



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

**Location:** Students' Union Boardroom, Waterloo  
**Date:** February 10th, 2017, 4:00 PM

### The Strategic Ends of the Students' Union

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

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

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

#### Land Acknowledgement:

We acknowledge the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee People.

Start	Duration	Agenda Item	Type	Presenter
4:00 PM	4:00 PM	Call to Order & Land Acknowledgement	adm	Chair DeSumma
4:00 PM	4:01 PM	Adoption of Agenda	D	Chair DeSumma
4:01 PM	4:02 PM	Adoption of Consent Agenda: Monitoring Reports: <a href="#">GP#2f</a> , <a href="#">GP#2g</a> Monitoring Report: <a href="#">GP#2i</a>	D	Chair DeSumma ACRO Thompson
4:02 PM	4:03 PM	Adoption of Minutes: <a href="#">January 27, 2017</a>	D	Chair DeSumma
4:03 PM	4:04 PM	Regrets	adm	Chair DeSumma
4:04 PM	4:05 PM	Conflicts of Interest	adm	Chair DeSumma
4:05 PM	4:15 PM	Incamera	D	President VanHerzele
4:15 PM	4:20 PM	Comments from the Chair of the Board & CGO	fi	Chair DeSumma
4:20 PM	4:30 PM	<a href="#">Comments from the President &amp; CEO</a>	fi	President VanHerzele
4:30 PM	4:40 PM	<a href="#">Comments from the Executive Director &amp; COO</a>	fi	ED Champagne
4:40 PM	4:50 PM	<a href="#">Quarterly Report of Financials</a>	if/D	Chair DeSumma
4:50 PM	5:10 PM	Committee Election: <a href="#">Elections Review Committee</a>	D	Chair DeSumma
5:10 PM	5:25 PM	Director-Elect Resignation	D	Chair DeSumma
5:25 PM	5:27 PM	<a href="#">Winter Meeting Schedule Change</a>	fd	Chair DeSumma
5:27 PM	5:30 PM	New Business & Announcements	D	Chair DeSumma
5:30 PM	5:30 PM	Adjournment	D	Chair DeSumma
<b>Total</b>	<b>1hr30min</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 March 3rd at **4:00pm** on the Waterloo Campus
- 3) Make sure you're reaching out to your Mentee!
- 4) Have a safe and happy Reading Week!

#### LEGEND:

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

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

This interpretations-based monitoring report for Governance Process Policy #2f “Board Committee Principles” is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



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

February 10, 2017

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

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

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

#### CGO INTERPRETATION

I interpret “preparing policy alternatives and implications” to mean that Board committees provide insight on possible policy amendments and the impact of certain measures on the governance capacity of the organization.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

#### EVIDENCE

1. Many committees have offered policy changes for Board approval when necessary.
  - a. For example, the Finance Committee recommended in their Midterm Report to the Board at the October 28, 2016 meeting that additional policy be created in EL#2e to accommodate currency rates.

I report this section as **COMPLIANT**.

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

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

CGO INTERPRETATION

I interpret “avoid speaking or acting on behalf of” to mean that Board committees will avoid making declarations or fulfilling obligations that fall outside the scope of the committee. I interpret “except when formally given such authority for specific and time-limited purposes” as the mandate given to the committee by the Board of Directors for a set period of time. I define “expectations and authority” as the specific products that come as a result of the committee’s work, and the powers that the committee has to complete these products. I interpret “in order not to conflict with the authority delegated to the President” as meaning that Board committees have a specific mandate set for them in order to avoid unduly influencing the operations of the organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. The Ownership Linkage and Finance Committees are the only two that have made public statements on behalf of the Board, which is a function that falls within their mandates.

2. There have been no reports of a Board committee unduly influencing the operations of the organization.

I report this section as **COMPLIANT**.

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

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

CGO INTERPRETATION

I define "avoid exercising authority over" as Board committees are unable to delegate tasks or supervise the operations of the President and their employees. I define "directly dealing with staff operations" as meaning that Board committees are unable to unduly influence or interrupt the duties of any individual employee under the President; as such actions could be viewed as a violation of the Board's mandate.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

1. There have been no reports of Board committees having unduly influenced the operations of the organization.
2. Board members, employees, and the President are made aware of this policy at the first meeting of any Board committee, and each member has access to the policy manual of the organization.

I report this section as **COMPLIANT**.

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

- 4. Avoid monitoring organizational performance.**

CGO INTERPRETATION

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

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

#### EVIDENCE

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

I report this section as **COMPLIANT**.

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

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

#### CGO INTERPRETATION

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

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

#### EVIDENCE

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

I report this section as **COMPLIANT**.

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

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

## CGO INTERPRETATION

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

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

## EVIDENCE

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

I report this section as **COMPLIANT**.

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

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

## CGO INTERPRETATION

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

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

#### EVIDENCE

1. Time is allotted at Board meetings (typically following committee meetings or when relevant) for Committee Chairs to provide updates and to answer any questions.
2. All committees whose time frame has expired have presented their final report to the Board for approval.
3. The Chair of each Committee has ensured that it is not exceeded in its mandate.
4. The CGO's I-Drive contains folders for each committee's minutes.

I report this section as **COMPLIANT**.

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

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

#### CGO INTERPRETATION

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

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

1. All committee members are made aware of policy GP#2f "Board Committee Principles" at the beginning of their mandate.

#### EVIDENCE

1. All Board members have been trained on policy GP#2f “Board Committee Principles” during Board-Elect training and all committee members have been made aware of and have access to the policy manual of the Organization.

I report this section as **COMPLIANT**.

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

CGO INTERPRETATION

I interpret “help fulfill the Board’s mandate” as Board committees are designed to explore further into a specific topic that falls within the jurisdiction of the Board.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

EVIDENCE

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

I report this section as **COMPLIANT**.

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

This interpretations-based monitoring report for Governance Process Policy #2g "Board Committee Structure" is presented in accordance with the monitoring schedule to provide the Board of Directors with an understanding of governance direction for the academic year. On behalf of the Board, I certify that the information is developed without prejudice or bias, and **represents compliance with a reasonable interpretation of all aspects of the policy unless specifically stated otherwise.**

Signed,



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

February 10<sup>th</sup>, 2017

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

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

### CGO INTERPRETATION

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

shall be by appropriate verbal comment by the Committee Chair" as the Board committee must provide the Board of Directors with a verbal update at a Board Meeting following committee meetings, as well as answer any questions that Board members may have. I define "shall submit a final report to the Board following the conclusion of the committee's mandate" as the Committee Chair must submit a report to the Board of Directors for approval following the conclusion of the committee's mandate, outlining any final recommendations of the committee. I define "should only be used to assist the Board in completing its own governance objectives" as each committee must serve the governance mandate of the Board of Directors while having an agenda that conforms to said mandate.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

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

#### EVIDENCE

1. No Board committees have been struck by anyone except the Board.
2. All committees, including standing committees, have expiration dates.
3. All committees have provided updates to the Board at all meetings in which they had relevant material to present.
4. All committees who have completed their mandate have submitted a final report to the Board.
5. All committees have specific mandates outlined.

I report this section as **COMPLIANT**.

## Governance Process #2i “Chief Returning Officer Constraint”

This interpretations-based monitoring report for Governance Process Policy #2i “Chief Returning Officer Constraint” 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,



Elizabeth Thompson  
Assistant Chief Returning Officer  
Wilfrid Laurier University Students' Union

February 10<sup>th</sup>, 2017

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

**Policy Wording GP#2i1: The Chief Returning Officer will ensure that: All organizational bylaws and board policies that are applicable to CRO duties are complied with.**

### ACRO INTERPRETATION

I interpret “organizational bylaws” to be the articles and bylaws found in the Wilfrid Laurier University Students' Union Constitution that directly apply to the Chief Returning Officer position.

I interpret “board policies” to be policies within the Wilfrid Laurier Students' Union policy manual and any applicable organizational policies. I interpret “complied with” to be intentionally acting in accordance with the organizational bylaws as interpreted above.

### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

The Chief Returning Officer shall oversee the Wilfrid Laurier University Students' Union election, adhering to all election related rules and regulations of the Wilfrid Laurier Students' Union

## EVIDENCE

Prior to the start of elections, the CRO, ACRO and CGO reviewed the organizational policies surrounding elections to ensure the integrity of all policies.

In all instances of making decisions surrounding elections, the organizational policies were applied. In no way was there any complaints that called into questions our interpretation or action of the organizational bylaws with regards to elections.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i1a: The Chief Returning Officer will ensure that: All approved referenda questions are in compliance with Students' Union bylaws, policies and rules and do not willfully, purposefully, or inadvertently violate said regulations**

## ACRO INTERPRETATION

I interpret "compliance with Students' Union bylaws, policies and rules" to mean that the referenda questions are in line with and do not contradict the organizational bylaws, policies and rules of the Wilfrid Laurier Students' Union.

