

The Board of Directors acknowledges and respects the Algonquin First Nation, on whose traditional territory the Carleton University Students' Association is located.

**AGENDA for the 10th Meeting of
the CUSA Board of Directors**

**March 3rd 2023, at 6:00 pm EST
Hybrid (Haven, Online)**

1. Call to Order

6:21

2. Disclosure of Interest

3. Approval of the Agenda

1. Motion to Approve the Agenda as Presented (B-99)

4. Approval of Past Minutes

1. Motion to Approve the Regular Board Meeting Minutes from November 14, 2023 (B-100)

5. Presentations/Delegations

1. Introduction of the Director of Finance

6. Directors Reports

7. Staff Reports

1. Report from All Staff
 - a. Dustin Rivers provided a report from all staff.

Dir. Huggins-Charles and VPF/ST Mansour entered the meeting at 6:29pm

Motion to direct the Executive Director to create a report to present to the Board to establish what information should be publicly available via the web site and what information should be restricted to members.

Moved: Gray Simms

Seconded: President Lettieri

CARRIED UNANIMOUSLY

Motion to direct the Executive Director, supported by Director of Communications, Director of Finance and Manager of HR to develop a strategy for implementing the recommendations that arose from informal consultation with Communications Security Establishment (CSE) to present to the Board at a later date.

Moved. Dir Simms

Seconded: Dir Harris

CARRIED UNANIMOUSLY

2. Report from Dustin Rivers (Executive Director, CUSA) – Member Access to Documentation
3. Report from Dustin Rivers (Executive Director, CUSA) – Status of Student Data

9. Committee Reports

10. Introduction of Bylaws/Policy

11. Reconsideration of ByLaws/Policy

12. Announcements and Correspondence

1. Correspondence from Faris Riazudden (Vice President Student Affairs, CUSA) -- CU-MSA IAW Sponsorship

13. New Business

1. Motion to Establish the 2023/2024 Meeting Schedule of the CUSA Board of Directors (B-101)
2. Motion to Approve Alternate Signing Authorities (B-102)
3. Motion for CUSA to Sponsor Sprott Business Students' Society's (SBSS) Event "Sprott Switch" (B-103)
4. Motion for CUSA to Sponsor the Carleton University Muslim Students' Association (CUMSA) (B-104)
5. Motion for CUSA to Sponsor Sister Irene(B-105)

14. In-Camera Session

1. Motion to Move to In-Camera Session (B-106)

15. Notice of Motion

16. Unfinished Business and Deferred/Tabled Items

17. Other Business

1. Discussion Regarding Low Voter Turnout for the 2023/2024 CUSA General Election

18. Question and Answer Period

19. Adjournment

1. Adjournment (B-107)

Appendices:

Appendix A: Staff Correspondence re: Item 8.1

Appendix B: New Business from Faris Riazudden (Vice President Student Affairs, CUSA) --
CU-MSA IAW Sponsorship

Item 3.1

Motion to Approve the Agenda as Presented (B-99)

BE IT RESOLVED that the Agenda for the March 3 Regular Board Meeting be approved as written.

Moved: Dir Matthews

Seconded: Dir Zaitlin

5 in favour, 1 abstention

Item 4.1

Motion to Approve the Regular Board Meeting Minutes from 14 November, 2022 (B-100)

BE IT RESOLVED that the past minutes for the 14 November Special Board Meeting be approved as written.

Moved:

Seconded:

Item 8.1

Report from All Staff

[see Appendix A]

Item 8.2

Report from Dustin Rivers (Executive Director, CUSA) – Member Access to Documentation

Report to be delivered at the CUSA Board meeting.

Item 8.3

Report from Dustin Rivers (Executive Director, CUSA) – Status of Student Data

Report to be delivered at the CUSA Board meeting.

Item 12.1

**Correspondence from Faris Riazuddin (Vice President Student Affairs, CUSA) -- CU-MSA
IAW Sponsorship**

[see Appendix B]

Item 13.1

Motion to Establish the 2023/2024 Meeting Schedule of the CUSA Board of Directors (B-101)

BE IT RESOLVED that the Board adopt the below meeting schedule for the 2023/2024 term:

- Immediately after appointment from CUSA's Annual Members Meeting, March 12th, 2023
- **A meeting in April or May, 2023, depending on Director availability**
- **A training day at the earliest convenience of directors and staff, not later than Saturday, June 10 2023**
- Sunday, June 11th, 2023 @ 10am
- July 17th, 2023 @ 3pm
- August 14th, 2023 @ 6:30pm
- October 16th, 2023 @ 6:30pm
- November 20th, 2023 @ 6:30pm
- February 12th, 2024 @ 6:30pm
- March 4th, 2024 @ 6:30pm
- March 9th, 2024 (Annual General Meeting) immediately following Annual Members Meeting

Moved: Dir Harris

Seconded: President Lettieri

CARRIED UNANIMOUSLY

Motion to insert text "A meeting in April or May, 2023, depending on Director availability" and to strike and replace the text "Saturday June 10th, 2023 (Training Day) @ noon" with the text "A training day at the earliest convenience of directors and staff, not later than Saturday, June 10 2023".

