



3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

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# **UTMSU BOARD MEETING #3**

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## *Your Guide to Roberts Rules of Order*

### RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incourt procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

Also See: <http://www.ucalgary.ca/qa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>

## Agenda

Board Meeting #2 of the University of Toronto at Mississauga Students' Union  
Friday July 19<sup>th</sup>, 2019 • Room 100 – Student Centre, UTM

### Attendance

Executives	Division I	Sheri Hijazi
Atif Abdullah	Vacant	Ethan Bryant
Sara Malhotra		Du (Bryan) Wenchao
Miguel Cabral	Division II	Venus Asamoah
Kai Ng	Jicheng (Allen) Lu	Azima Tarannum
Habon Ali	Minhe (Chloe) Chen	
Richelle Nelson (non-voting)	Nicole (Xiaoyi) Luo	Division III
	Tian Ze (Philip) Jia	Vacant
Executive Director:	Lin (Catherine) Wang	
Munib Sajjad (non-voting)	Farid Annan	Division IV
		Vacant
MAM Designate		
Kelly Dong		

<b>#1.</b>	<b>CALL TO ORDER</b>
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*Meeting called to order at 4:18 pm.*

<b>#2.</b>	<b>APPROVAL OF THE AGENDA</b>
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**MOTION**

Moved: A. Abdullah      Seconded: H. Ali

Be it resolved that the agenda be approved as presented.

**VOTE****ALL IN FAVOUR****MOTION PASSES**

<b>#3.</b>	<b>EXECUTIVE REPORTS – 10 min</b>
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**MOTION**

Moved: A. Abdullah      Seconded: F. Annan

K. Ng: I just came back from Hong Kong. After I came back, I started working on the sponsorships for Orientation. This is one of our priorities and very urgent. We need to start putting out orientation material soon. We also collaborated with the Office of the Registrar for the Ace Orientation event. It went great and the collaboration went well on both sides.

R. Nelson: We have been working on Orientation. We have now hired a committee and we have eight committee members: four members for logistics, two members for sponsorship and two members for marketing. We have also finalized dates for orientation and had our first leader training. We are meeting

with clubs and we will have clubs training on July 24<sup>th</sup> and 25<sup>th</sup>. We will aim to keep them updated on the Student Choice Initiative. We have two staff members who will be helping with events happening. Ekam Singh and Arisha Shoaib will be working on welcome back week and club's week. Clubs and Orientation are our biggest focus right now.

H. Ali: We have worked closely with the Equity Office and Hart House to raise awareness on equity topics. We have been wrapping up Pride where we had our banner, flag and BBQ with arts and crafts. Our movie night was planned, but unfortunately could not take place. We have conducted interviews for part time staff. There have also been a lot of equity trainings with professionals and our team. We also hosted a Sudan vigil on June 27th and reiterated that we stand in solidarity with everyone in Sudan. Furthermore, Aidan and Noha were hired for Food Centre coordinators. We are starting a campaign for the food center during the year and also working on lobby documents that include multi-faith services as well as the limitation of subscription-based services, such as TopHat, that are a financial burden on students. Lastly, we are in the process of finalizing paperwork and logistics to welcome our WUSC student, who will be coming in August.

S. Malhotra: We have been working on hiring associates. We conducted interviews from June 11<sup>th</sup> to June 27<sup>th</sup>. After these interviews, the part-time staff members were hired. We reduced the number of executives that were working on the hiring process. We made sure the interviews were conducted in a professional manner and people who had conflicts stepped away from the hiring process. Alongside this, I have been working on budget planning (operating budget) that will be presented in the next board meeting. We have started with service reviews. We also conducted a training for our staff members.

A. Abdullah on behalf of M. Cabral: We took part in interviews for associates. We have been working on research for subscription-based services with Habon. We have started work on multi-faith prayer spaces. We have also had meetings with academic societies to discuss the implications of the Student Choice Initiative.

A. Abdullah: I have been working on figuring out if we are meeting our summer goals and targets. I am also making sure we are in a good position to welcome back 14,000 students. Also, I have been talking to developers about the costs to revamp our website. We are in the final stages of finalizing a developer. The new website should be ready by August 20. Sitting in for a number of hirings and interviews. Meeting with administration to improve relationships and making sure everything is ready for September. Work has gone into sponsorships for Frosh and long-term sponsorships.

Be it resolved that the UTMSU Board of Directors approve the Executive Reports as presented at the July 19<sup>th</sup>, 2019 U.T.M.S.U. Board of Directors meeting #3.

**VOTE****ALL IN FAVOUR****MOTION PASSES**

<b>#4.</b>	<b>MINUTES PACKAGE ADOPTION</b>
Pg.	#1. Board meeting #2 -- June 14 <sup>h</sup> , 2019

**MOTION**

Moved: S. Malhotra

Seconded: K. Ng

Be it resolved that the Minutes Package be adopted as presented.

