

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 8, 2018 at 6:00 p.m.

Present:	S. Casais	-	President
	J. Lim	-	Vice President, Morningside (via teleconference)
	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
	M. Ferreira Andrade	-	Advocate
	P. Solda	-	Athletics Representative
	R. Fogarthy	-	Clubs Liaison
	L. Reid	-	Events Liaison
	S. Hashmi	-	Board Development Officer
	P. Kirlik	-	Executive Director/CEO
Proxies:	J. Hewitt-Vasil holds a proxy for J. Lim		
Staff:	E. Schwenger	-	Engagement and Development, Student Life
	M. Williams	-	Recording Secretary, MinuteTakers Inc.
Guests:	Representatives	-	Co-Founders of STRUT
Absent:	D. Denny	-	Advocate

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, S. Hashmi called the meeting to order at 6:08 p.m. and presided as Chair.

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

3. **APPROVAL OF AGENDA**

On Motion by R. Fogarthy and seconded by S. Hashmi the agenda was approved and adopted as presented with the approval of the Budget deferred. (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 May 24, 2018 that were previously circulated for review.

On Motion by S. Casais and seconded by J. Hewitt-Vasil it was,
RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, May 24, 2018 be accepted as presented. Motion carried. (6-3-0)

5. **EVENTS LIASION RESIGNATION**

(a) *Acceptance of Resignation* –

On Motion by R. Fogarthy and seconded by J. Hewitt-Vasil it was,
RESOLVED THAT the resignation of the events liaison be accepted. Motion carried. (7-0-0)

6. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of July 11, 2018 that were previously circulated for review.

On Motion by S. Casais and seconded by I. Sharma it was,
RESOLVED THAT the Minutes of the Full Board meeting of Wednesday, July 11, 2018 be accepted as presented. Motion carried. (7-2-0)

7. **PRESIDENT'S UPDATE** – S. Casais provided an update with discussion highlights noted as follows:

7.1 **STRUT Proposal and Discussion**

- (a) *STRUT Proposal* – STRUT is a social movement which promotes positive and healthy body images. Last year the first fashion show was held and a proposal is being brought forward again for CCSAI to assist with funding for the event. It is proposed to hold the event in November. The proposed budget is inaccurate as it did not account for security costs or an increase in stage costs from the previous year. CCSAI is being asked to provide \$12,000 of the total budget.

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- (b) *Presentation by STRUT* – The co-founders of STRUT were welcomed to the meeting to answer questions and present a video clip of last year’s event. It was noted that a full version of the video can be found on the website.
- (c) *CCSAI Funding* – J. Lim inquired what the \$12,000, given by CCSAI, would go towards, whereby it was explained that this money would be used for staging, security, lighting, rental of the sound system and rental curtains for the stage. S. Hashmi inquired where the entire funding will come from for the event, and it was explained that funding is also being obtained from GSI, Student Life and other outside community donations. It was noted that the budget is double that of the previous year due to the increase in performers and anticipated guests.
- (d) *Student Feedback and Involvement* – D. Singh inquired how this event benefits the students and how students can be encouraged to participate. It was noted that last year’s focus groups were very organized and conducted research. Students were asked how they feel about the fashion industry and what they would like to see. Based on the feedback received, a partnership was formed with the college to hold the event. STRUT was considered a successful event by many students and the community. D. Singh inquired if all students are invited to participate or only those who would normally not participate in college events. It was confirmed that all students are welcome to be involved and the long-term goal is to tackle a larger social issue. K. Singh inquired if it is effective to spend \$22,000 on this event, whereby it was expressed that based on feedback, the funds spent will be impactful. It was noted that students have asked for STRUT to be an annual event and more students will be engaged this year. M. Ferreira Andrade inquired if the feedback received from the students is available for review and it was assured that the results can be shared.
- (e) *Event Planning* – The rehearsals and planning involve students in many ways. This is an opportunity to bring people together who have all different strengths. The event will be three hours in length. L. Reid clarified that any event held in the gym can cost approximately \$20,000 to \$30,000.
- (f) *50/50 Tickets* – J. Lim inquired what the 50/50 tickets are for. It was noted that the tickets will help raise funds for the organization itself.
- (g) *Anticipated Participation* – Last year’s event had approximately included about 60 students participating and approximately 30 guests. This year it is anticipated that there will be approximately 350 to 400 guests.
- (h) *Budget* – J. Lim inquired if CCSAI can provide the requested budget “in-kind” rather than providing \$12,000; S. Casais advised that is a decision the Board will have to make. The Programming Committee was not provided the total spent by CCSAI last year “in-kind” and was discussing the suggestion of providing funds instead.

