

Minutes of the 32nd meeting of the Board of Directors of the University Student's Council held on December 14th, 2006 in Room 305 UCC.

Present: Fab Dolan (President), Aron Yeomanson (Communications Officer), Pedro Lopes (VP Campus Issues), Paris Meilleur (VP Education), Alison Todd (VP Finance and Clubs), Tamara Watters (Legal Affairs Officer), Vicky Simanovski (VP Student Events), Karen Jackson (General Manager), Pat Weiler (Recording Secretary)

1. CALL TO ORDER

Dolan called the meeting to order at 1:52 p.m.

2. ADOPTION OF THE AGENDA

The agenda was adopted with the following changes: delete presentation to the Board.

3. APPROVAL OF MINUTES

Motion to ratify the minutes of November 16th, 2006.

Dolan/Carried

4. COMMENTS FROM THE CHAIR

4.1 Board Meeting Time Next Year

Dolan asked everyone to submit their class schedules for the new year so that he can find a time for the Board meetings that fits in with everyone's schedule. The meeting time will have to be changed a second time during next term because Watters' schedule will change.

4.2 360 Degree Reviews

Dolan asked that scores that are in the high or low range be backed up with comments and examples. He also pointed out that perceptions are also important in these reviews because in political jobs perceptions are important. The reviews are to be submitted to Dolan who will compile them. He asked that comments be made such that it is not clear who they are from. Each Board member is to fill out a review on each other the other Board members including the President. Dolan is also to be reviewed in his role as Chair of the Board.

5 UPCOMING DATES

December 16th – Holiday Party for Staff

Week of December 18th – Yeomanson will be away

Jan. 8th – 12th – Clubs Week Two

Jan. 11th – Wet/Dry event at Centennial Hall

Jan. 28th – 30th – Scott Courtice, Executive Director of OUSA will be in the office

6. PRESENTATIONS TO THE BOARD

There were none.

7. BOARD MATTERS FOR APPROVAL

7.1 ElectionsNet Proposal (briefing document attached)

Dolan recommended that the Board approve spending of money from capital expenditures to create an elections website to administer the USC in elections in an effort to better control the elections, make them less confusing for candidates and to follow the tenets of the long-term plan.

Dolan was approached by the CRO about upgrading services online to include an elections component. The benefits would include:

- increased monitoring of candidate expenditures
- real time notification of infractions or Election Committee decisions
- the ability for candidates to upload all necessary documents such as appeals, nomination forms, receipts etc.
- elections documents such as by-laws and policies could be easily accessible for candidates
- complaints for violations could be submitted online on a standard form.

Dolan said that Geoff Pimlatt, Systems Administrator, suggests setting this up through the same company that will upgrade the USC's website. The cost would be \$6500.

Dolan said that he recommends going ahead with this and having it ready for the Presidential election. This year the new system will provide some improvements for control of the elections but in the future there will be even more benefits that will make things more convenient for candidates. This expenditure will provide value in the long term. It will be used for Presidential elections and also for other elections.

Todd asked who is writing up the proposal.

Dolan said that Fisher has discussed this with Pimlatt and has listed what he would like the software to do. Pimlatt will write the proposal and talk it over with the software company.

Simanovski asked if there would be violations if a candidate does not use ElectionsNet.

Dolan said that a candidate would have to use the site in order to get updates on their election spending.

Watters asked who would have access to the site.

Dolan said that access could be given to anyone. The candidates would have access to some aspects. The DRO and CRO would have full access as well as the Communications Officer (in the future) and Pimlatt.

Move to use up to \$6500 from the capital expenditures fund to create an elections website to administer the USC elections.

Dolan/Carried

7.2 High-Risk Club Policy

Motion to move into confidential at 2:03 p.m.

Lopes/Carried

Motion to move out of confidential at 2:38 p.m.

