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# **UTMSU BOARD OF DIRECTORS MEETING #2 AGENDA**

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## *Your Guide to Roberts Rules of Order*

### **RULES OF ORDER AT A GLANCE**

<b>To Do This:</b>	<b>You Say This:</b>	<b>May You Interrupt the Speaker?</b>	<b>Must You be Seconded?</b>	<b>Is the Motion Debatable?</b>	<b>Is the Motion Amendable?</b>	<b>What Majority is Required?</b>
Object to incorrect 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/gsa/about/docs/Roberts-Rules-Cheat-Sheet.pdf>

**Agenda**Board of Directors Meeting #2 of the University of Toronto at Mississauga Students' Union  
Monday, May 30<sup>th</sup>, 2016 • Meeting Room – Student Centre, UTM**Attendance***Executives*Nour Alideeb  
Pu Qi (Jackie) Zhao  
Vanessa Sharon Demello  
Marise Evelyn Hopkins  
Maleeha Baig  
Tyrell Subban (Non-Voting)*Division II*Asif Ajaz  
Fernando Valencia  
Lina Hassan  
Valentino Gomes*Division III*Ameera Marlweski  
Fatima Mohamed  
Noor Bajaj  
Noor Chaudhry  
Sarah Amjad  
Sharon Lui  
Teresa Bai*Division IV*

Vacant

*Division V*

Ahmed Zaki

*UTSU Designate*

Farah Noori

*Executive Director:*

Walied Khogali (Non-Voting)

**#1. CALL TO ORDER***Meeting called to order at 4:00 pm.***#2. APPROVAL OF THE CHAIR****MOTION**

Moved: N. Alideeb

Seconded:

Be it resolved that \_\_\_\_\_ be approved as the chair for the May 30<sup>th</sup> 2016 Board meeting.**VOTE**

In Favor:

Opposed:

Abstentions:

**#3. APPROVAL OF THE AGENDA****MOTION**

Moved: N. Alideeb

Seconded:

Be it resolved that the agenda be approved as presented.

**VOTE**

In Favor:

Opposed:

Abstentions:

**#4. INTRODUCTION AND PRIORITIES - DISCUSSION**  
**Executive Committee & Board of Directors – 5min****#5. Presentation from DLA PIPER– Legal Advisors – Handout – Alexi Wood – 25 min**

**#6. EXECUTIVE REPORTS – 10 min – (IN CAMERA)****MOTION**

Moved: N. Alideeb Seconded:

Be it resolved that the UTMSU Board of Directors approve the Executive Reports as presented at the May 30<sup>th</sup>, 2016 U.T.M.S.U. Board of Directors meeting #2.

**VOTE**

In Favor: Opposed: Abstentions:

<b>#7.</b>	<b>MINUTES PACKAGE ADOPTION</b>
Pg. xx	#1. Joint Board Meeting – April 29 <sup>th</sup> 2016
Pg. 30	#2. Emergency Board Meeting #1 – May 2 <sup>nd</sup> 2016
Pg. 36	#3. Executive Committee Meeting #1 Minutes – May 5 <sup>th</sup> 2016
Pg. xx	#4. Executive Committee Meeting #2 Minutes – May 17 <sup>th</sup> 2016
Pg. xx	#5. Executive Committee Meeting #3 – May 27 <sup>th</sup> 2016

**MOTION**

Moved: P. Zhao Seconded:

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

**VOTE**

In Favor: Opposed: Abstentions:

**#8. STRIKING OF CLOSED COMMITTEES****MOTION**

Moved: P. Zhao Seconded:

Be it resolved that Elections of the Closed Committees be struck via Secret Ballot.

**VOTE**

In Favor: Opposed: Abstentions:

**a) Executive Review Committee****MOTION**

Moved: P. Zhao Seconded:

Be it resolved that \_\_\_\_ from Division II, \_\_\_\_ from Division III, \_\_\_\_ from Division IV, and \_\_\_\_ and \_\_\_\_ from Division II or III be appointed by the Board of Directors to the Executive Review Committee for the Summer Session.

**VOTE**



In Favor:

Opposed:

Abstentions:

**b) Executive Review Committee - Chair****MOTION**

Moved: P. Zhao

Seconded:

Be it resolved that \_\_\_\_\_ be appointed by the Board of Directors as chair of the Executive Review Committee for the Summer Session.

**VOTE**

In Favor:

Opposed:

Abstentions:

**c) Budget Committee****MOTION**

Moved: P. Zhao

Seconded:

Be it resolved that \_\_\_\_ from Division II, \_\_\_\_ from Division III, \_\_\_\_ from Division IV, and \_\_\_\_ from Division II or III be appointed by the Board of Directors to the Budget Committee for the Summer Session.

**VOTE**

In Favor:

Opposed:

Abstentions:

**d) Policy & Procedures Committee****MOTION**

Moved: N. Alideeb

Seconded:

Be it resolved that \_\_\_\_\_ from Division II, \_\_\_\_\_ from Division III, \_\_\_\_ from Division IV be appointed by the Board of Directors to the Policy & Procedures Committee for the Summer Session.

**VOTE**

In Favor:

Opposed:

Abstentions:

**e) Organizational Development & Services****MOTION**

Moved: P. Zhao

Seconded:

Be it resolved that \_\_\_\_ from Division II, \_\_\_\_ from Division III, \_\_\_\_ from Division IV, and \_\_\_\_ from Division V be appointed by the Board of Directors to the Organizational Development & Services for the Summer Session.

**VOTE**

In Favor:

Opposed:

Abstentions:

**f) Green Grants Committee****MOTION**

Moved: P. Zhao Seconded:

Be it resolved that \_\_\_ from Division II, \_\_\_ from Division III, and \_\_\_ from Division IV be appointed by the Board of Directors to the Green Grants Committee for the Summer Session.

**VOTE**

In Favor: Opposed: Abstentions:

**g) Bursary Committee****MOTION**

Moved: P. Zhao Seconded:

Be it resolved that \_\_\_ from Division II, \_\_\_ from Division III, \_\_\_ from Division IV; be appointed by the Board of Directors to the Bursary Committee for the Summer Session.

**VOTE**

In Favor: Opposed: Abstentions:

**h) Elections and Referenda Committee****MOTION**

Moved: P. Zhao Seconded:

Be it resolved that \_\_\_ from Division II, \_\_\_ from Division III, and \_\_\_ from Division II or III be appointed by the Board of Directors to the Elections and Referenda Committee for the Summer Session.

**VOTE**

In Favor: Opposed: Abstentions:

**#9. STRIKING OF OPEN COMMITTEES****a) Orientation Committee****MOTION**

Moved: N. Alideeb Seconded:

Be it resolved that the Orientation Committee be stricken as an open committee by the UTMSU Board of Directors.

**VOTE**

In Favor: Opposed: Abstentions:

**b) Accessibility Committee****MOTION**

Moved: N. Alideeb Seconded:

Be it resolved that the Accessibility Committee be stricken as an open committee by the UTMSU Board of Directors.

**VOTE**

In Favor:

Opposed:

Abstentions:

**c) WUSC Committee****MOTION**

Moved: N. Alideeb Seconded:

Be it resolved that the WUSC Committee be stricken as an open committee by the UTMSU Board of Directors.

**#10. ORIENTATION WEEK DISCUSSION – IN CAMERA****#11. STRIKING OF HIRING COMMITTEE – INTERNAL COORDINATOR - STAFF****MOTION**

Moved: P. Zhao Seconded:

*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, and two (2) members of the Board of Directors selected at a Board meeting.*

Be it resolved that \_\_\_\_\_ and \_\_\_\_\_ be appointed to the hiring committee by the Board of Directors to make recommendations to the Executive committee for the contract staff responsible for supporting internal operations.

**VOTE**

In Favor:

Opposed:

Abstentions

**#12. SCHEDULE OF NEXT BOARD MEETING – Please make note to bring your agenda's for scheduling purposes.****#13. Upcoming Events/Meetings (for your calendars)**

1. Summer U-PASS Distribution – (Information Booth)
2. UTMSU Composite Distribution – Monday, June 6<sup>th</sup> 2016 – Convocation Plaza – St. George Campus

**#14. OTHER BUSINESS**


<b>#15.</b>	<b>ADJOURNMENT</b>
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**MOTION**

Moved: N. Alideeb

Seconded:

*Be it resolved that the meeting be adjourned at***VOTE**

VALIDATION				
Nour Alideeb President				May 24 <sup>th</sup> , 2016
NAME AND POSITION		SIGNATURE		DATE

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# **UTMSU EXECUTIVE REPORTS**

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**President**  
**Vice-President Internal & Services**  
**Vice-President University Affairs & Academics**  
**Vice-President External**  
**Vice-President Equity**  
**Vice-President Campus Life**



