



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

**Location:** Students' Union Boardroom, Waterloo

**Date:** February 5, 2016, 3:30 PM

### The Strategic Ends of the Students' Union

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

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

An affordable, accessible, and high quality academic experience

A safe, sustainable, and empowering environment

Diverse and inclusive social interaction

Products and services that cater to the financial needs of students

Start	Duration	Agenda Item	Type	Presenter
3:30 PM	3:30 PM	Call to Order	adm	Chair Aitchison
3:30 PM	3:30 PM	Adoption of Agenda	D	Chair Aitchison
3:30PM	3:35 PM	Adoption of the Consent Agenda Monitoring Reports: <a href="#">GP#2f</a> , <a href="#">GP#2g</a>	D	Chair Aitchison
3:35 PM	4:20 PM	Presentation: Dr. Blouw, President & Vice Chancellor of WLU	fi	Dr. Blouw
4:20 PM	4:25 PM	Adoption of the Minutes: <a href="#">January 8th, 2016</a>	D	Chair Aitchison
4:25 PM	4:25 PM	Regrets	adm	Chair Aitchison
4:25 PM	4:25 PM	Conflicts of Interest	adm	Chair Aitchison
4:25 PM	4:30 PM	Comments from the Chair of the Board & CGO	fi	Chair Aitchison
4:30 PM	4:35 PM	Comments from the President & CEO	fi	President Matthews
4:35 PM	4:40 PM	Comments from the Executive Director & COO	fi	ED Champagne
4:40 PM	4:50 PM	Ratification of the 2016 Annual General Meeting Results	D	Chair Aitchison
4:50 PM	5:10 PM	Items pulled from the Consent Agenda	ir/D	Chair Aitchison
5:10 PM	5:15 PM	New Business & Announcements	D	Chair Aitchison
5:15 PM	5:15 PM	Adjournment	adm	Chair Aitchison
<b>Total</b>	<b>1hr45min</b>			

#### REMINDERS:

1. Enjoy Reading Week
2. Stay tuned for Board Mentorship pairings

#### LEGEND:

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

## Governance Process #2f “Board Committee Principles”

This interpretations-based monitoring report for Governance Process Policy #2f “Board Committee Principles” is presented in accordance with the monitoring schedule 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,



Colin Aitchison  
Chairman of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

February 5<sup>th</sup>, 2016

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**(Board Policy is indicated in bold typeface throughout.)**

### **POLICY STATEMENT GP2F1: Board Committees will:**

- 1. Assist the Board by preparing policy alternatives and implications for Board deliberation.**

#### CGO INTERPRETATION

I define “preparing policy alternatives and implications” as providing the Board with further insight into possible policy amendments and the impact of certain measures on the governance capacity of the organization.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Committees provide the Board with information that pertains to matters being dealt with through Board operations.

#### EVIDENCE

1. Several direct inspection committees have offered up policy changes for Board approval.

I report this section as **COMPLIANT**.

**POLICY STATEMENT GP2F2: Board Committees will:**

- 2. Avoid speaking or acting on behalf of the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the President.**

CGO INTERPRETATION

I define "avoid speaking and acting on behalf of" as avoiding making declarations or fulfilling Board obligations that fall outside the scope of a committee. I define "except when formally given such authority for specific and time-limited purposes" as the mandate given to the committee by the Board for a prescribed period of time. I define "expectations and authority" as the specific outputs resulting from the committee's work, and the powers that the committee has to complete them. I define "in order not to conflict with authority delegated to the President" as Board committees having a specific mandate to avoid unduly influencing the operations of the organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. No committees have made public statements on behalf of the Board prior to notification at Board meetings.
2. There have been no reports of a Board committee unduly influencing the operations of the organization.

EVIDENCE

1. The Ownership Linkage Committee is the only one that has made public statements on behalf of the Board, which is a function that falls within its mandate.
2. There have been no reports of a Board committee unduly influencing the operations of the organization.

