



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

Meeting #:	309
Date:	August 23, 2021
Time:	1:00 PM [EST]
Location:	Teleconference (Zoom)

Director	In Attendance	Calling In	Absent	Late (Time Arrived)
<b>Chairperson:</b> Sarah Jewell	X			
<b>Vice-Chairperson:</b> Kash (Kashyapkumar) Patel				1:50 PM
Rhema Javed	X			
Hasan Iqbal	X			
Riddhi Mihir Shah	X			
Tejaswini Shah	X			
Rashad Haque	X			
Quorum is reached with 6 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, HMC Vice President
	Tristan Pinnock, Davis Vice President
	Julia Bertola, TRC Vice President
	Allisa Lim, Assistant Manager, Events & CRO
	Hanh Ngo, Senior Finance Manager

Agenda Item 01	Call to Order
Notes:	
<ul style="list-style-type: none"> <li>Meeting is called to order by Sarah Jewell at 1:04 PM [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>N/A</li> </ul>	

Agenda Item 04	Approval of Current Meeting Agenda		
Motion:	I move that we approve the Agenda for the 309th SSU Board Meeting.		
Moved By:	Tejaswini Shah	Seconded By:	Sarah Jewell
Notes:			
<ul style="list-style-type: none"> <li>N/A</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	6	0	0

Agenda Item 05	Approval of the Previous Meeting Minutes		
Motion:	I move that we approve the 308th 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:
	6	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	New VPs' Introduction
Notes:	
<ul style="list-style-type: none"> <li>Julia introduces herself as the TRC Vice President.</li> <li>Tristan introduces himself as the Davis Vice President.</li> <li>Everyone introduces themselves to Tristan and Julia.</li> </ul>	

Agenda Item 08	Get Connected
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Allisa shares her screen to show PPT for Board of Directors Summer Engagement</li> <li>• Allisa thanks the Board for their engagement this summer.</li> <li>• Outlines September events.</li> <li>• Reminder that if anyone from the Board wants to attend, to message Allisa so they can introduce you before the event starts.</li> <li>• Communications: <ul style="list-style-type: none"> <li>○ Highlights Tejaswini’s featured blog post, “Why I Decided to Join the Board of Directors”</li> <li>○ Thanks Sarah and Rhema for joining in a few SSU TikTok videos.</li> <li>○ Let Allisa know what you want to do for your blog post, TikTok video, or anything you want to do!</li> </ul> </li> </ul>	

Agenda Item 09	Elections Briefing
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Nominations: August 30<sup>th</sup> to September 16<sup>th</sup>.</li> <li>• Campaign Week: September 27<sup>th</sup> – October 1<sup>st</sup>.</li> <li>• Voting Week: October 4<sup>th</sup> – October 6<sup>th</sup>.</li> <li>• Looking to fill the rest of the seats for HMC and TRC.</li> <li>• This is where you’re going to shine, with all the work for the blog posts, the testimonials, and the videos you’ve been creating.</li> <li>• Shout out to Sarah, Rhema, and Rashad for creating the videos that are going to be live on our website, and they’re going to be interchanging for nominations, campaign and voting week.</li> <li>• Allisa reiterates the goals: <ul style="list-style-type: none"> <li>○ 30+ Nominations, a surplus number of candidates seats, and 7-10% voter turnout.</li> </ul> </li> <li>• There should be weekly emails to keep everyone updated with the number of nominations.</li> <li>• Allisa will be sending the posters shown on screen in a follow up email that can be used for Instagram sharables, in social grounds, or in classrooms.</li> <li>• Looking for Board of Directors from each campus for Elections Application Review Committee. As Tejaswini is the only HMC director, Allisa says she must volunteer her.</li> <li>• In Elections, one goes through nominations, and then they go through this committee. Will be sent an excel sheet of all the nomination packages and will be asked to rank you top 6 - 8 and runner ups. We want many candidates, but this is to ensure we have quality.</li> <li>• The directors’ part of this committee must be available on September 17<sup>th</sup> to discuss and approve candidates.</li> <li>• Tejaswini (HMC), Rashad (TRC), Hasan (Davis), and Rhema (Davis) volunteer in chat.</li> <li>• Reminder to the Board to keep reposting about nominations to make sure we can reach 30 nominations.</li> </ul>	

