
UTMSU BOARD OF DIRECTORS MEETING # 3



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 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

Attendance

Executives

Mitra Yakubi (*present*)
Fahad Dayala (*present*)
Anushka Sokhi (*present*)
Lily Pan (*present*)
Noha Farawi (*present*)
Tarwah Afrah (non-voting)
(*present*)

Executive Director:

Mary Asekome (non-voting)
(*present*)

Division I

Vacant

Division II

Liza Nasir (*present*)
Sameer Naderi (*present*)
Alvin Jeffrey Stanislaus
(*present*)
Lai Wei (*present*)
Aditya Chopra (*present*)
Xiaodan (Silvia) Zhou (*present*)
Yiming (Micheal) Chen
(*absent*)

Laiba Khan (*present*)
Aysha Qureshi (*present*)
Shehrabano Ali (*present*)
Taarika Salariya (*present*)

Division III

Vacant

Division IV

Vacant

#1	CALL TO ORDER
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Meeting called to order at 4:04pm.

M. Yakubi: We have quorum.

#2	APPROVAL OF THE AGENDA
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MOTION

Moved: A. Stanislaus

Seconded: L. Pan

Be it resolved that the agenda be approved as presented

VOTE

**ALL IN FAVOUR
MOTION PASSED**

#3	EXECUTIVE REPORTS
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MOTION

Moved: A. Stanislaus

Seconded: A. Qureshi

Be it resolved that the UTMSU Board of Directors approve the Executive Reports as presented at the Board Meeting # 3 on June 24th, 2020.

F. Dayala: Over the past month or so, I have been working on hirings. We hired our Orientation Committee, and then we started our Interview process for Associates and Coordinator positions. So I have been working on that, which is selecting candidates for interviews, creating interview questions, and scheduling interviews, that's been the major part of the month. We received over 400 applications for all the positions. I was also part of some Orientation planning meetings as well, I started working with the Sponsorship Coordinator regarding Orientation sponsorships, so I finalized the Sponsorship package which should be good to go soon. Over the next coming month, I will start working on the UTMSU services, which is working on making services online for students given the current pandemic, and how we can introduce new services. The next couple of weeks will also be heavy with interviews which are still going on.

A. Sokhi: Over the past month I have been working on two major projects, one is the Academic Advocacy campaign which is now active, that is designed so students can understand their student rights and policies, especially realizing that many students would not be coming to campus in Fall, so they are aware of their rights and policies. Additionally I have been working on Fairness for International Students; creating the lobby document for the same. I also acknowledge that this month is Pride Months and Indigenous History Month, and that's something that UTMSU Executives are working on. I have taken this month to educate as best as I can. Also we met many external sister unions, including SCSU, APUS and YFS, we discussed priorities for this year. I have also been helping societies with their recognition packages and answering their questions; having meetings with them so they are as comfortable as they can. We have also been in conversations with Stella's Place regarding our Mental Health Program.

L. Pan: In the past month, we met external unions and offices on campus. I met with the WUSC Students on campus for updates, to update them and my team for important information. I also worked with the ACE Office to support students who will be joining the program soon. I also reviewed applications for Coordinator and Associate positions pertaining to me. This month we also had our Board Retreat, so we can know our board better and they know us better.

N. Farawi: This month I was part of many interviews for our part time staff and I was part of Board Retreat too. I created the Anti-O presentation with Anushka and presented it which went great in my opinion. I've also started conversations with United For Equity and how that would look virtually and Indigenous History Month, we have a panel in two days, from 6-8pm, so everyone should come out. Also Pride, we had a panel and an art contest, we posted a resource list for LGBTQS+ students. Bursaries, we extended the deadline by a week because a lot of students weren't able to apply, or weren't aware of the bursaries. We started conversation regarding The Good Food Box, how we can bring it to UTM given the campus is closed. I got in touch with Shane on how we can legally go on with it given campus closure.

T. Afrah: Thanks Mitra, this month with the executives I sat in a bunch of meetings with sister unions, sharing goals and plans of action for the coming school year. This month also consisted of sitting on many interviews; we have our Orientation Committee interviews ended, and we have our Committee trained and ready on board which is amazing. I also got the opportunity to sit on interviews for the VP Campus Life Associate positions. Beside that, this month consisted of a lot of Orientation planning. Planning orientation in the middle of the pandemic is not the easiest thing to do, so what we have been doing is making schedules and other fun stuff. We will be conducting leader interviews so that will be fun. We got the chance to train our campus groups so giving them information, expectations and setting goals for the new academic year. I also along with Mitra got a chance to do an office clean out for clubs in the most hygienic manner possible and folks can get their personal belongings which they weren't able to due to campus closure.