Dolan/Carried

7.3 Poster Policy

Jackson was approached by Hillel about the cost of posters for their events. Because their events are off-campus they are required to pay a higher rate for posting posters. Hillel has to hold many of its events off-campus because of the requirement to prepare food in a kosher kitchen. Jackson has discussed this situation with Gail DeSantis, Manager of InPrint. Together they came up with the following recommended changes to the poster policy:

- apply non-commercial off-campus rate when a group shows proof of charity status (\$25-\$30/2 weeks)
- clubs should pay the commercial club off-campus rate of \$40-\$55/2 weeks regardless of venue (e.g. clubs holding events at off-campus establishments such as the Ceeps or Molly Blooms); clubs should not be heavily penalized when having to hold events off-campus.
- leave the fee as is for student roommate/sublet postings (proof of lease in student's name \$7-\$11/2 weeks, landlords for profit \$100 per week, student landlords for profit \$100 per week)
- no change to the fee for all commercial and for profit business postings

Simanovski suggested that the policy make reference to religion broader (e.g. for religious reasons rather than in a religious facility).

Todd questioned whether that would discriminate against other groups that are non-religious and in particular a club that has an activity that could not be done on campus.

Watters noted that religion is protected under the Charter of Rights. The focus of many other clubs does not fall under that.

Todd noted that there are some groups that cannot hold their event on campus.

Dolan said that it goes back to what is protected and what is not.

Lopes asked about religious groups having their events catered but on campus.

Simanovski explained that for Jewish events the facility has to be kosher and that kosher rules are very strict.

Lopes said that he has been involved in parties where those issues have been taken into consideration. He felt that all other groups that cannot hold events on campus are being discriminated against.

Dolan suggested that if another club becomes an issue they can be dealt with at that time. He pointed out that the Board is trying to solve a problem rather than create one.

Todd said that she supported the recommendation as presented by Jackson but did not support broadening the policy to include for religious reasons (rather than in a religious facility).

Simanovski said that she could go along with that if it is the synagogue and the Jewish Community Centre where events are usually held.

Jackson said that those are the places where Hillel usually holds its events.

Motion to approve the changes to the Poster Policy as recommended by Jackson and DeSantis as follows:

recommended changes to the poster policy:

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- clubs should pay the commercial club off-campus rate of \$40-\$55/2 weeks regardless of venue (e.g. clubs holding events at off-campus establishments such as the Ceeps or Molly Blooms); clubs should not be heavily penalized when having to hold events off-campus.
- leave the fee as is for student roommate/sublet postings (proof of lease in student's name \$7-\$11/2 weeks, landlords for profit \$100 per week, student landlords for profit \$100 per week)
- no change to the fee for all commercial and for profit business postings

Dolan/Carried

7.4 Western Archives

Jackson told the Board that the USC has a collection of documents for the University Community Centre Directorate which is no longer in existence. These documents are taking up space in the USC's archive. Weiler has contacted an archivist with the University about the possibility of donating those documents to the UWO Archives. They are interested in adding them to their collection and would make them available to researchers. These are documents that the USC does not need and has not accessed since they were acquired. The documents are not confidential. The USC would have access to the documents if through the archives if they were ever needed. A donation contract would be signed as part of this process.

Motion to donate the UCC Directorate records to the UWO Archives.

Dolan/Carried

7.5 Wave Renovations

Dolan reported that yesterday the Audit Committee met with managers involved in the Wave renovation proposal, as well as the architect and Boris Pertout from Physical Plant. The latest proposal and the original proposal were presented, questioned were answered

and then the Audit Committee met on their own. Prior to this meeting Dolan had sent notes from the Audit Committee meeting when Dolan, Todd and Jackson were present.

Dolan commented that this was a positive start for utilizing the Audit Committee. He said that he will recommend having the Audit Committee involved when larger decisions are made. He felt that it was good that they did not give a blanket recommendation but expressed some concerns and raised some questions that the Board should ask. Their most basic questions was whether or not this project falls in line with the long-term plan.

Dolan said that he feels that the current proposal (\$1.2M) does not fall in line with the long-term plan primarily because of the corporate sustainability in the plan. He noted that there is a portion of the plan that falls in line with the long-term plan, i.e. the \$440,000 portion that could be allocated to the general spruce up of the Wave.