I interpret "do not willfully, purposefully or inadvertently violate said regulations" to mean that the ACRO and CGO are responsible for ensuring that policies and rules are consulted in the creation of referenda questions. In addition, the ACRO assumes responsibility and accountability if regulations are violated.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Referenda questions are made in compliance with Students' Union bylaws, policies and rules as ensured by the ACRO
- 2) Referenda questions do not for any reason violate policies, rules and regulations

## EVIDENCE

The referenda questions were made in accordance to Wilfrid Laurier University Students' Union policies, rules and bylaws and did not contradicting any policies, rules or bylaws. Each question was reviewed by the ED, ACRO, CGO

and President and CEO. This panel ensured no referenda questions violated any standing organizational policy and there were no challenges that nay question was in fact in violation.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i2: The Chief Returning Officer will ensure that: All candidates and party chairs are made aware of all elections policies, procedures, and the nomination process in a way that is not unnecessarily lengthy or complex.**

#### ACRO INTERPRETATION

I interpret “all candidates and party chairs” to be those individuals who are seeking elected position within Wilfrid Laurier University Students’ Union and WLU or individuals that are registered currently as party chairs or registered agents and campaign managers of candidates running for an elected position.

I interpret “made aware” to be the act of providing such individuals the information required to understand all election policies and procedures. I interpret “that is not lengthy or complex” to be the delivery of sufficient information regard elections policies and procedures to all candidates and party chairs in a timely manner to ensure understanding throughout the election process.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

The Assistant Chief Returning Officer shall provide easy to read and understandable materials to all candidates and party chairs.

#### EVIDENCE

A “nomination package” was developed for each student position, including positions filled on behalf of Wilfrid Laurier University, positions within the governance and management of the Students’ Union and referenda party chair positions. Separate documents within this package promoted accessibility and understanding of the information. These packages were available online on October 28<sup>th</sup>, 2016, 11 weeks prior to the close of nominations and their availability was advertised on various social media channels and on digital signage on both campuses. Printed copies were made available on both campuses as well.

The CGO and ACRO hosted direct information sessions on each campus to familiarize potential candidates with the nomination process and elections policies. At information sessions, potential candidates had their questions and concerns addressed directly. These sessions were actively advertised in the “nomination package” and on social media. These sessions were also live streamed and potential candidates could comment on the session while they watched.

A mandatory All Candidates Meeting was held on Monday, January 9<sup>th</sup>, so the candidates and their teams were aware of campaigning timelines, electoral policies and were able to address any questions.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i3: The Chief Returning Officer will ensure that: The process of voting, and all associated general meeting information shall be communicated in an accessible format to all members of the Organization:**

#### ACRO INTERPRETATION

I interpret “accessible format” to mean that the required information is readily and reasonably available to the membership, taking into account all possible accessibility requirements.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

All general meeting and elections processes are available to every member of the Wilfrid Laurier Students’ Union either electronically or through hard copy.

#### EVIDENCE

Promotion for the Annual General Meeting began in excess of 30 days required by the organizational bylaws. The organization and its process were promoted through television on campus, social media, the Students’ Union website and through the Marketing Department via mass emails. Promotion was verbally communicated by elections staff.

Voting was made available online through the Students’ Union website and emails to students. Elections team staff were on hand throughout campus facilitating voting and encouraging students to get informed.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i3a: The Chief Returning Officer will ensure that: Members shall have thirty-six (36) hours to vote;**

ACRO INTERPRETATION

I interpret "36 hours to vote" to mean that the electronically hosted Wilfrid Laurier University Students' Union election website will be accessible to members of Wilfrid Laurier University Students' Union for at least 36 hours so they may cast their electronic ballot in the election.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

The Wilfrid Laurier University Students' Union General Meeting and election is operable and online for 36 hours.

EVIDENCE

Polls opened at 8:00am on January 24<sup>th</sup> and closed at 8:00pm on January 26<sup>th</sup> - a period of 60 hours.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i3b: The Chief Returning Officer will ensure that: Voting shall be conducted electronically using the Organization's online elections system;**

ACRO INTERPRETATION

I interpret "conducted electronically" to mean that all voting shall be done electronically using the online voting platform.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

Wilfrid Laurier Students' Union's membership shall vote using the inline voting system.

EVIDENCE

The membership of the Wilfrid Laurier Students' Union voted through an online electronic voting system made available at 8:00am on January 24<sup>th</sup>. Members were emailed with a link to voting at 8:00am on January 24<sup>th</sup>. Members who had not voted by 10:00am on the 26<sup>th</sup> were resent the link to voting.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i3c: The Chief Returning Officer will ensure that: On-campus voting stations will be made available to members**

ACRO INTERPRETATION

I interpret "on campus voting stations" to mean physical locations on campus where the membership can access the online voting system and cast their vote.

I interpret "made available" to mean that the voting station is accessible to all Wilfrid Laurier University Students' Union members.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

Wilfrid Laurier University Students' Union has provided members access to a physical voting station where they can cast their ballot on the Waterloo and Brantford campus.

EVIDENCE

There was a voting station in the Concourse and RCW lobby and roaming volunteers throughout high traffic areas during the voting window on both campuses.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i3d: The Chief Returning Officer will ensure that: Candidates shall have the opportunity to make campaign material available to all members**

ACRO INTERPRETATION

I interpret "opportunity" to mean a set window of time where candidates may deliver a platform to Wilfrid Laurier University Students' Union that will be hosted by the organization.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

All candidates have been informed of the opportunity and the process required to have their platform hosted by yourstudentsunion.com and the online elections system.

EVIDENCE

Candidates were given notice of the deadlines for submission of platforms as part of the information, nomination and training process. Platforms were given equal attention and promotion online, within Students Publications and through the online voting system. Additionally, in the voting email sent to students was included the link to see all platforms for all candidates.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i4: The Chief Returning Officer will ensure that: All candidates and party chairs shall be treated fairly, consistently, and equitably by the Chief Returning Officer.**

ACRO INTERPRETATION

I interpret "shall be treated fairly, consistently and equitably" to mean that a common standard of service and care is afforded to all candidates and party chairs.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

The Chief Returning Officer or their designate oversees the Wilfrid Laurier University Students' Union election and general meeting without breaching the standards and policies of their position.

EVIDENCE

The ACRO reports compliance in their equitable treatment of candidates and party chairs. There have been no formal complaints or challenges to suggest misconduct of the Elections Team. Candidates and party chairs were given equal opportunity to receive help, guidance and access to resources. The ACRO and CGO made time available to candidates throughout the process in a timely manner.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i5: The Chief Returning Officer will ensure that: The general meeting and election processes and information is promoted to the electorate in an impartial way.**

ACRO INTERPRETATION

I interpret "promoted" to mean that the information is proactively marketed and communicated to the membership in a timely and effective manner.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

All information concerning the general meeting and election process are promoted to the electorate using impartial and neutral language.

#### EVIDENCE

All communications to the Elections Team, ACRO, CRO, CGO, Marketing and ITS were typically informational and always neutral in regards to elections. Resources were made available for impartial promotion through shared templates for display and information.

Names were randomized on ballots and organizing information online was done impartially.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i6: The Chief Returning Officer will ensure that: All members of the Organization are made aware of their eligibility to participate in the election process.**

#### ACRO INTERPRETATION

I interpret "members of the organization" to mean all undergraduate students of WLU who are members of the Wilfrid Laurier Students' Union and can subsequently vote.

I interpret "made aware of their eligibility" to mean members are provided with the required information so they can fully understand their voting rights as a student member.

I interpret "participate in the election process" as a capacity for all members to run for an elected position, vote in the Wilfrid Laurier University Students' Union general meeting and election, receive information about either possibility.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) Wilfrid Laurier Students' Union promotes the ability for all members to stand for an elected position

- 2) Wilfrid Laurier Students' Union promotes the general meeting and election, along with voting processes, to the undergraduate body.

## EVIDENCE

Promotion of the election and the process for becoming a candidate were done in advance and through a variety of communication channels accessible to students through online promotions and direct conversations with students.

The online voting system also had a place where students could check their students' identification number in order to check their eligibility to take part in the Annual General Meeting.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i7: The Chief Returning Officer will ensure that: Candidates and party chairs are held responsible for all material and personnel associated with their campaign. As such, the Chief Returning Officer shall have a workable mechanism to identify campaign personnel.**

## ACRO INTERPRETATION

I interpret "held responsible for" as being held accountable and answerable for all material associated with elections and campaigns. This includes: campaign posters, campaign social media accounts, videos, websites, songs, official candidate communications.

I interpret "personnel associated with their campaign" as anyone acting on behalf or in the interest of a candidate running for an elected position. This includes declared campaign staff and unofficial volunteers wearing or sharing campaign materials or information.

I interpret "workable mechanism" as a tool or system that can be used by the Chief Returning Officer or their designate to identify campaign personnel. This means being ready to decide whether an individual is acting in an official or unofficial capacity in relation to a campaign.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The CRO develops a mechanism prior to the General Meeting and election that can be used to identify campaign personnel
- 2) The CRO explains the mechanism to all candidates prior to the General Meeting and election along with related elections rules and policies.

## EVIDENCE

The ACRO required that candidates submit a list of campaign team members and volunteers.

Information session with campaign manager was held for candidates and their teams and information was available online for all candidates and team members throughout the election.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i8: The Chief Returning Officer will ensure that: All conduct and material associated with general meetings and elections shall be reflective of the Laurier Student Code of Conduct and be free of libel, slander, inflammatory comments, or behavior that is unbecoming of the Organization.**

## ACRO INTERPRETATION

I interpret "conduct and material associated" to be any and all materials and behaviour of candidates and campaign staff related to the General Meeting or election processes and procedures. This includes any marketing material for information that could be reasonably tied to a candidate or campaign.

