**Date**: April 25th, 4-6pm

**Term**: W22

**AUSU Chair Member**: Keshavi Patel

**Attendees**:

| Title |  | AUSU Members | Authorized Proxy |
| --- | --- | --- | --- |
| President  | P | Rebekah Gwynn |  |
| VP Campus Affairs |  | Rajwinder Kaur |  |
| VP Student Life  | P | Tim van Weerden |  |
| VP Indigenous  |  | VACANT |  |
| Queer\* Rep | P | Dillon Jayesingha |  |
| Women’s Affairs |  | Pearl Abrol |  |
| Diversity Rep | P | Aseel Hashim |  |
| Mature/PT Rep | P | Carina Joneit |  |
| Brampton Rep |  | Matthew Hseih |  |
| Timmins Rep |  | VACANT |  |
| Residence Rep |  | VACANT |  |
| International Student Rep |  | VACANT |  |
| Varsity & Athletics Rep |  | Avery Litke |  |
| Recording Secretary - NV | P | Jahanara Jabbar |  |
| Ombudsperson - NV |  | VACANT |  |
| Chair – NV | P | Keshavi Patel |  |
| Communications Officer – NV |  | VACANT |  |
| Media Coordinator - NV |  | Yvan Mundala  |  |
| Equity Center - NV | P | Marissa Ditoro  |  |
| Executive Director- NV | P | Julia Dufour |  |
| Finance Coordinator - NV | P | Daniyar Almenbayev |  |
| Food Pantry Coordinator - NV |  | Preeti Dhaliwal |  |
| People’s Garden Coordinator - NV |  | Henna Benzy Johnson |  |
| WUSC Liaison - NV |  | Lexine Williams |  |
| Chief Returning Officer - NV |  | VACANT |  |

| **Meeting called to order at:**  | 4:10pm | **Confirmation of Quorum: 5/9** | # of members present: 10 |
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| **Approval of Last Meeting Minutes:** | Moved by: TWSeconded by: AH |
| Vote Count:  | In Favor:        | Opposed: | Abstain:  |  |

**Opening Remarks**

| Speaker(s):  | Rebekah |
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| Discussion:  | Welcome to our last meeting as a board everyone!I’m not going to say too much about it as I will discuss it at the end. Let’s make sure to discuss everything we need to discuss today. |

**Voting Items**:

| Agenda Item(s):  | BDO Position Review - Expenses Approval |
| --- | --- |
| Speaker(s):  | Julia |
| Motion:  | Motion to approve expenses for BDO's review of key AUSU staff positions, up to $6,000 + 7% admin fee + taxes. |
| Discussion:  | JD: Hi everyone as you all know, we are going to a restructuring phase from May 12. The RFP that was passed was mainly for the training, to develop a strategic plan, etc. This is for the staff side of things. It will be a really good operational overview to know how we are structured staff wise, reviewing our staff description, salaries, rules, responsibilities, updating documents, ARAs, salary researching, recommending pay ranges for the 3 positions. I also want a review of my role and the communication ones as well. Each review will be $500 each to provide us with more structure and clarity in terms of job role to give us a proper payroll on what the staff should be paid. It would be roughly $6000 for each position and that will also have to include admin fee, and also taxes. CJ: You would think your role should need more money due to the longevity of your roleJD: Right now, I’m not worried about the salary per say but I would love to have some concrete structure on what my role is. I have some ideas on how I want to build it out but right now I don’t have anything really concrete so I would like a bit more structure to the responsibilities of my role, etc. In the past, AUSU was never in this position financially but now we are so we can take a look at things like these for our staff. Having to find somebody else to fill those positions does not put us in a great position.Moved by : CJSeconded by: TW |
| Vote Count:  | In Favor:   All | Opposed: 0 | Abstain: 0 |  |

| Agenda Item(s):  |  AMICUS Expenses |
| --- | --- |
| Speaker(s):  | Julia |
| Motion:  | Motion to approve expense cost (up to $6000) for AMICCUS National Conference for AUSU staff (ED, Financial Tech, Equity Program Coordinator) |
| Discussion:  | JD: AMICCUS is one of our organizations that we pay which helps student unions reach out to some good contacts. They are holding a national conference around the end of May and early June. This is probably one of the first staff trips we will take. I would love to take Marissa and Daniyar. AMICCUS would be a really good opportunity to keep making more contacts. Daniyar put together some numbers for all of us. It will probably cost us less but would like to get it approved by the board. We’ll go on the 2nd and come back on the 3rd. DA: Regarding transportation, etc., we have tried to calculate the expenses. Moved by: DJSeconded by: TW |
| Vote Count:  | In Favor: All        | Opposed: 0 | Abstain: 0 |  |

| Agenda Item(s):  |  |
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| Speaker(s):  |  |
| Motion: |  |
| Discussion |  |
| Vote Count:  | In Favor:       all  | Opposed: | Abstain:  |