I report this section as **COMPLIANT**.

**POLICY STATEMENT GP2F3: Board Committees will:**

### **3. Avoid exercising authority over, and directly dealing with staff operations.**

#### CGO INTERPRETATION

I define “exercising authority over” as being unable to delegate tasks or otherwise supervise the operations of the President and their employees. I define “directly dealing with staff operations” as being unable to unduly influence or interrupt the duties of any individual employee under the President. Such an action could be viewed as a violation of the Board’s mandate.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. There are no reports of Board committees having delegated task to, supervising, or interrupting the operational duties of any employee within the organization.
2. Board members, employees, and the President are made aware of this policy.

#### EVIDENCE

1. There have been no reports of Board committees having unduly influenced the operations of the organization.
2. Board members, employees, and the President are made aware of this policy as they sign a copy of it during the first meeting of any Board committee.

I report this section as **COMPLIANT**.

#### **POLICY STATEMENT GP2F4: Board Committees will:**

### **4. Avoid monitoring organizational performance.**

#### CGO INTERPRETATION

I define “avoid monitoring organizational performance” as Board committees are not permitted to evaluate the performance of the Organization or President/CEO or their staff, as this responsibility belongs to the Board as a whole.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. There are no reports of any committee evaluating the performance of the Organization.

## EVIDENCE

1. There have been no reports of any committee evaluating the performance of the Organization.

I report this section as COMPLIANT.

## **POLICY STATEMENT GP2F5: Board Committees will:**

- 5. Avoid duplicating organizational structures and committees.**

### CGO INTERPRETATION

I define “avoid duplicating organizational structures and committees” as Board committees are not allowed to be given a mandate that replicates that of another committee or component of the Students' Union.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. No committee is struck that duplicates the mandate of an operational committee.

## EVIDENCE

1. The non-standing committees that have been struck this year do not duplicate the mandate of an operational committee.

I report this section as **COMPLIANT**.

## **POLICY STATEMENT GP2F6: Board Committees will:**

- 6. Be used sparingly and/or ordinarily in an ad hoc capacity.**

### CGO INTERPRETATION

I define “sparingly” as only when necessary. I define “ad hoc capacity” as striking a committee to fulfill a specific mandate within a limited time frame. Upon the completion of that mandate and the expiry of the time frame, the committee disbands.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Non-standing Board committees are struck to fulfill a specific mandate and are disbanded once that mandate is completed.

#### EVIDENCE

1. All direct inspection committees have disbanded following the completion of their mandate, while other non-standing committees are still operating within their time frame.

I report this section as **COMPLIANT**.

#### **POLICY STATEMENT GP2F7: Board Committees will:**

- 7. Elect a Board member to act as Chair of each committee whose responsibilities shall include.**
  - a. Delivering all reports to the Board**
  - b. Ensuring that the committee does not exceed its mandate as directed by the Board; and**
  - c. Ensure that proper and thorough minutes are taken and delivered to the CGO.**

#### CGO INTERPRETATION

I define "elect a Board member to act as Chair" as facilitating an election for a committee chair during the first committee meeting. I define "responsibilities" as duties that must be fulfilled by the committee chair in order to demonstrate due diligence. I define "delivering all reports" as providing the Board with periodic updates at each Board meeting, answering any questions, and presenting the end-of-year or end-of-mandate report at the end of the committee's time frame. I define "does not exceed its mandate" as delivering no more or less than what the Board has mandated the committee to do. I define "proper and thorough minutes" as a detailed record of the discussion during the meetings of the committee for reference by Board members upon request.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The chair of each committee presents updates to the Board and provides a final report at the end of the committee's time frame.
2. The Chair of each committee knows their mandated outcomes and has ensured that their committee has not overstepped their mandate.
3. Committee chairs take minutes during committee meetings and send them to the CGO.