I interpret "libel" to be written or pictorial defamation. I interpret "slander" to be spoken defamation. I interpret "inflammatory comments" as any comments: expressed orally, written or pictorially, knowingly arouse anger, fear, intolerance or hostility.

I interpret "behaviour that is unbecoming of the Organization" as any action, statement or stance that detracts from the character Wilfrid Laurier University Students' Union or reflects badly upon the organization.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All Wilfrid Laurier Students' Union elections policies and procedures reflect the standards set out in the Laurier Student Code of Conduct, Students' Union Code of Conduct and commonly accepted definitions of slander, libel and defamation.

## EVIDENCE

All Wilfrid Laurier University Students' Union election and referenda policies reflect the Laurier Student Code of Conduct and Students' Union Code of Conduct.

All materials are subject to ACRO approval in order to prevent materials not reflective of the rules and values of the Students' Union or any partner or party possibly implicated or impacted by the material.

Those candidates who did not reflect the Laurier Student Code of Conduct and Students' Union Code of Conduct were passed along to the Dean of Students Office.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i8a: The Chief Returning Officer shall determine a demerit system to discipline candidates including, but not limited to, disqualification of candidates or party chairs from the general meeting or the forfeiture of election expenses**

#### ACRO INTERPRETATION

I interpret "shall determine a demerit system" to mean developing a list of offenses worthy of demerits for the election which shall be made known to candidates through information session, the ACM and throughout the campaign period.

I interpret "disqualification" to mean that a candidate or party chair is rendered ineligible to further participate in the election and general meeting.

I interpret "forfeiture of election expenses" as losing the right of receiving compensation for all campaign expenses accrued during the election with reference to the elections budget and spending policies.

#### OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) The CRO creates and consistently consults a list of offences deserving a demerit
- 2) Possible offenses as outlined in elections policy are reflective of the Laurier Student Code of Conduct and Students' Union Code of Conduct
- 3) The CRO monitors candidates and campaign teams to determine when demerits are necessary

#### EVIDENCE

The CGO, CRO and ACRO include a non-exhaustive list of offences in the election policy (Policy 4). The policy also clarifies the severity of each offence as conveyed by the amount of demerits designated to each offence. The ACRO and CGO have developed a consistent and effective system of notification for demerits along with an appeals mechanism to resolve any issues within 24 hours.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i9: The Chief Returning Officer will ensure that: All candidates and party chairs shall have equitable access to resources.**

ACRO INTERPRETATION

I interpret "equitable access to resources" as fair access to human, financial and technological resources which will be readily available to all candidates and party chairs during the election and general meeting.

OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All candidates and party chairs (or their designate) are provided with information detailing the resources available to them.

EVIDENCE

The ACRO used the All Candidates Meeting, information sessions and campaign manager interaction to go over available resources and made them readily available.

I report this section as **COMPLIANT**.

**Policy Wording GP#2i9a: The Chief Returning Officer will ensure that: Candidates and party chairs shall be compensated for any costs incurred during the election for all approved material.**

ACRO INTERPRETATION

I interpret "compensated" to mean reimbursed for funds spent by candidate.

I interpret "approved material" as officially permitted posters, websites, social media, promotional material and other campaign material described in elections policies.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

- 1) All Candidates and party chairs are made aware of acceptable campaign expenses
- 2) Candidates are compensated for their expenses in a timely manner as described in policy.

## EVIDENCE

The ACRO and CGO used the All Candidates Meeting, information sessions, campaign manager interaction and daily interactions with candidates to make clear what was an acceptable campaign expense and how to get reimbursed.

I report this section as **COMPLIANT**.

**Global Policy Statement GP#2i: The Board has an obligation to ensure that all general meetings and elections are executed with the highest level of integrity and, avoids any potential conflict of interest or undue influence. The Chief Returning Officer shall be responsible for interpreting this policy.**

## ACRO INTERPRETATION

I interpret "obligation" as the legal and moral responsibility of the Board of Directors.

I interpret "executed with the highest level of integrity" as the Board carries itself with utmost adherence to moral and legal principles of general meetings, the elections process, and acts in accordance with organizational policy.

I interpret "avoid any potential conflict of interest or undue influence" to mean the Board as a whole and directors individually avoid circumstances where they can use their position to influence elections or general meetings in a way that would violate elections policy and/or violate the scope of their prescribed role.

## OPERATIONAL DEFINITION

Compliance will be demonstrated when:

All subsections of this point are in compliance.

## EVIDENCE

All subsections of this point are in compliance.

I report this section as **COMPLIANT**.

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**Present:** Nick DeSumma, Stephanie Bellotto, Matt DeSumma, Kevin Jang, Shannon Kelly, Genelle Martin, Tarique Plummer, Ryan Price, Jonathan Ricci, Tyler VanHerzele, Colin Aitchison, Ryley Fletcher, Kelsey Jenkins, Phil Marfisi, Marley Wildish, Phil Champagne, Kaitlin Brown

**Regrets:** Faraz Iftexharuddin, Hubert Lee, Nick Molkoski

**Guests:** Kanwar Brar, Ian Muller, Megan Lacoursiere, Bethany Bowles, Michael Del Bono, Klaudia Wojtanowski, Anthony Zambito, Moumita Paul, Zemar Hakim, Idris Omar Hassan, Emily Rezkalla, Kevin Bonnell, Mynt Marsellus, Dana Toameh, Kaitlyn Severin, Joseph Small, Deb Lam, Shye MacDonald, Deb Dubenofsky, Catherine Mulvihill

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1. **Call to Order**

The meeting is called to order at 4:07pm on Friday, January 27<sup>th</sup>, 2017 on the second floor of the Fred Nichol Campus Centre, Waterloo.

2. **Adoption of Agenda**

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

**Vote: 7-0-0**

**Result: Motion Passes Unanimously**

3. **Adoption of Minutes: January 13<sup>th</sup>, 2017**

**Motion 2** (Jang/ Ricci): **Motion to adopt the January 13<sup>th</sup> 2017 Meeting Minutes as presented.**

**Vote: 7-0-0**

**Result: Motion Passes Unanimously**

4. **Regrets and Absences**

Vice Chair Molkoski has a co-op interview

Director Iftexharuddin has a model UN conference at McGill

Director Lee has a family function

5. **Conflict of Interest**

No conflict of Interest to declare

6. **Presentation: Deborah Dubenofsky- Re: Milton Project**

**Deborah Dubenofsky**

Congratulations to the newly elected.

This is a great opportunity for me to be here. I am joined by Catherine Mulvihill. I am the Vice President, Finance, and Operations. I joined the University in November 2015 originally to provide leadership to the Milton Project and to explore the potential for the University. I was promoted to VP of Finance but still took over the Milton Project. Wanted to provide a general overview, a little about the history with

the Town of Milton and the most recent government expansion of post secondary sites.

I am a typical VP and I am looking forward to our discussion so please stop me if you have questions.

The provincial contexts, everything as an institution is driven by provincial regulation and funding. What is the value proposition for post secondary as it relates to every other provincial priority? You have likely heard there is a population decline in the 15-20 age cohort or traditional undergraduate. The chart depicts where there is the most percentage growth. Over 40% growth, the two dark blue areas are Toronto and Ottawa. The light grey is the areas where there has been a huge decline in the number of available students. It paints a picture of where there is an available pool. Depending on where you are in the province, you will have more or less number of students to draw on. In some cases, it is buffered by the reputation of the University. If you are in the greater Toronto or Ottawa area you will likely be alright as there are students in that area looking for post secondary. If you look to the left there is Queens, Waterloo, Western, and McMaster with strong reputations. Then you look at those that have a good reputation and moderate student prospects, Waterloo Guelph, Laurier, and Brock. Lastly there are those who are vulnerable due to lack of reputation, specialized, or no population. Those that have a strong reputation is where there is demographic and great offering can weather the storm. There are places along the bottom such as Algoma and Nipissing who have wondered on occasion if they can meet payroll because of the decline in students.

Laurier is in the middle category; it would have been considered a small University even though there are close to 20,000 students. Our comparative is Queens who has a medical school. What I am trying to do is paint a picture where Laurier's prospects are within our control. There is a percentage change in enrollment when the population of interested students declines which affects our prospect.

When it was relatively easy times here we could afford a broad range of programs and the percentage change in 5 years dropped to 10% and now there is a 1% change in enrollment. When you look at student enrollment you can see that available resources will decline. In terms of the University's budget, if we stand still it increases by 8-11 million dollars annually. Based on salaries, hydro changes and lease payments. If we don't get one more student, we still have to find between 8-11 million dollars. It is important for us to be considering opportunities to expand. Look at chart where there is population projection by region, of 2041 in Northern Ontario and look at that top dark blue line while everyone else is experiencing decline then the GTA is doing alright.

When talking to Board of Governors as they were trying to assess the business case of Laurier, why do we want a university. Looking at the purple bar is the Halton

Region where the town of Milton is. The next closest is York, then Peel where the City of Brampton is. If 80% of the students want to go to the Toronto area, they are not able to get into those schools, and we know that the population isn't going to decline, where will they go? If we can reinforce that Laurier is a choice for students in the Toronto area, broadly defined, then we can play in a new way.

Not all the GTA students are serviced by the Toronto Universities. The demographics are supporting that the GTA west expansion makes some sense.

