

Executive Board Meeting 15-06
Tuesday, August 4, 2015 @ 10:00am
MSU Boardroom, MUSC room 201

Call to order @ 10:00 am

Present D'Angela, D'Souza, Guarna, Ibe, Jama, Khanano, Nestico-Semianiw, Osazuwa, Stegmaier

Late

Absent

Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC), Jonathan Patterson (Farmstand Director), Daymon Oliveros (SCSN Director), Christine Yachouh (Advocacy Coordinator), Sachin Doshi (EFRT Director), Miranda Clayton (SRA Operations Commissioner)

1. Adopt Agenda

Moved by Stegmaier, **seconded** by Khanano that the Executive Board adopt the agenda, as presented.

Vote to Adopt Agenda

Passes Unanimously

2. EFRT Report – Sachin Doshi presented

- Doshi summarized the report.

Questions

- Osazuwa asked what the timeline was on getting in everything for the logo changes. Wooder responded that the clothing has already been ordered and everything else will be in on time for September. Doshi added that he had already gone to Underground for printing items and they should be printed soon.
- Guarna asked if there were ways to assess the effectiveness for October training. Doshi responded that a lot of alumni come back to help them out, and that they have asked them to create a mental list of assessments.
- D'Angela asked how many new volunteers will be brought in. Doshi responded that they will be bringing in 10 new volunteers.

3. MAC Farmstand – Jonathan Patterson presented

- Patterson summarized the report.

Questions

- Nestico-Semianiw asked about Local Food Day and what that entailed. Patterson responded that it has been run by University Affairs in the past, but they will be expanding it out this year. There will be samples set up and prizes, all in MUSC/Mills plaza. Everything will be sold by Farmstand so that students won't feel the pressure of buying anything from the vendors and can just go around collecting information.
- Nestico-Semianiw asked if they have thought of tying in the election with local food. Patterson stated that he can chat with advocacy about that.

4. SCSN Report- Daymon Oliveros presented

- Oliveros summarized the report.

5. Yearplans

Moved by Guarna, **seconded** by D'Angela that the Executive Board approve the following yearplans, as circulated:

- CRO
- DRO
- EFRT
- MAC Bread Bin
- SHEC
- SWHAT

In Favour: 8 Opposed: 0 Abstentions: 1 (Khanano)
Motion Passes

6. Operating Policy 1.4.3 – SCSN and Promotions Job Description

a) Operating Policy

Moved by Guarna, **seconded** by D'Souza that the Executive Board approve the changes to Operating Policy 1.4.3 – Student Community Support Network (SCSN), as circulated.

- Guarna went over the memo with the Board. She explained that Jess Bauman and she have been making sure that operating policies are being updated before job descriptions, so that everything is consistent.
- D'Angela asked if there was any thought in this being the only unpaid position at SCSN.
- Oliveros stated that they did, but within the MSU there aren't any paid promo roles.

Vote on Motion

In Favour: 8 Opposed: 0 Abstentions: 1 (Jama)
Motion Passes

b) Job Description

Moved by Guarna, **seconded** by D'Angela that the Executive Board approve the creation of the SCSN Promotions Coordinator, as circulated.

- Osazuwa asked how many hours a week do the internal and external coordinators get.
- Oliveros responded that they have eight hours and CAs receive five.
- Osazuwa stated that they should make sure that the promotions person doesn't feel isolated because of the fact that they're not getting paid.
- Khanano stated that they would conduct themselves professionally and pay won't be mentioned in conversations.
- Jama asked if they could make it a paid position.
- D'Angela stated that there were steps that need to be taken to do so; also it would be strange as this would be the only promotions coordinator that would be paid in the MSU.
- Guarna explained that she would feel strange paying one and not the others.
- Nestico-Semianiw stated that in terms of pay it comes down to precedence, not whether they deserve it or not. They shouldn't be paid just because everyone else is being paid; they are looking at the job itself specifically. If it was similar to other services then we should maintain the same standard.
- Jama stated that she felt that they have this volunteer culture and expect people to not be paid for their work. She felt that this wasn't a fair structure.

Vote on Motion

In Favour: 8 Opposed: 0 Abstentions: 1 (Khanano)
Motion Passes

7. Operating Policy 1.3.3 – VLOGS

Moved by Stegmaier, **seconded** by D'Angela that the Executive Board rescind Operating Policy 1.3.3 – VLOGS, on behalf of the SRA.

