Executive Board Meeting 15-25
Wednesday, February 24, 2016 @ 12:30pm
MSU Boardroom, MUSC room 201

Called to Order 12:34pm
Present D’Angela, D’Souza, Hsu, Ibe, Guarna, Nadarajah, Stegmaier
Late
Absent Osazuwa, Nestico-Semianiw
Others Present J. McGowan (General Manager), Michael Wooder (SLDC), V. Scott (Recording Secretary), Jonathan Davis (CLAY Coordinator), Priya Gupta (Chief Returning Officer), Ryan Deshpande (Diversity Services Assistant Director), Nicole Vandenheuval (Maroons Coordinator), Justin Monaco-Barnes (MSU President-Elect)

1. Adopt Agenda

Moved by Nadarajah seconded by D’Souza to adopt the agenda, as presented.

Amendments
- Guarna – add Diversity Services Operating Policy
- Guarna - add Diversity Services Exec Job Descriptions
- Guarna – add SHEC Exec Job Descriptions

Moved by Nadarajah, seconded by D’Souza to adopt the agenda, as amended.

Passes Unanimously

2. Maroons Report – Nicole Vandenheuval presented

- Vandenheuval summarized the report.

Questions
- Nadarajah asked what events, other than an ath and rec presence, did the Maroons plan. Vandenheuval responded that they planned first year rep info sessions, which there will be one today and tomorrow. She added that they will be running exam de-stressors in April as they had received some good feedback about the ones they ran in the fall semester. Vandenheuval explained that they will be doing giveaways and putting on a movie night as well.
- Nadarajah asked why are Maroons more present at certain sports but not others. Vandenheuval responded that only football, basketball, and volleyball games were requested of the Maroons. She explained that the other games would put them beyond expected hours for the volunteers to be at, and that’s why they promote those three sports. She added that sometimes they will go to the minor sports if it wasn’t a busy week, but it is better to have a bigger presence at one game than having only one or two reps at an assortment of games.

3. CLAY Report – Jonathan Davis presented

- Davis summarized the report.

Questions
- Nadarajah asked Davis to talk more to how they changed the interview process. Davis responded that there were four questions on the application, and that there were situational questions based on external scenarios. Davis stated that in terms of the interview process, they built it from the ground up so that those with CLAY experience didn’t have an advantage over others.
Nadarajah stated that last year CLAY made it a priority to rank staff based on leadership experience to diversify. She asked if it would be the same this year. Davis responded that it was. He explained that each person was categorized into different groups and a median score was put together for each one. He added that they recommended hiring for anyone who performed well over the median. Davis stated that there are a lot of fresh faces this year.

Ibe asked who was providing sponsorships so far. Davis responded that faculty societies and offices have sponsored. He stated that community partners have been more receptive to donating items for the raffle.

Ibe asked about the relationship with the Hamilton Wentworth District School Board. Davis responded that he reached out twice to each school but hasn’t reached out to Board members yet.

Ibe praised Davis about putting in more sessions for international students and stated that they will benefit from it.

D’Souza stated that she heard a lot of people saying they had positive interview experiences, the team was working hard to making it an inclusive space.

4. Elections Report – Priya Gupta presented

Gupta summarized the report.

Questions

Wooder explained that the comments on the livestream will be unavoidable unless they buy into a better account, which premium would cost around $2,400 USD.

D’Angela stated that they implemented a change to double the price for external elections, he asked how that was received and if there was still a large demand. Gupta responded that she wouldn’t know as data wasn’t collected in the previous years. She stated that she has only received positive feedback this year, and that $50 from previous years wouldn’t have been enough for the time and effort put into this.

Deshpande suggested using Youtube to livestream as a solution.

McGowan told Gupta to go to him if they keep having issues with the Registrar’s office.

Ibe asked if they know the increase of those running and participating in election was due to promos from the Elections Committee or other culture. Gupta responded that she didn’t think it was attributed to promo, but students being engaged. Guarna added that ‘MSU Wants You’ probably helped a lot. She explained that it put the onus on SRA members to shoulder-tap, and that having someone encourage them to run is better.

Nadarajah stated that there were concerns this year with respect to implementing rules that impacted paid staff. She asked if they will be standardizing the rules so that they don’t change from year to year. Gupta responded that they can’t set the rules for the next year as there will always be issues. She explained that she doesn’t feel comfortable putting them in an operating policy. Gupta stated that the rules need to be assessed year by year.

Gupta added that she has been having issues with UTS about ballots being not sent out, and reported that she has been working with Pauline Taggart to help fix the issue.

5. Shinerama & Terry Fox Events Job Description

Moved by Guarna, seconded by Nadarajah that the Executive Board approve the creation of the Shinerama & Terry Fox Events Coordinator job description, as circulated and attached, effective May 1, 2016.

Guarna went over the memo with the Board. She explained that they wanted to add a role to help with logistics of summer events planning. Guarna added that the Coordinator will still be responsible for risk management and purchase orders.

Hsu asked about hours stating that 10 was a lot for the summer.

Guarna stated that it should state 4-7 hours.