This may be a new story or a refresh. The town of Milton started off as 40-50,000 people. It wanted to add a University to Halton. It is hard to imagine for a small town of 50,000 we are going to be deliberate about trying to attract a University. They issued a call of action around the same time Dr. Blouw was incoming. He was looking through mail. He saw that it was a third point of a triangle between two of our campuses, which is a high growth corridor and high value. He expressed interest in the project and that came to me in the year 2008. It was considered and it would be great alignment with multi campus.

When the province was considering what to do in the mid 2000's, it became obvious that post secondary education is an economic driver and encourage students to take advantage of today and tomorrow. The province in 2015 said after almost 15 years said they need to put money into expanding Universities. 27 Universities put forth their proposals in 2014 after years of no provincial investment. At the time there would be 3 new campus expanding. Politics intervened and only one partnership was approved, that was the expansion of York region and Seneca College. A second round for Halton and Peel region where the student population will be growing that was followed up with the Minister saying that Milton and Brampton would be host communities.

In the Milton proposal is that the City has set aside 400 acres for an education village where there is a University, College, schools, businesses, and retail. It would be this fantastic place for smart people to gather. Opportunity for Milton to diversify its economy and it has Canada's second fastest growing municipality attracting a University that partners with business and industry. The map where it is, the red box is the 400 acres and the hatched area is the land that has been set aside for the campus. There are 50 acres of developable land and the steward of 100 acres of protected land. The first front end would be the campus proper, the land owner and the town are saying help us describe the mix of housing, services, it is a fantastic opportunity to build from a start. It is adjacent to the Velodrome an extraordinary facility if you get a change to go and I would organize a road trip. You look down on a 42 degree angle that you could actually go fast enough and not fall. It is

interesting having this beside. It would be an academic and athlete facilities looking out over the escarpment, it is cool. It sits in the middle of the field, we are thinking about what should it look like?

In October 2016 the Province says yes. There are the two host communities of Milton and Brampton. The focus for the campus is STEAM, science, technology, Engineering, Arts, and Mathematics. They are looking in the proposal for something innovative. The Minister of Academic for advanced education says it should be world class for \$180,000,000. Creative and innovative means that they want there to be a College relationship so we will be building on our relationship with Conestoga, partnerships with business and industry. To be able to connect and ensure that we are offering the best ramp for students to be able to access the programs. Not to say that humanities are not important, we do as well as science grads.

The government is hoping that we capitalize on municipal resources meaning we take advantage of financial and their facilities. They want to make sure we are leveraging not for profit and those in the business community. The Conway report on the highly skilled workforce tried to say to the province there is still too much of a difference between academic and business. We need to make sure that we are giving students the best opportunities we can.

World class, innovative, never before seen, no idea how the money will be divided between the two sites. They are planning for 1000 students in each of the two sites within 2-5 years. It is planned and deliberate growth. It will be done in a two stage process. A high level template and we have until March 6<sup>th</sup> to tell the province our value proposition and what it would look like. That will conclude sometime between now and March or April. The government will invite selected Universities to enter into a more focused dialogue with the elements of their proposal. The first is a screen process to say who is out there and it is an opportunity to say all of the boxes have been ticked. Those that are the ones closely related will be invited to participate.

The Town of Milton did a press release that Laurier is their preferred partnership. All of this will happen in 2017 with the province making the announcement sometime in the fall. Consequently, that means until December 21<sup>st</sup> plus the money will flow in a budget in 2018.

What is important for Laurier? We want to uphold our high quality excellence and our sector leading experience. If we felt that we couldn't then the risk to reputation would be harmful. We want to be sure that we are mitigating the risk. What is the payback? Take advantage of the opportunity that there is 100cent dollars available. When we started Brantford there was not any provincial money and people are suspicious of what it will cost. It is different then when we started

Brantford. We also know and it is important to remember that it is capital and operating investment for the 1000 students. The province is redoing its funding formula. If we can get funding, 1000 more students, and are financially better able to weather storms. The academic plan is on the same focus. We are working to develop and that will wend its way through the Senate process and just to remember the SMA which are strategic mandate agreements because at the end of the day the province says you can deliver X but not Y we will continue to see what the relationship looks like. We have a meeting next week to continue working with Conestoga on that partnership.

Internally we have a working group of Seniors administrators who have been meeting to assess what this will mean. We have representatives from the whole University being sure that we are thoughtful and that it does make sense. This is something that holds a promise for us as we can continue our academic differentiation in exactly the same way as Waterloo and Brantford. This principle will be applied to Milton. This is an opportunity to plant a flag and say we are expanding science, we are going to take business programs related to social innovation and leadership. We are going to make sure we have a clean green and carbon economy that is going to characterize the program offerings. The 1000 students are consistent with how we want to grow

As a VP of finance it is important that we are looking at ways to attract students. The financial investment by the University would be minor and it will be offset by operating and what we get on a per student basis. It is an opportunity for us to leverage donations from donors and other partners. What is important is that by going to Milton we limit the competition. I would like it to be Laurier as well because I can't think of other competition. We think that it allows us to maintain high quality student experience and do what we do best. Each location will have unique character and we want to be sure to offer more student choice from program curricular and research. Next week we are doing another to the Board and Senate. We are having focus discussion with our various constitutional groups and go to the GSA as well. We want to be sure that there is a strong student voice as part of our proposal and it is clear that we can say who is behind this. We would like to make it impossible for the province to say no.

That is the context why it is important and what it holds some context.

*\*Director Price entered the Meeting at 4:17pm*

**Director Plummer**

Is it safe to say that Laurier's Waterloo or Brantford campus has met a certain level for us to think about establishing another campus?

**Deborah Dubenofsky**

We are always going to be constrained at Waterloo because of physical space. So is this campus where it's at, in all likelihood yes but Brantford is not at its full capacity and there is place to expand with acquiring additional space and expanding offerings to students. We would like to make better use of space here in Waterloo. We are not maxed out but there is a ceiling and some of that is the availability of resources. With Milton there will be an opportunity to compete with similar sized institutions and the pool of students in the GTA with transit, go service, and 400 series access. We think there is a way to do this without disadvantaging Waterloo or Brantford.

**Chair DeSumma**

What is the ideal ceiling for student population of both campuses?

**Deborah Dubenofsky**

There isn't an ideal we are at 20,000 does that mean 10,10, and 10? I don't know what the number is but it will be driven by students who express interest to come by how well we are able to differentiate ourselves. In the absence of having a medical or engineering school, it is important to be bigger as financially viable because debt per student is important. Not too big that we would lose our community feel. I don't know the answer.

**Director Bellotto**

Enrollment rates of northern schools are extremely low, if the Milton will address this issue plus are there mechanisms in place that will reach out to connect northern rural?

**Deborah Dubenofsky**

Milton will potentially address this. Would a student who is interested in living in Toronto find this attractive, relative to UofT, York, or Ryerson. I think we can make a possible argument. The province is worried about the northern and rural communities what happens to those Universities and students in those programs. The response is the funding formula review. We don't have the funding worked out so it is difficult to explain. The province is essentially returning to a corridor of funding model which would allow for increase and decline in the population where the University won't lose funding. That is the response in the short term to try and support those communities and Universities to reinvent themselves and to take declining enrollment to differentiate their programs. They may want to say that they are really good in the provision of indigenous programs so this will be a specialization. That is a companion piece. The Milton goal for the province is to state that the GTA is where it is at. There is Go Service 7 times a day on the 401 and 407 as a connected municipal transit. You can go from Milton to a Jays game in 30 minutes or less.

**Director Bellotto**

We are trying to work on a Go Transit to link Toronto and Waterloo?

**Deborah Dubenofsky**

The two-way all-day Go from Kitchener to Toronto is a problem working with the province, CN, and CP to try to get the rail traffic moved. It is cargo that is there.

**Director Kelly**

Touched on mitigation, in developing the Milton campus how will the day to day operations of Brantford and Waterloo are taken into account especially Brantford with the REC Centre and Market Square?

**Deborah Dubenofsky**

The short answers in the immediate term this beautiful vision is at year 5. We will be in rented space, capitalizing on municipal resources, and minimizing the cost of providing the service. At the Milton Education Village Innovative Centre. We could immediately host 50-75 students with two offices. As soon as the province signals a go, we could probably have a classroom. We would be looking at making sure that we have faculty that are able to be in Milton and or the addition of new faculty. That is driven by academic offerings. For example, with the STEAM focus the faculty of social work, most of staff and students are coming from Toronto to Kitchener. Not to take away from here but to add. We are hoping to demonstrate this modest investment so that we are not taking anything away.

**Director Martin**

Investment in terms of being minor if my understanding is 180,000,000 is not enough could you speak to the provincial decision and how to fund the rest of it?

**Deborah Dubenofsky**

We don't know how they will split the money and it wont be until fall 2017 it will be done based on the elements of the proposals. In Brampton they are growing to 900,000 people and a different infrastructure in place. Their resources are much different. Milton went from 175,000 and by the time the province approves this, there will be another 10,000 people. We know that the 180 isn't enough in large part it is what the province has available money. What could we fundraise and what is the business part going to look like and we don't have to build the hub. No matter what something is going into the 400 acres in keeping with conservation expectations the University is the best steward of that land. Our investment will be a lot of time equity, we will start modestly and go from there. We know the cost of Lazaridis Hall. We might need to have one building, what would the College look like, ect.

**Anthony Zambito**

Transportation- I live in the GTA and going from those two areas the stretch in the 401 around Milton, even though it is exciting, is condensed with traffic increases and getting them to Toronto. What about Milton-Waterloo transit?

