



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

Location: Students' Union Boardroom, Waterloo  
Date: December 9th, 2016, 3:00 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

Start	Duration	Agenda Item	Type	Presenter
3:00 PM	3:00 PM	Call to Order	adm	Chair DeSumma
3:00 PM	3:01 PM	Adoption of Agenda	D	Chair DeSumma
3:01 PM	3:02 PM	Adoption of Minutes: <a href="#">November 25th Meeting</a>	D	Chair DeSumma
3:02 PM	3:03 PM	Regrets	adm	Chair DeSumma
3:03 PM	3:03 PM	Conflicts of Interest	adm	Chair DeSumma
3:03 PM	3:08 PM	Comments from the Chair of the Board & CGO	fi	Chair DeSumma
3:08 PM	3:15 PM	Comments from the President & CEO	fi	President VanHerzele
3:15 PM	3:20 PM	Comments from the Executive Director & COO	fi	ED Champagne
3:20 PM	3:45 PM	<a href="#">Referenda Submissions</a>	D	Chair DeSumma
3:45 PM	3:50 PM	<a href="#">Committee Updates:</a> Ownership Linkage Committee	fi	Director DeSumma
3:50 PM	3:55 PM	<a href="#">Chair's Response to Midterm Review</a>	D	Chair DeSumma
3:55 PM	4:00 PM	<a href="#">President's Response to Midterm Review</a>	D	President VanHerzele
4:00 PM	4:45 PM	<a href="#">Department Updates:</a> Clubs & Associations Finance & Administration Programming & Services: Brantford Programming & Services: Waterloo University Affairs	fi	VP Jenkins VP Wildish VP Gerlings VP Hutchings VP Aitchison
4:45 PM	4:50 PM	Monitoring Report: <a href="#">BMDs</a>	D	Chair DeSumma
4:50 PM	4:55 PM	Winter Semester Meeting Schedule	D	Chair DeSumma
4:55 PM	5:10 PM	Committee Election: <a href="#">General Meeting &amp; Election Appeals</a>	D	Chair DeSumma
5:10 PM	5:15 PM	New Business & Announcements	fi	Chair DeSumma
5:15 PM	5:15 PM	Adjournment	adm	Chair DeSumma
<b>Total</b>	<b>2hr15min</b>			

#### REMINDERS:

- 1) Make sure to keep an eye out for the meeting evaluation form and **fill it out!**
- 2) The next Board Meeting is hopefully January 13th at **4:00pm** on the Waterloo Campus
- 3) Great work this year! Good luck on exams and enjoy the holidays!

#### LEGEND:

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

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**Present:** Nick DeSumma, Nick Molkoski, Matt DeSumma, Faraz Iftexharuddin, Kevin Jang, Shannon Kelly, Hubert Lee, Director Bellotto, Genelle Martin, Ryan Price, Jonathan Ricci, Tyler VanHerzele, Colin Aitchison, Phil Champagne, Kaitlin Brown

**Regrets:** Tarique Plummer

**Guests:** Kanwar Brar, Ian Muller, Megan Lacoursiere, Joseph Small, Jason Verhoeve, Bethany Bowles

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**1. Call to Order**

The meeting is called to order at 3:03pm on Friday, November 25<sup>th</sup>, 2016 on the second floor of the Fred Nichol Campus Centre, Waterloo.

**2. Adoption of Agenda**

**Motion 1** (Kelly/ Ricci): **Motion to adopt the agenda as amended.**

**Vote: 9-0-0**

**Result: Motion Passes Unanimously**

**Chair DeSumma**

Is it friendly to add Items Pulled from the Consent Agenda after the Board of Governors and Senate Update?

**3. Adoption of the Consent Agenda**

**Motion 2** (DeSumma/Jang): **Motion to adopt the consent agenda as presented.**

**Vote: 9-0-0**

**Result: Motion Passes Unanimously**

**4. Adoption of Minutes: November 11<sup>th</sup>, 2016**

**Motion 3** (Bellotto/ Molkoski): **Motion to adopt the minutes from the November 11<sup>th</sup> Board Meeting as presented.**

**Vote: 9-0-0**

**Result: Motion Passes Unanimously**

**5. Regrets and Absences**

Director Plummer had an emergency to attend to.

**6. Conflict of Interest**

No conflicts of interest to declare

**7. Quarterly Report of Financials**

**Motion 4** (Jang/ Bellotto): **Motion to approve the quarterly report of financials as presented.**

**Vote: 9-0-0**

**Result: Motion Passes Unanimously**

**President VanHerzele**

Sorry about the formatting issue I will connect with the Director of Finance.

I will go through this to the best of my knowledge as Chris has been away for a few days and I haven't had the chance to get a refresher this week. If I am unable to answer a question I will connect with Chris upon his returns and get back to you.

Basically you are looking at the first 3 pages, the revenue expenses and profit loss. Starting with revenue, the totals in red pop out and are rather different or out of the ordinary. Pointing out the Health and Dental Plan for revenue is higher due to enrollment increase as well as the amount of people who haven't opted out. That number was a little less this year, therefore our numbers have done up there. Wilf's, we have had more sales to date then we did in previous years and you'll notice expenses have matched that. More business compared to last year. It is matching a little bit higher on the revenue and expenses in terms of the budget put forward. Services and Programming include \$58,800 increase due to O-Week participants. You will also notice that our expenditures for the programming and services are also up just to reflect restructuring when it comes to our programming. That is what the actuals were on this date, mostly due to Orientation Week. The numbers at the bottom of the 3<sup>rd</sup> page we are off by \$461,000 of our original budget and overall on par. We are in a good place; Chris is confident with where we are compared to our budget. There are a couple of different budget lines when it comes to the comparative revenue, expenses, and profit loss.

**Director Kelly**

Are there concerns that Health and Dental is underestimated for this semester? Does this create concern for the rest of the year?

**President VanHerzele**

No because we are always watching it and for right now it only reflects a certain portion of the year and we have to get past a final measure of our opt ins and opt outs. We need to wait and see how it will play out. There is no worry as of right now. We have noticed an increase in usage and for us at this table that is something we should be watching. Right now Chris is not worried.

**Director DeSumma**

Have we been seeing more choose to stay opted in to Health and Dental?

**President VanHerzele**

I don't know the numbers for sure, but from what I understand yes.

**Director Lee**

Under governance and fees what is the revenue of \$561,000 and expense of \$1,600?

**President VanHerzele**

I will connect with Chris on that one, I will deliver that through email to you.

**Director DeSumma**

In terms of expected usage of Health and Dental, have we had to change the services we offer recently to reflect the way that the budget it?

**President VanHerzele**

No major changes no I don't think so, the package is the same.

**Director Lee**

Wilfs saw an increase in revenue and expenditure which was because we operated during the summer. Was the extra increase all from the summer operations or more people coming in the fall term?

**President VanHerzele**

It is the entirety of all, since September our numbers have been up specifically for September and October.

**ED Champagne**

Take out numbers have increased and is specifically a large increase.

**Director Lee**

My concern is that the increases in expenses and revenue comparably, we only made less than \$10,000 more. Is it even feasible to run the operations during the summer?

**President VanHerzele**

This was the first year we have tried it so it is hard to know without trying.

**ED Champagne**

We have operated in the summer before, we usually operate on limited hours in the summer. Specifically, the theory is some revenue is better than none because there will always be expenses with an empty room plus it offers training for incoming staff. This deals with how to do each function within the operation. The overall value beyond finance is high.

