August 21, 2025
Board Meeting Minutes

GROUP	Ontario Tech Student Union (OTSU) Board of Directors
LOCATION	SHA 136
DATE & TIME	August 21, 2025, 6:30pm
NOTE TAKER	Brian Robson
ATTENDEES	**Directors:** Faculty of Science & Chair, Maryam Baz; Faculty of Graduate Studies, Sergio Majluf Suarez; Faculty of Education, Cherryl Gordon; Faculty of Health Science, Ifra Khurram; Faculty of Engineering and Applied Science, Sifatul Mostafi; Faculty of Business and Information Technology, Craigton Corda; Faculty of Social Science & Humanities, Keenan Howells **Executives:** President, Elo Avenbuan; VP Student Affairs (vacant),; VP Student Life, Tuirani Kerfelec; VP Downtown, Kailey Haskell **Staff: Executive** Director, Brian Robson;
REGRETS	HR Generalist & Chief Returning Officer, Kylie Zamora-Matundan; Financial Controller, Mayooran Thurairajah;

OPENING PROCEDURES

1. CALL TO ORDER

   Meeting was called into order at 6:45 p.m. Moved by C Craigton, seconded by K Howells

2. TERRITORIAL RECOGNITION

3. AGENDA APPROVAL

   DISCUSSION

   No discussion. Or add content.

   RESOLUTION

   Moved by S Majluf Suarez and seconded by I Kurram. Motion carried.
   BE IT RESOLVED THAT the OTSU Board of Directors approve the August 21, 2025 board meeting agenda.

4. EXECUTIVE REPORTS

See the full executive reports on the OTSU website

President:

- New Awards Selection Committee held an inaugural meeting. Will meet again in September
- Elections Committee met twice to review policies and procedures. These will be presented later in this meeting.
- VP Student Affairs hiring – this will also be presented later in this meeting.
- Student Policy position was posted with ED's help, and there are now 6 applicants
- OUSA had an in-person board meeting in Toronto, as well as a stakeholder meeting. RBC research team reached out and Elo volunteered to participate in an interview.

DISCUSSION

S Majluf Suarez to President: Where is the money coming from for the awards? President: it is coming from the approved budget: $5000 total.

Is there a Grad Student Award? Not yet, but there could be in the Winter. A Favourite TA award is a possibility.

VP Downtown brought up an award for a student with disabilities. Chair brought up the OSAP program for students with disabilities. President responded that it could be added to the Winter awards. C Craigton noted that there are open slots for the awards.

VP Student Life:

- Tui could not attend in person as she has a ruptured Achilles tendon and is waiting for an ultrasound
- Attended the SUDS conference in Vancouver with Kailey and 90 other student leaders from several schools. Got close to George Brown and Simon Fraser, shared lots of insights into food insecurity and other topics.
- OTSU Influencers: partner with students from different communities to feature our OTSU Fest events
- Clubs sponsorships – exploring the feasibility of this.
- C & S ratification opened on the 18th and several groups have asked for assistance with the process and with Rubric, a new platform
- Food insecurity survey for the NAP program. Fund raising during varsity games on campus; foster a meaningful connection with more students on campus. Promote the new program
- C & S committee: Tui is interviewing Student at large members

DISCUSSION

S Majluf Suarez asked how the sponsorships are coming along, and what are the initial issues with ratification? VP life responded that they had a meeting, and Jen N noted the issues of stewarding assets for Clubs when they could easily be damaged or lost. Bill 33 will also impact on our value to the students. Lots of details to go through. Trying to find solutions and alternatives. For ratification, the new platform is a concern for students. Our ratification is stricter, so students complained about that, but it is driven by the school. ED added that there are several "Women in" club applications and these need to be amalgamated. C Craigton observed that work is not saved and lost during applications. Chair said a name was auto corrected and could not be entered correctly. S Majluf Suarez suggested we recommend filling in the application in Word so that you have a backup. C Craigton echoed this. S Majluf Suarez asked if we should provide an extra week for ratifications. VP life said there is still a lot of time so it might not be necessary.