**Deborah Dubenofsky**

The University is keeping a close eye on other discussions such as for two-way all-day Go. Brampton despite its size was only successful two summers ago years ago to get an additional 3 trains. This is something that the province needs to solve. It would be great to have shuttles between all 3 campuses, that is the ideal. We don't have control over those levers. We would need a shuttle to where the rental would be. Where are the students going to live so that it has the look and feel of Laurier?

**Anthony Zambito**

You said we would lose 8-11 million dollars if we stay static?

**Deborah Dubenofsky**

We have to find 8-11 million dollars a big difference between a cut and looking for additional resources. Through fundraising, services, looking for other investments. It is invisible plus the hydro that we are paying but we are going to have to keep an eye on. We have investments and we are in good shape not like other sister institutions.

**Anthony Zambito**

If the campus gets built up in Milton is there a chance that University students will be seeing a reduction in tuition?

**Deborah Dubenofsky**

You could direct that to Premier Wynne, who would say "she is doing her best to make post secondary more affordable". We shouldn't lose sight of the fact and it is important... is it enough? I would like unlimited funds. There are funds to keep it affordable and I have done my walk around the campus and there are many ways to improve. When I find the money pot that will be good.

**Director-Elect Hakim**

Are the numbers similar to when Laurier wanted to establish in Brantford?

**Deborah Dubenofsky**

It started with 39 students and the gradual slope build. 15 years seems like a long time, but it is really novice. I think we are at 3000 students on the Brantford campus.

**Chair DeSumma**

Thank you for presenting to us!

## **Deborah Dubenofsky**

Hopefully this won't be the last opportunity, thank you for recharging my batteries!

## **7. Comments from the Chair of the Board and CGO**

### **Chair DeSumma**

1. SLL, the Student Life Levy opens next week and closes March 3<sup>rd</sup>, get some applications in.
2. Elections, we had the open forum in Waterloo since the last meeting. We had town halls on both campuses both were under attended. Thanks to President Candidate Kanwar for letting me grill him
3. Congrats to all who were elected last night. We will try and get a meeting next week, hopefully Wednesday at 10 as we need to get transition going. 11 new Directors means a lot of work to train everyone - May 1<sup>st</sup> will come sooner than we think.
4. The grand total was 22.22% of voters overall. In Waterloo, we had 21.20% of the campus vote while Brantford had 27.37% of their campus. Hopefully we figure a way to get those numbers up.

### **Director Martin**

In addressing the lack of voter turnout is there a way to have expectations to have people to attend, such as the candidates running?

### **Chair DeSumma**

We set the expectations that candidates running have to show up to the elections events however, like with students at large, you can lead a horse to water but you can't force it to drink. Now that students put those candidates into these positions, you would hope that they step it up and actually perform the role. We will be looking into how to better get turnout for these events.

### **Director Plummer**

Any recommendation why voter turnout was 4% less than last year?

### **Chair DeSumma**

Hard to base it off marketing since there was a lot of push this year. I think the biggest thing was that there was only one presidential candidate. Kanwar deserved that win, but it was only one person's network. There was more tension last year so people came out to vote. Don't let competition stop you – For those of you wanting to run next year, do it! 22% based off these circumstances is impressive because that goes to show the amount of effort that Liz the ACRO and Kaitlyn the DRO put in. They were going up to every single person in the Concourse and RCW Lobby to vote. All the floats for votes volunteers also created great efforts on all parts.

**Director Ricci**

In the case that there is low attendance, for your position is there another way to organize with VPs to have better communication? Winter Carnival and All Candidates Night fell during the same week.

**Chair DeSumma**

The date switch was a surprise that we did prepare for with Winter Carnival and it was something that we did think about. If the dates weren't effective, then that can be considered next year. Also the same thing with 3 voting days, I didn't know going into this year. Better communication for sure next year and that was something that was a complete change.

**Anthony Zambito**

Were there any instances of demerit?

**Chair DeSumma**

Any instances of demerits are completely confidential and between the Appeals Committee. I am not the one responsible for granting demerits so I cannot speak to that.

**Director Plummer**

How often yes/ no vote for presidential candidate. If we had that what were the turn outs?

**ED Champagne**

That is the first time in 20 years. If it had happened prior to my knowledge it was over 7000 students and smaller so the numbers would have been much different.

**Mynt Marsellus**

Most recent was 1999 and it was an acclimation, there have been 3 in '99,'91, and '74.

**Director-Elect Toameh**

What happened with the double degree votes?

**Chair DeSumma**

Traditionally when double degrees are in BBA/ Math and BBA/ Comp. Science, they typically pay Science fees however this year they switched and now they pay Lazaridis fees. When double degree students had their ballots they had the science ballot where they should have had business. That came to our attention after 66 students voted. We had to shut it down for 10 minutes and those 200 ballots were switched over. Their

ballots were reset and hopefully they voted again. We sent those voters multiple emails explaining and apologizing for the situation, along with the voting link.

**Director-Elect Rezkalla**

Do we have a relationship when it comes to residence life and providing those mechanisms for first year students? It is easiest to get to them to start voting.

**Chair DeSumma**

They have their own elections policies, which we clarified with Dave Shorey and Clayton McCourt well before we began the campaign period. That includes posters and campaigning. As for outreach in residence, I don't know what Liz did on the Waterloo Campus, but Kaitlyn and I spoke at 3 house council meetings on Tuesday in Brantford, I went to a floor meeting on Wednesday, and Angel, the Outreach Coordinator, and Kaitlyn went to about 7 floor meetings on the Brantford Campus on Wednesday.

**Director Plummer**

What was the logic of having the option to spoil your ballot right before submitting?

**Chair DeSumma**

It is up to person voting, if they want to spoil it or not as it is traditionally at the bottom.

**VP Aitchison**

It is the formatting that ICT designs. It is the layout and on paper ballots you can put an X through. Ian and everyone else can look into. It has always been done this way in the past.

**Director Ricci**

I think it makes sense, saying if you don't agree with the above.

**Chair DeSumma**

We can look into it.

**Director Martin**

Isn't spoil your ballot more of a statistic thing?

**Chair DeSumma**

It is nullifying your vote and says that you do care about your vote but not for the candidates. This is more preferred than not voting because we can see if there is a concern.

## **8. Comments from the President and CEO**

### **President VanHerzele**

I have an event after this, that's why I am in Brantford. You all have my updates, look at the doc that we will be talking about. As for my updates, I would like to extend my congratulations to everyone who was elected last night and to everyone who ran, it takes a lot. To everyone who has been involved thank you and I look forward to working with Kanwar over the next 3 months.

1. Non-Tuition Fee Protocol about a fee that we thought about in December that gave access to prepare for exam and a specific case study. We found that charging any fee is creating a financial barrier. Aware to you and an action item.
2. Bell Lets Talk and was able to film a short segment speaking about mental health awareness as well as Bell Lets Talk. Sentiments of VP Aitchison and others, it is a day to bring awareness but something we should be thinking about everyday. It is ongoing and let's keep the conversation going.
3. President's Group, it is all of the VPs, the Chair of the Board, and the Executive Director have been discussing transition. We will be sitting down Monday morning with Kanwar to discuss what I told them and then moving through the election of his team. I am looking forward to a thorough transition.
4. Footloose, I saw it and I loved it. Was great to see on campus!
5. Fashion for freedom, the second annual was held in Brantford and all funds raised went towards Make a Wish Foundation. There are plans to do it again next year.
6. Financial Literacy, there is an event for a financial wellness book, more details to come. We are moving forward with what a financial literacy program could look like here at Laurier. Nothing concrete and I would be happy to explain when I have more. I am happy to be apart of the process.
7. Study space on campus specifically classrooms and Lazaridis Hall. Thank you to all of those who have voiced their concerns to me and all those who signed the petition. We are having those discussions and looking into it as well as if you would like to send additional testimony, I would be happy to add it to a folder. I appreciate the conversations
8. Turret Renovations, got to see more patterns and see some rendering and as we see changes to bring to students for consultation. Start giving the space back to students.
9. Also the president gold scholar awards, every year high school students with 95% or above as well as upper years with a certain GPA are awarded. I was able to go to Brantford and Waterloo ceremonies. Congrats to those recipients.
10. Premiere Wynne who took questions from the Concourse. She expressed her gratitude towards question period so I appreciated everyone who came out.

11. VP applications were due today at noon and going through that process with Kanwar and VP Wildish. I look forward to this.
12. VP Services Brantford, we have decided to add a Communications Executive to help bridge the gap with marketing and the Orientation Week team. This more reflects the Waterloo model of Orientation Week. Transition reports are continuing to be done and I look forward seeing what that looks like
13. Snow Week, the planning is incredible and moving forward to future years plus taking a critical look to the programming we are offering and how it will benefit students in years to come.
14. VP University Affairs, Ian as well as Colin presented to the standing committee on finance and economic affairs for the pre-budget consultations. Thank you for your time participating in that. I appreciate the time and effort you put into that.
15. VP programming Waterloo- Winter Carnival, there were 15 non team participants participate this year. Those are students who were not participating before or who were not on a team and still wanted to go to things. We are going to move forward with this in the future. I am really proud and I commend CP Hitchings for her work.
16. Met with residence life team to discuss new programming and a partnership that will continue to develop.
17. VP Clubs, 14 new clubs and that is the most we have had in the winter term. I am excited to see if we are going to get more clubs each new term, congrats to all of the new clubs.