**Vice Chair Molkoski**

Back to servicing and programming, both the revenue and expenses are actually down, did you say enrollment is up?

**President VanHerzele**

The explanation is the O-Week registrations were less than anticipated, flip my answer from more to less

**Director Ricci**

What were the hours for Wilf's in the summer?

**ED Champagne**

11-3 and then usually working with MLSB depending on what nights those guys had we would open up those nights. They worked close with the commissioners of MLSB to know what their schedules are like.

**President VanHerzele**

I will follow up with everything you have mentioned and I apologize I have lost a bit of the explanation.

**8. Comments from the Chair of the Board and CGO**

**Chair DeSumma**

1. The next Laurier Votes information sessions are December 6<sup>th</sup> and 7<sup>th</sup> at 10pm in both board rooms, tell your friends. Thank you to the directors who participated in the first two. It really helped some of the candidates considering the role.
2. The last SLL meeting was just completed of the 14 Waterloo applications we approved 8, of the 7 in Brantford we approved 5, and of the two multi-campus we approved them both. The Student Life Levy spent a total of just over \$180,000. A lot of money so that is pretty successful in the fall term. A lot of the applications were by students which we consider and we strive to continue to increase.
3. We have hired the Deputy Returning Officer. Since they haven't signed their contract I won't release any names, there were two great candidates. They will begin at the first information sessions.

**9. Comments from the President and CEO**

**President VanHerzele**

1. I am currently sitting on the librarian review committee for the University and taking over for another member who is no longer able to continue on that. There are only a few numbers remaining.
2. Yesterday the Board of Governors met and earlier this week the Senate met. Yesterday there was anonymous approval for the Sexual Violence Policy

Procedure Document. Laurier now officially has a policy and procedure document that is accessible to students. Our next step is to ensure it is accessible and see what we can do to get the word out there. I sit on the communications subcommittee of the violence task force and that is one of our biggest goals coming into the winter break. We want to see students understand and know available resources plus procedures not only sexual violence but gendered violence as well.

3. I have been prepping for Lobby Con. next week. VP Aitchison and I will be going to Queen's Park next Monday to Thursday to lobby with our partners on a few different issues, I am looking forward to the experience.
4. I have opened Friday afternoons for open office hours. People can come and chat with me and I will open up my snap chat account. During my campaign anyone could send me a questions and I would respond, I am looking to continue that as not everyone is able to come in during those hours or if I am not on the right campus. Marketing will be sending out something.
5. The events calendar has filled up and looks amazing. Find out what is going on!
6. The next meeting for the Turret renovation plan will be next week, I will be away but ED Champagne and Jeyas will be there meeting with the architects for next steps. We aren't expecting to see any drawings until the end of December.

### **VP Aitchison**

1. I will update you in terms of housing as we want to keep as many students in the loop. Since last update we met with MPP Daiene Vernile who committed to bringing up the issue with Minister Ballard of housing. He said he is looking into it. We saw a news article in the Cord by Kaitlyn Severin which was really well done. It had and quotes from people who have experienced the housing issues, quotes from myself, Sarah Wiley who is my counterpart at FEDs, Michael Harris, and Catherine Fife.
2. Ian and I met with Catherine Fife who is going to be pushing her party to get a question period on Tuesday. As kind of you do a favour for us, we do a favour for you; she is asking that we gather some signatures on a petition from her office that is targeted at similar things specifically the landlord and tenant board and the need for tracking. It is not something we are specifically asking for but it is something that goes hand in hand with our risk. Even if she doesn't get the opportunity to ask a question then even when she brings up her petition she will be able to link it back to us. It is a good way to get our issues on paper as well. If anyone is interested in signing I just need if for when I meet with her during Lobby Con.
3. Everything is happening and by March OUSA will be able to lobby on these issues. Eric Droles covered it and we are starting to see more media coverage as well. We are hoping that the increased coverage of the radio article and the

Cord will pressure the government to take action. I have reached out to my counter parts across Ontario to see if other schools are having these issues. If we can get that it is not just Waterloo Region, then it would pressure them to be quicker.

**President VanHerzele**

Next step for financial literacy program at Laurier with the Dean of Students is taking one step forward to look into creating a structure that we can provides knowledge and education for students coming in not knowing how to budget or have financial or personal wellness. I have reached out to my counterparts across the OUSA schools and some who aren't a part to see what financial literacy/wellness programs they have. I can bring that back to the next meeting so we can get a better idea surrounding this program.

**Director Ricci**

VP Aitchison have you heard a response from the Ministry?

**VP Aitchison**

We have had no formal response and neither has the Federation of Students. The City of Waterloo got a response from the letter they sent in August/ September. It was not really committing to anything MPP Vernile emailed me this week saying Minister Ballard did express concerns and will meet with his policy staff. The only formal response we have seen is basically what is written in the Cord when Kaitlyn Severin reached out to his office.

**10. Comments from the Executive Director & COO**

**ED Champagne**

1. Student Experience and Programming and Promotions has been working in collaboration with Office of Aboriginal Initiatives and LSPIRG on a concert program that will hopefully take place in early march.
2. Working also on a customer feedback form related to bar operations, services, and programming. A lot of that will take place in early December.
3. Winter Carnival programming and scheduling is taking place. Captains training and collaboration with the Diversity and Equity Office is taking place this Sunday the 27<sup>th</sup>. Winter Carnival was approved for Student Life Levy for a mystery event.
4. The Programing Department is working on a My Definition program in collaboration with Health and Dental and Wellness. Essentially we are trying to put Laurier faces to mental health issues to try and take stigma around mental health concerns. Currently there are 6 interested in participating, they will work with wellness and ensure they are the right fit.
5. The leadership summit is taking place on January 7<sup>th</sup>, 2017, planning is well underway at this point. And 30 volunteers from the Student's Union have been

sponsored to attend. Right now there are 16 students from Brantford attending and 14 from Waterloo. Our hospitality department is hoping to sponsor staff to attend.

6. With Policy Research and Advocacy, we have Director Ian Muller who is in attendance with us today. We are happy to have him aboard. Ian is working on advocacy efforts, currently focused on the Waterloo student housing. Preparations are underway to help Collin and Tyler attend Lobby Con. In Toronto next week and he has started a research project with our benefits and services department with regards to the health and dental plan. He was in attendance at Senate and Board of Governors.
7. Hospitality is continuing to face HR challenges in all 4 units with the full time and part time staff. Things are moving along. Trivia in Brantford's guest numbers seem to be consistent and have levelled off. Catering over the next few weeks are really busy on both campuses with people wrapping up semesters and celebrating the holidays. OneCard numbers on both campuses have remained consistent with last year and the year previous. Wilf's take-out continues to grow and the numbers are impressive. Bingo is Wilf's specifically and those numbers are growing slowly. Staff holiday party for part time staff is on Sunday December 11<sup>th</sup>.
8. Finance and Administration is working with directors of hospitality to ensure all revenues and expenses are submitted to help secure accurate financial information for the quarterly reports to the Board. The budgeting process for 2017/2018 is just about to begin and essentially preparing for a mid to late January start. Directors are going to start to put together their wish list of what they would like to see happen within their own budgets. The full time staff will execute theirs during the month of February and ready for March.
9. Accounts payable are being prepped for the holiday closure and have been asked to submit all expenses during the week 12<sup>th</sup>- 18<sup>th</sup> to ensure cheques in December will be cut and sent.
10. Marketing is working on submitting a campus newsletter for both campuses. Two separate newsletters will link. People who receive the Waterloo newsletter will be able to connect to the Brantford one. Also working on annual reports and the Laurier annual report passed Board of Governors yesterday and will be distributed soon. The marketing exec meetings for first semester are officially wrapped up and they are looking into the pros and cons of what has happened and trying to adapt and approve for second semester.
11. No updates for Brantford Operations at this time.
12. Things are rolling on with the OPA Agreement and we are hoping for significant progress before December 7<sup>th</sup>.