M. Yakubi: I know folks already touched on it, but we met our sister unions which was great. We got to share our plan for the year, and hear their plans, and see where we can collaborate to make experiences better for our students. I also got involved with campus groups, as Tarwah mentioned we had campus groups trainings on June 16 and 17, we did introductions, a meet your executives, services, campus life and campus updates. We also reminded them of their recognition packages due. We had over a 100 attendees which is always great to see and successful. We also had the campus group office cleanout, we had the opportunity for some club/society executives to come out to clean their office spaces so they are ready for the Fall semester. We also started work on our Reproductive Justice campaign, it is our new campaign. We had our first meeting and now we have a working group that is going to be focusing on the campaign, and soon we will have the ball rolling. I was also part of the working group for the Mental Health Peer Support Program. I'm not sure how many of you are aware of Stella's Place, but we are working with them and establishing a mental health peer support program. We understand the needs of the students and want to hear more from them, so its going to begin with a needs assessment survey to

hear what the students body wants from this program, then take it back anayalyze it, and put it forward for students. With that being said, I have also been part of the hiring process for the Orientation Committee and the part time staff. It is fun and exciting, we have our Orientation team onboard and we are in the middle of hiring our part time staff. Last but not the least we have Orientation updates. So we are working closely with our Orientation Coordinators in putting up with schedules, attending meetings making sure we are all receiving updates and working accordingly to the updates being given by the province. I also attended the training for our Orientation committee, it took place on Saturday June 20th, it was great we had introductions, Anti-Os etc. I hope you all had a chance to see our exec reports, if not please do so. If folks have any questions please feel free to ask.

VOTE
ALL IN FAVOUR
MOTION PASSES

#4	MINUTES PACKAGE ADOPTION
1)	Board Meeting # 2 – May 27th, 2020
2)	Executive Committee Meeting # 2 – June 1, 2020
3)	Executive Committee Meeting # 3 – June 15, 2020

MOTION

Moved: A. Stanislaus

Seconded: S. Naderi

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

VOTE
ALL IN FAVOUR
MOTION PASSES

#5	ORIENTATION BUDGET
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MOTION

Moved: W. Lai

Seconded: L. Khan

Be it resolved that the Orientation Budget be approved as presented.

M. Saiyed & S. Matharu joined.

S. Matharu: Before we begin, this year we have split our revenue and expense projections between Hybrid and Online programming, due to COVID19. Our goal is to sell a total of 1000 tickets, 800 for our Hybrid programming, and 200 for our Online programming.

M. Saiyed: We divided the tickets into early bird, regular and late bird. We are planning to sell early bird tickets for \$105, estimating a sale of 130 tickets. Early birds for the online model will be \$15. Regular tickets for Hybrid will be \$115 and \$20 for the Online model. We are estimating a total of 370 sales for Hybrid and 100 for the Online model. The late bird tickets are \$125 for Hybrid and \$25 for the Online model. These prices are reflective of changes in our programming and scheduling and some new additions that Online programming brings in.

S. Matharu: For the leader tickets, regular tickets will be \$45 and we are hoping to get 130 sales. \$55 is the cost for late birds for 10 of them. Erindale Park party will be an add on event, based on signups, hoping to get 100 sales for \$5 each. Admin Fee is expected to be \$12,000 and sponsorship is expected to be \$65,000. The grand total for revenue is \$171,600 estimated.

M. Saiyed: We have added hand sanitizers and face masks for the kits, as it is the need of the hour. The estimated cost for kits is \$40,000. Communication costs come to \$1,500. Promotional expenses are expected to be \$26,550. This includes videography, photography, social media promotions etc. For our events, we have a detailed breakdown for all of our events.

S. Matharu: We have also accounted for backup plans for rain or any other situations. This includes Dave and Busters and RecRoom. At the bottom you can see the total expenses listed, along with the estimated profit we will be making through Orientation.

M. Yakubi: Thanks Simran and Mev. Do folks have any questions?

F. Dayala: I wanted to appreciate you folks that you have accounted for backup plans and have included that in your budget as well.

A. Qureshi: In the Gym section under expenses, it also says Soccer Field, what does that refer to?

M. Saiyed: So we have been looking into looking different locations for different events. It comes down to what we can have at that time, considering rain plans and alternative options. That is why we plan to book the gym and the soccer field too.

S. Matharu: We plan to book the soccer field, the one opposite to MN, because we wanted to spread out the students as much as possible, so folks can socially distance themselves. For our movie night we are planning to have it in the lecture hall, soccer field, and the P8.

A. Qureshi: So the \$2,000 covers the Soccer Field or the Gym Booking?

M. Saiyed: The \$2,000 covers the Gym booking.

A. Stanislaus: Are you folks considering the soccer field beside P8 or only the one opposite to MN Building?

S. Matharu: We are definitely considering the P8 Soccer Field as we want to spread out the folks as much as possible, we are considering as many locations as possible when booking.

A. Chopra: What are the major differences between the Hybrid and Online model, and how do you predict the number of expected attendance?

M. Yakubi: I can take that question since I have been working closely with the Orientation team. The numbers generated for the Hybrid model have been based on attendance from last year. Obviously that will be affected by the current pandemic, and will be subject to change. The Online model, we assumed a significantly lower number because we can not assume from previous years, as Online Frosh is happening for the first time. I want you folks to realize that folks did not have any previous data to assume from, and there isn't a magical power to predict the exact number of ticket sales. These numbers are only based on the past 10 years, and based on our interactions with potential first years on social media and emails.