### **Director Kelly**

It is in your update to send a survey to ERT volunteers. Are we looking at major changes?

### **President VanHerzele**

We are looking to enhance what we have. What level of services we can commit to and what we are able to put our volunteers into when it comes to certain levels of student interaction? This is a conversation and we are looking to continue that feedback. It might follow budget and we will have to wait and see how the service is functioning, if we are reaching the mandate, and if we are actually getting the utilization that we think we are.

### **Director DeSumma**

VP Wildish's update, job descriptions for volunteer positions does this have a large impact on the roles or is it for appearance?

### **President VanHerzele**

Last meeting, we had a discussion regarding team lead so that when a student volunteers they have a clear picture and the dedication it will take. We are including some changes to help us keep track of the metrics moving forward when it comes to the volunteers that we do have.

### **VP Wildish**

Feedback that we receive sometimes is our retention rate and making it clear the expectations of each role so that applicants know what is expected of them. We want to make sure we are doing our best to collect those metrics and give the opportunity to those so they can still volunteer for one semester.

### **Director Ricci**

Why make Snow Week a committee?

### **President VanHerzele**

We are still figuring out the mandate of Snow Week as with any group, Winter Carnival comes to mind as a comparative. When it comes time for a program to be developed that is when we start looking at a committee election and now it is time to take the next step and give it autonomy back to committee. This would be similar to how the structure of Winter Carnival works, another example would be First Year Integration that switched over to a committee in Brantford.

### **Director Elect Small**

Will the distribution of funding for clubs and associations be available in the future for review?

### **President VanHerzele**

That is in the Clubs and Associations Department and we have policies around how much a new club gets. I am not sure if it is public knowledge. We try to support all those clubs the best we can.

## **9. Comments from the Executive Director & COO**

### **ED Champagne**

Most of them are in the agenda. One highlight and one update.

1. Deb Lam has resigned her position as Programming and Promotions Manager. She is moving on to the Ontario Undergraduate Student Alliance Office and we are in the process of tweaking and updating that job description. The hope is that we will have a new candidate in mid-April so that they can help with orientation.
2. Pat Miller our cash services coordinator. She has been with the Student's Union for 22 years and as of this past Wednesday has filed her notice to retire. Pat will work with clubs the next 4 months and ultimately hire someone to replace.

### **Director DeSumma**

The grade point average policy that was mentioned in the report

### **ED Champagne**

We have been working on at our director level as well as the VP level. Right now we have a min GPA of 5 so we are reviewing whether that is restrictive and if there is a likelihood of adjusting that.

## **VP Wildish**

I think that we are being sure to re-evaluate our policies so that they are up to date. Student desires are changing so reviewing and seeing if there are changes to be made is important. Comparing GPA to what level of volunteer should a coordinator and general volunteer have the same?

## **ED Champagne**

Essentially we are looking at industry standards and across the sector does it need to be adjusted or tweaked?

## **10. Administrative Change: Land Acknowledgement**

**Motion 3 (Bellotto/ Kelly): Motion to incorporate land acknowledgements at the beginning of board meetings beginning February 10<sup>th</sup>, 2017**

**Vote: 8-0-0**

**Result: Motion Passes Unanimously**

## **Chair DeSumma**

It was brought to me by DPRA Ian Muller, the potential to have land acknowledgements at the beginning of meetings to align with the standards of the University.

## **DPRA Muller**

Land acknowledgments are formal statements which recognizes the unique and enduring relationships that exist between indigenous people and their traditional territories. We recognize the land as gratitude and appreciation to those whose territory we reside on. It is a way of honouring those who have been and continue to work on the land as well as the long standing history that that has brought us to resign on this land. Land acknowledgements do not exist in the past tense or a strict historical context as the repercussions of colonialism occur to this day. The recommendations commission and Laurier as a recognized post secondary institution must assume a leadership role in reconciliation. Adopting land acknowledgement is one small measure that the Student's Union Board can take to recognize how events work and how they should be done with respect to reconciliation on campus. The land acknowledgement has traditionally been recognized as this: For the purpose of a Board meeting the Chair would call to order and then state "We acknowledge that we are in the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee Peoples." It is generally the host of the meeting who provides a land acknowledgement so the Chair. There are resources to help pronounce the names. As Chair DeSumma mentioned this would bring this to standards with Senate, Board of Governors, and the Graduate Student Association.

## **Director Martin**

Is the acknowledgement a form of respect?

**DPRA Muller**

Yes, the easiest example is the Senate and Board. The meeting a few weeks ago where the government was providing strategic investment funding, the Laurier official who stated the event began with a land acknowledgement. It is to continue recognizing the land that the University sits on.

**Director Belloffo**

Are you going to be restating what you just said at the beginning or this whole document?

**DPRA Muller**

Just that statement

**Mynt Marsellus**

What other things is the Board continuing to work on with the Aboriginal Centre?

**DPRA Muller**

At the Board level it is a good first step and then can continue moving forward

**ED Champagne**

Mural projects I can't expand on but that is our intention

**Anthony Zambito**

What language will the statement be said in?

**DPRA Muller**

For the Board to decide

**Chair DeSumma**

English, as that is the language our meetings are conducted in. it will begin next board meeting.

**11. Discussion: Police Check Policy**

**President VanHerzele**

A number of months ago we received feedback regarding the police check process. A bunch of conversations surrounded the reasoning plus the purposes that it is only the policy not the procedure. That will take place following this meeting with student consultation. Those that have indicated a wish to participate to help with how it will be implemented. I have taken a look at this, we now recognize that

through government recognition of vulnerable person, we are liable. In my executive limitations I am also liable to ensure we are providing certain safety for all students. With the government definition of a vulnerable person and our own policies internally, this is the document that will provide a certain level of service. This is an operational policy and I look forward to procedures following.

*\*Director Plummer left the meeting at 5:29pm and returned to the meeting at 5:32pm*

*\*Director Martin left the meeting at 5:31pm and returned to the meeting at 5:33pm*

### **Mynt Marsellus**

You listed four groups of Union volunteers that are subject to this policy Foot patrol, orientation, ERT, Students Rights and Advisory Committee, and O-Week. I totally see Ice Breakers and ERT, I don't understand why Foot Patrol is included?

### **President VanHerzele**

When looking at this definition, minors came to mind. Anyone could be people who are not a minor as long as they are going to be of a service of someone is trusting. Getting a walk home is a power dynamic as the person is relying on that member of Foot. When it came to student rights the volunteers deal with personal information when it comes to academic appeals so we are trusting those as it pertains to ESRAC. That is why those two were incorporated and it will be addressed in the procedures. O-Week volunteers are dealing with first years and ERT has a connection as you mentioned.

### **Director DeSumma**

Having these committees require police checks, would that ignite more training?

### **President VanHerzele**

It would just change the way we go about our training and how we prepare students. The way I see it is that we will have a better understanding to share when it comes to training the importance and seriousness of the roles.

### **Director Ricci**

In a 5-year plan could we see all volunteers get a police check?

### **President VanHerzele**

Who needs to get this, how is it collected? If it is not going to be relevant in a way but if we do address in the future that the mandates of these committees do address the vulnerable sector then we can re-evaluate and make adjustments. As of right now these 4 volunteer groups will need police checks to make us compliant.

### **Director Martin**

Police checks have a cost, have you discussed that we are putting a price on students to pay to volunteer?

**President VanHerzele**

We need to have this done it doesn't include how we are going to collect and it can be a barrier but we will have that discussion on how to decrease this cost.

**Director DeSumma**

Are you asking for only ice breakers or every O-Week position?

**President VanHerzele**

Just ice breakers because they have one on one interaction. My initial intent was all of orientation week due to the fact that move in day you will be interacting.

**VP Wildish**

It will be ice breakers and Orientation Week team

**Mynt Marsellus**

Most people here know that I have a complicated history with police checks, advocating that other costs besides monetary is taken into account. It is not just a monetary cost, it creates a barrier for people who have some kind of history with the criminal justice system in that we are effectively recriminalizing them. So when it comes to the procedures of this I just want to make it clear that there is something that needs to be done so that there isn't a barrier.

**President VanHerzele**

We want to ensure that the students are looking to expand their experiences and have those options are not going to be out under distress when going to that point. We take the access to our services seriously and definitely we will have that conversation at length but also making sure all safety is considered.

**Director Ricci**

Will there be an amendment to include entire Orientation Week Team?

**Director Elect Rezkalla**

In terms of time and commitment. Typically, police checks take 2-4 weeks and because Ice Breaker Applications are open February and interviews are March would that extend the process for interviews creating the need to push the applications earlier?

**President VanHerzele**

We have 3 major periods depending on the group. It is something that will be past this time. We need to take a look at what this time frame looks like and how we are going to make sure that those will be normal in the coming years.

### **VP Wildish**

When we ask for the police checks it is a conditional hire and you will have so many weeks to submit it to us. It won't affect our hiring dates. We won't ask if they aren't holding a position.

### **12. Ratification of #LaurierVotes Results**

**Motion 4 (Jang/DeSumma): Motion to ratify the results from the 2017 Student's Union Annual General Meeting.**

**Vote: 8-0-0**

**Result: Motion Passes Unanimously**

### **Chair DeSumma**

We are almost irrelevant...

Congrats you are now director and president elects!

