

Mohawk Students' Association
BOARD OF DIRECTORS' MEETING
Wednesday, September 19th, 2018
5:30 p.m. – MSA Boardroom, Fennell Campus

MINUTES

Present:	Andrew Pidsadny, President	Recording	
	Tommy Williams	Secretary:	Wendy Rolfe
	Brayden Spjuth		
	Ricky Ferreira	Speaker:	Jonah Schaufler-Biback
	Anthony Chidley		
	Katrina D'Alesio	Guests:	Jim Horn
	Jessica Korchowiec		Emily Baynes
	Spencer Stewart		Jeff Collins
	Samira Malik		Sandy Tepsic
	Samantha Hoover		Maria Faraldo
	Tien Nguyen		Pearl Mendonca
			Tim Fricker

PART I – PRESENTATION

1. **Student Services Presentation**

Wendy Rolfe, Senior Manager Student Services and Special Projects, provided an update on the student services division of the MSA.

She outlined the members of the Student Services team and the new reporting structure which has been put in place to free up some of her time to work on bigger, more corporate-wide projects.

The new Campus Services and Activities Coordinator is going well. Natalie Fisher has been spending time at all campuses and partner locations and has identified the make-up of the student population, needs specific to each location and the challenges in delivering services and activities to those students. She is working on a plan to ensure that all students are aware of the MSA and have access to its services.

Wendy Rolfe reviewed the list of services provided by the MSA and noted that changes have been made to the Emergency Loan service to work more collaboratively with the Mo Money Resource Centre, which will benefit both students and the MSA.

She spoke about her strategic priorities for 2018-19, where were identified by the Board. They are:

- Undertake an analysis to understand and respond to gaps in service provision for students.
- Increase the awareness among students of available services.
- Increase services and student engagement at all campuses and partner locations.

Wendy Rolfe noted that she is working on the terms of reference for the creation of a student services committee, which will engage both Board members and other students in evaluating each of the MSA services on a three-year rotating basis. The terms of reference will be presented at the October Board meeting.

The Speaker thanked Wendy Rolfe for her presentation.

2. Clubs

Jeff Collins introduced Maria Faraldo as the new Clubs Assistant. Maria is a new student in the Concurrent Disorders program.

She noted that their two objectives for the club's system are to remove barriers to student engagement and redefine the processes surrounding clubs.

Last year clubs were managed through The Hub. Since the Board made the decision, at the last meeting, to discontinue their relationship with The Hub, they have come up with an interim solution until the new club's webpage can be created.

They will establish the MSA website as the home base for starting or joining a club. They are also integrating Facebook groups for each club as the space for collaboration and information sharing. The Clubs Assistant will have administrative access to all club groups.

They are also working on updating and finalizing the clubs package in order to make things easier for students interested in starting clubs. Some of the updates they are looking at include: evaluating the role of the faculty advisor and executive members, meeting requirements, etc.

The transition process will include:

- Reviewing and updating all form and documents in the club's manual
- Contacting leaders of existing clubs to confirm continuation and update them on new processes
- Creating a Facebook profile for the Clubs Assistant (to be used year over year)
- Establishing a template for clubs Facebook pages; all to be created by the Clubs Assistant

Long-term plans include:

- Ongoing research and evaluation of potential tools to support program facilitation
- Exploring opportunities for new physical spaces that enhance the clubs experience
- Collecting feedback from club leaders for ongoing program improvement

Samira Malik asked if they have any plans for clubs at the satellite campuses. Emily Baynes explained that all clubs are student-driven, and the Clubs Assistant will work with them to book space. Anthony Chidley asked if there are plans to create spaces for clubs at the satellite campuses. Jeff Collins explained that the spaces at the other campuses belong to the College. Right now they are focusing on onboarding returning clubs and processing any new clubs. Martina Maric will assist in planning club activities. Once clubs become a bigger part of the campuses, it is much easier to ask for dedicated space.

Tien Nguyen asked about the plans to promote the club system. Emily Baynes stated that they will be doing a full communications plan but want to ensure everything is in order first.

The Communications and Events team will be back with policy approval pieces, for Board consideration, at a future meeting.

The Speaker thanked them for their presentation. Jeff Collins, Maria Faraldo and Emily Baynes left the meeting at this time.

PART II – OPEN

The Open portion of the meeting was called to order at 7:14 p.m.

1. Introduction

1.1 Speaker's Remarks

Jonah Schaufler-Biback welcomed everyone to the meeting and the start of the school year. He stated that he hoped everyone does well in their programs, and hopes that the Student Rep program goes well.

1.2 Approval of the Agenda

Moved by Andrew Pidsadny, seconded by Samantha Hoover to approve the agenda as amended.

Changes:

Campus Master Plan presented was removed from the agenda.

