The Board of Directors of the Carleton University Students' Association both acknowledges and is reconciling with its location on the unceded and never surrendered territory of the Algonquin First Nation.

MINUTES for the 13th Meeting of the CUSA Board of Directors

June 11th 2023, at 4:30 pm EDT Hybrid (Haven - 43 Seneca/Online)

IN ATTENDANCE (bolded): Chair Harris, Vice-Chair Alary, Director Buri, Director Davis, Director Jajo-Yacoub, Director Johnson, Director Pilatwe, President Riazudden, VP Joe-Ezigbo

STAFF IN ATTENDANCE:

Dustin Rivers (Executive Director), Sam Kilgour (Director of Student Development), Logan Breen (Vice President Internal)

- 1. Call to Order
- 2. Disclosure of Interest
- 3. Approval of the Agenda
 - 1. Motion to Approve the Agenda as Presented (B-141)
- 4. Approval of Past Minutes
 - Motion to Approve the Regular Board Meeting Minutes from May 6, 2023 (B-142)
- 5. Presentations/Delegations
- 6. Directors Reports
- 7. Staff Reports
 - 1. Report from All Staff
 - 2. Report from the President
- 8. Committee Reports
 - 1. Report from the Agenda Subcommittee
 - 2. Report from the Human Resources Subcommittee
 - 3. Motion to Constitute the Long-Term Strategic Planning Committee (B-143)
 - 4. Motion to Fill the Long-Term Strategic Planning Committee (B-144)
 - 5. Motion to Request CUSA Council to Fill Councillor Vacancies on the Long-Term Strategic Planning Committee (B-145)
- 9. Introduction of Bylaws/Policy
- 10. Reconsideration of ByLaws/Policy
 - 1. Motion to Repeal the Bicameral Committees Policy (G-04) (B-146)
- 11. Announcements and Correspondence
 - 1. E-Vote for Record: Motion for CUSA to Sponsor Carleton Student Engineering Society Annual Engineering Fall Orientation Program (B-140)
 - 2. Resignation of Director Syoufi

12. New Business

- 1. Motion to Approve the Safety Policy Statement (H-46) (B-147)
- 2. Motion to Repeal the Cashout Policy (B-148)
- 3. Motion to Approve the Procurement of Note-Taking Devices (B-149)
- 4. Motion to Approve CUSA Website Development Costs (B-150)
- 5. Motion to Refer the Appointment of Two CUSA Seats on the CKCU Board of Directors to the Finance & Governance Subcommittee (B-151)
- 6. Motion to Provide Recommendations to Council Regarding the Board Nominations Mandate Letter (G-04-VI) (B-152)

14. In-Camera Session

- 1. Motion to Move to In-Camera Session (B-153)
- 15. Notice of Motion
 - 1. Motion to Create a Content Creator Lead Position
- 16. Unfinished Business and Deferred/Tabled Items
- 17. Other Business
 - 1. Motion to Fill a Vacancy on the Finance and Governance Subcommittee (B-154)
 - 2. Motion to Appoint a Chair to the Finance and Governance Subcommittee (B-155)
 - 3. Motion to Fill a Vacancy on the Agenda Subcommittee (B-156)
- 18. Question and Answer Period
- 19. Adjournment
 - 1. Adjournment (B-157)

Appendices:

Appendix A: Report from All Staff and the President

Appendix B: E-Vote for Record: EngFrosh Sponsorship 2023

Appendix C: Resignation of Director Syoufi

Appendix D: Proposed Safety Policy Statement (H-46)

Appendix E: Proposed Cashout Policy

Appendix F: Comparative Analysis Table: Procurement of Note-Taking Devices

Appendix G: Website Redesign Project Proposal

Appendix H: Proposed Board Nominations Mandate Letter (G-04-IV)

Item 3.1

Motion to Approve the Agenda as Presented (B-140)

BE IT RESOLVED that the Agenda for the 11 June, 2023 Regular Board Meeting be approved as written.

Moved: Director Johnson

Seconded: Vice Chair Alary

Item 4.1

Motion to Approve the Regular Board Meeting Minutes from 6 May, 2023 (B-141)

BE IT RESOLVED that the past minutes for the 6 May, 2023 Regular Board Meeting be approved as written.

Moved: Vice Chair Alary

Seconded: Director Johnson

Director Pilatwe abstained from the reason stating not being present in the May 6th meeting.

Item 7.1

Report from All Staff

Presentation to be given at Board.

[see Appendix A]

Executive Director gave a quick update on the report

Item 7.2

Report from the President

Presentation to be given at Board.

[see Appendix A]

President Faris presented the work of the executive in the past month.

Director Buri asked for the full list of the new board and council committees

Report from the Agenda Subcommittee

Oral presentation to be given at Board.

Vice Chair Alary presented an update from the Agenda Subcommittee and their work and asked Directors to send any material in an editable format/document for accessibility in the future to be added to the agenda.

Report from the Human Resources Subcommittee

Oral presentation to be given at Board.

Chair Harris presented their report from the subcommittee to the Board. Safety policy was up for review, and is recommended to be approved by the board.

Motion to Constitute the Long-Term Strategic Planning Committee (B-143)

BE IT RESOLVED that the CUSA Board of Directors constitutes the Long-Term Strategic Planning Committee

Moved: President Faris

Second: Director Pilatwe

Motion to Fill the Long-Term Strategic Planning Committee (B-144)

BE IT RESOLVED that the CUSA Board of Directors fills the Long-Term Strategic Planning Committee

BE IT FURTHER RESOLVED that the following individuals fill the Long-Term Strategic Planning Committee:

- Mohamed Faris Riazudden, President & CEO (Chair, voting);
- Simon Harris, Chair of the Board (voting);
- Karl Alary, Vice Chair of the Board (voting);
- Two Directors, elected by the Board (voting);
- Two Councillors, elected by Council (voting);
- Sean Joe-Ezigbo, Vice President Finance (voting);
- Logan Breen, Vice President Internal (voting);
- Emilia De Jesus Peixoto, Vice President Student Issues (non-voting);
- Eman Elnaidany, Vice President Student Life, (non-voting);
- Patrick Ene, Vice President Community Engagement, (non-voting);
- Dustin Rivers, Executive Director, (non-voting);
- Doug Steringa, Director of Finance and Administration, (non-voting);
- Samuel Kilgour, Director of Student Development, (non-voting)
- Christine Falardeau, Director of Communications and Strategy, (non-voting); and
- Director of Student Services, (non-voting).

