



JUNE 26, 2024 MEETING MINUTES

GROUP	Ontario Tech Student Union (OTSU) Board of Directors
LOCATION	40 Founders Drive, SHA 136, Oshawa, Ontario
DATE & TIME	June 26, 2024, 5:35-7:44 p.m.
NOTE TAKER	Human Resources Generalist & Chief Returning Officer
ATTENDEES	<p>Directors: Faculty of Science & Chair, Eloghosa Avenbuan; Faculty of Graduate Studies & Vice Chair, Samuel Canonaco; Faculty of Education, Arajenthira Narenthira; Faculty of Health Science, Kashaf Awan; Faculty of Engineering and Applied Science, Sifatul Mostafi</p> <p>Executives: President, Rai Muhammad Ali; VP Student Affairs, Zainab Hussain; VP Student Life, Areej Fatima; VP Downtown, Matifadza (Mati) Chidova</p> <p>Staff: Executive Director, Brian Robson; Human Resources Generalist & Chief Returning Officer, Salvador Caruncho; Financial Controller, Mayooran Thurairajah</p>
REGRETS	Faculty of Business & Information Technology, Arujan Parameswaran; Faculty of Social Sciences & Humanities, (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 5:35 p.m. Moved by K. Awan and seconded by E. Avenbuan. Motion carried.

2 TERRITORIAL RECOGNITION

3 AGENDA APPROVAL

DISCUSSION

No discussion.

RESOLUTION

Moved by S. Canonaco and seconded by K Awan. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the June 26, 2024 board meeting agenda.

4 MEETING MINUTES APPROVAL

DISCUSSION

No discussion.

RESOLUTION

Moved by S. Canonaco and seconded by K. Awan. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the minutes for the March 31, 2024 board meeting.

5 EXECUTIVE REPORTS

See the full executive reports on the OTSU website.

President:

- Canadian Alliance of Student Associations (CASA) – examining benefits of membership
- Securing ex-officio seat on Academic council, including meeting with University president to that end
- OTSU Print Shop
- Centralized catering options – securing group rates with vendors that clubs & societies can access
- Hiring of Director for Faculty of Humanities & Social Sciences
- Review of CRO policy recommendations at Elections Committee

VP Student Life:

- Attendance of convocation ceremonies
- Attendance of Gallivan conference, reviewing student benefits offerings and networking with other associations
- Clubs & Societies policy updates: introducing levels system for clubs that would link funding to club's level and student engagement with possibilities of additional grant funding

DISCUSSION

S. Canonaco: Would the new Club & Society structure cap club ratification at 50-55?

VP SL: Last year over 100 clubs ratified but several were not active, there was no mechanism to hold them to account.

S. Canonaco: Enforcing a first-come-first-serve cap on clubs, while simultaneously incentivizing them to increase the number of general members to qualify for higher funding, will disadvantage level 3 clubs who will take more time to secure members for ratification at higher levels. This risks not ratifying previously established and active clubs.

President: There is no hard cap on the number of clubs, but the first 50 applicants are prioritized to quality for level 2 or level 3 funding. Additional clubs will not be excluded, but they will automatically receive level 1 funding.

ED: This has not gone to committee yet and it would be best to have the committee work on details before being examined by the board.

VP Student Affairs:

- Working on website improvements, e.g., academic appeals information
- Micro events during the summer, an initiative conceived with VP Downtown

- Food insecurity initiative including reviewing Durham College’s food bank and Ontario Tech Sustainability for information sharing and future collaboration
- Student Success Committee is launching website; VP Affairs suggested inclusion of OTSU events on calendar

VP Downtown:

- Downtown social media problem: downtown students don’t have social media direct to them and downtown events are drowned out in common social media feeds by North Campus information. Surveyed Downtown Advisory Committee and others regarding what information needs to be prioritized
- Town & Gown – working with Trent Oshawa and Durham College to engage municipal government and other downtown partners to work on issues affecting students, e.g., parking
- Community engagement – since students do not attend some events, looking to leverage existing downtown events and integrating student experience into those events

RESOLUTION

Moved by K. Awan and seconded by S. Canonaco. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the executive report for June 2024.

6 OPERATIONAL REPORT

The update below is provided by the Executive Director.