### **13. Discussion: Chair/ CGO Contract**

**Motion 5 (Ricci/ Martin): Motion to support the amendment of the Chair and CGO's contract.**

**Vote: 7-0-1**

**Result: Motion Passes Unanimously**

### **Chair DeSumma**

This is a discussion surrounding my contract based on concerns that I had and brought to me from other directors plus DPRA Muller. Due to the Chair and CGO's vast involvement during the election and campaign period, we felt that due to the practise of good governance I would like to see that the Chair & CGO contract is mended to add a clause. This would state that "The Chair of the Board/ CGO is not allowed to run in any Student's Union Elections". The reasoning is a conflict of interest as I am the one hiring the Assistant Chief Returning Officer and oversees the entire elections process. Since the Chair a paid member, delegating the task to a volunteer or Vice Chair is concerning. The amount of work that gets put into elections to put a halt and decide who can take over that burden. It makes it hard to keep transparency in an organization. It is brought to the contract and not policy because the constitution of the Student's Union states that any member can run in the elections. My contract technically does not have to be approved by the board however if the board supports the amendment than there is a record.

**DPRA Muller**

Echo everything and particular emphasis to the CGO component for the proper and effective governance that the chair is fully committed to elections.

**Chair DeSumma**

There is currently no one succeeding me and having this discussion now makes it well aware for anyone seeking the position. This will be in the contract.

**Director Ricci**

I support this fully. Would this cover running for certain positions or all?

**Chair DeSumma**

Everything is covered, so if I wanted to run for Board of Governors, I couldn't.

**Director Martin**

What happens if you step down?

**DPRA Muller**

I think having this clause clearly articulates that the desire would not be an appropriate reason, you are acknowledging that you are not to run.

**14. New Business and Announcements**

**Chair DeSumma**

Congratulations again, I mean it! Get excited, as it will be one hell of an transition period. Faculty of Liberal Arts Student Society and Human and Social Science Society have organized a Gala that Matt, Tyler, and I will be at. Good luck to everyone organizing.

**Director Ricci**

All the best to Deb Lam who has been hired at OUSA.

**Director Bellotto**

Our jackets?

**Director DeSumma**

When we ratified the votes, if we have re-elected board members should they have abstained the vote?

**Chair DeSumma**

Yes.

## **VP Aitchison**

Opened up nominations for OUSA Teachable Excellent Awards, not TA it has to be a professor who has excelled. It is up on the Laurier Student's Union website, open until the 22<sup>nd</sup>. It is one of the few awards that comes from students for faculty.

## **Director Price**

Feel free to reach out I will be on Waterloo Campus this weekend, don't hesitate to reach out I look forward to seeing you soon!

## **President VanHerzele**

My updates are now on the website under a tab for resources. All my updates said at the Board are there, plus more than what is in the board package, feel free to access.

## **15. Incamera**

**Motion 6** (DeSumma/ Bellotto): **Motion to enter incamera with DPRA Ian Muller and Board Secretary Brown.**

**Vote: 8-0-0**

**Result: Motion Passes**

## **16. Adjournment**

**Motion 7** (Plummer/ Jang): **Motion to adjourn the meeting.**

**Vote: 8-0-0**

**Result: Motion Passes**

*Meeting adjourned at 6:23pm*

*Next Meeting Friday, February 10<sup>th</sup> at 4:00pm 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: January 27, 2017

Date Signed: January 27, 2017



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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

Hello all,

I will be expanding on **Bolded** topics during the meeting Friday per usual.

### **President and CEO**

- **Congratulations** to all who submitted applications for a Vice Presidential position. This is a long and extensive process and making these decisions is always difficult. To all those who were successful I look forward to working with President Elect Brar and you all over the next 3 months for transition.
- **St Patrick's Day** conversations have begun. We will be working with the university once again to promote messaging around safe behaviour and academic responsibilities students have for the day. The University Affairs department are also working with me and marketing for an online presence. Lastly the annual **St Patrick's Day Door Knocker campaign** will take place March 10<sup>th</sup> following the Board meeting and all are invited to join!
- **Turret Renovations** continue to develop at an exciting pace. New renderings have been provided with another meeting happening this Thursday morning. (Details to come at the board about student involvement)
- **Transition** with President Elect Brar kicked off with the hiring of his VP team. I've thoroughly enjoyed our time so far and look forward to accomplishing the goals I have laid out for the year, along with starting to set up for his year to begin May 1, 2017.
- **Islamophobia Panel** - This past week a panel on Islamophobia took place in the Hawks Nest. I was able to attend for a few of the speakers with President Elect Brar and the Director of Policy, Research, and Advocacy Ian Muller. The room quickly became standing only as more and more people filed in. I'd like to thank the organizers of the panel for creating such a well-received and needed event on campus. Providing the opportunity for discussion during this turbulent social climate is extremely meaningful and shows the solidarity of the Laurier Community.

### **Finance and Administration**

- VP Hiring has been completed. Congrats to all hired.
- **AVP Hiring** ongoing
- Spring Hiring season is nearly upon us.
- **Volunteer Appreciation** discussions are under way.

### Programming and Services Brantford

- **Snow Week**
  - o Really well received so far!
  - o Working with campus and community partners
  - o Have 29 students registered and are promoting events as they are open to all students, those registered for Snow Week receive extra perks for signing up
- **Committees:**
  - o Working with VP Hutchings on evaluating the **Peer Connect and Healthy Lifestyles mandates** along with the incoming VP: Programming & Services on both campuses, President Elect Brar, President Van Herzele, Director, Brantford Operations and Director, Student Experience
  - o Next week on Tuesday we are having a Programming & Service wide event called P.S. We Love You (P.S. = Programming and Service)
  - o All are taking part in Snow Week
  - o Looking forward to transition with the incoming team
  - o Promoting hiring for all positions including Snow Week as it will be a committee next year!

### Programming and Services Waterloo

- Working with Carina, the Incoming VP-PSW/B, Jason, Tony, myself and Kanwar to revisit the Peer Connect and Healthy Lifestyles mandates to better align them with what they should be providing students.
- Suits and Hearts semi-formal for First Year Project is tomorrow.
- Continuing to work out details for the **A Tribe Called Red** concert with LSPIRG and the Aboriginal Students' Centre which will be happening March 7th.
- Debriefing **Winter Carnival** fully with student feedback and working with the incoming VP PSW, ERT coordinator and Jason to set up an action plan and recommendations for the service for next year.
- Beginning transition, finalizing my transition report and working with my successor to begin the process of hiring the OTC.

### Clubs and Associations

- Congratulations to Nelly Song on her hire as the 2017/18 VP of Clubs and Associations.
- **No further updates** past what was given at the last Board Meeting aside from day to day tasks.

**University Affairs****- VP Colin Aitchison**

- Finished draft of OUSA's International Students Paper, and is helping finalize the Municipal Issues paper
- OUSA General Assembly delegate selection occurred on Wednesday
- AVP Teaching & Learning deliberations occurred last week and this week. (Depending on outcome of Thursday's deliberations, a name should be suggested to the Senate & Board of Governors for approval)
- Colin will be appearing alongside President Elect Kanwar Brar as a panelist for a day of panels on Work Integrated Learning. Colin will be talking about OUSA's #myWILis Campaign, and the provincial climate from the perspective of students.
- The whole department is beginning to brainstorm for our biannual Winter survey to get up to date Laurier-specific data for next year's team.

**- AVPUA Brantford – Petek**

- Working with various university partners to develop a Community Safety awareness campaign. Includes SHERM, SCS, Safe Brantford, etc.
- authoring a section of OUSA's Habitats publication on safety and off campus tenant issues in Brantford and Brant County.
- Continuing to follow up on Local Advocacy Week meetings.
- SRAC Lease Readings

**- AVPUA Waterloo – Phil**

- Seeing traction on our Seagram Drive sidewalk asks from Local Advocacy Week. Discussions are starting to happen at the City about the need for the area to be physically accessible with the upcoming LRT stop.
- Will be presenting to the Planning & Works Committee of Waterloo Region on February 14<sup>th</sup> on bus routing issues and the lack of connection to LRT stops for a large group of Laurier students. (Yes, Phil's Valentine's Day date is a presentation on transit policy).
- Outreach is planning a campaign on promoting the department and SRAC as a service as hiring is ongoing, and as students continue to sign leases.
- SRAC Lease Readings

Executive Director & COO: Updates  
Friday, February 10, 2017

## **1. Student Experience**

- a. Clubs Administrator Role (D,FA)
  - i. Pat Miller gave notice of her plan to retire – last day June 2nd, 2017
  - ii. Will work with Pat on a transition process to capture her wealth of knowledge and ensure the clubs department is set up for success.
  - iii. Will make a decision on plans for the role in the coming months.
- b. Winter carnival survey out to participants. Preliminary feedback is very positive. Developing a comparative report for the past three years.
- c. Working on 2017-2018 databases for clubs, O-Week and Students' Union volunteers.
- d. Grade Point Average Policy Brief D,BO + D,PRA)
- e. Students' Union retreat planning is under way. Goal is to streamline process and ensure that all involved find value in the program.
- f. Tribe Called Red concert – March 7<sup>th</sup>, 2017. Working with LSPIRG and the Aboriginal Student Centre to put on this show.