- Clayton went over the memo with the Board. She explained that with VLOGS she noticed that the policy was not being utilized, that no one found them to be helpful or informative, and that the policy wasn't effective.
- Ibe asked if any good came of the VLOGS and why did the Assembly at the time agree to it.
- Wooder responded that the concept came from the SRA to engage students digitally. It would go through the MSU Comms Officer, and all the SRA had to do was show up with a script. He explained that it was moderately successful but the members didn't care to do it.
- Guarna explained that this was created awhile ago before other social media platforms took off. She explained that it was good at the time but no one uses the platform anymore.

Vote on Motion

Passes Unanimously

8. Operating Policy 1.3.3 – Constituent Outreach

Moved by D'Souza, **seconded** by Guarna that the Executive Board adopt Operating Policy 1.3.3 - CONSTITUENT OUTREACH, on behalf of the SRA, as circulated.

- Clayton went over the operating policy with the Board.
- Jama asked what the remediation meetings would look like.
- Clayton responded that it would be at the discretion of the Speaker, but mainly it would be for guidance and asking what they could do to help them achieve their hours.
- D'Angela asked why they don't just wait until the Admin Assistants are done their official minutes to get the template for the Maroon Minutes.
- Clayton explained that it makes sense but the members of the Committee wanted to have these soon after the SRA meeting, and it was how it was done before. She stated that people who are doing the Maroon Minutes would be at the meeting and know what happened first hand.
- Ibe asked why they are expecting the entire SRA to work on this if the Science Caucus already took it on their own last year. He felt that the premise was great but saw it not working out well.
- Clayton responded that last year's Science caucus stated that there biased and would only put items in that affected science students. She felt that this proves why everyone should work on it. It's not SRA Science Maroon Minutes, it's just Maroon Minutes. Clayton stated that it is fair to mandate having this be a shared responsibility.
- Ibe stated that spreading around the responsibility wouldn't reduce the bias.
- Clayton stated that they had discussed the idea of getting a Maroon Minutes committee but the ops committee preferred this method and making everyone a team. She explained that it doesn't erase bias but this way people can point out the bias and bring forward discussion.
- D'Angela stated he likes the way this is now and they should try it out first. He asked if there any way that SRA member could give their opinions on the minutes before being circulated to their constituents.
- Clayton responded that the document creator would be the admin assistants and then SRA members. She explained that they haven't defined a process yet, but they could.
- Wooder thanked Clayton for putting this together. He explained that he was in agreement with D'Angela about trying this and working towards a replacement makes sense. He felt that logistically in section 2.2.5.2 it should be altered to say calendar on website. He asked if they had discussions about access to

software for the program and not everyone would have it. He suggested the following process, having the content be created, give to admin assistants, Comms Officer doing the master layout and then being sent out to everyone else.

- Clayton stated that they did discuss those points. She explained that they are making the SRA members get the design template but the official one will be done by the Comms Officer.
- D'Angela asked if they needed to make a change to the policy to say that once it was done it should be sent to the Assembly.
- Wooder stated that the final document should be going to SRA members so that there aren't any inconsistencies.
- Ibe asked about the outreach hours and how do they define outreach.
- Clayton responded that the key is to look interested and make sure you are gaining others attention. She stated that there is a lot of discussion surrounding outreach but the best way is to build interest and not forcing yourself on them.
- Ibe felt that it wasn't enough to just sit down and smile for meaningful engagement.
- Clayton explained that it's mandated that the hours need to be easily accessible and be visible. She explained that it's not as passive as one would think it would be.
- D'Angela explained that he likes how it's worded now as they can get into trouble when too specific, and it is best when members can define what outreach means to them.
- Jama asked if the Operations Committee could write a guideline on how to do outreach so that each member can have a list of what to do, this will give the members an idea.
- Ibe felt that the hours could be better utilized by doing class talks and approaching the students instead of just sitting there.
- Clayton explained that what is outlined is just the minimum and everyone is supposed to participate. She stated that she wasn't saying that members couldn't do anything else as outreach. Clayton added that her committee can definitely work on guidelines for the members to look at.
- Ibe thanked Clayton for the amount of work that was put into the policy.

Vote on Motion

Passes Unanimously

Osazuwa – sent out before the meetings, please go and talk to the others about this beforehand.

9. Operating Policy 1.9.8 - Mac Bread Bin and Good Food Coordinator Job Description

a) Operating Policy

Moved by Guarna, **seconded** by D'Souza that the Executive Board approve the changes to Operating Policy 1.9.8 – MAC Bread Bin, as circulated.

- Guarna went over the memo with the Board.
- Cheng explained that the person in this space would look after volunteers and distribute food.
- Jama asked if they wanted it to be one person in the future.
- Guarna responded that they currently have the Good Food Box Coordinator, but they are creating the Good Food Coordinator which will be in charge of the good food box next year and the food collective centre. She explained that they have already hired the GFB Coordinator for the year so they will either be hiring a Good Goof Coordinator who will just be managing the space alone for this year or they will be finding someone to take over good food box. She added that the job is open and anyone can apply for it.