13. Tyler and I have been working closely with Diversity and Equity Office to try and adjust some of the harm that had been caused on the campus over the last 12 months.
14. Continuing to work on performance appraisal packages and continuing to create a payroll grid in the finance department.

### **Director Kelly**

There is going to be progress on the OPA by Dec 7? Could you elaborate?

### **ED Champagne**

The major hurdle that we have had has been around the physical resources and we have taken steps of the operating agreement. We feel comfortable both the University representatives and the Student's Union that the financial package is reasonable. Now it is a matter of cleaning the language on what the process to get things accomplished will look like. We want to ensure that both sides agree and we are confident that we can get at least that difficult chunk done by December 7<sup>th</sup>. After that I am out of the office.

## **11. Board of Governors/ Senate Updates**

### **Senator Brar**

1. The Senate meeting wasn't too long, we had an enrollment on the fall numbers and there was an increase of 7.9% in first year enrollment for undergrads. There is a decline in Brantford students and that is due to the Con-Ed program. International numbers are up and looking good.
2. In regards to the division councils there were two major modifications proposed to the Political Science program. There was a public policy specialization approved so similar to the research specialization which exists currently, now political science students can pursue this as well. Before this is was called a minor and was only open to non-political science students. Anyone can access it now within political science. The legal studies option has been turned into a specialization making it accessible for all.
3. Milton, essentially because it was detailed there will be \$180,000,000 between Brampton and Milton, proposed by the government, it is not divided equally. This all depends on our proposal to the government and how it will be allocated. There is an extension of the MOU from the Town of Milton to acquire 150 acres of land for Laurier. The target is around 1000 students to begin and the request which is the detailed proposal put forward will be done in January 2017. There is not too much detail on that.
4. I went to the Board of Governors meeting for the first part of it. As President VanHerzele said, the sexual violence and gender policy was approved

unanimously by the board. The other update was that our appliance committee approved the unaudited financial statements.

## **12. Committee Updates:**

### **Ownership Linkage Committee**

#### **Director DeSumma**

1. Committee discussed upcoming expectations and what our plans are for the upcoming elections. We talked about events we would like to run plus how we are going to work with the ACRO and Chair DeSumma in that process. We will meet again in January.
2. We went over results from the survey and through that I tasked them with weeding out what the most important aspects were. That way we can develop an infographic for information with marketing and that will happen at the first meeting in January.
3. We have the Meet and Eat event taking place on Tuesday from 7-10 in the Concourse. I would like you all to invite people on your Facebook pages and it is super important. I'll remind you and I would like to see you in attendance, let me know ASAP if you cannot come. We are compliant for the fall term, so let's try and be compliant for the winter term as well. The midterm report coming up has more information.

## **13. Ownership Linkage Committee Midterm Report**

**Motion 5** (Iftekharuddin/ Bellotto): **Motion to approve the midterm report for the Ownership Linkage Committee.**

**Vote: 9-0-1**

**Result: Motion Passes**

#### **Director DeSumma**

I want to say good job for showing up to events, we have had a really successful term and I am looking forward to continuing this and seeing what we can do next term. It means a lot to the committee!

## **14. Midterm Reports of Compliance**

**Motion 6** (Kelly/ Molkoski): **Motion to approve the midterm reports of compliance as presented.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

#### **Chair DeSumma**

These go over all of the reports and the monitoring reports to see what is compliant and what is not up until where we are right now. This does not include the

monitoring reports that were tabled today because they weren't approved yet. As you can see from the chart we are pretty much compliant on all bases aside from the one EL#2d which was reflective of the situation in July. Hopefully we can continue this in the winter term, it is nice being legal.

## **15. Strategic Discussion: Term in Review**

### **Chair DeSumma**

This is a strategic discussion on the plan that we have and we will discuss what we have and how we can compare it to what we have been doing this year to see if the organization is still working on that plan. This is not to say that this is how we can change things operationally; this is to focus on what we have in the strategic plan and how we think the organization been doing this year. We will begin with the customer experience strategic plan and have a basis to break it down. If anyone want to begin on how they feel the Student's Union has been operating this year.

How have we been doing this year in relation to the strategic plan to ensure we are on the right plan? Is there anything we should be doing differently because we have created this?

### **President VanHerzele**

The Strategic Plan started out as a part of every single President's Group meeting that we have had and it has tapered off. The Vice Presidency team will sit down with myself, Chair DeSumma, and ED Champagne to discuss how it is impacting the department. We are collecting data now and making changes to have more evidence come the end of the year. In the New Year there will be more discussion surrounding the plan. This is the division for our organization so it is important that whoever is in these roles will take it and make it apart of their roles and transition.

### **Chair DeSumma**

How are we doing because since it is a division of our organization and since it is the end of the term, we want to reflect on what we have done since May. We are looking to see if there is anything missing or what to continue moving forward. It is broken down to customer experience, communication, transparency, advocacy and representation. How are we doing in these aspects?

### **Director Lee**

Just in regards to customer experience, in terms of staff appreciation I like how fall volunteer and club's appreciation was done differently. I like the fact that you stuck to that they we will appreciate staff and volunteers through new and exciting ways. Moving forward, more orientation constantly evolving how we are always changing and not being the same as last year what else can we do? In terms of services, I do

support the fact that we are critically looking at what we service we provide and seeing if we can stream it more efficiently. Do it more efficiently and reduce redundancies between offerings as well all know Peer Connect was discontinued as it shows that we are keeping towards this.

**Director Martin**

Touch on the advocacy part, VP Aitchison has he is doing a great job in terms of advocacy and I want to make sure he is being recognized for that. Not only just posting on Facebook and he is always somewhere advocating for students.

**Director DeSumma**

WE have been doing great things on regards to professional development and training within the organization. Before when I was an Icebreaker we had to do all these different training modules online and it was important tools that you need. They are important tools in regards to where you want to go so it is great that we offer these things for students to do. I think that it is also great that we offer and provide staff with these as well. Staff gets the opportunity to go to different conferences, we had training in Florida, and it's great that the Union offers these things within the organization.

**Director Belloffo**

I appreciate what President VanHerzele has been doing as well. I feel like we have been advocating for a lot this year so far and that this will be a model in years to come. I would like to say that as a Board I feel we have reached out to a lot more students and continue to get more 1<sup>st</sup> years on board from the beginning.

**Director DeSumma**

Looking at transparency, as a board we have done a lot of great things as a board to make ourselves more transparent in what we do. Live streaming the board meetings is a start and we have also been more active in regards to social media, Tweets at board meetings.

**Director Ricci**

Building off communication and since I have been on the board we have been progressing each year. Using social media and snap chat and engaging with the student body. I know a lot of students that come to me and say they get most of their information through Facebook posts. They are building off what President VanHerzele has been doing at these meetings with the presidents; communicating and what we are doing is a great initiative and it meets the strategic plan.

