



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

Location: Students' Union Boardroom, Waterloo
Date: February 16th, 2018, 6:00 PM

The Strategic Ends of the Students' Union

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

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

- An affordable, accessible, and high quality academic experience
- A safe, sustainable, and empowering environment
- Diverse and 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
6:00 PM	6:00 PM	Call to Order & Land Acknowledgement	adm	Chair Naeem
6:00 PM	6:01 PM	Adoption of Agenda	D	Chair Naeem
6:01 PM	6:02 PM	Regrets	adm	Chair Naeem
6:02 PM	6:03 PM	Conflicts of Interest	adm	Chair Naeem
6:03 PM	6:10 PM	Comments from the Chair of the Board & CGO	fi	Chair Naeem
6:10 PM	6:20 PM	Comments from the President & CEO	fi	President Brar
6:20 PM	6:30 PM	Comments from the Executive Director & COO	fi	ED Champagne
6:30 PM	6:40 PM	Quarterly Report of Financials	fi/D	President Brar
6:40PM	7:05 AM	Final Report : Board Training and Transition Committee	fi/D	Director Rezkalla
7:05 PM	7:15 AM	Presentation: Student Life Levy	fi	Director Wojtanowski
7:15 PM	7:30 PM	Committee Election: Student life Levy committee - 'Waterloo'	D	Chair Naeem
7:35 PM	7:40 PM	New Business & Announcements	fd	Chair Naeem
7:40 PM	7:41 PM	Adjournment	D	Chair Naeem
Total	1hr 41min			

REMINDERS:

- 1) The next Board Meeting is March 2nd at 6:00pm on the Waterloo Campus
- 2) 3 Direct inspection Committees due; **EL#1** - Dir Bonnell, Dir Paul; **GP#2e** - Dir Bonnell, Dir Paul; -
- 3) **GP#2g2** - Dir Wjotanowski, VC Del Bono, Dir Liu.
- 4) Have a happy reading week

LEGEND:

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

Chair of the Board & CGO Updates

February 14, 2018

After being elected as the Chair of the Board & CGO, my transition in the role is complete from the logistical aspect of the job. I am primarily working out of the Brantford office. There are pending work items due, which include but are not limited to, 3 direct inspection committees, payments and reimbursements, and board training structure development.

My primary focuses as the Chair and CGO are: a well deserved 'memorable closing' of the year for the board members, a holistic training for the upcoming board, participating in all the committees and meetings (obligatory and or non-obligatory) where there is an attendance for the Chair and CGO.

I am looking forward to chair SLL meetings and hiring a replacement for myself for Waterloo campus SLL. For Brantford SLL, Vice Chair Delbono is acclaimed.

Finally, I am looking forward to meet each director individually to solicit feedback for the board and share meaningful ideas, and for the board elect, I would like to include items in the agenda package which serve their learning progress.

A handwritten signature in black ink, appearing to read 'Talha Naeem', with a horizontal line underneath.

Talha Naeem

Chair of the Board & Chief Governing Officer

President and CEO

- **Student Affairs Advisory Agreement** is in the process of drafting stages as primary negotiations have been completed. The timeline is to seek approval from governing bodies by April.
- **Operating Procedures Agreement** is in the final stages of negotiations with the goal of approval by April.
- **Students' Union** has reclaimed the Iron Chef Trophy after a tough loss last year.
- **St. Patrick's Day** communicating planning is being finalized in conjunction with the University, the City, other partners and the Community Planning Emergency Response Committee.
 - o **Door Knocker on Wednesday, March 7** from **6-8 p.m.**
- **Waterloo Residence Council** focus group with the Food Services Management Board took place to solicit student feedback.
- **Taskforce on Freedom of Expression** continues to meet on a bi-weekly basis.
- **Orientation and Transition 101** planning is being facilitated with University partners and the Students' Union to create a work plan for the first year of the pilot.
- **March Break Open House** on the Waterloo campus is on March 10th and the Students' Union will have a presence in the concourse.