## *From the Office of the President*

### **Executive Report #1 – May 1<sup>st</sup> – May 20<sup>th</sup>, 2016**

#### **Executive Summary**

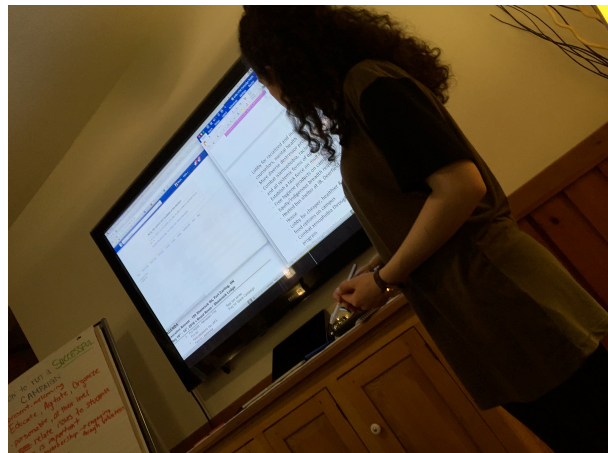
My first month as President has definitely been an interesting one. It's funny that when you start on May 1<sup>st</sup> you already feel behind because of all the work there is that needs to be done. Regardless, we hit the ground running and have gotten a head start on many initiatives coming up in the next few months. The summer in my opinion is the planning phase where you sketch out all the ground work that needs to be done in the summer, as well as where/what to build momentum for, for the academic school year. During the month of May, we spent a lot of time doing just that! Whether it's planning with the executives, our orientation coordinators or board members, we have been preparing ourselves for the AMAZING year that is coming up. This month has also been about learning – learning about my position, about the UTMSU, about each other as a team, and about how to accomplish all the goals we and the students have set out. In between all that learning and planning we hosted our Job Fair, Welcome Back BBQ, and the BeyGood Kit Stuffing event. We're in for a good year, I can feel it!

#### **Agenda:**

1. Executive Committee Retreat
2. Handbook
3. UTSU Meetings
4. BeyGood Initiative with United Way Peel Region
5. UTMSU Orientation 2016
6. Board Retreat
7. Job Fair
8. Welcome Back BBQ
9. Meetings Attended

#### **1. Executive Committee Retreat**

The Executive Committee Retreat took place from May 12<sup>th</sup> to May 15<sup>th</sup>. This was a space for us to go through our constitution and bylaws to better understand why the UTMSU exists and what its mandate is. We also outlined our individual strengths and weaknesses to pin-point where we may need greater supports. This was important to understand so that we can determine how to improve on the strengths and weaknesses of the organization itself. A great portion of the executive retreat was spent on visioning and plotting when certain campaigns, events, and initiatives will take place to enhance the student experience at UTM. The evenings were spent bonding and understanding each other as individuals so that we can work more cohesively in the upcoming months. Before leaving for our retreat, our executive team was very lucky to have presentations from previous years' executives who shared their strategies and experiences to help us learn from the past and to improve in the future.



Unfortunately, I was unable to attend the UTSU Executive Committee Retreat because it was scheduled at the same time as the UTMSU Board Retreat.

## **2. Handbook**

This past month I've been working closely with Lilin (our graphic designer) and the rest of the UTMSU executives to improve the content of our handbook for the upcoming year. The handbook is very important because it is often the first resource where students find information necessary to navigate through the campus. It's also a way to plug students in to the work that we do because we share information about how to get involved in our campaigns, ministries, commissions, the Canadian Federation of Students and more! These handbooks are handed out during the Fall U-Pass Distribution period in August so all the content needs to be submitted ASAP!

## **3. UTSU Meetings**

I have attended two UTSU board meetings thus far – thankfully both meetings were shorter than expected (last year the meetings averaged out to 6 hours long).

I also sat through one UTSU executive meeting thus far where we appointed different executives to different committees for example - (COSS).

## **4. BeyGood Initiative with United Way Region of Peel**

This year UTMSU and the United Way Region of Peel are partnering up to host an event called the BeyGood Kit Stuffing, where UTM students will be coming together to create kits filled with school supplies for students in grades K-5 in the Peel Region. Not only are UTM students engaging in volunteer work and giving back to the community, but one volunteer will win **TWO FREE BEYONCE** tickets to see her in concert on May 25<sup>th</sup> at the Rogers Centre! This is apart of one of our campaigns called, "Education is a Right" and "Drop the Fees", because we believe that students of all ages should have access to an education and any/all materials necessary to be successful, regardless of their financial statuses.

Make a difference  
and you could win  
tickets to see  
**Beyoncé!**

Learn more at  
[unitedwaypeel.org/utm](http://unitedwaypeel.org/utm)

utm su University Of Toronto Mississauga  
Students' Union



## **5. UTMSU Orientation 2016**

This year there was a delay in hiring both Orientation Coordinators. At the end of the last time we hired two individuals but one person bowed out due to personal matters. For that reason, we had to repost the Orientation Coordinator job post to hire another individual; with that being said we finally have our two Orientation Coordinators for the 2016 summer! Madhav Gaur and Patrick Ryder! This year Orientation is going to be on a whole 'nother level, but before we get there, there is a lot of behind the scenes work we have to do. We are in the process of picking Orientation Committee members and are still collecting applications for Orientation Leaders.

Last year we had a number of conflicts with other orientations taking place at the same time. Many incoming students identified that it was hard to understand the difference between our orientation (Space Jam) and orientations held by the administration. This year we are being proactive and are working with the administration to ensure that there is zero to no conflict this year! We're very excited to see what comes from this! Stay tuned to find out what this year's theme is ;)

## **6. Board Retreat:**

The Board Retreat took place between May 20<sup>th</sup> and May 22<sup>nd</sup> at Georgian College in Barrie. This was a wonderful weekend where we bonded with our Board Members, identified their priorities, how they overlap with ours and how we can work together to accomplish them all. We also went over our constitution, bylaws and policies to better understand why the UTMSU has board members, what their

roles are and how they can plug themselves and other students into the campaigns, events and initiatives we'll be having throughout the year.

The UTSU board meeting is scheduled to happen in June. Some division 3 members and myself will be in attendance.



### **7. Job Fair:**

Our UTMSU Job Fair took place from May 16<sup>th</sup> – May 19<sup>th</sup> this year, in the Meeting Place in Davis to increase traffic and visibility. We had 28 part-time coordinator positions, 7 associate postings and orientation leader applications for students to read and ask questions about. We also had our lovely friends from the Career Centre host a pop-up where they critiqued students' resumes and cover letters to improve their applications when apply for UTMSU jobs. These four days were so much fun because we got to meet a lot of students, as well as talk to the students that we met during elections. We're very excited to hire on part-time staff to enlarge our UTMSU team! Applications are due on Sunday, May 29<sup>th</sup> at 5pm.



### **8. Welcome Back BBQ:**

On Wednesday, May 18<sup>th</sup>, we had a Welcome Back BBQ just to say hi and to welcome back all of the students who were returning to UTM for summer school! A lot of people showed up, including staff and faculty to enjoy the free food, nice weather and good vibes! We hope to host something similar during the month of June for exam destressors and again during the month of July for those who have summer school for the "S" portion (July-August).





**9. Meetings Attended:**

- I. April 29<sup>th</sup> - Joint Board Meeting
- II. April 30<sup>th</sup> – UTSU Joint Board Meeting
- III. May 2<sup>nd</sup> - VP Campus Life – Contract Signing
- IV. May 2<sup>nd</sup> - Orientation Coordinator #1 – Contract Signing
- V. May 3<sup>rd</sup> – Transition meeting
- VI. May 4<sup>th</sup> – Handbook logistics meeting
- VII. May 4<sup>th</sup> – Transition Meeting
- VIII. May 5<sup>th</sup> – Executive Committee Meeting #1
- IX. May 6<sup>th</sup> – Meeting with Laura Memmoe from OST
- X. May 6<sup>th</sup> – Emergency Board Meeting #1
- XI. May 9<sup>th</sup> – Meeting with Ameera RE: Priorities
- XII. May 9<sup>th</sup> – Meeting with Noor Bajaj RE: Priorities
- XIII. May 9<sup>th</sup> – Executive Committee Photos
- XIV. May 10<sup>th</sup> – Introductory meeting with Vanessa and RGASC
- XV. May 10<sup>th</sup> – Presentation from UTMSU Full Time staff
- XVI. May 11<sup>th</sup> – RGASC Advisory Committee Meeting
- XVII. May 11<sup>th</sup> – Meeting with Mohamed Amin (Student Governor) and Michael Lettieri RE: COOP
- XVIII. May 11<sup>th</sup> – Presentation from CFS
- XIX. May 11<sup>th</sup> – Introductory meeting with InfoBooth Staff
- XX. May 12-15<sup>th</sup> – Executive Committee Retreat
- XXI. May 16-19<sup>th</sup> – UTMSU Job Fair
- XXII. May 16<sup>th</sup> – Meeting with Asif RE: Priorities
- XXIII. May 16<sup>th</sup> – Introductory meeting with APUS
- XXIV. May 16<sup>th</sup> – Executive Meeting – Team Calendar
- XXV. May 17<sup>th</sup> – Executive Committee Meeting #2
- XXVI. May 18<sup>th</sup> – Meeting with Lilin RE: Handbook
- XXVII. May 18<sup>th</sup> – UTMSU Welcome Back BBQ
- XXVIII. May 18<sup>th</sup> – UTSU Board Meeting #2
- XXIX. May 18<sup>th</sup> – Meeting RE: Board Retreat Tasks
- XXX. May 19<sup>th</sup> – Meeting with Career Center & Jackie
- XXXI. May 19<sup>th</sup> – Meeting Kayla RE: Graphics
- XXXII. May 19<sup>th</sup> – UTSU Executive Committee Meeting #1
- XXXIII. May 19<sup>th</sup> – Orientation Coordinator Interviews
- XXXIV. May 19<sup>th</sup> – Presentation for Student Life LAUNCH
- XXXV. May 20<sup>th</sup>-22<sup>nd</sup> – UTMSU Board Retreat

**Sincerely,**



**Nour Alideeb**

**President**

## *From the Office of the President Internal & Services*

### **Executive Report #1 – May 1<sup>st</sup> – May 20<sup>th</sup>, 2016**

#### **Executive Summary:**

Just started this new responsibility with a lot of things to learn. One of the largest portfolio goals this year is to get the GTA wide upass and reallocate some of the funding for bursaries and food center, while making the hiring process for all positions as fair as possible. Also looking to strengthen everyone else's portfolios by budgeting accordingly and providing resources when needed.