A. Qureshi: There is a question mark beside the Movie Night and the Games, so will you guys be expecting to have a Movie night for online programming or no?

M. Saiyed: Yes we are looking into a Movie Night for the Online model, we are still searching for platforms, and what the students would like.

L. Nasir: My question is about the ticket sales. I know you folks estimated less tickets for Online. If students want the Online model more, would that affect the programs that you have listed? If not enough people sign up for the Hybrid version, what happens?

M. Yakubi: I do agree, we can expect that fluctuation between our models, however the number of sales we are expecting is reduced by half as compared to last year. Last year we expected 1500 sales for Frosh, this year we are expecting 800. So we have considered the switch can happen, and will plan accordingly.

T. Afrah: That's a good question, we estimated given that never in our UTMSU history we have had a virtual Orientation, so there is no way to estimate or predict, so we don't know the attraction it will have. The number we chose is most likely yes than no we can sell it. There is a good chance it goes higher which is good in its own sense. For the Hybrid model, the question is how many students can we have together safely, and the safe number is 500. We don't know if restrictions are lighter and we can sell more tickets. Thus, with this Orientation, things change day to day, with the updates from the province coming in daily, and thus we have to plan accordingly.

M. Yakubi: Do any first time speakers have any questions? Hearing none, Aysha you can go.

A. Qureshi: I know we have to make sure about social distancing and all. So have we thought about any temperature checks, has that been discussed?

M. Yakubi: I'll take that. We actually have a UTMSU Safety & Health Committee which is meeting regularly to decide on our next steps with the COVID situation, and how will we operate our student centre, and deal with the students we are interacting way. It is not in its final stages so I cannot give you definitive answers, but we are having those conversations, but there will be proper measures taken to keep everyone safe, whether it is our executives, committee members, or students at large.

A. Stanislaus: Considering the provincial announcements, say suddenly they announce that restrictions with social distancing are lifted or vice versa, are stricken. Is there a way for students to change the ticket students already bought?

M. Yakubi: We will cap our questions after Liza, if anyone has more questions, you all can email Tarwah at vpcapuslife@utmsu.ca

T. Afrah: To be honest with you, Orientation tickets are non-refundable, but in this pandemic, that is a conversation worth having. In this scenario, i don't know if we can increase our capacity for Hybrid because no matter what happens, we won't wake up the next day and the pandemic would be gone, and we need to be cautious about that, and consider health restrictions. As per folks wanting to switch to virtual, I do think the Orientation Management Committee will be more dynamic this year, because we want students to feel safe and comfortable. That is a conservation we will have, but that's a great point to bring up, so thanks Alvin.

M. Yakubi: Yes, ticket refunds are a no no! But the situation can be assessed by the Orientation Management team. We don't give out this information publicly because refunds are processed on an individual's situation, but we will keep this in mind.

L. Nasir: So this is a follow up question, so due to lack of funding if there is not enough ticket sales for Hybrid or Online models, is there any way the students who are already paying, will get the money back or is it as it is?

M. Yakubi: I guess your question is if there is a cancellation of a program, will the money be refunded? That depends, because never in our 37 year history programming has been cancelled due to lack of funding. It's just one of those things. The schedule will remain as planned, unless the province says we cannot do programming. That is subjected to the province and if there is such a situation where we are back to Stage 1, we will have the conversation of cancellation and refunds being issued, but again it would not happen because there is no funding, what you pay for will be provided. We are making sure students get the quality of Frosh which they deserve.

**VOTE
ALL IN FAVOUR
MOTION PASSES**

#6	OTHER BUSINESS
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F. Dayala: I wanted to talk about the panel on Friday from 6-8. So please remember to register for that. We are also doing the Care Packages. The form was put out on our social media and we have started receiving great responses. We will be delivering the packages next week. That's all from my end.

M. Yakubi: I'd take this opportunity to thank folks to coming out to the Board Retreat. I hope you all had an opportunity to learn and unlearn, and had a good time. If you have any questions please feel free to send us an email. Please stay involved with the campaigns, events and services that we have.

#7	ADJOURNMENT
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MOTION

Moved: L. Khan

Seconded: N. Farawi

Be it resolved that the Board of Directors Meeting #3 be adjourned at 4:50pm.

M. Yakubi: Congratulations you all, we are done through our Board Meeting # 3.

**VOTE
ALL IN FAVOUR
MOTION PASSES**

VALIDATION		
MITRA YAKUBI, PRESIDENT	<i>Mitra Yakubi</i>	JUNE 24th, 2020

AGENDA – PAGE 9

Board Meeting #3 Package of the University of Toronto at Mississauga Students' Union
Wednesday, June 24th, 2020 • UTMSU, Student Center, Room 100

NAME AND POSITION	SIGNATURE	DATE
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