BE IT FURTHER RESOLVED that the following Directors fill the 2 Directors vacancy on the Long-Term Strategic Planning Committee:

- Director Pilatwe
- Director Johnson

Moved: Director Jajo-Yacoub

Second: Chair Harris

Motion to Request CUSA Council to Fill Councillor Vacancies on the Long-Term Strategic Planning Committee (B-145)

WHEREAS the CUSA Board of Directors has constituted and filled all vacancies on the Long-Term Strategic Planning Committee, notwithstanding Councillor positions

BE IT RESOLVED that the CUSA Board of Directors send a request to the Vice President Internal and the Speaker of Council that CUSA Council to fill the two vacant positions on the Long-Term Strategic Planning Committee

Moved: Chair Harris

Second: Director Jajo-Yacoub

Item 10.1

Motion to Repeal the Bicameral Committees Policy (G-04) (B-146)

WHEREAS the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

AND WHEREAS CUSA Council proposed and passed a series of changes to the committees structure necessary for Council operations on 29 May, including making the Committees Policy (G-04) fall solely under Council jurisdiction

AND WHEREAS such changes have significantly reduced the number of operating committees and joint committees for efficiency purposes

AND WHEREAS committees lacked in membership both from councillors and students-at-large

AND WHEREAS the existing policy in force is bicameral, meaning the Board must endorse the repeal and replacement of the previous policy in order for the new policy to take effect

BE IT RESOLVED that the Board of Directors repeal and replace the new Committees Policy

Moved: Vice Chair Alary

Second: President Faris

Director Buri asked the number of councillor's in the new structure compared to the old system. Director Pilatwe asked why the council will take full responsibility of the Committees Policy.

VP Breen answered the questions to both Directors.

President Faris added in affirmation to the motion.

Chair Harris added that the Board should not have the responsibility over council operations and its policies.

Item 11.1

E-Vote for Record: Motion for CUSA to Sponsor Carleton Student Engineering Society Annual Engineering Fall Orientation Program (B-140)

[see Appendix B]

Item 11.2

Resignation of Director Syoufi

Report to be given at Board.

[see Appendix C]

The Board acknowledges the resignation from Director Syoufi.

Motion to Approve the Safety Policy Statement (H-46) (B-147)

WHEREAS the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

AND WHEREAS the Safety Policy Statement (H-46) was last reviewed by CUSA Council on 29 March, 2022 and is to be reviewed no later than 1 May, 2023

BE IT RESOLVED that the CUSA Board of Directors approves the Safety Policy Statement (H-46), attached as Appendix D, as written.

Moved: Director Jajo-Yacoub

Second: President Faris

[see Appendix D]

Director Jajo-Yacoub added that the process was part of the annual review of the aforementioned policy.

Motion to Repeal the Cashout Policy (B-148)

WHEREAS the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

AND WHEREAS the Cashout Policy was last reviewed in 2019 and has not been designated a date for review

AND WHEREAS the Cashout Policy was created in response to the Student Choice Initiative, which was ruled unconstitutional by the Court of Appeal for Ontario on 4 August, 2021

BE IT RESOLVED that the CUSA Board of Directors repeals the Cashout Policy, attached as Appendix E, as written.

Moved: Chair Harris

Second: Director Pilatwe

[see Appendix E]

Chair Harris affirmed this policy is redundant as the legislation does not exist.

The Executive Director added this policy is also added to the 3011 agreement as well.

Motion to Approve the Procurement of Note-Taking Devices (B-149)

WHEREAS the Executive Council/members have lost information through year about meetings, thought, ideas and strategy in their work

AND WHEREAS the work laptops are not sufficient and are not working efficiently for the purpose of note-taking, information retention, and collection

BE IT RESOLVED the Executive Director, Director of Communications and the President will conduct a trial test with one or two executive and senior staff on procuring the most efficient, effective, and accessible devices for note-taking

BE IT FURTHER RESOLVED the Executive Director, Director of Communications and the President submit a report no later than 4 months after the trial test begins to the Board for purchase for other executives and staff

Moved: President Faris

Second: Vice Chair Alary

[see Appendix F]

President Faris presented the reasoning behind the motion.

Vice Chair Alary asked if this may be a case of luxury.

Director Buri asked if there was a link between the data loss and the usage of the laptops. Director Buri asked if the report would be brought back to the board for final approval for further purchase of devices

Vice Chair Alary asked what budget line would this cost be added to

President Faris responded to all the questions Executive Director added that we must layout what items we send to AFCOM and how we differentiate between accessibility for different people and these devices will enhance productivity

Motion passed

5 - 2

Motion to Approve CUSA Website Development Costs (B-150)

WHEREAS the Communications team has previously contracted FullView Design to redevelop the CUSA Clubs website

AND WHEREAS FullView Design has the ability to build a multi-site solution which would allow the Association to save time and money through shared themes, plugins, files, and contact databases

AND WHEREAS CUSA intends to re-develop and revamp the Association's main website upon the completion and launch of the CUSA Clubs website

FURTHERMORE the Communications team has expressed interest in maintaining a long-term plan of having the CUSA main website, Clubs website, Elections website, and Unified Support Centre (USC) website under a single multi-site

AND WHEREAS the Communications team has expressed concern that switching developers may compromise the long-term plan of building a single multi-site

BE IT RESOLVED that the CUSA Board of Directors approve the proposal provided by FullView Design, attached to this agenda as Appendix G

Moved: Chair Harris

Second: President Faris

[see Appendix G]

Vice Chair Alary and Director Jajo-Yacoub showed their support for the motion and acknowledged the higher cost associated with the development of the Website. Director Jajo-Yacoub mentioned that this is a need and shared her previously poor experience navigating through the website and acknowledges the need for it.

President Faris spoke in favour of the motion and added the importance of the Website development.

Motion to Refer the Appointment of Two CUSA Seats on the CKCU Board of Directors to the Finance & Governance Subcommittee (B-151)

WHEREAS CKCU designates seats on their Board of Directors to CUSA appointees

BE IT RESOLVED that the CUSA Board of Directors delegate the responsibility of filling these seats to the Finance & Governance Subcommittee for as long as CKCU maintains CUSA appointed seats or until the CUSA Board of Directors notifies the Finance & Governance Subcommittee that the responsibility is returning to the CUSA Board of Directors.

