

2021/22 CUSA Board Meeting Minutes

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January 18th, 2022

Time: 1pm - 2:30pm

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)

Regrets

- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi (Chair)

Invited Advisors:

- Director of Student Development, Sam Kilgour

Agenda

1. Adopting Council Recommendations over which CUSA Inc has Authority
 - a. Turning Over Resources of Democratic Reform Committee to Policy & Constitution Review Committee
 - b. Adoption of Full-Time President at 35 hours per week
 - c. Merger of CUSA Inc & CUSA "The Association"
 - d. Adoption of CUSA ByLaw as of May 1st, 2022
 - e. CUSA to reimburse 95% of all campaign expenses for any presidential candidate that receives over 10% of the first ballot votes
 - f. CUSA to reimburse 50% of all campaign expenses for any presidential candidate who receives between 5%-10% of the first ballot votes
 - g. CUSA should not reimburse any campaign expenses for presidential candidates who receive less than 5% of the vote or are disqualified.
 - h. CUSA should hire and on-call counsellor for the duration of the election period for candidates, volunteers, and staff
 - i. Council Candidates shall be reimbursed for 80% of campaign expenses if they receive 5% of the first ballot vote
 - j. CUSA should implement a clause in employment contracts that bars employees, including executives, from participating in CUSA, RRRRA, or CASG elections while employed by CUSA
2. Incorporation status of CUSA the Association & upcoming Amalgamation
3. Transition In plan for new Executive
 - a. Formal adoption of financial aspects
4. Pension Discussion
5. New Business
 - a. Advice of John McNair re: By-Election & Presidency
 - b. Advisory letter for varying letters of staff in CUSA election season

Minutes:

Meeting brought to order at 1:06pm, January 18th, 2022

1.a. Turning Over Resources of Democratic Reform Committee to Policy & Constitution Review Committee

Motion:

CUSA Inc shall Turn Over Resources of Democratic Reform Committee to the Policy & Constitution Review Committee

- *Unanimous among attendees with two Yeas*

1.b. Adoption of Full-Time President at 35 hours per week

- Amended to include "CEO and DEO should promote the duties as 25 hours/week at \$17/hour for March & April 2022 and then 35 hours/week at \$17/hour from May 1st, 2022 until the end of April 2023. Rate of pay is subject to change in accordance with inflation at the determination point of Payroll within the Finance Office"

Motion:

CUSA Inc shall adopt a full-time Presidency. The Chief Electoral Officer and Deputy Electoral Officer should promote the duties as 25 hours/week at \$17/hour for March & April 2022 and then 35 hours/week at \$17/hour from May 1st, 2022 until the end of April 2023. Rate of pay is subject to change in accordance with inflation at the determination point of Payroll within the Finance Office

- *Unanimous among attendees with two Yeas*

1.c. Merger of CUSA Inc & CUSA "The Association"

Motion:

CUSA Inc supports CUSA "The Association"'s indicative vote to merge with CUSA Inc. CUSA Inc would like to merge with CUSA "The Association" and CUSA Inc will take appropriate action to execute this.

- *Unanimous among attendees with two Yeas*

1.d. Adoption of CUSA ByLaw as of May 1st, 2022

Motion:

CUSA Inc to amend ByLaws as of May 1st, 2022 with the ByLaws previously approved by CUSA "The Association".

- *Unanimous among attendees with two Yeas*

1.e.

Motion: CUSA Inc to reimburse 95% of all campaign expenses for any presidential candidate that receives over 10% of the first ballot votes

- *Unanimous among attendees with two Yeas*

1.f.

Motion:

CUSA Inc to reimburse 50% of all campaign expenses for any presidential candidate who receives between 5%-10% of the first ballot votes

- *Unanimous among attendees with two Yeas*

1.g.

Motion:

CUSA Inc should not reimburse any campaign expenses for presidential candidates who receive less than 5% of the vote or are disqualified.

- *Unanimous among attendees with two Yeas*

1.k.

Motion:

Applicable to Motions 1.e., 1.f., and 1.g., the Director of Finance and/or the CUSA Finance Office be made aware of the responsibility such that if a candidate attempts to gain a reimbursement from the Finance Office despite not otherwise qualifying for reimbursement, the Finance Office will refer that request to CUSA Council, and CUSA Council should be open to considering the case. Disqualified candidates shall not be afforded this opportunity.

- *Unanimous among attendees with two Yeas*

1.h.

Motion:

CUSA Inc should hire and on-call counselor for the duration of the election period for candidates, volunteers, and staff

Discussion

- Further advice needs to be sought from the following sources
 - Canadian Organization of Campus Activities (COCA) Roundtable on Elections (January 26th)
 - EmpowerMe
 - Counselor Connect
 - CUSA Director of Human Resources Leeanne Harvey
- A special CUSA Inc Trustees meeting should be held January 27th to reconsider this point with more advice.
- Treasurer Baptiste will attend the COCA session
- Trustee Ogden will invite Director of Human Resources Harvey to the January 27th special meeting

Motion tabled until Special Meeting.

1.i.

Motion:

Council Candidates shall be reimbursed for 80% of campaign expenses if they receive 5% of the first ballot vote

- *Unanimous among attendees with two Yeas*

1.j. CUSA Inc shall implement a clause in employment contracts that bars employees, including executives, from participating in CUSA, RRRRA, or CASG elections while employed by CUSA

Amended to remove CUSA 1281 employees from this clause (CUSA front desk, service centre, Roosters, Ollie's and Haven student staff)

Motion:

CUSA Inc shall implement a clause in employment contracts that bars employees, including executives, from participating in CUSA, RRRRA, or CASG elections while employed by CUSA, with the exception of CUSA 1281 employees.

- *Unanimous among attendees with two Yeas*

2. Incorporation status of CUSA the Association & upcoming Amalgamation

Discussion

- Further Advice needs to be sought from the following sources:
 - CUSA Director of Finance, Lisa Yu
 - McKenzie Lake LLC
- This item should be reconsidered at the next regular CUSA Inc Meeting (February 1st)
- Treasurer Baptiste to invite Director of Finance Yu
- Director of Student Development Kilgour to attain formal guidance from McKenzie Lake LLC and provide to Board in advance of next regular meeting (February 1st)

Item tabled until the next Regular CUSA Inc Board of Trustees meeting

3.a.