Finance and Administration

- Hiring for Vice Presidents is pending to be completed at the time of this Board meeting.
- Hiring for Associate Vice-President continues with the leadership of the incoming team.
- Volunteer applications including generals, executives, coordinators and orientation team generals and executives are due on **Wednesday, February 28** at **3 p.m.**
- Budget season is underway and preliminary discussions have started to prepare for the process.
- Volunteer Appreciation is in the planning stages. Dates are:
 - o **Brantford**: Saturday, March 24th
 - o **Waterloo**: Sunday, March 25th

Programming and Services Brantford

- Finalizing programming plans for the semester with Coordinator team
- Working alongside AVP: Finance & Administration to finalize details for Orientation Week hiring
- Working alongside AVP: Finance & Administration to organize Winter Volunteer Appreciation in March
- Continuing to meet regularly with Wellness Education, Athletics & Recreation, and Residence Life to discuss plans for Thrive Week March 12th-16th
 - o Food Bank, Healthy Lifestyles, and Peer Connect will all be participating
- Presented to youth who have Crown Ward status Monday January 29th alongside President & CEO
- Preparing reviews and reflections for all Programming & Services committees for incoming VP: PSB
- Coordinators are working on compiling information into transition reports for the new coordinator team

Programming and Services Waterloo

- Winter Carnival was successful, currently assessing participant feedback
- Committees are executing social and educational programming through events and campaigns for the winter term
- A-Team Concerts:
 - o RamRiddlz March 1st
 - o Daniel Caesar March 28th
- All money for Shinerama's Campaign has been sent into CF Canada and any further money raised at this point is allocated to next year's campaign

Clubs and Associations

- Having debriefs about Faculty Associations elections with the appropriate Presidents.
- Transition for all Faculty Association presidents will commence after reading week.

- Meeting with all the Faculty Associations presidents on Brantford Campus about the recent referenda question that passed.
- Special Events Funding application is due February 16, 2018

Waterloo:

- Workshops for clubs and associations will happen February 26 and March 25, 2018
- Clubs Match will happen on February 13, in the concourse to promote clubs and associations.

University Affairs

- Attending OUSA Spring General Assembly at Laurentian University
 - o Laurier has 6 delegates
 - o Policy Paper Topics: Student Health and Wellness, Mobility and Credit Transfer, and Mature Students
- Collaborating with the Marketing department and our committees to plan for the Provincial Election
- Working with Sarah Scanlon, Gendered Sexual Violence Support Coordinator to develop a Women's Safety Grant Committee
- Presenting to the Local Health Integrated Network (Waterloo-Wellington) to allocate money towards recommendations from OUSA's In It Together report on Mental Health
 - o Politicians and student leaders are expected to be present

Brantford

- Met with the Mayor of Brantford to discuss GO Bus Route from Brantford to Cambridge and enhancement to the student experience by engaging with the City

Waterloo

- Met with Mark Dykstra to discuss harm reduction for St. Patrick's Day
- Terms of reference approved for Town and Gown
 - o Includes: student wellness, community cohesion, and talent attraction and retention
- Met with McGregor-Albert Community Association (MACA) to discuss St. Patrick's Day

**Executive Director & COO: Updates
Friday, February 16, 2018**

1. Student Experience

- a. Given the passing of the Clubs referenda on the Brantford campus, working on defining Faculty Association structure on Brantford campus. (DBO)
- b. Revisiting faculty Association agreements to be more encompassing of the relationship between the Students' union and Faculty Associations (DBO, DPRA)
- c. Exploring clubs management software with the goal of implementing something to ensure a more streamlined clubs process for all members
- d. Finalizing first draft details on the Students' Union Volunteer Competency model

2. Policy, Research & Advocacy

- a. Ongoing research and support as the Students' Union resource for the Laurier Taskforce on Freedom of Expression;
 - i. Next meeting scheduled for February 15, 2018.
- b. Early planning and preparation for Student Union engagement with the June 2018 provincial election;
- c. Completed a brief comparison of Ontario pre-budget submissions from the Ontario Undergraduate Students' Association (OUSA), the Ontario Confederation of Faculty Associations (OCUFA), and the Council of Ontario Universities (COU);
 - i. Increased investment in university operating grants, experiential learning, and the impacts of Bill 148 were overlapping priorities.
- d. Working with VP: C&A, AVP: C&A, DSE, and DBO to review faculty association agreements and faculty association elections;