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| Speaker(s):  |  |
| Discussion |  |
| Motion:  |  |
| Vote Count:  | In Favor:       | Opposed: | Abstain:  |

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| Discussion |  |
| Motion:  |  |
| Vote Count:  | In Favor:       | Opposed: | Abstain:  |

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| Speaker(s):  |  |
| Discussion |  |
| Motion:  |  |
| Vote Count:  | In Favor:       | Opposed: | Abstain:  |

**Discussion Items**:

| Agenda Item(s):  | Student Handbooks 2022-2023 |
| --- | --- |
| Speaker(s):  | Julia |
| Discussion:  | JD: It looks like it will be the same cost as last year’s. We can go with them this time also, but we’ll have to do it soon. It was $14.87 per unit. If we go with Mormark it can be ready by 25th of August. Right now, we are at our last communications person - Yves is staying on. I think we can get it done by mid July. The other option is CFS - they are significantly cheaper. It would be more of a template and would make it easier for us so we order what we need. CFS has come up with new handbooks but I can’t say how much the cost is. The last cost was $2-3000.TW: They were pretty good designs but it is a lot of work to properly size them. There are often benefits to it but it will be difficult without a communications officer this time. JD: I will have to know soon in terms of ordering and so that’s why I wanted to discuss this matter now itself. CJ: I also know CFS uses ethical means of production.JD: They do use ethical means of production. I was in touch with a person who had been with CFS for a while. They took over handling of CFS notebooks. The person said they were updating their prices. I can follow up again but I’d just like to know what avenue you guys would like to chooseCJ: I would like to vote on it personally. Also, fun fact, on the CFS website, the preview of the title page is our universityTW: I personally think that CFS but it is doable to CJ: Do we have any idea of how many agendas were picked up by students vs. leftovers?. I do recall a few boxes, which speaks to lost cost which is hard to gauge, I realize.RG: We try to have one handbook per student. We try to have extras because some students may need it. TW: I believe we ordered 500 last year?RG: As long as we have enough for students who want them it shouldn’t be a problem to have extraJD: I believe in the past with CFS, it was $3 per unit, so it would be $1000 - so more than half the price for more handbooks as well. RG: Based on cost, I think it would be a good idea to do this with CFS too given how our student body has grown over the yearsJD: We don’t have much of a say in the design as it is a template. I think the theory behind the one we did move was to have a designing freedom. I believe we were also potentially moving to do things in house and have the sales cost \_\_\_DJ: When was that switch made?JD: I think it was made last year and potentially the year before. Last time I had a conversation ith CFS on handbooks in 2019/2020. RG: We had a little bit more money to pay, as well as more staff so we were able to put in more effort. TW: \_\_\_JD: I think they provide about 3 different templates. The problem is just that it will be a basic design. For this year it should be fine and hopefully by next year we can revisit it. Motion: Motion to approve the use of CFS services for the production of student handbooks for the 2022-2023 year.Moved by: TWSeconded by: CJFavor: All, Opposed: 0, Abstain: 0 |