## **2. Policy, Research & Advocacy**

- a. Referendum database project
  - i. Compiling all standing referendums to maintain accurate oversight over compulsory non-tuition fees.
- b. Police Check Policy procedures (D,BO + D,SE)
  - i. Early research on broad scope in preparation for student consultations.
- c. Monthly meeting with LSPIRG (President/CEO)
- d. Research support for ED on employment leave.
- e. New external reports/studies of note:
  - i. HEQCO – University Stability
  - ii. Final Report of the Steering Committee for the University of Toronto, Response to the Truth and Reconciliation Commission of Canada
  - iii. Globe and Mail investigative report: “Unfounded: Why Police Dismiss 1 in 5 Sexual Assault Claims as Baseless”

## **3. Hospitality Services**

### Brantford Operations

1. Free coffee day one day this week.
2. Catering continues to grow through Williams and campus partners.
3. Golden Ground is steady not much change.
4. Golden grounds will be closed for reading week and Williams shortened hours

## (HS) Waterloo Operations

1. Assistant manager hiring process for next year, applications to be open by this Friday February 10, 2017
2. Met with Waterloo Residence Council in partnership with the University and Aramark to discuss the food program in our facilities (ED&COO)
3. Promotions ongoing in Wilf's
  - a. Starting to pour Sapporo with gift card to Channer's
  - b. Mill Street Guitar
  - c. Coors Light 'Be a Raptor for a day'
  - d. McCain half size appetizers have been selling well
  - e. Take out continues to be busy and the comments from WRC reflect that
4. Wilf's closed for reading week and reopening on Sunday the 26<sup>th</sup> at 4 p.m.
5. Turret special events this Thursday and Friday as well as next week Wednesday and Thursday

## 4. Finance & Administration

- a. Technical documents have been shared between the Royal Bank and the Student Union for the creation of a bulk e-transfer payment process. This will allow us to reimburse students by using e-transfers rather than paper cheques. Payments will go directly to the students email account for deposit into their bank.
- b. There has been a switch to a new third party custodial service for the FNCC. This switch occurred at the start of February with the hope of establishing a long-term contract with this company.
- c. Damaged cast iron pipes were replaced at the end of January in the 2<sup>nd</sup> floor women's washroom. These pipes would have been original to the building.

## 5. Marketing

- a. Based on feedback and turnout from students last semester, Marketing Exec Meetings for student volunteers will now be two separate meetings for Waterloo and Brantford. Brantford volunteers will continue to meet on Tuesdays at 1 PM, and Waterloo volunteers will meet at 12 PM on Thursdays for the rest of the semester.
- b. Newsletters are being positively received by students, January 2017 (sent out Jan 3) newsletter had a 68.8% open rate in Waterloo and 72.5% in Brantford. February 2017 Newsletter (sent out Feb 1) has an open rate of 51.7% in Waterloo and 60.7% in Brantford. We are starting to see an increase in the click rate, and will be using these analytics to reformat the newsletter for March and April. The more content we can put into these newsletters, the likelihood these #s will remain strong.
- c. #LaurierVotes #s – 2 rounds of voting emails were sent out to students from January 24-26. There was a 52% open rate the first round (Jan. 24) sent to 17, 491 students and a second round was sent out to 8,478 students who did not open their initial emails (Jan. 26) with a 23.6% open rate.
- d. SLL Funding Applications are due on March 3, marketing is up to hopefully get the #s of applications up this time around
- e. We are looking into feedback and analytics from the first semester campaigns and #LaurierVotes and beginning to create 2017-2018 Marketing Plan.

## **6. Brantford Operations**

- a. Police Check logistics with Brantford Regional Police to determine options for financial accessibility
- b. Program review of both Healthy Lifestyles and Peer Connect to examine opportunities for efficiencies (VPPSB/W + DSE)
- c. Budget review for Orientation program - Revisited notes from Sept. and rebuilt based on actuals. Will be conducting similar evaluations for other larger events such as Snow Week, Hawk Team budget, various Clubs. (VPPSB + OTC)
- d. Development of Faculty Associations Coordinator and updating the Campus Club Coordinator roles to better reflect departmental needs and development. (D,SE + VP/AVPCA)
- e. Leadership Student Association and the Society Culture and Environment Association have partnered to bring the Kielburger's from the WE Movement to campus to discuss Leadership in a Global capacity and a some workshops.
- f. Leadership Student Association and Digital Game Design faculty associations sending students to the Collegiate Leadership Competition to familiarize themselves with the program in the hopes of sending students to compete in coming years.

## **7. Executive Director**

- a. Working with Chair & Chair-Elect on re-developing Board-elect training
- b. Working with Pres, Pres-elect, VP:FA, HR, Admin & D, SE on transition and retreat
- c. Met with Physical Resources Thursday to work on advancing the new procedures for billing around the utilities for the FNCC.
- d. Working with Physical Resources & our Facilities Manager to improve the delivery of custodial services...definitely a work in progress to date.
- e. Evaluating Club & Associations Administrator position post retirement
- f. Turret Renewal Proposal work continues
- g. Working with Finance to complete payroll grid project
- h. Working on performance appraisal packages – April Execution

# WILFRID LAURIER UNIVERSITY STUDENTS' UNION

## Schedule 1- Revenue

9 Periods Ending Jan.07, 2017

	Actual	Budget	Variance
Fred Nichols' Campus Centre	560,799	588,623	(27,824)
Health and Dental	1,274,616	1,116,925	157,692
Turret	72,557	114,150	(41,593)
Wilfs	1,577,862	1,399,912	177,951
William's Coffee Pub	310,473	345,000	(34,527)
Centre Spot/U-Desk	76,212	92,550	(16,338)
Food court/leasing operations	276,545	278,045	(1,500)
Services and programming	433,181	513,697	(80,515)
Governance and Fees	630,502	570,215	60,288
Brantford BSC, Admin, Fees, EVP & Governance	352,805	462,996	(110,191)
Brantford Activities	55,916	71,580	(15,664)
Brantford Services	4	5,000	(4,996)
<b>Total</b>	<b>5,621,474</b>	<b>5,558,691</b>	<b>62,783</b>

# WILFRID LAURIER UNIVERSITY STUDENTS' UNION

## Schedule 2- Expenses

9 Periods Ending Jan.07, 2017

	Actual	Budget	Variance
Fred Nichols' Campus Centre	1,099,551	1,250,522	(150,970)
Health and Dental	1,544,170	1,167,138	377,032
Turret	98,189	176,716	(78,527)
Wilfs	1,655,747	1,475,410	180,337
William's Coffee Pub	397,479	428,223	(30,744)
Centre Spot/U-Desk	33,677	45,225	(11,549)
Food court/leasing operations	121,903	132,762	(10,858)
University Affairs	50,373	54,965	(4,592)
Campus Clubs and faculty associations	51,435	61,306	(9,871)
Services and programming	452,535	631,455	(178,920)
Administration	14,505	26,817	(12,312)
Governance and Fees	63,925	70,561	(6,636)
President	12,591	35,715	(23,123)
Brantford BSC, Admin, Fees, EVP & Governance	164,001	314,152	(150,151)
Brantford Activities	62,771	102,633	(39,862)

Brantford Services	4,464	11,112	(6,648)	
Brantford Operations	774	5,209	(4,435)	
			-	
<b>Total</b>	<b>\$ 5,828,090</b>	<b>\$ 5,989,919</b>	<b>-\$ 161,829</b>	
<b>Grand Total</b>	<b>-\$ 206,616</b>	<b>-\$ 431,228</b>	<b>\$ 224,611</b>	

# WILFRID LAURIER UNIVERSITY STUDENTS' UNION

## Statement of Operations by Department

9 Periods Ending Jan.07, 2017

	Revenue	Expenses	Profit/Loss
Fred Nichols' Campus Centre	560,799	1,099,551	-538,752
Health and Dental	1,274,616	1,544,170	-269,554
Turret	72,557	98,189	-25,632
Wilfs	1,577,862	1,655,747	-77,885
William's Coffee Pub	310,473	397,479	-87,006
Centre Spot/U-Desk	76,212	33,677	42,535
Food court/leasing operations	276,545	121,903	154,642
University Affairs		50,373	-50,373
Campus Clubs and facult associations		51,435	-51,435
Services and programming	433,181	452,535	-19,354
Administration		14,505	-14,505
Governance and Fees	630,502	63,925	566,577
President		12,591	-12,591
Brantford BSC, Admin, Fees, EVP & Governance	352,805	164,001	188,804
Brantford Activities	55,916	62,771	-6,855
Brantford Services	4	4,464	-4,459
Brantford Operations		774	-774
<b>Total</b>	<b>\$5,621,474</b>	<b>\$5,828,090</b>	<b>-\$206,616</b>

**Products:**

1. The committee will review and assess the effectiveness of current Elections Policies and:
  - a. Provide recommendations for changes;
  - b. Begin to develop a synchronized marketing strategy for the process in the future.

**Authority:**

1. This committee shall issue recommendations and offer alternatives to the Board and has the authority to ratify changes to elections policies.

**Composition:**

Membership shall consist of:

1. The Chair of the Board;
2. The Chair-Elect;
3. Three (3) Directors to be elected by the Board, one of which shall serve as Chair of the committee; with one (1) spot reserved for a representative from each campus;
4. The Executive Director;
5. Two (2) staff members to be appointed by the Executive Director; and
6. The President-Elect.

**Time Frame:**

1. This committee shall present its final report to the Board of Directors no later than the last meeting of the 2016-17 school year.

## 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	<del>TBD</del> Waterloo

<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