

MAY, 2026 AGENDA

GROUP Ontario Tech Student Union (OTSU) Board of Directors

LOCATION Shawenjigewining Hall, (SHA 136)

DATE/TIME May 19, 2026 5:30 PM

ITEM	TYPE	EST.TIME	SPEAKERS
OPENING PROCEDURES			
1. Call to order	Standing Item ▾	1 minute	Chair ▾
2. Territorial recognition	Standing Item ▾	2 minutes	Chair ▾
3. Approval of agenda	Approval ▾	2 minutes	Chair ▾
4. Approval of meeting minutes	Approval ▾	5 minutes	Chair ▾
5. Ratification of Board Members	Approval ▾	5 minutes	Executive Team ▾
6. Board Chair Appointment	Approval ▾	10 minutes	President ▾
7. Board Vice-Chair Appointment	Approval ▾	10 minutes	President ▾
8. Executive Reports	Approval ▾	20 minutes	Executive Team ▾
9. President Expenses	Approval ▾	5 minutes	President ▾
10. Operational Reports	Approval ▾	10 minutes	President ▾
AGENDA TOPICS			
11. OTSU Committee Board Member Appointments	Approval ▾	20 minutes	Chair ▾
12. Board & Executive 2026-2027 Goals	Approval ▾	10 minutes	Chair ▾

13. Board Meeting Schedule: June - August 2026	Approval ▾	5 minutes	Chair ▾
14. Board and Committee Member Honorariums	Approval ▾	10 minutes	President ▾
15. In-Camera Items	Discussion ▾	30 minutes	Chair ▾
16. New business	Standing Item ▾	As required	Chair ▾
17. Announcements	Standing Item ▾	As required	Chair ▾
18. Adjournment	Standing Item ▾	1 minute	Chair ▾

BOARD MEETING MINUTES

GROUP	Ontario Tech Student Union (OTSU)
LOCATION	Virtual (Google Meet) / In-person (SHA 136)
DATE & TIME	Apr 23, 2026 , 2:19 p.m. - 5:51 p.m.
NOTE TAKER	Katie Lapp
ATTENDEES	Directors (in-person): Faculty of Engineering and Applied Science & Chair, Sifatul Mostafi; Faculty of Business and Information Technology & Vice-Chair, Craigton Corda; Faculty of Social Science & Humanities, Keenan Howells; Faculty of Health Science, Ifra Khurram Directors (online): N/A Executives (in-person): President & Interim Executive Director, Eloghosa Avenbuan; VP Downtown, Kailey Haskell; VP Student Life, Tuirani Kerfelec; VP Student Affairs, Anwoy Barua Executives (online): N/A Staff: Financial Controller, Mayooran Thurairajah and Administrative & Governance Coordinator / Chief Returning Officer, Katie Lapp Guests: N/A
REGRETS	N/A

1. CALL TO ORDER

Meeting was called into order at 2:19 p.m. Moved by K. Howells and seconded by C. Corda (Vice-Chair). Motion carried.

2. TERRITORIAL RECOGNITION

3. AGENDA APPROVAL

DISCUSSION

No discussion.

RESOLUTION

Moved by I. Khurram and seconded by K. Howells. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve approves the agenda items for April 23, 2026.

4. APPROVAL OF MEETING MINUTES

DISCUSSION

No discussion. ▾

RESOLUTION

Moved by K. Howells ▾ and seconded by I. Khurram ▾. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the meeting minutes for March 31, 2026.

5. EXECUTIVE REPORTS

See the full executive reports on the OTSU website.