3. Hospitality Services

- a. Reading week hours
 - i. In Waterloo Wilf's to close at 2 a.m. on Friday February 16th and re-open at 4 p.m. on Sunday February 25th
 - ii. In Brantford
 1. Golden Grounds to close at 4 p.m. on Friday February 16th and re-open at 8 a.m. on Monday February 26th
 2. Williams closed at 4 p.m. on February 16th
 3. Tuesday February 20th to Friday February 23rd the hours will be 7:30 p.m. to 3:30 p.m.
- b. Both in Waterloo and Brantford we are getting ready to execute many end of term events between February 26th and April 6th
- c. In Wilf's we have a lot of campus clubs events happening on Friday and Saturday nights
- d. Specials events are coming up with concerts for Ram Ridlz and Daniel Caesar

4. Finance & Administration

- a. Budget season is underway for the 18/19 fiscal year. Student Union leadership will be responsible for putting together a draft of next year's budget over the Winter Semester.
- b. We have hired a number of new students for our U-Desk positions both in Waterloo and Brantford and their training is currently underway. This year's hiring was larger than in previous years due to the significant number of graduating employees.
- c. A reminder to Board members that OHIP+ is now in place and Ontario residents under the age of 25 now have a number of prescriptions covered by OHIP. The impact on our H&D will not be known until we have a number of months of claim history under the new program to review

5. Marketing

- a. #LaurierVotes
With only a 22% turnout with 4 candidates, and little female representation during this year's election, the Marketing Department is currently debriefing the elections process from a marketing standpoint and looking into this year's analytics and marketing strategies to ensure we see better turnout and representation in next year's elections.
- b. St. Patrick's Day Safety Messaging
The Marketing Department is working on a video for our students along with other marketing initiatives to share safety messages surrounding upcoming St. Patrick's Day events and to encourage students to #staygolden. We will begin promoting this to students beginning March 5th until March 17th
- c. Upcoming Event Dates to Note:
Volunteer Hiring – Opens February 9 & Closes February 28 @ 3 PM
<http://hiring.yourstudentsunion.ca>

Student Rights Advisory Council Brantford – Lease Reading Workshop
February 26th 12:00 PM – 2 PM Carnegie Building 208, Brantford

6. Brantford Operations

- a. Changes to the Orientation hiring carousels to focus on competency based language in attempts to make the marking process and facilitation a little easier on participants and facilitators. (A/VPFA, VPPSB)
- b. Competency and Learning Outcomes language for the SU and the volunteer roles. Using models from Ryerson, Guelph Residence Life to better identify core competencies for each level of role within the SU. (DSE) – Hoping to have pjt presented to ED/Pres by end of month.
- c. Submitted proposal to SLL for Multi-Purpose Room updates to furniture and access for students. (VPPSB)
- d. Support for Faculty/Program Association presidents – In light of referendum passing, examining department policies, agreements and constitution updates. Meeting with all Faculty/Program Association Presidents to explain process and next steps. (VP/AVP CA, DSE) – Ongoing
- e. Transition/Orientation Program building ongoing.
- f. Working with the new Wellness Education Coordinator to develop programming such as Thrive Week (week long program dedicated to various wellness initiatives across Athletics, SU, Res Life and Student Affairs) UPDATE: Scheduled (VPPSB)

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Schedule 1- Revenue

9 Periods Ending Jan 6, 2018

	Actual	Budget	Variance
Fred Nichols' Campus Centre	840,368	760,510	79,859
Health and Dental	1,396,212	1,323,276	72,936
Turret	24,618	91,550	(66,932)
Wilfs	1,708,885	1,614,932	93,953
William's Coffee Pub	316,118	149,953	166,165
Centre Spot/U-Desk	61,333	89,300	(27,967)
Food court/leasing operations	294,386	294,514	(128)
Services and programming	506,674	491,804	14,870
Governance and Fees	651,282	557,270	94,012
Brantford BSC, Admin, Fees, EVP & Governance	301,735	294,467	7,269
Brantford Activities	63,271	75,900	(12,629)
Brantford Services	500	5,000	(4,500)
Total	6,165,381	5,748,476	416,906

