Executive Board Meeting 15-28
Wednesday, March 16, 2016 @ 12:30pm
MSU Boardroom, MUSC room 201

Called to Order 12:32pm

Present	D'Angela, Guarna, Hsu, Nadarajah, Osazuwa, Stegmaier
Late	Nestico-Semianiw
Absent	
Others Present	J. McGowan (General Manager), Michael Wooder (SLDC), V. Scott (Recording Secretary), Serena Arora (SWHAT Coordinator), Leon Zhang (Incoming SWHAT Coordinator), Sachin Doshi (EFRT Director), Miranda Clayton (SRA Operations Commissioner)

1. Adopt Agenda

Moved by Nadarajah **seconded** by Hsu to adopt the agenda, as presented.

Amendments

- Guarna – add Creation of Operating Policy 1.2 – Service Creation and Review as Item #7

Moved by Nadarajah, **seconded** by Hsu to adopt the agenda, as amended.

Passes Unanimously

2. Adopt Minutes

Moved by Nestico-Semianiw, **seconded** by Hsu that the Executive Board adopt the minutes from Executive Board meetings 15-26 – March 2, 2016, and 15-27 – March 9, 2016 as presented.

Passes Unanimously

3. EFRT Report – Sachin Doshi presented

- Doshi summarized the report.

Questions

- Guarna asked what they will be doing going forward for First Aid training if there aren't enough materials. Will they be setting a cap? Doshi responded that they are seeing if the University has space for storage, as it isn't just the supplies they need a place to store it.
- McGowan asked about the conference and if they are doing something different than the MSU. Doshi responded that with the States it is different as their campus response is the MSU's ambulance as they have their own trucks and cars. He added that the certifications are at par but they have different areas of operation.
- Hsu asked if there was any progress on the Mental Health First Aid. Doshi responded that it would be a five day training period, with teaching three courses per year to stay accredited. Guarna added that they haven't found someone to be able to do it yet as they will need someone who will stay in the position for more than a year, as the training is expensive.

4. SHEC – no report

5. SWHAT Report – Serena Arora presented

- Arora summarized the report. Wanted to clarify lines between swhat and ssc. Nice to have it done moving forward.

Questions

- Hsu asked if they automatically re-hired previous volunteers. Arora responded that they used to do that in the past, but that this year everyone will be interviewed.
- Guarna asked why the walk volume is higher in first semester than second semester. Arora responded that was a good question, and that she wasn't sure. She felt that they give more walks when the weather is nicer, and also that during exams students stay on campus past 1am.
- Osazuwa stated that he will set up a meeting with Gisella from SSC to have a transition meeting about the space.

6. Operating Policy 2 – Employment

- Clayton stated that she brought this forward for feedback from the Board before bringing to the SRA. She addressed the fact that the Operations Committee wanted to see PTMs running for SRA without having to quit their job, if there was an overlap. She explained that they shouldn't be limiting those who haven't been hired.
- The Board discussed the suggestions made by the committee and came to the conclusion that for section 4.4.1.1 wouldn't be affecting too many positions as most of them will be ending in April and Executive Board doesn't get elected until mid-April and starts in May.

7. Creation of Operating Policy 1.2 – Service Creation and Review

- Clayton went over the policy with the Board. She felt that there was a need to clarify how services can be created. She added that the section on reviewing a service is to show what the steps would be.
- The Board discussed the policy and made a few suggestions: making sure the policy was in line with EB policies, include the GM and Comptroller as part of the review process, get a flow chart added to the policy on how to create a service, make a timeline of when each service will be reviewed, put a maximum and minimum number on how many services will be reviewed each year.

8. Job Descriptions

Moved by Guarna, **seconded** by Nadarajah that the Executive Board approve the changes to the Diversity Services Assistant Director and MAC Bread Bin Assistant Director job descriptions, as circulated, effective May 1, 2016.

- Guarna explained that these job descriptions were brought forward to address the concerns about having Assistant Directors on the SRA. She explained that it was an easy change to make the Assistant Directors accountable to the Vice-President Administration through the direct supervisor.
- Hsu asked if the Assistant Directors would be paid the same wage as the other PTMs.
- Guarna responded that she didn't know.
- Wooder explained that everything is classified in Appendix A to Operating Policy 2.2

In Favour: 6 Opposed: 0 Abstentions: 1
Motion Passes

9. Closed Session

Moved by Osazuwa, **seconded** by Stegmaier that the Executive Board move into Closed Session.

Passes Unanimously

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10. Return to Open Session

Adjournment and Time of Next Meeting

Time of Next Meeting:

Wednesday, March 23, 2016
12:30pm
MSU Boardroom, MUSC 201

Adjourned at 1:53pm

/vs

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