to help students gain an understanding of what the Students’ Union really does. The campaign was run through posters, emails, digital screens, and it was even added to merch.

Director Sloan: As a first year, the “SU Does That” Campaign was noticeable, especially the “Did You Know” posters and online posts. It helped clarify what the Students’ Union does for students and the Board can reach deeper and share what our role as the Board of Directors is.

Director Corrie: This campaign helps expose the Board of Directors and generate interest in what the board does. It will show that we are a group of students who want to make a better experience for other students. It would be ideal if Operational and Government aspects of the Board are shown to students.

Brontë Behling, Editor in Chief of The Cord: Will happily do a print edition spread regarding what the Students’ Union does.

Director Spizzirri: Encourages that the Board collaborates with clubs and committees on campus (LMA, TAP).

Chair Abu-Rshaid: Agrees with the idea especially clubs which are faculty based with advertising experience.

DPRA Muller: Recommends setting up a meeting with President Spenler as first step to create proper line of communication.

Recommendation #2 – Laurier Votes Instagram Page

The committee recommends that the Laurier Votes Instagram converts to a Students’ Union Board of Directors page.

Vice Chair Rubinoff: The Instagram page would be a dedicated page for the Board and advertise elections and other Ownership Linkage activities throughout the year.

Chair Abu-Rshaid: Suggests doing Day in the Life videos of Board members.

Director Corrie: This transition would not minimize what the Laurier Votes page can do. Cross posting between Operations and Governance on Laurier Votes will be more effective than less.

Director Sloan: Mentions doing alumni features of past Directors, their experiences and how those experiences led to their positions now in their workplace. This may elicit more interest in students looking for a good extracurricular activity and help them understand the process.

MOTION (Director Baldinelli/Director Spizzirri.) to rebrand the Laurier Votes Instagram to a full purpose Board of Directors Page. **AMENDED**

ED Champagne: Recommends having a conversation with operational marketing staff to see what opportunities have leverage, links, follow throughs, etc. This is in order to preserve the momentum of the Laurier Votes page.

AMENDMENT (Chair Abu-Rshaid/Director Spizzirri) to push the current motion to the next board meeting while the Ownership Linkage Committee meets with operational marketing staff. **CARRIED**

MOTION to push the current motion to the next board meeting once the Ownership Linkage Committee has had a discussion with operational marketing staff and President Spenler. **CARRIED**

Recommendation #3 – Mentorship Program

The Board recommends a mentorship program as it would attract visibility, as well as elicit interest in individuals running for the board next year. The committee discussed a semi-formal approach to this end.

Director Corrie: It is unofficial as the board cannot support candidates however it would act as a measure of introducing students to the board and what it does. Steps would need to be taken to create policy and rules to prevent it from being seen or used as a way of implicitly supporting candidates.

Chair Abu-Rshaid: By formalizing the process it would be fairer and more transparent.

MOTION (Vice Chair Rubinoff/Director Corrie) that the board recommend to the committee that there is further discussion regarding the mentorship program to build guidelines and programs. **CARRIED**

10. Annual Governance Planning, Chair Abu-Rshaid

Outlines GP2H in Policy Manual.

Individuals or Offices for consideration

Chair Abu-Rshaid suggests:

- Inviting the Acting Brantford Senior Executive Officer Beth Gurney give us a brief discussion about infrastructure improvements.
- Inviting the Director of the special constables to have a discussion in regard to campus safety on both campuses.

Director Corrie suggests:

- Inviting the Indigenous Centre

ED Champagne: Darren Thomas was excited to discuss their strategic plan

Chair Abu-Rshaid suggests:

- Inviting the mayors of Waterloo and Brantford

Director Corrie

- EDI office

ED Champagne: may put EDI on backburner as they are going through a lot of turnover.

11. Direct Inspection Committee Elections (EL2A), Chair Abu-Rshaid

EL2A - treatment of consumers (reference GP2B)

MOTION (Vice Chair/Director Baldinelli) that the board elects Director Spizzirri, Director Ellis, and Director Russo to the EL2A Direct Inspection Committee. **CARRIED.**

MOTION (Director Spizzirri/Director Hamilton) to amend the BOD agenda to proceed onto the senate election before moving into GP2A Direct inspection. **CARRIED**

12. Senate Election, Chair Abu-Rshaid

Currently there is one open position on the Senate.