#### EVIDENCE

1. Time is allotted at Board meetings for Chairs to provide updates to the committee if they request. The Chair has also requested committee chairs circulate information to the Board through e-mail.
2. All committees whose time frame has expired have presented their final report to the Board.
3. The chair of each committee has ensured that it has not exceeded its mandate.
4. The CGOs I-drive contains folders for each committee's minutes.

I report this section as **COMPLIANT**.

**POLICY STATEMENT GP2F8: Board Committees will:**

- 8. Ensure that this policy applies to any group that is formed by Board action. It does not apply to committees formed under the authority of the President.**

CGO INTERPRETATION

I define "ensure that this policy applies" as each committee being aware of and in compliance with the conditions presented in this policy. I define "any group that is formed under Board action" as any committee, task force, or research group that is struck by the Board to help it fulfill its mandate. I define "committees formed under the authority of the President" as operational committees that fall outside the jurisdiction of the Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All committee members sign a document that outlines GP#2f, Board Committee Principles.

EVIDENCE

1. All committee members have signed a document that outlines GP#2f, Board Committee Principles.

I report this section as **COMPLIANT**.

**GLOBAL POLICY STATEMENT GP2F: Board Committees will be assigned to help fulfill the Board's mandate.**

CGO INTERPRETATION

I define “help fulfill the Board's mandate” as Board committees being designed to delve further into a specific topic that fall within the jurisdiction of the Board.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All subsections of the policy are reported as compliant.

#### EVIDENCE

1. All subsections of the policy are reported as compliant.

I report this section as **COMPLIANT**.

## Governance Process # 2g "Board Committee Structure"

This interpretations-based monitoring report for Governance Process Policy #2g "Board Committee Structure" is presented in accordance with the monitoring schedule 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,



Colin Aitchison  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

February 5<sup>th</sup>, 2016

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***(Board Policy is indicated in bold typeface throughout.)***

**Global Policy Statement GP2g: A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only Board committees are those which are set forth in this policy or those created in an ad hoc basis by the Board. Unless otherwise stated, a committee ceases to exist as soon as its task is complete. Timely reporting to the Board shall be by appropriate verbal comments by the committee chair, unless otherwise stated in the committee mandate. All Board committees shall submit a final report following the conclusion of the committee's mandate.. Board committees should only be used to assist the Board in completing its own governing objectives.**

### CGO INTERPRETATION

I define "existence and charge" as coming into being with a mandate approved by the Board. I define "regardless whether Board members sit on the committee" as all committee members, whether Board members or not, must adhere to the principles outlined in GP#2f "Board Committee Principles", and remain dedicated to providing products for Board consideration. I define "only Board committees are those which are set forth in this policy" as the Ownership Linkage Committee, Finance Committee, and General Meeting and Election Appeals Committee. I define "unless otherwise stated, a committee ceases to exist as soon as its task is complete" as Board committees must disband when the Board has deemed that its mandate has been completed. While this is normally outlined when the committee is struck, the Board also has the power to extend the mandate of any Board committee. I define "timely reporting to the Board

shall be by appropriate verbal comment by the Committee Chair" as the Board committee must provide the Board with timely updates at least once a month verbally, as well as answer any questions that Board members may have. I define "shall submit a final report to the Board following the conclusion of the committee's mandate" as the committee chair submitting final recommendations for Board Approval following the completion of a mandate. I define "should only be used to assist the Board in completing its own governance objectives" as each committee must serve the governance mandate of the Board while having an agenda that conforms to that mandate.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All committees are brought into existence by the Board.
2. All non-standing committees have a set expiration date.
3. All committees provide updates at all meetings in which they have relevant material to present.
4. All committees have provided verbal updates at least once a month.
5. All committees provide a final report to the Board.
6. All committee operate only to fulfill a specific mandate as approved by the Board.

