

CENTENNIAL COLLEGE STUDENT ASSOCIATION INC.

FULL BOARD MEETING

Tuesday, November 17, 2020 at 4:30 p.m. via teleconference

MINUTES

Present:	T. Singh	-	President
	T. Graf	-	Vice President, Bombardier Centre
	P. Verma	-	Vice President, Morningside Campus
	A. Babbar	-	Vice President, Progress Campus
	A. Malik	-	Vice President, Story Arts Centre
	J. Bilakhia	-	Board Development Officer
	G. Khadarro	-	Advocate
	J. Gutierrez	-	Advocate
P. Kirlik	-	Executive Director/CEO	
Staff:	K. Rajpaulsingh	-	Director, Student Life
	L. Gahol	-	Engagement Coordinator
	A. Mushtaq	-	Research & Advocacy Coordinator
	S. Saythong	-	Technology & Logistics Coordinator
	L. Reid	-	Event Coordinator
	J. Michalios	-	Recording Secretary, MinuteTakers Inc.
Guests:	O. Tabish	-	Auditor, BDO LLP
	R. Wilkes	-	Auditor, BDO LLP
	Dr. W. Poirier	-	Senior Consultant/Owner, Poirier & Associates

1. **CALL TO ORDER**

Notice having been given and there being a quorum present, J. Bilakhia called the meeting to order at 4:31 p.m. and presided as Chair.

2. **LAND ACKNOWLEDGEMENT**

J. Bilakhia read the land acknowledgment statement.

3. **CONFLICT OF INTEREST**

There were no conflicts of interest to declare.

4. **APPROVAL OF AGENDA**

On Motion by T. Singh and seconded by A. Malik the agenda was approved and adopted with the following amendment:

- *Item 7, Clubs Ratification, “CCSAI Brazilian Club and CCSAI Global Medic Club”*

Motion carried (5-0-0).

5. **APPROVAL OF PREVIOUS MINUTES**

The Chair asked for any errors or omissions in the Minutes of the Full Board meeting of November 3, 2020 that were previously circulated for review.

On Motion by T. Graf and seconded by A. Babbar it was,
RESOLVED THAT the Minutes of the Full Board meeting of Tuesday, November 3, 2020 be accepted as presented. Motion carried (5-0-0).

6. **DRAFT FINANCIAL STATEMENTS PRESENTATION**

O. Tabish and R. Wilkes were welcomed to the meeting at 4:42 p.m. and proceeded to provide an overview of the draft financial statements for the fiscal year ended March 31, 2020. Discussion highlights were noted as follows:

- (a) *Auditor’s Opinion* – This report relates to the fiscal year ended March 31, 2020 and R. Wilkes confirmed that these statements are a fair representation of the Association’s financial position for that period in all material respects.
- (b) *Prior Year Restatement* – It was explained that an additional paragraph was added to the statement as the rent paid by the Association to the College in the prior year did not reflect the true value of the rental space in accordance with the lease agreement. As such, amounts were restated.

- (c) *Overview* – The Association’s audit findings were briefly outlined, including the Statement of Financial Position, Statement of General Operations, Statement of Changes in Net Assets and Statement of Cash Flows.
- (d) *Increase in Cash During the Year* – An amount of \$1,257,528 was noted.
- (e) *Student Fees* – A decrease in student fees collected was noted. This is a result of COVID-19 and the opt-out option available to students.
- (f) *Bombardier Centre* – T. Graf noted that Bombardier Centre is referred to as Downsview in the document and requested that this be amended. BDO confirmed that this will be corrected.
- (g) *Other Matter, COVID-19* – T. Singh requested clarification regarding the Other Matter section of the Audit Report. BDO advised that as part of the audit, additional disclosure statements were incorporated as the full potential impact of the COVID-19 pandemic for the organization is unclear. Disclosure has been added to the organization’s financial statements to reflect this uncertainty.
- (h) *Approval* – On a Motion by T. Graf and seconded by T. Singh, it was:

“RESOLVED THAT the Annual Audited Financial Statements and Auditor’s Report for the CCSAI for the fiscal year period ended March 31, 2020 be adopted as presented.” Motion carried (4-0-1) as evidenced by a virtual show of hands.

There being no further discussion from the floor, O. Tabish and R. Wilkes were thanked for their report, whereupon they were excused from the meeting.