Candidate statements are given by Brian Brady, Elisha Felician, Elle D'Souza, Emily Belesiotis, and Nikita.

Secret Ballot Voting occurs through an online form.

Chair Abu-Rshaid congratulates Elisha Felician for being elected to the role of Senator.

13. Direct Inspection Committee Elections (GP2A), Chair Abu-Rshaid

Outlines GP2A in Policy Manual

GP2A - Governance Style Policy

MOTION that the board elects Director Corrie and Director Baldinelli to the GP2A Direct Inspection Committee. **CARRIED.**

14. Board Vacancy, Chair Abu-Rshaid

Recommends that the Board commence marketing the two positions as soon as operationally feasible, with elections occurring at the first board meeting in September.

Questions:

Vice Chair Rubinoff: Asks if the marketing campaign would be held off until after the meeting regarding Instagram ownership.

Chair Abu-Rshaid: An option would be to pass a motion that allow the topic to be discussed with operations, and then roll it out with prior board approval and with consent of operations.

DPRA Muller: Adds that we need a date for nomination packages to open and then a specific date for them to close in September.

Chair Abu-Rshaid: Recommends that the closing date be no later than Friday, September 8th.

ED Champagne: Recommends pushing the closing date to Sunday, September 10th.

Ideal to open board packages tomorrow for potential candidates to start working.

DPRA Muller: Recommends that the closing date is Friday, September 23rd at the latest, earlier if operational feasible.

Director Ellis: Suggests that students may need more time in September, recommends having a later closing date.

Chair Abu-Rshaid: The board is responsible to fill the role as soon as feasibly possible.

AMENDMENT (Director Ellis/Director Spizzirri) for September 17th to be the closing date rather than September 10th **CARRIED**.

MOTION for the nomination package closing date to be September 17th. **CARRIED**

15. In Camera Session, Chair Abu-Rshaid

MOTION (Director Baldinelli/Director Ellis) that the Board of Directors proceed to an in-camera session with Executive Director & COO Phil Champagne; Director of Policy, Research and Advocacy Muller; and Governance Coordinator Cui. **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: July 17th, 2023
Online via Zoom
Board of Directors Meeting

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

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

Gallery Present: N/A

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

The meeting was called to order via Zoom on July 17, 2023, at 7:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

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

ED Champagne sent his regrets.

President Spenler sent her regrets.

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

No conflicts of interest were declared.

4. **Adoption of Consent Agenda**,

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

5. **Special Constables Services Presentation**

- Director of Laurier Special Constable Service Tammy Lee, and Operations Manager Scott Lawson outline campus and community safety as well as the SAFEHawk APP.
- Special Constables are here to help!

Questions & Comments:

Director Hamilton: Asks what emergency systems are in place for students who do not have the app.

Manager Lawson: Students without the app or unaware of the emergency number 3333 can call 911 and it will be routed to Special Constable Service. There is a new emergency notification system being procured.

Director Corrie: Asks how the app is accessible to students without Data or Wifi?

SCS Operations Manager Lawson: Students without Data or Wifi will have to dial 911 or use a landline telephone to reach the Special Constable Service.

Director Corrie: Asks what Students' Union's role is in security and safety at Laurier.

Director of SCS Lee: Students' Union can support the initiatives of the university and promote the SAFEHawk App.

Director Russo: Asks how they are demonstrating the resources that are provided in the app.

Director of SCS Lee: SCS is on social media, give presentations, are involved in "Get Involved" Fairs, and have done an iPad give away to promote downloads of the app.

Chair Abu-Rshaid: Asks what risks and threats there are to students.

SCS Operations Manager Lawson: It is important to teach people to look out for themselves and one-another as we are unable to control what happens in the surrounding environment.

Chair Abu-Rshaid: Asks about the current safety concerns on specific campuses and the university as a whole.

SCS Operations Manager Lawson: social media has its positive impacts but comes with lots of negative impacts as well. Social media, theft, and mental health are challenging.

Director Hamilton: Asks if SCS has considered doing a partnership to promoted public safety measures that can be taken.

SCS Operations Manager Lawson: Plan with residence life coming up later in August to share basic safety tips with students on campus.

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

- Chair Abu-Rshaid says thank you for attending the meeting and participating in the Q&A session.
- Congratulates ED Champagne on 22 years of service with the Students' Union.
- Congratulates Director of Strategic Initiatives Massi on his newborn.
- Starting the review and interview process for the Board Secretary.
- Proposes to move August meeting to an earlier time.

