



Meeting Minutes  
Board of Directors Meeting  
Sheridan Student Union Incorporated (SSUI)

Meeting #:	308
Date:	August 9, 2021
Time:	2:00 PM [EST]
Location:	Teleconference (Zoom)

Director	In Attendance	Calling In	Absent	Late (Time Arrived)
<b>Chairperson:</b> Sarah Jewell	X			
<b>Vice-Chairperson:</b> Kashyapkumar Patel	X			
Rhema Javed	X			
Hasan Iqbal	X			
Riddhi Mihir Shah	X			
Tejaswini Shah	X			
Rashad Haque	X			

Quorum is reached with 7 of the required 5 directors being present.

Ex-Officio Member	In Attendance	Calling In	Absent	Late (Time Arrived)
Jamie (James) King, General Manager	X			
Kyle Budge, President	X			
Maria Lucido-Bezely, Dean of Students	X			
Saz (Sarah) McKean, Board Secretary	X			

Guests In Attendance	Gaby (Gabrielle) Moryoussef, Vice President
	Hanh Ngo, Senior Finance Manager
	Madison Hodgson, Manager of Services Department
	Chloe Naftel, Club Coordinator

Agenda Item 01	Call to Order
Notes:	
<ul style="list-style-type: none"> <li>Meeting is called to order by Sarah Jewell at 2:04PM [EST].</li> </ul>	

Agenda Item 02	Roll Call
Notes:	
<ul style="list-style-type: none"> <li>The Board has reached quorum and is able to proceed with the meeting.</li> </ul>	

Agenda Item 03	Opening Remarks
Notes:	
<ul style="list-style-type: none"> <li>Reminder to complete <i>More Feet on the Ground</i> Office Hours training.</li> </ul>	

Agenda Item 04	Approval of Current Meeting Agenda		
Motion:	I move that we approve the Agenda for the 308th SSU Board Meeting.		
Moved By:	Rhema Javed	Seconded By:	Sarah Jewell
Notes:			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 05	Approval of the Previous Meeting Minutes		
Motion:	I move that we approve the 307th Meeting Minutes, as presented to the Board.		
Moved By:	Hasan Iqbal	Seconded By:	Riddhi Mihir Shah
Notes:			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 06	Declaration of Conflicts of Interest
Notes:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

Agenda Item 07	Clubs and Services Introduction
Notes:	
<ul style="list-style-type: none"> <li>Chloe shares her screen to showcase SSU Clubs Corner, reviewing the software and highlights on the website.</li> <li>53 current active clubs and 1,212 students in groups on Clubs Corner, expecting to have more in the next year.</li> <li>5 new clubs have started up during the summer, and 5 others in the process of becoming active.</li> <li>Madison shares her screen to show Intro to Services presentation.</li> <li>Madison introduces the Customer Service Representatives (CSR). Students can contact the customer service team through email, schedule a Zoom call, and on their new live chat feature on their website.</li> <li>Bill Reid is the SSU in-house lawyer. He provides legal advice for all Sheridan students and helps students go over legal documents. Madison lists the areas of law that he counsels. While virtual, Bill is holding appointments over Zoom.</li> <li>Madison reviews main services: Food First, Graduation photos, Empower Me, Perk Peeps, Appeals Assistance, and HireUp.</li> <li>Madison highlights the coverage in the Health and Dental Plan.</li> </ul>	

- Rashad raises to attention that there are students that aren't always aware of how to use the Health and Dental Plan. Madison explains that there are instructions on the services website, students can contact CSRs to help walk them through, and that they will be holding an information session to go through step by step at the beginning of the semester.

#### Agenda Item 08

#### Budget Orientation/Finance 101

##### Notes:

- Hanh shares her screen to show the 2021-22 Budget Overview presentation. It will be available in SharePoint.
- **Hanh walks through the budget introduction for the Board:**
- A. Introductions – Financial Statements, Budget & Reserves
- B. Consolidated Budget 2021-2022 – Summary
- C. Operating Budget – Background and Budget Assumption
- It is noted that the SSU is not going back to the Student Choice Initiative. Though in favour of student choice, it is exercised through the Board and the students that elected the Board. A challenge was that far more money was collected from students under the SCI than saved for them, so it was a program that never really achieved its intended goal. Jamie explains this is why we think we can provide services in a much more cost-effective way through the more traditional funding format.
- D. Ongoing Monitoring Actual vs. Budget
- E. SSUI Funds and Reserves Policies
- F. Approved Capital Expenditures 2021/2022
- The Financial Committee needs at least 2 Board members. Jamie says he has some finance training with a certificate ready for the committee. There is *A Guide to Financial Statements of Not-for-Profit Organizations* as well uploaded in SharePoint under the July 26<sup>th</sup> meeting resources file.

