

BOARD MEETING MINUTES

GROUP	Ontario Tech Student Union (OTSU)
LOCATION	Virtual (Google Meet)
DATE & TIME	Mar 31, 2026 , 6:09 p.m. - 9:12 p.m.
NOTE TAKER	Katie Lapp
ATTENDEES	<p>Directors (in-person): N/A</p> <p>Directors (online): Faculty of Engineering and Applied Science & Chair, Sifatul Mostafi; Faculty of Business and Information Technology, Craigton Corda; Faculty of Social Science & Humanities, Keenan Howells; Faculty of Health Science, Ifra Khurram</p> <p>Executives (in-person): N/A</p> <p>Executives (online): President & Interim Executive Director, Eloghosa Avenbuan; VP Downtown, Kailey Haskell; VP Student Life, Tuirani Kerfelec; VP Student Affairs, Anwoy Barua</p> <p>Staff: Financial Controller, Mayooran Thurairajah and Administrative & Governance Coordinator / Chief Returning Officer, Katie Lapp</p> <p>Guests: Laurie Sancu</p>
REGRETS	N/A

1. **CALL TO ORDER**

Meeting was called into order at 6:09 p.m. Moved by I. Khurram and seconded by K. Howells . Motion carried.

2. **TERRITORIAL RECOGNITION**

3. **AGENDA APPROVAL**

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 agenda items for March 31, 2026.

4. APPROVAL OF MEETING MINUTES

DISCUSSION

No discussion. ▾

RESOLUTION

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

BE IT RESOLVED THAT the OTSU Board of Directors approve ▾ the meeting minutes for Feb 26, 2026 .

5. EXECUTIVE REPORTS

See the full executive reports on the OTSU website.

5.1 President

- The VP Student Life, VP Affairs and two student delegates attended the OUSA Spring General Assembly from March 5–8 at Western University in London, Ontario. During the General Assembly, the VP Affairs and the President contributed as authors to the tuition, ancillary and incidental fee policy paper, gathering feedback from member schools to refine the content. The paper was approved at Plenary, along with papers on AI and Student Mobility and Credit Transfer. Work is ongoing to finalize the paper before the end of the term. Preparations for gala season are underway, including signing venue contracts and working with the finance team to address a backlog of payments for venues and vendors. Students are being kept updated on the status of their payments. The hiring process for the Events and Engagement Coordinator role has been completed in collaboration with HR and the Manager of Events and Engagement, and a candidate will begin on May 1. Recruitment is also ongoing for the VP Downtown and Board Member positions, with applications received and interviews to begin shortly. The Downtown Social and Lounge Opening took place on March 27, providing an opportunity to engage students at the downtown campus and introduce the new lounge space. A meeting was also held with the VP Student Life and the Manager of Events and Engagement to discuss transitioning from Aunt Flo dispensers to Joni dispensers, with a full proposal to be provided. The Ridgeback Athletic Gala was attended on March 28, celebrating the achievements of varsity athletes and athletic staff. Following recent organizational changes, meetings have been held with managers and staff to plan next steps, with a focus on maintaining operations, clarifying roles and responsibilities and ensuring a smooth transition.
- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

5.2 Vice President, Student Life

- Meetings were held with university representatives to discuss the collaboration on the Nutrition Access Program (NAP) for the upcoming year, with a focus on roles, responsibilities and operations. The Spring into Wellness event took place on March 24–25 and saw strong student engagement through activities such as plant pot painting and a photobooth. Planning is currently underway for OTSU Day on April 7, including event logistics and programming. Preparations are also in progress for the Awards and Appreciation Night on April 9 at Sky Zone, which will recognize clubs and societies through a student voting and nominations process. A proposal has been developed to split the Member Engagement Coordinator role into two positions to improve support for student organizations and programming. Representatives attended the OUSA General Assembly in London from March 5–9 and further details are included in a separate report. Following discussions with university stakeholders, a transition to Joni as the new period product distributor has been approved, with plans to expand dispenser access across campus. Transition meetings are ongoing with the incoming VP Student Life to share updates on services and projects and ensure a smooth transition.