5.1 President

- OTSyou Day was held on April 7 and was well attended, with over 400 students, marking a successful end to the academic year. Interviews for vacant Board and Vice President Downtown positions have been completed in collaboration with the HR Committee, with recommendations forthcoming. Draft job descriptions for the Interim General Manager and HR position will be presented at the next Board meeting. Progress on transition planning is underway, including preparation of transition materials and meetings with the incoming President. Ongoing operational support included Interim Executive Director responsibilities, such as contract management, financial review and stakeholder engagement in preparation for Board training and governance review. Executives also attended OUSA's Partners in Higher Education Dinner on April 15, where the OTSU presented the Teaching Excellence Award to Amanda Gaudet.
- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

5.2 Vice President, Student Life

- OTSyou Day was held on April 7, saw strong student engagement, with over 300 students attending within the first two hours. The Awards and Appreciation Night was also hosted to recognize the contributions of clubs and societies, fostering a positive and celebratory environment. From April 14 to 24, Spring Exam Pop-ups were delivered across both campuses, offering coffee stations and wellness activities to support students during the exam period. Attendance and engagement indicated these supports were well received. Representatives also attended OUSA's Partners in Higher Education Gala on April 15. Work is ongoing on the Period Project in coordination with the university, focusing on the implementation of dispensers across campus. In preparation for the summer term, updates to Clubs and Societies policies are underway, including the development of a Sanction Policy and refinements to financial procedures. Transition planning is also in progress, with documentation being finalized and meetings held to support continuity for incoming student leaders.
- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

5.3 Vice President, Student Affairs

- A meeting with HOUSE Canada is scheduled for April 28 to conduct a complimentary site scan of campus and surrounding areas, with potential collaboration opportunities to be explored in support of affordable student housing. The Tuition, Ancillary and Incidental Fee Policy has been completed and will guide advocacy and

governance related to student fee structures, with an emphasis on transparency and student-centred decision-making. Representatives also attended the OUSA Partners in Higher Education Gala, marking the conclusion of the advocacy year. As the fiscal year comes to a close, the union is reflecting on progress across key priorities, including housing, transit, mental health, and academic policy, while preparing for continued work in the upcoming term.

- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

5.4 Vice President, Downtown

- Preparations for the incoming term are underway, including organizing transition materials for the incoming VP Downtown and supporting broader executive transition efforts. Meetings have been held with external partners, including CASA, and participation in VP Downtown interviews provided additional perspective to the HR Committee. Participation in OTSyou Day included supporting event delivery and coordinating transportation options for downtown students. Work is also in progress on a Faculty of Social Science and Humanities year-end report, summarizing key projects and accomplishments for publication. Community engagement included attending the Downtown Clean Up event on April 22, fostering connections with students and the broader Oshawa community. Representatives also attended OUSA's Partners in Higher Education Gala, with additional attendance at the WUSC gala noted as part of ongoing external engagement.
- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

RESOLUTION

Moved by K. Howells ▾ and seconded by I. Khurram ▾. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the executive reports as presented.

6. OPERATIONAL REPORTS

The update below is provided by ▾ the President & Interim Executive Director ▾.

- The President & Interim Executive Director provided a high-level operational update. The Finance team is working to complete all reimbursements by the end of the term. The Student Engagement team successfully planned and executed OTSyou Day and is currently recruiting for two club positions. The Communications and Marketing team is collaborating with the executive team on year-end wrap up videos to support transition efforts. Overall, teams are focused on concluding activities as the term comes to a close.

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

7. PRESIDENT EXPENSES

The update below is provided by ▾ the President & Interim Executive Director ▾.

- The President & Interim Executive Director reported expenses related to \$73.00 dollars relating to transportation.

DISCUSSION

No discussion. ▾

RESOLUTION

Moved by K. Howells ▾ and seconded by I. Khurram ▾. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the president expenses as presented.

8. IN-CAMERA

Moved *in-camera* at 2:46 p.m. Moved by K. Howells ▾ and seconded by C. Corda ▾. Motion carried.

In-camera meeting minutes stored separately. CRO and have a copy of in-camera meeting minutes.

Moved *out-of-camera* at 2:57 p.m. Moved by K. Howells ▾ and seconded by I. Khurram ▾. Motion carried.

9. SOCIETY ELECTION RESULTS

The update below is provided by ▾ the Administrative & Governance Coordinator / Chief Returning Officer ▾.

- The Administrative & Governance Coordinator / Chief Returning Officer provided a high-level summary of the 2026 Society Elections and presented the unofficial results to the Board of Directors and Executive Team. The Board had no objections and ratified the results of the 2026 Society Elections.

DISCUSSION

No discussion. ▾

RESOLUTION

Moved by C. Corda (Vice-Chair) ▾ and seconded by K. Howells ▾. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the ratification of the 2026 Society Elections results.