**VOTE****ALL IN FAVOUR****MOTION PASSES**

<b>#5.</b>	<b>ORIENTATION BUDGET</b>
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**MOTION**

Moved: R. Nelson

Seconded: A. Tarannun

A. Abdullah: Orientation is the largest event run on campus. We would like to bring the budget forward.

M. Yakubi: I am one of the Orientation coordinators for this year's Orientation.

Tamer: I am also one of the Orientation leaders. We have been working hard on efficient costs for Orientation.

M. Yakubi: So far, we have worked on the budget and have come up with the schedule. We have put out applications for leaders and committee members and completed the process. We have provided training for leaders and committee members. Our marketing has been excellent.

Tamer: I have been working with sponsorship coordinators to see if we can get more sponsors. We have made progress and plan to exceed our goal.

R. Nelson: Our chart has projected and actual amounts. We will be going through the projected amounts. We have a final number for early tickets which sell for \$115. We sold them in 2 days and made \$23,000. We have to pay for gym rentals for certain events. Our boat cruise estimated amount is \$23,000. For the carnival we are going bigger this year. We will use this carnival to engage with first year students. We will spend \$25,000 on it this year and set it up in P8. The foam party has a projected amount of \$9500, on the actual amount it goes up by \$161. We are under budget for the busses, and saved 1524. We are still working on final amounts for the bags we will make for the students. The magician will cost \$800. We paid for permits so we will be able to use the beach. Room bookings for Frosh leader trainings went slightly over the \$80 budget and cost about \$84. We spent \$444.30 on food and we were able to feed about 130 students. We will also need modes of transportation to get around the campus. We also have an emergency fund.

Be it resolved that the orientation budget be adopted as presented in Appendix A.

**VOTE****ALL IN FAVOUR****MOTION PASSES**

<b>#6.</b>	<b>HIRING COMMITTEE</b>
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**MOTION**

Moved: S. Malhotra

Seconded: F. Annan

S. Malhotra: We are planning to hire for full-time staff positions. We have set up a hiring committee that will help us go through the process.

A. Abdullah: The hiring committee is looking for two board members. We are looking for two full-time staff, one health and dental coordinator and one academic advocacy coordinator. Also, anyone can sit on the hiring committee, there is no specific division for it. Anyone committed to the hiring committee should be prepared to sit in on interviews and attend meetings to discuss candidates. Committee will need to meet 8-10 times. I will now open nomination for the hiring committee. Sheri and Allen are two board members who would like to sit on the hiring committee.

Whereas the Executive Committee reserves the right to employ staff, as it deems necessary.

Whereas the process of Staff Hiring is outlined in Operational Policy that stipulates: For a contractual staff or non-unionized hiring, the hiring committee must consist of the President, the Vice-President Internal & Services, Vice president Equity, two (2) members of the Board of Directors and the Executives Director (non-voting) elected at a Board meeting.

Whereas according to Bylaw XIV—Personnel – The Executive Committee has the right to employ unionized and contractual staff as it deems necessary for the best interest of the Union. The executive Committee shall review their terms of employment as outlined in the Collective Bargaining Agreement between the union and the respective Union representing the staff.

Be it resolved that Sheri and Allen be appointed to the hiring committee by the Board of Directors to make recommendations to the Executive committee.

**VOTE****ALL IN FAVOUR****MOTION PASSES**

<b>#7.</b>	<b>FUTURE BOARD MEETINGS</b>
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**MOTION**

Moved: S. Malhotra

Seconded: A. Tarannum

Be it resolved that the next board meeting be held on Monday, August 19<sup>th</sup>, 2019 from 4:00 pm to 6:00 pm.

**VOTE****ALL IN FAVOUR****MOTION PASSED**

<b>#9.</b>	<b>OTHER BUSINESS</b>
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A. Abdullah: One last piece of business is the Student Choice Initiative. As of this Monday, the option to opt-out has been added to ACORN. We have launched a campaign called "Maintain Your Membership". We have had to break our fees into smaller categories in order to inform students of what they are staying opted into. It is also not possible to opt back into the incidental fees once you have opted out. We will speak to administration on this matter. We are working on the what the prices will look like for services. Many people have reported that they are losing a lot of OSAP funding. We want to equip students with the tools to deal with this. The GTA Skills Symposium hosted by CFS will happen downtown and we hope for many people to accompany us there. Please notify us if you will be attending this skills symposium.

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<b>#10</b>	<b>ADJOURNMENT</b>
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**MOTION**

Moved: A. Abdullah

Seconded: W. Du

Be it resolved that the meeting be adjourned at 5:02 pm.

**VOTE****ALL IN FAVOUR****MOTION PASSED**

VALIDATION		
Atif Abdullah, President		July 19 <sup>th</sup> , 2019
NAME AND POSITION	SIGNATURE	DATE

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