

BOARD MEETING MINUTES

| | |
|-------------|---|
| GROUP | Ontario Tech Student Union (OTSU) |
| LOCATION | In-person (SHA 020/021) |
| DATE & TIME | Jun 23, 2025 , 6:30 PM – 11:12 PM |
| NOTE TAKER | Kylie Zamora-Matundan |
| ATTENDEES | <p>Directors: Faculty of Science & Chair, Maryam Baz; Faculty of Engineering and Applied Science & Vice-Chair, Sifatul Mostafi; Faculty of Health Science, Ifra Khurram; Faculty of Business and Information Technology, Craigton Corda; Faculty of Graduate Studies, Sergio Maljuf Suarez; Faculty of Social Science & Humanities, Keenan Howells</p> <p>Executives: President, Eloghosa Avenbuan; VP Student Affairs, Justin Barrett; VP Student Life, Tuirani Kerfelec; VP Downtown, Kailey Haskell</p> <p>Staff: Executive Director, Brian Robson; Financial Controller, Mayooran Thurairajah; HR Generalist & Chief Returning Officer, Kylie Zamora-Matundan</p> <p>Guests: Kevin Massey, Julie Soun</p> |
| REGRETS | Faculty of Education, Mursal Usufi |

1. CALL TO ORDER

Meeting was called into order at 6:42p.m. Moved by C. Corda and seconded by K. Howells . Motion carried.

2. TERRITORIAL RECOGNITION

3. AGENDA APPROVAL

DISCUSSION

No discussion.

RESOLUTION

Moved by C. Corda and seconded by S. Maljuf Suárez . Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the Jun 23, 2025 meeting agenda.

4. MEETING MINUTES APPROVAL

DISCUSSION

- The Board observed a few typographical errors in the meeting minutes, including minor wording corrections in the motion and discussion points noted in Section 10. Suggestions were made to revise these areas to ensure the minutes reflect the conversation more accurately.
- The note taker mentioned that, due to the nature of the phone conference call, it was difficult at times to clearly hear the speaker. Audio interruptions occurred intermittently, and as a result, the transcript may not fully capture the context or intent of the speaker's presentation.
- The Board Chair and note taker agreed to review the section together to ensure that the details are accurately and appropriately reflected in the minutes.

RESOLUTION

Moved by S. Mostafi (Vice-Chair) and seconded by C. Corda . Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the proposed amended as per section 10 of May 23, 2025 meeting minutes.

5. EXECUTIVE REPORTS

See the full executive reports on the OTSU website.

5.1 President

- The first meeting for OUSA WelcomeCon and StratCon was held with a focus on Equity, Diversity, and Inclusion (EDI), where EDI-related working groups were established to guide future initiatives. Updates were shared on OUSA Summer programming and the development of blog content to support student engagement. Progress within OUSA Working Groups was reviewed, highlighting ongoing collaboration across teams. A Student Care meeting with Larissa was held to discuss current support strategies and areas for improvement in student services. An introductory meeting took place with Athletics and Library leadership to ensure alignment of goals and priorities between departments. Convocation planning and participation were also discussed. In terms of risk management, a meeting with Jack was held to review protocols for OTSU events as part of ongoing risk training efforts. The Awards Selection Committee shared updates on its work and the selection process underway. Lastly, work on Student Deals is progressing in collaboration with the VP, Student Life, and the Executive Director, aiming to enhance student benefits and partnerships.
- Committee updates were discussed during the meeting and are included in the executive report.

DISCUSSION

- The board inquired about initiatives related to risk management. The President responded that plans include hosting workshops and tabling events, building on similar efforts from the previous year. The goal is to inform students about the various services available to them. Additionally, the President mentioned that Health and Dental services will be combined into a single, streamlined service to improve accessibility and efficiency.

5.2 Vice President, Student Life

- The FEMFLEX launch is currently under discussion with the team to determine whether it will move forward as a pilot project. A meeting was held with university stakeholders in preparation for the upcoming Convocation Ceremony. Discussions are ongoing regarding increasing Indigenous presence on campus through a potential partnership, in collaboration with the VP, Student Affairs. A meeting with all society presidents took place, though not all participants have been responsive. Progress continues on the Discount Hub, with additional meetings being scheduled with businesses and coordination with the C&M team. Efforts to revise Clubs and Societies policies and procedures are underway alongside the engagement and events team, although the most recent meeting did not cover all planned policy changes. Work on addressing food insecurity is ongoing through collaboration with other

student unions to understand how their programs function. The Student Care Conference provided an informative session on available services and served as a valuable opportunity to network with other student leaders and exchange ideas.