**Director Iftekharruddin**

All these are great how we are more transparent and accountable. We have improved communication with social media as it is great to see the result with the election coming up, Laurier Votes. If we can see an increase in turnout and more people running for president those are tangible results that would be amazing of how we have succeeded to increase the scope.

### **Director Lee**

These have all been great. In the section of high quality, we represent all the students so in a lot of the points that was to advocate training so that all TAs and ensure that are prepared to grade work and facilitate class. I was wondering have we done this and are we doing it because I have been volunteering with the Student's Union and I have never seen this in day to day operations.

### **President VanHerzele**

It means so much more and it is ensuring that our volunteers are getting a good volunteer experience. It is creating these skill developments that allow you to succeed elsewhere. I am happy to say that the balancing act was what allowed me to do so well. Specifically, for the TA training, I have been connecting with the Graduate of the Student Association, Sam who has actively going to be pursuing this now and she has been working closely with VP Aitchison.

### **VP Aitchison**

It has been a working committee and Sam has taken a lead since majority of the TAs are graduate students. I was brought in as a voice to ensure students aren't being impacted because TAs are for undergraduate. It is something that may not be on the forefront it has been worked on since the document was wrote. Ian in his previous roll worked on it so it is ongoing and a lot of the advocacy stuff that we do doesn't get touched on social media because you need that public idea. This is why housing is big, you need that public recognition whereas the University is an internal partner and we don't want to publically shame them.

### **President VanHerzele**

This is something than Sam and myself have brought up at the table with Dr. Blouw as well.

### **Director Kelly**

I would like to touch on communication, it has improved a lot but there are strides to go. Yes, engagement with social media has been great, but it is catered to a specific group we need to find a way to engage with people who are not directly involved. How can we make communication greater beyond those simple channels?

**President VanHerzele**

It is the exact point, close to my personal heat. Our volunteers are amazing and we do all these great opportunities for them, my job right now is to represent 17,000 undergraduates, not just our volunteers. The President Council has been a start, I can connect with that group and there will be another meeting coming up. Marketing and ourselves keep this at the forefront of everything we do. Our Facebook page will only reach 7,000 who have liked it, how many of those are graduates? It is what can we do to get new faces to see and take part in what we are doing? It is something that we are definitely not there, it is something everyone should be reminded of.

**Director DeSumma**

Looking at the area we haven't really been having generative discussion at all this term are there plans to do this?

**Chair DeSumma**

Yes, it is in the plan. When I ran for Chair, one of the points were to have more generative discussion. There will be some, it is trying to find a topic that doesn't come off as operational. It is in the process, I would like to have some more and that is something that is my top priority next term with elections.

**Director Bellotto**

In regards to Board training, can we come up with new mechanisms to ensure preparedness of the incoming Board of Directors?

**Chair DeSumma**

I have been chatting to ED Champagne about this and once the Chair-elect and Vice Chair-elect are selected by the next board we do have the plans of sitting down. We will talk about what has happened, how can we improve it so that it isn't multiple Saturdays, how to make it more engaging so that there is more learning, and how to make it easier on schedules as it is hard to get up during exams and midterms.

**16. New Business and Announcements****Chair DeSumma**

Next info session sessions are December 6<sup>th</sup> and 7<sup>th</sup> at 10:00pm, tell your friends. Nomination packages are at the U-Desk on both campuses and Student's Union Office in Waterloo, as well as online.

**President VanHerzele**

Something new is having open office hours for all the VP, AVP, and President positions. Anyone interested in these roles keep an eye out on social media.

**Director Ricci**

Thank you for organizing the trip to Laval, it was a lot of fun.

**President VanHerzele**

Thank you to everyone who went to Quebec City, we got 42 students and congratulations to those making the first all Canadian roster at the gala last night as well as to Coach Faulds for becoming Coach of the Year, he definitely deserves it.

**VP Aitchison**

I will leave the petition for you to sign.

**17. Incamera: Midterm Reviews**

**Motion 7** (Jang/ Martin): **Motion to enter in camera with Board Secretary Brown.**

**Vote: 10-0-0**

**Result: Motion Passes Unanimously**

**18. Adjournment**

**Motion 9** (Ricci/ Bellotto): **Motion to exit incamera and adjourn the meeting.**

**Vote: 9-0-0**

**Result: Motion Passes Unanimously**

*Meeting adjourned at 5:37pm*

*Next Meeting Friday, December 9<sup>th</sup> at 3:00pm Waterloo*

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*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: November 25<sup>th</sup>, 2016

Date Signed: November 25<sup>th</sup>, 2016



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Nick De Summa  
Chair of the Board & Chief Governance Officer  
2016-17 Students' Union BoD

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Nick Molkoski  
Vice Chair of the Board  
2016-17 Students' Union BoD

## **2017 Laurier Students' Union Election**

### **Referendum Questions:**

#### **Question 1: SU Auditors**

Do you support the selection of KPMG as the auditors for the Students' Union for the 2016/2017 fiscal year?

#### **Question 2: Provincial Advocacy Fee**

Do you support the establishment of a provincial advocacy fee of \$3.15 per student, per year, adjusted annually by the cost of inflation (Consumer Price Index)? This fee will allow the Students' Union to continue its influential provincial advocacy efforts, including initiatives supported by the Ontario Undergraduate Student Alliance.

**Date of Implementation:** May 1st, 2017

**Voting Members:** All undergraduate students

**Associated Costs:** CPI Adjustment (as laid out in the question)

**Fee Applied:** Once Annually

**Applicable Information on previous Referenda of a similar nature:** N/A



Nick DeSumma  
Chair of the Board & Chief Governance Officer  
Wilfrid Laurier University Students' Union  
103 Darling St, Brantford, ON, N3T 2K8  
Tel: 519.756.8228 ext. 5832  
Email: [suboardchair@wlu.ca](mailto:suboardchair@wlu.ca)  
Website: [yourstudentsunion.ca](http://yourstudentsunion.ca)

November 29, 2016

Directors of the Board,

Thank you for providing me with feedback based on my performance as Chair of the Board & CGO thus far. I am happy to hear that you are satisfied with my work and commitment to the role, which I will be sure to continue and improve on throughout the rest of my term.

I believe that the Board as a whole has worked very well together this year to collectively move the Students' Union forward strategically through our engagement with students, participation, and keeping dialogue open.

I appreciate your constructive critiques, and do agree that there are times that I should more confidently lead in my position with regards to critically challenging the President and CEO when necessary. I will also ensure that I am remaining completely neutral at the Board table in order to prevent risk of bias within facilitations so that we may reach agreements as a Board without discomfort.

I promise to review and fix the feedback forms upon the Board's recommendations to ensure that feedback is high quality and strategic. I value each of your input, and want to reiterate that I am always available to support and answer any questions both inside and outside of Board meetings. I will strive to communicate more consistently with the Board, and hope that this is reciprocated.

Thank you for your incredible engagement and performance as a Board thus far. I genuinely appreciate all of the hard work and dedication each of you have put in to your roles, and I greatly look forward to the remainder of our term.

Kind regards,

A handwritten signature in black ink, appearing to read "N. DeSumma". The signature is stylized and includes a horizontal line that extends to the right, crossing under the letters.