VP Downtown:

- Downtown Campus Lounge – met with several university personnel to discuss furniture suggestions. Trying to find a solution as they want institutional furniture instead of lounge style. Implementation is now delayed; still hoping for this semester
- Met with OTHS leaders about the campus event; not calling it a Gala, coming up with a unique name. more Semi-formal

- SUDS: met with several leaders but didn't talk to everyone. Realized different contexts of other schools. Workshops talked about government advocacy, learned to go as high as possible. Accordingly, VP Downtown has reached out to Jennifer French, MP. She also learned about Media tactics, and about getting buy-in to projects.
- Downtown Student Survey – over 100 responses, great sample size for the summer. Went over results. Visibility is a theme, looking at signage and visual identity. Increasing attendance at events is the goal so signage is critical. Types of events were also covered, as well as issues (e.g. parking, accessibility, food options, etc). VP Downtown will separate responses into University and Union, and then among departments at OTSU.
- Screening applications to the DCAC, interviewed one candidate.
- Downtown Engagement committee (faculty) is held monthly; VP Downtown shared survey results and spoke about accessibility.

DISCUSSION

C Craigton to VP Downtown: why are food options an issue at the downtown campus? VP Downtown explained that food options are more expensive downtown and are away from the building so students will not return if they leave. Isabella's is closed during exams, and the vending machines were empty. Nighttime is also not a good time to go out to eat downtown. Better vending machines would serve the students well. Isabella's is also expensive for students.

S Majluf Suarez to VP Downtown: Call the Gala a Banquet; have a QR code; keep interviews to 30 minutes; could we serve food ourselves? VP Downtown: we do not have the license, staff or resources to open that right now.

Chair also offered suggestions for keeping interviews short. VP Downtown has never led interviews before.

C Craigton noted that DC has a self-serve coffee machine, we should consider that. VP Downtown is focusing on vending machines.

C Morgan asked about parking for the event. Downtown VP noted that the event will occur after exams so parking should not be an issue at that time. But it is an issue during the semester. She also asked how many students she is aiming to attend the Gala? VP Downtown said 80 to 100 realistically. Gap between the Theatre and 61 Charles.

RESOLUTION

Moved by K Howells and seconded by S. Majluf Suarez Motion carried.
BE IT RESOLVED THAT the OTSU Board of Directors approve the executive report for August 2025.

5. OPERATIONAL REPORTS

The update below is provided by the Executive Director.

Executive Director:

- Currently hiring for several student positions, including VP, Student Affairs
- Prepping for Orientation weekend, OTSU Fest and the start of the Fall semester
- Financial Controller will be away next week
- The rest of the items are provided in the written Operations Report

DISCUSSION

No discussion.

RESOLUTION

No resolution required.

AGENDA TOPICS

6. ELECTIONS COMMITTEE RECOMMENDATIONS

Chair started the presentation., then it was passed to C Morgan. She summarized what Section 2 represented, then moved to Section 3: CRO's recommendations., which includes some Bylaw recommendations.

C Craigton asked about Directors being elected by all faculties: that makes sense for grad students, but it might skew the results if Directors do not gain the most support from their own faculty. C Morgan noted the historical context of returning to the original process.

Chair added that the choice was going back to everyone voting or changing the policies to reflect recent practice.

DISCUSSION

President noted that Directors represent a specific faculty and hold that seat, but all Directors make decisions for all students and therefore should be elected by all students. The flip side of the argument is that if you do not have the support of all the students, you are making decisions for groups that did not vote for you.

ED brought up a theory about Section 5.1 apparently being incongruent with the CNCA, it could have been a birth policy that is now out of date. This is not to dissuade people from seeking legal advice, which is always a good idea, but it might be solved simply by fixing the policy.

VP Downtown agreed with opening the vote to North Campus but noted that she is not involved at North Campus, so there should be more spots on other committees so the VP Downtown can be more involved in overall operations.

Chair noted that it is the Board's discretion to decide what should move forward to the AGM for bylaw changes.

C Morgan brought up the need for historical data on Society of Education to change the number of nominations. The difference in the cycle for B Ed students makes it exceedingly difficult to obtain a number of nominations. That should be tabled.

VP Downtown brought up how Grad students have a different timeline as well. Chair asked if the term of the Ed Director should be changed in the Bylaw? ED responded that the wording is currently "up to 2 years" so technically a change is not necessary. This might be more impactful on Society elections.

Chair summarized what the resolution to the Board will include.:

-Terms of Reference as a separate document.