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- (h...) A. Clarke requested that the budget CCSAI spent last year be reviewed prior to a decision being made on the \$12,000; L. Reid advised that information can be retrieved and provided for discussion purposes. It was reminded that the previous year budget information may not be relevant as this year's venue is different and the size of audience/participants are greater.
- (i) *Honouree and Performers* – M. Ferreira Andrade inquired who the honouree will be; the co-founders noted that some performers are travelling a distance and the organization would like to compensate them. M. Ferreira Andrade further inquired how the performers will be chosen, and it was noted that there are too many that responded and auditions may have to be held.
- (j) *Wellness Department* – P. Solda inquired if the Wellness Department has been contacted about this event; it was confirmed that the Wellness Department will be contacted.
- (k) *Discussion and Decision* – J. Lim suggested that the Board speak about this decision and get back to the co-founders at a later date. The co-founders expressed that they would like a decision as soon as possible in order to proceed with planning the event. S. Garcia proposed to table discussions and hold another meeting to discuss this event or creating a working document for the Board to note their concerns and questions. S. Casais suggested the Board attend the next Programming Meeting and a decision be made at that meeting.

The STRUT founders were thanked for attending and departed the meeting.

7.2 Other Items

- (a) *Class Room Visits and Ask Booths* – Campus Directors will be scheduling class room visits and Board members can also schedule visits as well. The classroom visit forms are on the website. Ask Booths will be discussed at the next Programming meeting.
- (b) *Year Deliverables Group* – All groups with the exception of three have their Board leads. The information is on the website and it is requested that the three remaining groups have leads volunteer. A framework will be sent out and by the next meeting each lead will be asked to provide an update on the group deliverables, outline of milestones, goals and what the steps are that need to be taken to accomplish those goals.
8. **CENTENNIAL COLLEGE UPDATE** – E. Schwenger provided an update and highlights were noted as follows:
- (a) *Orientation* – The training for the Welcome Team will take place August 4, 2018 and the Board is requested to attend. Two orientation co-chairs were hired.

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- (a...) J. Hewitt-Vasil inquired if there is an alternative training session available for Board members if they cannot attend August 4th and E. Schwenger noted that Veronica will have to be contacted for clarification. S. Casais noted that the date was located on the calendar and no emails were received advising that Board members were not available. A. Clarke inquired if training this year is different from other years and E. Schwenger noted that it will be more detailed this year.
- (b) *Campus App* – The App is still in progress and will be released shortly. The Board will receive training on the app in the near future.
- (c) *Transportation Orientation* – A. Clarke inquired if there is an update available and E. Schwenger noted not at this time.
- (d) *Leadership Passport* – A new team member has been hired to help with the development of the passport changes.
9. **ADVOCATE UPDATE** – M. Ferreira Andrade provided an update and discussion highlights were noted as follows:
- (a) *CSA in a Day* – M. Ferreira Andrade attended the event.
- (b) *Healthy Relationships and Sexual Consent* – The meeting highlights are available online.
- (c) *CCSAI International Work Group* – M. Ferreira Andrade is now the minute-taker for the group.
- (d) *Deliverable Group* – M. Ferreira Andrade is a leader for one of the deliverable groups.
- (e) *School of Advancement, Communication Representative* – The Chair was met with to discuss international students not integrating with domestic students in class. It is requested if any Board members has scenarios of integrating not occurring they be shared.

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

10. **GOVERNANCE UPDATE** - S. Hashmi provided an update and highlights were noted as follows:
- (a) *Advocacy Plan* – The plan is still being worked on and comments are requested as soon as possible on the document.
- (b) *Title Change* – A recommendation was brought forward that athletics representatives have their title changed and discussions are on-going.

- (c) *Club Policies* – R. Fogarthy has put forward recommended amendments and is still awaiting commentary on the document. It is anticipated to be approved at the next Governance meeting and then brought forward to the Board.
- (d) *By-laws* – A discussion will be held on how to make the by-laws more inclusive.
- (e) *Board Structure* – A suggestion was made to investigate adding additional support members for the Board.
- (f) *CSA in a Day* – S. Hashmi attended the event.
- (g) *Meeting Equipment* – A meeting will be held with Souphy to discuss what equipment is required to make the meetings accessible to everyone.

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

11. **ATHLETIC REPRESENTATIVE UPDATE** – P. Solda provided an update and discussion highlights were noted as follows:

- (a) *Learn to Gym* – The goal of the event is to have individuals on site to show students how to use the equipment and have nurses conduct wellness checks.
- (b) *Hiking Trip* – A trip is scheduled for early October for Dundas Peak.
- (c) *You're the Bomb* – It will be a positive event where comments can be written on mirrors and photos taken to capture the moment.
- (d) *Thrive Committee* – Puppy Yoga is being considered and Nikki Kimball will be invited to speak and/or run an event with students. Nikki Kimball is a professional runner who personally has battled depression.
- (e) *Hockey Tournament* – A deal is currently being discussed to hold an event with wings and beer.
- (f) *Colts Camp* – Approximately 140 kids attended the camp.
- (g) *Thank You* – J. Lim thanked P. Solda for all the hard work accomplished.

