



MARCH 22, 2024

MEETING MINUTES

GROUP	Ontario Tech Student Union (OTSU) Board of Directors
LOCATION	Google Meet
DATE & TIME	March 22, 2024, 6:03–7:37 p.m.
NOTE TAKER	Human Resources Generalist & Chief Returning Officer
ATTENDEES	<p>Directors: 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 & Humanities, Celine Jahan; Faculty of Science, Basman Galo; Faculty of Education, Arajenthira Narenthira</p> <p>Executives: President, Samantha Brown; VP Downtown, Angelique Dack; VP Student Affairs, Oghenetega (Tega) Ubor; VP Student Life, Eloghosa (Elo) Avenbuan</p> <p>Staff: Executive Director, Brian Robson; Human Resources Generalist & Chief Returning Officer, Salvador Caruncho; Financial Controller, Mayoaran Thurairajah</p>
REGRETS	Director for Faculty of Business & Information Technology (Vacant)
NOTES	The Board is provided a meeting package containing all meeting materials (reports, presentations, etc.) prior to the board meeting. To view any of the documents included in the meeting material mentioned below, contact otsu@ontariotechu.ca

OPENING PROCEDURES

1 CALL TO ORDER

Meeting was called into order at 6:03 p.m. Moved by C. Jahan and seconded by A. Narenthira. Motion carried.

2 TERRITORIAL RECOGNITION

3 AGENDA APPROVAL

DISCUSSION

Amendments: Chair proposed removal of item #8 with corresponding adjustments to the numbering of subsequent items as well as the addition of an *in-camera* session.

RESOLUTION

Moved by C. Jahan and seconded by A. Narenthira. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the March 22, 2024 agenda as amended.

4 MEETING MINUTES APPROVAL

DISCUSSION

C. Jahan noted an error in the dates of the meeting minutes.

RESOLUTION

Moved by C. Jahan and seconded by A. Narenthira. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the February 23, 2024 meeting minutes with the amendment of changing the date section to reflect February 23, 2024 instead of November 13, 2024.

5 EXECUTIVE REPORTS

See the full executive reports on the OTSU website.

DISCUSSION

No discussion.

RESOLUTION

Moved by C. Jahan and seconded by B. Galo. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the executive reports as presented.

6 OPERATIONAL REPORT

The Executive Director presented highlights from the operational report:

- Black History Month events
- Society Elections
- Hiring for two Board vacancies: Health Sciences and Engineering & Applied Science
- High demand for Tax Filing service (should prompt discussion about potentially expanding service)

DISCUSSION

No discussion.

RESOLUTION

No resolution required.

7 PRESIDENT EXPENSES

President presented travel expenses of \$1121.16 related to the OUSA Spring General Assembly and transportation expenses of \$298.96.

DISCUSSION

No discussion.

RESOLUTION

Moved by A. Narenthira and seconded by C. Jahan. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the President expenses of \$1121.16 and \$298.96 totaling \$1420.12.

AGENDA TOPICS

8 SOCIETY ELECTION RESULTS

CRO presented unofficial Society Election results, reiterating the need for systematic review of elections policies and processes.

DISCUSSION

C. Jahan: What would happen if a Society had vacancies that have not been filled by elections?

S. Brown: The incumbent executives would fill the vacancies through a hiring process.

RESOLUTION

Moved by C. Jahan and seconded by A. Narenthira. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve and ratify the 2024 Society Election results.

9 OUSA AWARDS TEACHING EXCELLENCE 2024

The update below is provided by the President.

- President requested approval to submit two nominations for the award in order to ensure representation across the entirety of Ontario Tech: one representing the North Campus and one representing the Downtown Campus.
- Submitting two nominees would incur an additional expense for the award and reception which will be covered by the President's initiative fund.
- On behalf of the Student Advocacy Advisory Committee, President proposes Dr. Syed Qadri and Dan Walters as the recipients of the 2024 Ontario Undergraduate Student Alliance Awards for Teaching Excellence.

DISCUSSION

No discussion.

RESOLUTION

Moved by A. Narenthira and seconded by C. Jahan. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve Dr. Syed Qadri and Dan Walters as the recipients of the 2024 Ontario Undergraduate Student Alliance Awards for Teaching Excellence.

10 SUCCESSION PLANNING

The update below is provided by the President.

President submitted a proposal for an executive team transition period, citing that there is no overlap between the executive teams. President asked for up to two weeks of overlap between incoming and outgoing executive teams to facilitate training and onboarding of new team.

DISCUSSION

S. Brown: How does the board feel about the transition process and transition documents?

M. Serote: I believe they are a good idea.

C. Jahan: I agree with M. Serote.

S. Canonaco: I believe it would facilitate onboarding of new team.

A. Narenthira and B. Galo also supported the approach.

S. Brown: What elements of board transition could be better supported by the OTSU, and did you find the letters useful?

C. Jahan: In-person training was a lot to digest, but I believe that meeting everyone and developing an understanding of each other was the most productive element of the training.

RESOLUTION

Moved by C. Jahan and seconded by B. Galo Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve up to two weeks transition period where the outgoing and incoming executive team overlap for training purposes.

11 IN-CAMERA

Moved by C. Jahan and seconded by S. Canonaco. Motion carried. Moved *in-camera* at 7:12 p.m.

In-camera meeting minutes stored separately. HR Generalist & CRO and Executive Director has a copy of in-camera meeting minutes.

Moved by S. Santharuban and seconded by A. Narenthira. Board moves *out-of-camera* at 7:36 p.m.

12 NEW BUSINESS

No new business at this time.

13 ANNOUNCEMENTS

No announcements at this time.

14 ADJOURNMENT

Meeting was adjourned at 7:37 p.m. Moved by A. Narenthira and seconded by S. Santharuban. Motion carried.