Agenda Item 10	Bylaw Update 2.0		
Motion:	I move that we accept and adopt the Bylaw amendments as presented to the Board of Directors.		
Moved By:	Rashad Haque	Seconded By:	Tejaswini Shah
<p>Notes:</p> <ul style="list-style-type: none"> <li>• Kyle does periodic updates on the Bylaws, and changing things as needed based off new information on whatever it might be.</li> <li>• Kyle shares his screen to show Bylaw Updates Proposal document, which has been put into SharePoint.</li> <li>• These do not come into effect until the Board moves to approve them, and until they are accepted at the AGM.</li> <li>• Outlines the additions, shift, and changes to: <ul style="list-style-type: none"> <li>○ Bylaw 5.9 – Training and Integration</li> <li>○ Bylaw 7.5 – SSUI Finance Review &amp; Audit Committee</li> <li>○ Bylaw 12.5 – Bylaw &amp; Policy</li> <li>○ Bylaw 12.4 – Policy Amendments</li> </ul> </li> </ul>			

- Kyle explains that the Finance Committee is a lot of reviewing and revising important finance documents. Jamie says that there will be video training and documents provided that will help the committee members understand everything further.
- Hanh says that the committee essentially will not have any work, they just need to attend a meeting and learn for an hour once a month.
- **AFTER MOTION:**
  - Kyle will be putting all of this at the bottom of the Bylaws document, in the amendments section.

**Motion Carries**

Votes:	For:	Against:	Abstain:
	6	0	0

**Agenda Item 11**

**SU 101 Briefing**

**Notes:**

- On Friday 27<sup>th</sup> at 10 AM - 2 PM [EST].
- This usually happens every year in person, but last year it didn't as it was virtual and barely had any employees.
- This gives everyone a chance to meet everyone in the SSU, you'll be able to meet everyone in each department, all the student staff, and find out what it is that they do.
- The purpose of SU 101 is to meet and greet everyone, to discuss how you can collaborate with each department, and to potentially make friends.
- It's going to be a day of just brain storming, being creative, and coming up with ways you can work with everyone.
- 15-20 minutes in breakout rooms with other departments, collaborating and being creative on how you can work on with them.

***NOTE: Kash joins the meeting at 1:50 PM [EST].***

**Agenda Item 12**

**SSU F&B Focus Group Briefing**

**Notes:**

- Food and Beverage Focus Group will be focused on food services, specifically the Den, the Marquee, and the Station.
- A tentative date for September 30<sup>th</sup>, from 11am to 2pm.
- There are no bad ideas, some will work, some won't, but all ideas are valid.
- Not differentiating between campuses for this focus group.
- You don't need to have stepped foot on campus, we want everyone's opinions and ideas.
- Everyone attending will get a \$30 Uber Eats gift card.
- Hoping to finish this process by September 2022.
- Kyle suggests joining the Focus Group to leave your mark in the food services.

**Agenda Item 13**

**AGM Planning Update 01**

**Notes:**

- The AGM has been planned and approved by the Board on October 14<sup>th</sup>, 2021, which is a Thursday at 3:30 PM to 7:30PM [EST]. It should not last for the whole 4 hours, there was just buffer time added and we have planned for only 3 hours.
- The whole event is going to be split into 3 sections:
  - First section being workshops and opening speakers,
  - Second section being business, and
  - Third section being a keynote speaker.
- Note that this year, the business documents that need approval during the meeting will be put in the Marketplace for people to look at beforehand so that the meeting can go more quickly and smoothly.
- Gaby outlines the first half hour:
  - Sarah and Kyle will be opening the event.
  - That will be followed by 2 keynote speakers: Janet Morrison, the President of Sheridan College, and the Board Chairman of the Board of Governors.
- Gaby highlights some of the workshops planned:

- Had a successful creative workshop from last year's AGM by a Professor Kylie from the Faculty of Creativity and are planning to have her again.
- Want to invite athletics to do chair yoga and nutrition facts.
- Possibly having one of our Perk Peep partners from HireUp to give a Career-ready workshop.
- Intending to use the platform Hopin, which has a mainstage and break out rooms, and the Marketplace which is a free-for-all area where you come and go into different booths.
- Workshops will be split into 2 sections: 4-4:30 PM and 4:30-5 PM.
- Saz and Gaby outline what booths will be included in the Marketplace:
  - Board of Directors
  - Clubs, Events, and Services
  - In-House Lawyer – Bill
  - Business documents – Bylaws, Policies, etc. so people can see before the meeting.
  - Sheridan Life Radio
  - Finance
- For the keynote speaker after the business section, Kaleb Dahlgren. He was a survivor of the Bronco crash and does different inspirational speeches.
- If we can keep quorum, we can keep business going.
- We need to submit supporting items in advance, roughly, on October 1st, 2021.
- Hoping to have it as successful as the previous AGM.
- Board of Directors only attend as students. It is not mandatory for directors that are not the Chairperson. If Sarah can't attend, Kash would take her place as Vice Chairperson.
- Only people officially required to attend are Sarah, Kyle, and Saz.