Nadarajah asked which position they will not be posting for next year.

Guarna responded that the external relations position won’t be posted.

Ibe asked if a policy was being created.
• Guarna replied that they will be working on that.

**Vote on Motion**

**Moved** by Guarna, **seconded** by Nadarajah that the Executive Board approve the creation of the Shinerama & Terry Fox Events Coordinator job description, as circulated and attached, effective May 1, 2016.

**Passes Unanimously**

6. **Operating Policy 1.9.7 – Diversity Services**

**Moved** by Guarna, **seconded** by D’Souza that the Executive Board approve the changes to Operating Policy 1.9.7 – Diversity Services, as circulated, effective May 1, 2016.

• Deshpande went over the memo and changes with the Board.

**Vote on Motion**

**Passes Unanimously**

7. **Diversity Services Exec Job Descriptions**

**Moved** by Guarna, **seconded** by Stegmaier that the Executive Board approved the changes to the Diversity Services Indigenous Liaison and Promotions Executive job descriptions, and the creation of the Event(s) Coordinator, Research and Resources Executive, and Social and Political Advocacy Coordinator job descriptions, as circulated, effective May 1, 2016.

• Deshpande went over the memo and changes with the Board.
• Hsu asked what were the current hours of the exec and why did they choose 10 hours for most but 6-8 for others.
• Deshpande responded that all exec have 10 hours, and he explained that it was reflective of the work put in. He explained that he reduced the Events Coordinator to be eight hours as there will be two of them and less work between the two of them. He explained that the Resource and Research position can always be changed if the Board wished.
• Guarna stated that she wished to change the Resource and Research hours to be 8-10 as the other research positions have 10 hours.
• Hsu asked if Diversity Services will have the Resource and Research position do AOP training.
• Deshpande responded that the position will help with research and plan but won’t be implementing the training as they want paid staff doing that.

**Vote on Motion**

**Passes Unanimously**

8. **SHEC Exec Job Descriptions**

**Moved** by Guarna, **seconded** by D’Souza that the Executive Board approve the following job descriptions for SHEC, as circulated, effective May 1, 2016:

• Addictions Awareness
• Internal Programming
• Media (Radio)
• Media (*The Silhouette*)
• Mental Health
Promotions
Sexual Health

- Guarna went over the memo. She explained that they are all relatively small changes, but they are to show that SHEC has a bigger stake in Welcome Week.

Vote on Motion

Passes Unanimously

Moved by Nadarajah, seconded by Ibe to recess until Friday, March 11, 2016

Passes Unanimously

Recessed at 1:23pm

Called to Order at 10:34am on Friday, March 11, 2016

Present: D’Angela, D’Souza, Guarna, Nadarajah, Nestico-Semianiw, Osazuwa, Stegmaier

Late: Ibe

Others Present: J. McGowan (General Manager), Michael Wooder (SLDC), V. Scott (Recording Secretary)

9. Closed Session

Moved by Hsu, seconded by Nadarajah that the Executive Board move into Closed Session.

Passes Unanimously

10. Return to Open Session

Committee of the Whole – Service Reports

Moved by Guarna, seconded by Stegmaier that the Executive Board move into Committee of the Whole to discuss Service Reports.

Passes Unanimously

Moved by Guarna, seconded by Nadarajah that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously

Rise and Report

- Guarna reported that they talked about CLAY and that everything was going well. Guarna reported that they talked about MACycle and how Exec will be hired as volunteers, and that the Executive Board would prefer the logo to not be carried out as they are uncertain about the future of the service.

11. Information and Question Period

- Scott reported that on March 23 and 30 the meeting will be two hours long.
- D’Angela reported that the budget will be presented on March 23.
Wooder reported that International Women’s Week and Art Matters week was this week. General Assembly will be held on Monday. Wooder reported that Light Up the Night promo will be coming out soon. He stated that a teaser campaign with full roll out will be happening. Wooder reported that the Maccess logo will be coming forward soon.

McGowan asked the Board to keep in mind that over the next couple of weeks those who will be involved next year will be coming to meetings and he hoped that while they are comfortable with each other to keep a level of professionalism.

Stegmaier reported that he and Guarna tried to bring forward a discussion about the Services Commissioner to the Board last week for changes, but it was brought to the SRA as they ran out of time. He reported that it met a different view and other suggestions were made. One of them being that the Commissioner becomes an official observer for the Board. He asked the Board what they thought. Guarna responded that they wanted the position to be an official observer so that time would be dedicated. Nestico-Semianiw responded that they should up the hours of the Commissioner if they expect them to dedicate two more hours of their time. Wooder pointed out that there may be a scheduling matter as it was already hard trying to organize nine people into a meeting. He explained that it could be built into the explanation of the position so that the expectation is there before establishing something permanent.

Stegmaier reported that SWHAT was doing their walk-a-thon and proceeds were going to Relay for Life.

12. Adjournment and Time of Next Meeting

Time of Next Meeting:

Wednesday, March 16, 2016
12:30pm
MSU Boardroom, MUSC 201

Adjourned at 11:27am