

## CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

**MINUTES** of the meeting of the Full Board Meeting  
held at the Student Centre Board Room, Progress Campus  
941 Progress Avenue, Toronto, Ontario  
on Wednesday, August 12, 2015 at 6:00 p.m.

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Present:	D. Gangwani	-	President
	E. Cossaboom	-	Programmer
	R. Muhlemann	-	Campus Director, Story Arts Centre
	A. Castillo	-	Campus Director, Story Arts Centre
	H. Kalathiya	-	Vice President, Morningside
	A. Parris	-	Campus Director, Morningside
	B. Lin	-	Campus Director, Morningside
	A. Parris	-	Campus Director, Morningside
	D. Singh	-	Vice President, Progress
	P. Kirlik	-	Executive Director/CEO
Staff:	T. Ellul	-	Manager Board Development & Services
	J. Bautista	-	Office Coordinator, Progress
	W. Leung	-	Manager, HR and Finance
	S. Pupo	-	Office Coordinator, Morningside
	V. Barahona	-	Coordinator Events and Clubs
	K. Robinson	-	Recording Secretary, MinuteTakers Inc.
Guests:	K. Rajpaulsingh	-	Director of Student Life
	E. Dunk	-	Manager Special Events and Donor Relations
	S. Carrillo	-	Development Coordinator
Regrets:	M. Ellington	-	Campus Director Progress
	B. Ramdial	-	Campus Director, Progress
	R. McConney	-	Vice President, Ashtonbee
	L. Sancı	-	Chairperson

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1. **CALL TO ORDER**

Notice having been given and there being a quorum present, P. Kirlik called the meeting to order at 6:05 p.m. and presided as Chair.

2. **APPROVAL OF AGENDA**

On Motion by H. Kalathiya and seconded by D. Singh the agenda was approved and adopted as presented, (12-0-0).

3. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of July 15, 2015 that were previously circulated for review.

On Motion by D. Singh and seconded by A. Parris it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, July 15, 2015 be accepted as presented.** Motion carried, (12-0-0).

4. **DONOR RECOGNITION**

Emma Dunk and Stephanie Carrilo were welcomed to meeting to make a presentation regarding naming opportunities for the Student Association in recognition of their donations over the years to Centennial College.

4.1 **Presentation**

- (a) *Largest Donor* – E. Dunk informed that CCSAI is the biggest donor outside of the government to Centennial College and has donated over \$6 million over the years. A policy was approved by the Executive Committee and the Board of Governors regarding naming opportunities for donors to Centennial College and CCSAI has met all of the requirements. If approved by CCSAI, the suggested plaques and locations will be brought back to the Executive Committee and the Board of Governors for final approval. They would like to have the plaques approved and ready for the CCSAI Annual General Meeting in October however, this maybe too short of a timeline. In that case, a small ceremony will be held in January at each campus.
- (b) *Naming Opportunities* – S. Carrilo presented a rendering of the sign which would be a quarter inch brushed aluminium letters with a 3.5 inch cap height, blind mounted and flush to wall. The proposed locations were noted as follows:
- Progress Campus – Centennial Commons in a high traffic area and near the entrance most used by guests.
  - Morningside Campus – Lower Commons Area is a high traffic area and in a very highly visible location.

- Story Arts Centre – Main Floor Lounge/Commons Area and this the most common area for all the students and near the front entrance;
- Ashtonbee Campus – The Hub is the newest extension of the building and high traffic;
- Downsview Aerospace Campus – Student’s Common “A” is proposed and comparable to those offered at the other campuses.

4.2 **Discussion** – The floor was opened for discussion.

- (a) *Similarity to Other Signs* – T. Ellul inquired if the plaques will be similar to the other signs at the campuses. E. Dunk informed that name recognition will not be a plaque but a raised sign. Moreover, the signs will be created to stand out from the directional signs on the campus.
- (b) *Excitement* – D. Gangwani noted her excitement at for the signs and the recognition of the CCSAI’s donations.
- (c) *Student Centres* – K. Rajpaulsingh queried the reason that signs were not placed in the student centres. E. Dunk informed that the student centres are the CCSAI’s own buildings and would be redundant. This is an additional recognition for the donations specifically to the College.
- (d) *Corrections to the Sign* – T. Ellul informed that the suffix “Inc.” will must be added to the sign. S. Carrilo informed that the final designs will be signed off by the Board.
- (e) *Vote* – All of the Board members voted in favour of accepting the recognition from the College in form of signs posted at each campus.