Moved: Dir Simms

Seconded: Huggins-Charles

CARRIED UNANIMOUSLY

Recessed at 7:33

Call to Order at 7:40

Item 13.2

Motion to Approve Alternate Signing Authorities (B-102)

WHEREAS CUSA can and needs to alter, remove, and change its signing authorities

AND WHEREAS CUSA requires at least two signing authorities for nearly every transaction of business

BE IT RESOLVED that Christine Falardeau, Director of Communications and Strategy be removed as a signing authority effective Saturday, March 4, 2023

BE IT FURTHER RESOLVED that Doug Steringa, Director of Finance be delegated signing authority in the execution of regular corporate business and business approved by this Board effective Saturday, March 4, 2023.

BE IT FURTHER RESOLVED that those delegated signing authorities may be altered, removed, or changed at any future duly called CUSA Board meeting.

Moved: President Lettieri

Seconded: Dir. Zaitlin

CARRIED UNANIMOUSLY

Item 13.3

Motion for CUSA to Sponsor Sprott Business Students' Society's (SBSS) Event "Sprott Switch" (B-103)

WHEREAS Sprott Business Students' Society is hosting a Sprott Switch: Sprott Wellness Initiative to Challenge Mental Health Stigma,

BE IT RESOLVED THAT CUSA sponsors Sprott Business Students' Society (SBSS) for an amount of \$3000.

Moved: Dir Huggins-Charles

Seconded: President Lettieri

CARRIED UNANIMOUSLY

Item 13.4

Motion for CUSA to Sponsor the Carleton University Muslim Students' Association (CUMSA) (B-104)

WHEREAS the Muslim Students' Association (CUMSA) hosted a football tournament,

BE IT RESOLVED THAT CUSA sponsors Muslim Students' Association (CUMSA) for an amount of \$791.00

Moved: Dir Huggins Charles

Seconded: Dir Matthews

DEFEATED UNANIMOUSLY

Item 13.5

Motion for CUSA to Sponsor Sister Irene (B-105)

WHEREAS Sister Irene is a custodian at Carleton University, she moved to Ottawa in 2006 after she left the Democratic Republic of Congo after the loss of her husband's unfortunate passing to armed rebels,

AND WHEREAS her eldest daughter passed away in 2020 and is left behind by her six daughters (Mick, Jael, Benefi, Raphael, Joy and Praise) that live with their aunt in Zambia,

AND WHEREAS Sister Irene has been trying to bring her granddaughter to Ottawa and the IRCC application requires her to show an account in her grandchildren's name with a statement of \$35,000,

AND WHEREAS Sister Irene has raised \$15,000 by herself and a Gofundme was created to raise the remainder of the \$20,000. CUSA clubs' CUSmile was the leader in increasing support and sharing the cause with the Carleton community and was able to reach the target.

AND WHEREAS CUSA was approached by the organizers and the leaders in the Carleton community to support the cause as the money required is the base cost for resettlement. CUSA's commitment for community and compassion was heavily emphasized in relation to supporting Sister Irene and her own relationship with CUSA members throughout the years has been duly highlighted as well,

BE IT RESOLVED THAT CUSA donates an amount of \$3,999 towards Sister Irene's cause in an effort towards CUSA's commitment to support individuals that strive to make our shared community a better place.

Moved: President Lettieri

Seconded: Dir Jajo-Yacoub

1 in favour, 7 opposed, motion is defeated

Item 14.1

Motion to Move to In-Camera Session (B-106)

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

Moved: Dir Simms

Seconded: President Lettieri

CARRIED UNANIMOUSLY

Item 17.1

Discussion Regarding Low Voter Turnout for the 2023/2024 CUSA General Election

Director Alary to lead discussion at the CUSA Board meeting.

Item 18.1

Adjournment (B-107)

BE IT RESOLVED that the Board adjourns.