#### Agenda Item 09

#### Executive Updates

##### Notes:

- Kyle reminds everyone that the meeting schedule is in place for everyone's benefit, not just the Board. Unplanned changes will disrupt planning for guests. These meetings are open to any students that wish to attend, and as the Board, we need to give notice to them.
- Changes to meetings need to be made by motion at a meeting. Put simply, it is your responsibility to ensure you attend meetings as a member of the Board.
- Kyle noticed a lot of people aren't looking at the files that are uploaded to SharePoint. Everything should be reviewed before meetings, so you're informed, and it saves time. If anyone is still having trouble, please let Kyle know.
- A reminder to not forget to regularly check your staff email as well so we can let you know of changes, updates, or opportunities.
- The issue with the Socialism Club has been resolved. They are keeping "fightback" in their name but disassociating from Sheridan. Kyle explains we didn't want to add policies that made it seem like it was explicitly targeted at the club. They were very open to working with us and ended up being a positive outcome.
- Office Hours are too far behind schedule to run it as planned. Kyle has only received 4 directors' certificates of completion, and he will be modifying the event for those who have completed training. Office hours will now be as a whole board and one executive, one day a week, and only open to those who have completed training. The executive team will have the advanced training.
- Kyle will get back to everyone next board meeting with more details. And a reminder that the Board can still complete basic training before next meeting.
- Due to reasons, the Sexual Violence Prevention Taskforce committee that Kyle was a part of has been suspended. The executive team feels that this is a very important cause and would like to start an SSU version to keep the work going. It will focus on prevention, spreading information, providing resources, and educating everyone, maybe including workshops and feedback groups. More details will be provided in the future.
- Will be looking for volunteers to join this committee. A disclaimer: It will touch on heavy, triggering topics so carefully consider joining.
- We have chosen the candidates for the TRC and Davis VPs. Kyle will be sending out offers today. The new VPs will be attending the next board meeting to introduce themselves. It's been a while since we've had a full executive team, so it should be good.

- The scholarships and bursaries are all but finalized now. *The Diversity in Education* has been split into two. The original will remain and have added the "SSU Proud to Be 2SLGBTQIA+ Award." The two awards will be a pool of \$25,000 each and everything else stays the same.
- The general application is open, but our awards will be added later this week. Scholarship recipient will be chosen in September, the rest in October. Same restrictions apply as before, nothing has changed on that front.

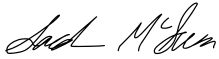
- Jamie left meeting at 3:30 PM.
- Maria left meeting at 3:31 PM.

Agenda Item 10	New Business
Notes:	
<ul style="list-style-type: none"> <li>• As a reminder, next meeting the Board will need to choose a new meeting schedule for the Fall semester. If you have your class schedule by then, bring it along. If not, the Board still needs to pick a schedule.</li> </ul>	

Agenda Item 11	Adjournment		
Motion:	I move that we adjourn the 308th Meeting of the Board.		
Moved By:	Sarah Jewell	Seconded By:	Tejaswini Shah
Notes:			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0
Special Instructions/Interpretations:			
<ul style="list-style-type: none"> <li>• Meeting is adjourned by Sarah Jewell at 3:36PM [EST].</li> </ul>			

- Documents referenced:
- 308<sup>th</sup> Board Meeting Agenda
  - 307<sup>th</sup> Board Meeting Minutes
  - Intro to Services presentation
  - Board Training – Budget Overview


Respectfully submitted by,



(Signature of Secretary of the Board)

Adopted by the SSU Board of Directors in the meeting of

August 23, 2021  
 (Date of Meeting)



Sarah Jewell (Aug 28, 2021 10:05 EDT)  
 (Signature of Board Chairperson)