#### EVIDENCE

1. No Board committees have been struck by anyone except the Board.
2. All committees, including standing committees, have expiration dates
3. Each board meeting allows time for committee updates
4. All committees have provided verbal updates at least once a month. Please review meeting minutes for confirmation.
5. All committees who have completed their mandate have submitted a final report.
6. All committees have specific mandates outlined.

I report this section as **COMPLIANT**.

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Present: **Colin Aitchison, Kanwar Brar, Matt De Summa, Nick De Summa, Ryley Fletcher, Giovanni Giuga, Andrew Harris, Abdiasis Issa, Sujaay Jagannathan, Jonathan Ricci, Derek Worden, Olivia Matthews, Shannon Kelly**

Regrets: **Melody Parton**

Guests: **Scott Fowlie, Joanna Sadgrove, Bianca Anderson, Nick Molkoski, Enrico Valenzuela, Tyler Murdock, Michael Del Bono, Tyler Van Herzele**

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**1. Call to Order**

The meeting was called to order at 3:39pm on January 8<sup>th</sup>, 2016.

**2. Adoption of Agenda**

**Motion 1 (Ricci/M. DeSumma): Motion to adopt the agenda as presented.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**3. Adoption of Consent Agenda**

**Motion 2 (Brar/Fletcher): Motion to adopt the consent agenda as (presented/amended).**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**Director Brar**

Can you please pull EL#2d?

**Director Issa**

For the appendices, they are divided by the ELs. When I was reading through them the first time it was just one whole line, I figured out there were different appendices in the middle, so just a little disclaimer to keep that in mind.

**Chair Aitchison**

The formatting for the appendices is how they are always done. If it is EL#2a and EL#2d, the EL#2a section will come before EL#2d.

**4. Regrets and Absences**

*Director Parton is at work*

**5. Conflict of Interest**

None.

**6. Comments from the Chair of the Board & Chief Governance Officer**

**Chair Aitchison**

Everything for elections is going according to plan and everything is booked and looks like it will be successful. We have had two extremely successful information sessions this week and a lot of candidates for every single position showed up. Training sessions for every candidate

except for party chairs will be Monday and Wednesday at 10pm next week. Kaitlyn Aitkins, the DRO from Brantford officially starts next week. If any candidates are in the room, as you get promotional material, please send them to Bianca for initial approval and then we can get those stamped prior to the all candidates meeting after you have submitted your nomination packages. In terms of the SLL the board members from the two SLL committees will be choosing a representative among themselves after this board meeting to sit on a multi campus subcommittee. This committee will come up with how we will view multi campus applications. For the Senate, we are about to start talks about having the President and CEO of Students' Union sit on the senate. Myself, VP Bassett, ED Champagne and President Matthews are going to be the ones involved in these conversations. It most likely will not be in effect for next year just due to timeline. Hopefully come 2017/2018 the Students' Union President will be a voting member of the senate. All the committees will be back up and running shortly. All the committee chairs are reaching out to members to schedule meetings for the next week so we can hit the ground running for this semester.

## **7. Comments from the President & Chief Executive Officer**

### **President Matthews**

Welcome back everyone, I hope you all had a nice break. Budget season is on the horizon for the University so all university departments have been asked to model 2, 4 and 7 percent cuts. This does not mean that everything would be cut, it is just to show what resources could be scaled back. We have come up with a better communication system this year. We are hoping not to have as much backlash as we did last year in terms of not being a part of those conversations. I will keep you updated on that because nothing has been released except for what they are modelling. I will be sitting on the hiring committee for the new sexual assault advocate which should be hired by April. That is a position that we have been granted \$250 000 over a three year period to have on campus and there will also be a position available for the Brantford campus for students. The National College Health Assessment will be going out to 5000 selected students at the end of January. This is run out of the Dean of Students office. I am really excited for this. Normally when we get our data it is from the United States, or is a mix of Canada and the United States. What we are finding is that we really want Canadian data, particularly surrounding health in the Universities because it is very different from the states. This NCHA is going to go across Canada and then we are going to have both a Laurier and Canadian report. It will ask questions about sex, drugs, mental health, alcohol use as well as perceptions of other use of drugs. I will let you know more about that. I have five meetings for the Statue advisory committee this month. We are hoping to have an answer go out to the senate and the Board of Governors for our recommendation to cancel the project or not. We have an open meeting on Tuesday that you are welcome to attend. This will be a multi campus meeting so if you have any questions you can send them along to me. We have also planned monthly meetings with LSPRIG just to see a different way for us to communicate. Though we are separate organizations, it is really good to know what is going on in these organizations. We had a meeting yesterday and it went really well on how we can help one another to achieve our goals.