MOTION (Director Hamilton/Director Sloan) that the Board of Directors amend the August 15th meeting time from 7:00pm to 6:00pm. **CARRIED.**

7. Comments from the President & CEO, Acting President Brophy

- President Spenler and the VP team's updates are in the agenda, if there are any questions please reach out.

Questions:

Director Corrie: Asks if there are any updates on Greek Life MOU

DPRA Muller: It is back with Greek Life Council and will update if needed.

Director Sloan (Vice President of Greek Life Council): Operations have not yet started this summer and the scheduling date is coming in the near future.

Director Corrie: Asks if the Volunteer Discount applies to the Board of Directors.

Acting President Brophy: Currently it is for committees specifically but open for further discussion.

8. Comments from the Executive Director & COO

DPRA Muller: the Operations Team updates are in the agenda package and if there are any questions, we can take them back to the team.

Questions:

Director Corrie: Asks what input the Students' Union have into the work of campus security.

DPRA Muller: Students' Union had representation on the Special Constable review process. Will have to discuss with ED Champagne.

Director Corrie: Asks where the university stands with Halal food and how we can provide them.

DPRA Muller: Will put on ED Champagne's list to bring the Board a proper update.

Chair Abu-Rshaid: Important that the Board fulfils its mandate to bring back Halal food options to Wilf's before the fall semester begins.

9. Ad Hoc Committee Discussion, Director Corrie

- Idea is to compile a document for future Board's to understand how safety and security work on campus and how the Students' Union contributes to that.
- Bringing in Health and Wellness, Residence, Dean of Students, and other partners such as EDI.
- Creation of Ad Hoc Committee of four directors plus the Chair and extending invitations to the President & CEO, and DPRA.

Questions:

Director Hamilton: Asks about time commitment.

Director Corrie: Estimates a couple hours a month with no end-date until work is done.

MOTION (Director Ellis/Vice Chair Rubinoff) to adopt the briefing note as presented and to create a Board Ad Hoc Committee regarding student safety. **CARRIED.**

MOTION to elect Vice Chair Rubinoff, Director Corrie, Director Ellis, Director Hamilton, and Chair Abu-Rshaid to the Campus Safety Ad Hoc Committee. **CARRIED.**

10. Announcements, Chair Abu-Rshaid

Vice Chair Rubinoff: Please make sure everyone has access to their Board email before August. Email DPRA Muller if you have any issues.

11. Action Item Summary, Chair Abu-Rshaid

- Before the next meeting there should be a hiring for the Board Secretary.
- Lead a conversation between operations leadership to develop a better working relationship with Special Constables,
- Another Ownership Committee meeting soon.

Direct inspection committees need to be struck

Questions:

Vice Chair Rubinoff: Asks about the Board vacancies.

Chair Abu-Rshaid: Encourages interested participants to apply as there will be a board election hopefully in the first meeting of September.

12. Adjournment Chair Abu-Rshaid

MOTION (Vice Chair Rubinoff/Director Ellis) that the Board adjourn the July 17, 2023, meeting. **CARRIED**

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

Date Signed:

Mohammad Abu-Rshaid

Chair of the Board & Chief Governance Officer

2023-2024 Wilfrid Laurier University Students' Union



Wilfrid Laurier University Students' Union
Board of Directors
DATE: August 15th, 2023
Online via Zoom
Board of Directors Meeting

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

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

Gallery Present:

1. **Call to Order**, Vice Chair Rubinoff

The meeting was called to order via Zoom on August 15, 2023, at 6:00 pm. We acknowledge that the offices of the Wilfrid Laurier Students' Union are on the traditional territory of the Neutral, Anishnaabe and Haudenosaunee people.

2. **Regrets**, Vice Chair Rubinoff

Director Baldinelli sent his regrets.

Chair Abu-Rshaid sent his regrets.

Director Ellis sent her regrets.

3. **Conflicts of Interest**, Vice Chair Rubinoff

No conflicts of interest were declared.

4. **Adoption of Consent Agenda**,

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

AMENDMENT (Vice Chair Rubinoff/Director Spizzirri) to the consent agenda, to accept all except for GP2H, GP2D, GP2E, and GP2K. **CARRIED.**

MOTION (Vice Chair Rubinoff/Director Spizzirri) to accept the amended motion. **CARRIED.**

5. **Comments from the Chair of the Board & CGO**, Vice Chair Rubinoff

Vice Chair Rubinoff thanks everyone for coming.