Moved by K. Howells ▾ and seconded by C. Corda (Vice-Chair) ▾. Motion carried.

10. BOARD AND EXECUTIVE TRAINING TIMELINE

The update below is provided by ▾ the President & Interim Executive Director ▾.

- The President & Interim Executive Director proposed the following training dates and discussion topics for the new Board of Directors and Executive Team:
 - May 19, 2026 - Introduction to OTSU
 - May 20, 2026 - Board Meetings 101
 - May 21, 2026 - Governance Training
 - May 22, 2026 - Executive Team Building
- The President & Interim Executive Director also discussed the governance review proposal submitted by Laurie Sancı, as included in the April Board package.

DISCUSSION

No discussion. ▾

RESOLUTION

Moved by K. Howells ▾ and seconded by I. Khurram ▾. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the board and executive team training timeline and the appointment of Laurie Sanci to conduct the governance training.

Moved by I. Khurram ▾ and seconded by C. Corda (Vice-Chair) ▾. Motion carried.

11. IN-CAMERA

Moved *in-camera* at 3:35 p.m. Moved by I. Khurram ▾ and seconded by K. Howells ▾. Motion carried.

In-camera meeting minutes stored separately. CRO and have a copy of in-camera meeting minutes.

Moved *out-of-camera* at 4:43 p.m. Moved by K. Howells ▾ and seconded by I. Khurram ▾. Motion carried.

12. GOVERNANCE REVIEW TIMELINE

The update below is provided by ▾ the President & Interim Executive Director ▾.

- The President & Interim Executive Director proposed a new timeline for upcoming governance review within the organization. The goal would be to conduct the review during the months of June, July and August, with implementation in September. The budget for the governance review was proposed to be \$10,000 - \$15,000. The President & Interim Executive Director also recommended Alan Griffiths to act as a board advisor and be a part of the training for the incoming Board of Directors for the 2026 - 2027 term.

DISCUSSION

No discussion. ▾

RESOLUTION

Motion #1: To conduct a governance review during June, July and August with implementation during September and approve the budget of \$10,000 - \$15,000.

Moved by I. Khurram ▾ and seconded by K. Howells ▾. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the governance review timeline and budget as presented by The President & Interim Executive Director.

13. CASA MEMBERSHIP PROPOSAL

The update below is provided by ▾ the VP Downtown ▾.

- The VP Downtown confirmed that the OTSU will maintain its CASA observership status for an additional year, as this is the organization's first year of membership. A proposal was presented to hold a referendum at the next Annual General Meeting (AGM) to transition the OTSU to active CASA membership through a student fee of approximately \$3.53 per student. The VP Downtown noted that active membership would remove delegate conference fees and recommended developing student facing educational promotions regarding the proposal. It was further noted that failure to proceed would result in the OTSU being unable to participate in CASA for the next three years, limiting involvement with national advocacy.

DISCUSSION

- The Board, Faculty of Engineering and Applied Science & Chair, sought clarification regarding the total cost of the proposed fee increase. The VP Downtown advised that, based on approximately 13,000 students, currently the total fee would amount to just under \$50,000 annually.
- The VP Downtown noted that CASA typically hosts four conferences annually, which observer members may attend while also participating in committees and conferences. It was further emphasized that CASA members contribute to representing the collective voice of students.

RESOLUTION

Motion #2: To extend the observership membership with CASA and the OTSU to add a referendum at the next AGM.

Moved by I. Khurram and seconded by K. Howells . Motion carried.

In favour - 3 | Opposed - 0 | Abstained - 0

BE IT RESOLVED THAT the OTSU Board of Directors approve the extended observership membership with CASA and the OTSU to add a referendum at the next AGM.

Moved by K. Howells and seconded by I. Khurram . Motion carried.

14. OUSA PROPOSAL

The update below is provided by the VP Student Affairs .

- The VP Student Affairs proposed to designate themselves as the OTSU's primary voting representative on the OUSA Steering Committee and lead delegate at OUSA General Assembly meetings. The proposed change would transfer this responsibility from the President in order to better align with the VP's portfolio, strengthen advocacy representation and establish a consistent governance precedent for future executives.