#### **Agenda:**

- 1. Hiring**
- 2. Sponsorship**
- 3. Logistics**
- 4. Handbook**
- 5. Services**
- 6. Reimbursement and Cheque Reqs**
- 7. Meetings**

#### Hiring

The Orientation Coordinators were hired according to procedure, however a candidate could not continue due to the personal matters. We therefore re-posted the position as per the expectations set in our policies. We received 8 applications, interviewed 3, and selected Mr. Patrick Ryder. All other job postings including associates and coordinator positions have been posted Sunday night or Monday morning May 15<sup>th</sup> or 16<sup>th</sup>, in preparation of the job fair, in which we got decent exposure with the student body. Orientation committee applications have all been submitted, and about 15 were selected to be interviewed.

#### Sponsorship

Contacted and reached out to BMO, Raptors 905, BMW Mississauga, and other sponsors, and confirmed 1 ad for the handbook for 2016-2017. Revamped the frosh sponsorship package, and is currently reaching out to a lot more sponsors.

#### Logistics

Can now comfortably use most of the office tools, such as the scanner, printer, and created board name tags, blind duck discount cards, as well as in process of creating business cards with the graphics designer for the exec team.

#### Handbook

Must continue working on handbook numbers for fees and services before June 20<sup>th</sup>.

Services

I am currently looking to expand the services and discounts that we have, using the mass purchasing power of students and purchasing prepaid gift cards to save on costs. Currently looking at prepaid gas cards possibly sold at the info booth, while promoting our divestment from fossil fuels campaign. Also contacting other restaurants.

Reimbursement and Cheque Request Processes:

Have started the processing of cheques and reimbursements and have a general ledger, but still have not had a chance to get to many of them. Looking forward to get started ASAP.

Meetings

Created Doodle poll and helped organize and call board meeting #2. Organized and got food for all the board meetings, and assisted the President and Executive Director to secure locations for exec retreat and board retreat. Had some check-ins at 9:30am with signing officers for better communication. Attended all exec meetings except for a few, which I called in to. Had a meeting with the career center on Thursday 19<sup>th</sup> 2016 for an hour to discuss about potential collaboration and internships. May 9<sup>th</sup>, had a U-pass transition with the U-pass coordinator. May 11<sup>th</sup> met with Previous UTSU OC Grayce Slobodian to discuss sponsorships for this upcoming Frosh. Had two transition meetings with the Executive Director, one regarding budgeting for the upcoming year and the preliminary budget, the other about reimbursement forms and the processing of cheques on May 3<sup>rd</sup> and 10<sup>th</sup> respectively. Reached out for former VP Internal multiple times and scheduled 2 transition meetings, but he confirmed and failed to show up both times. There was no transition report. Also had a meeting with Michelle, the contact person of all of our promotional purchases for the last 2 years, and am ready to strike up different processes or selecting a supplier this year.

**Meetings Attended:**

- I. April 30<sup>th</sup>, 2016: Joint Board Meeting
- II. May 2<sup>nd</sup>: Meeting with OC's
- III. May 3<sup>rd</sup>: Meeting with Walied
- IV. May 3<sup>rd</sup>: Meeting with Tyrell
- V. May 4<sup>th</sup>: Handbook Meeting
- VI. May 5<sup>th</sup>: Exec Meeting
- VII. May 5<sup>th</sup>: Emergency board meeting
- VIII. May 6<sup>th</sup>: check in with Walied and Nour
- IX. May 9<sup>th</sup>: BMO meeting
- X. May 9<sup>th</sup>: BMW meeting
- XI. May 9<sup>th</sup>: Raptors 905 meeting
- XII. May 9<sup>th</sup>: Exec photos and team meeting
- XIII. May 10<sup>th</sup>: Presentation from staff
- XIV. May 10<sup>th</sup>: Transition with Walied
- XV. May 11<sup>th</sup>: CFS external speakers
- XVI. May 11<sup>th</sup>: Meeting with Grayce Slobodian
- XVII. May 12-16<sup>th</sup>: UTMSU Executive retreat
- XVIII. May 17<sup>th</sup>: Executive meeting
- XIX. May 17<sup>th</sup>: Meeting with alumni dinner

- XX. May 19<sup>th</sup>: Meeting with the Career Center
- XXI. May 19<sup>th</sup>: OC interview
- XXII. May 16-19<sup>th</sup>: UTMSU job fair
- XXIII. May 20-22<sup>nd</sup>: UTMSU Board retreat

Sincerely,

A handwritten signature in black ink, appearing to read 'Jackie' or 'Jin', with a stylized, flowing script.

Jackie (Pu Qi) Zhao  
Vice President Internal and Services

# *From the Office of the President University Affairs & Academics*

## **Executive Report #1 – May 1<sup>st</sup> – May 23<sup>rd</sup>, 2016**

### **Executive Summary**

My first month as Vice President University Affairs and Academics has been quite overwhelming as there is a lot of memorization of policies and content that is associated with this position. So far it's been a great experience and I am looking forward to learning more each day with the challenges that are brought forth. This transitional month has just been a small step forward into this new executive role and has taught me the ways that I can accomplish the goals I have set as my campaign points.

### **Agenda:**

1. Cleaning & Transitioning
2. Introductory Emails
3. Vlogs & social media
4. Executive Retreat
5. Job Retreat & UTMSU Welcome back BBQ
6. Academic Cases
7. Board Retreat
8. Meetings Attended

### **1. Cleaning & Transitioning**

The team started the first week of our term as executives by cleaning the office, doing inventory with our board members, and organizing files and folders so that we are able to get more work done throughout the entire year. These organizing skills will help us to perform effectively during the year. During this week I have been transitioning into my position by having meetings with individuals from the previous UA&A executive team and previous UTMSU executives as well. Transitioning into the position also included reading through transition reports and getting a better understanding of governing council and campus council.

### **2. Introductory Emails**

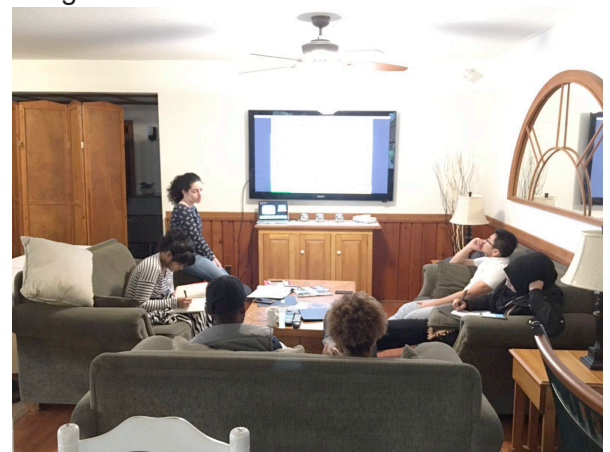
During the first month of being VP UA&A, I have sent introductory emails to a variety of different groups and individuals on campus to set up introductory meetings to set priorities with them for what I hope to achieve throughout the year and also so we know ways to collaborate throughout the year. I have sent emails to the RGASC, the Office of the Registrar, the 19 Academic Societies on Campus, and the Dean of Academics. So far, I have already met with the RGASC and discussed priorities for the year, and have agreed to collaborate for Academic Advocacy week again.

### 3. Vlogs and social media

Last year, Nour created monthly vlogs of the important dates and deadlines according to the office of the registrar. This year, I will be doing the monthly vlogs for dates and deadlines and also include UTMSU events that are happening to gauge a larger audience. I created my first vlog in the beginning of May which highlighted important dates, deadlines, and advertised our job fair applications as well as our welcome back BBQ.



**4. Executive Retreat** The executive team started the retreat on Tuesday May 10<sup>th</sup>, where we received a presentation from the UTMSU full time staff. On Wednesday May 11<sup>th</sup>, we had a presentation from CFS about the different services they can provide for us as well as an anti-oppression training. We also had external speakers who came to discuss their experiences at UTMSU as well as the history of the union. We also had an introductory meeting with the InfoBooth staff. On Thursday May 12<sup>th</sup>, the executive team went to Shamrock Lodge in Muskoka, and we went over what it means to be a part of UTMSU, went over the constitution, by-laws and policies, and discusses our goals as well as communication strategies so that our year can be effective and efficient. We had a lot of time to bond and get to know each other on a more intimate level. We went over our priorities for the year and received several presentations from Nour (President) and Walied (Executive Director). On Tuesday May 17<sup>th</sup>, Previous UTMSU executives had dinner with the current executive team to discuss their experiences as executives, and gave us a variety of tips and tricks in order to be better executives. It was very resourceful and helped put a lot into perspective. I felt extremely motivated and determined after the retreat.