Questions:

Director Corrie: Asks if there is anything the Board can do to support the committee meetings.

Vice Chair Rubinoff: Outlines those elected to the committees. Chair Abu-Rshaid or Vice Chair Rubinoff will reach out this week to start the process.

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

- Orientation week planning is going strongly.
- President Spenler went to different universities including western to tour the Sustainability office. As well as Brock where she met other student executives.
- President Spenler was on a hiring panel for a new associate director of residence life.
- There are some changes in the marketing department.

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

- It is the home stretch for orientation week.
- The official financial audit has happened for the financial year of 2022-2023. They may come to the Board and ask for permission to change a financial to statement to make it easier to read.
- ED Champagne and President Spenler are co-leading the marketing department and reviewing resumes for the Acting Director position tomorrow. Hopefully someone will hold the position by mid-September.
- Member Services is busy as the Health and Dental Opt-out has been opened since August first and will go until September 22nd.
- Still working on the Brantford Hospitality solution, optimistic it will be up and running at some point in September. There is currently a meeting scheduled with the university to see how they can help expedite the process.
- Kicking off a WILFS renovating process, it is more of a concept to see what WILFS could be in the future, as early as next fall.

Questions

Director Corrie: Asks if WILFS is now operating Halal items.

ED Champagne: Not resolved, still on going. The Muslim Students Association and EDI have had several meetings with appropriate partners. More than likely WILFS will have Halal products, however, cannot guarantee that from product delivery to food delivery it will not be cross contaminated.

Director Corrie: Are we still waiting for ICT to install the OWL camera.

ED Champagne: There is a work order in place and will follow up with ICT later this week to be updated on the status of the work order.

7. Ownership Linkage Committee, Vice Chair Rubinoff

- Unable to meet since last meeting due to scheduling conflicts.
- Goal to stay active and be productive.
- The committee will be meeting shortly.
- Director Spizzirri reached out to the President of the Laurier Marketing Association and should have an answer within a week.

8. Finance Committee, Vice Chair Rubinoff

MOTION (Vice Chair Rubinoff/Director Russo) for Chair Abu-Rshaid to continue this meeting as Chair. **CARRIED.**

Chair Abu-Rshaid outlines the roles of the Finance Committee.

MOTION (Chair Abu-Rshaid/Director Corrie) to have Vice Chair Rubinoff, Director Sloan, Director Hamilton, and Director Spizzirri sit on the Board of Directors Finance Committee. **CARRIED.**

Questions:

Director Hamilton: Asks which firm audits the Students' Union.
Chair Abu-Rshaid: KPMG

9. Athletic Sponsorship Agreement, ED Champagne

- ED Champagne summarizes the agreement and would like to table the decision until September.
- Currently \$4000 is currently budgeted for the sponsorship, however the value of the contract has exceeded the \$10 000 limit.

Questions:

Director Spizzirri: Asks if there was a reason for such a big value change.

ED Champagne: Every ticket will have Students' Union branding which is a great opportunity, as well as market adjustment.

Director Spizzirri: Asks if the contract with Morty's Pub has expired.

ED Champagne: the agreement with Morty's Pub has expired.

Chair Abu-Rshaid: Asks if the Students' Union negotiated.

ED Champagne: Yes, we are making sure it is a fair agreement.

10. Fall Semester Meeting Schedule, Chair Abu-Rshaid

Governance Coordinator Cui will send out a poll on August 18th regarding ideal meeting times for the fall semester. Directors are expected to answer the poll by the end of the business day of August 22nd.

11. Brantford Student Life Election, Chair Abu-Rshaid

MOTION (Chair Abu-Rshaid/Director Hamilton) to elect Director Ellis, Director Corrie, and Director Russo, to sit on the Brantford Student Life Committee. **CARRIED.**

12. In Camera Session, Chair Abu-Rshaid

MOTION (Director Corrie/Director Hamilton) that the Board of Directors proceed to 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

General Updates: Student Executive

1) President & Chief Executive Officer

- Thank you to everyone for an amazing O-week 😊 So proud of everyone!
- Having fun managing marketing.
- Still on the hunt for an AD – 2nd round with a candidate later this week.
- Recently presented at Res Admin Mixer and Laurier International breakfast.
- Boothing this Thursday at Laurier International BBQ to connect with students.
- Attending the March of 1,000 umbrellas with Deb and Ivan this week to raise awareness.