Moved: Vice Chair Alary

Seconded: Chair Harris

Chair Harris recommends that this motion be carried forward to effectively and responsibly appoint CUSA seats on the CKCU Board of Directors

Motion to Provide Recommendations to Council Regarding the Board Nominations Mandate Letter (G-04-VI) (B-152)

WHEREAS the CUSA Board of Directors is required, from time to time, to review and/or modify policies over which it has been given authority

AND WHEREAS CUSA Council proposed and passed a series of changes to the committees structure necessary for Council operations on 29 May, including making the Committees Policy (G-04) fall solely under Council jurisdiction

AND WHEREAS the Vice President Internal has expressed interest in receiving the Board's comments and recommendations on the wording of the Board Nominations Mandate Letter (G-04-VI)

BE IT RESOLVED that the CUSA Board of Directors provide proposed changes to the Board Nominations Mandate Letter (G-04-VI), listed under Appendix H of this agenda, to CUSA Council at the earliest convenience

Moved: Vice Chair Alary

Second: Director Pilatwe

[see Appendix H]

The Board collectively amended the mandate letter to be sent to CUSA Council

Item 14.1

Motion to Move to In-Camera Session (B-153)

BE IT RESOLVED that pursuant to Section 6 of the CUSA Board Rules of Procedure, the Board moves in-camera.

Moved: Chair Harris

Seconded: Director Jajo-Yacoub

Item 15.1

Motion to Create a Content Lead Position

Presentation to be given at Board.

Item 17.1

Motion to Fill a Vacancy on the Finance and Governance Subcommittee (B-154)

WHEREAS the CUSA Board of Directors received a letter of resignation from former Director Syoufi, effective 11 June, 2023

AND WHEREAS former Director Syoufi was appointed to the Finance and Governance Subcommittee at the 6 May, 2023 meeting via Motion B-126

BE IT RESOLVED that the CUSA Board of Directors fill the vacancy on the Finance and Governance Subcommittee

BE IT FURTHER RESOLVED that the following Director fill the 1 vacancies on the Finance and Governance Subcommittee:

• Director Pilatwe

Moved: Director Jajo-Yacoub

Seconded: Vice Chair Alary

2/3rd Majority was established for tabling this motion.

Item 17.2

Motion to Appoint a Chair to the Finance and Governance Subcommittee (B-155)

WHEREAS the CUSA Board of Directors filled the Finance and Governance Subcommittee

AND WHEREAS the CUSA Board of Directors received a letter of resignation from former Director Syoufi, effective 11 June, 2023

AND WHEREAS former Director Syoufi was appointed Chair of the Finance and Governance Subcommittee at the 6 May, 2023 meeting via Motion B-127

BE IT FURTHER RESOLVED that the following Director be appointed as Chair of the Finance and Governance Subcommittee:

• Director Pilatwe

Moved: President Faris

Second: Director Jajo-Yacoub

2/3rd Majority was established for tabling this motion.

Item 17.3

Motion to Fill a Vacancy on the Agenda Subcommittee (B-156)

WHEREAS the CUSA Board of Directors received a letter of resignation from former Director Syoufi, effective 11 June, 2023

AND WHEREAS former Director Syoufi was appointed to the Agenda Subcommittee at the 6 May, 2023 meeting via Motion B-124

BE IT RESOLVED that the CUSA Board of Directors fill the vacancy on the Agenda Subcommittee

BE IT FURTHER RESOLVED that the following Director fill the 1 vacancies on the Agenda Subcommittee:

• Director Buri

Moved: Chair Harris

Seconded: Vice Chair Alary

President Faris nominated Director Buri.

Director Buri accepted the nomination.

Item 20.1

Adjournment (B-157)

BE IT RESOLVED that the CUSA Board of Directors adjourns until the next regular board meeting at Haven (43 Seneca) or virtually.

Moved: Director Jajo-Yacoub

Seconded: Director Johnson

APPENDIX A:

Report from All Staff



401 University Centre, 1125 Colonel By Drive, Ottawa, ON K1S 5B6

Joint CUSA Senior Staff Board/Council Report

Date: Jun 6, 2023

Name of Department: Executive Director

Summary of main tasks:

- 1. Continued to perform Director of Student Services main tasks
- 2. Instigated quote for internal Audit of Health and Dental PLan
- 3. Conducted interviews for new Service Centre Coordinators
- 4. Continued to work with Director of Student Development on new Exec/Board onboarding plans
- 5. Participated in Annual Retreat
- Continued to increase involvement of VPs in portfolio specific situations (eg: VPF Budget, VPI
 - Clubs Elections)
- 7. Continued onboarding and coaching for New Director of Finance
- 8. Continued to lead 1281 Collective Bargaining with team
- Continue to develop new Budget Structure for 2023/24 and update and involve new VPF to the process and progress
- 10. Administered and initiated recruitment for Summer Jobs Grant positions
- 11. In partnership with Director of HR, participated and advised on AVP hiring
- 12. Met with Athletics to have initial discussions on long-term relationship
- 13. Advocated with University on Simply voting integration (unsuccessful so far)
- 14. Updated printing capacity while reducing associated monthly fees
- 15. Instigated Security Posture Review through Konica Minolta
- 16. Continued to build relationships with various Campus Stakeholders
- 17. Holidays May 17, 2023 May 26, 2023
- 18.

Financial impact (if any):

TBD

Recommendations to the Board of Directors or Council:

•

Date: Jun 6, 2023 Name of Department: Development & Governance

Summary of recent activities:

- Department supported Executive Onboarding & Training. Specifically, workshops, focus on team development.
- Director of Student Development supported Executive Retreat
- Director of Student Development attended the <u>AMICCUS-C Conference</u> & will work with the Director of Communications, who also attended to craft a report
- CUSA Gift Registry now accepting submissions. Will be live on website shortly.

List of activities in progress and upcoming events:

- Student Groups Administrator & Events and Programming Coordinator are both building and testing tools to support the work of their functions in conjunction with the relevant commissions and executives
- Student Groups Administrator is focused on setting up Clubs Training & Clubs Recertification, with a renewed focus on membership lists and data
- Events & Programming Coordinator is working with executives and the University to plan for Fall O and remainder of fall semester
- Director of Student Development is setting up remainder of Board Training for June 11th as well as a Brightspace course.
- Director of Student Development will work with the Vice President Internal to facilitate Council onboarding/training weekend in late July

Financial impact (if any):

 The Onboarding/Training expenses are tracking slightly over budget as things stand due to some last-minute changes to the executive retreat (last minute need of rental car and day-long venue rental for executive and senior staff session). Budget has not yet been eclipsed, but is likely to be eclipsed by food reimbursements for 9 staff/executives from the Canadian Organization of Campus Activities conference.

