

## 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, July 11, 2018 at 6:00 p.m.

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Present:	S. Casais	-	President
	J. Lim	-	Vice President, Morningside
	K. Singh	-	Vice President, Progress Campus
	J. Hewitt-Vasil	-	Vice President, Story Arts Centre
	A. Clarke	-	Vice President, Ashtonbee
	S. Garcia	-	Campus Director, Ashtonbee
	D. Singh	-	Campus Director, Morningside
	T. Singh	-	Campus Director, Progress Campus
	I. Sharma	-	Campus Director, Story Arts Centre
	D. Denny	-	Advocate
	M. Ferreira Andrade	-	Advocate
	P. Solda	-	Athletics Representative
	R. Fogarthy	-	Clubs Liaison
	S. Hashmi	-	Board Development Officer
	E. Wilson	-	Events Liaison
	P. Kirlik	-	Executive Director/CEO
Staff:	E. Schwenger	-	Engagement and Development, Student Life
	Miranda Williams	-	Recording Secretary, MinuteTakers Inc.

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1. **CALL TO ORDER**

Notice having been given and there being a quorum present, the S. Hashmi called the meeting to order at 6:02 p.m. and presided as Chair.

2. **CONFLICT OF INTEREST** – No conflict of interests were declared.

3. **APPROVAL OF AGENDA**

On Motion by J. Hewitt-Vasil and seconded by J. Lim the agenda was approved and adopted as presented. (9-0-0)

4. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of June 27, 2018 that were previously circulated for review. A few amendments were noted and reflected within the minutes.

On Motion by S. Casais and seconded by J. Hewitt-Vasil it was,  
**RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, June 27, 2018 be accepted as amended.** Motion carried. (9-0-0)

5. **PRESIDENT'S UPDATE** – S. Casais provided an update and discussion highlights were noted as follows:

- (a) *Orientation* – It was noted that the Orientation dates have been selected and requested that members attend and represent their campuses. A hard copy of the schedule was provided at the meeting.
- (b) *Centennial Day* – Centennial Day will take place on August 30, 2018 and invitations have been sent out.
- (c) *Training Session* – A training session will be held on August 7, 2018 and invitations have been sent to all Board members. A response is requested from each member noting whether or not they will attend.
- (d) *Meeting the Dean* – S. Casais clarified that the session with the Dean will be held on July 31, 2018.
- (e) *CCSAI Central Software* – J. Lim requested an update be provided on the all-in-one software and S. Casais noted further information will be provided after today's meeting.

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6. **CENTENNIAL COLLEGE UPDATE** – E. Schwenger provided an update and discussion highlights were noted as follows:
- (a) *Orientation* – V. Barahona is working on Orientation and all questions related to the events can be sent to V. Barahona. S. Casais expressed that on August 23, 2018 there is a conflict between an orientation event and first aid training. Those who have already signed up for first aid training must attend the training instead of the event. J. Lim inquired how the events will operate with their being a separate Orientation event occurring for international students and E. Schwenger recommended that question be redirected to V. Barahona.
  - (b) *Leadership Academy* – The creation of the Leadership Academy is currently in progress and it is anticipated to be launched in the Fall. The Leadership Passport is also being recalibrated and will no longer require an approval process, instead it will be done through written reflections. J. Lim queried if those currently pursuing their Leadership Passport would have to follow the new rules, or the current ones. E. Schenger clarified that they will most likely be grandfathered; however they may have to be given the opportunity to switch to the new guidelines.
  - (c) *App Review* – The staff team will be meeting within the upcoming weeks to review the app and how the Association will use it. It will be presented at a future meeting and the goal is to have everyone using it by the end of the 2018-2019 school year.
7. **ADVOCACY UPDATE** – D. Denny and M. Ferreira Andrade presented an update and discussions highlights were noted as follows:
- (a) *Research Groups* – Starting next semester, students will have the opportunity to form research groups and receive support through the college.
  - (b) *CSD* – The group is proposing a name change. At each campus it is different and is program specific. It was noted that they are interested in working with CCSAI.
  - (c) *Golf Tournament* – The event went well and S. Casais noted approximately \$116,000 was raised for scholarships.
  - (d) *Advocacy Plan, Draft* – The plan is currently being reviewed at Governance and once it is completed it will be presented for approval.
  - (e) *Advocacy Tab* – The tab will be shown after the meeting and contains all initiatives currently in progress and planned future events.
  - (f) *CSA Workgroup* – A work group session was held today and M. Ferreira will be taking minutes at each meeting. Today's focus was international students.

- (g) *Scholarship Meeting* – A meeting was held to discuss where funds should go.
- (h) *Food Security* – All members are requested to come up with ideas on alternatives for food security.

*At this point in the meeting, S. Casais assumed the position of chair.*

- 8. **BOARD DEVELOPMENT OFFICER UPDATE** – S. Hashmi noted that there are no updates to provide at this time.

- (a) *Virtual Meetings* – J. Lim requested an updated on virtual meetings and S. Hashmi noted that the goal is to make meetings more transparent and open for students to watch. The meetings would include Governance, Programing and the Full Board.

*At this point in the meeting, S Hasmi resumed the role of chair.*

- 9. **ATHLETICS REPRESENTATIVE UPDATE** – P. Solda noted that there are no updates to provide at this time.