Agenda Item 14		Finance Committee	
Motion:	I move that we establish the SSU Board Finance Committee, which will be active until April 29 <sup>th</sup> , 2022, and will review financial statements and financial reports of the organization. This committee will regularly report their findings back to the Board of Directors. The selected members for this committee are Sarah, Rashad, Hasan, and Kashyapkumar. Other Board members may join at a later date by motion of the Board.		
Moved By:	Rhema Javed	Seconded By:	Tejaswini Shah
Notes:			
<ul style="list-style-type: none"> <li>As discussed earlier, this committee is to review over finances, helping make sure nothing is done incorrectly and everything is running smoothly.</li> <li>Hanh mentions that the auditor will be coming to present to the committee.</li> <li>Hanh says the meetings will be an hour to an hour and a half, once a month.</li> <li>Kyle explains that for the finance committee, it is not necessarily a strict schedule, they can reschedule month-to-month with the committee.</li> <li>Jamie reiterates that there will be a lot of guidance provided.</li> <li>Sarah, Rashad, Kash, and Hasan volunteer in chat.</li> <li>September 13<sup>th</sup>, 2021 is the tentative date for the first meeting.</li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0

Agenda Item 15		SVPT Committee	
Notes:			
<ul style="list-style-type: none"> <li>Kyle explains we are still looking for a better committee name.</li> <li>Kyle met with the college and some partners, gaining positive feedback for taking initiative with this committee.</li> <li>Going to include students, faculty, professors, and SSU staff. Looking at 25-30 members, including the executive team.</li> <li>Aiming for October 1<sup>st</sup> for first action, but only an information package by that point.</li> <li>Looking to continue the work of the past SVPT Committee.</li> <li>Have chosen to limit those that can join the committee, so it is open to those that have more knowledge and those that can get action items done rather than getting everyone up to speed every new member.</li> <li>This amount of people will be good to split into subcommittees that can then focus on more specific items. For example, a subcommittee that focuses on prevention.</li> <li>Hoping to meet this week to finalize what resources we need and who we need to contact.</li> <li>Our tentative plan is to focus mainly on prevention and education. For example, seeing the progress on emergency call boxes and speaking with security about where Safe Walk will be going.</li> <li>Kyle encourages for any discussion from the Board about any initiatives, ideas, feedback, etc. at any time.</li> <li>Julia explains that she has a lot of 2SLGBTQ+ resources.</li> <li>Maria says that when they made this taskforce, they had mandated obligations like awareness communication training, reporting, and more. She says there were a lot of students that were not completely clear of what consent is, and how the large range of students all come from different cultures and backgrounds can differ these views. She reiterates that having information for students about these topics is extremely important.</li> </ul>			

Agenda Item 16		Fall Semester Board Meeting Schedule Planning	
Motion:	I move that we set the SSU Board Meetings for the Fall Semester to be bi-weekly on Fridays at 6:30 PM [EST], starting on September 17, 2021. This schedule will continue until the end of the Fall Semester.		
Moved By:	Tejaswini Shah	Seconded By:	Kashyap Kumar Patel
Notes:			
<ul style="list-style-type: none"> <li>• Everyone says when they are not available and propose times and days to hold the Board Meetings.</li> <li>• Have come to a consensus to have bi-weekly meetings on Fridays at 6:30 PM [EST].</li> <li>• First meeting will be Friday September 17<sup>th</sup>, 2021, at 6:30 PM [EST].</li> <li>• <b>AFTER MOTION:</b> <ul style="list-style-type: none"> <li>○ These meeting will continue to be virtual; Kyle explains there is a very low possibility of being in-person meetings and to assume that the fall semester meetings will be virtual unless told otherwise.</li> </ul> </li> </ul>			
Motion Carries			
Votes:	For:	Against:	Abstain:
	7	0	0
Agenda Item 17		New Business	
Notes:			
<ul style="list-style-type: none"> <li>• N/A</li> </ul>			
Agenda Item 18		Adjournment	
Motion:	I move that we adjourn the 309th 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 2:54 PM [EST].</li> </ul>			

Documents referenced:

- 309<sup>th</sup> Board Meeting Agenda
- 308<sup>th</sup> Board Meeting Minutes
- PPT for Board of Directors Summer Engagement
- Bylaw Updates Proposal (Aug 23rd, 2021)

Respectfully submitted by,



\_\_\_\_\_  
(Signature of Secretary of the Board)

Adopted by the SSU Board of Directors in the  
meeting of

September 17, 2021

\_\_\_\_\_  
(Date of Meeting)



\_\_\_\_\_  
Sarah Jewett (Sep 17, 2021 20:06 EDT)

(Signature of Board Chairperson)