Vote on Motion

Passes Unanimously

b) Job Description

Moved by Guarna, **seconded** by D'Souza that the Executive Board approve the creation of the Mac Bread Bin Good Food Coordinator, with the hours of work to be reviewed and recommended by the Finance Committee, as circulated.

- Guarna explained that this was worked on by a lot of people and she felt that it was great.

Vote on Motion

Passes Unanimously

10. Operating Policy 1.9.14 – Education & Advocacy and Advocacy Street Team Job Descriptions**a) Operating Policy**

Moved by Nestico-Semianiw, **seconded** by Osazuwa that the Executive Board approve the changes to Operating Policy 1.9.14 – Education & Advocacy, on behalf of the SRA, as circulated.

- Guarna explained that they worked on updating the operating policy to reflect the needs of the Advocacy Street Team. She stated that it's not a service, it's a pillar of the MSU and this gives them the ability to use exec members. She added that this makes it easier to be able to change it up in the future if needed.

Vote on Motion

Passes Unanimously

b) Job Descriptions

Moved by Nestico-Semianiw, **seconded** by Osazuwa that the Executive Board approve the following job descriptions for the Advocacy Street Team, as circulated:

- Logistics Coordinator
 - Member
 - Outreach Coordinator
 - Volunteer Coordinator
- Guarna ceded to Yachouh. Yachouh went over the memo with the Board. She felt that this will help with retention.

Vote on Motion

Passes Unanimously

11. Operating Policy 1.9.5 – SHEC

Moved by Stegmaier, **seconded** by Osazuwa that the Executive Board approve the changes to Operating Policy 1.9.5 - Student Health Education Centre (SHEC), as circulated.

- Stegmaier went over the memo with the Board. He explained that this was sent to his committee after being reviewed by the Coordinator, Jess Bauman, and Guarna.

Amendment

Moved by Guarna, **seconded** by Jama to amend section 3.1.3.4 and leave the SWC rep in the operating policy.

- Guarna explained that it would still be useful to have them on the hiring committee.
- Ibe asked why this was struck.
- Guarna responded that a committee member recommended this but gave no reason.
- Stegmaier stated that they felt that it wasn't the greatest to have someone external come in to do hiring.
- Guarna explained that since it was for the Coordinator, it was okay.
- Wooder stated that he was surprised that someone suggested removing this as training for SHEC still goes through SWC, and the MSU still has majority in who they are picking.

Vote on Amendment

Passes Unanimously

Vote on Main Motion

Passes Unanimously

12. Diversity Services Pillars Executive Job Descriptions

Moved by Guarna, **seconded** by Jama that the Executive Board approve the following job descriptions for the Diversity Services Pillars Executives:

- Abilities – External Outreach
 - Abilities – Financial
 - Abilities – Logistics
 - Abilities – Student Outreach
 - Interfaith – External Outreach
 - Interfaith – Financial
 - Interfaith – Internal Outreach
 - Interfaith – Logistics
 - Multiculturalism – External Outreach
 - Multiculturalism – Financial
 - Multiculturalism – Internal Outreach
 - Multiculturalism – Logistics
- Guarna went over the memo with the Board. She stated that she received them Thursday night before the deadline, and while they were okayed by the previous VP Administration they never made their way to EB. She explained that descriptions don't pass for muster but they need to be passed today in order for the jobs to be posted so that they can be hired by September. Guarna explained that updated versions will be brought forward to the next meeting.

Vote on Motion

Passes Unanimously

13. Committee of the Whole – Service Reports

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

Passes Unanimously

Moved by Guarna, **seconded** by Osazuwa to extend the meeting by 10 minutes.

Passes Unanimously

Osazuwa left at 11:51 am

Jama left at 12:01 pm

Moved by Guarna, **seconded** by Nestico-Semianiw that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously**Rise and Report**

- Guarna reported that Executive Board had a discussion about what constitutes being a paid versus unpaid employee of the MSU. IE; why do some execs (SCSN) and others (other services) not get paid. They also discussed that SCSN will have to be cognizant of the power dynamics that may occur as a result of the promotions coordinator being the only unpaid member of SCSN. Guarna reported that Farmstand and EFRT are doing great.

14. Information and Question Period

- No Information to Report.
- No Questions asked.

15. Adjournment and Time of Next Meeting**Time of Next Meeting:**

**Tuesday, August 18, 2015
9:00 am
MSU Boardroom, MUSC 201**

Meeting adjourned @ 12:04 pm
/vs