2) Vice-President: Financial and Volunteer Operations

- Volunteer hiring (multi-campus) is open until the 21st
 - Marketing has went out on SU feed (Odd Hawk Out Video and graphic)
 - As of right now we have over 100 new applications!
- ERT general member carousel took place on Sunday – Hired 12 new volunteers.
- My department's first volunteer appreciation events are this week!
 - Brantford on Wednesday.
 - Waterloo on Friday.
- Boothing (multi-campus) at Laurier International's Welcome BBQ this Thursday.
 - Setting up an SU booth giving away some free swag.
 - Plugging volunteer hiring.
- Planning to roll out SU Perks at the end of this month.
- Volunteer discount program (multi-campus).

3) Vice-President: Programming & Services Brantford

- O-Week is over the cleanup has started.
- Getting the committees situated post oweek and getting them into a steady schedule.
- Working with FVO to promote SU Kickoff on Wednesday.
- Promoting Jays Game in Brantford.

4) VP Student Services Waterloo

- O-Week was a success!
- Students seemed to enjoy the week and most events had great turnout!
- Got some very kind messages about how move-in went.
- Still waiting on final shine numbers - Online fundraising is at \$16,115.
- Shinerama Canada was very impressed with our shine day.
- Wilfs programming is starting up this week with trivia!
- Bingo host has been hired and that should start up next week.
- Services committees have hit the ground running.
- Foot Patrol and Food Bank are running regularly.
- Slight delay in parcel packing as Food Bank volunteers get trained.
- ERT will start shifting in the AC on September 17th.
- Josh is getting some much needed R&R - will be back in office on Sept 19th.
Once back we'll be working on mapping out programming for the year.

5) VP Government & Stakeholder Relations

- Mayor's Lunch in Brantford was successful during O-Week, better turnout than previous years.
- Had the Mayor of Waterloo and Regional Councilors come down today to hand out free ice cream bars and meet with students – that was successful.
- Next week is Consent Awareness Week – it is jammed packed with activities, starting with our Stand in Solidarity with Survivors event this upcoming Monday.
- We are wrapping up the final ends of the Office of Indigenous Initiatives collaboration – Laurier Mural Unveiling and tying red/orange ribbons.
- Other duties as OUSA President – Meeting with the Minister of Colleges and Universities, campus visits, Steering Committee meetings etc...

6) VP Clubs & Associations

- We've updated our policy and procedure manuals, and are going to communicate that with clubs shortly.
- We launched and closed feedback in July for anyone involved in clubs last year. We've received 139 responses and will be working through that data and evaluating department goals in August.
- New club registration closed and we received 36 applications for new clubs (double what we were expecting). Most of them have been approved, with a few still being worked through, and we will have between 30-33 new clubs this year.
- We're in the process of reviewing, updating, and adding new policies/procedures based on changes over the past few years.
- Get Involved Fair sign-up for clubs & associations has launched.
- The Marketing Coordinator for the Clubs & Associations Marketing Committee has been hired, and Executive hiring is in the works to get the committee fully up and running.
- 2 of the 3 Clubs & Associations AVPs began their term in office on August 8, with the 3rd starting on September 4th. I've been working on relevant AVP transition/training around this.
- The clubs department as a whole has been working on streamlining certain forms/processes for clubs around events and expenses, as well as how we work through those with our whole team, to make the process easier/faster for clubs to work through.
- Been partnering with Laurier 101 for events involving incoming students in July for Club & Associations' representations.

General Updates: Directors

1) Director, Finance and Administration

- Finance: Audit submissions all completed. Waiting on feedback and additional questions
- Operations: New Fridge ordered for the Waterloo office. Main entrance undergoing some minor painting and stairwell renos.
- Hospitality: All kitchen equipment has been delivered to Brantford. Some of it almost didn't fit thru the door but all is good. Wilfs off to a good start. Way ahead of last year's pace.

2) Director, Member Services

- Health and Dental Plan change of coverage period (opt out and family opt in) deadline is Friday September 22, 2023 at midnight.
- SU Desk Waterloo reopened and full staff complement hired. SU Desk Brantford slower to start and interviewing people this week, will reopen hiring there.
- Imaginus Poster sale is returning to the Brantford Campus Thursday September 14th for two days and Waterloo campus September 18th to 21st.