*E. Dunk and S. Carrilo were thanked for their report and departed the meeting at 6:20 p.m.*

5. **PRESIDENT’S REPORT**

5.1 **Update**

D. Gangwani presented her update on the following items: V. Barahona and S. Pupo were welcomed to as new staff to CCSAI; reviewed the successful events; CCSAI was presented to the International Departments’ PD day to explain CCSAI and its purpose; some new hires were completed; the revision of the by-laws and policies; her position as co-chair of the food services committee and the attempt to improve the food services; the CSA Fee protocol committee which oversees the budget; and the upcoming events were reviewed. Attached as Schedule “A”.

## 5.2 Discussion

- (a) *Insurance for International Students* – K. Rajpaulsingh queried the progress on obtaining a quote for insurance for international students. D. Gangwani informed that the approval is pending for the insurance for domestic students with Blue Cross that will include an increase in the mental health benefits available. A survey will be completed in September prior to any changes being completed and focus groups will be utilized to review the benefits offered by Guard.me International Insurance. The process for changing insurance was reviewed.

## 6. UPDATE FROM EXECUTIVE DIRECTOR

T. Ellul became Chair for this portion of the meeting and requested a motion for the budget that was presented.

### 6.1 Review of Budget

- (a) *2015/2016 CCSAI Operating Budget* – A draft of the Operating Budget for CCSAI for 2015/2016 were presented for review and it was noted that the D. Gangwani will review the activities budget. Once the draft is accepted by the Board, the final approval will occur at the Annual General Meeting in October 2015 when voted on by the students. Those who have worked on the budget were thanked it was noted that the budget was late due to the late arrival of the audited statements. Each of the numbers presented have budgets created which can be reviewed at any time.
- (b) *Revenue* – P. Kirlik reviewed revenues for the year and noted that the bulk of the revenue is from the activity fee for \$2,768,775. Other sources of income were noted as follows: the installation of a bank machine in the AWC; sponsorship of campus events; a 10% charge is levied to cover the cost of administrating the transforming the future projects.
- (c) *Expenses* – The following various types of expenses were reviewed by P. Kirlik and highlights are noted as follows:
- (i) Administration – The benefits noted are for the staff, and the insurance expense covers liability, Directors, and contents.
  - (ii) Board – These expense are for various items including conferences, elections, honorariums, retreats, etc.
  - (iii) Investments - The reserve accounts were reviewed and noted as a savings accounts to cover emergency costs. It was noted that the College Student Alliance fees are based on enrolment and will increase over the coming years.
  - (iv) Marketing - Various promotional items are purchased, and the paraphernalia has been ordered.
  - (v) Media – It was noted that there will be two handbooks for the year, one for the fall/winter, and a smaller one for the summer.

- (vi) Services – Although there are a large number of clubs, the budget allocated to them per semester is only partially spent; each of the Board members are gifted \$100 from CCSAI towards framing their diploma at graduation; the lawyer attenda the campuses on Tuesdays to advise students on issues and to complete work for CCSAI if there is time available.
- (vii) Facilities - The AWC contribution is paid over four years; capital items are computers, furniture, and kitchen appliances; and there is a contract with the College to complete the health and safety policy.

## 6.2 Activities

- (a) *Activities Budgets* – D. Gangwani reviewed the activities budget and highlights are noted as follows:
  - (i) Each Campus – There is a budget of \$8,000 per campus for various activities throughout the year.
  - (ii) Christmas Party – In the past the party was only one party for children, however there will be two parties this Christmas, with one for adults.
  - (iii) Orientation – Due to high cost of activities during orientation, the expenses were budgeted separately. The cost was increased due to the video that will be shot on August 13, 2015 to be shown at orientation. For clarification, all events in September will fall under the orientation budget.
  - (iv) Board Approval of Programming – Both E. Cossaboom and V. Barahona will create the programming schedule, which will be reviewed and approved by the Board.