Item 8.1 – 2017/18 Audited Statements was moved to after item 3.1

Item 8.2 – Annual General Meeting – was changed to “approval”

Item 8.3 – Club Update – was moved to a presentation.

CARRIED.

2. President's Report

Andrew Pidsadny's written report was attached to the meeting package. He acknowledged the amazing work of the management staff and Board members throughout orientation. Everyone worked hard and it was a great success.

He and Alan Griffiths have been working on creating a faculty advisor committee in order to improve the relationship between the MSA and the faculty members.

He has met with Tim Fricker and Alan Griffiths to further discuss the Mohawk Gives Back fund. The Board decided to use student feedback from the survey to execute the initiative.

Andrew Pidsadny shared a note from Alan Griffiths who wanted to pass along his excitement about how well the year started, with all hands on deck. He noted that he is very proud of all the managers and the Board members and is proud to work for this organization.

3. Minutes

3.1 Minutes of the Board Meeting, August 22nd, 2018

Moved by Ricky Ferreira, seconded by Samira Malik to approve the minutes of the MSA Board of Directors' meeting, dated August 22nd, 2018.

CARRIED.

Item 8.1 was moved until right after item 3.1

8. New Business

8.1 2017/18 Audited Financial Statements

Tommy Williams stated that Wendy Rolfe would present a summary of the audit prior to turning the floor over to the auditor.

Wendy Rolfe explained that Alan Griffiths asked her, in his absence, to provide comments of the financial statements that are before the Board.

She noted that the MSA has \$2.1 million in cash flow and \$1.8 million in short-term investments.

We budgeted for a net income of \$70,880 and ended up with a net income of \$302,446. This is the result of the organization finding efficiencies and reducing expenditures.

There was a \$102,620 reduction in the capital fund, which can be attributed to non-cash items such as the amortization of capital projects from the previous year. In addition, there were capital purchases amounting to almost \$88,000.

Revenue from the Student Activity Fee exceeded budget by \$193,000, ending the year at \$3.2 million dollars. Because there was no increase in the fee this was due to an increase in enrollment. SAF revenue also includes funds from MCACES at \$108,000 and the Apprenticeship Fee at \$26,600.

Spending in the health care plan exceeded revenue received by \$37,652.00 This was by design, as the Board agreed to keep the fee at \$180.00 and offset the cost from the health plan restricted fund. This fund sits at \$354,390.

Wendy Rolfe thanked the staff and Board members for managing their budgets so well. Management is confident that we are having great success in terms of fiscal management. She also thanked Sandy Tepsic and the Finance team for all their hard work ensuring the audit process went smoothly.

Wendy Rolfe introduced Jim Horn from McGillivray Chartered Accountants and Business Advisors.

Jim Horn thanked the Board for the opportunity to be the auditors for the association and stated that the audit process for 2017-18 went very well.

He stated that the association received an unqualified report. That means that, in their opinion, the financial statements present fairly, the financial position of the MSA as of April 30, 2018, and the results of its operations and its cash flows for the year are in accordance with Canadian accounting standards for not-for-profit organization. He thanked the MSA management team, especially the finance department, as they always receive excellent cooperation in completing the audit.

Moved by Tommy Williams, seconded by Katrina D'Alesio to approve the 2017/18 audited financial statements as presented.

Discussion:

Brayden Spjuth asked if the MSA refunded the Student Activity Fee to students who withdrew because of the strike. Wendy Rolfe stated that there was a percentage of the fee, as well as several other ancillary fees, refunded to those students. She added that she would look into the percentage and provide that information back to the Board. Tim Fricker added that, typically, when a student withdraws that late in the semester there is no fee refund, but the strike was an exception.

CARRIED.

Jim Horn left the meeting at this time.

4. College Update

Tim Fricker stated that September started off strongly. Yesterday ended the add/drop period for students and registration has closed. The College has hit their enrollment targets, with domestic enrollment being slightly down and international enrollment up.

Start-up at all campuses had really good attendance and they put effort into raising the quality of Day One at the satellite campuses. The College has also made an additional investment in new people at those campuses.

Andrew Pidsadny spoke to the new students at the Fennell campus. The College took that time to introduce the topic of sexual violence and showed the consent campaign video. An employee video and training module has also been created, which was shared with the Board of Governors last week.

The College has started to consider their contract with Desire to Learn, which is the E-learn platform. They have started a consultation project and are looking at what requirements should be included in a new system, or added to E-learn should they decide to remain with them. The MSA has been engaged in helping to provide the requirements and they will be talking to the MSA about designing a process to ensure strong student consultation.

Anthony Chidley asked about the furniture delivery in the Joyce Centre and whether it is still on back-order. Tim Fricker stated that he will check on the progress and report back to Andrew Pidsadny to share with the Board.