Transition In plan for new Executive
Formal adoption of financial aspects

Discussion

- Further Advice needs to be sought from the following sources:
 - CUSA Director of Human Resources, Leeanne Harvey
 - CUDA Director of Student Development, Sam Kilgour
- Trustee Ogden to invite Directors Harvey & Kilgour to bring fully costed transition plan to the next Regular CUSA Inc Trustees Meeting (February 1st)

4. Pension Discussion

Motion to strike this item from the agenda

- *Unanimous among attendees with two Yeas*

5. New Business

5.a. Advice of John McNair re: By-Election & Presidency

Motion:

Upon ratification of the CUSA Presidential election, CUSA Inc will employ the new President as of March 1st at 25 hours/week, in accordance with the correspondence from CUSA lawyer John McNair. As of May 1st, 2022, the President will begin their regular term.

- *Unanimous among attendees with two Yeas*

5.b. Advisory letter for varying letters of staff in CUSA election season

Discussion

- Trustee Ogden & Treasurer Baptiste ask for advice from Director Kilgour on intent of Democratic Reform Committee and how to most fully adopt the intended principles within the context of current employment contracts
- Director Kilgour advises the CUSA Inc Trustees could send out a formal guidance letter based on each staff member's position within CUSA advising the course of action preferred by the Executive if an individual plans on being involved in a CUSA, RRRRA, or CASG election be a temporary, voluntary, and unpaid leave of absence, with a stipulation that this is not required per employment contracts, and the letter should not be seen as a directive, but rather as a preferred course of action that will in the future be enshrined into contracts and such moves are in keeping with the ethically-based reforms this Executive and CUSA Inc Trustee Board has brought to CUSA Inc.
- Treasurer Baptiste requested language be included that staff maintain an arms-length approach to the election or be encouraged but not mandated to take an unpaid leave of absence.
- Treasurer Baptiste and Trustee Ogden requested Director Kilgour draft a letter to be brought to the special meeting of CUSA Inc Trustees (January 27th, 2022).

Motion to Adjourn

- *Unanimous among attendees with two Yeas*

Meeting adjourned at 2:31pm, January 18th, 2022

January 27th, 2022 (Special Meeting)

Attendees:

- Callie Ogden
- Venassa Baptiste
- Ahmad Hashimi
- Dakota Livingston (Notetaker)

Invited Advisors:

- Christine Falardeau
- Samuel Kilgour
- Leeanne Harvey

Agenda:

- Review of letter to be sent to CUSA Staff in regards to election participation
 - Motion: *CUSA Inc shall implement a clause in employment contracts that bars employees, including executives, from participating in CUSA, RRRR, or CASG elections while employed by CUSA, with the exception of CUSA 1281 employees.*
- Motion: *CUSA Inc should hire an on-call counselor for the duration of the election period for candidates, volunteers, and staff*
- Plan for Ollies
- New Business

Minutes

- Callie opened a discussion on employees of CUSA participating in RRRR, CASG or CUSA elections during their time of employment
 - Sam shared his screen outlining a statement with advice for full-time and student employees to consider their role in supporting candidates in the upcoming CUSA elections.
 - The statement further outlines that in the future, there will be amendments to employee's contracts that will prohibit them from supporting any CUSA, RRRR or CASG election candidates.
 - Ahmad responded that he fully supports this statement.
 - Callie raised a question about including the Board of Governor elections in the recommendation
 - Ultimately, the trustees decided the Board of Governors elections are organized by the university Senate and therefore they do not see a need to include these elections in the statement.

The statement was put to a vote to pass without any amendments

- The motion passed unanimously

- Callie opened a new discussion on hiring an on-call counsellor that is accessible for counsellors, volunteers and staff for the duration of the election period
 - Venassa provided insight from a meeting with COCA to discuss other student unions' approaches to mental health during elections
 - They recommended using the current resources such as EmpowerMe
 - Christine agrees that it would be beneficial to highlight the current services including EmpowerMe given the time constraints with the upcoming elections.
 - Callie added that she met with the Ombudsperson about the feasibility and impact of having an on-call counsellor available. Callie mentioned that Melanie Chapman also agrees to promote the mental health resources that are currently available.
 - Venassa asked a question of clarification on whether this would be CUSA or CUSA Elections promoting or providing mental health resources
 - The consensus is both of these offices will be important in providing and promoting the current mental health resources available on campus

After the discussion was completed, this process was put to a vote:

- The vote passed unanimously
- Callie asked if there was any new business to be considered at this time
 - Christine provided an update on the corporate office of INS
 - There was discussion on rent breaks, CIRS payments and the future of reopening the business.
 - Christine mentioned that herself and Lisa will be meeting with the CUSA lawyer, Emily to discuss the options that are available. Their stances remain that they are seeking to terminate the lease.
 - Venassa and Callie shared her support in the direction outlined above
 - Christine then shared that she will continue in this direction and provide more updates before voting
- Sam shared information about the hiring of a new Student Groups Administrator
 - The preferred candidate is seeking an increase of \$7,000 to be competitive with her current employment
 - Christine shared that the role of SGA has evolved to include more supervisory duties and is heavily involved with policy recommendations. In addition, they are looking into expanding this portfolio in the future, so therefore supports the salary adjustment
 - Leanne also shared that the current salaries are below the market average, and in order to stay competitive, she also supports this increase in compensation
 - Venassa raised a question about the qualifications of the candidate

- Christine answered that it is important to consider the duties of the role, opposed to the qualifications of the candidate
 - Sam then responded about the specifics of the candidate, and says that she is a very strong candidate with experience in equity and diversity, and is hopeful for a good working relationship with the CUSA staff, executives and clubs system
 - Callie asked about the feasibility of the salary increase in terms of the association's finances
 - Venassa mentioned that she would like to consult with Lisa, and both Lisa and Leeanne support the salary increase
 - Christine also spoke about the possibility of increasing the clubs levy to support this change
 - Callie also asked about the timeline
 - Christine said this was time-sensitive and required trustee approval as soon as possible.
 - Ahmad also raised a question about the sustainability of the finances and ultimately asked for more time to think about this increase
 - Sam further explained the consequences of taking more time to think which would be losing this candidate.
 - Leeanne mentioned that it is clear the candidate's desire is to work with CUSA
 - Christine also said that \$7000 for an outstanding employee in an important position is a small amount in the grand scheme of things, especially in comparison to the current losses of businesses. Christine supports this because she believes in the value of people.
 - Leeanne further talks about the current job market and annual compensation reviews.
 - Callie also chimed in that in order to protect the longevity of CUSA, increasing salary is important to make employees feel valued
 - Venassa concluded that she does see the value of investing in employees and rationalized this with the value to students and clubs

Callie moved increasing the Student Group Administrator's salary from \$45,000 annually to \$52,000 annually

- Two votes in favour
- One vote abstaining
 - The motion has passed.

Christine said she will provide updates after speaking with the Union and the candidate.

Christine then motioned to move to an in-camera session

Once the meeting convened, Christine opened a conversation about reopening Ollies.

