

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 Friday, May 3, 2019 at 5:30 p.m.

Present: K. Singh - President
T. Singh - Vice-President, Progress
Y. Bajaj - Campus Director, Progress
H. Singh - Campus Director, Morningside
I. Sharma - Campus Director, Story Arts Centre
M. Ferreira Andrade - Board Development Officer
A. Charles - Advocate
J. Dao - Advocate
F. Rangel - Event Liaison
K. Inniss - Clubs Liaison
A. Boulogne - Athletics Representative
P. Kirlik - Executive Director/CEO

Proxies: A. Charles holds a proxy for J. Hewitt-Vasil

Staff: Miranda Williams - Recording Secretary, MinuteTakers Inc.

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, M. Ferreira Andrade called the meeting to order at 5:37 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT** – P. Kirlik read out loud the Land Acknowledgement statement.

3. **CONFLICT OF INTEREST**

- (a) *Declarations* – K. Singh noted that there is a conflict with T. Singh and Y. Bajaj. T. Singh advised that there is a conflict of interest with K. Singh. Y. Bajaj noted that there is a conflict of interest with K. Singh.

4. **APPROVAL OF AGENDA**

On Motion by Y. Bajaj and seconded by A. Charles the agenda was approved and adopted as presented. Motion carried (6-0-0).

- (a) *College & CSA Update* – K. Singh advised that there is no college or CSA update at tonight's meeting.

5. **APPROVAL OF PREVIOUS MINUTES**

- (a) *Minutes of April 15, 2019 Meeting* – The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of April 15, 2019 that were previously circulated for review.

On Motion by I. Sharma and seconded by K. Singh it was,
RESOLVED THAT the Minutes of the Full Board meeting of April 15, 2019 be accepted as presented. Motion carried (5-1-0).

- (b) *Minutes of April 22, 2019 Meeting* – The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of April 22, 2019 that were previously circulated for review.

On Motion by T. Singh and seconded by A. Charles it was,
RESOLVED THAT the Minutes of the Full Board meeting of April 22, 2019 be accepted as presented. Motion carried (4-2-0).

6. **PRESIDENT'S UPDATE** – K. Singh provided an update and discussion highlights were noted as follows:

- (a) *Welcome* – K. Singh welcomed all to the first Full Board meeting and thanked those that attended and helped out with orientation.

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- (b) *Summer Plan* – A tentative schedule for the summer was presented for review. It is proposed that training days will be Mondays, Thursdays and Fridays. A fundraising event will take place on May 31, 2019 and all are requested to come out and support the team. The Board retreat will occur from June 2 to 4, 2019.
- (c) *Office Hours* – K. Singh noted that training hours can count as office hours. The punch in system is currently not up and running and in the meantime all directors are requested to email K. Singh their hours. A. Charles inquired about Morningside campus office hours and K. Singh noted that the office is only open twice a week. If that campus is not open, office hours can be performed at Progress campus. A. Charles inquired what days Morningside is open and K. Inniss answered Wednesday and Fridays. K. Singh noted that an email can be sent out with all campus's hours. I. Sharma inquired if returning Board members are needed to participate in all the training sessions as they may have done them in the past. K. Singh noted that there can be exceptions made, however there are some activities where all members should attend for the group trainings. K. Singh requested that all members provide their Office Coordinator with the proposed summer hours. K. Inniss inquired if, when the email is sent, the location has to be disclosed as to where the hours will take place. K. Singh recommended that the proposed schedule is reviewed and if training hours are being used as office hours, the location be based on where the training is occurring. A. Boulogne inquired if an updated schedule of office hours needs to be provided afterwards for the Fall semester and K. Singh noted yes. K. Singh also clarified that each individual should review their personal class schedule when determining their locations and office hours for the Fall. H. Singh inquired what time the training sessions will occur and M. Ferreira Andrade noted that the times have not been determined yet. Everyone is encouraged to save the dates noted from 9:00 a.m. to 3:30 p.m. A. Charles inquired if there are an additional events that are not included in the proposed schedule and it was noted that there are none known at this time. P. Kirlik noted that the Board will be asked to volunteer at convocation and those hours are counted towards office hours.
- (d) *Trainings* – It was expressed that the training sessions are important in order for the group to be able to help students in the Fall and Winter sessions.
- (e) *CSA Board Election Endorsement* – K. Singh requested that all members pay close attention to deadlines when they receive emails. Only one Board member, I. Sharma, came forward prior to the deadline requesting to endorse as a Director for CSA. K. Singh inquired on behalf of the Board, why I. Sharma decide to run, what is expected from the position and how will it benefit CCSAI. I. Sharma expressed that increasing their personal experience is one benefit and bringing a different perspective to the CSA regarding accessibility is essential. P. Kirlik noted that if endorsed by CCSAI, the nomination will go forward to CSA. Arrangements will be made to determine how I. Sharma will be able to video conference into the meeting.