## 6.3 Discussion

- (a) *Budget for Shaggy Concert* – A. Castillo queried the budget for the Shaggy concert. P. Kirlik did not have exact numbers at the meeting and estimated the cost was \$80,000. **Action: P. Kirlik to forward the budget for the Shaggy concert to A. Castillo.**
- (b) *Orientation Funds* – E. Cossaboom inquired if a portion of the orientation budget will be available for January 2016. D. Gangwani will have to investigate further as the date approaches.

## 6.4 Call to Order

On Motion by H. Kalathiya and seconded by D. Singh it was,  
**RESOLVED THAT the 2015/2016 CCSAI Operating Budget draft be accepted as presented.** Motion carried, (12-0-0).

At which point the Chair was returned to P. Kirlik.

8. **STANDING COMMITTEES**

8.1 **Governance Committee**

- (a) *Meeting Date* - The next meeting will be held on August 26, 2015 and notices will be sent out shortly. It was noted that the only the members of the committee are required to attend the meeting.
- (b) *Committee Members* – The members are noted as follows: A. Parris, R. Muhlemann, M. Ellington and B. Ramdial.

8.2 **Programming Committee**

- (a) *Meeting Date* – It was noted that the meeting will be held on August 19, 2015 and E. Cossaboom expressed excitement at the coming year and working with V. Barahona.
- (b) *Committee Members* – The members were noted as follows: E. Cossaboom, R. McConney, H. Kalathiya, A. Castillo, and B. Lin.

9. **OTHER BUSINESS**

- (a) *Office Coordinator* – P. Kirlik informed that J. Bautista was leaving CCSAI to pursue studies full time and was thanked for her hard work. J. Bautista encouraged the Board members and informed that are a great Board to work with. A round of applause was given in appreciation.
- (b) *New Personal Trainers* – D. Gangwani informed that there were new personal trainers and 17 GSR hired recently and will start in two weeks. The Board was encouraged to introduce themselves to the trainers and GSR.
- (c) *Surprise for Board Members* – D. Gangwani noted that there will be a surprise on August 26, between 1-4 p.m. for Board members and this includes food. All of the Board members were encouraged to attend.

10. **FOR THE GOOD OF THE BOARD**

- (a) *Arrival Time* – P. Kirlik reminded all in attendance the meetings start at 6:00 p.m. and to arrive on time.
- (b) *Budget* – K. Rajpaulsingh noted that the budget looked very good.
- (c) *Office Coordinator, Morningside Campus* – S. Pupo thanked the Board for the opportunity to work with them this summer and for the coming year.

11. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Wednesday, September 9, 2015 at 7:00 p.m. at the Student Centre Board Room, Progress Campus, 941 Progress Avenue, Toronto, Ontario.

12. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:08 p.m. on Motion duly made by D. Ganwani and seconded A. Parris.

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President – D. Gangwani

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Executive Director/CEO  
P. Kirlik

### Schedule "A"

Good evening,

A warm welcome to Veronica, our Clubs and Events Coordinator, and to Sara, Service Coordinator to our Board meeting.

I would like to begin by saying that summer has been great! It seems very quiet however a lot of planning, organizing stuff has been happening at various levels of the organization.

The Board this summer had some successful events like the Canada Day celebration, the Kites Day celebration, and the breakfast program at Morningside.

This will be our last meeting for the summer but in a recap, I want to highlight some of the work that I have been involved in apart from events:

1. CCSAI was invited to present to the International Departments' PD Day and explain who we are and what we do for students.
2. We also had some new hires. It was a tough process but we have some strong individuals who have great ideas and come from varied backgrounds and experiences. We look forward to a great year with them.
3. There is a lot of work happening to revise our by-laws and policies and make our organization more reflective of our mission and values.
4. Also in my roles, I co-chair the food services committee and all of your concerns and feedback has been relayed to the team. We will be completing a survey in September to get some feedback from students to improve our food services.
5. I am also in the CSA Fee protocol committee which oversees the budget, and membership fees.
6. Couple of the upcoming College wide events where CSAI representation is a must are:
  - Big Bike Ride on August 19, 2015
  - Centennial Day on August 27, 2015
7. There will be a surprise on August 26, 2015 between 1-4 p.m. to end the summer session. Please attend.