-General Elections Policy and Procedures recommended changes

-CRO report recommendations: except # 6 and 7.

C Craigton asked how can we prevent slating of nominations and interference? Chair responded that we add the appeal process into the procedure, to prevent a rebellion, but this has not gone to the committee yet.

C Craigton noted that the biggest concern is the opening of votes to all faculties, which could lead to foul play. Should we table that item?

Chair noted that you can decide which sections to approve and which to send back to the committee. S Majluf Suarez proposed that perhaps all of Section 3 might need more consideration. The ED countered that some of those items could be passed in this meeting.

Chair offered to go through each of those items. The Chair motioned for a recess starting at 8:10 pm to 8:13 pm. Recess ended at 8:21 pm moved by C Craigton and seconded by K Howells.

C Morgan will go through the list of recommendations in Section 3:

1 is tabled

2 is approved

3 is tabled, this requires a review of the VP Downtown role

4 is approved

5 is approved

6 is approved

7 is tabled

8 is approved

9 is approved

RESOLUTION

Moved by C Corda and seconded by K Howells. Motion carried.
BE IT RESOLVED THAT the OTSU Board of Directors approve the EC recommendations in Section 1, Section 2 and the identified parts of Section 3..

7. DOWNTOWN ADVISORY COMMITTEE TOPICS (2)

The update below is provided by the VP, Downtown.

1) Pointed out changes to the Terms of Reference for the DCAC Committee.
2) VP Downtown wants to hire a student at large that is in a relationship with a Board member.

DISCUSSION

For item 2, does the Board member give explicit permission? Yes, he does. Does C Morgan concur? Yes. This leads to a reassignment of committee appointments. What is resolved is Keenan vacating the DCAC.

RESOLUTION

Moved by K Howells and seconded by S Mostafi. Motion carried.
First, BE IT RESOLVED THAT the OTSU Board of Directors approve the recommended changes to the DCAC Terms of Reference.

Second, BE IT RESOLVED THAT the OTSU Board of Directors approve K Howells stepping down from the DCAC, leaving a vacancy.

Moved by C Corda and I Khurram

8. SCHEDULE FALL BOARD MEETINGS

The update below is provided by the Chair. The following are the dates for the Fall 2025 Board Meetings

Tuesday, September 23, 6 pm

Tuesday, October 21, 6 pm

AGM is Wednesday, October 29th at 7 pm

November - Chair will send a lettucemeet

Friday, December 12th, 2 pm (TBC)

9. AGM PREPARATIONS (2 TOPICS)

The update below is provided by S Majluf Suarez.

1) S Majluf Suarez proposed that we have a Town Hall before the AGM rather than afterwards like last year. Tentatively penciling in Wednesday October 22, 2025: Downtown at 10 to 11:30 am; North Campus at 3:30 to 5 pm
2) Proposed a Moderator for the AGM to keep decorum.

DISCUSSION

For item #2, Chair noted that she is the moderator, and the Vice Chair is there as back up. The ED proposed that we hire a third-party governance expert to be present at the AGM. Chair added that this person should be used to train prior to the AGM as well. ED will collect quotes.

C Corda suggested that the Chair prepare a Business Continuity Plan for the next Chair.

Chair wants to develop a Director Handbook that will serve that purpose.

RESOLUTION

Moved by C Corda and seconded by K Howells. Motion carried.
BE IT RESOLVED THAT the OTSU Board of Directors approve holding Town Halls at both campuses on October 22.

BE IT RESOLVED THAT the OTSU Board of Directors approve hiring a governance expert for the AGM, contingent upon quotes. Moved by C Morgan, seconded by C Corda.

10. IN CAMERA SESSION

Chair moved the meeting to in camera at 9:14 pm Moved by S Saurez, seconded by S Mostafi.

Meeting was moved out of camera at 10:24 pm moved by S Majluf, seconded by K Howells.

11. NEW BUSINESS

Committee Appointments:
BE IT RESOLVED THAT the OTSU Board of Directors approve the itemized shuffle of committee appointments.
Moved by C Morgan, seconded by S Mostafi

12. ANNOUNCEMENTS

None to comment on.

13. ADJOURNMENT

Meeting was adjourned at 10:29 p.m. Moved by C Corda and seconded by K Howells. Motion carried.