

# BOARD MEETING MINUTES

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| GROUP       | Ontario Tech Student Union (OTSU)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| LOCATION    | Virtual/In-person (SHA 136)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| DATE & TIME | Dec 2, 2025 , 2:12 p.m. - 5:01 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| NOTE TAKER  | Katie Lapp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| ATTENDEES   | <p><b>Directors (in-person):</b> Faculty of Social Science &amp; Humanities, Keenan Howells; Faculty of Health Science, Ifra Khurram; Faculty of Graduate Studies, Sergio Maljuf Suarez</p> <p><b>Directors (online):</b> Faculty of Science &amp; Chair, Maryam Baz; Faculty of Business and Information Technology, Craigton Corda; Faculty of Engineering and Applied Science &amp; Vice-Chair, Sifatul Mostafi; Faculty of Education, Cherryl Morgan</p> <p><b>Executives (in-person):</b> President, Eloghosa Avenbuan; VP Downtown, Kailey Haskell; VP Student Affairs, Anwoy Barua</p> <p><b>Executives (online):</b> VP Student Life, Tuirani Kerfelec</p> <p><b>Staff:</b> Executive Director, Brian Robson; Financial Controller, Mayooran Thurairajah; Manager, Human Resources &amp; Administration, Kylie Zamora-Matundan; Administrative &amp; Governance Coordinator / Chief Returning Officer; Katie Lapp</p> <p><b>Guests:</b> N/A</p> |
| REGRETS     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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## 1. CALL TO ORDER

Meeting was called into order at 2:12 p.m. Moved by S. Maljuf Suárez and seconded by S. Mostafi (Vice-Chair) . Motion carried.

## 2. TERRITORIAL RECOGNITION

## 3. AGENDA APPROVAL

- The Executive Director indicated they needed to leave the meeting early. The Board Chair suggested that the original order of the December 2 agenda could be rearranged. The agenda items would be addressed in the following sequence: items 1 through 3, followed by items 8, 9, 6, 4, 5, 7, and then items 10, 11, 12, and subsequent items as listed.

### DISCUSSION

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No discussion. ▾

### RESOLUTION

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Moved by I. Khurram and seconded by S. Maljuf Suárez . Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the amended agenda for Dec 2, 2025 .

#### 4. AGM PLANNING & CONTINGENCIES

*The update below is provided by the Executive Director .*

- The Executive Director advised that January 15th coincides with the Carriage Cup, a major university event held downtown, in which OTSU is heavily involved and therefore strongly discouraged scheduling the upcoming AGM on that date. Furthermore, January 14th and during the first week of classes, no suitable rooms are available on campus to accommodate the expected number of students for an in-person meeting. The Executive Director proposed either rescheduling the AGM, securing an off-campus venue (such as 2200 North or a space at Durham College) or holding the meeting virtually.

#### DISCUSSION

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- The Board and Executive Team discussed multiple in-person and virtual options and reviewed potential dates to accommodate everyone's availability. It was determined that the AGM would be held either virtually on January 13th or in person on January 29th at 7:00 p.m.

#### RESOLUTION

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Voting Option 1: January 13th

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

Voting Option 2: January 29th

No Vote: In favour - 4 | Opposed - 0 | Abstained - 0

Moved by I. Khurram and seconded by S. Mostafi (Vice-Chair) . Motion carried.

BE IT RESOLVED THAT the OTSU Board of Directors approve the Jan 29, 2026 for AGM (Part 2).

#### 5. CONFIRMATION OF BOARD POSITIONS TO LIST IN UPCOMING GENERAL ELECTIONS

*The item below is presented by the Executive Director .*

- The Executive Director confirmed the following positions will be open for upcoming elections: Faculty of Business & Information Technology, Faculty of Engineering & Applied Science and Graduate Studies.

#### DISCUSSION

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No Discussion

#### RESOLUTION

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No resolution required.

#### 6. OPERATIONAL REPORT

*The update below is provided by the Executive Director . The full report is included in the operational report.*

- The Executive Director confirmed the preparation for upcoming elections and the OTSU closure from December 15th to January 9th with the OTSU office reopening on January 12th.