DISCUSSION

- The Board, Faculty of Engineering and Applied Science & Chair, sought clarification on the rationale for changing this responsibility to the VP of Student Affairs rather than the President. The VP Student Affairs noted that similar responsibilities at other universities are commonly held within the student affairs portfolio and emphasized that the President would remain involved in the process as appropriate.

RESOLUTION

Motion #3: To approve the OUSA Proposal with the recommended changes.

Moved by I. Khurram and seconded by K. Howells . Motion carried.

In favour - 3 | Opposed - 0 | Abstained - 0

BE IT RESOLVED THAT the OTSU Board of Directors approve the OUSA Proposal with the recommended changes.

Moved by I. Khurram and seconded by K. Howells . Motion carried.

15. IN-CAMERA

Moved *in-camera* at 5:11 p.m. Moved by I. Khurram and seconded by K. Howells . Motion carried.

In-camera meeting minutes stored separately. CRO and have a copy of in-camera meeting minutes.

Moved *out-of-camera* at 5:31 p.m. Moved by K. Howells and seconded by I. Khurram . Motion carried.

16. NEW BUSINESS

The following announcement is from the S. Mostafi (Chair) .

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

17. ANNOUNCEMENTS

The following announcement is from the S. Mostafi (Chair) .

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

18. ADJOURNMENT

The meeting was adjourned at 5:51 p.m.

Moved by I. Khurram and seconded by K. Howells . Motion carried.

MAY 2026 EXECUTIVE REPORTS

President, Kailey Haskell

GENERAL UPDATES

- **Onboarding and Transition**

Myself and the executive team have attended several introductory meetings, including with the Events & Engagement and Communications & Marketing teams. We have started to plan merchandise and events for the upcoming academic year, with details to be confirmed later. We have also completed some onboarding activities and training, held executive team and one-on-one meetings, and the Vice Presidents have begun the research and outreach process for their project ideas. With the support of our Administrative and Governance Coordinator, Katie Lapp, I was able to reset executives laptops and email access, and we are currently working on re-assigning physical keys and setting up access cards.

- **Ontario Tech University Introductory Meetings**

Over the past two weeks, I have met with the Deputy Provost, Mary Bluechart and the Director of Academic Advising, Dan Crouse, who is also the official liaison between the student union and the university. I have reached out to the university's President, Stephen Murphy, and members of upper administration to establish a regular monthly meeting time for myself and the executive team.

- **Staff and Executive Training Planning**

Since the start of the 2026-27 term, I have facilitated the coordination of executive and board training with Alan Griffiths and Laurie Sanci, Mental Health First Aid training, and approved a proposal brought forth by the Vice President of Downtown, Ryan Stoddart's, to organize First Aid CPR training for 15 members of the OTSU staff, including current executives, which he did research for and coordinated.

- **Coordination of OTSU Staff Brunch**

To welcome the new part-time staff and executives, I organized a staff brunch at the office, which was held on Tuesday, May 12th. This was a great way to start the year and provided an opportunity for full-time and part-time staff, as well as executives, to make connections and spend time together as a team.

- **Canadian Alliance of Student Associations (CASA) - Observer Member Obligations**

I have participated in several introductory calls and member meetings for CASA, as well as registered and began planning for the upcoming CASA Foundations conference, where members will learn about CASA's advocacy efforts,

select their committees for participation, and observe politicians in the House of Commons. This conference also provides an opportunity to connect with student union executives from across the country and strengthen national awareness of the Ontario Tech Student Union's initiatives, programs, and services.

- **Operational Support**

To support the full-time staff and organizational operations, I have participated in the hiring process for the Clubs Membership Engagement Coordinator and Societies Membership Engagement Coordinator positions, as well as reviewing descriptions for other full-time positions we are hiring for in the near future. I have also reviewed credit card and expenses statements for full-time staff, planned and facilitated a staff brunch, and supported full-time staff with any operational matters they address with me.

COMMITTEE UPDATES

- **No Current Committee Updates**

I will have updates for the June board meeting, after board committee membership is determined and we begin the process of hiring for the student-at-large roles in various committees.

