



# AGM 2023 MEETING MINUTES

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<b>GROUP</b>	Ontario Tech Student Union (OTSU) General Members
<b>LOCATION</b>	Ontario Tech University, UA 1350
<b>DATE &amp; TIME</b>	November 30, 2023, 6:03 p.m. – 9:18 p.m.
<b>NOTE TAKER</b>	Human Resources Generalist & Chief Returning Officer
<b>ATTENDEES</b>	<p><b>Directors:</b> Chair and Faculty of Health Science, MaryCae Serote; Vice Chair and Faculty of Graduate Studies, Samuel Canonaco; Faculty of Engineering and Applied Science, Sujith Santharuban; Faculty of Social Science &amp; Humanities, Celine Jahan; Faculty of Science, Basman Galo; Faculty of Education, Arajenthira Narenthira</p> <p><b>Executives:</b> President, Samantha Brown; VP Downtown, Angeliqe Dack; VP Student Affairs, Oghenetega (Tega) Ubor; VP Student Life, Eloghosa (Elo) Avenbuan</p> <p><b>Staff:</b> Executive Director, Brian Robson; Financial Controller, Mayooran Thurairajah; Human Resources Generalist &amp; Chief Returning Officer, Salvador Caruncho</p> <p><b>Guests:</b> Baker-Tilly Accounting, Laura Wilsoon; Gallivan Student Health &amp; Wellness, Tina Todaro and Sean Gallivan</p>
<b>REGRETS</b>	None
<b>NOTES</b>	To view any of the documents included in the meeting material mentioned below, please contact <a href="mailto:otsu@ontariotechu.ca">otsu@ontariotechu.ca</a> .

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## OPENING PROCEDURES

### 1 CALL TO ORDER

Meeting was called into order at 6:03 p.m. Moved by Haider A. and seconded by Maisha R. Motion carried.

#### *Chair's introductory remarks:*

The OTSU is a non-partisan organization and will not be commenting on geopolitical issues during the AGM as it is not the appropriate venue for such statements. Members with non-operational concerns can schedule meetings with the executive team to have them addressed. For the duration of the AGM, Robert's Rules of Order will be adopted and motions will require an initial mover and a seconder. Discussion of items will also require a mover and seconder.

Quorum has been reached.

### 2 TERRITORIAL RECOGNITION

### 3 AGENDA APPROVAL

Motion to discuss agenda. Moved by Hadi A. and seconded by Rish V. Motion carried.

## DISCUSSION

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No discussion.

## RESOLUTION

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Moved by Manisha P. and seconded by Anisa B. Motion carried.

BE IT RESOLVED THAT the Ontario Tech Student Union approve the agenda for the 2023 AGM.

## AGENDA TOPICS

### 4 2022-2023 AUDITED FINANCIAL STATEMENT

Motion to discuss audited financial statements. Moved by William C. and seconded by Het P. Motion carried.

*Laura Wilson, partner at Baker Tilley presents audited financial statements.*

## DISCUSSION

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Floor opened to questions. No discussion.

## RESOLUTION

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Moved by Ricardo P. and seconded by Lucas A. Motion carried.

BE IT RESOLVED THAT the Ontario Tech Student Union approve the 2022-2023 financial statements as presented.

### 5 CONFIRMATION OF 2023-2024 INDEPENDENT AUDITORS

Motion to discuss Baker Tilley as the independent auditor for 2023-2024. Moved by Dryden A. and seconded by Taha F. Motion carried.

## RESOLUTION

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Moved by Amani N. and seconded by Josephine F. Motion Carried.

BE IT RESOLVED THAT the Ontario Tech Student Union confirm Baker-Tilly as the 2023-2024 auditors.

Motion to re-open confirmation of 2023-2024 Independent Auditor. Moved by Anja B. and seconded by Isaac W. Motion carried.

## DISCUSSION

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William C. asks how long Baker Tilley has been the independent auditor for OTSU. Financial Controller responded that Baker Tilley has been the independent auditor for five years.

William C. asks if there are any independence issues after such a long period of service. Financial Controller states that the staff conducting the audit is shuffled every year and that the question of who is retained as independent auditor is brought before the AGM on an annual basis.

Isaa Q. asks if the allocation of funds will be discussed later.

President suggests that the matter would have to be reopened in order to discuss.

Motion to close discussion of confirmation of 2023-2024 independent auditor. Moved by Jayden E. and seconded by Trent J. Motion carried

Motion to reopen discussion of 2022-2023 Audited Financial Statements. Moved by Mohammed H. and seconded by Zedd W. Motion carried.

William C. asked if there was a pie chart or quick overview of how funds are spent. Financial controller stated that financial statements are available online and are formatted according to CPA guidelines. Can give line by line explanation if meeting is scheduled with financial controller.