Recommendations to the Board of Directors:

Date: Jun 6, 2023 Name of Department: Finance

Summary of recent accomplishments and current activities:

- Participated in the onboarding process for new student executive VPs. Presented Finance slide show as part of orientation to the Finance Dept.
- Met with Sean, VP Finance to review Investment Accounts, explain restricted/unrestricted status and discuss potential for investing in ecological and politically responsible portfolios.
- Executive Retreat Met with new student executive team to review strategy and direction for the next year.
- 4. Interviewed two potential candidates for A/R Clerk to replace Jean Cheng .
- 5. Interviewed two potential candidates for AVP Student Funds position.
- Audit preparation Providing external auditor with preliminary trial balance valuations and inventory balances. Working towards finalizing fiscal year balances and ensuring all expenses and revenues are captured and balance sheet accounts have been reconciled adequately.
- 7. Posted final Student Levy transfer from CU to G/L.
- 8. Reviewed YTD Investment accounts, updated values, posted to G/L
- 9. Reviewed end of month inventory values for Businesses posted to G/L.
- 10. Initial meeting to discuss potential of re-utilizing the Wing space in the University Centre.
- Preliminary discussion with auditor to review steps leading up to Student Care overfunding of Health and Dental Benefit plan.
- Attended CU Student Services onboarding session held for the new student executive team. Opportunity to become familiar with the programs, staff and common issues we share with the university.

List of activities in progress and upcoming events:

- 1) Budget for FY2023/24 preliminary and final submissions to Board for approval
- 2) July audit of final CUSA financial statements

Recommendations to the Board of Directors or Council:

Date: Jun 6, 2023 Name of Department: Human Resources

Summary of recent accomplishments and current activities: (in cooperation with the team) Name of Department: Human Resources

Summary of recent accomplishments and current activities: (in cooperation with the team)

- Recruiting & Hiring
 - 2 Service Center Coordinators
 - Finance Clerc
 - o 9 AVPs
 - Charitable Initiatives Manager
 - Supervisor for Haven's
- Onboarding/policies
 - Policies setup through ADP (leave entitlements)
 - Implementation of a Handbook focuses on positive culture
 - Policies training/onboarding the executives
 - Policy update on the website
 - Reviewed/updated employment contracts and policies
 - Welcoming gift box to new hires
- Offboarding
 - Exist interviews with all outgoing employees to define our strengths, weaknesses, and area of improvement.
- HR tools
 - ADP workforce setup including recruitment, onboarding, policies, e-signatures, surveys, and performance management modules
- 1281 and 3011
 - AVPs bargaining
 - 1281 negotiations
 - Charitable manager position out of the 3011 agreement

List of activities in progress and upcoming events: (in cooperation with the team)

- Recruiting & Hiring
 - 7 Service Center Coordinators in corporation with the management team
 - Accounts Receivable
 - Finance clerk
- · Government supporting programs
 - Employment incentives up to \$15,000/year per employer. We have received around \$4000 so far.
 - Training support program up to 20,000/year. We haven't completed the paperwork yet.
- Building an employer brand with positive culture

- Strategic planning
- · Maintaining and uploading employee's records through ADP
- · Maintaining a healthy environment
- Applying for THE BEST PLACE TO WORK HR Award 2023
- Goodlife Fitness corporate membership

Financial impact (if any): \$10,000 to \$20,000 supporting funds from the government.

Recommendations to the Board of Directors or Council:

The Board has been very supportive and reachable, no further actions are required at this time.

Date: Jun 6, 2023

Name of Department: Communications & Strategy

Summary of recent accomplishments:

 Cusaclubs.ca website redesign launched and alpha testing started. Soft launching public site and beta testing June 2023.

List of current activities in progress and upcoming events:

- 1. Redesigning CUSA website In progress
- 2. Designing reception area for USC and sourcing exterior signage In progress
- 3. Building new website for USC In progress
- 4. Inventory management system for association wide promotional items In progress
- Leading association wide sponsorship portfolio including staffing, opportunities, valuation calculators, policy creation etc - In progress
- 6. General project management of Haven Connect coworking space In progress
 - a. Interior branding for coworking space
 - b. Website development and marketing plans
- 7. Supporting Haven event space logistics and outreach plan In progress
- Redesign and upgrade furniture in select CUSA office and shared spaces (ie boardrooms, main office space, front office) - In progress
- 9. Revised digital ad board proposal and internal planning Upcoming

Financial impact (if any):

- Digital ad boards **\$20,000
- CUSA Clubs website development cost \$9,965
- Haven Connect website development cost \$6,000
- Office furniture TBD (to be submitted to AFCOM for approval)

Recommendations to the Board of Directors or Council:

N/A

Summary of recent activities and accomplishments

President

- 1. Completion of onboarding and training for the executive team
- 2. Approval of CASA (Canadian Alliance for Students' Associations) observer membership
- 3. Completed and confirmed all 9 AVPs
- 4. Mental Health Program and usage of the reserve fund
- 5. Ongoing support and leadership to the executive team

VP Internal

- 1. Speaker and Deputy Speaker of council
- 2. Improved council committees
- 3. Clubs oversight commission struck
- 4. Updating board policies and rules of procedure
- 5. Assisted in AVP Hiring process

VP Finance

- 1. Budget preparations
- 2. Budget consultations
- 3. Interviews for Accounts Receivable and Finance Clerk
- 4. Met with SSIF for partnership on the investment portfolio

VP Student Issues

- 1. Capital Pride planning (August 27th)
- 2. Service centre consults
- 3. Fall orientation for International Students
- 4. Mental Health program and usage of the reserve fund

VP Student Life

- 1. Fall Orientation Planning
- 2. Street Team revamp
- 3. EngFrosh Sponsorship
- 4. Sports teams partnership with OSEG and Sen's Army
- 5. Working with business to improve outreach and engagement

VP Community Engagement

- 1. Service Centre hiring
- 2. Volunteer Database
- 3. Service centre check-ins
- 4. CSS Community Engagement Table
- 5. Sports teams partnership with OSEG and Sen's Army

List of current Activities in progress and upcoming activities

President

- 1. AVP Onboarding and Transition
- 2. The Wing Business Plan
- 3. Vacation and WFH
- 4. COCA Conference
- 5. Rainbow Crosswalk
- 6. Menstrual Products

VP Internal

- 1. Council Training
- 2. Review of policies
- 3. Committee Placements
- 4. Meeting Minutes for Board and Council
- 5. Academic Orientation updating CUSA information

VP Finance

- 1. Consultation with different departments for the budget
- 2. SSIF Partnership
- 3. Focus groups for The Wing
- 4. Identifying and applying for grants