Nick DeSumma  
Chair of the Board & CGO  
Wilfrid Laurier University Students' Union



Brantford Student Centre---Fred Nichols Campus Centre  
Wilfrid Laurier University  
103 Darling Street-75 --University Ave., West  
Brantford, ON, N3T 2K8--Waterloo, ON, N2L 3C5  
519.756.8228 x5971---519.884.0710 x3335  
yourstudentsunion.ca

To the Directors of the Board,

Thank you very much for taking the time to review my performance up until this point. As someone who looks to continually better myself, I welcomed the feedback and criticisms I received this past week.

I have identified that clear and open communication between my team and I will bring out the best in all of us and to date I am pleased to say that my performance at the board table is much to do with their criticisms of me through a continual appraisal process.

I was pleased to read that my monitoring reports have been well received by the board. I'd like to thank the VP Finance and Administration, Marley Wildish for her support in gathering evidence for such reports. I look forward to revisiting the Executive Limitations in the new year, updating evidence as we continue to enhance our services with the guidance of the Strategic Plan.

I appreciate the note of my attentiveness at meetings and the knowledge I bring to the table. Much of this is due to the strong questions I receive at the board table and the great dialogue that comes from my answers. As you have requested I will refrain from bringing overly detailed updates to the board table, instead elaborating on pre-submitted detailed updates and high-level strategic items during my update time.

Lastly, your comments on my multi-campus presence mean a lot to me. There were some hesitations over my ability to understand both campus cultures coming into the role and I have committed myself to having a presence on both campuses regularly. I thank the members of my team as they help provide context on a regular basis to better my understanding.

I am looking forward to the remaining time we have in our roles and what we can collaboratively accomplish as a unit working for this incredible organization.

With many thanks,

Tyler Van Herzele  
President and CEO

**Board-Management Delegation #1 “Global Board-Management Delegation”**

This interpretations-based monitoring report for Board-Management Delegation Policy #1 “Global Board-Management Delegation” 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

December 9<sup>th</sup>, 2016

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

**POLICY STATEMENT BMD#1: The Board will: Hold the President and Chief Executive Officer as their sole official connection to the operational organization, its achievements, and conduct.**

CGO INTERPRETATION

I define “President and Chief Executive Officer” as being the highest-ranked person within the organization who has been elected by their peers to serve in that position. I interpret “Board’s sole official connection” as being the only employee responsible to the Board of Directors. Further, I interpret this to mean that the President is the only person within the organization that the Board directly controls. I interpret “operational organization” to mean the aspects of the Students’ Union that pertain to its day-to-day functions and execution of duties. I interpret “achievements” to mean all of the things accomplished by the organization and its staff. I interpret “conduct” to mean the manner in which the organization handles their work and interacts with external and internal partners.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The President & CEO is the only operational staff within the organization to in which the Board gives direction.

EVIDENCE:

1. The Board of Directors does not and have not given direction to any operational staff member aside from the President & CEO.

I report this section as **COMPLIANT**.

**Board-Management Delegation #2a "Unity of Control"**

This interpretations-based monitoring report for Board-Management Delegation Policy #2a "Unity of Control" 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

December 9<sup>th</sup>, 2016

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

**POLICY STATEMENT BMD#2a1: The Board will: Ensure that decisions or instructions of individual Board members, Officers, or Committees are not binding on the president.**

CGO INTERPRETATION

I define "decisions or instructions" as meaning directions that are handed down by a specific body or person. I interpret "individual Board members" as being one specific Director who currently sits on the Board of Directors. I interpret "Officers" as the three signing authorities outlined in Article VII of the constitution, including the Chief Governance Officer (CGO), the Chief Executive Officer (CEO), and the Chief Operating Officer (COO), who are each empowered to lead a department within the organization. I interpret "committees" to be bodies within the Board of Directors that are struck to fulfill a specific mandate. I

define “binding” as the obligation that the person who receives instruction is required to follow it.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The only body that assigns instruction to the President is the Board of Directors.

#### EVIDENCE

1. The only body that has assigned instruction to the President is the Board of Directors.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2a1a: Unless the Board has specifically authorized such exercise of authority.**

#### CGO INTERPRETATION

I interpret “specifically authorized” as meaning the Board of Directors has given a person or committee to execute a function on its behalf. I interpret “exercise of authority” as meaning that the person or committee has been given power by the Board of Directors to act on its behalf.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Other than the Board, only those specifically empowered by the Board to do so will give instructions to the President.

#### EVIDENCE

1. No other entity have given instruction to the President.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2a2: The Board will: Remain cognizant of their motions to ensure that they do not take a material amount of staff time or funds, nor are disruptive, unless necessary for the Board to function.**

#### CGO INTERPRETATION

I define “cognizant of their motions” to mean that the Board of Directors will be aware of the decisions that they have made. I interpret “material amount of staff time or funds” to mean a significant portion of staff resources and hours that if absent, could put them at risk of not being able to perform their job-specific duties. I interpret “disruptive” as interrupting duties. I interpret “necessary for the Board to function” as meaning that a directive must be fulfilled in order to ensure effective governance within the organization.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Board decisions do not unnecessarily detract from the ability of Students' Union employees to perform their job-specific duties.
2. Students' Union employees execute all Board decisions that are necessary for it to function.

#### EVIDENCE

1. Board decisions do not unnecessarily detract from the ability of Students' Union employees to perform their job-specific duties.
2. There have been no reports of Students' Union employees not executing Board decisions that are necessary for its function.

I report this section as **COMPLIANT**.

#### **Board-Management Delegation #2b “Accountability of the President”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2b “Accountability of the President” 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

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

**POLICY STATEMENT BMD#2b1: The Board will: Hold the President fully accountable for all organizational operations.**

CGO INTERPRETATION

I interpret “hold the President fully accountable” to mean that the Board of Directors will assess the performance of the Students’ Union through the President. The Board of Directors is mandated to hold the President solely accountable for the organization. I interpret “organizational operations” to be the day-to-day functions and execution of duties within the Students’ Union.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board takes appropriate actions when responding to Presidential performance regarding Students’ Union operations.

EVIDENCE

1. The Board has taken appropriate action to hold the President fully accountable when responding to their performance regarding Students’ Union operations.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2b2a: The Board will: View Presidential Performance as identical to organizational performance, so that: organizational accomplishment of a reasonable interpretation of Board-stated Ends.**

CGO INTERPRETATION

I interpret “Presidential performance” as the execution of the job-specific duties that the President holds. I interpret “identical” to mean that two items are viewed as the exact same. I interpret “organizational performance” to mean the functioning and operations of the Students’ Union as a whole. I interpret “organizational accomplishment” to be the results that come from the work and operations of the Students’ Union and its staff. I define “reasonable interpretation” to mean that an average person with fair judgment could come up with a similar conclusion regarding a specific policy. I interpret “Board-stated

Ends" to be the policies that the Board has set out in E#1 to dictate what the Students' Union needs to aspire to achieve through its functions.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board draws no formal distinction between the performance of the President and the performance of the organization.
2. All actions of the Students' Union are done in accordance to the Ends Policies.

#### EVIDENCE

1. The Board conducts their performance review of the President strictly regarding organizational accomplishment of Board-stated Ends.
2. There have been no reports of Students' Union actions straying away from the Ends Policies.

I report this section as **COMPLIANT**.

#### **POLICY STATEMENT BMD#2b2b: Avoidance of Board-proscribed means will be viewed as successful Presidential performance.**

#### CGO INTERPRETATION

I define "avoidance of Board-proscribed means" to be compliance with the Executive Limitation (EL) policies. I interpret "successful Presidential performance" to mean that the Students' Union is in compliance with said policies.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All Executive Limitation (EL) policies are in compliance.