- Christine shared the P&L report for Ollies
 - If Ollies reopens, there will be a forecasted increased loss of \$45,000
 - Christine believes it is best to keep Ollies close, but believes it is important to keep Miguel on the payroll because he has identified enough work to complete over the summer
 - Christine also mentioned the possibility of keeping Ollies open over the summer
 - Miguel has proposed a number of different ideas including doing the catering for summer camps, having the patio open for live music performances and increasing promotion by hiring a student social media worker
- Callie shared her experiences about going to Ollies last semester and therefore agrees that it is worthwhile to keep it closed this semester to rebuild the brand for the summer
- Venassa thinks it is important to refocus on businesses that can be open and profit this semester
 - Christine agreed that this could be a good time to readjust and refocus on creating a new culture in the businesses
- This opened a new discussion about the prevalence of CUSA businesses but agrees that this will be a topic for the future.

Callie put forward a motion to close Ollies for the remainder of the Winter 2022 semester

- This motion passed unanimously

The meeting of the CUSA Inc. Board of Trustees was adjourned at 1:24 pm.

February 8, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour
- Director of Finance, Lisa Yu
- Director of Human Resources, Leeanne Harvey

Agenda:

- 1.a Incorporation Status of CUSA the Association & upcoming amalgamation
- 2.a Executive Transition Plan
- 3.a Short Term Disability Top Up
- 4.a New Business
 - CUSA Board (of Directors) Terms of Reference

Minutes:

Meeting started 12:06pm on Tuesday, February 8, 2022

1.a Incorporation Status of CUSA the Association & upcoming amalgamation

- Auditors spoke with our lawyers about amalgamating CUSA the association and CUSA Inc. and determining which is the best avenue
 - CUSA the association - lots of staff time and administration work
 - We would have change all existing contracts with the university, employees, and other stakeholders regarding CUSA due to a new name
 - CUSA Inc. - more work on the legal side of work
- We will do CUSA Inc.
 - Will need a new business number to file taxes under
 - \$0 return when we merge both organizations (no profit to avoid tax implications)
- Auditor asked "why can't we just get rid of CUSA Inc.?"
 - [Club mans veto](#)

Motion: We will move forward with having Mackenzie Lake. and the Auditors work to amalgamate CUSA the association into CUSA Inc.

Unanimous agreement with 3 Yeas

2.a Executive Transition Plan

- The draft executive transition plan provided by Sam and Leeanne are things that not included in the budget
- Myers Briggs VS Gallup Strengths Test - should we do both, or just one?
 - Strengths - addresses you personally with the strengths you have
 - Myers Briggs - shows the personalities of your teammates and how to better interact with them, shows the kind of person you are

Motion: We will move forward with both Strengths Assessment and Myers Briggs for the 2022-2023 Executive Transition.

Unanimous agreement with 3 Yeas

Motion: \$7371 - 7771 for the total monies spent towards 2022-2023 Executive Transition

Unanimous agreement with 3 Yeas

3.a Short Term Disability Top Up

- There is no policy surrounding short-term disability at CUSA
- Industry standards - covers 85% of expenses and the rest is covered by EI
- If managed by ourselves, it would be managed by a judicator
- Cost perspective:

Motion: We will fall in line with industry standards and support our staff by covering the remaining percentage of Full-time staff and student executive employees' salaries on top of the percentage provided from their EI coverage to reach 85% salary coverage. They will have 4 weeks of full-time salary, and after 4 weeks, we will cover the remaining percentage of their salary and they will receive their EI contribution until it kicks in for Long Term Disability.

Unanimous agreement with 3 Yeas

4.a New Business

CUSA Board (of Director) Terms of Reference postponed to next CUSA Inc. Trustee Meeting

Motion:

CUSA Board (of Director) Terms of Reference reopened at Executive: Management meeting given that trustees were in attendance.

Motion: CUSA Board (of Director) Terms of Reference will be accepted and passed by Board of Trustees.

Unanimous agreement with 3 Yeas

Meeting adjourned at 1:10pm

March 8, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour
- Ollie's Manager, Miguel Filiatrault

Agenda:

- 1.a. Summer Plan for Ollies
- 2.a. Procurement Policy
- 3.a. Potential Amendments to Board Terms of Reference
- 4.a. Executive Director policy (dealing with relieving an Executive Director of their job)
- 5.a. Motion to set AGM

Minutes:

The meeting commenced at 1:08 pm

1.a. Ollie's Plan

- Ollie's has not reopened in the Summer since 2016
- 2022 shut down related to staffing cost
- Summers in the past - run with 3 staff
- As of May 1st - Carleton staff are back on campus full-time

Motion: Ollie's to reopen May 5th

Unanimous agreement with 3 Yeas

2.a. Procurement Policy

Motion to adopt the Procurement Policy

Unanimous agreement with 3 Yeas

3.a. Potential Amendments to Board Terms of Reference

Motion 2:

Whereas the eligibility to serve on the CUSA Board is restrictive on sitting and recently former CUSA Councilors and Executive in such a way that could not have been

foreseen when these individuals were first seeking the offices which make them ineligible under the Terms of Reference

- Be it resolved that current and recently former CUSA Councilors and Executives may be eligible to serve on the CUSA Board if they are appointed at the 2022 Annual Member Meeting.

Unanimous agreement with 3 Yeas

Motion 1

- Whereas an enforcement mechanism already exists for ensuring compliance with the Terms of Reference
- Be it resolved that the CUSA Board (of Directors) Terms of Reference Section 2 D. g) read
- “The Board may advise the members to remove a director or limit their responsibilities in accordance with ByLaw Section 1 1.4 if their eligibility is questioned by a majority of the Board”

Unanimous agreement with 2 Yeas (Callie is absent)

4.a. Executive Director Terms adopted and accepted by Trustees (3 yays)

Motion to set AGM Meeting

- DATE ISSUE: Executives are not available on March 25th
- Decision postponed for further discussion

March 15, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour

Agenda:

- 1.a. Executive Code of Conduct/Discipline Policy
- 2.a. Board Terms of Reference
- 3.a. Rescheduling AGM
- 4.a. New Business

Minutes:

1.a. Executive Code of Conduct/Discipline Policy

Motion to adopt the Executive Officer Accountability and Discipline Policy
Unanimous agreement with 3 Yeas

~~2.a. Board Terms of Reference~~

3.a. Rescheduling AGM

Motion to set the Annual General Meeting

- **Whereas** the agenda for the first half of the Annual General Meeting (AGM) will be devoted to the Finances of the Corporation, affirming the Auditor relationship, and ratification of election results
- **And whereas** the agenda for the second half of the AGM will include Board selection ratification, Vice President Finance / Secretary-Treasurer selection ratification, debates and elections of four (4) Vice Presidents, debate and selection of the Speaker of CUSA Council, and appointments of Councilors to Committees
- **Be it resolved that** Part 1 of the AGM shall be Monday, April 4th at 6pm and Part 2 of the AGM shall be Wednesday, April 13th at 1pm

Unanimous agreement with 3 Yeas

4.a. New Business

- 4.b. Board Attendance Policy

Motion to adopt the Board Attendance Policy

Unanimous agreement with 3 Yeas

4.c. CUSA Board Rules of Procedure Policy

Motion to adopt the Board Rules of Procedure Policy

Unanimous agreement with 3 Yeas

Meeting adjourned at 1:39pm.