Aaron M asked how much was carried over from last year to this year. If there were \$600,000 transferred from last year to this year, why are clubs only getting \$500? President answered that the allocation is part of the Clubs & Societies Policy. If members wish this amended, they can bring the suggestion to the Clubs & Societies Committee and they can bring up an increase on member's behalf. It can happen but must follow the process for policy change.

Aaron M. asked how this benefitted current students. President replied that approvals have to be passed and amended at committee and board levels. Financial Controller continued that the ancillary fees that are passed along to OTSU are divided into categories such as building and administration, clubs and societies, etc. The \$500 passed along to clubs is meant to be an initiation fee to promote a club's fundraising efforts.

Aaron M. responded that many clubs are not large enough to fundraise. Financial Controller reiterated that the \$500 is not intended to fund a year's worth of activities for a club, it is a starter fund. Aaron M. continued saying that some clubs spend the \$500 and there are always obstacles to get the money back, including forms and getting sent in circles. President replied that often that is due to a lack of itemized receipts including what was bought, where it was stored, and what it was used for. The questioner continued stating that even with proper receipts, there can be obstacles. The president suggested booking a meeting with the VP Student Life or with the Member Engagement Coordinator. Furthermore if there are concerns about the not receiving proper receipts from vendors, the OTSU may be able to make purchases on the club's behalf. The financial controller also offered to look into any outstanding items that have not yet been reimbursed.

Manabdeeb S. suggested that \$500 is not enough. President replied that increasing fees can be determined by referendum, but the change cannot happen at this AGM.

Het P. asked if clubs get \$500 every year, does that funding carry forward into the next year. The Financial Controller stated that if the club is ratified the next year, they receive another \$500. Every year it is a different set of funding, a different set of students, and potentially a different set of rules. You cannot carry forward students' money. If a club fundraises, that amount stays in their account, but base funding does not get rolled over.

Blake P asked if the increase in Esports funding could be explained. Financial controller acknowledged that Esports is very expensive in terms of hardware and software. Blake P. asked if this spending was reasonable and who is in charge of the budget. Financial Controller stated that ultimately the Board of Directors is in charge of setting the budget.

Mark M. asked if clubs base funding could be tied to inflation. President answered that this would still require a policy amendment according to the process outlined previously.

Kevin M. confirmed with the President that this is not the meeting to reallocate the budget. The president confirmed that the budget cannot be reallocated in the middle of the fiscal year. Kevin M. again asked for confirmation that despite the presence of all of the voters currently attending the AGM, changes to the budget still have to wait until the beginning of the year. President stated that referendums are more representative of the roughly 10,000 students. There are only around 100 at the AGM.

Zamir A. asked that given cash decreased, but payables also decreased, where is the cash being allocated? The Financial Controller restated that the financial details are available online and he can explain them line-by-line at a scheduled meeting with him. Zamir A. continued, asking how egames support education, noting the huge increase in cost. Financial Controller explained that the increase in the line is due to the previous year representing only a partial year's worth of capital expenses compared to a full year's worth in the current year. Zamir A. then asked if he could reopen a motion to remove Baker Tilley as independent auditor. The President responded that, no, the matter has already been closed.

Motion to close discussion of financial statements. Moved by Jonathan H. and seconded by Amanda T. Motion carried.

## 6 MY VIRTUAL DOCTOR

Motion to discuss My Virtual Doctor. Moved by Harris H. and seconded by Dryden A. Motion carried.

*Sean Gallivan and Tina Todaro present information on My Virtual Doctor platform and service.*

### DISCUSSION

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Presenters emphasize the importance of primary care and the problems students face accessing such care. My Virtual Doctor provides 24/7 access for students and their dependents. The program also provides benefits for international students as well as out of province students.

Elly A. asks if there is a possibility that this program can cause a student to incur a fee that they would not have incurred had they gone to a regular doctor. Sean Gallivan responded that there are no fees for doctor's notes or dependents just the \$39 annual fee (plus tax). Students can opt-out of this plan at the beginning of the year unconditionally.

Michael P. asked if the opt out was automatic. Sean responded that there is a separate opt-out apart from the Health and Dental Plan. It is possible to opt-out of My Virtual Doctor while still opting in to health and dental benefits.

President reminds AGM that this service will be the subject of a referendum and asks that only pressing questions be asked.

Zedd W. asks whether the service would be suitable for students with recurring care needs. Gallivan answered that it would depend since, for example, controlled drugs cannot be prescribed remotely.

Motion to close discussion. Moved by Dryden A. and seconded by Lucas A. Motion carried.

### RESOLUTION

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No resolution required.

## 7 2022 AGM MEETING MINUTES APPROVAL

Motion to discuss 2022 AGM meeting minutes. Moved by Zedd W. and seconded by Amanda T. Motion carried.

### DISCUSSION

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No discussion.

### RESOLUTION

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Moved by Johnathan H. and seconded by Josephine M. Motion carried.

BE IT RESOLVED THAT the Ontario Tech Student Union approve the 2022 AGM Meeting minutes as presented.