VP Student Issues

- 1. Fall Orientation with ISSO
- 2. Review of CUSA Awards Policy
- 3. Syllabus update and connecting with Faculty Deans

VP Student Life

- 1. Fall Orientation: Events, Frosh kits, EngFrosh, Service Centres
- 2. Chonk Nation recruitment and hiring
- 3. Staff Appreciation
- 4. Sport teams partnership: OSEG and Sen's Army

VP Community Engagement

- 1. Service Centre hiring
- 2. Service centre management
- 3. In-kind sponsorship for frosh kits
- 4. Housing support: Revalie and Envie
- 5. Embassy connection

APPENDIX B:

E-Vote for Record: Motion for CUSA to Sponsor Carleton Student Engineering Society Annual Engineering Fall Orientation Program (B-140)

Motion for CUSA to Sponsor Carleton Student Engineering Society annual Engineering Fall Orientation Program (B-140)

WHEREAS CUSA has historically sponsored CSES for Engineering Fall Orientation (Eng Frosh)

BE IT RESOLVED THAT CUSA sponsors Engineering Fall Orientation Program for an amount of \$2500.

Moved: President Faris Seconded: Director Johnson

Motion Passed Unanimously.

APPENDIX C:

Resignation of Director Syoufi

Good afternoon, Simon and Faris, I hope the two of you are doing well.

It's with a heavy heart that I write you this email as I was looking forward to making great change with the board for these next two years. However, I've recently received a full-time job offer that would run year-round and I wouldn't be able to devote time to the board along side work and my studies.

Wishing the two of you and CUSA all the best in the future, let's have one great year!

APPENDIX D:

Proposed Safety Policy Statement (H-46)

Safety Policy	Statement		H-46
LONG TITLE Safety Policy Statement		DATE OF ENACTMENT	29 March 2022
	from Executive Director to CUSA Staff	LAST AMENDED	11 June 2023
REFERENCE No.	H-46	NEXT REVIEW	1 May 2025
CATEGORY	Human Resources	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	Human Resources Subcommittee	DELEGATES	None

The Carleton University Students' Association is committed to ensuring a safe and healthy workplace for all its employees, subcontractors, and visitors. Our health and safety policies and procedures are based on a sincere desire to eliminate personal injuries, occupational illnesses, and property and equipment damage.

Responsibility for a hazard-free workplace the quality and maintenance of our health and safety program lies with each person within the organization. This shall be accomplished by ensuring that policies are developed, maintained, and upgraded as changes are made to the legislation and work methods are improved. It is the employee's right to work in a safe work environment.

Management and supervisors shall ensure that employees are properly trained and aware of work procedures, work related hazards and the Occupational Health and Safety Act (OHSA) OHSA Regulations. It is the responsibility of the supervisor to observe, enforce, and follow up to ensure that each employee is performing their jobs safely.

Supervisors, employees and subcontractors are expected to abide by the OHSA Occupational Health and Safety Act and applicable Regulations, CUSA Health and Safety Policy, specific safety plans and the general safety rules.

It is through the cooperation of all our staff and subcontractors that we will achieve our common goal of a successful, safe, and healthy environment.

Dustin Rivers Executive Director

APPENDIX E:

Proposed Cashout Policy

Cashout Policy

LONG TITLE	Cash-Out Policy	DATE OF ENACTMENT	April 2019
		LAST AMENDED	6 May 2023
REFERENCE No.		NEXT REVIEW	1 January 2026
CATEGORY		COMPETENT CHAMBER	Board of Directors

POLICY

Effective May 1st, 2020 there will be no cash-out of banked hours, vacation and sick leave. All earned vacation and banked hours over the maximum allowance (18.01) will need to be used as time off within 18 months of entitlement (18.01). Sick leave will still be accumulated but not cashed until the cessation of employment (22.04).

PURPOSE

The purpose of this policy is to help counterbalance some of the effects of the expected reduction in revenue caused by the new provincial legislation (Student Choice Initiative) in which some CUSA services will now be considered non-essential.

SCOPE

This policy applies to all full-time and part-time CUSA employees.

PROCEDURE

Employees will be notified by email on a semi-annual basis as to how much time they have accumulated and will have to email their supervisor within a reasonable time to schedule time off before the following fiscal year end (April 30th). No reasonable request will be denied.

RELATED POLICIES: N/A

APPENDIX F:

Comparative Analysis Table: Procurement of Note-Taking Devices

Presentation to be given at Board.

S.No	Device name	Base Cost	Top Cost	Notes
1	reMarkable 2	\$678	\$758	Difference in base cost and add top cost is for the type of stylus
2	iPad Mini	\$628	\$687	Difference in cost is for added folio
3	Kindle Scribe	\$409	\$449	Difference in cost is for added storage

APPENDIX G:

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Website Redesign Project Proposal

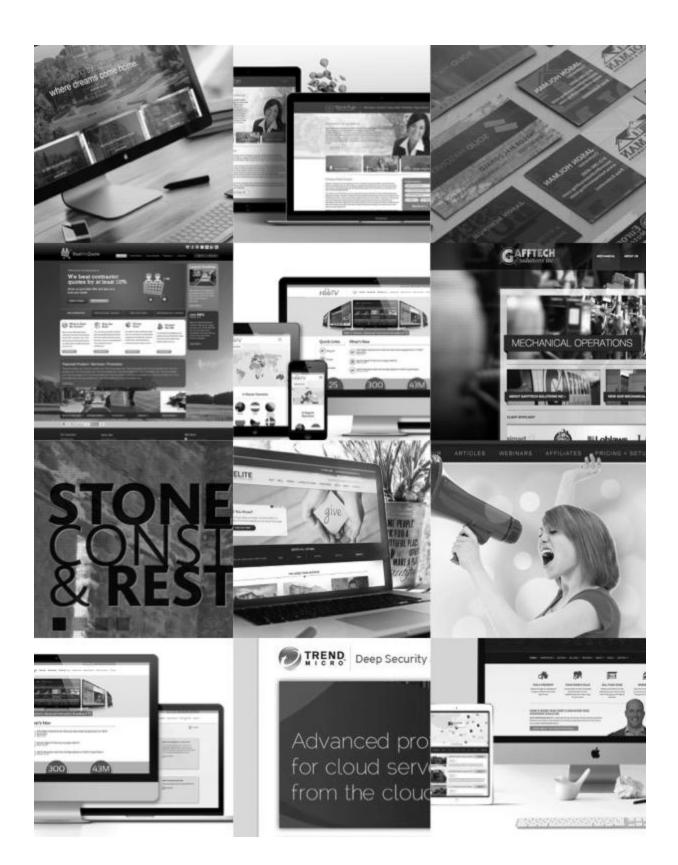
PROJECT PROPOSAL

May 19, 2023

Prepared for: Carleton University Students' Association

Prepared by: FullView Design Inc.