12. **CLUB LIAISON UPDATE** – R. Fogarthy provided an updated and highlights were noted as follows:

- (a) *Events* – A total of 6 club events were held. A revised club policy document was presented to Governance for review. Next week Friday is the last day for events to be held and August 24 is the last day for receipts to be submitted.

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- (b) *Garden Committee* – R. Fogarthy will be meeting with the committee to discuss the garden.
13. **PROGRAMMING UPDATE** – L. Reid provided an update and discussion highlights were noted as follows:
- (a) *Calendar* – An updated calendar with events listed for August and September was presented at the meeting. It is requested that the Board provide as much commitment from August 27 to September 7 for all events.
- (b) *Move-in Day* – On August 26, 2018 students will be moving in and the Colts are also assisting with the move. Board members are requested to help and there will also be a CCSAI booth set up. At 7:00 p.m. a BBQ will be set up to feed the Residents. A move-in movie event will be held on August 27 and the movie has not been chosen yet. The show will begin at 8:00 p.m.
- (c) *Go Green Initiative* – Each office at each campus will have until August 27th to decorate and then the decorations have to be left up for 2 weeks in order for students to view/judge them.
- (d) *Labour Day Event* – It is requested that judging be consistent at each station and high energy is requested from the Board.
- (d) *Campus Carnivals* – Each campus will have a carnival day from September 4 to 7. Activities will tie into the general messages.
- (e) *Carnival Party* – The party will be held from 10:00 p.m. to 2:00 a.m.
- (f) *Sex Toy Bingo* – The event has been scheduled and any idea for a host can be sent to L. Reid.
- (g) *Scavenger Hunt* – The hunt will mimic previous years or be more interactive.
- (h) *September 27* – Laser Tag or Archery Tag will be held.
- (i) *Deadline for Event Proposals* – The deadline for proposals will be the 15th of the month prior to the events; ie. proposals for October are due September 15th.
- (j) *Photos with Board Members* – Consideration is being given to holding a contest during orientation week, where students take photos and tag Board members. The Board member with the most tagged photos would receive a prize and the students would be entered into a draw.

14. **VICE PRESIDENTS UPDATES**

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

- (a) *Bank from India* – K. Singh noted that a representative from a bank in India has sent an email requesting a meeting. S. Casais advised in situations like this the emails should be forwarded to S. Casais and P. Kirlik to continue communication as there may be a possible collaboration opportunity.
- (b) *International Chinese Students* – K. Singh met with the international Chinese students to discuss expanding the program into China.
- (c) *Class Room Visits* – The Campus Director has been contacted to help organize class room visits.
- (d) *Tomorrows Event* – Board members are requested to attend and spread the message of the event occurring.
- (e) *DJ Night* –The event will now only be held during Frosh Week.

14.2 **Ashtonbee Campus** – A. Clarke provided an update with discussion highlights noted as follows:

- (a) *Cool Off Event* – The students were invited to watch a movie and have cool treats; the event was a success.
- (b) *CSA in a Day* – A. Clarke also attended the event and noted it was a good experience.
- (c) *Garden Committee* – A written guideline for the garden was requested but not received, it is on the agenda for discussion tomorrow.
- (d) *Orientation for School of Transportation* – No further information has been provided; Veronica is the individual to contact for more information.
- (e) *Indigenous Groups at Centennial College* – A. Clarke reached out to a professor to request that they help with engaging more Indigenous students in groups or activities.

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

- (a) *Prayer Room* – The prayer room was painted white and has no furniture in it. Shelving may be installed for religious texts. It was noted that there is a larger plan for all campus prayer rooms.