**5. Job Fair & UTMSU Welcome back BBQ**

On Monday May 16<sup>th</sup>-Thursday May 19<sup>th</sup>, we held a job fair in Davis from 11am-2pm every day. It was a great way for students to see our 28 different employment applications that we are providing for students, as we are very excited to extend our UTMSU family this year so that we can achieve all our proposed goals while we are in office. We also advertised Orientation leader applications. On Wednesday May 18<sup>th</sup>, we held a Welcome Back BBQ in front of the student centre to welcome students that are in summer school. Those that were leading the BBQ directed students to the job fair in Davis. I spent a majority of my time at the job fair interacting with students and encouraging them to apply to UTMSU as a volunteer or employee.

**6. Academic Cases**

With the immense help of the academic advocacy coordinator, Sadaf as well as the previous VP UA&A (Nour), I was able to assist 2 students who are accused of an academic offense as well as 1 student that is dealing with an academic probation case. Sadaf transitioned me into the academic advocacy role and let me sit in on an academic offense case with a student where I observed how she went over the student code of conduct with the student and discussed the possible sanctions of the case. I also attended my first Dean's Designate meeting with a student on Thursday May 19.

**7. Board of Directors Retreat – May 20<sup>th</sup> – May 22<sup>nd</sup> 2016**

On Friday May 20<sup>th</sup>- Sunday May 22<sup>nd</sup>, the executive team and board of directors headed to Georgian College in Barrie for our retreat. On this retreat we had many presentations from our Executive Director, Walied, as well as the executive team. CFS gave a presentation to the board, and we also went over the policies, by-laws and constitution. It was a great opportunity for us to all discuss our priorities for the year and also learn how to put them into practice. We



all bonded and worked towards learning how to put our vision of what we want UTMSU to be like this year into play.



## **8. Meetings Attended**

- a. Friday April 29, 2016- Board Meeting #1
- b. Tuesday May 3, 2016- Transition meeting with Walied
- c. Wednesday May 4, 2016- Transition meeting with Mehak
- d. Wednesday May 4, 2016- Transition meeting with Nour
- e. Wednesday May 4, 2016- Transition meeting with Salma and Hashim
- f. Thursday May 5, 2016- Transition meeting with Sadaf
- g. Monday May 9, 2016- Transition meeting with Munib
- h. Thursday May 19, 2016- Meeting with governor Ray Khan
- i. Thursday May 5, 2016- Emergency Board Meeting
- j. Tuesday May 10, 2016- Meeting with Grace and Cliona (RGASC)
- k. Thursday May 5, 2016- Executive Meeting
- l. Monday May 16, 2016- Introductory meeting with APUS

Sincerely,

Vanessa Sharon Demello

Vice President University Affairs and Academics



## *From the Office of the President External*

### **Executive Report #1 – May 1<sup>st</sup> – May 23<sup>rd</sup>, 2016**

#### **Executive Summary**

My first month as VP External has brought about new realizations, new knowledge and a whole other level of responsibilities that I feel honored to have access to. I had the opportunity to attend 3 retreats this month namely the CFS-ON Executive Meeting, the executive meeting and the board retreat these retreats have given me a chance to bond with both the executive team, the board of directors and the CFS staff and designates from all over Ontario who I shall be relying on to accomplish all the things I have planned for the 2016 – 2017 term.

#### **Agenda:**

1. CFS-ON Executive Meeting
2. Executive Retreats
3. Handbook
4. Board Retreat
5. Outreach initiative
6. Meetings Attended

#### **1. CFS-ON Executive Meeting**

I attended the first CFS Ontario meeting from May 6<sup>th</sup> to May 8<sup>th</sup> where I was officially made the UTMSU Representative and designate at CFS. Here I learnt about the organization as a whole, the campaigns that they were hoping we'd bring back to our respective campuses, how they can support us with our outreach and campaign initiatives as well as other matters the organization were working towards, their successes as well as the things that affected the organization as a whole.

#### **2. Executive Retreats**

The Executive retreat was held on May 12<sup>th</sup> - 15<sup>th</sup> 2016. At this retreat we were able to sit together as a team and go through what it means to be part of UTMSU. We went through communication strategies. We went through UTMSU's constitution and bylaws. We also went through our team goals for the year. This retreat was by far a much needed experience because we would not have been able to bond as a team otherwise and its important for us folks to be in sync because we will be working together on a lot of things and this retreat made it a lot easier.

#### **3. Handbook Project**

I've been working closely with other executives to ensure that we get the content ready for the UTMSU handbook. We want to make sure we get as much relevant information into the book to ensure that the students next year have access to valuable information that they can use to not only get involved but make their university experience better.

#### **4. Board Retreat**

On May 20<sup>th</sup> to 22<sup>nd</sup> we went to the Georgian College for our annual board retreat where we had the opportunity to bond with the board members, find out about their campaign points and how we can work together to achieve them as well as talk about the plans and initiatives that the executive members would be pursuing this year i.e. campaign wise and events wise. We also used this retreat to talk to the board about the history and structure of UTMSU, the responsibilities associated to each board member as well as the structure of UofT and governing council as a whole.

**5. Outreach Initiative**

This year it is our goal to engage as many students as possible through making personal connections with people. We want to be able to get to know folks on a personal level and this involves speaking to them about what they're passionate about and seeing how we could connect them to the union. We have a goal of outreaching at least an hour each day every week and following up with the contacts that we've made to ensure that they come back and stay involved with the union in whatever way necessary. We hope to remove this reputation associated with the union where we only come out when its election season, something that we had consistently heard around campus during the elections season in March.

**6. Meetings Attended:**

- I. April 29<sup>th</sup>, 2016: Incoming Board Meeting
- II. May 5<sup>th</sup>, 2016: UTMSU Exec Meeting #1
- III. May 5<sup>th</sup>, 2016: Emergency Board Meeting
- IV. May 6<sup>th</sup>: Meeting with OOHLALA App Developers
- V. May 6<sup>th</sup> to May 8<sup>th</sup> 2016: CFS-ON Executive Meeting
- VI. May 9<sup>th</sup>, 2016: BMO Sponsorship Meeting
- VII. May 9<sup>th</sup>, 2016: BMW Sponsorship Meeting
- VIII. May 11<sup>th</sup>, 2016: WUSC Dossier Selection
- IX. May 11<sup>th</sup>, 2016: Exec Retreat Part One
- X. May 12<sup>th</sup> to 15<sup>th</sup>, 2016: Exec Retreat Part Two
- XI. May 16<sup>th</sup>: Executive Events Planning Meeting
- XII. May 16<sup>th</sup>: Introduction meeting with APUS
- XIII. May 17<sup>th</sup>: Executive Meeting #2
- XIV. May 18<sup>th</sup>: Meeting with Lilin regarding Handbook
- XV. May 19<sup>th</sup>, 2016: Continuation of Exec Retreat Part One Meeting with Ebi and Munib
- XVI. May 13<sup>th</sup>: Meeting with Lilin regarding Handbook
- XVII. May 20<sup>th</sup> to 22<sup>nd</sup>: Board Retreat
- XVIII. May 23<sup>rd</sup>: Prep for orientation planning meeting
- XIX. May 26<sup>th</sup>, 2016: Meeting with Varsity
- XX. May 27<sup>th</sup> to 29<sup>th</sup>, 2016: CFS Skills Symposium
- XXI. May 30<sup>th</sup>, 2016: Board Meeting #2

Sincerely,



**Marise Hopkins**

**Vice – President External**

## *From the Office of the President Equity*

### **Executive Report #1 – May 1<sup>st</sup> – May 23<sup>rd</sup>, 2016**

#### **Executive Summary:**

This past month of transitions, retreats, and readings has been extremely overwhelming. Realizing there are many bureaucratic levels that an individual has to hop through to accomplish the most basic tasks is frustrating at times. Being able to understand and apply all the functions and reports that I have read thus far can be mind-boggling but it has been a slow process thus far. I am both emotionally and physically exhausted at this point. Regardless, this past month has also been extremely

#### **Agenda**

1. Transition Reports
2. Executive Retreat
3. Board Retreat
4. Bursary Case
5. Job Fair & BBQ
6. Introductory emails
7. Meetings Attended

#### **1. Transition Reports**

The first week in office we had the chance to read up on previous transition reports and meet with previous execs to speak about their experiences. I was able to meet up with Melissa who was vice president equity two years ago, she gave me a thorough transition on things to expect. She let me know that events and campaigns are amazing tools for reaching the public, however policy changes are what I should focus on. I was able to also transition with the help of the executive director who helped me outline my campaign points and issues I should focus on.