- (e...) I. Sharma requested help on preparing for the meeting with CSA and P. Kirlik noted that anyone can assist. K. Singh volunteered to help with arrangements to assist with I. Sharma's presentation to the meeting. M. Ferreira Andrade inquired if any member would like to be endorsed for Vice-President or President for CSA and no one responded.

MOTION by K. Singh

Seconded by Y. Bajaj

THAT Ivan Sharma be endorsed to run as a Director with the CSA. Motion carried (4-1-0).

7. **EXECUTIVE DIRECTOR'S UPDATE** – P. Kirlik provided an update and discussion highlights were noted as follows:

- (a) *Report* – P. Kirlik noted that at each meeting updated financial statements will be provided and no statements were presented at this meeting as they were just presented to the Board at their last meeting two weeks ago. The Presidents report typically includes the majority of the updates as all the same meetings are attended.
- (b) *Staff* – During the training sessions the office staff will be invited to meet the new Board. It was reminded that if anyone has any concerns about the office they are to contact P. Kirlik directly. All staff job responsibilities will be provided for information.
- (c) *Presentations* – P. Kirlik noted that presentations are arranged as part of her role. In June 2019 a representative from the Office of Development for bursaries and scholarships will attend the meeting.
- (d) *Student Choice Initiative* – A top priority for the summer is to educate students on the CSSAI services as they will have the option to opt in or out in Fall. The Board will need to educate students about the services and the training sessions will provide the Board with the knowledge they need. There is a large team of students and office staff that are depending on the funds and students have to be educated on how CCSAI personally benefits them.

8. **VICE-PRESIDENTS UPDATES** – No update.

K. Singh assumed the role of Chair at this point in the meeting.

9. **BOARD DEVELOPMENT OFFICER UPDATE** – M. Ferreira Andrade provided an update and discussion highlights were noted as follows:

- (a) *Centennial College Alumni Association (CCAA)* – M. Ferreira Andrade attended the latest CCAA meeting and they will not be meeting again over the summer. They can send a representative to a future meeting to discuss their services. The CCAA have requested donations for the recent flooding and if anyone has extra swag at their campus, they are requested to donate them.

- (b) *Emails* – It is requested that if those who have issues with their email address consider keeping them as IT will not be able to deal with the issue for a while. If it is required, it will take approximately two weeks or more.
- (c) *Roberts Rules* – An overview of Roberts Rules was provided prior to the meeting starting.

M. Ferreira Andrade resumed the role of Chair.

- 10. **ADVOCATE UPDATE** – A. Charles and J. Dao advised that there were no updates.

- 11. **CSA**

- (a) *Board Candidates* – T. Singh inquired if notification can be provided to the Board tonight requesting to be endorsed to run for a CSA position and M. Ferreira Andrade noted that the deadline was clear and endorsement needed to occur in this meeting. A. Charles inquired what happens if CCSAI does not have more than one representative on CSA and it was noted that the same information will still be available to the Board. As the topic of the CSA endorsement has already been discussed, M. Ferreira Andrade advised T. Singh that an endorsement for another position on CSA cannot happen.

- 12. **ATHLETIC REPRESENTATIVE** – A. Boulogne provided an update and discussion highlights were noted as follows:

- (a) *Meeting* – A. Boulogne met with L. Reid and F. Rangel to discuss events for the summer and orientation.

- 13. **EVENTS LIASON UPDATE** – F. Rangel provided an update and discussion highlights were noted as follows:

- (a) *Meeting* – F. Rangel met with L. Reid and A. Boulogne to discuss events for the year. Once a budget is determined, events will be prioritized.

- 14. **CLUB LIASON UPDATE** – K. Inniss provided an update and discussion highlights were noted as follows:

- (a) *Club Deadlines* – Deadlines have been tentatively determined for the summer clubs. The club packages should be posted on the website by May 6 or May 8, 2019 at the latest. There is an idea to hold open houses to show what clubs already exist and training sessions will be held. A list of clubs will be presented at the June 2019 meeting to be ratified. The clubs will be showcased at Morningside and Progress Campus. The events will be uploaded on the Instagram story.

- (a...) A. Charles inquired what will be done at Story Arts Campus and K. Inniss noted if there is enough interest, an event can be held there as well. A. Charles inquired how students will be notified of the club process and K. Inniss noted posters will be posted and social media will advertise the process.

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

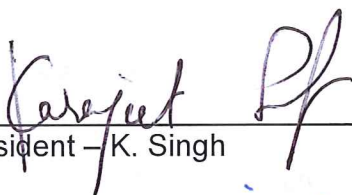
- (a) *Comments* – K. Singh applauded the Board for their third day and having a great meeting. M. Ferreira Andrade thanked everyone for following Roberts Rules. I. Sharma commented that they are looking forward to working with the Board. T. Singh congratulated the Board on a successful meeting and expressed K. Inniss is off to a good start.

16. **DATE OF NEXT MEETING**

The next Full Board meeting will be held on Thursday, June 20, 2019 at 11:00 a.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 6:35 p.m. on Motion duly made and seconded.



President – K. Singh



Executive Director/CEO – P. Kirlik