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Schedule 2- Expenses

9 Periods Ending Jan 6, 2018

	Actual	Budget	Variance
Fred Nichols' Campus Centre	1,387,619	1,622,759	(235,140)
Health and Dental	1,374,840	1,410,927	(36,087)
Turret	97,286	158,600	(61,314)
Wilfs	1,817,078	1,736,046	81,032
William's Coffee Pub	379,478	226,632	152,845
Centre Spot/U-Desk	38,681	42,004	(3,324)
Food court/leasing operations	127,104	141,938	(14,834)
University Affairs	43,520	48,945	(5,424)
Campus Clubs and faculty associations	52,181	62,037	(9,856)
Services and programming	518,901	555,880	(36,979)
Administration	14,679	19,374	(4,694)
Governance and Fees	20,277	22,205	(1,929)
President	6,278	32,243	(25,965)
Brantford BSC, Admin, Fees, EVP & Governance	72,253	72,017	236
Brantford Activities	76,049	119,863	(43,814)
Brantford Services	6,532	7,741	(1,209)
Brantford Operations	2,657	2,727	(70)
			-
Total	6,035,411	6,281,939	-246,527

WILFRID LAURIER UNIVERSITY STUDENTS' UNION

Statement of Operations by Department

9 Periods Ending Jan 6, 2018

	Revenue	Expenses	Profit/Loss
Fred Nichols' Campus Centre	840,368	1,387,619	-\$547,251
Health and Dental	1,396,212	1,374,840	\$21,372
Turret	24,618	97,286	-\$72,668
Wilfs	1,708,885	1,817,078	-\$108,194
William's Coffee Pub	316,118	379,478	-\$63,360
Centre Spot/U-Desk	61,333	38,681	\$22,652
Food court/leasing operations	294,386	127,104	\$167,283
University Affairs		43,520	-\$43,520
Campus Clubs and faculty associations		52,181	-\$52,181
Services and programming	506,674	518,901	-\$12,227
Administration		14,679	-\$14,679
Governance and Fees	651,282	20,277	\$631,005
President		6,278	-\$6,278
Brantford BSC, Admin, Fees, EVP & Governance	301,735	72,253	\$229,483
Brantford Activities	63,271	76,049	-\$12,778
Brantford Services	500	6,532	-\$6,032
Brantford Operations		2,657	-\$2,657
Total	6,165,381	6,035,411	\$129,970

Board Training and Transition Committee Final Report

February 16th, 2018

The Board Training and Transition Committee was struck on January 12th 2018, with the mandate to review and assess the overall effectiveness of past Board training and transition plans of the Students' Union. The committee has four recommendations regarding how to improve this training and transition process for the subsequent Board. This involves, but is not limited to, recommending short and long term changes to availability of resources, more involvement from the current Board, and innovative methods of teaching Board practices and policies. The membership of this committee consisted of: Chair Naeem, Director Rezkalla, Director Bonnell, President Brar, Executive Director Champagne, and Director Policy Research and Advocacy Muller. The committee met on January 22nd, 29th and February 7th. This committee has managed to compile a host of recommendations aimed at improving multiple aspects of the Students' Union's Board training and transition process.

Resource Dedication

The committee recommends:

1. The Chair-Elect dedicate more financial resources to the Board's training budget.
2. This budget would help include, but is not limited to more time with policy governance experts, a longer training period, innovative engagement and take-home materials.
3. When exchanging resources or when communicating, the official channel used by Board-Elects stays consistent with email in accordance of the Corporations Act.