March 22, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour

Agenda:

- 1. [Human Resources Policies](#)
 - 1.a. Human Resources Subcommittee of the CUSA Board Terms of Reference
 - 1.b. Joint Health and Safety Committee Terms of Reference
 - 1.c. Accessibility Policy - Customer Service Standard
 - 1.d. Conflict of Interest Policy
 - 1.e. Code of Ethical Conduct Policy
 - 1.f. Concurrent Offices Policy
 - 1.g. Workplace Violence and Harassment Policy

Minutes:

- Meeting commenced at 3:26pm

1.a. Human Resources Subcommittee of the CUSA Board Terms of Reference

Motion to adopt the Human Resources Subcommittee of the CUSA Board Terms of Reference

Unanimous agreement with 3 Yeas

1.b. Joint Health & Safety Committee Terms of Reference

- Question: union meeting would appoint a worker to the committee

Motion to adopt the Joint Health & Safety Committee Terms of Reference

Unanimous agreement with 3 Yeas

1.c. Accessibility Policy - Customer Service Standard

Motion to adopt the Accessibility Policy - Customer Service Standard

Unanimous agreement with 3 Yeas

1.d. Conflict of Interest Policy

Motion to adopt the Conflict of Interest Policy

Unanimous agreement with 3 Yeas

1.e. Code of Ethical Conduct

Motion to adopt the Code of Ethical Conduct

Unanimous agreement with 3 Yeas

1.f. Concurrent Offices Policy

Motion to adopt the Concurrent Offices Policy

Unanimous agreement with 3 Yeas

1.g. Workplace Violence and Harassment Policy

Motion to adopt the Workplace Violence and Harassment Policy

Unanimous agreement with 3 Yeas

March 24, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour

Agenda:

- 1.a. Hiring Policy and Procedure
- 2.a. Accident Investigation Standards and Procedures Policy
- 3.a. Accident/Injury Reporting Procedure
- 4.a. Amended Hybrid Work Policy
- 5.a. AODA Checklists
- 6.a. Bilateral Work Stoppage for Dangerous Circumstances Policy
- 7.a. Community Standards Policy
- 8.a. Conflict of Interest Policy for CUSA Employees
- 9.a. CUSA Mandatory Training Policy
- 10.a. Early & Safe Return to Work & Modified Work Program Policy
- 11.a. Emergency Response Plan Policy
- 12.a. First Aid Policy
- 13.a. Hazard Reporting Policy and Procedure
- 14.a. Health and Safety Guidelines
- 15.a. Lock-out and Tag-out Policy

Minutes:

1.a. Hiring Policy and Procedure

Motion to adopt the Hiring Policy and Procedure

Unanimous agreement with 3 Yeas

2.a. Accident Investigation Standards and Procedures Policy

Motion to adopt the Accident Investigation Standards and Procedures

Unanimous agreement with 3 Yeas

3.a. Accident/Injury Reporting Procedure

Motion to adopt the Accident/Injury Reporting Procedure

Unanimous agreement with 3 Yeas

4.a. AMENDED Hybrid Work Policy

Motion to adopt the Amended Hybrid Work Policy to add the Work Agreement

Unanimous agreement with 3 Yeas

5.a. AODA Checklists

Motion to adopt the AODA Checklists

Unanimous agreement with 3 Yeas

6.a. Bilateral Work Stoppage for Dangerous Circumstances Policy

Motion to adopt the Bilateral Work Stoppage for Dangerous Circumstances Policy

Unanimous agreement with 3 Yeas

7.a. Community Standards Policy

Motion to adopt the Community Standard Policy

Unanimous agreement with 3 Yeas

8.a. Conflict of Interest Policy for CUSA Employees

Motion to adopt the Conflict of Interest Policy for CUSA Employees

Unanimous agreement with 3 Yeas

9.a. CUSA Mandatory Training Policy

Motion to adopt the CUSA Mandatory Training Policy

Unanimous agreement with 3 Yeas

10.a. Early & Safe Return to Work & Modified Work Program Policy

Motion to adopt the Early & Safe Return to Work & Modified Work Program Policy

Unanimous agreement with 3 Yeas

11.a. Emergency Response Plan Policy

Motion to adopt the Emergency Response Plan Policy

Unanimous agreement with 3 Yeas

12.a. First Aid Policy

Motion to adopt the First Aid Policy

Unanimous agreement with 3 Yeas

13.a. Hazard Reporting Policy and Procedure

Motion to adopt the Hazard Reporting Policy and Procedure

Unanimous agreement with 3 Yeas

14.a. Health and Safety Guidelines

Motion to adopt Health and Safety Guidelines

Unanimous agreement with 3 Yeas

15.a. Lock-out and Tag-out Policy

Motion to adopt the lock-out and tag-out policy

Unanimous agreement with 3 Yeas

March 29, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour

Agenda:

- 1.a. Ministry of Labour Visit Policy
- 2.a. Office Safety Policy
- 3.a. Orientation of New Employees Policy
- 4.a. Preventative Maintenance Policy
- 5.a. Process & Equipment Purchase and/or Maintenance Policy
- 6.a. Professional Development Policy
- 7.a. Safety Communication Systems Policy
- 8.a. Safety Policy Statement
- 9.a. Work Refusal Conditions & Process Policy
- 10.a. Workplace Inspections & Audit Policy
- 11.a. Workplace Wellness
- 12.a. Executive Employment Contracts
- 13.a. Whistleblower Policy
- 14.a. Chair Terms of Reference
- 15.a. CUSA Investment Policy
- 16.a. CUSA Transparency and Ethical Standards Policy
- 17.a. Custody of Administrative Privilege for IT Policy
- 18.a. Volunteer Progressive Discipline Policy

Minutes:

1.a. Ministry of Labour Visit Policy

Motion to adopt the Labour Visit Policy

Unanimous agreement with 3 Yeas

2.a. Office Safety Policy

Motion to adopt the Office Safety Policy

Unanimous agreement with 3 Yeas

3.a. Orientation of New Employees Policy

Motion to adopt the Orientation of New Employees Policy

Unanimous agreement with 3 Yeas

4.a. Preventative Maintenance Policy

Motion to adopt the Preventative Maintenance Policy

Unanimous agreement with 3 Yeas

5.a. Process & Equipment Purchase and/or Modifications Policy

Motion to adopt the Process & Equipment Purchase and/or Modifications Policy

Unanimous agreement with 3 Yeas

6.a. Professional Development Policy

Motion to adopt the Professional Development Policy

Unanimous agreement

7.a. Safety Communication Systems Policy

Motion to adopt the Safety Communication Systems Policy

Unanimous agreement with 3 Yeas

8.a. Safety Policy Statement

Motion to adopt the Safety Policy Statement

Unanimous agreement with 3 Yeas

9.a. Work Refusal Conditions & Process Policy

Motion to adopt the Work Refusal Conditions & Process Policy

Unanimous agreement with 3 Yeas

10.a. Workplace Inspections & Audit Policy

Motion to adopt the Workplace Inspections & Audit Policy

Unanimous agreement with 3 Yeas

11.a. Workplace Wellness

Motion to adopt the Workplace Wellness policy

Unanimous agreement with 3 Yeas

12.a. Executive Employment Contracts

Motion to adopt the Executive Employment Contracts

Unanimous agreement with 3 Yeas

13.a. Whistleblower Policy

Motion to adopt the Whistleblower Policy

Unanimous agreement with 3 Yeas

14.a. Chair Terms of Reference

Motion to adopt the Chair Terms of Reference

Unanimous agreement with 3 Yeas

15.a. CUSA Investment Policy

Motion to adopt the CUSA Investment Policy Amendments

Unanimous agreement with 3 Yeas

16.a. CUSA Transparency and Ethical Standards Policy

Motion to adopt the CUSA Transparency and Ethical Standards Policy

Unanimous agreement with 3 Yeas

17.a. Custody of Administrative Privilege for IT Policy

Motion to adopt the Custody of Administrative Privilege for IT Policy

Unanimous agreement with 3 Yeas

18.a. Volunteer Progressive Discipline Policy

Motion to adopt the Volunteer Progressive Discipline Policy

Unanimous agreement with 3 Yeas

March 31, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- McKenzie Lake Lawyers, Melissa Won & David Arntfield
- Executive Director, Dustin Rivers
- Director of Student Development, Sam Kilgour
- Director of Finance, Lisa Yu

Agenda:

- 1.a. Incorporation of CUSA Inc.
- 2.a. Amendment to the Hiring & Procedure Policy
- 3.a. Finance Policy
- 4.a. Finance Approvals Policy
- 5.a. Reserve Fund Policy
- 6.a. Purchasing Policy & Purchasing Administrative Regulations
- ~~7.a. Financial Reporting Policy~~
- ~~8.a. Student Status & Sanction Check Procedure~~
- ~~9.a. Interim & Final Reports Policy~~
- ~~10.a. Health & Safety Policy~~
- ~~11.a. Non-Routine Work Policy~~
- ~~12.a. Housekeeping and Organizing Policy~~
- ~~13.a. GAP Analysis Policy~~
- ~~14.a. Contractor/Subcontractor Safety Policy~~
- ~~15.a. Physical Demands Policy~~
- ~~16.a. Visitor Policy~~
- ~~17.a. CUSA Council – budget line usage for AGM~~

Minutes:

The meeting commenced at 12:08 pm

1.a. Incorporation of CUSA Inc.

- Sam discussed how we have come to the decision to incorporate due to the fact that the CUSA Association bylaws and CUSA Inc. bylaws conflict and do not delineate information accurately
 - The organization is currently under an Act that is no longer in status and renders the association non-legitimate

- David identified that In order to follow the new legislation coming into effect Oct. 18th, 2024, CUSA Inc. would need to follow the Not-For profit corporations act
 - CUSA Inc. needs to file articles of incorporation immediately to bring it into the jurisdiction of the Ontario not-for-profit corporations act, amending the letters patent
 - The unincorporated association has already gone through the process of creating a set of bylaws that provide how the organization operates
- David proposed that the new existing bylaws be adopted into the new incorporation
 - CUSA Inc. needs to provide a statement of the corporation's purpose - function of the corporation and have the three directors to be identified in the articles
 - Inc. would be brought into the corporation's act and then we would need to have a meeting of the members to transfer them over to the new corporation
 - Inc Members need to adopt the draft articles of incorporation and bylaws

2.a. Amendment to the Hiring Policy & Procedure

Motion to amend the Hiring Policy & Procedure

- Whereas the Social Media Coordinator Role is being created
- Be it resolved that Social Media Coordinator be added to CUSA 1281 Role
- Be it also resolved that the hiring panel for the Social Media Coordinator will be:
 - a) The Social Media Coordinator
 - i) The hiring panel for the Social Media Coordinator shall consist of
 - (1) Director of Communications & Strategic Initiatives
 - (2) Director of Human Resources or designate
 - (3) One (1) CUSA Executive appointed by the Executive

3.a. Finance Policy

Motion to adopt the Finance Policy

Unanimous agreement with 3 Yeas

4.a. Finance Approvals Policy

Motion to adopt the Finance Approvals Policy

Unanimous agreement with 3 Yeas

5.a. Reserves Fund Policy

Motion to adopt the Reserves Fund Policy

Unanimous agreement with 3 Yeas

6.a. Purchasing Policy & Purchasing Administrative Regulations

Motion to adopt the Purchasing Policy & Purchasing Administrative Regulations

Motion passed with 2 Yeas and 1 Abstention

Remainder of the Agenda items were pushed to a later date.