| Agenda Item(s):  | Emergency Bursary Review |
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| Speaker(s):  | Marissa |
| Discussion:  | MD: I wanted to give an overview of EBP for the last semester. I am just going to review some basic reviews on our usage the past semester and our future goals. I am gonna go through the review overview for the year now - previously there really wasn’t many procedures or policies. But going forward we’ll like to create a robust program. We had 2 submissions over the last year - we have $18942 remaining. Given our numbers, we know that students have not been able to apply. Due to COVID, we couldn't advertise the program much by word of mouth. Based ont he historical data, we saw the need for money go up a little bit. This seems like not a lot of money given how much we used to have previous years. Going forward we hope to see mre trends develop because now students can apply for a number of issues - housing issues, etc. We hope to get more direction on some of our other expense bursaries using data we will collect moving forward with this program. So we will be piloting the program in the coming year. ONe of the areas of growth will include training for the committee around financial meetings, for supporting students, etc. Daniyar and I will be working to educate students on many things related to the committee. DJ: What are people’s opinions on this? If they have anything to shareRG: Based on conversations with board members and students, I know that when you fully advertise it, now that we have this committee set up, there is a proper process to help students get what they need. CJ: I would want it to be included inside the student portal and known by admin, such as financial aid and student success.MD: Two of the proposed methods is advertising through website and providing cheat sheets to staff members or other members students go to, to ask questions. TW: We could add a tab on the financial aid algoma university website, and we could ask their opinion also about this.. As that could help us advertise it.JD: We could advertise through advertisement forms and I can make it very user-friendly. Marissa and I are discussing how to make the program services more accessible.MD: I just want to go over some more details. I thank Daniyar and Julia for helping out with these matters.Membership: As you all know we have different members on our committee. Ensuring we have a robust amount of people in the committee, an AUSU executive, and AlgomaU community rep based on any of the campus locations - could be staff, faculty, admin, SASA member, etc., AlgomaU alumni to give them an opportunity given their previous involvement with the university, another community member at large, the recording secretaryMD: If you guys have any questions please let me know, and this not a voting item, it is just to inform.  |

| Agenda Item(s):  | Board Transition Update |
| --- | --- |
| Speaker(s):  | Julia, Rebekah |
| Discussion:  | JD: So far I have marked it for May the 12th, 3PM - to kick-off the first consultation for BDO. Going forward depending on how the new board wants to go forward and vote, one of the matters BDO will help us is to put forward a vision. We will be supplying food for that day. Let me know if you have any allergies, etc, the MARCONI will be able to accommodate. Let me know these things by May 5th. I would need 3 members from AUSU to travel with me. If you need transportation from university and the venue [please let me know to arrange a shuttle. I will sending the RG: Please try your best to try and make it - we’ll be ratifying some of our new members so that they have voting rights as well. May 1st will be the official date for us to “pass the torch” to the new board essentially.DJ: How does it work when you leave your position at AUSU when you have certain memberships in certain committees, etc., RG: As part of your position, you will be departing the committee after May 1st. Tim will be the new President starting then, he’ll be meeting with Jane to put new members in the committee that you’ll be leaving. You are all AUSU members right now, and if you want to stay for longer, please ask Tim to be able to continue. Talk to the head of any committees that you want to stay on. RG: Make sure you are preparing a little semester report - just a word document explaining what you’ll be doing next year so that if someone is selected for that position, they can continue from where you left off.CJ: Board Reports are here! <https://drive.google.com/drive/folders/175wAQpaou4pPOPSxY0MuOKAtip9Z1lHH?usp=sharing>JD: I wanted to provide a quick update to the legal contacts that I initiated. I did get confirmation back from our lawyer who is in the works of creating updated independent contracts, social media and other common policies, etc. He quoted out 10 hrs of this work and hopefully will have it very shortly. I am hoping that these new contracts will already be in position before the new board comes on - around May 12.  |

| Agenda Item(s):  | Board Farewell |
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| Speaker(s):  | Rebekah |
| Discussion:  | RG: So this is our last meeting as a board. It’s been a year! Thank you to anyone for being part of the board - I feel like I’ve learnt so much from all of you, hopefully I can reciprocate all of it. I think we did go through more than the board in the last few years. It really goes to show how strong and fantastic of a student body you guys are. I know you are all going to do great - I’m so incredibly grateful to all of you guysCJ: Shout out to everyone for just pushing through. Thank you for everything. It is noticeable how much work is being put in this board to protect the board fom as much as possible! I really think it’s a translation of what we represent. Thank you Marissa, Daniyar, Rebekah, and Julia and everyone else!DA: Please check your emails for compensation sent.  |

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| Speaker(s):  |  |
| Discussion:  |  |

| **Adjournment of Agenda** | Motion to adjourn the meeting at: 5:17 PMMoved By: TWSeconded by: CJ |
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| Vote Count:  | In Favor: All | Opposed: 0 | Abstain: 0 |  |