

May Board of Directors Meeting

Date: May 31, 2020, 6:00 pm

Location: Remote, WEBEX

Chair: William Griffen

Secretary: Zoey Zhang

Attendance:

A-Soc

Delainey Lindstrom-Humphries - DLH - Present

L. Glofcheskie – LG - (Ex-officio) - Present

Reno Natalizio - RN - Present

Claire Thompson - CT – Present

J Reinstein – JR – Present

Chukwunonso Moneme - CM – Present

Edward Yang – EY - (WUSA) – Present

B-Soc

Ellen McGee - EM - Present

Peter Dye – PD - (Ex-officio) - Present

Peter Dye - PD - Present

Maggie Brewster - MB - Present

Tom Yan – TY - Present

Thomas Dedinsky - TD – Present

1.0 Call to Order

Time: 6:14 pm

2.0 Approval of the Chair

Motion	Ratify Will as Chair
Mover:	EM
Second:	CM
Discussion:	N/A
Abstentions:	N/A
Result:	Approved

3.0 Approval of the Agenda

Motion	Motion to approve the agenda	
Mover:	EY	
Second:	PD	
Discussion	Motion	Include approval of JAGM minutes in the agenda
	Mover:	DLH
	Second:	EM
	Result	Passes Unanimously
	Motion	Change the order of the agenda to move approval of the chair before approval of the minutes and approval

		of the secretary directly after approval of the agenda
	Mover:	TD
	Secunder:	RN
	Result	Passes Unanimously
Result:	Approved	

4.0 Approval of the Secretary

Motion	Approval of the Secretary
Mover:	EM
Secunder:	DLH
Discussion:	EM - You did a vote and voted for these people. Let's approve it.
Abstentions:	N/A
Result:	Passes Unanimously

5.0 Approval of the March Minutes

Motion	Approval of the March Minutes
Mover:	EM
Secunder:	DLH
Discussion	EM - We had a meeting in March and wrote the minutes
Abstentions:	JR
Result:	Approved

6.0 Approval of the Special March 1 Minutes

Motion	Approval of the March Minutes
Mover:	EM
Secunder:	RN
Discussion	EM - We had another meeting in March so we should approve those minutes RN - They were well written CT - As the person who wrote them, they are well written
Abstentions:	JR, TY
Result	Approved

7.0 Approval of the Special March 2 Minutes

Motion	Approval of the Special March 2 Minutes
Mover:	EM
Secunder:	DLH
Discussion	EM - You would not believe it. We actually had a third meeting in March and should approve the minutes DLH - Thirds the golden bird
Abstentions:	JR, TY
Result:	Approved

8.0 Review of the Board of Directors Procedures Documents

Discussion:	<p>EM - This is on the agenda for the first board meeting of every term. We have a meeting every month. We have appointed a chair and a secretary. We have directors, the presidents and our ex-officio members. If someone wants to bid for conferences, they must be approved by the board. We can also invite people to our meetings.</p> <p>DLH – Does anyone have any questions on what board is or what they do? The documentation may not be the clearest</p> <p>TY - How is board different than what we do at council?</p> <p>EM – Board focuses on operational things in the society. The VP finances give updates on actuals and actuarial situations of the society. We talk about disagreements with other societies as well. Board is different than council because council is more student facing. Board looks at things that both societies should be involved in talking about and looks at things more as one society.</p> <p>DLH: The main purpose of board is to look at the more financial side. It is always going to be a future focused group. Things that will involve the future of the society and make sure the society is going in the right direction.</p> <p>EM: DLH and I will always bring the big ticket items to meetings.</p>
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9.0 WUSA Update

Discussion:	<p>EY - My name is Edward Yang and I am one of the WUSA councillors. We had our first WUSA meeting, where we appointed people to committees. I am also involved on the WUSA Board of Directors and the Co-op council where I many have a conflict of interest with this Board of Directors. In both those groups and here, that means I will have to abstain sometimes.</p>
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10.0 Review of the Actuals