7. **CLUBS RATIFICATION** – L. Gahol reported:

- (a) *Club Meetings* – In response to a query by T. Graf, it was confirmed that clubs are meeting virtually and are hosting events virtually.
- (b) *Approval* – L. Gahol explained that there are two CCSAI Clubs that have completed training and are to be ratified at tonight’s meeting. The Global Medic Club is an extension of the organization Global Medic and spread awareness to students about current global affairs in various communities. Most members are studying in the Paramedic program. The CCSAI Brazilian Club was the club of the year last year and is very active in the student community.
 - i) On Motion by T. Singh and seconded by A. Babbar it was, **RESOLVED THAT the CCSAI Brazilian Club be duly approved and ratified.** Motion carried (5-0-0).
 - ii) On Motion by A. Babbar and seconded by T. Graf it was, **RESOLVED THAT the CCSAI Global Medic Club be duly approved and ratified.** Motion carried (5-0-0).

8. **PRESIDENT'S REPORT** – T. Singh reported:

- (a) *Undertakings* – T. Singh attended the CSA President's meeting, interview panel, College meetings, participated in various committee meetings and working group meetings, was a guest for the Instagram Live fitness initiative and served as a panellist for Career Week. It was noted that Presidents at other schools are facing similar concerns during the pandemic and efforts are being made to share ideas and support students in this regard. T. Singh also attended the Advocacy Summit.
- (b) *Chat with the President* – T. Graf inquired how many students are reaching out to T. Singh via the Chat with the President virtual office. T. Singh explained that there has not been a great deal of involvement using this chat option, however students continue to reach out in other ways including email and social media.
- (c) *College Student Alliance Termination* – The following motion was noted:

On Motion by T. Singh and seconded by A. Babbar it was,
RESOLVED THAT membership with the College Student Alliance be terminated. Motion carried (5-0-0).

9. **VICE PRESIDENT'S REPORTS**

9.1 **Bombardier Centre** – T. Graf reported:

- (a) *Events* – T. Graf explained that the Halloween, Diwali and Virtual Talent Show events were a great success. Several events are being planned for the winter season. P. Verma noted that the artist spotlight event was very engaging and enjoyable.
- (b) *Student Feedback* – T. Graf continues to make efforts to gather feedback from students from Bombardier Centre.
- (c) *Aviation Job Fair* – The event provides students with an opportunity for students to connect with experts in the field and will be hosted virtually this year. A. Babbar recommended that virtual job fairs also be organized for students of Progress Campus.
- (d) *Advocacy Summit* – Meetings with MPPs will take place this week.

9.2 **Progress Campus** – A. Babbar reported:

- (a) *Meetings* – A. Babbar attended various meetings as well as the Advocacy and Research Working Group meeting.

- (b) *Training Sessions* – A. Babbar noted having attended various training sessions to obtain a clear understanding of how to best support students.
- (c) *Student Support* – A. Babbar provided assistance to many students who were facing difficulties with program registration.

9.3 **Morningside** – P. Verma reported:

- (a) *Student Services Working Group* – P. Verma co-chaired the Student Services Working Group meeting and noted that a SharePoint has been set up for various exciting webinars. T. Graf expressed interest in assisting with the webinars.
- (b) *Advocacy Summit* – P. Verma attended the Advocacy Summit and will attend the meetings with MPPs this week.
- (c) *Scholarship Committee* – P. Verma has agreed to serve on the Scholarship Committee.

9.4 **Story Arts Centre** – A. Malik reported:

- (a) *Ancillary Working Group* – A. Malik co-chairs the Ancillary Working Group meetings. The group has been considering the services the AWC can provide during COVID-19.
- (b) *Meetings* – A. Malik attending academic planning meetings and ancillary fee meetings, where the academic plan proposed by the College was discussed. A. Malik also participated in brainstorming sessions with the Programming and Events Working Group.
- (c) *Future Events* – A. Malik is planning to host a contest event at some point in the winter semester.

At this point in the meeting, A. Babbar assumed the role of Chair.

10. **CSA UPDATE** – J. Bilakhia reported:

- (a) *Advocacy Scholarship* – A scholarship in the amount of \$2,500 and an all-expenses paid invitation to the awards gala in May 2021 is available to any student enrolled in the CSA member campus. Students can apply for this scholarship via the CSA website.
- (b) *National Survey on Student Housing* – A brief overview of the survey on affordable student housing in Canada was provided for Board information.
- (c) *Advocacy Summit* – The Summit is in progress and has been a great success. Meetings with MPPs will take place tomorrow.