#### DISCUSSION

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- The Board requested confirmation of the upcoming blackout period as outlined in the Operational Report and inquired whether the five-day duration was necessary, as well as whether there were any concerns related to

expenses. The Financial Controller confirmed that the duration is standard practice and that any issues arising during this period would be communicated to students. The Executive Director advised that the Policy Committee Recommendations pertains to the terms of reference and the appointment of the second student-at-large. The Board Chair advised that either they or the Vice-Chair would lead the discussion on this item. The Executive Director left the meeting at 2:56 p.m.

#### RESOLUTION

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No resolution required. ▾

### 7. APPROVAL OF MEETING MINUTES

#### DISCUSSION

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No discussion. ▾

#### RESOLUTION

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

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the meeting minutes for Nov 11, 2025 .

### 8. EXECUTIVE REPORTS

*See the full executive reports on the OTSU website.*

#### 5.1 President

- From November 23th to November 27, the President and the Vice-President of Student Affairs attended the OUSA Student Advocacy Conference at Queen's Park, where they met with multiple Members of Provincial Parliament and Ministers to advocate on behalf of students at the provincial level and to participate in various networking opportunities. On November 18th, the President and the Vice-President of Student Affairs attended the OTU Ancillary Fee Committee meeting, during which they reviewed and approved several ancillary fee proposals submitted by various departments, including the Nutrition Access Program (NAP) fee. The first drop of the Midnight Miles x Lyft campaign occurred on November 26th, with 68 students signing up for the program to date. The second drop of the campaign is scheduled for December 3rd. The President assisted the Executive Director and the Manager of Human Resources in the hiring process for the Administrative and Governance Officer/Chief Operating Officer position. Additionally, on November 11, the President and the Vice-President of Student Life represented OTSU at the Remembrance Day Ceremony.
- Committee updates were also reviewed and included in the executive report.

#### DISCUSSION

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No Discussion ▾

#### 5.2 Vice President, Student Life

- The Vice President explained the difficulty in scheduling meetings of the President's Council due to conflicting availability among society members, particularly as the semester draws to a close and final exams approach. As a result, the council agreed to communicate via email until the start of the next term. The Vice President also participated in the Health Plan Fair to promote the Nutrition Access Program and met with master's students who expressed interest in contributing to the program. A Nutrition Volunteer Protocol was developed to provide clear guidelines for volunteers assisting with the Breakfast Table and Snack & Go initiatives. On November 26, the Vice President served as a jury member on the Brilliant Catalyst Innovation Fund Jury panel. They are currently researching potential venues and catering options for the Lead & Link Planning Event, with the possibility of merging this event with the Clubs and Awards Ceremony, tentatively planned for early April. Additionally, the Vice President met with the McMaster Student Union (MSU) to discuss the equity-focused responsibilities of Vice Presidents within student societies. The role was identified as centering on supporting mental health and wellness,

as well as fostering an inclusive and welcoming environment for all students. Following the most recent Annual General Meeting (AGM), several students raised concerns regarding Rubric. In response, the Vice President implemented a Rubric Guide on the OTSU website to ensure students have ongoing and accessible support. Finally, the President, Vice President of Student Life and Vice President of Student Affairs met with the Library team to discuss recent projects and initiatives. They highlighted the success of a recent study break event and plan to host similar wellness-focused study breaks during upcoming midterm and final exam periods.

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

#### DISCUSSION

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No Discussion ▾

#### 5.3 Vice President, Student Affairs

- The President, Vice President of Student Life, and Vice President of Student Affairs met with the Library Leadership Team to discuss initiatives aimed at enhancing the student experience within the library and to explore potential collaboration opportunities. Additionally, the President and Vice President of Student Life attended the OUSA Student Advocacy Conference at Queen's Park during Advocacy Week, where they advocated for increased protections, funding and support for post-secondary students across Ontario.
- Committee updates were discussed during the meeting and are included in the executive report

