

Mohawk Students' Association

BOARD OF DIRECTORS' MEETING

Saturday, August 26th, 2017

MSA Boardroom, Fennell Campus

M I N U T E S

Present:	Samantha Hoover, President Andrew Pidsadny Trevor Nagy Katie Agnew Ireland Stevens Jonah Schaufler-Biback Shawn Alam Jennifer Huegel Nicholas Collings Zoe Brown	Executive Director:	Alan Griffiths
		Recording Secretary:	Wendy Rolfe
		Speaker:	Alexander Presta
Regrets:	Kyle Datzkiw		

PART I – PRESENTATION

There was no presentation scheduled for this meeting.

PART II – OPEN

The Open portion of the meeting was called to order at 2:22 p.m.

1. Introduction

1.1 Speaker's Remarks

Alexander Presta welcomed everyone to the meeting and stated that he hoped they enjoyed the training days. He reviewed meeting conduct.

1.2 Approval of the Agenda

Moved by Shawn Alam, seconded by Nicholas Collings to approve the agenda.

CARRIED.

1.3 Resignation of V.P. Stoney Creek

Samantha Hoover explained that David Watson has resigned as a member of the MSA Board of Directors. He has returned all his items and forwarded a list of his student reps.

Moved by Samantha Hoover, seconded by Ireland Stevens to accept David Watson's resignation as V.P. Stoney Creek.

CARRIED.

1.4 Ratification of New V.P. Stoney Creek

Samantha Hoover noted that the position of V.P. Stoney Creek was posted, and they received three applications. They interviewed two candidates and selected Jonah Schaufler-Biback as the successful candidate.

Jonah Schaufler-Biback stated that he is enrolled in the third semester of the Electrical Engineering program. He likes to travel, play board games and volunteer. His goal is to have more student reps and get them more involved.

Jennifer Huegel asked him what he'd like to see from the Board. He stated that he would like to see good communication.

Jonah Schaufler-Biback left the meeting while the Board discussed his appointment.

The interview committee stated that he did his research and knew a lot about the MSA. He has expressed interest, in the past, in being a student rep.

Moved by Trevor Nagy, seconded by Samantha Hoover to ratify Jonah Schaufler-Biback as the V.P. Stoney Creek for the remainder of the 2017-2018 term of office.

CARRIED.

Jonah Schaufler-Biback re-joined the meeting and was welcomed to the Board.

2. President's Report

Samantha Hoover's written report was attached to the meeting package.

She thanked those who attended the July 21st Start Smart session.

Tuesday, August 29th is the MSA Town Hall and training for all newly hired staff. This will give all staff a visible presence and provide increased communication. Board members were encouraged to attend.

Wednesday, August 30th is the President's Breakfast.

Thursday, August 31st is a lunch with the team of Deans to get ready for the year and develop the mentorship program between the Board and the Deans.

Residence Move-in is next Saturday, September 2nd.

Samantha Hoover noted that work is going very well on the strategic plan.

She encouraged everyone to support each other during start up.

3. Minutes

3.1 Minutes of the Board Meeting, July 19th, 2017

Moved by Zoe Brown, seconded by Ireland Stevens to approve the minutes of the MSA Board of Directors meeting, dated July 19th, 2017.

CARRIED.

4. College Report

There was no College report at this meeting.

5. MCACES Advisory Council Update

The MCACES Advisory Council report was attached to the meeting package.

6. Old Business

6.1 Financial Update

The financial update was attached to the meeting package.

Andrew Pidsadny announced that the first draft of the audited statements has been completed and is currently being reviewed. In 2016-17 the MSA ended up with a net income of approximately \$300,000.00. Overall the association is in good financial standing. Helping to contribute to this amount was:

- An increase in Student Activity Fee of over \$216,000.00 due to increased enrollment.

- Student Services, Student Government and Marketing all coming in under budget.
- The Beverage division struggled and ended the year over budget.
- Food Services came in under budget.
- Booster Juice exceeded its gross sales.
- External Services had a surplus.
- The Capital Fund came in under budget by \$74,000.00.

The Medical Plan reserve has gone down by approximately \$30,000.00 as we collected less in fees than we paid for the plan. The balance of that fund sits at \$392,042.00.

Nicholas Collings asked for an explanation of why the Beverage area went over budget. Andrew Pidsadny explained that it's a combination of not meeting sales expectations and still having expenses for wages. It was noted that there would still be a full load of staff booked in for nights that ended up not being busy, and that area needs to be looked at.

There was also a question of whether or not the catering department makes money. Alan Griffiths noted that he has heard the Board's message that the revenue and expenses for catering need to be separated from other food service areas in order to paint a realistic picture of whether or not it makes money. He is working with the staff team to monitor, manage and track the financial impact of all the "for-profit" business operations, as it important to find the balance in the revenue stream to offset the Student Activity Fee.

Alan Griffiths spoke to the Board about the possibility of doing an RFP for the audit service. This should be done every few years to determine if we are getting the best service and cost.

Shawn Alam stated that the Marketing team met with Food and Beverage to talk about marketing ideas and discuss how they can do things better on that front. He suggested that the Board be involved in future conversations to add input.

7. New Business

7.1 Student Services Reorganization

Alan Griffiths noted that he believes the departments within the MSA need reorganization. He started with the Operations area and he and Dale Adams came up with some positive changes. In the Student Services area he and Wendy Rolfe have been working on a plan to increase the level of customer service, while providing some rising stars with more opportunity.