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

DISCUSSION

No discussion. ▾

5.3 Vice President, Student Affairs

- A meeting was held with Nathi Zamisa, Co-Executive Director of Housing Our University Students Equitably (HOUSE) to explore a potential partnership on student housing affordability. The discussion focused on challenges such as rising rental costs and limited affordable options. Potential next steps include building relationships with key stakeholders, conducting a housing survey, completing site analysis and developing a research report to support future advocacy efforts. Work is ongoing on the OUSA tuition, ancillary and incidental fee policy paper, which is in the final stages of drafting and preparation for publication. Planning is underway to relaunch the Midnight Miles late-night rideshare program for the winter semester. Updates include adjusted operating hours and improved marketing efforts to increase student awareness, with the goal of having the program available during the final exam period.
- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

5.4 Vice President, Downtown

- The Downtown Social took place on March 27 from 3:00–6:00 p.m. and was well attended by students, faculty and staff. The event included the grand opening of the downtown lounge, featuring a ribbon-cutting ceremony and student engagement activities such as a community mural. The downtown lounge is now mostly complete, with a few remaining items to be added. Ongoing maintenance and future improvements to the space have been identified as important next steps. Attendance at the OSAP rally on March 4 provided an opportunity to support student advocacy efforts related to accessible education. An update on the Downtown Lounge project and the Downtown Social was shared at the Faculty Council meeting on March 25, with additional promotion provided to faculty. Transition preparation is underway, including documenting key processes and insights to support a smooth transition for the incoming VP Downtown.
- Committee updates were also reviewed and included in the executive report.

DISCUSSION

No discussion. ▾

RESOLUTION

Moved by C. Corda ▾ and seconded by K. Howells ▾. 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 an overview on behalf of the Manager, Human Resources & Administration, noting that there are currently six vacant positions listed on BambooHR. These include the Member Engagement Coordinator, Vice President Downtown, and Board of Director positions for the Faculties of Engineering and Applied Science, Business and Information Technology, Education and Graduate Studies. Additionally they assisted in onboarding the Financial Controller as well.

- The President & Interim Executive Director provided an overview on behalf of the Manager, Student Engagement, noting that a candidate has been selected for the Events and Engagement Coordinator position and will begin on May 1. Updates were also provided on recent events, including Spring into Wellness and the Downtown Gala. Planning is currently underway for the year-end OTS-You Day event scheduled for April 7 in Gyms 1 and 2.
- The President & Interim Executive Director provided an overview on behalf of the Manager, Communications and Marketing, noting work on marketing the 2026 Society Elections and collaboration with the Events and Engagement team to promote OTS-You Day.
- The Financial Controller provided an update on progress of their onboarding progress from a financial standpoint. They also noted the student reimbursements pertaining to clubs & societies is the main priority right now to complete and fix the backlog.

DISCUSSION

- The Board, Faculty of Engineering and Applied Science & Chair sought clarification from the Financial Controller regarding the timeline for completing the backlog of student reimbursements. The Financial Controller stated that student reimbursements are the current priority and estimated that the backlog from the past few weeks will take approximately one additional week to clear. Once completed, focus will shift to year-end processes. It was also noted that internal banking operations are projected to be reconciled by the end of April.