For University Affairs, Laura and I participated in the University Student Advocacy Conference where we spoke to MPPs concerning our policy papers over four days. I have those papers available on the Students' Union websites if you would like to read them. Local advocacy week is going to start on January 18<sup>th</sup>, and we will be meeting with key stakeholders. So the city, the

administration MPs, MPPs, and that will be going on the whole week around things about affordability, transit and the like. Our transit letter has gotten a lot of traction. This is the letter we wrote concerning the Brantford infrastructure which has steadily increased over the past few years with them cutting Go, greyhound times and the Mohawk shuttle being cancelled. This has been forwarded on to the minister of Transportation and even the Premier got a copy of it, so that is great. At the end of January, we will be holding a fully funded tuition freeze campaign with OUSA for two days to explain to students why a fully funded freeze is feasible for the government and obviously necessary for students. For Programming and Services Waterloo, Winter Carnival begins Sunday. To end the week, we have the X-Ambassadors concert which is Sunday January 17<sup>th</sup>, please buy your tickets at the U-Desk. For Programming and Services Brantford, they are doing preparations for what will be known as "Snow Week" with the Dean of Students, which will hopefully cater to students who are not what we consider our traditional student type. We did a survey in November surrounding what students would want to see. It is quite different to what people on the Waterloo campus want to see, so with the 27% of their students being mature students, they want something they may be able to bring their families to. For Clubs and Associations, new club registration is available until January 27<sup>th</sup>. The School of Business and Economics Student's Society has changed their name to the Lazaridis Students Society, or for short, Laz soc. They had a huge welcome week, we went to their opening announcement and they did a great job and got a lot of students out so congrats to them. Finally, for finance and administration, hiring is opening for many committees right now and we are particularly interested in gaining more hiring and recruitment volunteers so if you know anyone interested in that, please encourage them to do that.

**Director Harris**

I am just wondering what the \$250 000 funding will be going towards for the sexual assault committee.

**President Matthews**

It will be for the salary and other resources, like office space, office supplies and transport needs. It was a donation from outside the outside the University.

**Vice Chair DeSumma**

You were talking about the Lazaridis Students' Society, I was just wondering what they did for marketing to make their welcome week so successful.

**President Matthews**

They had a "something's coming" campaign over the break. They also had a huge video getting everyone pumped up for the first day back and on the first day they had a huge announcement of why they changed their name and the promises they will keep to their constituents as well and throughout the week they had a town hall and had a networking gala as well. They did a really good job of it, so that should be appreciated.

**Director Fletcher**

Would you be able to send more information about the statues project meeting?

**President Matthews**

Of course.

**Director Jagannathan**

Who is running snow week?

**President Matthews**

Kaela, the VP of programming and services in Brantford is heading it up. Since this is something that was not originally budgeted for, the dean of students has picked up the tab on that so they are also going to be running events. They just wanted something as a welcome back very similar to what we do here, just making it Brantford specific because it is all about equity between the campuses.

**Director Jagannathan**

You said 27% of the students are mature students, what are the other students concerned about?