Wendy Rolfe reviewed the old structure of the Student Services area as well as the new structure. She noted that Natalie Fisher has been hired to fill the Student

Services Assistant position at the IAHS campus, and Danni Gresko has returned to Stoney Creek.

Amanda Halpin has been promoted to the role of Student Services Coordinator. This will allow her to grow in her position and take one a lot of the day to day work that Wendy Rolfe currently does. Instead of the student Food Bank Coordinator and Evening Supervisor positions, a new position, Student Services Assistant has been created to fill thirty hours per week during the Fall and Winter Semesters. This will provide a higher level of service at the front desk and free up some of Amanda's time to complete new tasks. Steve Craig, formerly from the Operations department, has been hired to fill this role.

Promoting Amanda Halpin will free up some of Wendy Rolfe's time to allow her to take on some new projects. Alan Griffiths stated that more will be discussed during the Closed session.

The changes have allowed us to have a new almost full-time position, for eight-months at a cost of less than \$10,000.00.

7.2 Informal Advocacy Colleges Committee

Samantha Hoover stated that, when she attended Leader's Hall, she spoke with a few other student association presidents, who all agreed that they could join together as a unified front to advocate on common interests. They held their first meeting at Fanshawe College last week where they discussed the importance of coming together on a regular basis to advocate at the local, provincial and federal levels.

Alan Griffiths noted that there has been a gap in knowledge sharing in the College systems, especially as some of the colleges are leaving the College Student Alliance. When he heard Samantha Hoover talk about this group he felt it was a good opportunity to fill that gap.

He added that the MSA can take a leadership role and support this group through its development stage. He felt it was something that could fit within the revised Student Services Manager's role. The MSA is a leader in the industry, in the way that they do business. This will give them a chance to step up and provide the support and leadership needed. At the time being the group is informal, but this could change down the road.

Moved by Jonah Schaufler-Biback, seconded by Andrew Pidsadny that the MSA Board of Directors support, in principle, involvement with the Informal Advocacy Colleges Committee (IACC) and agree to support initiatives are directions that are a result of our participation.

In addition that the MSA Board of Directors support providing staff resources and support from the Manager, Student Services, during its development phase.

The MSA Board of Directors support hosting the next IACC meeting in October 2017.

CARRIED.

7.3 Strategic Plan Update

Alan Griffiths stated that the staff presented their work on the strategic plan at the prior day's training session and, based on discussion, the Board seemed confident in the direction the MSA is moving. The Board continued to work on their piece throughout the day and a final draft will be ready for the September meeting.

He asked the Board to support, in principle, the strategic plan to ensure that they are headed in the right direction prior to a final version being presented.

Moved by Samantha Hoover, seconded by Trevor Nagy to approve the strategic plan framework, as presented, for final approval at the September Board meeting.

CARRIED. (Note: Zoe Brown abstained)

8. Committee Reports

8.1 Executive Committee Meetings

8.1.1 Minutes of the Meeting, July 10th, 2017

Moved by Nicholas Collings, seconded by Jennifer Huegel to approve the minutes of the MSA Executive Committee Meeting, dated July 10th, 2017.

CARRIED.

9. Reports

9.1 Executive Director's Report

Alan Griffith's written report was attached to the meeting package.

He noted that the Management team attended a two-day retreat, where they spent a significant amount of time working on their portion of the strategic plan. They

were very excited to present their work to the Board and have been hungry for direction for some time.

The Operations area has made some team changes. A new Executive Chef has been hired and the new collaborative work space has been finished. The old office will be turned into a break/lunch room for operations staff.

Hiring for the HR position is in full swing. He is confident that they will have an excellent candidate with great leadership skills.

The Management team is excited to start getting out of their departmental silos and begin supporting each other's areas. They will be assisting with some of the Frosh events. There will be an opportunity to Board members to help.

Alan Griffiths reminded the board members to enjoy the next few weeks, connect with friends, and make memories that last a lifetime.

- 9.2 V.P. Finance Report – as attached to the meeting package.
- 9.3 V.P. Fennell Report – as attached to the meeting package.
- 9.4 V.P. Marketing & Communications Report – as attached to the meeting package.
- 9.5 V.P. Health Sciences Report – as attached to the meeting package.
- 9.6 V.P. Stoney Creek Report – no report.
- 9.7 Business Director Report – as attached to the meeting package.
- 9.8 Technology Director Report – as attached to the meeting package.
- 9.9 Media & Interdisciplinary Studies Director Report – as attached to the meeting package.
- 9.10 Community & Urban Studies Director Report – as attached to the meeting package.

Moved by Jonah Schaufler-Biback, seconded by Zoe Brown to collectively approve the area reports as presented.

CARRIED.

- 10. Questions and Announcements - none

11. Next Meeting Date

Wednesday, September 20th, 2017, 5:30 pm dinner, 6:00 pm presentation, 6:30 pm call to order. All Board reports and agenda items are due Monday, September 11th, 2017.

12. Adjournment

Moved by Nicholas Collings, seconded by Ireland Stevens to adjourn the Open portion of the meeting and move into the Closed portion.

CARRIED.

The Open portion of the meeting adjourned at 3:23 p.m.

PART III – CLOSED

Samantha Hoover, President

Alan Griffiths, Executive Director

Date