3) Director, Policy Research & Advocacy

- Working on several organizational policy development projects.
- Researching inter-city and inter-regional transit options for students attending the Milton Education Village Innovation Centre.
- Sat on first-round interviews for Acting Director, Marketing Communications hiring.

- Tracking developments with the Province of Ontario's Blue-Ribbon Panel on Financial Sustainability in the Post-Secondary Education Sector.

4) Director, Strategic Initiatives

- Hospitality initiative in One Market ongoing. Awaiting updates from FAM as to utilities viability.
- Food Bank refresh continues on both campuses to better outline organizational priorities and year to year nuance.
- Services Policy draft work outlining high-level strategic language for the organization's Essential Services – Foot Patrol, Food Bank, ERT to better plan and program initiatives and long term goal setting.
- Wilf's refresh is ongoing with proposals being reviewed at this time.
- Compensation Review ongoing with comparator review being conducted. Findings should be to the organization within the coming weeks.

5) Director, Student Experience

- Clubs and Association onboarding continues. Presidents training took place the first week of classes.
- Orientation week wrap up continues.
 - a) Debriefs with campus partners.
 - b) Assessment survey to be sent to first years.
- Working on external partners and campus access procedures via Students' Union Clubs and/or committees. In collaboration with the Onecard office.
- Program plans are being put in place to continue the momentum of Orientation Week.
- Weekly programming kicking off in Wilf's (Waterloo) and Hudson's Public (Brantford).
- Updating Clubs & Associations Policy & Procedures.

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

Submitted: Monday, September 11, 2023

Prepared By: Sebastien Corrie, Students' Union Director of the Board

Purpose: Report on the Updates and Ongoings of the Ownership Linkage Committee

Summary:

The Ownership Linkage Committee (hereinafter “the Committee”) was struck on May 23, 2023, with the purpose of fulfilling the mandate prescribed under GP #2g1. Membership of the Committee consists of Chair Abu-Rshaid, Vice Chair Rubinoff, Director Sloan, Director Spizzirri, Director Philips, and Director Corrie. The Committee has met three (3) times since its inception, on the following dates:

06/08/2023 – June 8, 2023;

08/22/2023 – August 22, 2023;

08/30/2023 – August 30, 2023.

Board of Directors Marketing Strategy:

At its 08/22/2023 and 08/30/2023 meetings, at the behest of the Board, the Committee reached out to the Laurier Marketing Association (“LMA”) in relation to helping to develop the Board’s marketing strategy. On behalf of the Committee, Chair Abu-Rshaid emailed LMA leadership to explore a tentative agreement to bring before the Board.¹ At current, no response has been received by the Committee. The Committee looks forwards to continuing to explore this strategy, and will bring any relevant updates to the attention of the Board as soon as reasonably possible.

Get Involved Fair:

The Committee thanks Directors for their involvement in the Get Involved Fairs, hosted in Brantford on September 7, 2023, and in Waterloo on September 8, 2023. Representation at the fairs represents an excellent opportunity for the Board to meet with the Ownership, and to gain valuable feedback from all years of undergraduate students. Moreover, at the fairs, the Board was able to advertise its ongoing by-election, and highlight the role it plays in the Organization. A significant number of Directors attended the fairs, and represented the Board to an excellent level. It was also heartening to see Directors attending fairs not found on their home campus – and the committee continues to encourage Directors to attend events on both campuses to represent the Board. The Committee would also like to thank President Spenler, and all the other members of Organization’s staff who helped fill in when Directors were not available to booth.

Future Events & Strategies:

The Committee would also note that there will be a Board social at the Board’s second meeting in September. For further information, please contact Chair Abu-Rshaid (subboardchair@wlu.ca).

Recommendation:

This report is submitted to the Board for information only. If Directors have questions, please direct them to Vice Chair Rubinoff (drubinoff@wlu.ca), and Director Corrie (scorrie@wlu.ca).

¹ See Appendix A.

APPENDIX A:

Hello, Udbhav and Ishfar:

I'm reaching out on behalf of the Students' Union Board of Directors Ownership Linkage Committee. I understand that Director Spizzirri has previously reached out to you in an informal capacity. To that end I am reaching out in my official capacity as the Chair of the Board to answer the questions that you had presented to him. As it has been communicated to me, I would like to touch on some further details on what this partnership could look like.