- (d) OSA – The CSA discussed upcoming Government of Ontario policies with representatives from OSA.
 - (e) *Fall 2020 Budget* – The Government of Ontario released their fall budget on November 5, 2020. The Government has promised support for improved internet service for the province.
 - (f) *CSA Wellness Conference* – A conference on mental health and wellness was hosted.
 - (g) *Strategic Advisor Meeting* – The CSA Board met with the strategic advisor on Nov 6, 2020 to establish CSA priorities.
 - (h) *COVID-19 Survey* – The survey was launched again and rendered more participation than the first time. Members were thanked for participating in this effort to gather information regarding the student experience during COVID-19.
 - (i) *Ministry of Health* – The CSA is involved in a new Government program with the Ministry of Health to recruit graduates to work in long term care settings during COVID-19.
 - (j) *Mental Health Webinar* – The webinar with Rupika Sharma was a great success.
11. **BOARD DEVELOPMENT OFFICER'S UPDATE** – J. Bilakhia reported:
- (a) *Student Services Working Group* – J. Bilakhia attended the working group meetings and brought several recommendations regarding the student experience to the attention of the members.
 - (b) *Advocacy Research and Governance Working Group* – J. Bilakhia co-chairs the working group and noted that the group is discussing student advocacy including the Elections Policy and the CCSAI By-Laws.
 - (c) *Online Full Board Meetings* – J. Bilakhia met with B. Beamish regarding hosting platforms and format of Full Board meetings.
 - (d) *Programming and Events Working Group* – J. Bilakhia attended the working group meetings.
 - (e) *Centennial College Alumni Association* – J. Bilakhia attended the Alumni Association meeting on October 7, 2020 where the Homecoming event was discussed.
 - (f) *Board Meetups* – J. Bilakhia attended the Board meetups.

- (g) *Elections* – Planning is underway for the elections.
- (h) *Full Board Meeting Agenda* – J. Bilakhia assists with the preparation of the Full Board Meeting agenda.
- (i) *Communication Session* – J. Bilkahia attended the session with fellow Board members and Magdalena.
- (j) *Student Leadership Conference* – J. Bilkahia is involved with the conference in collaboration with a CSA Advocate.
- (k) *Question and Answer Session* – Sessions were held to review the By-Laws.
- (l) *CSA* – J. Bilkahia met with Jason Baryluk, Director of Advocacy with the CSA, to brainstorm new ideas and initiatives that would benefit students and attended the CSA mental health and wellness workshop.
- (m) *Academic Plan* – J. Bilakhia was involved in the student consultation for the academic plan.
- (n) *Events* – J. Bilakhia assisted with preparations for the Diwali event.
- (o) *Council* – J. Bilakhia and A. Mailk have joined the Scarborough Rogue Park Constituency of Youth Council with MP Gary Anandasangaree.
- (p) *Election Policy* – A copy of the draft election policy was sent to all members for information. The amendments made primarily reflect accommodations that are required due to COVID-19 pandemic. T. Singh explained that the collection of signatures has been replaced by a vote of confidence interview. The volunteer protocol has also been enhanced and the voting period was amended. T. Graf recommended that the time for elections be noted as EST as students are currently studying out of province/country.

On Motion by T. Singh and seconded by P. Verma it was,
RESOLVED THAT the Elections Policy and Procedures, Temporary Pandemic Accommodations be accepted as presented. Motion carried (4-0-1).

At this point in the meeting, J. Bilakhia resumed the role of Chair.

12. **EXECUTIVE DIRECTOR REPORT** – P. Kirlik reported:

- 12.1 **Draft Operating Budget 2020/2021** – P. Kirlik thanked T. Singh for his assistance with preparing the budget. The draft operating budget was presented with highlights noted as follows:

- (a) *Revenue* – An amount of \$65 is collected from each student every semester. It was explained that non-essential fees are noted separately as a result of the Student Choice Initiative that has since been overturned. It was noted that the budget for Social Events is \$0 as this is for events hosted on campus that cannot be organized due to COVID-19. A holdback for student centre facility fees was noted, as these fees are not being collected. The budget for revenue for the arcade, kitchen and bar, fax/photocopier, programming and events etc. have also been reduced. It was explained that the noted amount for the health plan is a direct transfer in/out of fees collected from domestic students. In response to a query, it was noted that the Association retains 10% of monies collected for Transforming the Future to help the organization administer the projects.
- (b) *Canada Employment Wage Subsidy* – A subsidy amount of \$618,000 has been collected thus far for CCSAI employees and this sum is anticipated to change with provincial announcements this Friday.
- (c) *Enrolment* – It is anticipated that enrolment for the winter semester will be similar to the fall, however this is a moving target.
- (d) *Expenses* – A budgeted amount of \$2,500 was noted for each campus and learning site. An amount of \$105,000 has been budgeted for campus specific activities. The budget for the children's Christmas party was set \$5,000 and a brief overview of the event was provided for Board information. If the event takes place this year, it will be hosted virtually. The noted amount of \$20,000 for orientation includes costs for the mailing. The budgeted amount for social events and campus wide programming has been reduced to \$5,000 and the budget for security and Toronto Police services was set at \$0. A new budget line was added for COVID-19 expenses and an amount of \$25,000 was noted.
- (e) *Financial Statements* – The monthly financial statements will be presented at the next Board meeting to note monies that have been spent thus far.
- (f) *Administrative* – Full time wages account for the bulk for the administrative budget.
- (g) *Board Expenses* – The budget is for costs related to Board development, honorariums, meetings, conferences, retreats etc.
- (h) *Investments* – The budget for investments relates to costs for awards, gifts, student bursary, donations, student lobbying etc.
- (i) *Media* – Budgeted amounts noted are for the printing and production of the Courier, handbooks, website etc. In response to a query by the Chair, it was confirmed that the removal of the hard copy of the Courier is reflected in the budgeted amount.

- (j) *Services* – Monies are budgeted for clubs, diploma framing, legal advice, service development etc. In response to a query by A. Malik, it was confirmed that the budgeted amount for the health plan is for domestic students.
- (k) *Facility Usage* – It was explained that the noted amount does not relate to the AWC. As the Student Centre remains closed to students, efforts are being made to reduce utility usage/costs.
- (l) *Capital Purchases* – An amount of \$174,500 has been allocated for capital purchases which are large, one-time purchases.
- (m) *Emergency Student Fund* – In response to a query by A. Babbar regarding the budgeted amount of \$50,000, P. Kirlik explained that the amount was set aside in an effort to craft an emergency fund for students and the Advocacy working group will be considering this in detail at their next meeting.
- (n) *Approval* – The following motion was noted:

On Motion by T. Singh and seconded by A. Babbar it was,
RESOLVED THAT the operating budget for the fiscal year 2020/2021 be accepted as presented. Motion carried (5-0-0).

At 6:07 p.m. a recess was held, and the meeting resumed at 6:11 p.m.

- 13. **CENTENNIAL COLLEGE UPDATE** – K. Rajpaulsingh explained that a more detailed update will be emailed to all Board members for information.
 - (a) *Online Engagement* – The College is actively seeking out an entry point for online engagement with students. **Action: Board members are requested to review all documents received from K. Rajpaulsingh in this regard and provide feedback and recommendations by Friday, November 20, 2020.**
- 14. **BOARD MEETING SOCIAL MEDIA**
 - (a) *Elections* – A student requested clarification regarding the deadline for 2021 elections. **Response:** Dates will be confirmed and approved at the next Full Board meeting and this information will be also shared with the student body and posted on the CCSAI website.
 - (b) *December Events* – A student inquired whether there will be any events hosted in the month of December, 2020. **Response:** Several exciting virtual events have been organized including the Artist Spotlight. Information on events can be accessed on the CCSAI website.
- 15. **OTHER BUSINESS/ACTION ITEM FOLLOW UP** – Nothing to report.

16. **FOR THE GOOD OF THE BOARD**

- (a) *Dedication* – T. Graf thanked members for their dedication and highlighted the excellent time management skills of J. Bilakhia.

17. **IN-CAMERA DISCUSSION**

On Motion by T. Singh and seconded by A. Malik it was,
RESOLVED THAT the Board would enter into an in-camera session at 6:18 p.m. Motion carried (5-0-0).

The in-camera session concluded, and the meeting resumed at 7:11 p.m.

18. **DATE OF NEXT MEETING**

The Annual General meeting will be held on Tuesday, November 24, 2020 at 4:30 p.m. via Zoom. **Action: Board member are requested to collect 10 proxies each for the Annual General Meeting.**

19. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 7:13 p.m. on Motion duly made and seconded.

President – T. Singh

Executive Director/CEO – P. Kirlik