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- (a...) All Board VPs are asked to check the room on a bi-weekly basis to make sure the room is adhering to the posted guidelines. Any feedback can be shared with Hugo or Hugo can met with the Board to discuss suggestions. S. Casais commented that the guidelines for the prayer room should be posted outside or in the room. M. Ferreira Andrade requested that a copy of the guidelines be sent to the Board members via email for reference. **Agreed.**
- (b) *CSA in a Day* – J. Hewitt-Vasil attended the event and noted that it was wonderful and eye opening.
- (c) *Ted Ex Sub-Committee for Community Engagement* – The Committee met last week and August 7th to discuss the planning and overall look of the engagement. The event will be held on October 25th from 10:00 a.m. to 4:00 p.m. The event may be live-streamed at Dundas Square or Nathan Phillip Square.
- 14.4 **Morningside Campus** – J. Lim provided an update with discussion highlights noted as follows:
- (a) *Ted Ex* – J. Lim attended the meeting via teleconference.
- (b) *Campus Director* – J. Lim met with the Campus Director to discuss potential fall events.
- (c) *International Office* – J. Lim met with a representative from the international office and security supervisor of the campus.
- (d) *Indigenous Awareness* – A Professor was contacted for assistance with the project and no response has been received to date.
- (e) *Students* – J. Lim noted that students have requested that more big events occur at Morningside.
- (f) *Office Furniture* – The office furniture is currently being finalized.
15. **CSA UPDATE** – J. Lim provided an update and highlights were noted as follows:
- (a) *CSA in a Day* – CSA thanks CSSAI for hosting the event and positive feedback was received from the event.
- (d) *Saudi Arabia Students* – No students have responded requesting for intervention. CCSAI is to assist with providing transcripts to the students as soon as possible, when requested. S. Casais expressed that it is important that students are directed to speak with the International Office and that questions are not answered by the Board. J. Lim noted it is important not to provide misinformation.

16. **EXECUTIVE DIRECTORS UPDATE** – P. Kirlik provided an update with discussion highlights noted as follows:

- (a) *TFF Sleep Pods* – In winter 2018 the Board approved \$50,000 to purchase sleep pods. One pod will be placed at Astonbee, one at Morningside and two at Progress; at this time no pods will be placed at SAC as their library is expected to be renovated shortly. It is proposed that an additional 2 recliners be purchased. SAC's security noted concern with putting a sleeping pod outside of the library. J. Hewitt-Vasil commented that security's concerns are understood, however that does not benefit the students. P. Kirlik expressed that the pods are only to be used for 20 mins and not longer periods. J. Lim inquired what budget the additional \$15,000 would come from and P. Kirlik advised it will come from the contingency from winter 2018. K. Singh commented that the idea is to sleep 20 minutes and feel better and P. Kirlik noted that the college will be promoting why 20-minute naps are good for you.

On motion made by S. Casais and seconded by M. Ferreira Andrade it was;
RESOLVED THAT an additional \$15,000 from TFF be allocated to purchase and install energy pods and nap recliners. Motion carried. (7-0-2)

- (b) *Summer 18 TFF* – The budget is currently being prepared, and it was noted that 10% of the budget goes to administration and 20% to contingency. The proposal has been provided and it is requested that all Board members review the proposal prior to the next meeting.
- (c) *Budget* – All Board members are to review the budget prior to the next meeting.
- (d) *Retained Earnings Allocation* – The budget allocated for renovations was \$148,000, however to date only \$13,000 has been spent. It is requested that a motion be approved reallocated the remaining funds to the current budget. J. Lim inquired what the funds are for and P. Kirlik noted that the funds are for the renovation of the offices. The funds are sitting in the retained earnings allocation section of the budget. J. Lim inquired how much was allocated to the renovations and P. Kirlik noted \$480,000 was allocated. SAC will be hiring a consultant to complete the office work in May 2019.

On motion made by S. Casais and seconded by S. Garcia it was;
RESOLVED THAT the remaining \$135,000 from the previous year budget be reallocated to the current year budget. Motion carried. (5-1-2)

- (e) *AirMark* – K. Singh requested an update on AirMark and S. Casais noted an email was received outlining what plants will be put in the fall. A meeting will be held with them to discuss the overall landscaping. D. Singh inquired with a change in AirMark's GM, how will standards be monitored. S. Casais noted a meeting will be held to discuss concerns. D. Singh observed another campus that is using the same contractor and their landscaping looks great.

(e...) S. Casais commented that every contract is different and D. Singh commented, materials are available in the GTA and fees should not be increased. It was agreed to further discuss this item offline.

17. **FOR THE GOOD OF THE BOARD**

(a) *Thank You* – J. Lim thanked the Board for allowing participation via teleconference and a special thank you was extended to J. Hewitt-Vasil for communicating all inquiries.

18. **OTHER BUSINESS**

(a) *Monthly Memos* – Starting next month monthly memos will be posted online in order to continue to be transparent with students.

(b) *Fall Schedule* – All Board members are kindly reminded to share their schedule with S. Casais as soon as possible to allow for the scheduling of Board meetings.

(c) *Chair* – S. Hashmi advised that regrets are to be sent for the next meeting and S. Casais will be Chairing the meeting.

19. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Wednesday, September 5, 2018 at 7:00 p.m. at the Student Centre Board Room, Progress Campus, 941 Progress Avenue, Toronto, Ontario.

20. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 8:06 p.m. on Motion duly made and seconded.

President – S. Casais

Executive Director/CEO – P. Kirlik