Vice President of Student Life, Shariq Abdul-Wahid

GENERAL UPDATES

- **Clubs and Society Committee Hiring**

Initiated the job posting for the Clubs and Society Committee and have begun the formal hiring process to fill the position.

- **Projects**

- Career Development Project: Currently developing and outlining career development initiatives as part of the broader project and goals planning for the term.
- Campus Crawl: Planning and development for Campus Crawl is underway as a downtown version of Campus Connections and connecting with relevant clubs and societies to downtown.
- Student Discounts: Working on developing and expanding student discount offerings as part of ongoing student life improvement efforts.
- Implementing Bidets: Exploring and advancing the implementation of bidets on campus as part of student wellness and facility improvement initiatives.

- **Executive and Staff Training**

Participating in and supporting Executive training, Communication and Marketing (C&M) training, and Events training to ensure teams are prepared for the term ahead.

- **OTHS Interviews**

Conducted interviews for the Ontario Tech Humanities Society (OTHS) to support club leadership and governance, alongside Lindsay Horner, President of the OTHS.

- **Faculty of Education Society Revival**

Actively working to revive the Faculty of Education Society, including drafting a job posting and tracking down the society's previous constitution.

COMMITTEE UPDATES

- **No Committee Updates For This Period**

I will have updates for the June board meeting, after board committee membership is determined and we begin the process of hiring for the student-at-large roles in various committees.

Vice President of Student Affairs, Anwoy Barua

GENERAL UPDATES

- **New Term + Reboarding**

May 1 marked the official start of the 2026-2027 term. Early activities focused on reboarding and onboarding with the new team members, including an HR training and getting introduced to the new VPs with ice breakers. A lot of time was also spent on reviewing previous bylaws and seeing places where there is room for improvement.

- **Goal Setting**

Structured goal-setting work began in May, with dedicated sessions held to establish priorities for the 2026-2027 term. This included internal strategy planning with our communications and marketing team and also, a strategic plan session on May 18 with OUSA. Some of my plans include working on a housing campaign as that is something we have never openly advocated for, and working on a better way students can communicate to executives without pressure.

- **OUSA Retreat**

The OUSA Retreat took place the week of May 11, bringing together student union representatives from across the sector. The retreat provided an opportunity to align on OUSA's advocacy priorities for the coming year, connect with peer executives, and advance early policy planning. Some of the activities included Board training, advocacy priorities for OUSA and how we can grow and foster a stronger relationship with the students. They are subject to meeting other SUs who are interested in joining.

Vice President of Downtown, Ryan Stoddart

GENERAL UPDATES

- **Strategic Planning & Onboarding**

In my first two weeks, I have become acquainted with the Ontario Tech Student Union's structure, connecting with current department heads and members, and establishing a workflow and goals with the "26-27 Exec team. While studying OTSU Bylaws and policies, I completed necessary accessibility and supervisor training, before defining my goals for the next year. I have also spent time reviewing downtown specific resources such as the resource guide, which I will edit to ensure it reflects the current downtown community.

- **Internal and External Communications**

I have participated in numerous meetings that introduced me to the events and communications teams, and exec advisor for the student union. I learned how work requests are submitted, the typical turnaround time for submitted projects, identified current issues with the OTSU, and how we aim to address them over the 2026-2027 year. I contacted the sustainability department to establish a date for the executive team to meet them and learn about resources available for sustainable initiatives. I began collecting the information of important faculty and downtown community members, who I will be connecting with over the next few weeks to build a relationship.

- **Coordinating CPR/First Aid Training**

Advocated for further certification training to ensure the organization is leadership ready, especially in emergency situations. I have contacted a third-party company, staff and executives to coordinate the delivery of Standard First Aid training at the best price and date organization.

- **OTHS Interviewing/Candidate Selection Support**

In collaboration with VP Student Life, I supported the president of the Humanities Society in the assessment of executive candidates through the interview process. From information provided, we completed a role fit assessment and final confirmation of the humanity society's team structure, before moving forward.