- Committee updates were discussed during the meeting and are included in the executive report.

DISCUSSION

- The board inquired about the nature of the "FEMFLEX" program, questioning whether it referred to a single hour or a broader time slot for gym use. The VP of Student Life clarified that FEMFLEX typically allows 2-4 hours of gym time, primarily intended for women. When asked about usage statistics to assess the program's sustainability, the VP, Student Life noted that no data is currently available.
- The discussion then moved to the upcoming powwow event. VP, Student Affairs is seeking a \$10,000 grant to support the event; however, he indicated that this amount may not be sufficient to cover all expenses. The board agreed that their contribution would only fund a portion of the costs. The VP, Student Affairs also mentioned that a lack of manpower poses additional challenges and that cost estimates for travel, food truck vendors, and other expenses were shared with the Financial Controller based on prior research.
- The board also discussed the George Brown SNAP program, focusing on how students access its offerings. The VP, Student Life emphasized the need to examine student demographics and identify which pathways should be prioritized.
- The board addressed the introduction of a women-only gym space. The VP, Student Life explained that it would be similar to the main gym but will have fewer pieces of equipment, selected based on what women typically use. When asked how the new space would be promoted, the VP, Student Life stated that promotion strategies are still under discussion and will be addressed in upcoming meetings.

5.3 Vice President, Student Affairs

- The condom distribution program is now in place, with condoms available at four accessible locations: the campus pharmacy, the OTSU office, Tina's office, and another additional site. This initiative ensures that any student can access them freely. An ancillary report has been submitted and is currently being edited for conversion into a white paper, which will be trackable once finalized. The Student Survival Guide, approximately 50 pages in length, is nearing completion; Brad is handling the final edits while Jocie is designing the template. The guide is expected to launch before orientation week and will be available as an interactive, trackable PDF. Ongoing projects include the completion of key student advocacy and support initiatives. Attendance at the Health Sciences Convocation provided an opportunity to engage with associate deans, with plans to meet again in July to strengthen relationships. A grant application to the Canadian Race Relations Foundation for \$10,000 is in progress, with a submission deadline of July 4, 2025. Planning is also underway for a campus Powwow event scheduled for the end of the year. The engagement phase and campus-wide rollout continue, with tabling and workshop efforts being tracked through head counts to measure participation and reach.
- Committee updates were discussed during the meeting and are included in the executive report.

DISCUSSION

- The board expressed appreciation for the ongoing initiatives but raised several concerns, particularly around the promotion process. They noted feedback from students regarding social media posts and questioned whether current marketing practices align with promotional guidelines, especially given the sensitivity of some topics. Confidentiality was also discussed, with the board questioning how usage is tracked when no identification is required. The VP, Student Affairs and VP, Student Life emphasized that the services are intentionally anonymous and freely accessible to protect student privacy and avoid making staff, especially young women like the CSR's, feel uncomfortable.
- The board also inquired about the longevity of the sexual health supplies being distributed. The VP, Student Affairs clarified that the condoms are sourced through an open-ended partnership with OTSU and the pharmacy, with no

limitations on supply, and that the products are valid for up to two years. Discussion shifted to a grant application, which the VP noted may be a first-time initiative. While they are unsure of the outcome, they have engaged with Amy from the Indigenous department to support the application.

- Finally, the board proposed the idea of hosting workshops or social events to distribute sexual health kits, including items like condoms, books, and other resources. The President and VP of Student Affairs acknowledged the idea, mentioning an initiative started by Tega involving "safe and sex party kits." These kits, provided by an external company, include condoms, personal lubricant, and educational guides are currently available in distribution bins.

5.4 Vice President, Downtown

- Event planning for the Downtown Campus is underway, with discussions focused on introducing new events and making better use of outdoor spaces. A revamp of the downtown survey was also discussed, including collaboration with C&M to develop high-level questions that can later be shared with the board. Attendance at the Education Convocation provided an opportunity to represent the OTSU and engage in introductory conversations with university stakeholders. Additional meetings with key stakeholders are ongoing. An application has been submitted to join a City of Oshawa committee involved in city planning, with a response expected by mid-July. Social media content planning is in progress, including plans to interview students on the Downtown Campus to enhance engagement. Two project proposals have been submitted: one for creating a lounge space in collaboration with the events team, and another for an annual 'end-of-year' celebration. The next step involves meeting with key departments to move the proposals forward, although they are still in the preliminary phase and details remain limited.
- Committee updates were discussed during the meeting and are included in the executive report.