#### **2. Executive Retreat**

We left for our executive retreat on Tuesday, May 10<sup>th</sup>, in office. It was not till a few days after did we physically leave for our retreat on Thursday, May 12<sup>th</sup> for Shamrock Lodge, Muskoka. Our executive retreat was in two parts, the first part was at UTM in the Student Centre and the second part was at the Lodge. We began by getting acquainted with all the students who work at the InfoBooth and the Duck Stop. The following day we went on to receive a presentation from the Full Time Staff that work at UTMSU. After that we were able to have folks from the CFS office come down and give us a presentation on all the amazing campaigns and services CFS provides, and the history of CFS. The folks gave us their cards to let us know if we ever needed them they were available for support. I let them know about inquiring about buying menstrual products in bulk for the bathrooms in the Student Centre and Sahar told me she will get back to me. And then we had Nicole come to give us an anti-oppression training, in which she provided a glossary of terms compiled by CFS, which will be extremely useful in the future. Then on Thursday we left for our retreat at the lodge, here we were able to go over policies, procedures, the constitutions, etc.



### 3. Board Retreat

On Friday, May 20th we left for our Board Retreat, we were missing a few board members who were unable to join us, we were headed to Georgian College in Barrie. We were able to hear the platform points of the board members and what they wished to accomplish this year. The executive team went on to present our goals and campaigns. I was able to do my first anti-O presentation for the group; I received a lot of great feedback and critiques on what to do next time. This was opened up to discussion to the remainder of the board. This was a great opportunity to get to know the remainder of the board and hear their vision on working together for the following year.



### 4. Bursary Case

I had a student come to the office last week to discuss a bursary case in which previously she had received money, however the following semester she did not. She was told that as long as her financial situation would remain constant she would continue receiving money, and it did but she was denied. Also, she did not receive an email from the bursary coordinator letting her know that she would not be receiving a bursary that semester. She was extremely upset and came into the office, we sat down with the executive director to discuss the issue and what her and I could do to move forward. This situation was able to give me a better insight on how to handle stressful scenarios.

## 5. Job Fair & BBQ

Last week we held a weeklong job fair in the Davis Building. We had tables set up distributing the 28 job opportunities that were available with the student union. A lot of students dropped by to ask questions and see what was available for them. They were extremely keen on learning about how to get involved with the student union. During that week we also held a welcome back BBQ for students, it was a huge success, we sold out in less than two hours.

## 6. Introductory Emails to Admin

The previous equity and executive director advised me to send out introductory emails to UTM staff and admin advised me. I reached out to Cat Criger the Traditional Aboriginal Elder on campus and the equity and diversity officer of UTM.

## 7. Meetings Attended

- I. Friday, May 29th, 2016 - Incoming Board meeting
- II. Wednesday, May 4th, 2016 - Handbook logistics
- III. Thursday, May 5th, 2016 - 1st Executive Meeting
- IV. Thursday, May 5th, 2016 - Transition meeting with Melissa
- V. Thursday, May 5th, 2016 - Transition meeting with Walied
- VI. Thursday May 5, 2016 - Emergency Board Meeting
- VII. Monday, May 9th, 2016 - Transition meeting with Walied pt. 2
- VIII. Monday, May 16, 2016 - Introductory meeting with APUS
- IX. Tuesday, May 17th, 2016 - Alumni dinner
- X. Wednesday, May 18th, 2016 - Meeting with Lilin
- XI. Thursday, May 19th, 2016 - OC interviews

Sincerely,



Maleeha Baig

Vice President Equity





## *From the Office of the President Campus Life*

### **Executive Report #1 – May 1<sup>st</sup> – May 23<sup>rd</sup>, 2016**

#### **Executive Summary**

Since my first day in office I've been granted a handful of tasks and leads on upcoming events. The month of May is primarily useful for core planning for the upcoming academic year as I had the opportunity to meet with staff members from the administration to UTMSU. I was able to go through a lot of transitional meetings to better understand the portfolio and how I can

implement my vision through these platforms. One of the number one goals as Campus Life this year is to create a positive inclusive school spirit. I also began working on the upcoming Graduation formal scheduled for June 3<sup>rd</sup>. In addition to the meetings and the events, the executives and I had our executive and board retreats.



#### **Outline**

1. UTMSU Executive Retreat
2. UTMSU Board of Directors Retreat
3. UTMSU Graduation Formal
4. Clubs
5. UTMSU Orientation Week
6. UTMSU Summer Job Fair

#### **UTMSU Executive Retreat**

Our executive retreat was a great experience. It generated a stronger bond between the executive team as we had team building exercises and safe space discussions on various things. This was also a time to learn essential information about UTMSU and the structure of the University of Toronto. We learned how to go about making change and creating the best opportunities for our students.

#### **Meeting Staff**

We were able to meet the staff at the Student Centre and the pub. The staff members were very welcoming and their jobs are highly important to our team as their work connects with a lot of our portfolios.

**Anti- Oppression Training**

Nicole from the Canadian Federation for Students (CFS) came in to have an open and informative discussion on Anti-Oppression terms that we should be aware of to make an inclusive environment that caters to all.

**ECSU/UTMSU**

The team met with previous executive members to discuss the successes and needed improvements that need to be made within the Union. The experience taught me a lot about how passionate people are about bringing positive change to the students in university.

Agenda for the Retreat:

- UTMSU 101
- Union Structure
- Governance
- SWOT Analysis
- Finances
- Campaigns
- Goals for the Year
- Roberts Rules of Order

**Board Retreat**

The board retreat was a great opportunity to meet with our amazing board members and learn more about each other. We took time to educate the members about UTMSU as well as Campaigns and Equity. We also took the time to listen to every member's goals and priorities for the upcoming year. After the retreat I believe we all confirmed that we are all on the same page in improving the student's experiences on campus and allowing them to get involved with UTMSU.

**Graduation Formal 2016**

Graduation Formal was already in the works by the previous VP Campus Life. The venue has already been booked and the logistics is currently being finalized. I met with Shane to go over the confirmed logistics for the event such as security, DJ and busses. I have been promoting the event on campus and social media. This event turn out is greatly higher than last years, as the ticket purchases have gone beyond last years.

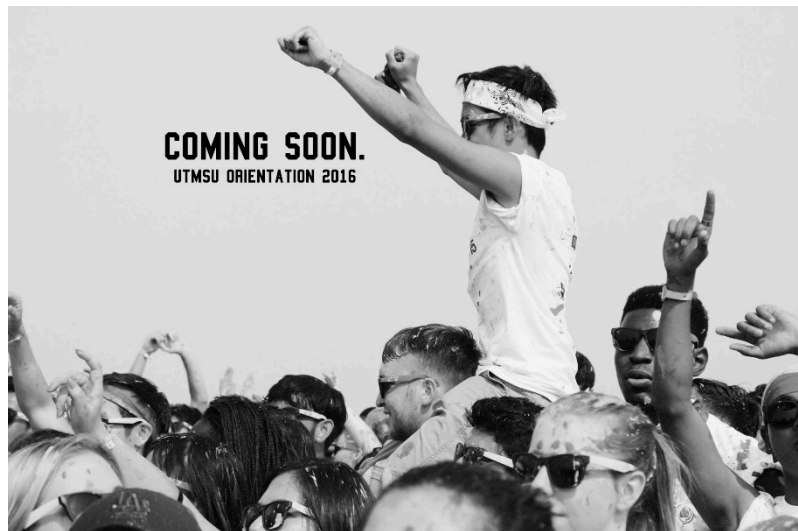
Recently, I managed to purchase the gifts for the attended graduates. The gifts this year will be teddy bears. The final logistics need to be documented and finalized in the coming weeks of the event

### **Clubs**

The work with clubs have already begun. We have recently brought in Summer Funding for clubs who want to stay involved during the year. I created the document for clubs to request funding for the summer. I have also reached out to clubs to better communicate the deadlines of re-recognition. In addition to that, I organized the UTMSU club document page to make it easier for new clubs to find the proper documents.

### **Orientation**

The highly anticipated, most successful and largest weeklong event has already been in the planning process. Due to the fact that only 1 OC was hired, and the second was delayed, I took a very high involvement and engagement with our OC Madhav. I set the ground rules for this year by exploring as many possibilities for events and venues. We also set high expectations for the Committee and Leaders who we want to bring in. We want our volunteers to be disciplined in allowing the first years to be the top priority for the week, ensuring that the first year students are both safe and having the most enjoyment. We have also had meetings with outside groups such as Rez Council and different sponsors across Mississauga.



### **UTMSU Summer Job Fair**

The Summer Job Fair had a great amount of interest from the student body. All the executives worked together to make this fair inclusive and informative to all students. We even promoted the jobs during our free welcome BBQ event.