Discussion:	<p>PD – To give an overview, the society has four accounts: A-Soc Account, B-Soc Account, General Account (ECIF, novelties, payroll) and CnD Account which is managed by Mary and the CnD directors. The board will look at the general and CnD accounts. We will review the actuals each meetings, but both the general and CnD accounts do not have much going on right now as we do not have ECIF this term and the CnD is closed.</p> <p>RN – The date formatting looks of on the sheet. Day, month, year and month, day, year are both used</p> <p>EY – Line 36. I also noticed the same thing. It looks a little weird.</p> <p>PD – I will fix it. Clerical Error</p> <p>MB – Last time there were finances to board, there was an expected category. We were expecting money from the government, is there any update on that?</p> <p>PD – I thin that was council. We do not know anything. That is WUSA that applies for those subsidies.</p> <p>LG – Thanks for giving me a heart attack.</p> <p>EY – The telephone is a fixed monthly cost and is budgeted as such. Why does it fluctuate so much? Same for CnD</p>
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LG – Where do you get that it is a monthly cost?
 EY – I believe renting is a fixed monthly cost from IST
 LG – Renting seems to be fixed but usage is not? I am not sure
 PD – Will talk to Mary about that
 RN – Why did yearbook have such a huge loss last year? Seems kind of weird
 PD – That number looks very low in sales. I will ask Mary and GradComm as I am not in charge of that
 EY – Looking at the general account, we are getting more loss than expected. Has anything been done about that in our budgeting?
 PD – Those accounts are budgeted by Mary so I do not know. I can ask.
 EM – This is from winter. A lot of revenue from general and cnd comes from buying things and since no one had been on campus in the last two months, there's no revenue
 LG – The money was budgeted at the beginning and cannot change halfway but there is a team working on it.
 DLH – We are trying to work out the finances. Winter is messy because of COVID-19. There were losses when the CnD closed and we had to get rid of excess stock which was a complete loss. Mary does these at the beginning of the year. Things of concern like yearbook, we can check with Mary. We can get a list of things to flag so the VP Finances can talk to Mary about it.
 EY – I was more so talking about spring and fall budgeting because of what happened
 PD – In Fall, there was a discrepancy happening due to spending an extra 2k in the Fall
 EY – There is a couple thousand dollars less than expected
 EM – Is that in general or CnD?
 EY – General
 NM: Is that money from the dean for conferences? It was expected in spring but received in fall because the CFES increased fees and needed approval from PM so we waited for everything to official before the money went through
 LG – Ad sales and yearbook sales seems to be most of the issue
 EM – Handbook is a discussion we are having because it is operating as a loss. We use an ad company we have used for years. We were looking at printing costs and associated and are looking at finding ways to make things more effective and solutions for it

11.0 EngSoc HR Updates

Discussion:	Motion	Move to move into camera
	Mover:	EM
	Secunder:	DLH
	Result:	Passes unanimously
<p>Summary: Board discussed HR and staffing items from the last couple months and how COVID-19 has affected EngSoc businesses. Board was brought up to speed on items discussed at March meetings of the Board.</p>		

Motion	Move to move out of camera
Mover:	EM
Seconded:	RN
Result:	Passes unanimously
<p>EM – In regard to bringing staff back after the layoff, there will be no classes in E7 but there will be people back and going by the 20 percent rule so each room can have 20 percent capacity. There will be exceptions for some people ie. Chem and nano labs. Optional in person things may happen as well such as checkins. They might also open residences for week long contracts and they are trying to have grad student classes open as they are less than 30 people and research labs are opening by the end of August. This will be a conversation to have with Mary about and we will need to be sure we have traffic for our services.</p>	

12.0 A-Soc & B-Soc Cost Sharing COVID-19

Discussion:	<p>DLH – I submitted this item to board to think about how expensive COVID will be for both societies especially with the CnD and general accounts that we both contribute to. We were thinking about potentially splitting the costs between the two societies. A-Soc and B-Soc have been hit heavily financially because of this to ensure both societies can run successfully</p> <p>EY – I mostly agree. We also have cost savings from not running events etc. Are those being taken into account?</p> <p>DLH – Yes it will be if we are doing this. We need to go through what needs to be covered as a cost loss. We have deposits to pay and cancellations fees to be considered as a whole</p> <p>LG – Both societies have different students and it is unfair to ask one group of students to deal with the loss more than the other group of students</p> <p>DLH – Seeing people seem to be in favour of this, I will have a conversation with Ellen, Peter and Glof about the potential and create a proposal</p> <p>Strawpoll: People seem to be in favour</p> <p>PD – This is something next presidents and VP Finances are going to be a part of</p> <p>DLH – This is why I wanted to bring it up now</p> <p>LG – Please don't throw this at a bunch of new people</p> <p>EY – I am concerned this is too early for this and we need to wait longer to see the effects of COVID19</p> <p>DLH – We can wait and see what fall fees look like and put a plan forward before the current B-Soc team is gone</p> <p>NM – We cannot be completely reactive and it is unfair to dump all this on our successors</p>
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13.0 CnD Staff

