



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

Location: Zoom
Date: June 3, 2024
Time: 7:15pm

The Strategic Ends of the Students' Union

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

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

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

Land Acknowledgement

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

Start	Duration	Agenda Item	Type	Presenter	Policy Reference
7:15pm	30 mins	Board Training Session 2	adm	DPRA Muller	
7:45pm	2 mins	Indigenous land acknowledgement	adm	Chair Russo	
7:46pm	1 min	Call to Order and Regrets	adm	Chair Russo	GP #2c.8
7:47pm	1 min	Conflicts of Interest	adm	Chair Russo	GP #2c.2
7:48pm	2 mins	Adoption of Agenda	D	Chair Russo	
		MOTION that the Board of Directors adopt the agenda as presented.			
7:50pm	4 mins	Comments from the Chair of the Board & CGO	fi	Chair Russo	
7:54pm	4 mins	Comments from the President & CEO	fi	President Jesseau	
7:58pm	4 mins	Comments from the Executive Director & COO	fi	ED Champagne	
8:02pm	4 mins	Hiring Updates: Governance Coordinator; Board Secretary	fi	Chair Russo	
8:06pm	2 mins	Executive Succession	fi	President Jesseau	EL #2h
8:08pm	10 mins	Direct Inspection Committee Elections (Chair + 2 Directors) GP #1 - Governance Process BMD #2b - Accountability of the President	D	Chair Russo	
8:18pm	6 mins	Ownership Linkage Committee Elections (Chair + 4 Directors; at least 1 per campus)	D	Chair Russo	GP #2g1
8:24pm	5 mins	Strategic Governance & Education Presentation Opportunities	fd	Chair Russo	GP #2h
8:29pm	3 mins	Professional Development Opportunities	fd	Chair Russo	
8:32pm	2 mins	Announcements	fi	Chair Russo	
8:34pm	2 mins	Action Items Summary	adm	Chair Russo	
8:36pm	1 min	Adjournment	adm	Chair Russo	
		MOTION that the Board adjourn the June 3, 2024 Meeting			
Total 1hr 21mins					

LEGEND:

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

General Updates: Executive Team

- **President & Chief Executive Officer**
 - Greek Life MOU has been reviewed and signed for the year.
 - Engaging with the Student Affairs External Review, in collaboration with the GSA.
 - Supporting our Departments through the Annual Planning Process.
 - Having intro meetings with a variety of campus partners/institutional leaders to set the groundwork for the year ahead.

- **VP: Volunteer Operations**
 - Began annual planning for the year
 - Focusing on volunteer hiring and how to attract and retain volunteers
 - Volunteer hiring will be open from June 3rd to 16th with Icebreaker and Go Team general positions remaining open indefinitely
 - Started planning for Coordinator Conference, tentative date of July 20th and 21st next steps are to reach out to campus partners

- **VP: Programming & Services - Brantford**
 - Beginning Annual Plan and project planning for the year
 - Prioritizing updating and improving services (Food Bank & Foot Patrol)
 - Had one-on-one meetings with hired coordinators (Shinerama & Food Bank), and will continue to do so throughout the summer, to work toward a shared vision for the committees
 - Touching base with campus partners (Wellness Education, Dean of Students/Level 1 Lounge, and Residence)

- **VP: Programming & Services - Waterloo**
 - Began annual planning for the year
 - Focused on revitalizing and improving services (Food Bank and Foot Patrol) to be more accessible and prominent to the student population
 - Met with all committees to discuss vision for the year and starting their summer planning for both programming and services
 - Met with campus partners to discuss how to improve food insecurity across campus
 - Started preparing for orientation week with finalizing schedule
 - The Food Bank Parcel service is fully operational for the summer semester

- **VP: Government & Stakeholder Relations**
 - Began annual planning for the year focusing on a multitude of departmental concerns
 - Committee Identity Crisis
 - Committee Awareness & Accessibility Crisis
 - Department Programming & Events, UA Rebrand Progress
 - Disengagement on the Waterloo Campus
 - Burnout & Robustness on the Brantford Campus
 - "Bettering" Consideration & Implementation
 - Attended and soon to attend various OUSA Conferences

- May 27th & 28th – Welcome Conference – Added to Organizational Strategy & Governance Working Group
 - Officers were elected, meeting of Steering Committee & Presidents, first SC meeting. Largest outcomes from meeting were officer election, change in fee caps, and delegation of working groups.
 - Costs Associated: Travel and Hotel Accommodations
 - June 4th – 6th – Strategic Conference
 - Costs Associated: Travel and Varied Meals
 - June 13, 20 & 27th – “Summer School”
 - General Assembly Dates – TBD
 - Costs Associated: Travel, Hotel Accommodations & Varied Meals & Entertainment
 - Advocacy Conference – November
 - Costs Associated: Travel, Hotel Accommodations & Varied Meals & Entertainment
 - PiHED – April 9th,
 - Costs Associated: Travel, Table/ Dinner
 - OUSA Papers for upcoming year
 - Comprehensive Access Strategy
 - Student Financial Aid
 - Blue Ribbon Panel (Interim)
 - Environmental Sustainability
 - Tech-Enabled Learning
 - Met with Ben, Ian & Phil to discuss proposed changes to Student Code of Conduct, specifically academic misconduct policy & procedures. Voiced some concerns over shortened timelines on faculty and students regarding impact on students.
- **VP: Clubs & Associations**
 - Began Annual Planning for the year
 - Focus on improving current procedures (event approvals, reimbursement timeline, sponsorship process) and reframing departmental support to Clubs & Associations
 - Facilitated Laurier 101 summer staff training with VP, VO – providing high overview of Students’ Union role in undergraduates’ university experience
 - Meeting with Co-Op office to determine path of partnership forward
 - Setting up meetings with Faculty Association to touch base for upcoming year’s expectations