**President Matthews**

It depends how you break it down, that is just age ranges of matures students. When you break down students, you can break them down into non traditional groups as well. So in particular, if you looked at our OUSA policy papers, you can also break that down into indigenous students as well which is a high population on the Brantford campus but they still fit in to the traditional student category, so we are definitely still going to provide programming for those students are well. For instance, they wanted a bar night and things like that. We have looked into that; it was just interesting to hear other responses.

**Director Ricci**

For the National College survey, does that go out this month?

**President Matthews**

I can't remember off the top of my head when they will go out, but there will be a two-week period over which they will go out to those 5000 students and they will have a chance to answer it. The selection is being randomized, if you get the email or have a student group you have influence over, just mention that they should do it, it is going to be great, there will be prizes available.

**8. Comments from the Executive Director & Chief Operating Officer**

**ED Champagne**

Before the holidays, myself, Chair Aitchison and President Matthews met with the AVP of Student Affairs to officially start negotiations for the operating procedures agreement. The agreement is set to expire at the end of April and we have set a pretty aggressive schedule in order to get that document finished. We have started examining the three party agreement between the university, ourselves and Aramark. There is not a lot of detail on that, just sharing what the agreement is all about. On the lighter side of news, we officially welcomed back Laura Bailey, our kitchen and catering manager from maternity leave. We also have promoted Anthony Massi

to the position of director of operations in Brantford. We also successfully hired the Director of student experience, he will be starting Monday January 18<sup>th</sup> and his name is Jason Verhoeve.

**Director Issa**

Is there a timeline for the Aramark agreement?

**ED Champagne**

It is on the same timeline as the operating agreement.

**Director Jagannathan**

Is there a way we can bring our concerns up to Aramark? I have heard some concerns about employees and some things that they do. Is there anyway we can bring this up before we sign?

**President Matthews**

At our management meetings, we bring student's concerns that are emailed to me. If you are hearing these concerns, as the elected body, let us know and send them off to me and I will send them to Aramark.

**ED Champagne**

We definitely need to hear that kind of stuff, because that is the stuff that we have to ability to impact depending on what it is we are talking about.

**President Matthews**

The statue meeting that is open to the public is going to be on January 12<sup>th</sup> at 3pm in the Paul Martin centre in Waterloo and the RCW in Brantford. It will be a Townhall type meeting. It should be roughly two hours.

9. **Committee Update: Ownership linkage**

Director Brar

In regards to the survey we did last semester and the report we showed you, since it was towards the end of the semester we decided that this was not enough time to release it and we would not have gotten as much attention. The infographic itself will be released on Monday when we do the board recap. We will be scheduling a meeting soon. The committee's primary focus for January will be assistance with elections and promotions. The survey will be revamped based on everyone's feedback. It might even be consulted with one of my statistics professors to see what we can do to improve that. So the more feedback we can get, the more effective it will be. Last year it was more of a trial run.

10. **Elections Expectation and schedule**

**Chair Aitchison**

We are not looking for particular events regarding elections, because those have already been planned. We are looking at how you feel you can best be involved to promote elections because it is our responsibility as a group, although not many directors are typically involved with elections. Our overall goal is to improve voter turnout, overall we want to see how you can improve it outside of election events.

In terms of expectations, neutrality no matter what, even if you are a candidate. If you are seeking re-election, one of the policies says that you cannot endorse another candidate running for something else. If you are asking questions, I expect complete neutrality, if you are asking questions make sure they are fair questions and that you are not loading questions against certain candidates. Just make sure that you follow the rules. A lot of time in the past, the most violations of people campaigning are people returning because they do not care as much and feel like because they have done it before, they know what they are doing. Ideally no one should get demerits, but particularly you because you have done this before. For anyone not seeking re-election, I expect you to come out and help out when you can. Director Brar will be working with Bianca on how the board can best help out. Bianca is organizing a team of volunteers from within the Students' Union. First Year Project has offered to help. On voting days, it is expected that everyone comes out for at least a bit to run the voting booth because we have to have a booth from 8am to 8pm both voting days. Are there any questions?