Executive Director states that he will not repeat what is in the board package, but will instead add three items:

- Hosted a lunch and learn with managers to disseminate information learned at AMICUS-C Conference. Additional time will be needed to discuss what was learned. OTSU can benefit from future networking opportunities which the union has not historically leveraged. Last week, two staff went to COCA, a different conference for student association professionals and there was a lot to learn had we sent more delegates.
- We will be taking staff through a service design process using double diamond design process to support the creating of a strategic plan. The existing 2021 document had some good elements, but was not a true strategic plan. This design process starts with research. For example, Ontario Tech is predicting the largest starting class in Ontario Tech History: where are those students coming from? We’re a commuter school, but is that changing? What are impacts of cost of living, inflation, etc. After research, we break down key items to work on and identify if are current programs aligned with needs. We will then look at adding new programs, phasing out old ones that don’t meet existing needs. We then measure impact and make further improvements based on results.
- Our third initiative has been examining whether we have the best tools. We’ve realized that there are better options than some of the tools that we are using and we’re starting to source new tools.

DISCUSSION

No discussion.

RESOLUTION

No resolution required.

7 PRESIDENT’S EXPENSES

The update below is provided by the President.

Expenses include parking and mileage for OUSA Meetings/conferences totalling \$320.30, plus food expenses for previous board meeting (exact cost pending but estimated to be approximately an additional \$30).

DISCUSSION

No discussion.

RESOLUTION

Moved by K. Awan and seconded by Sam C. Motion carried.

BE IT RESOLVED THAT the OTSU Board Directors approve the President's expenses as presented.

AGENDA TOPICS

8 FACULTY OF SOCIAL SCIENCE & HUMANITIES BOARD DIRECTOR HIRING

DISCUSSION

ED: Three candidates were interviewed for the Social Science & Humanities Board Director position.

K. Awan: Lindsay Horner was selected by the Human Resources Committee. L. Horner is available for the required hours, has served as president of the Social Science & Humanities Society, and is passionate about student life. The Interview panel achieved consensus in awarding L. Horner the highest scores during the interview.

A. Narenthira: What year is the candidate in?

K. Awan: She is a third-year student.

RESOLUTION

Moved by A. Narenthira and seconded by S. Mostafi. Motion carried.

BE IT RESOLVED THAT the OTSU Board Directors approve the appointment of Lindsay Horner as Board Director for the Faculty of Social Science & Humanities.

9 2024-2025 BUDGET

Financial controller presented the 2024-2025 budget. See the full budget details on the OTSU website.

DISCUSSION

No discussion.

RESOLUTION

Moved by K. Awan and seconded by A. Narenthira. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the 2024-2025 budget as presented

10 CLUBS & SOCIETIES COMMITTEE TERMS OF REFERENCE

DISCUSSION

E. Avenbuan: There is an error in the Clubs & Societies Committee terms of reference. The wording suggests that the Committee should consist of 2 board members, 5 executive members from clubs and/or societies and 5 students-at-large. This would make the committee larger than intended. The club/society executives be considered the student-at-large members so that the Committee would consist of 2 board members and 5 club/society executives.

S. Canonaco: Since there are no executives until clubs are ratified, the committee would not be able to form with the new language. I suggest changing the language to reflect “students at large with clubs and/or society experience.”

A. Narenthira: Should the positions be exclusive to Club & Society executives or be open to general members?

S. Canonaco: I suggest general members of clubs and/or societies should be eligible.

RESOLUTION

Moved by S. Canonaco and seconded by K. Awan. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve changing the Clubs & Societies Committee terms of reference to reflect a composition consisting of 2 board members as well as 5 students-at-large with club and/or society experience.

11 ELECTION POLICY RECOMMENDATIONS

CRO has composed a preliminary report and presented it to Elections committee. The CRO acknowledges the extraordinary contributions of the Committee members (especially the student-at-large members) for improving upon the CRO’s suggestions thus far. CRO reported that work remains to be done and a full report will be presented to the board in July or August depending on the Board’s agenda availability.

DISCUSSION

No discussion.

RESOLUTION

No resolution required.