RESOLUTION

No resolution required. ▾

7. AUNT FLOW/JONI UPDATE

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

- The President & Interim Executive Director provided a high level overview of the proposal provided in the March Board Package. Ontario Tech University wants to switch to a new dispenser named Joni. The initiative to replace all the current Aunt Flow dispensers with the Joni dispensers in ground-floor washrooms across key campus buildings to improve service efficiency and reduce maintenance requirements. Proposed locations include SCI W (1st floor), SCI E (1st floor), BIT (1st floor), ERC (1st floor), SHA (basement and 1st floor), LIB (1st floor), ENG/ACE (1st floor), and SIR (1st floor). Additionally, the OTSU recommended adding two dispensers in the Campus Recreation Centre, one in the Campus Fieldhouse and two at Charles Hall to ensure access in high-traffic recreation spaces. Additionally cost comparison wise the transition would significantly reduce product costs while improving operational reliability.
- The VP Student Life noted that the primary reason for the change relates to the current dispensers. The Aunt Flow dispensers do not have maintenance controls or limitations on the number of products that can be taken at one time, which raises cost concerns given the existence of the Period Bank and other supports within the Period Project. It was also noted that the Joni dispensers include a maintenance control feature with a 30 second interval between dispensing products.
- The President & Interim Executive Director stated that all the products currently in the Aunt Flow dispenser will be added to the current Period Bank stock for students to access these through the Period Bank. They also stated that the University will manage the maintenance and the refilling of the new Joni dispensers around campus.

DISCUSSION

- The Board, Faculty of Engineering and Applied Science & Chair inquired whether there will be a formal agreement outlining the University's responsibilities for restocking, cleaning and maintenance and the expected long-term costs for OTSU such as lifespan and any replacement or maintenance costs. The President & Interim Executive Director stated there is an agreement documented with the university outline the OTSU will be responsible for purchasing the dispensers while the university is responsible for the maintenance of all dispensers. They stated in regards to longterms costs, the OTSU won't be responsible for the replacements or maintenance.

RESOLUTION

Motion #1: To approve the Joni proposal.

Moved by C. Corda 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 Joni proposal.

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

8. MEMBER ENGAGEMENT POSITION PROPOSAL

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

- The President & Interim Executive Director, along with the VP Student Life and the Manager of Student Engagement, have been working in collaboration to split the Member Engagement position into two positions with one position being focused primarily on clubs and the other position primarily focused on societies.

DISCUSSION

- The Board, Faculty of Engineering and Applied Science & Chair, inquired about the implementation of the proposed restructuring, specifically regarding budget implications, hiring timelines and whether existing resources would be reallocated or if new funding would be required. The President & Interim Executive Director confirmed that budget considerations have been accounted for, noting that the position will be unionized. The Financial Controller added that associated costs, including benefits and taxation, will also need to be incorporated into the budget. The VP, Student Life, explained that the current structure, where one staff member manages both roles, is highly constrained due to the daily workload, leaving little capacity for role development amid existing demands. The Board, Faculty of Engineering and Applied Science & Chair, further inquired about the specific outcomes or success metrics that will be used to evaluate the effectiveness of the proposed two-role model in enhancing student support, event quality and oversight. The President & Interim Executive Director noted that, as this is a new role, it is difficult to project precise outcomes or metrics at this time. However, they emphasized the significant need for organizational growth within OTSU and stated that the additional role will provide essential support toward that expansion.

RESOLUTION

Motion #2: To approve the Member Engagement position proposal.

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

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

BE IT RESOLVED THAT the OTSU Board of Directors approve the Member Engagement position proposal.

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

9. IN-CAMERA

The following announcement is from the President & Interim Executive Director .

Moved *in-camera* at 7:13 p.m. Moved by K. Howells and seconded by I. Khurram . Motion carried.

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

10. IN-CAMERA

The following announcement is from ▾ the VP Student Affairs ▾ .

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

11. IN-CAMERA

The following announcement is from ▾ the President & Interim Executive Director ▾ .

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

12. IN-CAMERA

The following announcement is from ▾ the President & Interim Executive Director ▾ .

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

Moved *out-of-camera* at 9:00 p.m. Moved by I. Khurram ▾ and seconded by K. Howells ▾ . Motion carried.

13. NEW BUSINESS

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

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

14. ANNOUNCEMENTS

The following announcement is from ▾ the President & Interim Executive Director ▾ .

- OTS-You day will take place on April 7 in Gyms 1 and 2 and Club Appreciation Day is on April 9.

DISCUSSION

No discussion. ▾

RESOLUTION

No resolution required. ▾

15. ADJOURNMENT

The meeting was adjourned at 9:12 p.m.

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