COMMITTEE UPDATES

- **Nothing to Report**

MAY 2026 OPERATIONAL REPORT

President, Kailey Haskell

General Operational Updates

On-Boarding New Executives and Part-Time Staff

- The new executive team started on May 1st, and the organization has been on-boarding them with training, meetings, and resources. We also had two returning and three part-time staff members start this month, and training is currently ongoing.

Hiring Update

- Hiring is underway for the Clubs and Societies Membership Coordinator positions, which is expected to be completed by the end of this week.
- We will be discussing hiring for the Interim General Manager and Human Resources positions in today's meeting.

OTSU Staff Brunch

- The OTSU held a staff brunch and casual team meeting on May 12th, with plans to come for future meetings and team-building activities to be coordinated by the President.

Finance Department, Financial Controller Mayooraan Thuraiarajah

As you may be aware, there were recent staffing changes within OTSU, and I was away from the office from February 12 to March 22, 2026. This created a vacancy period of over one month within the Finance Department and resulted in delays to certain financial routines and processes.

As we approach the end of the academic year, the Finance Department typically experiences a significant increase in workload due to the higher volume of student reimbursements. In addition, the bank has implemented enhanced security procedures following the recent management changes, which has increased the time required to process payments.

The Next Three Months in Finance

April 30 marks OTSU's fiscal year-end. Our immediate priority is to complete the financial year ending April 30, 2026, and prepare for the annual audit. Our external auditors, MNP LLP, are expected to begin audit fieldwork in the latter part of June, with the audit continuing through the end of July.

As part of the audit preparation process, we will need to reconcile ancillary fees, health and dental premiums, and all other third-party fees. The Finance Department is currently prioritizing these tasks to ensure we are fully prepared for the audit.

Another key priority for OTSU is the preparation of the 2026/27 annual budget. I will be compiling the master budget together with departmental budget submissions. The proposed budget will first be presented to the Finance Committee for review and preliminary approval. Following the Finance Committee's recommendation, the budget will then be presented to the Board for formal approval at a subsequent Board meeting.

The budget consists of two major components:

- Revenue projections
- Expense forecasting.

Revenue is primarily generated through ancillary fees and third-party fees, while expenses are allocated across various departments, including:

- Student Representation and Leadership
- Building and Administration
- Wellness and Support
- Clubs and Societies
- Campus Life
- Branding and Communications

I will provide a more detailed overview of the budgeting process when the draft budget is presented to the Finance Committee and the Board.

In addition, each academic term (Fall, Winter, and Summer), I will present the Board with financial reports comparing actual results against the approved budget. These reports will provide an overview of OTSU's financial performance and variances throughout the year.

Human Resources Updates Chief Returning Officer Highlights, Katie Lapp

General Updates

- Actively supported the organization's onboarding and transition processes for the incoming Executive Team, Board of Directors, and University Works summer students. Responsibilities included preparing employment contracts and non-disclosure agreements, coordinating and administering mandatory training requirements, facilitating system and access permissions, and supporting the completion of standard onboarding procedures during the interim transition period.
- Additional efforts were made to assist the incoming President with administrative coordination, operational continuity, and compliance-related tasks to support a smooth organizational transition.

Communications & Marketing Department, Manager Jennifer Prior

OTS-You Day

- Developed and launched a curiosity-style marketing campaign for OTSyou Day, an end-of-year event celebrating student accomplishments, centered on a "Celebrating You" theme.
- Executed the campaign across both campuses using interactive and curiosity-driven campaign elements, including poster takeovers, countdown posters, window displays, interactive reflection boards, and a "secret box" installation.
- Created a custom event webpage that housed all event information, which received over 900 webpage visits during the promotional period.

- Filmed video content for event promotion, including a celebratory “Treat Trolley” giveaway (6.5K+ views) and a reflective “Accomplishment Cake” video reel (5.2K+ views).
- Attendance exceeded expectations, with over 500 student attendees, and was the first time OTSU hosted this event.
- Promoted and distributed post-event surveys to attendees who entered the contest to gather feedback for future events.

Downtown Social

- Designed print and digital marketing materials to promote the new social event. Instagram post received over 7,200 views and 75 follower interactions.
- Captured live social media and filmed content during the event, highlighting attendance, activities, food, and the DT lounge ribbon cutting. The Instagram reel received over 4k views.