Proposal version: 01



FULLVIEW DESIGN WAS FOUNDED WITH A VISION TO CREATE MEMORABLE EXPERIENCES. OUR WORK IS FUELED BY OUR PASSION FOR DESIGN AND OUR LOVE FOR WHAT WE DO.

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() fullviewdesign

MAY 19, 2023

Carleton University Students' Association

Christine Falardeau 426 University Centre, 1125 Colonel By Dr., Ottawa, ON

Thank you for the opportunity to submit a proposal for the Carleton University Students' Association (CUSA Online) website project. It is my pleasure to submit this proposal for your consideration.

The current website offers general information about the association and its services. The site, however, lacks in presentation and the user can benefit from a new solution that better matches the purpose of the site—to attract, develop, and maintain relationships with viewers.

There is a great opportunity to move the CUSA Online website forward to become useful as an informational resource and relationship-building tool for current and future visitors. Using an in-depth design, with attention to marketable on-screen real estate opportunities, the website can become a useful tool to develop and maintain relationships with viewers.

FullView Design proposes to add the necessary design and marketing focus to ensure that CUSA benefits from a more strategic approach to internet communication with its current and potential prospects.

Sincerely,

Stephane M. Trottier Founder and Creative Director, FullView Design stephane@fullview.ca



FulMew Design 207 Bank St, Suite 407 Ottawa, ON K29 2N2 fullview.ca tele 613.691.0800 info@fullview.ca



Who We Are

Fullview design is a creative agency that is all about producing results. We've been producing online solutions and branding strategies since 2006 and have now established our company as one that takes pride in every project we work on. Our team of highly creative designers and amazingly talented developers have the toolbox to make your vision become a reality.

At FullView, we offer a variety of creative business services. We facilitate everything from branding strategies, to innovative marketing solutions, and we take pride in helping our clients make a lasting impression.

What We Do

FullView Design is a full service creative studio. We provide a realm of creative and marketing services which include:

- → website design + development
- → logo design / branding
- → print design (posters, business cards, flyers, etc.)
- → trade show displays and large format print design
- → search engine optimization (SEO + SEM)
- → eCommerce
- → online advertising (banners and online ads)
- → web application development
- → email marketing
- → iPhone and Android application design and development
- → social media (page setup, advertising, and ad campaigns)
- → photography
- → video production
- → consulting and training

Why We Do It

The reason we do what we do is simple; for our love and passion for design, the thrill from creating new experiences and helping our clients achieve online success. We enjoy working directly with our clients and forming long term partnerships. Working with digital mediums provides the ability to create ground breaking. tools that function as users would expect. Our goal is to create easy to use systems that are oversimplified while maintaining a user friendly creative approach.





Functional Consideration

We propose to establish a long-term partnership and become CUSA Online's vendor of choice.

FullView Design proposes to add the necessary design and marketing focus to ensure that CUSA benefits from a new website that is user friendly, simple to use, provides detailed information about the company and communicates with their viewers. The new website will incorporate the latest on-site Search Engine Optimization practices and improve searchability in all current internet search engines. The layout and creative design will be visually pleasing and will stay relevant for many years to come.





PROJECT DELIVERABLES

Website Design and Development

- → Modern, intuitive and visually appealing website designed in the most recent version of WordPress
- The custom design of all visual elements (Graphic Design/Photography) -
- -Social media integration
- → Full mobile and tablet compatibility (responsive)
- → Unique layout with strategic marketing components
- → The simplification of content presentation with maximized use of real estate
- → Blog integration for posting of past events, videos, beneficial information and testimonials
- → Email contact forms
- → Lead capture points for custom forms and newsletter registration
- → Content migration of all page content from old website
- → Video integration for interactive banners
- → Implementation of live chat solution (optional)
- → Database design and development to publish events
- → Setup of secure IT components (premium hosting, SSL certificate with 256-bit encryption, WAF firewall, AnyCast routing, DDoS attack mitigation, backup solution and disaster recovery plan).
- → Training using WordPress and completing various website content updates (Provided virtually via Zoom or in person at our office or yours)





Goal 1

Share information with prospective partners and clients

Objective 1.1 → Provide a clean and easy-to-navigate front-end

Objective 1.2 → Strategic layout to maximize use of real estate for displaying important content

Objective 1.3 → Build a stable solution for future marketing needs

Goal 2

Gain a strong online brand position and attract new prospects

Objective 2.1 → A complete site design and development to position CUSA Online as the industry leader online and generate more brand awareness

Objective 2.2 → New layout optimized for conversions with effective lead capture points Objective 2.3 → Leave a memorable impression

Goal 3

Increase interactivity, inform and educate

Objective 3.1 → New user friendly design for visitors to easily navigate and sells your services

Objective 3.2 → Offer new rich featured tools such as live chat and lead capture forms

Objective 3.3 → Social media integration





DUR PROCESS

The FullView Design process includes five essential phases to ensure that milestones and objectives are met to the satisfaction of our clients.

Our process includes:

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Phase 1 - Research and Planning

Review of target audience, goals and collaborative assessment with CUSA Online. Design needs analysis review, wireframes and planning.

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Phase 2 - Interaction and Design Prototype

The initial prototype will be assessed for 'look & feel' and for ease of interaction. Review of branding and other creative. Any adjustments will be made prior to client approval.



Phase 3 - Production and Technology Implementation

The website is coded and available for viewing on our live test server. Any dynamic functions, such as content management, are implemented at this state.

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Phase 4 - Testing and Final Review

The site is tested for any coding errors and link functionality. Any adjustments will be made prior to client approval.



Phase 5 - Site Delivery

Website is uploaded and configured on the live hosting server. Client to sign off.

We will work directly with you throughout the entire process to craft your vision and ensure that the end result is to your satisfaction. All wireframes and design concepts will be sent to CUSA Online for approval before moving forward with the next phase. During our development process we will setup a testing server where you can visit at any time to check in on progress.