#### EVIDENCE

1. EL#2d "Financial Conditions & Activity" Section 6 was found Non-Compliant. All other Executive Limitation policies are in compliance.

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

**POLICY STATEMENT BMD#2b3: The Board will: Never give instructions to persons who report directly or indirectly to the President.**

CGO INTERPRETATION

I interpret “give instructions” to mean assigning a task or modifying the behavior of a specific person. I interpret “report directly or indirectly” to mean that a person is held accountable for their actions through their superior.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board of Directors gives instructions to no other person than the President, an Officer of the Organization, or governance staff, including but not limited to the CRO, ACRO, DRO and Board Secretary.

EVIDENCE

1. The Board of Directors does not give instruction to persons other than the President, an Officer of the Organization, or governance staff, including but not limited to the CRO, ACRO, DRO, and Board Secretary.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2b4: The Board will: Not evaluate, either formally or informally, any staff other than the President.**

CGO INTERPRETATION

I interpret “evaluate formally or informally” to mean the assessment of the performance of a Students’ Union employee. I interpret “staff” to be any person who is paid or unpaid within the organization and is expected to perform a function or task.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board evaluates no other employee than the President.

EVIDENCE

1. The Board does not evaluate any employee of the Students’ Union other than the President.

I report this section as **COMPLIANT**.

**Board-Management Delegation #2c “Delegation to the President”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2c “Delegation to the President” 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

December 9<sup>th</sup>, 2016

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

**POLICY STATEMENT BMD#2c 1: The Board will: Develop policies instructing the President to achieve specified results, for specified recipients, at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.**

CGO INTERPRETATION

I interpret “develop policies” to mean that the Board will establish and pass motions regarding the future and direction of the Students’ Union. I interpret “instructing the President” to mean that Board policies will dictate how the President will perform their duties. I define “specified results, for specified recipients, at a specified cost” to mean that the Board will outline what it expects the President to achieve within a reasonable means. I further interpret ‘reasonable’ to mean of fair judgment. I interpret “systematically” to mean that Board decisions fall into an outlined plan for a specific purpose. I interpret “Ends policies” to be policies outlining what the Board determines what the Students’ Union must work towards in its activities. I interpret “means issues” to be the parameters in which the organization must function in order to achieve the specified Ends.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board will have Ends (E) policies that the President must work towards.
2. All policies regarding means exist within the Executive Limitation (EL) policies.

#### EVIDENCE

1. The Board has Ends Policies within the Policy Governance manual of the Organization.
2. All policies regarding means exist within the Executive Limitation Policies of the Organization.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2c2: The Board will: Develop policies that limit the latitude that the President may exercise in choosing the organizational means. These limiting policies will describe those practices, activities, decisions and circumstances that would be unacceptable to the Board even if they were to be effective. Policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board will never prescribe organizational means delegated to the President.**

#### CGO INTERPRETATION

I interpret "limit the latitude that the President may exercise" to mean that the Board will specify what the President may not do when exercising their duties. I interpret "organizational means" to be the ways in which the Students' Union accomplishes the Ends set out by the Board. I interpret "delegated to the President" to mean the powers that the President has to execute the duties of that office.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board limits the latitude of the President through Executive Limitations (EL) policies.
2. The Board does not outline what the President must do to achieve the Organization's Ends, rather what the President will not do.

#### EVIDENCE

1. The Board has set Executive Limitations policies that limit the latitude of the President. These policies outline what the President will not do to achieve the Ends of the Organization as opposed to what they must do.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2c3: The Board will: Acknowledge that below the global level, the aggregate of limitations on any given level may embrace the scope of the foregoing level, but only if justified by the President to the Board's satisfaction.**

#### CGO INTERPRETATION

I interpret "global level" as being the highest level of policies in a Policy Governance structure. I define "aggregate of limitations" as being all policies that follow the global policy.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Any attempts to embrace the scope of the previous policies will be justified by the President to the Board's satisfaction.

#### EVIDENCE

1. Any attempt to embrace the scope of the previous policies is justified by the President to the Board's satisfaction.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2c4: The Board will: Authorize the President to establish all further policies, make all decisions, take all action, establish all practices and develop all activities so long as they use any reasonable interpretation of the Board's Ends and Executive Limitations policies.**

#### CGO INTERPRETATION

I interpret "authorize the President" to mean that the Board of Directors has delegated the President to perform a duty or function. I interpret "all further policies" to mean Students' Union policies that are not established by the Board of Directors. I interpret "reasonable interpretation" to mean that the average person with fair judgment could come up with a similar conclusion regarding a specific policy.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board places no further limitations on the President than what is set out in the Board's Ends and Executive Limitations.

## EVIDENCE

1. The Board has not set further limitations on the President beyond the Ends and Executive Limitations policies.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2c4a: Such decisions of the President shall have full force and authority as if decided by the Board.**

## CGO INTERPRETATION

I define "full force and authority" to be the power to make decisions that must be followed within the organization. I interpret "as if decided by the Board" to mean that such decisions carry the same weight, authority and expected compliance as those that are made by the Board of Directors.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All Presidential decisions outside of Board control will be binding on the Students' Union.

## EVIDENCE

1. All Presidential decisions beyond Board control binds on the Students' Union.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2c5: The Board will: Have the authority to change its Ends and Executive Limitations policies.**

## CGO INTERPRETATION

I define "have the authority" to mean the ability to make decisions at its own accord. I interpret "change" as meaning the Board can modify the policies.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Only the Board changes its policies.

## EVIDENCE

1. No entity other than the Board has changed Board policies.

I report this section as **COMPLIANT**.

### **Board-Management Delegation #2d1 “Monitoring Executive Performance”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2d1 “Monitoring Executive Performance” 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

December 9<sup>th</sup>, 2016

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

**POLICY STATEMENT BMD#2d1.1: The Board will: Determine the degree to which Board policies are being met through monitoring.**

## CGO INTERPRETATION

I define “degree to which Board policies are being met” to mean the level of compliance that is demonstrated by the President. I interpret “monitoring” as the action of assessing whether or not Board policies are in compliance.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All relevant Board policies are monitored throughout the year.

EVIDENCE

1. All relevant Governance Processes, Executive Limitations, Ends, and Board-Management Delegations policies are monitored throughout the year.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.1a: Information that does not do this will not be considered monitoring data.**

CGO INTERPRETATION

I interpret "information that does not do this" to be data that does not demonstrate either compliance, or the lack of compliance. I interpret "monitoring data" to be information that aids in the determination of the degree of compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All information pertaining to monitoring reports that is presented to the Board is relevant when assessing compliance.

EVIDENCE

1. All monitoring reports that have been presented to the Board had relevant information in order to assess compliance.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.2a: The Board will: Acquire monitoring information by one or more of three methods: by INTERNAL report: in which the President discloses interpretations and compliance information to the Board.**

CGO INTERPRETATION

I interpret "monitoring information" to be all relevant data that aids in the determination of compliance. I define "disclosing interpretations" as the President presenting their thoughts on the meaning of the relevant policy. I

define "compliance information" to be the President's determination on whether or not the policy in question is in compliance.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board receives monitoring reports of every Executive Limitation and Ends policy over the course of the year.