### **Meetings Attended:**

- I. May 3<sup>rd</sup>- Meeting with Jackie (Budgeting)
- II. May 4<sup>th</sup>- Transition Meeting w/ Walied Part 1
- III. May 5<sup>th</sup>- Emergency Board Meeting



- IV. May 9<sup>th</sup> – Sponsorship Meeting (Raptors 905)
- V. May 10<sup>th</sup>- Presentation from UTMSU Staff
- VI. May 10<sup>th</sup>- May 15<sup>th</sup>- Executive Retreat
- VII. May 16<sup>th</sup> – Transition Meeting w/ Walied Part 2
- VIII. May 16<sup>th</sup>- Meeting with Rez Council
- IX. May 16<sup>th</sup>- Meeting with Shane (Orientation, Campus Life, Grad formal)
- X. May 16<sup>th</sup>-May 19<sup>th</sup>- UTMSU Job Fair
- XI. May 17<sup>th</sup>- UTMSU App Meeting w/ Kristan
- XII. May 17<sup>th</sup>- UTMSU Exec Alumni Meeting
- XIII. May 18<sup>th</sup> – Welcome Back BBQ
- XIV. May 19<sup>th</sup>- Orientation Coordinator Interview
- XV. May 20<sup>th</sup>-May 22<sup>nd</sup>- Board of Directors Retreat

Sincerely,



Tyrell Subban  
Vice President Campus Life

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# **EMERGENCY BOARD OF DIRECTORS MEETING #1 MINUTES**

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**May 2<sup>nd</sup> 2016**



**Minutes**Emergency Board of Directors Meeting #1 of the University of Toronto at Mississauga Students' Union  
Monday, May 2<sup>nd</sup>, 2016 • Meeting Room – Student Centre, UTM**Attendance***Executives*Nour Alideeb  
Pu Qi (Jackie) Zhao  
Vanessa Sharon Demello  
Marise Evelyn Hopkins  
Maleeha Baig*Division II*Asif Ajaz  
Fernando Valencia  
Lina Hassan  
Valentino Gomes*Division III*Ameera Marlweski  
Fatima Mohamed (proxy to  
A.Marlweski)  
Noor Bajaj (proxy to A.  
Marlweski)  
Noor Chaudhry  
Sarah Amjad  
Sharon Lui  
Teresa Bai*Division IV*

Vacant

*Division V*

Ahmed Zaki

*UTSU Designate***#1. CALL TO ORDER***Meeting called to order at 3:23 pm.***#2. APPROVAL OF THE AGENDA****MOTION**

Moved: N. Alideeb

Seconded: V. Gomes

Be it resolved that the agenda be approved as presented.

**VOTE****ALL IN FAVOUR****MOTION CARRIES**

In Favor:

Opposed:

Abstentions:

**#3. INTRODUCTION AND OPENING REMARKS**  
**Executive Committee & Board of Directors – 5min**

N. Alideeb – Because this is only the second time we're meeting and many of you may not be familiar with each other, we might just do a quick round of introductions with our names, pronouns, and what are you excited to do today? I'll start. My name is Nour, my pronouns are she and her, and I am excited to lay in my bed tonight.

F. Valencia – My name is Fernando, I prefer pronouns he/him. I'm excited about watching season four of American Horror Story.

N. Chaudhry – My name is Noor, my pronouns are him/he, and something I'm looking forward to tonight is editing photos and watching Friends season 2.

T. Bai – My name is Teresa, my pronouns are she/her. What I'm excited for is our group photo today.

S. Lui – My name is Sharon, and my pronouns are she/her. I am excited about nothing.

A. Zaki – My name is Ahmed, preferred pronouns are he/him. I am excited about gym today with my buddies.

V. Gomes – My name is Valentino, my pronouns are him and her, and things I'm excited for is watching Game of Thrones or the Omows.

S. Amjad – My name is Sarah, my pronouns are she and her, and I am also excited to eat.

A. Marlweski – I am Ameera, my pronouns are she and her, and I am excited that we can get this board meeting done on time.

A. Ajaz – My name is Asif, my pronouns are him and he, and i'm excited for the raptors game tonight.

L. Hassan – My name is Lina, my pronouns are she and her, and I'm meeting a friend later today so I'm excited about that.

W. Khogali – My name is Waleed, my preferred pronouns are he and him, and what I'm looking forward to is Game of Thrones, and the raptors game.

P. Zhao – My name is Jackie, my preferred pronouns are he and him, and I am excited to go home and play computer games tonight.

M. Hopkins – My name is Marise, preferred pronouns are her and she. I'm excited to eat.

V. Demello – My name is Vanessa, my preferred pronouns are she and her, and tonight I'll be watching the game and spending time with my sister.

T. Suban – My name is Tyrell, I identify as he and him, I'm excited about the Raptors.

<b>#4.</b>	<b>PRESENTATION OF 2016 - 2017 PRELIMINARY UTMSU OPERATING BUDGET – 5min – Appendix A</b>
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**MOTION**

Moved: P. Zhao

Seconded:  
S. Amjad

Be it resolved that the UTM Student Union Preliminary Operating Budget for the 2016 – 2017 Fiscal Year be approved as presented.

W. Khogali – Basically in regards to our operating budget, we have a policy of the development of the budget, and it's actually found in operating policy on the UTMSU website.

P. Zhao – The budget is quite simple, it's down to several schedules. It's based on the budget from last year, nothing is completely ironed out. We want to try to follow this. There have been a few changes. Keep in mind that all motions we pass about the budget is to keep the students best interest in mind.

**VOTE**

**ALL IN FAVOUR**  
**MOTION CARRIES**

In Favor:

Opposed:

Abstentions: F. Valencia



<b>#5.</b>	<b>PRESENTATION OF 2016 - 2017 PRELIMINARY UTMSU BLIND DUCK OPERATING BUDGET – 5min – Appendix B</b>
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**MOTION**

Moved: P. Zhao

Seconded: F. Valencia

Be it resolved that the UTM Student Union owned subsidiary - Preliminary Blind Duck Operating Budget for the 2016 – 2017 Fiscal Year be approved as presented.

W. Khogali – I'm going to keep it brief and short. In regards to operational policy, it is the same situation with the Blind Duck in regards to budget. According to our projections, I am a little concerned. We're projecting a modest surplus. We're hoping that we'll probably have a \$25000 surplus, but more of breaking even or a very small deficit. Significant sources of revenue are from food sales, as well as catering. Expenses are staffing, food again.

**VOTE****ALL IN FAVOUR****MOTION CARRIES**

In Favor:

Opposed:

Abstentions:

<b>#6.</b>	<b>RE-STRIKING OF CLOSED COMMITTEES</b>
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**MOTION**

Moved: N. Alideeb

Seconded: V. Gomes

Be it resolved that the Elections of the Closed Committees be struck via Secret Ballot.

N. Alideeb – We're going to elect the candidates via secret ballot, if they nominate themselves or become nominated.

**VOTE****ALL IN FAVOUR****MOTION CARRIES**

In Favor:

Opposed:

Abstentions:

<b>a)</b>	<b>Clubs Committee – Summer Session</b>
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**MOTION**

Moved: P. Zhao

Seconded:  
S. Lui

Be it resolved that the following Board of Directors be approved to sit on the Clubs Committee of UTMSU for the Summer 2016 Semester of the 2016-17 Academic Year:

*A call for nominations was requested by the chair.*

One (1) Director from Division II: A. Ajaz  
 One (1) Director from Division III: F. Mohamed  
 One (1) additional Directors from Division I, II and/or III: F. Valencia

F. Valencia – I've never been on a club, I am going to say that's my strength. I have a fresh perspective.

T. Bai – I'm pretty active on many clubs. I really want to be on this, because I can learn about the budget.

Moved: A. Maralweski                      Seconded: V. Gomes

Motion to destroy the Ballots.

VOTE  
 ALL IN FAVOUR  
 MOTION CARRIES

**VOTE**  
**ALL IN FAVOUR**  
**MOTION CARRIES**

In Favor:                                      Opposed:                                      Abstentions:

<b>#7.</b>	<b>SCHEDULE OF NEXT BOARD MEETING – Please make note to bring your agenda's for scheduling purposes.</b>
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<b>#8.</b>	<b>Upcoming Events/Meetings (for your calendars)</b>
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3. Summer U-PASS Distribution – Monday, April 25<sup>th</sup> – May 15<sup>th</sup> 2015 - (Presentation Room)
4. Board Retreat – TBA

N. Alideeb – There is a conference going on at the end of the month – it is called the Canadian Federation of Students Skills Symposium. This is from May 27<sup>th</sup> – May 29<sup>th</sup>. This is where we can go to learn certain skills for the student's union. It will be held at York University. June 6<sup>th</sup> that is when Convocation is happening. UTMSU does the composites for graduates.