PHASE I: RESEARCH AND PLANNING / 1 Week	completition
Design Needs Analysis (DNA) document will be sent to CUSA Online with a list of questions to return to Full/New Design. Consulting services will be provided to capture CUSA's goals and vision for the new creative. Planning cycles and research will be completed during the first week.	02/06/2023
PHASE II: INTERACTION AND DESIGN PROTOTYPE / 3 Weeks	completion
FullNew Design will begin with sketches, wireframes and final design concepts. During this phase both parties will work close together to ensure the project is moving forward in the right direction. Final artwork will be completed within four weeks of beginning this phase. Final drafts of the brand identity, print design and other creative will be presented by the end of week four.	23/06/2023
PHASE III: PRODUCTION AND TECHNOLOGY / 3 Weeks	completion
Website development will commence. FullWew Design will program and deploy a working copy of the website on a live testing server where CUSA Online can review daily progress. By the end of week 2 the website will be fully coded and ready for testing.	14/07/2023
PHASE IV: TESTING AND FINAL REVIEW / 1 Week	completion
FullNew Design will fully test the new website on all standard browsers, mobile devices and operating systems to ensure the full website functions properly. Any adjustments will be made as needed. CUSA Online will review and approve prior to launch.	21/07/2023
PHASE IV: DELIVERY / 1 Day	completion
All files will be delivered to CUSA Online. The website will be fully functional and deployed on the live hosting server. FullView Design will continue to provide support services on an "As needed" basis. We will also provide 2 hours of training at no extra cost.	24/07/2023
The project schedule is based on the project start date of May 29, 2023. Any share	

The project schedule is based on the project start date of May 29, 2023. Any change in start date would result in changes in all subsequent delivery dates. The proposed website package will be completed within 8 weeks from the project start date under the condition that approvals and requested assets such as fonts, photos and other creative material is delivered promptly by the client.





Our core team consists of three experienced and highly talented individuals, each with their own areas of expertise. At FullView Design you're in direct communication with the production team which helps simplify our communication process. With our team you can be assured that your project will be created to the highest industry standards.



Stephane Trottier / Founder & Creative Director Creative Lead

With an acute sensitivity to what works online, Stephane's approach to web design can be engineered as an experience. With more than 13 years of experience building websites, he presents a vast array of technical expertise and leads Full/New Design. His broad knowledge of web technologies allows him to lead, improve and motivate our team as well as help clients to shape their ideas.



Dan Goulet / Marketing Director

Marketing Lead

Dan has been involved with web development and internet marketing for over 7 years. Combining a mix of professional leadership development and business strategy, Dan works with professional businesses and entrepreneurs to leverage their time, generate more profit and grow the bottom line.



Constantine / Technical Director

Development Lead

With a Master's degree in Computer Science, Costi has a vast understanding of technology and leads our development team. He has developed numerous application-based solutions for clients over the last 11 years and strives to give each FullView Design project the best possible outcome. Costi has been with FullView for over 8 years and takes pride in producing high quality code and bringing our real estate projects to life.









WEBSITE DESIGN AND DEVELOPMENT FOR PLUM REALTY

Plum Realty Brokerage - plumrealty.ca

We were asked to create a new online solution for Plum Realty Brokerage in Ottawa, Ontario. Our partnership with Plum started with rebranding the brokerage. We designed and developed their new online solution which acts as a vital operations tool for local clientele to search, communicate, share information, schedule showings, calculate payments cycles, and more. The website is fully responsive and reformats on smart phones and tablets and provides information on their services.

References available upon request.





CASE STUDIES



BILINGUAL WEBSITE DESIGN AND DEVELOPMENT FOR THE CHILD, ADOLESCENT, AND FAMILY CENTRE OF OTTAWA

The Child, Adolescent, and Family Centre of Ottawa (CAFCO) Non-Profit Organization www.cafco-ceafo.ca

We were asked to rebrand CAFCO and redesign their website. The website we created acts as a vital operations tool for CAFCO to collect registrations, organize and manage schedules as well as provide essential information about the organization and their initiative in both French and English. The site has a clean and playful design style and represents CAFCO and what they do for helping children in our community.

References available upon request.



SECTION 3.0 / SERVICES, ESTIMATE & DESIGN PACKAGES



ITEM	TOTAL

Website Design + Development (one time fee)

Discovery and architectural planning	\$1,680.00
Website UI design comps, branding and revisions	\$2,640.00
Website development and WP integration/customization	\$3,380.00
Content population and translations (up to 20 pages)	\$1,880.00
QA testing and bug correction	\$1,680.00
Site deployment (setup new server, IT, site launch)	\$960.00

Website S	Support Plan (optional) \$99/mo
-	Dedicated Managed Hosting on rack server in our data centre
-	Updates to core software and plugins (performed monthly)
-	Server updates to PhP, Plesk Panel, OS (performed quarterly)
-	DNS hosting with DDoS attack prevention and AnyCast routing, SSL Certificate for encryption

SUBTOTAL	\$12,220.00
DISCOUNT (15%)	\$1,883.00
PROJECT TOTAL	\$10,387.00 + HST

This figure is an estimate and is based on the information provided, and may be inappropriate if any additional information is forthcoming, or specifications change. It does not include printing, paper, thirdparty artwork, licensing, or vendor charges. This estimate is valid for 30 days.



SECTION 4.0./ TERMS & CONDITIONS, CONCLUSION & PROPOSAL AGREEMENT FORM



ESTIMATES.

The costs and expenses cited in this proposal are our best estimates given the information provided. They include meetings, consultation time, design, programming, production time, as well as a reasonable amount of revisions. If additional information is forthcoming, project specifications or the scheduling changes, cost and expense estimates may also change.

The effect of major changes, additional services, and delays cannot be determined until a final design direction has been established. If requirements arise for additional work or scheduling changes not reflected in this estimate, we will provide an updated estimate when the final design direction has been approved.

Cost and expense estimates are appropriate for 30 days from the date of this proposal. Taxes are not included in cost and expense estimates.

REVISIONS & ALTERATIONS.

Work not described in this proposal, including but not limited to revisions (AAs), corrections, alterations, and additional proofs, will be billed as an additional cost at the hourly rate of \$120 CDN per hour.

TERMS.

Unless otherwise arranged in advance, a retainer fee of 50% of the design, production and expense estimates is required upon initiation of each project phase. The remainder of the costs for each phase will be invoiced upon its completion. Invoice terms are net 30 days. Invoices remaining unpaid after 30 days will be assessed interest at 1.5% per month (18% annually). If any phase of this project is delayed longer than 60 days, we will bill for the work completed to date.

Should the Purchaser elect to terminate this project, FullView Design will invoice 50% of the lowest total estimate figure, or for actual work performed, which is greater, plus expenses.

Should FullView Design find it necessary to refer past due accounts to an attorney for collection, then the Purchaser shall reimburse FullView Design for attorney's fees and collection costs incurred. Any such fees incurred in the collection process will be added to the amount due, and the account shall not be considered paid in full until the entire debt has been settled.