12 JOINING CANADIAN ALLIANCE OF STUDENT ASSOCIATIONS (CASA) AS AN OBSERVER

President reported that he had met with CASA regarding Observer Member details. The President distinguished CASA membership (which is an advocacy group at the federal level which represents undergraduate and graduate students) from the OTSU’s current OUSA membership (which is a provincial level advocacy group which represents only undergraduate students). The President notes that there is no up-front cost for observer membership, which is allowed for 2 years. There is a \$100 fee per delegate for observers to attend conferences. The President suggests that only two conferences be attended this year (one in Scarborough and one in Ottawa) to further control expenses. Moving forward with observer status would require submitting a letter of intent.

DISCUSSION

E. Avenbuan: I’m concerned that there may not be student appetite for the OTSU’s involvement in CASA since the OTSU has recently become a member of OUSA.

President: The memberships are complementary and the work that is done in each group often supports each other. The OTSU is excluded from conversations where shared initiatives between OUSA and CASA converge.

E. Avenbuan: Dual membership may make more sense for organizations that had been a member of one of the organizations for longer than OTSU’s membership at OUSA. Expenses for delegates to attend conferences would add up.

- K. Awan: Participation in CASA can support initiatives taken under OUSA.
- S. Canonaco: There would be no obligation to join as a full member, conferences can be attended remotely if necessary, and it would make sense to join as an observer. No harm could come from it if expenses for attending conferences are strategically controlled.
- S. Mostafi: Take in consideration that OUSA does not represent graduate students and CASA fills that gap.
- E. Avenbuan: I'm concerned that students would resist joining another alliance when we have not yet optimized our involvement with OUSA.
- S. Canonaco: Federal and provincial advocacy concerns affect Ontario Tech's students in different ways and it would be valuable to see what benefits can be drawn from membership at CASA.
- K. Awan: There is no commitment to participate in CASA initiatives as observers, resources would not be forced away from OUSA initiatives.
- A. Narenthira: What is the OTSU's goals with OUSA?
- President: OUSA is the OTSU's priority and there are fall and spring general assemblies that OTSU will attend.
- A. Narenthira: Is the President on the OUSA steering committee?
- President: Yes.
- Chair: Let's vote on the matter.

Four Board members in favour.

RESOLUTION

Moved by S. Canonaco and seconded by S. Mostafi. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve submitting a letter of intent to CASA for the purposes of attaining observer status.

13 PRINT SHOP

The President presented a case for a print shop noting the high cost of merchandise for clubs & societies as well as the OTSU. The proposed solution is the production of in-house merchandise and suggested that this could generate revenue, save on marketing costs, and provide clubs & societies with easier access to less expensive merchandise.

The President suggested the purchase of an Epson Surecolor F1070 DTG/DTF Hybrid Printer with sublimation printer and accessories. The total cost would be \$13,174.88 inclusive of taxes.

DISCUSSION

A. Narenthira: Can the President to go over phases of the proposed print shop project?

President: Phase 1 would include acquiring, installing, and training on the equipment, finding space, etc. Phase 2 would involve have supplying merchandise options to clubs and societies, and phase 3 would involve offering services to the university and third parties to find ways to expand operations.

A. Narenthira: What is the time frame of this plan?

President: I would like clubs and societies to have the option of sourcing merchandise from the print shop in August or September.

E. Avenbuan: How would we staff the shop?

President: Various options are being considered.

E. Avenbuan: Would we be producing O-Week merchandise?

President: A slow roll-out would be advisable before attempting large production scales and tight timelines.

S. Canonaco: I have worked the break-even point to be around 600 shirts sold.

E. Avenbuan: Labour is a concern.

President: I agree but that it could be addressed in various ways.

S. Canonaco: Is there an issues with copyrights, e.g., with the esports branding.

ED: The OTSU owns the esports branding.

RESOLUTION

Moved by K. Awan and seconded by S. Canonaco. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the purchase of Epson printer package.

14 NEW BUSINESS

None to comment on.

15 ANNOUNCEMENTS

Chair reminded the team about the Board team building event scheduled for the evening of July 8.

16 ADJOURNMENT

Meeting was adjourned at 7:44 p.m. Moved by A. Narenthira and seconded by S. Canonaco. Motion carried.