DISCUSSION

- The board inquired about the details and costs associated with the proposed lounge space at the Downtown campus. The VP, Downtown, shared a proposal to fully fund the space with a \$3,000 budget, aiming to include a Switch console, various games (both board and tabletop), and signage. The university may be asked to provide furniture or repurpose existing resources, and collaboration is underway with Krysta. A sample plan will be shared after the meeting. In response to a question about funding availability, the Financial Controller confirmed that \$3,000 in capital expenses is allocated for the Downtown lounge, with an additional \$4,000 reserved for a year-end event.
- The board also asked about a previously mentioned BBQ event and whether risk management had been considered. The VP, Downtown, clarified that planning is still in early stages and led by the events team. If the BBQ is deemed unfeasible due to risk or logistics, alternative events will be explored.

RESOLUTION

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

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

6. OPERATIONAL REPORT

The update below is provided by the Executive Director. The full report is included in the meeting material.

- Reports were presented for the board's review, including two key updates related to recent conferences. The AMICCUS-C Conference focused on management topics and provided valuable insights into current industry practices. Additionally, the COCA Conference was highlighted, where seven union staff members attended. The Canadian Organization of Campus Activities (COCA) is the national membership organization for post-secondary institutions in Canada that provide engagement activities to their student bodies. The conference offered opportunities for campus professionals and student staff to connect with counterparts from other institutions, exchange ideas, enhance their skills, and explore new opportunities and technologies relevant to the field. The

staff who attended have prepared a presentation for all members of the organization and provided a summary report, which is available to the board for review.

DISCUSSION

- The Board inquired about progress on SMART Goal #4, asking how much progress had been made toward achieving it. The President and Managers provided an update, noting that their recent meeting had been productive, outlining key challenges and boundaries to ensure compliance with rules.
- The Board also discussed the COCA food bank model, expressing concerns over its effectiveness. They raised the question of whether the proposed gift card program had been considered, referencing a report on the subject. In response, the VP of Student Life emphasized that, due to constraints around finance and storage space, a traditional food bank might not be feasible. As an alternative, they proposed solutions like “Grab and Go” snack stations and “Breakfast and Go” options, with the gift card program still under discussion. The President mentioned meeting with the Wellness team to explore metrics for tracking the success of food insecurity initiatives.
- The Board also discussed the Club System, suggesting that semester-based funding should be implemented for consistency. Concerns were raised about the ongoing issue of posters being removed from common areas, particularly given the current staffing structure (three full-time staff and two student workers). The Board Chair noted that similar institutions, such as Sheridan and Brock, have a higher staff-to-club ratio (three full-time staff, two students) to support their large number of clubs (75 clubs).

RESOLUTION

No resolution required. ▼

AGENDA TOPICS

7. 2025-2026 BUDGET

The item below is presented by ▼ Financial Controller ▼ *The full report is included in the meeting material.*

- The budget for the financial year was presented for review, with the first portion focusing on the breakdown of individual ancillary fees, based on an estimated 11,000 enrolment. This includes detailed revenue figures such as Health and Dental premiums, which are collected as fees but are not a direct revenue source for the organization, as they are passed on to third-party providers. The total revenue for the budget includes a figure of \$103,410 allocated to Clubs and Societies, which is required to run the associated services. Additional sources of income include a \$18,000 rebate from Graduation Fees, and interest from a \$1.5 million high-yield savings account, generating about \$6,000 per year.
- Expenses were outlined, including payments to Health and Dental service providers, a Student Representative and Leadership initiative for bursaries, and salaries for building and administration staff as well as individual salaries for Clubs and Societies. With 75 clubs receiving \$500 each in funding, the Financial Generalist spends 40% of their time managing C&S funds, ensuring accurate and compliant fund distribution.
- The budget also includes allocations for general programming (e.g., O-Week with \$35,000, an additional \$4,000 for Kailey’s request, and Frost Week at \$10,000), and organizational branding such as student swag. The projected total revenue stands at \$6 million, with a net surplus of \$136,000, though a deficit is anticipated due to mortgage obligations. Despite this, the organization is in a strong financial position, with substantial reserves. A capital budget of \$10,000 is allocated for initiatives, including potential projects in the Downtown area.