March 29, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour

Agenda:

- 1.a. Amendment to the Hiring Policy & Procedure to add Director of Student Services role
- 2.a. Financial Reporting Policy
- 3.a. Student Status & Sanction Check Procedure
- 4.a. Interim & Final Reports Policy
- 5.a. Motion to adopt and transmit the letter advising CUSA Inc. members on Incorporation (endorsing Bylaw amendment, Letters amendment, and shift from under Corporations Act to NCFPA (2010).
- 6.a. Health & Safety Policy
- 7.a. Non-routine Work Policy
- 8.a. Housekeeping and Organizing Policy
- 9.a. GAP Analysis Policy
- 10.a. Contractor/Subcontractor Safety Policy
- 11.a. Ergonomic & Musculoskeletal Policy
- 12.a. Physical Demands Policy
- 13.a. Visitor Policy
- 14.a. Departmental Procedure Approval Policy
- 15.a. Dispute in Interpretation Policy
- 16.a. New Business:

Minutes:

1.a. Amendment to the Hiring Policy & Procedure to add Director of Student Services role

Motion to adopt the Amendment to the Hiring Policy & Procedure to add Director of Student Services role

Unanimous agreement with 3 Yeas

2.a. Financial Reporting Policy

Motion to adopt the Financial Reporting Policy

Unanimous agreement with 3 Yeas

3.a. Student Status & Sanction Check Procedure

Motion to adopt the Student Status & Sanction Check Procedure

Unanimous agreement with 3 Yeas

4.a. Interim & Final Reports Policy

Motion to adopt the Interim & Final Reports Policy

Unanimous agreement with 3 Yeas

5.a. Letter from Mackenzie Lake lawyers advising CUSA Inc. members on Incorporation

Motion to advise the CUSA Inc. members to endorse a bylaw amendment, a letters patent amendment, and incorporation under the Not for Profit Corporations act 2010, rather than the Corporations act of 1990

Unanimous agreement with 3 Yeas

6.a. Health & Safety Policy

Motion to adopt the Health & Safety Policy

Unanimous agreement with 3 Yeas

7.a. Non-routine Work Policy

Motion to adopt the Non-routine Work Policy

Unanimous agreement with 3 Yeas

8.a. Housekeeping and Organizing Policy

Motion to adopt the Housekeeping and Organizing Policy

Unanimous agreement with 3 Yeas

9.a. GAP Analysis Policy

Motion to adopt the GAP Analysis Policy

Unanimous agreement with 3 Yeas

10.a. Contractor/Subcontractor Safety Policy

Motion to adopt the Contractor/Subcontractor Safety Policy

Unanimous agreement with 3 Yeas

11.a. Ergonomic & Musculoskeletal Policy

Motion to adopt the Ergonomic & Musculoskeletal Policy

Unanimous agreement with 3 Yeas

12.a. Physical Demands Policy

Motion to adopt the Physical Demands Policy

Unanimous agreement with 3 Yeas

13.a. Visitor Policy

Motion to adopt the Visitor Policy

Unanimous agreement with 3 Yeas

14.a. Departmental Procedure Approval Policy

Motion to adopt the Departmental Procedure Approval Policy

Unanimous agreement with 3 Yeas

15.a. Dispute in Interpretation Policy

Motion to adopt the Dispute and Interpretation Policy

Unanimous agreement with 3 Yeas

16.a. New Business:

Motion 1

- Motion to amend the eligibility to receive Executive compensation/benefits.
 - Whereas Executives may occasionally take office in the middle of the academic term or term of employment
 - Be it resolved compensation/benefits shall be prorated based on their dates of employment with respect to the Carleton Academic calendar.

Mover: Callie Ogden

Seconder: Venassa Baptiste

Unanimous agreement with 3 Yeas

Motion 2

Motion to mandate the Chief Returning Officer role be filled by someone at an arms length from Carleton University

Whereas the Democratic Reform Committee has recommended that the CRO be outsourced to a capable external body

Be it resolved that the hiring should be done in consistent with the Hiring Policy & Procedure of CUSA

Be it resolved that current Carleton students are ineligible

Be it resolved that former Carleton University students are ineligible

Be it resolved that current and former CUSA staff are ineligible

Be it resolved that individuals employed by entities that CUSA have an existing contract or agreement with are ineligible; and

Be it resolved that any individuals or organizations that are seeking contract or agreement with CUSA are ineligible

Mover: Venassa Baptiste

Secunder: Ahmad Hashimi

Unanimous agreement

April 5, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Finance, Lisa Yu

Agenda:

- 1.a. CUSA Investments
- 2.a. Conflict of Interest Policy
- ~~● 3.a. Recommendation from CPRC to create a Policy Analyst and Coordinator position at CUSA~~
- ~~● 4.a. Dealing with the extra hours worked by the Director of Student Development~~

Minutes:

1.a. CUSA Investments

- Moved to the next CUSA Inc. Trustee meeting in order for Lisa to prepare and analyze our investments/prepare changes to the policy

2.a. Conflict of Interest Policy

Motion to accept the Conflict of Interest Policy that was passed at the CUSA council on April 4th, 2022

Unanimous agreement with 3 Yeas

- Motion to adjourn the meeting
 - Mover Ahmad Hashimi Seconder Venassa Baptiste

April 12, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)

Regrets:

- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Director of Student Development, Sam Kilgour
- Executive Director, Dustin Rivers
- Director of Communications and Strategic Initiatives, Christine Falardeau

Agenda:

- 1.a. Organizational Chart and Space Allocations
- 2.a CUSA Privacy Policy
- 3.a. Record Retention Policy
- 4.a. Agenda Subcommittee of the Board TOR
- 5.a. Finance & Governance Subcommittee of the Board TOR
- 6.a. Personal Vehicle for Company Use Policy
- ~~● 7. Approval of Job Descriptions/Contracts~~
 - ~~○ 7.a. Research & Advocacy~~
 - ~~○ 7.b. Executive Coordinator~~
 - ~~○ 7.c. Executive Assistant~~
 - ~~○ 7.d. Business Development~~
- ~~● 8.a. Proposed Agenda for the first CUSA Board meeting on April 13th~~
- ~~● 9.a. CUSA Committees Policy~~

Minutes:

1.a. Passing of the Org chart

Revision of the Executive coordinator position into policy coordinator

2.a. CUSA Privacy Policy

Motion to adopt the CUSA Privacy Policy

Unanimous agreement with 2 Yeas

3.a. Records Retention Policy

Motion to adopt the Records Retention Policy

Unanimous agreement with 2 Yeas

4.a. Agenda Subcommittee of the Board TOR

Motion to implement the Agenda Subcommittee of the Board

Unanimous agreement with 2 Yeas

5.a. Finance and Governance Subcommittee of the Board

Motion to implement the Finance and Governance Subcommittee of the Board

Unanimous agreement with 2 Yeas

6.a. Personal Vehicle for Company Use Policy moved to next CUSA Inc. Trustee meeting

April 13th, 2022

Attendees:

- Outgoing Treasurer & Director, Venassa Baptiste
- Outgoing Acting Chair & Director, Callie Ogden
- Incoming Director, Karl Alary
- Incoming Director, Kathryn Jajo-Yacoub
- Incoming Director, Saif Zaidan
- Incoming Director, Simon Harris
- Incoming Director, Yohance Huggins-Charles
- Incoming Director, Sarah Haitlin
- Incoming Director, Gray Simms
- Incoming Director, Jodi Matthews
- Incoming President, CEO & Director, Anastasia Stoikos-Lettieri
- Incoming Vice President Finance / Secretary-Treasurer & Director (non-voting),
- Outgoing Vice President, Secretary, Acting President, CEO & Director, Ahmad Hashimi