Dolan explained that following a discussion with Jackson and Carrie Passi (Controller) he recommends that the USC go ahead with the \$1.2M renovation project and take it to Council for approval. The first \$440,000 would be borne by the USC and anything over that would be a cost taken on by the Wave. The Wave would take on the carrying cost of the loan. Dolan said that in talking to Dan Smith, Manager of the Wave, he said that he would be comfortable with that. Smith said that that in terms of capital needs for the Wave, the Wave will have very few capital expenses over the next five years. This approach is not completely in line with the concept of operations being self sustaining but it is in line with the long-term plan. The parent organization is telling the operations to be sustainable.

Lopes asked about the process with regards to the Audit Committee. He wanted to know if the Audit Committee members were given what the Board had discussed. He noted that they had mentioned the long term plan and the quality of life of students. He said that he did not find the report back from the Audit Committee (the notes sent to Board members by Dolan) helpful.

Dolan explained that the notes sent out were part of the minutes of the Audit Committee. The Audit Committee received a presentation from Paul Tomlinson, USC Services Manager, as well as a presentation from the architect. Many of the questions that the Audit Committee asked were similar to those that Board members asked. They had full access to all the information that the Board saw. Dolan said that the Audit Committee were unclear about what the Board wanted. He said that he was not looking for a decision from them but wanted them to provide insight. They said that some parts of the project they could see as appropriate but there were other aspects that they were not sure about. There is no way to quantify the project in terms of financial benefits. Dolan was happy with the response of the Audit Committee. They had access to information and asked the managers good questions.

Dolan highlighted the features of the \$1.2M plan and noted that it includes portable screens for the banquet room and a concession stand. He pointed out that the figures for the concession stand are more favourable when more details are seen.

Lopes said that he was concerned about building a permanent concession stand and noted that it would decrease the number of hours of work available for students. He felt that a large amount of money would be spent for a permanent concession stand because with the mobile unit there is a potential for equipment to be broken. He pointed out that \$30K would be spent and some student work time would be lost.

Dolan said that Tomlinson went back to the proposal and found some areas for savings which reduced the cost of the stand to \$20K. The payback would be closer to four years rather than the original estimate that the unit would be paid back in eight years.

Lopes asked what would be changed to make that difference in the pay back time.

Jackson said that the cost has gone down. Savings have increased each year in the cost of goods because fountain pop would be sold rather than canister pop.

Lopes said that he had some concerns about the savings being in labour costs.

Watters pointed out that money saved in labour could go elsewhere.

Simanovski asked if the concession stand could be used during the day and in that way create more work for students.

Jackson said that would be possible.

Simanovski said that she supports Dolan's recommendation because it accomplishes the goals that the Board has set and the concession stand increase flexibility.

Watters asked about the status of the lounge space.

Dolan said that that was an important part of the proposal. The lounge area will be enclosed with iron railings so that the furniture will not be moved.

Jackson pointed out that there is money in the budget to purchase furniture.

Dolan told the Board that he felt that this would have to be a unanimous decision of Board and then take it to Council. The particulars on how the Wave would pay their part over time needs to be put together by Jackson and Passi.

Watters asked if the Wave would be capable of paying their portion off.

Dolan said that the Wave would focus on paying their portion of the renovations. Their profits would go to paying off the renovations rather than going to cover other fixed costs of the organization.

Lopes asked if the pressure to pay back would impact future hirings, e.g. more wait staff.

Jackson said that she could not foresee that happening and pointed out that the Board has set some policies. The Wave must be student friendly. She could envision them asking to be able to bring in more outside business in the summer to pay off the debt faster. Smith does not have a problem with the plan for the Wave to pay this part.

Todd pointed out that if the Wave gets busier more staff could be hired and could see that aspect working out.

Lopes asked if the washrooms would be wheelchair accessible and if the floor would be dropped.

Jackson said yes to both.

Dolan highlighted some of the features to be included in the proposed Wave renovations. They included: removing the stairs, creating a private back room with moveable walls, lounge space, dropping the floor, no door access to washrooms and booth seating.

Jackson highlighted what has been removed to come up with this proposal. There would be no permanent AV equipment in the back room and no butler's pantry. There will be portable screens for the back room. There will be no banquet furniture. If necessary, it would be rented. The ceiling would remain the same except it would be painted. The ductwork would still be visible. The AV equipment could be added in the future.