DISCUSSION

- The Board inquired about the development of an app to combine the health and dental plans, to which the Financial Controller clarified that there would be no additional costs, as the services are managed by a third-party operator. The VP, Downtown proposed consolidating the orientation budget into a single line item, including the

Downtown orientation under O-Week. The Financial Controller supported this approach, noting that the organization traditionally combines the budgets for both Downtown and North Campus, and agreed with amalgamating the budgets into one line. **A vote was held on the proposal to amend the financial operational budget to combine the Downtown and North Campus orientation budgets, which passed.** The Board raised a concern about the potential to exceed the \$10,000 allocation, and the Financial Controller reassured them that any excess would be covered by the reserve funds for the following year.

RESOLUTION

Motion Summary 1: The board has proposed to amend the financial operational budget to combine the Downtown and North Campus orientation budgets.

Moved by C. Corda and seconded by K. Howells. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the amended change to combine Downtown and North Campus operational budgets for the year 2025-2026.

Vote: In favour - 5 | Opposed - 0 | Abstained - 0

Motion Summary 2: The board requires to approve the financial 2025–2026 budget.

Moved by C. Corda and seconded by K. Howells. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the Financial Capital Budget for the year 2025-2026 to be approved.

Vote: In favour - 5 | Opposed - 0 | Abstained - 0

8. AWARDS SELECTION COMMITTEE PROPOSAL

The item below is presented by President. The full report is included in the meeting material.

- As part of the candidate platform, the President proposed the creation of an Awards Selection Committee. The committee has drafted a plan for the proposed scholarships, outlining the selection process for recipients and how the rewards will be implemented. If the proposal is approved by the board, the committee will initiate the call-out for nominations as soon as possible. Board members who are interested in joining the committee are invited to participate in the process.

DISCUSSION

- The Board inquired whether the committee's structure and selection process were still undecided. The President clarified that the committee would be established soon, and the recipients would be selected based on the finalized plan. When asked about the composition of the committee, the President confirmed that while the committee would consist of student members, the quorum would be 3 people. She emphasized the importance of including representatives from various faculties.
- The Board raised a question regarding the voting status of the President and Board members, to which the President responded that both would have non-voting status under Section 4.5 of the proposal. Additionally, she clarified that full-time staff would not be voting members of the committee.

RESOLUTION

Moved by K. Howells and seconded by S. Maljuf Suárez. Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the awards committee proposal as presented.

Vote: In favour - 4 | Opposed - 1 | Abstained - 0

9. BYLAW REVIEW

The item below is presented by Executive Director The full report is included in the meeting material.

- The Executive Director raised the importance of reviewing the organization's Bylaws, noting that the student union is now eight years old and has evolved significantly since its inception. The original Bylaws were drafted as foundational or "birthing" documents, and with the growing separation between Durham College and Ontario Tech University structures, a comprehensive review is timely and necessary. The purpose of the review would be to identify and address existing gaps and inconsistencies within the current governance framework. The Board discussed the need to move forward with this process and, following the discussion, agreed in principle to initiate a review. The Executive Director sought permission to issue a Request for Proposals (RFP) for Bylaw review services, with the goal of bringing proposed amendments to the upcoming Annual General Meeting. A motion will be formally introduced at a future meeting to authorize the RFP process.

DISCUSSION

- During the discussion, a governance review and revision of the organizational chart were discussed as part of a SMART goal initiative, with reference to alignment with existing Bylaws. The board inquired about available funding for this work, and it was confirmed that a legal fee budget of \$10,000 has been allocated. A board member noted that the organization, now eight years old, is still operating under a Bylaw structure initially based on the Canadian Constitution.
- The Executive Director clarified that the governance review is not mandated by the Not-for-Profit Corporations Act but is a proactive initiative to address organizational needs. A third-party, objective review will be conducted by a law firm or governance consultant. The former Chief Returning Officer (CRO) had also commented that the Bylaws are disorganized, reinforcing the need for a comprehensive review.
- When asked about responsibilities and timeline, the Executive Director stated that a consultant will be hired in July, with recommendations expected by August. The goal is to finalize revisions by the end of September, allowing time for board approval, public distribution, and a town hall session before the Annual General Meeting in October 2025. The process will involve the Policy Committee, and while the timeline is ambitious, it is considered achievable.

RESOLUTION

Moved by C. Corda and seconded by S. Mostafi (Vice-Chair). Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the Executive Director to engage legal counsel or a consultant to review the Bylaws and to initiate a Request for Proposals (RFP) process as part of the Bylaw review.