Training Format

The committee recommends:

1. Three training sessions be done prior to May 1st and the election of the CGO and Vice-Chair. This may include: History of the Students' Union, Policy Governance, and Policy specific training.
 - a. An example would be to standardize the use of Roberts' Rules.
2. These sessions may include quizzes or any source of engagement with the material to assess its effectiveness.
3. The Chair and Vice-Chair be elected after these sessions to facilitate a comfortable knowledge-based environment for Board-Elects when voting for their representatives.

- a. The current Chair work with the Operations team with these initial recommendations
4. After the election of the Chair and Vice-Chair, that a session for Board learning and experience expectations be done for the subsequent year.

Engage with University Groups on Campus

The committee recommends:

1. Engaging with our stakeholders, both marginalized and non-marginalized groups. Groups including, but not limited to, the Diversity and Equity Office, the Indigenous Student Centre, and the Operations team.
2. The Chair-Elect consider overlapping training sessions with the Board-Elect's and Operations Team. Initiatives such as "Intro to Student Affairs" would be an asset during the retreat.

Mentorship Program

The committee recommends:

1. Planning for casual group settings before one on one mentorship to facilitate an accessible environment for Board-Elects.
 - a. Such group settings may be considered "Pass the Torch" events.
2. Ask Board-Elects for anonymous written questions for current Board members to decipher the answers.

Respectfully Submitted,



Director Rezkalla

Chair of the Board Training & Transition Committee

Brantford Student Life Levy Committee



The **Brantford Student Life Levy** was passed by Laurier students in 2015 and represents a contribution from the undergraduate student body to the university's capital campaign.

Projects are selected for funding based on their fit with the Student Life Levy priority areas:

1. Increased opportunities for students to engage in activities leading to improved personal health and fitness.
2. Increased opportunities for students to engage each other and their environment in a culture of learning outside of physical classroom space
3. Other projects as determined by the committee.

According to the agreement signed between the University and the Students' Union, the list below states the people who are a part of this committee.

Students' Union

- Tarique Plummer (Chair of the Board & CGO) (Committee Chair)
 - Kanwar Brar (President & CEO)
 - Nathan Reeve (VP Programming & Services: Brantford)
 - Anthony Massi (Manager, Student Experience) (Non-Voting)
 - Ian Muller (Director, Policy Research and Advocacy) (Non-Voting)
 - Phil Champagne (Executive Director & COO) (Non-Voting)
- **Three additional Board members selected by the Board of the Union, two of which must be from the Brantford Campus**

University

- Adam Lawrence (Dean of Students, Brantford)
 - Brian Rosborough (Senior Executive Officer, Brantford)
- Antonio Araujo (AVP: Campus Administration & Special Constable Service, Brantford)
 - Ann Brandt (Associate Director, Development & Alumni Relations: Brantford)
- Dan Robert (Associate Director, Development: Library and Student Affairs) (Non-Voting)

Waterloo Student Life Levy Committee



The **Student Life Levy** was passed by Laurier students in 1993 and represents a contribution from the undergraduate student body to the university's capital campaign. The total contribution to the university is in excess of \$8.5 million, making Laurier students the largest single contributors to the campaign.

Projects are selected for funding based on their fit with the Student Life Levy priority areas:

1. Increased opportunities for students to engage in activities leading to improved personal health and fitness.
2. Increased opportunities for students to engage each other and their environment in a culture of learning outside of physical classroom space
3. Any other needs as determined by the committee.

According to the agreement signed between the University and the Students' Union, the list below states the people who are a part of this committee:

Students' Union

- Tarique Plummer (Chair of the Board & CGO) (Committee Chair)
 - Kanwar Brar (President & CEO)
 - Stephanie Bellotto (Vice President: University Affairs)
 - Phil Champagne (Executive Director & COO) (non-voting)
 - Ian Muller (Director, Policy Research and Advocacy) (Non-Voting)
- **Four additional Board members selected by the Board of the Union**

University

- Rob Donelson (VP Development and Alumni Relations)
 - David McMurray (VP Student Affairs)
 - Leanne Holland-Brown (Dean of Students, Waterloo)
- Dan Robert (Associate Director, Development: Library and Student Affairs)
 - Janet Robinson (Secretary)