#### DISCUSSION

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No Discussion ▾

#### 5.4 Vice President, Downtown

- The Downtown Gala Planning event has been renamed to "Ontario Tech Humanities Society Presents: Downtown Winter Prom." Catering, a photo booth and photography/media coverage have been confirmed. Decorative items were identified for purchase as well. The event is scheduled for Friday, January 16, from 6:30-10:30 p.m. at Charles Hall and tickets will most likely be \$5.00 each with a coupon code. They updated the budget for the Downtown Lounge Project and placed an order for a TV stand with storage and a multi-game table. Lounge chairs are scheduled for delivery on December 4 and a meeting with the Office of Campus Infrastructure is planned to determine placement. Challenges were noted regarding limited electrical outlets due to the placement of an additional vending machine. They attended two faculty council meetings to share updates on OTSU initiatives, including Midnight Miles and the Nutrition Access Program, both of which were received positively. In addition, they attended the OTHS Annual General Assembly where they shared their budget and plans. Finally, parking at the Downtown Campus has been switched to hourly parking which has caused frustration among students. The HONK platform is being used, the same system the city uses, with an hourly rate of \$5.00 to align with North Campus pricing. The Vice President of Downtown plans to discuss with upper administration to either reduce the hourly rate, monitor usage throughout the semester and to propose designating parking spots until classes end.
- Committee updates were discussed during the meeting and are included in the executive report.

#### DISCUSSION

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No Discussion ▾

#### RESOLUTION

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Moved by I. Khurram ▾ and seconded by S. Maljuf Suárez ▾. Motion carried.

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

## 9. PRESIDENT EXPENSES

*The update below is provided by ▾ the President ▾ .*

- The President reported expenses related to a Lyft ride taken on November 23rd to attend a conference, as well as the purchase of a December bus pass.

### DISCUSSION

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No Discussion ▾

### RESOLUTION

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

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the president expenses amounting to \$186.98.

## AGENDA TOPICS

## 10. POLICY COMMITTEE RECOMMENDATIONS

*The item below is presented by ▾ M. Baz (Chair) ▾ .*

- The Board Chair noted that an additional student was hired, bringing the committee to full membership. Additional referendum changes have been added to the policy document including committee membership, quorum and mandatory revision dates.

### DISCUSSION

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No Discussion ▾

### RESOLUTION

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

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the referendum.

No vote: In favour - 4 | Opposed - 0 | Abstained - 2

## 11. SCHEDULE WINTER BOARD MEETINGS

*The item below is presented by ▾ M. Baz (Chair) ▾ .*

### DISCUSSION

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- The board discussed availability for the January board meeting. Determined the CRO will send a LettuceMeet invite and schedule a date as soon as possible.

### RESOLUTION

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BE IT RESOLVED THAT the OTSU Board of Directors tables ▾ the availability for the January Board Meeting.

## 12. DCAC COMMITTEE APPOINTMENT

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

- The Vice President of Downtown informed the Board about a committee member who has been absent for several months. They emphasized that they do not want the position to remain occupied by this member, as it could prevent another engaged student from contributing to the committee.

### DISCUSSION

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- The Vice President of Student Life inquired if voting is a requirement for the removal of a committee member. The Board Chair advised the Policy Committee is revising the policy document currently.

### RESOLUTION

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

BE IT RESOLVED THAT the OTSU Board of Directors approve to have the individual removed from their position in DCAC.

No vote: In favour - 5 | Opposed - 0 | Abstained - 1

## 13. IN-CAMERA

Moved *in-camera* at 3:33 p.m. Moved by M. Baz (Chair) and seconded by I. Khurram. Motion carried.

*In-camera meeting minutes stored separately. The Board Chair has a copy of in-camera meeting minutes.*

Moved *out-of-camera* at 5:01 p.m. Moved by I. Khurram and seconded by C. Corda. Motion carried.

## 14. NEW BUSINESS

*The following announcement is from M. Baz (Chair).*

### DISCUSSION

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No Discussion

### RESOLUTION

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No resolution required.

## 15. ANNOUNCEMENTS

*The following announcement is from M. Baz (Chair).*

### DISCUSSION

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No Discussion

### RESOLUTION

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No resolution required.

## 16. ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

Moved by I. Khurram and seconded by S. Maljuf Suárez. Motion carried.