

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	<p>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</p> <p>Directors (online): N/A</p> <p>Executives (in-person): President & Interim Executive Director, Eloghosa Avenbuan; VP Downtown, Kailey Haskell; VP Student Life, Tuirani Kerfelec; VP Student Affairs, Anwoy Barua</p> <p>Executives (online): N/A</p> <p>Staff: Financial Controller, Mayooran Thurairajah and Administrative & Governance Coordinator / Chief Returning Officer, Katie Lapp</p> <p>Guests: N/A</p>
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 Sanci, 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 Sancu 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 observationship 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 observationship 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.