<b>#9.</b>	<b>STAY CONNECTED WITH UTMSU</b>
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**University of Toronto Mississauga Students' Union**  
**Local 109 of the Canadian Federation of Students**  
<http://www.utmsu.ca/>  
<http://www.facebook.com/UTMSU>  
<http://twitter.com/myutmsu>

**Your UTMSU Calendar – Keep it updated!**

**Homework – Read UTMSU Policies:**

- UTMSU Constitution and Bylaws - amended Nov 21st, 2011

- UTMSU Policy Manual - Operational, Procedural and Issues Policy - 2007 - 2014
- UTMSU Elections Procedure Code – February 17<sup>th</sup> 2013.
- Referenda Charter

See: [http://utmsu.ca/index.php?option=com\\_content&view=article&id=60&Itemid=76](http://utmsu.ca/index.php?option=com_content&view=article&id=60&Itemid=76)

<b>#10.</b>	<b>OTHER BUSINESS</b>
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<b>#11.</b>	<b>ADJOURNMENT</b>
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**MOTION**

Moved: P.  
Zhao

Seconded:  
F. Valencia

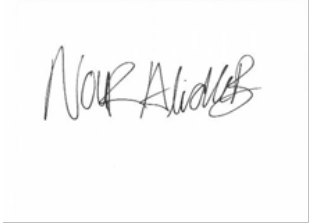
*Be it resolved that the Meeting be adjourned at 4:39 pm.*

**VOTE**

In Favor:

Opposed:

Abstentions:

<b>VALIDATION</b>			
Nour Alideeb, President			April 29 <sup>th</sup> , 2016
NAME AND POSITION	SIGNATURE		DATE

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# **EXECUTIVE COMMITTEE MEETING # 1 MINUTES**

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**May 5<sup>th</sup> 2016**





**Executive Meeting #1 - Minutes**Executive Meeting #1 of the University of Toronto at Mississauga Students' Union  
Thursday, May 5, 2016 • UTMSU Office, Student Centre, UTM Campus**Attendance:**

Nour Alideeb – President  
 Pu Qi (Jackie) Zhao - Vice President Internal & Services  
 Maleeha Baig – Vice President Equity  
 Vanessa Demello – Vice President University Affairs & Academics  
 Marise Hopkins – Vice President External  
 Tyrell Subban – Vice President Campus Life  
 Walied Khogali – Executive Director (non-voting)

**#1. CALL TO ORDER***Meeting called to order at 10:22 am.***#2. APPROVAL OF THE AGENDA****MOTION**

Moved: N. Alideeb

Seconded: M. Hopkins

BIRT the Agenda for the May 5<sup>th</sup>, 2016 U.T.M.S.U. Executive Committee meeting #1 be approved as presented.

**VOTE - ALL IN FAVOUR****MOTION CARRIES****#3. EXECUTIVE REPORT BACKS & TASKS (2-3 Mins each exec)**

N. Alideeb – I've been organizing a lot for the handbook, and board retreat, and setting up meetings with senior administration. Helping wherever I can with people if there are any questions you may have. Also trying to set in stone some visions for the upcoming semester. Also just trying to keep up with external groups that reached out to us. We've been having a lot of questions about leaders and OC.

P. Q. Zhao – Last night I checked my emails and I've received one application for Frosh Leaders, two Orientation Frosh Leaders, and Frosh logistics committee. I've made a new folder strictly for Frosh Applications. People have been inquiring about the OC position a lot more. Generally, not too many people asking about it.

M. Baig – I'm getting my transition with Melissa, I am also working with Frishta through Facebook about Multi-faith and Mental Health Awareness. Also reached out to Kat, and I have the equity statement for the handbooks ready. And then the line agreement I found on the UTMSU page.

V. Demello – I've been reading through the transition reports, and the governing council and policy information. I've been meeting with the previous team, I filmed the vlog yesterday and I transcribed it.

M. Hopkins – I set up things that I would like for the WUSC this year. There are a bunch of events, the meeting that they host in Ottawa, like a local community. I just have to double check with everyone else's exams. I have created what I want my collective to be like. I might have to go to York or through Skype. A student reached out to me. I've been reading up on CFS in preparation for the meeting next week.

T. Subban – Going over transition reports. In terms of Frosh, we're going through what we want for the week in terms of scheduling, venues and dates and everything. Clubs, there's a lot of continuous emails. Along with transition statements and order forms.

**#4. UTMSU Joint Board Meeting (JBM)****MOTION**

Moved: N. Alideeb

Seconded: P. Q. Zhao

BIRT UTMSU expends up to \$350.00 for food for the UTMSU Joint Board Meeting from Budget Line Item: UTMSU – 12.20 – Human Resources - UTMSU Budget 2016-2017.

**VOTE - ALL IN FAVOUR****MOTION CARRIES****#5. COORDINATOR – EMPLOYMENT AGREEMENT EXTENSION****MOTION**

Moved: N. Alideeb

Seconded: V. Demello

Be it resolved that UTMSU Executive extend the employment agreements of the following positions from May 1<sup>st</sup> to June 15<sup>th</sup> 2016:

- Webmaster – Madison Jolley
- Graphic Designer – Lilin Chen
- Food Centre Coordinator – Kate Kwak
- Academic Advocacy Coordinator – Sadaf Saljooki
- Academic Societies Coordinator – Mehak Kawatra
- Clubs Coordinator - Jason Selvanayagam
- Assistant to the Board – Lydia Thomson
- Photographer – Kevin Mathews
- Videographer – Esra Mostafa

**VOTE - ALL IN FAVOUR****MOTION CARRIES****#6. HANDBOOK 2016-2017 UPDATE – Meeting - TBA**

N. Alideeb – If we could get everything done by Friday that would be great. Jackie is working on sponsorship. Any updates?

P. Q. Zhao – We were talking about discount cards and gas cards – buy in bulk and then sell. I have a person I have worked with before, and she's great.

N. Alideeb – I'm a little concerned about the gas cards because what does that show that we're trying to promote? Let us consult board members and review our policies.

**#7. UTMSU LOCAL 109 Representative – CFS Ontario Executive Committee****MOTION**

Moved: N. Alideeb

Seconded: M. Baig

Be it resolved that UTMSU appoint Ms. Marise Evelyn Hopkins as the UTMSU representative on the Ontario executive committee of the Canadian federation of students for the period ending April 30<sup>th</sup> 2017.

**VOTE - ALL IN FAVOUR****MOTION CARRIES**

**#8. UTMSU EXECUTIVE RETREAT – 2016 – Appendix A****MOTION**

Moved: N. Alideeb

Seconded: J. Zhao

Be it resolved that UTMSU expend up to \$2500.00 for the Executive Retreat 2016 from Budget Line Item: UTMSU – 12.20 – Human Resources - UTMSU Budget 2016-2017.

BIFRT that up to \$500.00 be spent on transportation related expenses from Budget Line Item: UTMSU – 12.30 – Meetings - UTMSU Budget 2016-2017.

**VOTE – ALL IN FAVOUR****MOTION CARRIES****#9. UTMSU JOB FAIR - 2016****MOTION**

Moved: N. Alideeb

Seconded: T. Subban

BIRT UTMSU expend up to \$1000 as the budget for the UTMSU Job Fair from Budget Line Item: UTMSU – 12.20 – Human Resources - UTMSU Budget 2016-2017.

**VOTE – ALL IN FAVOUR****MOTION CARRIES****#10. UTMSU COMMISSIONS MEETING #1 – 2016****MOTION**

Moved: N. Alideeb

Seconded: M. Hopkins

BIRT UTMSU expend up to \$400.00 as the budget for UTMSU Commissions Meeting #1 from Budget Line Item: UTMSU – 12.30 – Meetings - UTMSU Budget 2016-2017.

**VOTE – ALL IN FAVOUR****MOTION CARRIES****#11. CFS National General Meeting – Appendix B – JUNE 5<sup>th</sup> – 8<sup>th</sup> 2016****MOTION**

Moved: N. Alideeb

Seconded: M. Baig

Be it resolved that UTMSU expend up to \$5,200.00 in delegate fees to send seven representatives to the CFS National General Meeting 2016 (June 5<sup>th</sup> -8<sup>th</sup>) from Budget Line Item: UTMSU – 12.10 – Conferences - UTMSU Budget 2016-2017.

**VOTE – ALL IN FAVOUR****MOTION CARRIES****#12. GRADUATION FORMAL 2016 – UPDATES & LOGISTICS**

N. Alideeb – Please refer to tasks sent via email.

**#13. GRADUATION COMPOSITE's – JUNE 6<sup>th</sup> 2016 – Check MEMO**

N. Alideeb – Please refer to the memo sent by wailed for details. We have to engage with board members to support the distribution process, because we will be away at the national conference in Ottawa.

**#14. UPCOMING MEETINGS**

- May 11<sup>th</sup> – May 15<sup>th</sup>: UTMSU Executive Retreat
- May 16<sup>th</sup> – May 19<sup>th</sup> 2016: UTMSU Job Fair 2016
- June 1<sup>st</sup> 2016 – Potential Meeting – President Meric Gertler
- May 27<sup>th</sup> – May 29<sup>th</sup> – CFS Skills
- Friday, June 3<sup>rd</sup>, 2016: Graduation Formal 2016
- June 5<sup>th</sup> - 8<sup>th</sup> 2016 - CFS National General Meeting

**#15. OTHER BUSINESS**

- Outreach for Job Fair, Commissions Meeting #1, Frosh Leaders and Grad Formal 2016


**#16. ADJOURNMENT****MOTION**

Moved: N. Alideeb

Seconded: J.Zhao

*Be it resolved that the meeting be adjourned at 11:13am.*

**VOTE - ALL IN FAVOUR****MOTION**

<b>VALIDATION</b>			
Nour Alideeb President			May 3 <sup>rd</sup> , 2016
<b>NAME AND POSITION</b>		<b>SIGNATURE</b>	<b>DATE</b>

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# **EXECUTIVE COMMITTEE MEETING #3 MINUTES**

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**May 27<sup>th</sup> 2016**



**Executive Meeting #3 - Minutes**Executive Meeting #3 of the University of Toronto at Mississauga Students' Union  
Friday, May 27, 2016 • UTMSU Office, Student Centre, UTM Campus

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**Attendance:**

Nour Alideeb – President  
 Pu Qi (Jackie) Zhao - Vice President Internal & Services  
 Maleeha Baig – Vice President Equity  
 Vanessa Demello – Vice President University Affairs & Academics  
 Marise Hopkins – Vice President External  
 Tyrell Subban – Vice President Campus Life  
 Walied Khogali – Executive Director (non-voting)

**#1. CALL TO ORDER**

All present.