**Director Ricci**

What will be the management team's responsibility?

**Chair Aitchison**

It is a Union wide effort to promote elections as it always is. I haven't talked to Olivia and her team yet.

**President Matthews**

We are obviously willing to help out, we want to see good people fill your positions and obviously my own. As you are all aware the management team will be completely neutral in this election as well.

**Director Brar**

In regards to asking questions, are we able to ask an individual candidates about a platform point?

**Chair Aitchison**

That is completely fine. You want equal level questions to the candidates, obviously it is different in the case of a platform because that is unique to the candidate. If you are asking questions to more than one candidate, do not make one easy for the candidate you like and difficult for the one you don't like.

**Director Brar**

In regards to the presidential debate, is there anything we can do as the board?

**Chair Aitchison**

Show up and ask questions. Questions are asked by the audience, you will have to put your question through a moderator first and it will be asked by someone.

**Vice Chair DeSumma**

Will it be live streamed again?

**Chair Aitchison**

As far as I am concerned yes. Basically nothing has changed from last year. We have been successful in past years. Transportation will be provided between campuses.

**Director Ricci**

I will assume the bus to go to Brantford and Waterloo will be arranged?

**Chair Aitchison**

Yes. All that information will be covered at the all candidates meeting.

**11. Elections involvement discussion****Director Brar**

I think we want to keep it straight forward that we are not adding new events, the calendar is full. Whatever is established, the Ownership Linkage Committee will head up and the board will help. To reiterate Chair Aitchison, for those we are not seeking re-election it is crucial that we have your help. If you are boothing or helping out at floats for votes, that will count for your attendance this semester. If we do that this semester, we will actually be in compliance for the first time in two years. Let's try getting everyone involved. In my discussion with candidates they are asking what I wish I knew going into elections. I will open up the floor to talk about what you wish you knew when you were running or what you feel candidates should know.

**Director Worden**

It would have been nice if someone reached out last year when I was running. I had to reach out to people last year which was okay, but I think just in a supportive sense you should try to reach out to someone who is running to answer their questions. On a candidate level, I think that it shows that you care about them and the success of this board.

**Director Brar**

I think a lot of us campaigned on accessibility on one level or another. If you have a one on one with a potential board member and answer their questions that would be helpful. If you don't know something you could send them to Bianca or Chair Aitchison. Even though we may not be here next year, it is our responsibility to know that the board is in good hands.

**Director Ricci**

Previously there was not a hashtag when I ran, it's nice now that it is a click away to access election information. I think that is a great initiative that Students Union has pushed forward this year.

**Director Brar**

We will have a booth everyday after the all candidates meeting to voting day. We will have pens, pamphlets, bookmarks, basically anything needed. We want to give out as much as we can, we have a lot to begin with and are going to keep on using it. Though it is not the most concrete way of measuring something we know that at least if we are giving out lots of stuff that we are promoting to more people. Social media presence is also major for candidates running and even people not running. I think we need to use this for promotion of elections in general.

Remaining neutral through the elections is essential but we can still vote and promote for people to vote. Personally I like to use memes, if you have any creative ways to promote elections I encourage you to use them. We are going to have floats for votes which I expect you come out for at least an hour or so for at least two days on both campuses. Even leading up to that, I think that boothing is going to be huge because for directors not seeking re-election, people take what we say more seriously as we are on the board. We are engaging with students and are showing that we care moving on and I think that is huge. Is there anything else you want to add on?

#### **President Matthews**

I just want to add, if you have that booth for two and a half weeks and there are not enough people based on who is running for re-election, just reach out to me and the management team will be able to help.

#### **Vice Chair DeSumma**

I think anything that outlines what the positions are and what they do, so students who are voting or candidates who miss information sessions can get a sense of what they are voting on and what they do for students and how they represent them. Even for the candidates who do miss the meeting to have a better idea of what they are running for. Sometimes there is a misunderstanding of what the Board of Directors does so kind of like an understanding of that.