First, the Board is interested in retaining the services of LMA to produce informational and marketing product in order to advertise the Students' Union Board of Directors in a general sense, as well as the upcoming election in late fall term, and early winter term. For example: Instagram reels explaining the role of various members of the Board; Instagram posts explaining the various responsibilities and accountabilities of the Board; its partnerships with the Operations team and various other external stakeholders; and other items that can be discussed further along the collaborative process.

Second, we would like to maintain that these efforts will greatly benefit the Students' Union and help guide the future of the Laurier student experience, including yourselves - whose student dollars go into funding the Board, the Students' Union, LazSoc, etc. Ultimately, high student engagement with the Board helps to develop a clear mandate and develop the best student experience possible. Additionally, if there is interest further in the process, we can look into developing an honourarium. It's worth noting however, that this is not guaranteed, and would be subject to formal approval by the full Board.

Third, we would be interested in an advertising campaign about the Board of Directors, its role, and exploring how increased awareness can positively impact the student experience.

Please let me know if you have any questions, or would be interested in furthering this discussion in a more official capacity, with the Committee.

Thanks,

Mohammad Abu-Rshaid
Chair of the Board & CGO, Wilfrid Laurier University Students' Union

Submitted: August 17, 2023

Prepared By: Sebastien Corrie, Students' Union Director of the Board

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

Dear Directors of the Board,

The GP#2a Direct Inspection Committee was struck on June 20, 2023, with the mandate to review and assess Governance Process #2a, and ensure that:

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

The membership of the committee consisted of Chair Abu-Rshaid, Vice Chair Rubinoff, Director Baldinelli and Director Corrie. The committee has met on one occasion since its establishment, that meeting being on August 17th, 2023.

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

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

Overall, the committee feels that the scope of the Organization is captured within the policy and that the wording of the policy is sound. However, the final decision of the committee consists of the following recommendations:¹

The Board will govern lawfully, observing the principles of the Policy Governance® model, with an emphasis on:

- **Outward vision rather than an internal preoccupation;**
- **Encouragement of diversity in viewpoints;**
- **Strategic leadership more than administrative detail;**
- **Clear distinction of Board and Chief Executive Operations roles;**
- **Collective rather than individual decisions;**
- **Future rather than past or present; and**
- **Proactivity rather than reactivity, especially with policy development.**

More specifically, the Board will:

1. Cultivate a sense of group responsibility.

¹ Additions are demonstrated via underline and highlight, whereas subtractions are denoted via strikethrough.

- a. The Board will not use the expertise of individual Board members to substitute for the judgment of the Board. **Such expertise may be used only to enhance the Boards understanding of a particular topic.;**
 - b. ~~The Board will only use the expertise of individual Board members for informational purposes.~~
2. Guide the Organization through the creation and development of broadly written policies that reflect the Board's values and perspectives of the ownership. The Board's major policy focus will be on the intended long-term effects outside the staff organization, not on the administrative means of attaining those effects.
 3. Enforce upon itself methods of discipline that provide the means for effective governance. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance capability.
 4. Orient new Board members on the Board's governance processes and continuously improve governance mechanisms.
 5. Monitor the Board's process and performance ~~each meeting~~ **at least once every three (3) months.** Self-monitoring will be done formally for Governance Process policies and both formally and informally for Board Management Delegations policies.
 6. Allow no Officer, individual or Committee of the Board to hinder ~~or be an excuse for not~~ **deter from** fulfilling group obligations.
 7. **Be accessible to all members by having no less than two (2) regularly scheduled Board meetings per year in each city that the Students' Union operates.²**
 8. Ensure that regularly scheduled Board meetings involve strategic visioning and/or Ends-Based discussion.
 9. Attend to consent agenda items as expeditiously as possible.
 10. Ensure that Roberts Rules of Order Newly Revised, 11²th Edition is used in the facilitation of Board meetings.

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,

Sebastien Corrie

Director of the Board & Chair, Direct Inspection Committee GP#2a

Wilfrid Laurier University Students' Union

² The committee recommends, as noted above, that this particular subsection of GP#2a be brought before the Board for an enhanced discussion of its meaning, relevance, and soundness. At the committee level, several interpretations of this section were brought forward, and no consensus could be reached as to what it should mean, and what it, in fact, says.