Invited Advisors:

- Executive Director, Dustin Rivers
- Director of Finance, Lisa Yu
- Director of Human Resources, Leeanne Harvey
- Director of Communications & Strategic Initiatives, Christine Falardaeu
- Director of Student Services, Adil Tahseen
- Director of Student Development, Sam Kilgour

Agenda:

1. Introductions
2. Intro to CUSA and Scope of CUSA Board
3. Setting of CUSA Board preliminary legislative calendar
4. Notice of Selection of Chair per [Board Rules of Procedure](#).
5. Notice of Selection of the Vice Chair per [Board Rules of Procedure](#)
6. Subcommittee assignment notice
 - a. Vice Chair, Chair, & 1 director to Agenda Subcommittee
 - b. 3 Directors to Finance & Governance Subcommittee
 - c. Chair & 2 directors to Human Resources Subcommittee
7. Approval of CUSA Officer & Director list
8. Assigning of CUSA Signing Authority
9. Executive Compensation Matter
 - a. Must be managed by a subcommittee in advance of June CUSA Board meeting

Minutes:

1. Introductions

- Callie kicked off the meeting with introductions from each member of the outgoing board and incoming board as well as invited advisors

2. Intro to CUSA and Scope of CUSA Board

- Callie gave background information into CUSA and the scope of the board
- Callie identified why the board was created - they are a sober second thought over the executives. Their primary goal is to provide accountability and transparency to the association

3. Setting of CUSA Board preliminary legislative calendar

Be it resolved that the below CUSA Board legislative calendar be adopted

- April 13th, immediately following Annual Members Meeting
- June 25th, 2022 (Training Day)
- June 26th, 2022
- August 15th, 2022 @ 4pm
- November 14th, 2022 @ 4pm
- February 13th, 2023 @ 4pm
- March 12th, 2023 @ 4pm

Moved: Venassa Baptiste

Seconded: Simon Harris

Unanimous agreement with 11 Yeas

4. Notice of Selection of Chair per [Board Rules of Procedure](#).

- a. Chair will serve as Chair of the CUSA Board & Co-Facilitator of the Human Resources subcommittee of the CUSA Board

5. Notice of Selection of the Vice Chair per Board Rules of Procedure

- b. Vice Chair will serve as Chair of the Agenda Subcommittee

6. Subcommittee assignment notice

- c. Vice Chair, Chair, & 1 director to Agenda Subcommittee
- d. 3 Directors to Finance & Governance Subcommittee
- e. Chair & 2 directors to Human Resources Subcommittee

7. Approval of CUSA Officer & Director list

Be it resolved that the CUSA Board approve the below list of CUSA Officers and Directors.

CUSA Directors:

- Karl Alary
- Kathryn Jajo-Yacoub
- Saif Zaidan
- Simon Harris
- Yohance Huggins-Charles
- Sarah Zaitlin
- Gray Simms
- Jodi Matthews
- Anastasia Stoikos-Lettieri
- Gabe Paraskevopoulos, VP Finance/Secretary Treasurer

CUSA Executive Officers

- Anastasia Stoikos-Lettieri, President & CEO
- Gabe Paraskevopoulos, VP Finance/Secretary Treasurer
- Mohammed Faris Riazuddin, VP Student Issues
- Hallee Kejick, VP Community Engagement
- Anshika Srivastava, VP Student Life
- Davin Caratao, VP Internal

Senior Management

- Dustin Rivers, Executive Director
- Leeanne Harvey, Director of Human Resources
- Lisa Yu, Director of Finance
- Christine Falardeau, Director of Communications & Strategic Initiatives
- Sam Kilgour, Director of Student Development
- Adil Tahseen, Director of Student Services

Moved: Anastasia Stoikos-Lettieri

Seconded: Yohance Huggins-Charles

Unanimous agreement with 12 Yeas

8. Assigning of [CUSA Signing Authority](#)

f. See clause d)

Whereas CUSA Inc requires at least two signing authorities for nearly every transaction of business

Be it resolved that Anastasia Stoikos-Lettieri, President/CEO, Gabe Paraskevopoulos, VPF/ST, Dustin Rivers, Executive Director and Lisa Yu, Director of Finance be delegated signing authority in the execution of regular corporate business and business approved by this Board

Be it also resolved that these delegated signing authorities may be altered, removed, or changed at any future duly called CUSA Board meeting.

Moved: Gray Simms

Seconded: Anastasia Stoikos-Lettieri

Unanimous agreement with 12 Yeas

9. Executive Compensation Matter

- g. Must be managed by a subcommittee in advance of June CUSA Board meeting
 - Callie opened discussion to give background and insight on why the discussion of Executive Compensation is important and a subject that should be dealt with at the first meeting.
 - Callie identified that currently the President, who role is now full-time the entirety of their term, and the Vice Presidents, who are full-time in the summer and part-time during the semesters, are making the exact same wage although the President will be working more hours. It was also identified that non-monetary (wage) compensation was not the same between the VPs and the President.
 - Lastly it was identified that compensation does not necessarily mean an increase in wage and suggestions were made on other means for compensation to be considered by the subcommittee that is delegated to deal with this matter.

Be it resolved that matters relating to Executive Compensation be referred to the Finance & Governance Committee and the Human Resources Committee

Moved: Karl Alary

Seconded: Jodi Matthews

Unanimous agreement with 10 Yeas

April 14, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Vice President, Secretary, & Acting President & CEO, Ahmad Hashimi

Invited Advisors:

- Lisa Yu, Director of Finance
- Dustin Rivers, Executive Director

Agenda:

- 1.a. Amendment to the Investment Policy
- 2.a. Amendment of the Job Description and Compensation for Director of Communications & Strategic Initiatives
- 3.a. Advocacy and Research Coordinator Job Posting

Minutes:

1.a. Amendment to the Investment Policy

- Lisa presented the Trustees with an amendment to the Investment policy that outlined the CUSA Board and CUSA Management should not invest or commit to investing in any fossil fuels or companies that extract fossil fuels
- Amendment is as follows:

“Fossil Fuel Divestment Policy:

The CUSA Board and CUSA Management should:

- commit to no new, direct investments in companies that extract fossil fuels;
- divest from current, direct investments in fossil fuels extractors;
- commit to no new investments in dedicated fossil-fuel-focused products, in any asset class”

Motion to adopt the amendment to the Investment Policy

Unanimous agreement with 3 Yeas

2.a. Amendment of the Job Description and Compensation for Director of Communications & Strategic Initiatives