Moved: Dir Huggin-Charles

Seconded: Dir Zaitlin

CARRIED UNANIMOUSLY

APPENDIX A

Staff Correspondence re: Item 8.1

Joint CUSA Senior Staff Board/Council Report

Date: Feb 27, 2023

Name of Department: Executive Director

Summary of activities:

1. Supporting Finance team and providing guidance and support
2. Worked on YTD numbers with Finance up to Jan 31st
3. Worked with Manager of HR, VPCE and GSRC to hire new Coordinator
4. New Director of Finance hired (Doug Steringa). Start Date February 27th, 2023
5. Working with Finance Department to modernize financial systems
6. Developing strategic relationship with CKCU
7. Supporting the Director of Comms/Strat continued development of Sponsorship Strategy. Meeting with University Risk who now manages the Commercial Activities Policy, which governs alternative revenue generating activities, is pending.
8. Continued discussions on business development for all businesses (speaking of which "Have you been to HAVEN yet?")
9. Continue to manage all aspects of Service Centres, considerable ongoing support provided by the VPCE (Event Planning Support, Purchasing, Weekly check-ins)
10. Fostered relationship between USC and University Advancement to enable increased fundraising activities - future funder program, support with a grant for a new website and registration system, cross campus food drives
11. Working with Health and Dental benefits provider on new staff benefit requirements
12. Continue Support President in ongoing relations with the University Community and ongoing priorities (including but not limited to: Strat Planning, Food Security Campus Wide Committee, ECC)
13. Met with Hon. Yasir Naqvi along with President, Councillor Vecchio, and VPFinance
 - a. Food security
 - b. Relationship with University - member data acquisition

- c. Establish longer term relationship with between the CUSA Executive/Senior Staff Offices - successfully acquired a commitment to meet with incoming executive during onboarding schedule
14. Met with Communications Security Establishment (CSE) - discussed our current infrastructure, primary risks, short and long-term goals. Recommendations as suggested by CSE:
 - a. an internal dedicated Human Resource is a requirement of most Information Technology/Management/Security Programs
 - b. Short Term Staffing - 0.5 FTE's, could be done in conjunction with an Information technology related department of the University.
 - c. Long Term - 1.5 FTE's
 - d. Avoid completely, or severely limit the internal storage (including internally managed cloud storage eg: Google Drive) and management of membership data
 - e. Advocate the establishment of a third party data sharing agreement between a list management technology provider (eg: Elections management, Email Management System, Registration/Membership Management System) and the University.
 - f. Employ strict Access Protocols and severely limit access to the data
 - g. Long term - Build an ongoing IT/Information Security Support and Awareness - penetration tests, access audits, IT support, technology and software/account management
15. Discussed with CSE possible "engagement and awareness" future ongoing relationship
16. Supported HR in decision of HR Software purchase proposal. See here:
https://drive.google.com/file/d/1u0nMVhLeP-8FmtmZK8MnLwP_7MaQuWWD/view?usp=sharing

Recommendations/Advisories to the Board of Directors or Council:

- **Board motion** - remove temporary Signing Authority from Director of Communications - Christine Falardeau and assign Signing Authority to new Director of Finance - Doug Steringa
- **Board motion** - directing Executive Director, supported by Director of Communications, Director of Finance and Manager of HR to instigate strategy implementing the above recommendations from informal consultation with Communications Security Establishment (item 13)
- **Board Discussion** - establish what information should be publicly available via the web site and what information should be restricted to members (members being councilors)

Financial Implications

- software + labour = approx. \$30,000.00 to \$40,000.00
-

Date: Jan 23, 2023

Name of Department: Executive Director

Summary of activities:

1. Supporting Finance team and providing guidance and support
2. Met with all budget owners to review budgets
3. Onboarded new Manager of HR Merna Mikhail
4. Hiring process for Director of Finance ongoing
5. Working with Mackenzie Lake on Sub tenancy Agreements
6. In concert with Director of Comms/Strat continued development of Sponsorship Strategy
7. Continued discussions on business development for all businesses (speaking of which "Have you been to HAVEN yet?")
8. Managed all aspects of Service Centres, considerable ongoing support provided by the VPCE (Event Planning Support, Purchasing, Weekly check-ins)
9. Working with Health and Dental benefits provider on new staff benefit requirements
10. Supported President in ongoing relations with the University Community and ongoing priorities (including but not limited to: Strat Planning, Food Security Campus Wide Committee, ECC)
11. Completed Application for Summer Student Wage Grants along with VPF

Financial impact (if any):

- minimal

Recommendations to the Board of Directors or Council:

- **Looking for councilor(s) to volunteer for Privacy Working Group, and Business Development Working Group for Businesses**

