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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

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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