RESPONSIBILITY.

FullView Design will make every reasonable effort to ensure the accuracy of what is produced, but is not responsible for the correctness of copy, illustrations, photographs, nor for obtaining clearances or approvals.

The Purchaser shall assume full responsibility for any accepted graphic recommendations from FullView Design including but not limited to trademark and patent searches, registrations, feasibility testing and legal compliance responsibilities. The Purchaser shall indemnify FullView Design and hold it harmless for any damages, costs, or losses that might arise as the result of any action against either party regarding products and/or services performed with regards to this project.

FullView Design will take normal measures to safeguard any materials entrusted to us. However, we are not responsible for the loss, damage, or unauthorized use of such materials, nor are we responsible for the actions of the vendors and suppliers we utilize



May 19, 2023

SECTION 4.0 / TERMS & CONDITIONS, CONCLUSION & PROPOSAL AGREEMENT FORM



OWNERSHIP.

Once payment is made in full, all content created by FullView Design and/or subcontractors for the Purchaser are the property of the Client. The Purchaser hereby grants to FullWew Design the right to use the work for demonstration of past work performed via portfolio or advertising. All materials used in production of this assignment—including original artwork and computer generated artwork, formats, and electronic code—remains the property of FullView Design until the full balance outlined in this proposal is made in full.

NON-DISCLOSURE.

The Purchaser shall keep the Price of this Agreement in the strictest confidence and not to disclose the price to anyone except its financial and legal advisors, or as required by law, except with the prior written consent of FullView Design.

FullView Design understands that they will be working with confidential Client information and will only release this information to parties directly involved in website creation. The Purchaser authorizes FullView Design to release information to third parties requiring access for website, photography, video and programming creation. Upon project completion, the Purchaser will change any banking passwords FullView Design has had access to. If the Purchaser chooses not to retain FullView Design for website maintenance, the Purchaser will change FTP, email, and any other passwords FullView Design has had access to. The Purchaser will hold FullView Design harmless should breach of security occur if the Purchaser has not changed business passwords.

CANCELLATION OF WORK.

In the event of cancellation of this assignment, ownership of all copyrights and any original artwork shall be retained by FullView Design.

By the Purchaser: Client may cancel work at any time by submitting notice to FullView Design via certified mail. The Company will halt work upon receipt of certified letter from Client requesting cancellation. At that time, the Client will be responsible for paying for all work completed prior to the receipt of such cancellation request. Work completed shall be billed at an hourly rate of \$120 per hour. If, at the time of request for refund, work has been completed beyond the amount of work paid for by the initial payment, the Client shall pay for work completed.

By Full/New Design: The Seller reserves the right to refuse service and cancel a website project if necessary, in which case, the balance of the initial payment will be returned to Client after all applicable fees have been deducted for work completed. The Seller may cancel project for any reason she deems necessary, including but not limited to Client not providing necessary information, text and graphics in a timely fashion to FullView Design.

ACCEPTANCE OF TERMS.

The signature of both parties shall be evidence acceptance of these terms.



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SECTION 4.0 / TERMS & CONDITIONS, CONCLUSION & PROPOSAL AGREEMENT FORM

4.1 ACCEPTANCE OF PROPOSAL

Client: Carleton University Students' Association

Contact: 3138

Reference Proposal Date: May 19, 2023

Project: Website Design and Development

Proposal Version #: 01

PROPOSAL AND TERMS OF SERVICES ACCEPTED BY CUSA ONLINE

Please sign below to signify your acknowledgement and acceptance of all terms spelled out in this proposal

Print Name/Title

Date

CUSA Online Representative Signature

PROPOSAL AND TERMS OF SERVICES ACCEPTED BY FULLVIEW DESIGN INC.

Please sign below to signify your acknowledgement and acceptance of all terms spelled out in this proposal

Print Name/Title

Date

FullView Design Representative Signature

This proposal constitutes an offer by FullView Design which may be accepted for a period of 30 days from the date of this proposal. If not accepted prior to the expiration of the 30-day period, this proposal shall be subject to revision, and shall not become binding. This offer may be accepted by signing a copy of this proposal and returning it to FullView Design at the attention of Stephane Trottier.

) fullview design

May 19, 2023

APPENDIX H:

Proposed Board Nominations Mandate Letter (G-04-VI)

Schedule VI - Board Nominations Mandate Letter	G-04-VI
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COMMITTEE	Board Nominations	AUTHORISED 29 May 2023
		LAST AMENDED 29 May 2023

PREAMBLE

This is the mandate letter and terms of reference for the Board Nominations Committee (BNC). This Committee is tasked with nominating and selecting the Directors of the Board in a highly-specialised process with authority shared between Council and the Board. The Committee shall promote a system of checks and balances. where Directors are nominated by democratically elected individuals from multiple bodies.

MANDATE

- **1** This Committee shall:
 - (a) coordinate the promotion of Director job postings when vacancies arise from time to time;
 - (b) outline specific skill-sets, experience, and education that qualify recommended candidates for the position;
 - (c) develop interview questions and conduct interviews for applicants;
 - (d) nominate a list of candidates for the consideration of Council; and
 - (e) provide detailed report on the nominees for the same.

Additional Considerations for Nominations

- 2 There shall be three Classes of Directors:
 - (a) Class I General Directors, elected in AGMs held on even-numbered years; and
 - (b) Class II General Directors, elected in AGMs held on odd-numbered years; and
 - (c) ex officio Directors, namely the President and Vice President Finance.

3 Either Class I or II General Directors shall serve only a one-year term if elected by Council during an AGM in which General Directors of the opposite class are normally elected. Such a circumstance may arise if:

- (a) this is the inaugural election for Directors of the Board, where Class II General Directors shall serve one-year terms; or
- (b) there are greater than four (4) vacancies on the Board by the time of an AGM,

4 Should a Director position be vacated in any manner within three (3) months of the end of their term, the position shall not be filled until the Annual General Meeting, where it shall be filled by Council.

COMPOSITION

5 Per section 12 of the <u>Council</u> Committees Policy shall have the following members:

- (a) the Chair of the Board, or if there is none, the Speaker of Council or an elected official so designated by Council;
- (b) one outgoing CUSA Director, or if there are no Directors, one Councillor not seeking election in the same year, selected by Council;
- (c) two Councillors not seeking election in the same year, selected by Council; and
- (d) the Director Of Human Resources, or any senior staff member so responsible for human resources, as the nonvoting resource member.