Spring Exam Pop Up

- Designed and released digital signage and social graphics to promote exam pops throughout April. The Instagram post received over 7.3k views and 100 interactions.

Midnight Miles

- Released digital signage and social graphics to promote the return of Midnight Miles during exam season. Instagram posts received over 8.6k views and approximately 125 follower interactions.
- A total of 84 passes were claimed through the app promotion code, with 26 rides used throughout the campaign period.

Onboarding New Team Members

- Two new student staff members joined the Marketing team for the summer through the University Works program:
 - Lina Abdulkadir, Creative Design Assistant
 - Maha Fawad, Digital Marketing Assistant
- Onboarded Executive members and UW students through training sessions, workflow orientation, platform setup, and departmental process reviews to help support a smooth transition into their roles.
- Updated Governance training booklet in preparation for upcoming Executive and Board training sessions.

Events & Engagement Department, Manager Jennifer Nietzel

The month of May marked both a successful conclusion to the 2025–2026 academic year and the beginning of planning for several major initiatives heading into 2026–2027.

OTSU-You Day 2026

- OTSU Day was an exceptional success and one of the most highly attended engagement events of the year. Over 500 students attended within the first two hours of the event, creating strong energy and visibility for OTSU services, programming, and student engagement opportunities.
- This event required significant collaboration across departments, particularly with the Marketing team, whose creativity and execution helped bring many of our larger-scale ideas to life through a strong and engaging campaign. The success of the event has resulted in positive feedback from both students and external partners.
- Following the event, both Tristan and I were contacted by other student unions, university departments, and college representatives who congratulated the team on the event’s success and expressed interest in future collaboration and discussions surrounding large-scale student engagement programming.

Clubs & Societies Appreciation Night

- The annual Clubs & Societies Appreciation Night was also very well received, with over 50 clubs and societies represented throughout the evening.
- Tristan, Tui, and I collaborated on several new recognition initiatives and award concepts designed to better celebrate student leadership and involvement. Many of these initiatives will continue into the 2026–2027 academic year as part of ongoing efforts to strengthen the clubs and societies experience and recognition program.

Staffing & Department Operations

- The department continues to operate through a significant transitional period while maintaining core operations, event planning, and student support services.
- We are currently in the process of hiring both the Clubs Coordinator and Societies Coordinator positions, with an anticipated start date of June 2, 2026.
- Additionally, Tristan has officially transitioned into the Events Coordinator role. Despite this transition, she has continued to provide ongoing support with lingering clubs and societies operations, student questions, and administrative follow-up during this staffing transition period. Her continued teamwork, flexibility, and support have been instrumental in ensuring operational continuity during a period of reduced staffing capacity.

2026–2027 Planning & University Collaboration

- Planning for the upcoming academic year is now underway. Once the Executive team has finalized its goals and strategic priorities for the 2026–2027 year, Tristan and I will begin more detailed engagement with university partners regarding event planning, risk management coordination, and operational logistics.
- Under normal timelines, portions of this work would typically begin in May. However, due to ongoing organizational transitions and the need to align planning with Executive direction and priorities, much of this work has been shifted into June. As a result, June is expected to be an extremely active planning and development period for the department.
- The department has also already begun preliminary discussions with Durham College and the DCSA regarding the potential development of a collaborative large-scale event during OWeek. Further planning will proceed once strategic direction and budget approvals have been finalized.

Policy & Process Review

- Looking ahead to 2026–2027, work is also beginning on a broader review of clubs and societies policies, procedures, and operational processes.
- A tracking document identifying current policy gaps, procedural inconsistencies, and operational improvement opportunities has been developed and will be reviewed collaboratively with the Clubs & Societies Committee once the new staff team is onboarded.
- In addition, the department is currently awaiting updated drafts and procedural guidance from the university's Risk Management department regarding changes to university event submission and approval processes. These institutional changes may require corresponding updates to OTSU policies and procedures to ensure continued alignment with university requirements and approval frameworks.
- Overall, despite a period of organizational transition and staffing challenges, the department has continued to maintain operations, deliver highly successful student programming, and position itself for significant planning and development work heading into the 2026–2027 academic year.