#### EVIDENCE:

1. The Board receives monitoring reports of every Executive Limitation and Ends policy over the course of the year through the implementation of a Monitoring Schedule. To date, the Board has received every monitoring report that has been scheduled.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.2b: The Board will: Acquire monitoring information by one or more of three methods: by EXTERNAL REPORT: in which an external, disinterested 3<sup>rd</sup> party selected by the Board assesses compliance with the President's interpretation of Board policies.**

#### CGO INTERPRETATION

I interpret "external, disinterested 3<sup>rd</sup> party", as a body that is neither the Board of Directors, the President, any other body within the Students' Union, or a partner of the Students' Union. I interpret "assesses compliance" as determining whether or not the President is in compliance with relevant Board policies.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board tasks a third party with assessing Presidential compliance and the information collected is presented to the Board.

#### EVIDENCE

1. The Board has tasked KPMG Auditors to assess Presidential compliance. The information was presented to the Board at the November 11<sup>th</sup> Board Meeting.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.2c: The Board will: Acquire monitoring information by one or more of three methods: by DIRECT BOARD INSPECTION: in which a designated Board member or members of the Board assess compliance with the President's interpretation of the appropriate policy criteria.**

#### CGO INTERPRETATION

I define "designated Board member or members of the Board" to mean Directors chosen by the Board as a whole to perform a specific task. I define "assess compliance" as determining whether or not the President is following a specific policy. I interpret "President's interpretation" as the thoughts of the President as to what a specific policy means. I interpret "appropriate policy criteria" as the means that must be met to bring a policy into compliance.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All Board Direct Inspection committees report to the Board regarding the compliance of the specific policy they were tasked with assessing.

#### EVIDENCE

1. All Board Direct Inspection committees have reported to the Board regarding the compliance of their mandated policy.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.3a: The Board will: judge: the reasonableness of the President's interpretation.**

#### CGO INTERPRETATION

I define "reasonableness of the President's interpretation" as meaning the conclusion made by the President could be derived from a reasonable, unaffiliated person.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board approves all Presidential interpretations in monitoring reports that are deemed reasonable.

#### EVIDENCE

1. The Board has approved all Presidential interpretations in monitoring reports thus far.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.3b: The Board will: judge: whether data demonstrates accomplishment of the interpretation.**

CGO INTERPRETATION

I define “data” as being all evidence that is given to the Board by the President for a specific monitoring report. I interpret “demonstrates accomplishment of the interpretation” as meaning the evidence provided by the President supports the interpretation provided by the President.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All evidence for a monitoring report presented to the Board directly relates to the Presidential Interpretation.

EVIDENCE

1. All evidence for monitoring reports presented to the Board has directly related to the Presidential Interpretation.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.4: The Board will: accept any reasonable President interpretation of the Board policy being monitored as the standard for compliance.**

CGO INTERPRETATION

I define “reasonable President interpretation” as meaning a definition given by the President for a specific policy that is deemed reasonable by the Board. Further, I interpret “reasonable” to be of fair judgment by any average and unaffiliated persons. I interpret “standard for compliance” to mean that a successful demonstration of the President’s interpretation means that the policy in question is in compliance.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board accepts all reasonable Presidential interpretations as the standard for compliance.

#### EVIDENCE

1. The Board has accepted all reasonable Presidential Interpretations as the standard for compliance.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.4a: The Board is the final arbiter of reasonableness, but will always judge with a “reasonable person” test rather than with interpretations favoured by Board members or by the Board as a whole.**

#### CGO INTERPRETATION

I define “final arbiter of reasonableness” to mean that the Board determines how reasonable a Presidential interpretation is, and their decision is the final say. I interpret “reasonable person test” to mean that the average person with fair judgment could come up with the same interpretation as the President. I define “favoured by Board Members or by the Board as a whole” as a differing interpretation that is preferable to one or more Directors than the one that is presented.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board determines the reasonableness of all interpretations.
2. The Board only rejects Presidential interpretations if a reasonable person could not come up with the same, or similar interpretation.

#### EVIDENCE

1. The Board has determined the reasonableness of all interpretations and accepted all Presidential Interpretations thus far with this fact in mind.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.5: Monitoring information will be presented from all campuses in which the Union operates if there are discrepancies in compliance.**

#### CGO INTERPRETATION

I interpret “monitoring information” as all related evidence that is provided to the Board of Directors to assess compliance of a specific policy. I define “all campuses in which the Union operates” as being any location where the Students’ Union houses offices, and exists to serve the needs of undergraduate students. I interpret “discrepancies in compliance” to mean that it is unclear if a policy is being followed across all campuses where the Union operates.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. Evidence from both campuses is included in monitoring reports, when applicable.

#### EVIDENCE

1. Evidence from both campuses have been included in monitoring reports, when applicable.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d1.6: All policies that instruct the President will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule as follows.**

#### CGO INTERPRETATION

I define “all policies that instruct the President” to be the Board’s Executive Limitations (EL) and Ends (E) policies. I interpret “frequency and method chosen by the Board” to be the Board’s accepted monitoring schedule that is presented at the start of the fiscal year by the CGO. I define “routine schedule” as the one that is set out in policy.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board accepts and follows a monitoring schedule for the year.

#### EVIDENCE

1. The Board accepted a monitoring schedule on May 7, 2016, and it has been consistently followed throughout the year.

I report this section as **COMPLIANT**.

**Board-Management Delegation #2d2 “Monitoring Executive Performance – Performance Feedback”**

This interpretations-based monitoring report for Board-Management Delegation Policy #2d2 “Monitoring Executive Performance – Performance Feedback” 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

December 9<sup>th</sup>, 2016

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

**POLICY STATEMENT BMD#2d2.1: The Board will: provide the President with a confidential mid-year performance review and discussion during the 1<sup>st</sup> week of November.**

CGO INTERPRETATION

I define “confidential mid-year performance review and discussion” to mean that the Board assesses the performance of the President in-camera. I further interpret this to mean that the information collected from individual Board members is shared with the President in writing.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board completes a mid-year performance review in the 1<sup>st</sup> week of November and the information collected is shared with the President through a written report, provided by the CGO.

EVIDENCE

1. The Board completed a mid-year performance review at the November 25<sup>th</sup> Board Meeting with the written report being within the days following.

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

**POLICY STATEMENT BMD#2d2.1a: The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.**

#### CGO INTERPRETATION

I interpret "performance feedback" to be the information collected from Directors of the Board regarding Presidential performance. I interpret "on behalf" to mean that the Chair of the Board is specially empowered to speak for the Board as a whole.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The performance feedback meeting takes place with the President and the Chair of the Board, and the Executive Director facilitates the meeting.

#### EVIDENCE

1. The performance feedback meeting is scheduled to take place with the President and the Chair of the Board, with the Executive Director facilitating the meeting.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d2.2: The Board will: provide the President with a confidential review of performance during the last week of March.**

#### CGO INTERPRETATION

I interpret "confidential review of performance" to mean that the Board assesses the performance of the President in-camera. I further interpret this to mean that the information collected from individual Board members is shared with the President.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The Board completes a performance review during the last meeting of March, and the information is shared with the President accordingly.

#### EVIDENCE

1. The Board will complete a performance review for the President at the March 24<sup>th</sup> Board Meeting.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d2.2a: The Board Chair will provide performance feedback on behalf of the Board of Directors and the meeting will be facilitated by the Executive Director.**

#### CGO INTERPRETATION

I define “performance feedback” to be the information collected from Directors of the Board regarding Presidential performance. I interpret “on behalf” to mean that the Chair of the Board is specially empowered to speak for the Board of Directors as a whole.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The performance feedback meeting takes place with the President and the Chair of the Board, and is facilitated by the Executive Director.