*Meeting called to order at 11:45 am.*

**#2. APPROVAL OF THE AGENDA****MOTION**

Moved: N. Alideeb

Seconded: V. Demello

BIRT the Agenda for the May 27<sup>th</sup>, 2016 U.T.M.S.U. Executive Committee meeting #3 be approved as presented.

**VOTE****MOTION CARRIED****#3. EXECUTIVE REPORT BACKS & TASKS (2-3 Mins each exec)**

Executives outlined their priorities such as the Handbook, the Board Package, hiring practices as outlined in policies.

Mr. Zhao discussed the production of the Vlogs for communication and the edits made to the Sponsorship package. He emphasized that a vlog will be released to students to set expectations for hiring of the coordinators.

Ms. Baig discussed the importance of operationalizing the availability of menstrual products in the student centre as a pilot project.

Ms. DeMello discussed her research into the role of Governing Council and the importance of policy development. She also met with University services like the Career Centre.

Mr. Subban discussed the logistical needs for Graduation Formal. He also discussed the recruitment of leaders and the selection of committee members. He also discussed the training needs of clubs and societies.

Ms. Hopkins discussed the scope of research on the new policy that threatens student union autonomy. She also discussed the process of extending the WUSC program to two students.

Ms. Alideeb discussed the food services committee recommendations of introducing a Thai express in Davis Building.

<b>#4.</b>	<b>HONORARIUM FOR SPONSORSHIP PACKAGE DESIGNER</b>
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**MOTION**

Moved: P. Zhao

Seconded: M. Hopkins

BIRT UTMSU expends up to \$110.00 as honorarium for Qian Bao for creating the UTMSU Sponsorship Package from Budget Line Item: UTMSU – 6.10 - Advertising - UTMSU Budget 2016-2017.

**VOTE**

Mr. Zhao discussed the changes required in the package. He secured a designer that could make the changes at an affordable rate.

Ms. Baig recommended changes to the design. The changes will be incorporated.

**MOTION CARRIED**

<b>#5.</b>	<b>PRIDE PICNIC 2016</b>
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**MOTION**

Moved: M. Baig

Seconded: N. Alideeb

Be it resolved that UTMSU Executive expend up to \$250.00 for the tri-campus Pride Picnic from Budget Line Item: UTMSU – 8.30 – Ministry of Equity – UTMSU Budget 2016-2017.

**VOTE**

Ms. Baig discussed the importance of the Pride picnic which will be held on June 29<sup>th</sup> 2016 at Woodsworth College. We are collaborating with UTSU, SCSU, APUS and Woodsworth College. The cost of the picnic was shared with all those supporting the equity event.

**MOTION CARRIED**

<b>#6.</b>	<b>MENSTRUAL PRODUCTS BULK PURCHASING</b>
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**MOTION**

Moved: M. Baig

Seconded: T. Subban

Be it resolved that UTMSU Executive expend up to \$1000.00 to bulk purchase menstrual and hygiene products as a pilot project from Budget Line Item: UTMSU – 8.90 – Ministry of Student Services – UTMSU Budget 2016-2017.

M. Baig discussed the importance of making the products accessible. The pilot project will assess the demands. The Government has also ceased taxing the menstrual products.

Mr. Subban asked about the implementation process?

Mr. Baig discussed that the dispensary will be for FREE products. We will also have the products available at spaces across the student centre in partnership with the levy groups that are interested in participating.

**VOTE****MOTION CARRIED**

<b>#7.</b>	<b>DISCRETIONARY SPENDING – IN CAMERA</b>
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**MOTION**

Moved: N. Alideeb

Seconded: M. Baig

Be it resolved that up to \$100.00 be allocated for discretionary expenses related to out of pocket medical and academic expenses for Ms. Stefania Diaz from budget line item 12.40 – Executive Committee - UTMSU Budget 2016-17.

In Camera – Maleeha/Zhao. – 12:14 pm.

Out of Camera – Alideeb/Zhao – 12:20 pm.

The discussion in camera was focused on the scope of the expenses and the impact on the costs on the student.

**VOTE****MOTION CARRIED**

<b>#8.</b>	<b>WUSC SPENDING – IN CAMERA</b>
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**MOTION**

Moved: N. Alideeb

Seconded: M. Hopkins

Be it resolved that up to \$550.00 be allocated for discretionary expenses related to the WUSC Program for Mr. Daniel Yach from budget line item 2.40 – WUSC Total - UTMSU Budget 2016-17.

The discussion was focused on the extenuating circumstances that lead to the allocation. The funding will support the WUSC student through the summer session.

**VOTE****MOTION CARRIED**

<b>#9.</b>	<b>ORIENTATION COORDINATORS 2016</b>
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**MOTION**

Moved: P. Zhao

Seconded: T. Subban

Be it resolved that the employment agreement between the Erindale College Students' Union Inc and Mr. Madhav Gaur be approved as per the terms ending on October 7<sup>th</sup> 2016.

BIFRT that the employment agreement between the Erindale College Students' Union Inc and Mr. Patrick Ryder be approved as per the terms ending on October 7<sup>th</sup> 2016.

BIFRT that the Hiring Committee report for the orientation coordinators be adopted.



Mr. Zhao outlined the hiring process and the report. He congratulated both Mr. Madhav and Mr. Ryder. He reminded the executive committee that next week the selection of the 28 coordinators and 6 associates will begin.

**VOTE****MOTION CARRIED**

<b>#10. Sponsorship Package: - Appendix A</b>
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**MOTION**

Moved: P. Zhao

Seconded: V. Demello

Be it resolved that the recommendation for the 2016 Orientation Sponsorship package be approved as recommended.

The executive committee reviewed the sponsorship package.

Mr. Zhao recommended the adoption of the sponsorship package.

**VOTE****MOTION CARRIED**

<b>#11. BLIND DUCK Discount Program 2016-17</b>
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**MOTION**

Moved: P. Zhao

Seconded: M. Hopkins

BIRT UTMSU endorse the following Blind Duck Discount program for a one year period:

- + Full-time Staff and Executives – 50%
- + Board of Directors – 25%
- + Coordinators, InfoBooth staff & Associates– 25%
- + Frosh Leaders and ECSPERT Tenants – 10%

Mr. Khogali explained the importance of amending the policy on remuneration to reflect the discounts offered at the Blind Duck. A similar motion has been considered every year for the past five years.

**VOTE****MOTION CARRIES**

<b>#12. BUBBLE TEA PROPOSAL - UPDATE</b>
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Mr. Zhao discussed the importance of providing students with opportunities for start-ups. He will be verifying the proposal that will be circulated to the committee in future meetings.

Ms. Demello emphasized that the product is also in demand.

Mr. Khogali discussed the steps for operationalizing the relationship through a rental agreement.

<b>#13. SEC OFFICE RENOVATIONS - UPDATE</b>
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Ms. Alideeb asked of the paint must be fire retardant?

Mr. Khogali will follow up with a response.

<b>#14.</b>	<b>HANDBOOK 2016-2017 UPDATE</b>
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<b>#15.</b>	<b>GRADUATION FORMAL 2016 – UPDATES &amp; LOGISTICS</b>
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Mr. Subban discussed the logistical needs for the event.

Mr. Subban and Mr. Zhao will be working on graphics.

Mr. Subban will be connecting with Chris Thompson to discuss the role of Alumni office. We have recruited a photographer and will be following with Garry Lassman for additional printing support on site.

<b>#16.</b>	<b>GRADUATION COMPOSITE's – JUNE 6<sup>th</sup> 2016 – Check MEMO</b>
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Ms. Alideeb will be following up with Board members.

<b>#17.</b>	<b>UPCOMING MEETINGS</b>
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- May 27<sup>th</sup> – May 29<sup>th</sup> – CFS Skills
- May 29<sup>th</sup> – Deadline for Job applications
- June 1<sup>st</sup> – Potential Meeting – President Meric Gertler
- Friday, June 3<sup>rd</sup>, 2016: Graduation Formal 2016
- June 5<sup>th</sup> - 8<sup>th</sup> 2016 - CFS National General Meeting
- June 23<sup>rd</sup> 2016 – Meeting with Ulli Krull, Deep Saini, Paul Donoghue, Amrita Danieri, Mark Overton

<b>#18.</b>	<b>OTHER BUSINESS</b>
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- Outreach for Job applications deadline

<b>#19.</b>	<b>ADJOURNMENT</b>
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**MOTION**

Moved: N. Alideeb

Seconded: V. Demello

*Be it resolved that the meeting be adjourned at 12:38 pm.*

**VOTE**

VALIDATION			
Nour Alideeb President			May 27th, 2016
NAME AND POSITION		SIGNATURE	DATE

**THE END**

**BOARD PACKAGE #2**

**May 30<sup>th</sup>, 2016**

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