Date: January 23, 2023

Name of Department: Communications & Strategy

Summary of recent accomplishments:

1. Recruitment strategy and website design and optimization for general Election
2. Created proposal for indoor and outdoor digital ad boards
3. Updated email signature for Association wide use

List of current activities in progress and upcoming events:

1. Designing reception area for USC and sourcing exterior signage - *In progress*
2. Cusaclubs.ca website redesign. Anticipated launch February 2023 - *In progress*
3. Leading association wide sponsorship portfolio including staffing, opportunities, valuation calculators, policy creation etc - *In progress*
4. General project management of Haven at Wrk coworking space - *In progress*
 - a. Interior branding for coworking space
 - b. Website dev contract and build
5. Supporting event space logistics and outreach plan - *In progress*
6. Redesign boardrooms & main offices spaces, order new furniture for support staff - *In progress*
7. Inventory management system for association wide promotional items - *Upcoming*

Financial impact (if any):

- Digital ad boards - ~\$18,000
- CUSA Clubs website development cost - \$9,965
- Haven at Wrk website development cost - \$5,000
- Office furniture - TBD (to be submitted to AFCOM for approval)

Recommendations to the Board of Directors or Council:

- N/A

Date: February 27th, 2023

Name of Department: Development & Governance

Summary of recent accomplishments and current activities:

- Department staff supported a successful Frost Week programming compliment
- Ran a robust general election candidate recruitment process involving 13 class talks and 12 hours of UC tabling along with social media support from Communications office
- Street Team has expanded membership this semester, allowing for more support of initiatives
- General election launched with external CRO Connor Plante facilitating an all-candidates meeting with brand new messaging to candidates about how to best conduct themselves throughout an election
- General election completed without a single complaint submitted. I credit Connor and his approach for setting a productive tone for the election
- Clubs funding allocated for the semester. Working to get small amount of remaining granted funds into club hands
- Many inactive club Scotiabank accounts closed, saving the clubs levy from having to support bank fees

List of activities in progress and upcoming events:

- Department is supporting Connor in executing the four Vice Presidential elections and AGM
- Department is supporting the CUSA Gala

Financial impact (if any):

- With fewer candidates spending less money than expected, the General Election will run under budget, which is good news, as other lines in the Elections budget are higher than expected, such as the software for the elections process, as we continue to be required to use the expensive university elections system rather than outsource to a reputable, experienced, and less expensive third party.

Recommendations to the Board of Directors or Council:

- Allow Connor to present some ideas related to elections policy now that he has overseen an election and we've had the first chance since Covid to see how many of the reforms recommended by the Democratic Reform Committee have worked out (i.e. ban on paper materials for campaigning)

APPENDIX B

New Business from Faris Riazuddin (Vice President Student Affairs, CUSA) -- CU-MSA IAW Sponsorship

Hello Board of Directors,

In compliance with the [Procurement Policy](#) sections 16 to 18, I am writing to inform you that CUSA Sponsorships of the below events in the below amount have been applied to the budget line [IS-6500-SI]:

- \$420.99 Sponsorship for the Islam Awareness Week (IAW) Bakesale. CUSA logo to be included on event volunteer t-shirts (170 volunteers and t-shirts, minimum) and all promotional materials.
- \$400 Sponsorship for the Info Session & General Meeting to kick off the week. CUSA logo to be included on event volunteer t-shirts and all promotional materials. Exclusive post of a promotional video highlighting CUSA's organizational purpose.
- \$425 Sponsorship for a training session. CUSA will be given credit for funding the training in advance of the session. Volunteers will be wearing t-shirts with CUSA logo present
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- \$490 Sponsorship for guest speaker compensation and events. CUSA logo to be included on event volunteer t-shirts and all promotional materials
- \$490 Sponsorship of the Closing Ceremonies. CUSA will be mentioned by name and given a shout-out by name on the CUMSA & IAW Facebook and Instagram pages, which have more than 6,500 followers. Platform given to CUSA representatives to connect with volunteers after 4pm.

- \$499 Sponsorship of the Appreciation Dinner for volunteers and partners in the week. CUSA will be given credit for partially funding the appreciation dinner.

The total then comes to \$3999.99 in Sponsorship. This was previously allocated but without the above detail within [IS-6500-SI]

I am open to further questions on this matter, Additionally, for clarity, CUSA has supported these projects in most prior years prior to the Procurement Policy coming into force.

Regards,

Faris

APPENDIX C

New Business from Faris Riazuddin (Vice President Student Affairs, CUSA) -- CU-MSA
IAW Sponsorship