General Updates: Directors

- **Director, Finance and Administration**
 - Final funding for the winter semester fees was received, and we expect receiving Spring funding in the next few weeks.
 - Our onsite audit has been scheduled for the last week in August.
 - We have binding insurance coverage for the 24/25 effective May 1st.
- **Director, Marketing Communications**
 - Volunteer hiring marketing to be posted for June 3rd, Newsletter to be sent out next week.
 - Orientation marketing underway. Emails have been sent to potential students through Admissions outlining a brief overview of Orientation across all 3 campuses.
 - Wilf’s summer menu and hours are underway. New summer drink bar menu will be released next week.
 - Working with Athletics to take full advantage of all our marketing opportunities per our agreement within the AC, Alumni Field and Stadium. Updating signs and exploring new avenues.
- **Director, Member Services**
 - Health and Dental plan strategic planning for upcoming year and contract renegotiation with plan consultant
 - Update to electronic filing of Human Resources file systems and sending files to records retention that were not done during covid and beyond
 - Developing a part time staff manual in My Learning Space for SU Desk training

- Wrapping up incoming transition items and planning for next steps
- **Director, Policy Research & Advocacy**
 - Attended a meeting of the Waterloo Town & Gown Multi-Agency Committee on behalf of the Government and Stakeholder Relations department.
 - Working on a revised set of governance resources for the 2024-2025 year.
 - Assisted with preparations for student organization participation in the institution's Student Affairs review process.
 - General monitoring and analysis of trends within the post-secondary sector.
- **Director, Strategic Initiatives**
 - Working with the University on updates to The Belmont seating floorplan. Target date is to have updates completed and ready for Fall '24.
 - Wilf's refresh update consultation work is ongoing. Working through budget considerations to ensure project remains on target. Timelines remain unchanged for target date of Fall '25 for work to be completed.
 - Organizational Annual Planning process has begun for '24/25. Goal is to have departmental based Annual Plans ready completed through the summer.
- **Director, Student Experience**
 - The clubs' department is continuing to work on reconciling the 2023-2024 clubs' fiscal year-end.
 - Orientation planning for Brantford, Waterloo and Milton is well underway.
 - Move-In planning for both the Brantford and Waterloo Campuses is ongoing in collaboration with Residence, SCS, and the respective City personnel and police services
 - Waterloo: Friday August 30th, Saturday August 31st and Sunday September 1st
 - Brantford: Sunday September 1st
 - Ongoing meetings with campus partners around involvement in Orientation
 - Residence
 - LOCUS
 - Laurier 101 Team
 - Laurier International
 - SCS
 - Etc.
 - Supporting VP's in their annual planning work and onboarding/transition

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

May 2024

Prepared by: Director of Finance and Administration

Issue

Due to technical issues with our budget collation process, some lines items were not included in the approved budget for 2024/25.

Situation

It has been identified that \$42,800 of Programming and Services line items have been excluded from the approved budget for the current fiscal year. These lines included such things as clothing and volunteer appreciation.

Analysis

To account for these items in the budget, and remain in a balanced position, we need to reduce our contingency budget by the same amount.

Each year, we budget a lump sum for contingency to help us deal with unknown situations that invariably come up. After making this adjustment we still have adequate money in our contingency budget should anything else arise.

Recommendation

It is our recommendation that the board allows for the addition of these excluded line items but reducing our contingency budget by the same amount.

May 29, 2024

Overview:

As per **EL #2h - Executive Succession**, the President will not allow their absence to adversely impact the Organization by operating without ensuring the continuity of organizational operations through the creation and implementation of a succession plan.

2024-2025 Executive Succession Plan

In any instance where the President and Chief Executive Officer takes an expected or planned absence, the Board will be informed of the duration through the Chair and Chief Governance Officer.

The President and Chief Executive Officer will ensure that the Vice President: Volunteer Operations is sufficiently informed of the relevant duties; aware of and have a working knowledge of relevant policies, procedures, and agreements; and able to identify the key stakeholders necessary to undertake the daily duties as interim or partial President and Chief Executive Officer.



President & Chief Executive Officer
Ben Jesseau

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

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

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

The Board will:

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

Products:

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

Authority:

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

Composition:

Membership shall consist of:

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

Time Frame:

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