- 10. **CLUB LIASON UPDATES** – R. Fogarthy provided an update and discussion highlights were noted as follows:

- (a) *Clubs* – The website was updated with the ratified clubs from the last meeting.
- (b) *Club Policies* – The policies will be reviewed and discussed at the Governance meeting.
- (c) *Campus Organizations Driving of University of Toronto* – The event will take place on July 13, 2018 and the CCSAI will be present. They will be talking about management and internal operations. An update will be provided at the next meeting.

- 11. **EVENTS LIAISON UPDATES** – E. Wilson provided an update and discussion highlights were noted as follows:

- (a) *Events Excel File* – All events have been added to the list and will be colour coded onto a calendar that will be available on Monday, July 16, 2018.
- (b) *Orientation Committee* – CCSAI will be involved with transportation. An updated on the Orientation Committee will be provided at the next meeting.
- (c) *Wonderland* – J. Lim requested an update on Wonderland and E. Wilson noted that the date has changed. Confirmation of the new date will be provided.

- (d) *Soccer Championship Game* – J. Lim inquired if the soccer game will still be viewed. E. Wilson confirmed it should be approved, however it is still in the approval process.
- (e) *Proposals* – P. Solda inquired if it is okay that proposals are still being developed and E. Wilson noted it is.

## 12. **VICE PRESIDENT'S REPORTS**

### 12.1 **Progress Campus** – K. Singh provided an update with discussion highlights noted as follows:

- (a) *Coordinator of Hospitality* – The Coordinator would like to collaborate with CCSAI to help reduce food waste. A lot of food is wasted each day and ideas are currently being discussed on what to do with the leftover food. If anyone has any ideas they are requested to share them directly with K. Singh.

### 12.2 **Ashtonbee Campus** – A. Clarke noted that there are no updates to provide at the time.

### 12.3 **Story Arts Centre** – J. Hewitt-Vasil provided an update with discussion highlights noted as follows:

- (a) *Multi Pray and Meditation Room* – The room was being used as a storage area and now will be cleaned up to be used as a multi-pray/meditation room. Furniture and shelves may also be purchased for the room and it is being proposed that the walls not be painted white. If the facilities are not able to assist with funds, the CCSAI will be requested to contribute, if possible. A. Clarke recommended that individuals who would be using the room be asked their opinion on whether or not furniture should be purchased and the colour of the walls prior to proceeding. J. Hewitt-Vasil noted that the room was not previously used for its intention, however it is a good idea to consider. J. Hewitt-Vasil will follow up and see if a survey can be done. J. Lim requested that any requests for funding be put in writing for the Board to consider and J. Hewitt-Vasil agreed and will be providing a written request.

### 12.4 **Morningside Campus** – J. Lim provided an update with discussion highlights noted as follows:

- (a) *President Honouree Sheet* – This is currently being reviewed.
- (b) *Golf Tournament* – The event was attended by J. Lim.
- (c) *Upcoming Events* – At this time there are no events planned for July and August.

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13. **CSA UPDATE** – J. Lim provided an update with discussion highlights noted as follows:
- (a) *Board Meeting* – A meeting was held on June 28, 2018 to talk about future initiatives.
  - (b) *International Working Group Session* – A session was held today and the group includes several CCSAI Directors. It is suggested that CCSAI members who are not involved in this group, choose another group to participate in. The meeting minutes will be available once produced by M. Ferreira Andrade.
  - (c) *Working Group, Facebook Page* – All Directors are requested to frequently check their working group page as information is updated on there. All members are encouraged to utilize CSA and note how they can benefit students.
14. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik provided an update and discussion highlights were noted as follows:
- (a) *TTF* – The fund is now available and everyone is encouraged to submit their proposals and have students submit prior to the deadline of end of July 2018. The proposals will be presented at the August 2018 meeting for review and then taken to the college for approval. A meeting with the stakeholders will be held in two weeks to discuss the nap pods and charging stations should be installed prior to the start of the school year.
  - (b) *Audit* – The audit is currently in progress and almost complete.
  - (c) *Budget* – The budget is currently being drafted and will be presented at the next meeting.
  - (d) *Aramark* – S. Hashmi requested an update on Aramark and P. Kirlik noted that there is no update available at this time.
  - (e) *World Congress* – J. Hewitt-Vasil requested an update on World Progress and P. Kirlik noted an update will be provided by email.
  - (f) *Bicycle Share* – M. Ferreira Andrade requested an update on the Bicycle Share proposals and P. Kirlik noted bicycle drop is no longer an option. Other proposals are being reviewed.
  - (g) *Garden* – J. Lim inquired if work on the garden will still be completed. P. Kirlik advised the drawings need to be signed by the City of Toronto first, then work will be completed prior to September 4, 2018.
  - (h) *Event Coordinator* – J. Lim inquired how the hiring process is going and P. Kirlik noted that the interviews will be starting soon.

15. **FOR THE GOOD OF THE BOARD**

- (a) *Updates* – S. Casais thanked everyone for providing concise updates.
- (b) *Participation* – M. Ferreira Andrade congratulated everyone on participating and for requesting updated on items from the previous meeting.

16. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Wednesday, August 1, 2018 at 6:00 p.m. at the Student Centre Board Room, Progress Campus, 941 Progress Avenue, Toronto, Ontario.

17. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 6:54 p.m. on Motion duly made and seconded.

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President – S. Casais

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Executive Director/CEO – P. Kirlik