Discussion:	No discussion was needed as it was done in agenda item 11
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14.0 Good Documentation Practices (For Board)

Motion	Approval of
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Mover:	Megan Town								
Secunder:	Katie Arnold								
Discussion:	<p>EM – Background for this item, this was brought to board in the March meeting and was a rewrite of our board procedures. It was tabled to this meeting as there was a lot of discussion about this document. It should not be the last thing of the old board to change things and leave. There are good parts of the proposed changes and things that should not be there. I do not think the conversation is today as we need to understand what board is like before making these changes. It gives people time to read and understand the change asked before we make them.</p> <p>RN – I agree that moving it to the next meeting is a good idea. There are some inconsistencies that I think need another set of eyes on it.</p> <p>DLH – I will also have the governing documents done by next meeting.</p> <p>LG – If you do make notes, share your document. If we all take multiple notes, it is not convenient.</p> <p>RN – There are at least two inconsistencies in the document.</p> <p>EM – We can start a working document and convert it into a working doc/ google doc. Use it as a place to comment and if there are separate changes to make, use an additional document</p> <p>EY – I guess we are choosing to not have a discussion until the next meeting?</p> <p>EM – We can discuss a bit right now but it is a hefty document that takes a while to digest.</p> <p>EY – Could people highlight the biggest issues?</p> <p>EM – There is a conflict of interest declaration that WUSA currently does for their council in conjunction to the rewrite of the document. Council or JAGM knew of some conflicts of interest and declaring conflicts after may not help. Chairing practices, writing into procedures as there was issues with four-month chairs and not year long chairs due to co-op. There was also a committee for writing procedure as a subcommittee for writing new procedure, but the board may not be the best place for that or for that discussion. It is hard to manage if things are not in policy and things can be done by precedent. We did not want to change things and then suddenly have a new board.</p> <p>DLH – It would be useful to see at the next meeting and read through comments and minutes to decide where the big ticket items and board could add and take out and the reasoning behind them.</p> <table border="1" data-bbox="410 1402 1417 1556"> <tr> <td>Motion</td> <td>Table until next board meeting in June</td> </tr> <tr> <td>Mover:</td> <td>EM</td> </tr> <tr> <td>Secunder:</td> <td>RN</td> </tr> <tr> <td>Result:</td> <td>Item moved to next meeting</td> </tr> </table>	Motion	Table until next board meeting in June	Mover:	EM	Secunder:	RN	Result:	Item moved to next meeting
Motion	Table until next board meeting in June								
Mover:	EM								
Secunder:	RN								
Result:	Item moved to next meeting								
Result	Tabled to June Meeting								

15.0 New Business

Discussion:	EM – I wanted to talk about something in the works for a year. The societies memorandum of understanding is an outline that documents our relationship with WUSA about liabilities and finances. The committee of presidents has approved us to have two votes for the committee which opens doors to discussions about our two societies.
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	<p>NM – I wanted to bring up the Iron Warrior and what Delainy and I have been working on and discussing changes coming forward with less loss for us and more effective newspaper.</p> <p>EY – Students council is having its next meeting next Sunday</p> <p>LG – Is this a long meeting?</p> <p>EY – Agenda has not been released yet. The last meeting was 4 hours but it could be 12 could be 2.</p> <p>RN – What topics do they cover?</p> <p>EY – WUSA students council covers services, other committees etc. I am not to sure about the agenda for next week. It will have updates on financial plans.</p>
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16.0 Ratification of JAGM

Motion	Ratify JAGM
Mover:	DLH
Secunder:	JR
Discussion:	<p>DLH – It was decided by previous board for the results to be ratified</p> <p>EM – We also got this approved by WUSA council that we could have our meeting online and hold proxies online as well</p>
Abstentions	
Result	JAGM ratified

17.0 Adjournment

Adjourned at: 7:53pm