Appendix A:

The Board will govern lawfully, observing the principles of the Policy Governance® model, with an emphasis on:

- **Outward vision rather than an internal preoccupation;**
- **Encouragement of diversity in viewpoints;**
- **Strategic leadership more than administrative detail;**
- **Clear distinction of Board and Chief Executive roles;**
- **Collective rather than individual decisions;**
- **Future rather than past or present; and**
- **Proactivity rather than reactivity, especially with policy development.**

More specifically, the Board will:

1. Cultivate a sense of group responsibility.
 - a. The Board will not use the expertise of individual Board members to substitute for the judgment of the Board;
 - b. The Board will only use the expertise of individual Board members for informational purposes.
2. Guide the Organization through the creation and development of broadly written policies that reflect the Board's values and perspectives of the ownership. The Board's major policy focus will be on the intended long-term effects outside the staff organization, not on the administrative means of attaining those effects.
3. Enforce upon itself methods of discipline that provide the means for effective governance. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance capability.
4. Orient new Board members on the Board's governance processes and continuously improve governance mechanisms.
5. Monitor the Board's process and performance at each meeting. Self-monitoring will be done formally for Governance Process policies and both formally and informally for Board Management Delegations policies.
6. Allow no Officer, individual or Committee of the Board to hinder or be an excuse for not fulfilling group obligations.
7. Be accessible to all members by having no less than two (2) regularly scheduled Board meetings per year in each city that the Students' Union operates.
8. Ensure that regularly scheduled Board meetings involve strategic visioning and/or Ends-Based discussion.
9. Attend to consent agenda items as expeditiously as possible.
10. Ensure that Roberts Rules of Order Newly Revised, 11th Edition is used in the facilitation of Board meetings.

Appendix B:

The Board will govern lawfully, observing the principles of the Policy Governance® model, with an emphasis on:

- **Outward vision rather than an internal preoccupation;**
- **Encouragement of diversity in viewpoints;**
- **Strategic leadership more than administrative detail;**
- **Clear distinction of Board and Operations roles;**
- **Collective rather than individual decisions;**
- **Future rather than past or present; and**
- **Proactivity rather than reactivity, especially with policy development.**

More specifically, the Board will:

1. Cultivate a sense of group responsibility.
 - a. The Board will not use the expertise of individual Board members to substitute for the judgment of the Board. Such expertise may be used only to enhance the Board's understanding of a particular topic.
2. Guide the Organization through the creation and development of broadly written policies that reflect the values and perspectives of the ownership. The Board's major policy focus will be on the intended long-term effects outside the staff organization, not on the administrative means of attaining those effects.
3. Enforce upon itself methods of discipline that provide the means for effective governance. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuance of governance capability.
4. Orient new Board members on the Board's governance processes and continuously improve governance mechanisms.
5. Monitor the Board's process and performance at least once every three (3) months. Self-monitoring will be done formally for Governance Process policies and both formally and informally for Board Management Delegations policies.
6. Allow no Officer, individual or Committee of the Board to hinder or deter from fulfilling group obligations.
7. Be accessible to all members by having no less than two (2) regularly scheduled Board meetings per year in each city that the Students' Union operates.
8. Ensure that regularly scheduled Board meetings involve strategic visioning and/or Ends-Based discussion.
9. Attend to consent agenda items as expeditiously as possible.
10. Ensure that Roberts Rules of Order Newly Revised, 12th Edition is used in the facilitation of Board meetings.

Submitted: Sept 13th, 2023

Prepared by: Mohammad Abu-Rshaid Chair of the EL#2A Direct Inspection Committee

Purpose: To review and assess EL#2A

Summary:

The EL#2A DIC Committee was structured in August of 2023 with the mandate to review and assess EL#2A. The committee ensures 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 consists of Board Chair Abu-Rshaid, Director Spizziri, and Director Russo.

For the EL#2A DIC, the committee had discussions on the following items prior to making their final decision:

- If the wording of the policy was still relevant to the Organization;
- If the scope of the organization was captured in the policy;
- How recent the policy was looked at and revised;
- If the scope of the organization was captured in the policy.

Recommendation:

The final decision of the committee consists of zero recommendations to the policy at hand.

Respectfully submitted,

Mohammad Abu-Rshaid

Chair of the Board & Chief Governance Officer

Chair of the Direct Inspection Committee EL #2A

Wilfrid Laurier University Students' Union