#### EVIDENCE

1. The performance feedback meeting will take place with the President and the Chair of the Board with the Executive Director facilitating.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d2.3: The Board will: ensure that the president responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion.**

#### CGO INTERPRETATION

I interpret “responds in writing” to mean that the President submits a formal response to the Board. I interpret “performance discussion” to be the meeting held between the Chair of the Board, President and Executive Director regarding the performance review of the President completed by the Board.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. The president responds in writing to the mid-year review within fourteen (14) days of completing the performance discussion

## EVIDENCE

1. The President responded to the mid-year review within fourteen days of completing the performance discussion.

I report this section as **COMPLIANT**.

### **Board-Management Delegation #2d3 "Monitoring Executive Performance – Performance Management"**

This interpretations-based monitoring report for Board-Management Delegation Policy #2d3 "Monitoring Executive Performance – Performance Management" 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,



Nick DeSumma  
Chair of the Board and Chief Governance Officer  
Wilfrid Laurier University Students' Union

December 9<sup>th</sup>, 2016

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

**POLICY STATEMENT BMD#2d3.1: The Board will: provide the President with Verbal or Written Notification of performance concerns, given a *simple majority* (more than 50%) vote of the Board.**

CGO INTERPRETATION

I interpret "performance concerns" to mean reservations held by the Board of Directors regarding the execution of duties by the office of the President.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. If needed, any performance concerns held by a majority of the Board will be provided, either verbally or in writing, to the President.

#### EVIDENCE

1. There have not been any performance concerns needed for the President.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d3.2: The Board will: provide the President with Written Notification of one (1) to five (5) days suspension, with or without pay, in consultation with the Union's solicitor, given a special majority (2/3) vote of the Board.**

#### CGO INTERPRETATION

I interpret "the Union's solicitor" to mean the legal counsel for the Students' Union.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. If needed, there is consultation with the Union's solicitor.
2. If needed, there is a special majority of the Board voting in favour of suspending the President.
3. If needed, notification of suspension from the Office of the President will be provided in written form.

#### EVIDENCE

1. There has been no need to consult the Union's solicitor with regards to providing the President a Written Notification of suspension.

I report this section as **COMPLIANT**.

**POLICY STATEMENT BMD#2d3.3: The Board will: provide the President with Written Notification of Termination from the Office of President in consultation with the Union's solicitor, given a special majority (2/3) vote of the Board, and written confirmation from the Union's solicitor that ground for termination exist.**

#### CGO INTERPRETATION

I define "Termination from the Office of President" to mean that the services of the President and CEO are no longer required of the organization as determined by the Board of Directors. I interpret "consultation with the Union's solicitor" to mean that the Board will seek advice from its legal counsel upon making a decision of this nature. I interpret "grounds for termination" to mean that there is/are legitimate reasoning for the President to be terminated from their office.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. If needed, there is consultation with the Union's solicitor.
2. If needed, there is a special majority of the Board voting in favour of terminating the President.
3. If needed, notification of Termination from the Office of President will be provided in written form.

#### EVIDENCE

1. There has been no need to consult the Union's solicitor or provide the President with a Written Notification of Termination.

I report this section as **COMPLIANT**.

## 2016-17 Proposed Winter Meeting Schedule

<b>Meeting</b>	<b>Time</b>	<b>Period</b>	<b>Location</b>
<b>May 7<sup>th</sup></b>	12:00 PM	1	Waterloo
<b>June 11<sup>th</sup></b>	12:00 PM	2	Waterloo
<b>July 9<sup>th</sup></b>	12:00 PM	3	Waterloo
<b>July 17<sup>th</sup>1</b>	8:30 PM	3	Conference Call
<b>August 20<sup>th</sup></b>	12:00 PM	4	Waterloo
<b>September 16<sup>th</sup></b>	3:00 PM	5	Waterloo
<b>September 30<sup>th</sup></b>	3:30 PM	6	Waterloo
<b>October 21<sup>st</sup></b>	3:00 PM	7	Brantford
<b>October 28<sup>th</sup></b>	3:00 PM	7	Waterloo
<b>November 11<sup>th</sup></b>	3:00 PM	7	Waterloo
<b>November 25<sup>th</sup></b>	3:00 PM	8	Waterloo
<b>December 9<sup>th</sup>2</b>	3:00 PM	8	Waterloo
<b>January 13<sup>th</sup></b>	4:00 PM	10	Waterloo
<b>January 27<sup>th</sup></b>	4:00 PM	10	Waterloo
<b>February 10<sup>th</sup></b>	4:00 PM	11	Waterloo
<b>March 3<sup>rd</sup></b>	4:00 PM	11	Waterloo
<b>March 10<sup>th</sup></b>	4:00 PM	12	Waterloo
<b>March 24<sup>th</sup></b>	4:00 PM	12	Brantford
<b>April 5<sup>th</sup>3</b>	4:00 PM	13	Waterloo
<b>April 28<sup>th</sup></b>	4:00 PM	13	TBD

<sup>1</sup> July 17<sup>th</sup> was an Emergency Meeting of the Board of Directors

<sup>2</sup> December 8<sup>th</sup> and 9<sup>th</sup> are Exam Study Days

<sup>3</sup> April 4<sup>th</sup> and 5<sup>th</sup> are Exam Study Days

**Products:**

1. A Board Direct Inspection of GP #2i consisting of all elections and referenda policies.
2. Review all appeals received from candidates and party chairs based on the following criteria:
  - a. The infraction of the candidate or party chair reasonably falls within the spirit of the elections policies;
  - b. The demerit(s) must have been applied by the Chief Returning Officer in good faith;
  - c. The demerit(s) issued is proportional to the infraction;
  - d. The Chief Returning Officer demonstrated due diligence to inform the candidate or party chair of the elections policies and their implications;
  - e. The infraction could have reasonably been prevented by the candidate or party chair.
3. Rationale will be provided for all decisions rendered.
4. All appeals will be settled prior to the disclosure of the results.
5. Any demerit(s) resulting in a disqualification will be automatically appealed.

**Authority:**

1. This committee shall have all authorities over GP #2i – General Meetings and Elections that would normally be given to the Board during the campaign and elections period. However, this committee may not amend GP #2i without Board approval.
2. This committee shall give all candidates, party chairs, or their respective agents the opportunity to present their appeal in writing or in person.
3. All meetings of this committee shall be properly documented and shall remain confidential.
4. This committee may accept an appeal, reject it, or reduce the demerit(s) issued.

**Composition:**

Membership shall be:

- a. The Chief Governance Officer who shall be the committee Chair;
- b. The Chief Returning Officer (or designate) who shall sit ex-officio;
- c. Two Members of the Board not running for an elected position; and
- d. Two students at large, with one (1) being from each campus, who are unaffiliated with any candidate or party chair.

\*Quorum shall be defined as the CGO, the CRO, and three of the four voting members. The CGO will only vote in the case of a tie.

**Time Frame:**

1. All appeals shall be settled by the committee within twenty-four (24) hours upon being received by the Chief Governance Officer.
2. This committee shall submit the GP #2i Direct Inspection Report by the last meeting in March annually.
3. This committee shall expire at the conclusion of the Annual General Meeting.

This committee may be created and used ad hoc in the case of a General or Special General Meeting