Vote: In favour - 5 | Opposed - 0 | Abstained - 0

10. DCAC TERMS OF REFERENCE

The item below is presented by VP Downtown The full report is included in the meeting material.

- The VP, Downtown focused on proposed amendments to the Terms of Reference. The main changes highlighted included ensuring that no group of students is excluded and improving the document's formatting for greater clarity.

DISCUSSION

- The board inquired about adding an additional student representative and asked if there is a process for doing so. The VP, Downtown, responded that the appropriate method would be to update the Terms of Reference to formally allow for the inclusion of one more student member.

RESOLUTION

Moved by K. Howells and seconded by C. Corda . Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the changes proposed to the Downtown Campus Advisory Committee (DCAC) terms of reference.

Vote: In favour - 3 | Opposed - 0 | Abstained - 2

11. ADDITION OF CO-OP PROGRAMS

The item below is presented by I. Khurram The full report was distributed in-person during the presentation.

- A board member opened the floor for a student to present an underlying issue with co-op programs, providing an opportunity for direct input and discussion on concerns affecting the student body.
- Julie Soun, OTU student, was invited to speak in support of adding co-op programs, particularly for Public Health Science students. The student passionately highlighted the benefits of co-op placements, emphasizing the opportunity for students to gain real-world experience and practice skills learned in class. The proposed co-op structure would allow students to participate across all semesters, providing hands-on experience and enhancing communication skills essential for healthcare professions. The student noted that a survey was conducted via Google form among Human Health Science students, receiving 39 responses, with 92.9% expressing a preference for co-op programs over traditional practicum placements. The presentation referenced identified gaps on page 9 and key suggestions on page 11 of the submitted materials to support the proposal.

DISCUSSION

- A board member thanked the student for the presentation but noted the report lacked key background information, particularly regarding whether the university had been consulted. The student clarified that, to their understanding, the university does not currently anticipate students in these programs pursuing co-op pathways. The board suggested conducting a similar survey with faculty input and emphasized the importance of further research.
- The VP, Student Life asked if students had explored other pathways, and the student responded that a Google Form was circulated, resulting in strong interest, with many students expressing a desire for real-world experience. In addition, she asked how the executive team could support the effort, to which the presenter responded that institutional support would significantly help this student-driven initiative.
- The VP, Student Affairs voiced strong support, referencing their own placement experience at Sick Kids. Concerns were raised by the board regarding the feasibility of flexible co-op options, noting that students may be removed from their programs if unable to secure placements and highlighting the emotional and logistical stress that may result. The student presenter emphasized that co-op participation should be optional and clearly communicated.
- Financial accessibility was also discussed with the VP, Student Life noting that many students are seeking employment due to financial needs. The board clarified that co-op fees range between \$600 and \$700 for two credits.
- The HR representative noted that employment is not guaranteed, even in co-op programs, and suggested alternatives such as job fairs, networking events, and external partnerships that may offer similar career-building opportunities. The VP, Student Affairs emphasized the importance of exploring co-op support with the university.
- The Executive Director acknowledged the board's role as a voice for students in institutional matters. The board concluded the discussion by proposing a formal partnership or a letter of support, potentially led by Amanda, to advocate for the creation of co-op opportunities in health-related programs. HR added that a letter of intent could serve as a strong first step in initiating a formal process with the university.

RESOLUTION

Moved by C. Corda ▾ and seconded by S. Mostafi (Vice-Chair) ▾ . Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ by consensus, in support of the co-op initiative as part of the organization's strategic direction and requests that a formal written notice of support be prepared to advance the initiative.

No Vote: In favour - 0 | Opposed - 0 | Abstained - 0

12. IN-CAMERA

Moved *in-camera* at 9:06 p.m. Moved by I. Khurram ▾ and seconded by S. Mostafi (Vice-Chair) ▾ . Motion carried.

In-camera meeting minutes stored separately. HR Generalist & CRO and Executive Director have a copy of in-camera meeting minutes.

Moved *out-of-camera* at 11:11 p.m. Moved by No discussion. ▾ and seconded by No discussion. ▾ . Motion carried.

13. ANNOUNCEMENTS

No announcements at this time. ▾ No discussion. ▾

14. ADJOURNMENT

Meeting was adjourned at 11:12 p.m. Moved by K. Howells ▾ and seconded by I. Khurram ▾ . Motion carried.