Motion to approve the proposal to renovate the Wave with the cost being \$1.2M. \$440,000 would be covered by the USC and balance would be paid for by profits from the Wave.
Dolan/Carried

8. BOARD MATTERS FOR DISCUSSION

8.1 Policy for taking days off (confidential, HR)

Motion to move into confidential at 3:05 p.m.

Dolan/Carried

Motion to move out of confidential at 3:28 p.m.

Dolan/Carried

9. EXECUTIVE REPORTS

9.1 VP Campus Issues

Life Long Learning Club: Lopes is working on helping this group. This club was not active for the past few years and is up for de-ratification. He is working on a proposal for the group because they have twenty volunteers and he feels that they should not be penalized for inactivity in the past year.

Food Bank: Lopes reported that there have been lots of problems with the Food Bank and the distribution system through lockers. Something needs to be changed so that students get food when they ask for it.

Posters: There have been a couple of complaints about a UWO poster about walking home alone. The concern raised is that it creates gender stereotypes.

PrideWestern: PrideWestern is working on an activism conference for next semester. There have been some problems in getting the executive of this group to work in consultation with the USC.

Party for Children with Disabilities: Lopes was informed by his predecessor that he would receive information from the anonymous donor who sponsors this event and the school involved about this party. He did not receive anything until December 8th. Since then a party has been planned at Ashley Oakes Public School and will take place next week. Some volunteers have been recruited.

9.2 VP Education

OUSA: Meilleur will be in Toronto on December 15th to attend an OUSA Steering Committee meeting. There will be some personnel changes with OUSA in the near future. Meilleur and Scott Courtice (Executive Director of OUSA) are writing a long-term plan for OUSA and it is hoped that it will be passed at the Annual General Assembly in March.

9.3 VP Finance and Clubs

Clubs: Todd is following-up on sanctioning of clubs that was done recently. She is also dealing with details regarding a WICSA event and its venue. Financial risk is the issue.

9.4 VP Student Events

Orientation: Information is going about the info team merger. O-Staff applications are available.

Surveys: The survey will go live in the first week of January. She asked that Board members encourage sophs to complete the survey.

Charity Ball: A decision has been made not to have a speaker this year.

Relay for Life: The Charity Committee is working hard on this event and will be promoting it soon.

Theatre Western: This term there will be a series of smaller projects rather than one major production.

Frost Week: Simanovski is working with Housing on a Frost Week event that will involve 1700 students (half of age and half not). The event will take place on January 11th in Centennial Hall. Plans are underway for how to get students home safely.

Event Planning Conference: Simanovski is working on plans for this conference that will be held on March 27th and 28th.

9.5 President

Board Reviews: Dolan is working on the 360 degree reviews. He asked Board members to send him the reviews and he will compile them. He encouraged everyone to notice differences between what you think and what is perceived. He said that he would like to meet with Board members individually.

Building Built to Lead: Dolan is working on this document which will give background on Built to Lead.

10. OFFICER REPORTS

10.1 Communications Officer

Long Term Plan: Yeomanson reported that Built to Lead is being edited by Lori Mastrodoni and will be back next week.

External Promotions: Yeomanson met with Christine Doucette (External Promotions Commissioner) about a promotions plan for January and in particular for Charity Ball.

Thanks to all Board members for signing the holiday cards.

10.2 Legal Affairs Officer

By-Laws: In the new year Watters will be working on changes to By-Laws 1 and 2 including how they will be affected by the long-term plan.

Clubs Policy Committee: Watters will chair a meeting of this group on January 8th.

Elections: Nominations open on January 11th.

10.3 General Manager

Conference: Jackson reported that the recent conference that she attended was very good. She noted that some of the content was on teams. How the snow day situation was dealt with in her absence was an example of the good teamwork at the USC. She thanked Weiler and Passi specifically.

Student Life Manager: Jackson told the Board that Mark Wellington's position title is now Student Life Manager and he is very happy about that.

Wave: Jackson thanked the Board for their decision on the Wave project and noted that the final step is Council's approval.

11. MATTERS RISING FROM BOARD REPORTS

There were none.

12. NEW BUSINESS

There was none.

13. ADJOURNMENT

Motion to adjourn at 3:42 p.m.

Chair and President

Secretary of the Board

Recording Secretary