#### **Director DeSumma**

I think the best thing for us as directors is to go out and promote our roles to everyone who is running or not running. Just going out there like we did for the info fair for O-Week, just making sure that we get out there and promote the board. In Brantford particularly there is not much representation this year. Last year there were only two directors. I wouldn't have known anything about the board if it wasn't for the fact that I have a brother on it. So just making sure that there is actually a presence and people to go to.

#### **Director Fletcher**

Will we be boothing on both campuses?

#### **Chair Aitchison**

I am just talking to service Laurier; I will let you know. I have submitted a booking form to request a table.

#### **Director Brar**

I want to talk about open forum. That is one of our bigger events. People are nervous especially speaking in front of a large audience. If you know any candidates running, I recommend that you reach out and give them tips. I think this would put them at ease. Just helping them altogether I think it would ease a lot of the nerves they have and help them do well when they are performing.

#### **Director Worden**

I think another thing too is if you are going to the open forum, try and bring a couple of people with you as well. That is going to fill up the seats and then those people will gain interest and

might tell their friends and more people will hear about it and so on and that will end up reaching more people.

#### **Chair Aitchison**

Based on that too, nominations are still open, if you know any people that would be good in any of these roles or want to pursue a career in policy governance and business, get them out and get them to file a nomination package.

#### **Director Fletcher**

Even for those seeking re-election, I found last year it is easy to bring out people to support you.

#### **Director Brar**

Let's try and engage more people. A lot of people don't know what is happening half the time, it is just to encourage voting altogether. All those different numbers we can utilize and can improve voter turnout. After boothing it would be great to get out on those days. That should be one of our main priorities. Do things like messaging people on Facebook asking if they have voted and just take it from there.

#### **Chair Aitchison**

Something I forgot to bring up regarding the expectations. This happens every single year, returning members cannot use their current positions to promote themselves as candidates. You cannot use your Students' Union business cards or stuff like that as a promotional item. Dons also cannot go to their floor meeting and tell their students to vote for them. If you are seeking election you cannot use your Students' Union stuff to promote yourself.

#### **Director Ricci**

Would we be able to use our name tags?

#### **Chair Aitchison**

You can use your lapel pin. You just cannot use something like your Students' Union business cards to say that you are on the board right now and to vote for you again. You should not be using your students' Union email for non board related things.

### **12. Items pulled from the consent agenda**

**Motion 3** (Harris/Worden) **Motion to adopt EL#2d as presented.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

#### **Director Brar**

On page 9, under number 10, the fiscal year says May 2015-2016, it should be May 2016-2017.

### **13. New Business and Announcements**

#### **Director Brar**

Just a reminder about bursaries being open until the 19<sup>th</sup>. If you didn't do it over the break or know people who need it, fill it out.

**President Matthews**

The Students' Union years ago started endowment funds for students which has grown every year. We actually give away tens of thousands of dollars from those endowments every year.

**Director Worden**

Don applications are live right now, they are on [www.erez.com](http://www.erez.com), they are open until the 28<sup>th</sup> of January.

**President Matthews**

The VP applications are now open for Students' Union and will be due Friday February 5<sup>th</sup>. Please refer some great people.

**Director Jagannathan**

Applications for graduation are open as well.

**14. Adjournment**

**Motion 4** (N.DeSumma/Giuga): **To adjourn the meeting.**

**Vote: 10-0-0**

**Result:** Motion Passes Unanimously

*fi*, For Information

*fd*, For Discussion

*D*, Decision required

*adm*, Administrative task

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

Date Signed: Feb. 5, 2016



Colin Aitchison  
Chair of the Board & Chief Governance Officer  
2015-16 Students' Union BoD

Date Signed: Feb. 5, 2016



Nick De Summa  
Vice Chair of the Board  
2015-16 Students' Union BoD