- Ahmad suggested the pay be \$85,000.00 instead of \$90,001.00
- Lisa and Dustin highlighted that due to CPI inflation rates, the rate of the previous salary of this role (including CPI), the salary of the role with the CPI increase should be \$89,210.00

- Discussion ensued and the decision was made to match the salary based on CPI plus a raise of \$791.00

Motion to adopt the amendments of the Job Description and Compensation for Director of Communications & Strategic Initiatives

Unanimous agreement with 3 Yeas

3.a. Advocacy and Research Coordinator Job Posting

- Sam Kilgour, Director of Student Development was called in to enter a couple of questions regarding the job posting
- Questions arose about whether the position should be unionized or not due to legitimizing the position so that it would not be removed in the future
 - Sam identified that due to some of the policies that have been passed, it is already ingrained into the Association and would be more difficult to remove unless the CUSA Board decided that it was no longer relevant to have the position.
 - There was also a question about who the Advocacy coordinator should be reporting to, if they should directly report to the President/CEO or if they should report to the VP Student Issues since this year (2021-2022) they directly reported to the VPSI
 - It was indicated that since the all of the other student positions will be in the direct report to the president, it would be odd to have only this position directly report to the VPSI, where no other VPs will have a student directly reporting to them
 - It was decided by the trustees that this job description/posting would be postponed to a later date to be discussed, and invite the Director of Communications and Strategy as well as the Executive Director to be involved in the conversation.

Meeting adjourned at 1:58 pm.

April 21, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)

Regrets:

- Secretary/Vice President Internal, Ahmad Hashimi

Invited Advisors:

- Lisa Yu, Director of Finance
- Dustin Rivers, Executive Director
- Sam Kilgour, Director of Student Development
- Christine Falardeau, Director of Communications & Strategy
- Anastatia Lettieri, President/CEO

Agenda:

- 1.a. Appointing the Bargaining Team for Union Collective Agreement (3011)
- 2.a. Personal Vehicle for Company Use Policy
- 3.a. Advocacy & Research Job Description
- 4.a. Policy & Analyst Coordinator
- 5.a. Business Administrator Job Description
- 6.a. Executive Assistant-Recording Secretary
- 7.a. Summer Office Hours Policy
- 8.a. Space Allocation & Usage

Minutes:

- 1.a. Appointing the Bargaining Team for Union Collective Agreement (3011)
 - Bargaining team has often consisted of the GM and often a couple of executives
 - Given that the VPF is outgoing and the new VPF starts on May 1st, it is recommended that the team consist of the Executive Director, Director of Finance, Director of Communications & Strategy and the President
 - Miguel and Ron are on the otherside of the bargaining unit with the Union 3011

Motion to appoint the Executive Director, Director of Finance, Director of Communications & Strategy and the President as the bargaining unit for the 3011 Union Collective Agreement

Unanimous agreement with 2 Yeas

2.a. Personal Vehicle for Company Use Policy

- The Personal Vehicle for Company Use Policy was postponed for a later date due to some questions about insurance and if an employee would be covered under CUSA's insurance if there were to be in an accident while using their personal vehicle for business use.

3.a. Advocacy & Research Job Description

- Addition to the job description to include their role in the EDI report and continuing to work on the calls to action.

Motion to adopt the Advocacy & Research Job Description

Unanimous agreement with 2 Yeas

4.a. Policy & Analyst Coordinator

Motion to adopt the Policy & Analyst Coordinator Job Description

Unanimous agreement with 2 Yeas

5.a. Business Administrator Job Description

Motion to adopt the Business Administrator Job Description

Unanimous agreement with 2 Yeas

6.a. Executive Assistant-Recording Secretary

Motion to adopt the Executive Assistant-Recording Secretary Job Description

Unanimous agreement with 2 Yeas

Motion to amend the Advocacy & Research Job Description term rate to include 17.5hrs/week from the date of hiring until April 1st, 2023

Unanimous agreement with 2 Yeas

7.a. Summer Office Hours

Motion to adopt the Summer Office Hours Policy

Unanimous agreement with 2 Yeas

8.a. Approval of CUSA Space Allocation

Motion to adopt CUSA Space Allocation & Usage spreadsheet

Unanimous agreement with 2 Yeas

Meeting adjourned at 4:10pm

April 28, 2022

Attendees:

- Treasurer, Venassa Baptiste
- Trustee, Callie Ogden (Acting Chair)
- Secretary/Vice President Internal, Ahmad Hashimi

Invited Advisors:

- Lisa Yu, Director of Finance
- Dustin Rivers, Executive Director
- Sam Kilgour, Director of Student Development
- Christine Falardeau, Director of Communications & Strategy
- Anastatia Lettieri, President/CEO

Agenda:

- 1.a. Personal Vehicle for Company Use Policy
- 2.a. Amendment of Hybrid Work Policy
- 3.a. Approval of the 2021/2022 CUSA Board Meeting Minutes
- 4.a. New Business

Minutes:

1.a. Personal Vehicle for Company Use Policy

Motion to adopt the Personal Vehicle for Company Use Policy
2 Yeas with 1 Abstention

2.a. Struck from the agenda as this was not given to the Board prior to the meeting

3.a. Approval of the 2021/2022 CUSA Board Meeting Minutes

Motion to approve the 2021/2022 Board Meeting Minutes
Unanimous agreement with 3 Yeas

4.a. New Business

- Anastasia requested for the Trustee's to put money aside for CUSA to seek out a lawyer in order to delve into the conversation about removing an ancillary fee group from the conversation
- Mackenzie Lake would be able to deal with this and has had some past experience with this matter at other Unions

- Sam suggested that we are looking for a roadmap in order to make a decision and the lawyers would be required in order to look at the bylaws and contracts in order to determine what we can do. In order to get us to the next Board meeting at the end of June, about \$4000 dollars would be a good sum of money to pay the lawyers until the Board can reconvene.
- Anastasia identified that a union should not be forced to stay and that it should be easier for a union to leave an ancillary fee group without undue hardship
- Venassa was worried because we have asked for advice on the referendum to the University before and have been sent back and forth only resulting in us not being able to pass a previous referendum not related to the ancillary fee group
- Anastasia clarified that it was not necessarily advice but rather what are our options of how we can disassociate from the ancillary fee group.
- We pay such a large fee to this organization that does not really affect our association whether negatively or positively. CUSA has been able to operate efficiently without the ancillary fee group and has no benefit to students.

Motion to set aside \$4000 to be used for legal fees to explore the relationship with an ancillary fee group until the next Board Meeting in June.

Unanimous agreement with 3 Yeas

Motion to approve the meeting minutes from the April 28th, 2022 CUSA Inc. Board meeting.

Unanimous agreement with 3 Yeas

Meeting adjourned at 2:39pm with an abstention from Venassa