## 8 EXECUTIVE REPORTS

*The executive team prepared a slideshow with their reports and each executive presented their respective reports.*

Motion to allow executives to present report summaries. Moved by Alannis Z. and seconded by Haran C. Motion carried.

*President topics included:*

Last year at the OTSU

- Student engagement
- Transparency and accountability

- Advocacy and empowerment
- Policy and procedures
- Growth
- Partnerships and community

#### Advocacy Priorities

- Part-time employment
- Governance & working groups
- Volunteer groups

#### Continuity

- Continuity: services
- OUSA
- Succession planning and transition

#### Service Enhancement

- Access
- KPIs
- Clubs & Societies

#### Downtown Experience

- Downtown Services
- Renewed Access
- Downtown Campus Advisory Committee

#### Stakeholder/Member Engagement

- Communication
- Building Trust Through Transparency
- External Groups

#### OUSA

- Advocacy and Empowerment

#### *Vice President Student Affairs topics included:*

- OUSA Housing, transit, and Community Development Paper
- Transit advocacy
- Undergraduate Academic Appeals Policy update

#### *Vice President of Student Life topics included:*

- O-Week
- EDI initiatives

- OTSU Clubs & Societies

*Vice President of Downtown topics included:*

- Downtown Campus Advisory Committee
- Housing: Off-Campus Living Coordinator proposal
- Downtown engagement

#### DISCUSSION

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No discussion.

#### RESOLUTION

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No resolution required.

### 9 CLUBS & SOCIETIES POLICY AND PROCEDURE AMENDMENTS

*The President presented the policy and procedure amendments.*

#### DISCUSSION

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Het T. asked with the high cost of events over \$6000, why clubs cannot get a venue without a COI. President responded that it was a liability issue. Het T. asked if clubs can use excess money for insurance policy and the President responded that it would have to go through the proper procedure.

Josephine F. noted that Josephine has been a club executive for 2 years, receives the training module, but said the information is hard to find or available. Josephine suggests more accessible information. President responded that meetings can be set up with the OTSU executives and they can provide support.

Kunol P. asked if there was a preferred vendors list for clubs and societies and if resources could be grouped for greater value. President responded that the VP Student Life would make that happen.

Manadeeb S. stated that no feedback was taken from students about the performance of the OTSU. Manadeeb feels that the OTSU did nothing to provide support to students who are from places that are at war. President identified available mental health services but noted that the OTSU is prohibited from taking geopolitical stances. Manadeeb suggested that services could have been offered without taking a political stance and that clubs were not allowed to do certain events. The President reiterated that policies and procedures must be followed.

Rish A. has been the president of a club and has noted the difficulty involved in training executives that have been onboarded late in terms of reaching them and setting up training in time for ratification. President responded that clubs can ask for extensions. Rish asked if expense forms can be submitted after the new calendar year. President responded yes.

Het P. asked if there was a way to receive live updates on what tickets were sold and to whom for ticketed events. President stated that yes, that can be done.

#### RESOLUTION

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No resolution required.

### 10 PROPOSAL FOR BYLAW AMENDMENTS

*The VP Downtown presented the Bylaw amendments:*

Proposal for consideration is “Whereas the Ontario Tech Student Union is responsible for hosting an Annual General Meeting once every calendar year; Whereas the conditions of such meeting must follow the OTSU’s General 2022 Bylaws through section three; and Whereas the commonly referred to ‘Downtown Campus’ is an Ontario Tech University satellite campus, be it resolved that the Ontario Tech Student Union approves the addition of section 3.2.1 into the General Bylaws, stating that: “the Annual General Meeting shall occur at minimum once every three years at the Ontario Tech University satellite campus. In the event of a suspension of in-person instruction, this obligation may be deferred to the subsequent year when in-person instruction has recommenced” AND approves the addition of ‘Satellite Campus’ to section 1.1 of the General Bylaws as 1.1.33, subsequently repositioning of all ensuing definitions, stating that ‘means a branch of the University physically distinct from the main campus, often referred to as the ‘downtown campus.’”

#### DISCUSSION

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William c. expressed concerns that the downtown AGM would likely only occur once in a typical undergraduate’s school experience. VP Downtown responded that equal representation could not be requested because of the disparity in the size of the student population between the campuses.

Zedd W. stated concerns about reaching quorum at downtown AGMs.

Proposal put to a vote. The proposal does not secure the majority of votes.

#### RESOLUTION

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Moved by Haider A. and seconded by Anja B. Motion carried.

Be it resolved that the the Ontario Tech Student Union denies the proposed Bylaw amendment.

#### 11 ANNOUNCEMENTS

President emphasizes the availability of mental health resources that are accessible to students and encourages their use.

#### 12 NEW BUSINESS

No new business at this time.

#### 13 ADJOURNMENT

Meeting was adjourned at 9:18 p.m. Moved by Garon M. and seconded by Siddhant D. Motion carried.