Anthony Chidley stated that he has two courses that are not on E-learn as of yet. Other Board members stated that they were experiencing the same issue. The Program Coordinators have no answer. Tim Fricker stated that he would like to have an off-line

conversation with the Board members and will follow up on the situation. Andrew Pidsadny suggested that he collect a list of the issues and provide them to Tim.

5. MCACES Advisory Council Update

Pearl Mendonca's written report was attached to the meeting package.

She noted that they are looking at reviewing the MCACES council as it currently stands. Their challenges include recruiting members and ensuring that they have a good number of students participating in discussion.

They used to have a MCACES Board, but when the MSA took over responsibility for continuing education students, they switched to a council, which is still fairly formal, as it was a significant change and they wanted to ensure a voice. Now 50% of the learners are on-line which makes it difficult to interact. They are looking at a more open format to remove some of the barriers to participation. She will be meeting with Wendy Rolfe and Andrew Pidsadny next week to discuss further with a plan to launch something new this semester.

6. Financial Update

The financial update was attached to the meeting package.

Tommy Williams noted that the MSA continues to maintain a health financial position. Thanks to the leadership of the Food, Beverage, and Catering management team, they are seeing rapid progress in that department. Beverage is closing the gap on their projected subsidy while Food and Catering have surpassed their targets. Student Government has come in under budget in several areas as they had fewer expenses than anticipated in August. Additional services from Lura Consulting pushed them over budget in one area.

Thanks to the new reporting structure developed by the Finance Manager, they are able to highlight any areas of interest in the monthly financials. This allows the given department manager to provide context and solutions. For further information, please review the manager's notes.

7. Old Business - none

8. New Business (continued)

8.2 Annual General Meeting

Wendy Rolfe explained that each year the MSA holds an Annual General Meeting of their membership. At this meeting, which is a requirement of our incorporation, members hear reports on the activities of the MSA over the past year and vote on the audited financial statements and any bylaw changes.

This year they would like to take a different approach. The plan is to hold it on Wednesday, November 7th, in the early evening. A light dinner would be followed by the items of the AGM. Staff would like to use this time as an opportunity to launch the results of the engagement survey and share with students how the MSA listened and how they will be addressing what they heard. The event will be live-streamed on Facebook.

Brayden Spjuth noted that Student Reps are now required to attend the Annual General Meeting. Andrew Pidsadny asked if they could view the livestream. Brayden Spjuth stated that they would be open to allowing those who cannot attend in person, watch it online.

Moved by Katrina D'Alesio, seconded by Tien Nguyen to hold the MSA Annual General Meeting on Wednesday, November 7th, 2018.

CARRIED.

9. Committee Reports

9.1 Executive Committee

9.1.1 Minutes of the Meeting, August 9th, 2018

9.1.2 Minutes of the Meeting, August 21st, 2018

9.1.3 Minutes of the Meeting, September 6th, 2018

Moved by Samantha Hoover, seconded by Tommy Williams to collectively approve the minutes of the MSA Executive Committee meetings, dated August 9th, 2018, August 21st, 2018 and September 6th, 2018.

10. Area Reports

10.1 Executive Director's Report – as printed in the meeting package.

10.2 V.P. Finance Report – as printed in the meeting package.

- 10.3 V.P. Internal Report – as printed in the meeting package.
- 10.4 V.P. External Report – as printed in the meeting package.
- 10.5 V.P. Health Sciences Report – as printed in the meeting package.
- 10.6 V.P. Stoney Creek Report – as printed in the meeting package.
- 10.7 Business Director Report – as printed in the meeting package.
- 10.8 Technology Director Report – as printed in the meeting package.
- 10.9 Media & Liberal Studies Director Report – as printed in the meeting package.
- 10.10 Community & Urban Studies Director Report – as printed in the meeting package.

Moved by Brayden Spjuth, seconded by Spencer Stewart to collectively approve the area reports.

Discussion:

Brayden Spjuth noted that her full-time role ended at the start of September. The Board will need to evaluate that roll to determine if it is something that should be continued. Samantha Hoover asked how it went and both Brayden Spjuth and Andrew Pidsadny felt that it was benefit as she was able to organize a lot of the Student Rep program and assist the President with the multitude of tasks and meetings he had over the summer.

CARRIED.

- 11. Questions and Announcements – none
- 12. Next Meeting Date

Wednesday, October 17th, 2018, 5:30 p.m. dinner, 6:00 p.m. presentations, 6:30 p.m. call to order. This meeting will take place at the IAHS in room 201. All agenda items are due Tuesday, October 9th, 2018.

13. Adjournment

Moved by Andrew Pidsadny, seconded by Anthony Chidley to adjourn the Open portion of the meeting and move into the Closed portion.

CARRIED.

The Open portion of the meeting adjourned at 7:50 p.m.

PART III – CLOSED

Andrew Pidsadny, President

Alan Griffiths, Executive Director

Date