

# MINUTES

Douglas Students' Union Annual General Meeting  
Thursday February 2, 2017 • Douglas College, Room N2201, New Westminster Campus

---

**14:14** The meeting was called to order by British Columbia Federation of Students Secretary-Treasurer Jenelle Davies.

## **Directors Present**

Aboriginal Representative.....	Sahara Tom
David Lam Coordinator/Performing Arts Coordinator .....	Meredith Graham
Disabled Students' Representative.....	Sterling Hillman
External Relations Coordinator.....	Surya Viswanathan
Internal Relations Coordinator.....	Jerzy Mazurek
Member at Large .....	Prabhjot Hundal
Member at Large .....	Manuel Peña
Member at Large .....	Paul Wittayaworapat
Pride Representative/Federation Representative.....	Tanysha Klassen
Treasurer/Staff Relations Officer .....	Aran Armutlu
Women's Representative.....	Iman Abdulla

## **General Members Present**

Appendix 1 is a listing of all members who signed into the meeting. There were 100 in total.

## **Students' Union Staff Present (non-members)**

College Relations and Membership Outreach Coordinator .....	Tracy Ho
Coquitlam Organizer .....	Delaney Sullivan
Finance and Services Coordinator .....	Roxana Matasa
Executive Director.....	Steven Beasley

## **Guests Present (non-members)**

Director of Students Services, Douglas College.....	Duane Seibel
Partner, Tompkins, Wozny, Miller & Co.....	Erik Allas
Secretary-Treasurer, BC Federation of Students .....	Jenelle Davies

Davies acknowledged that quorum was present.

## **1. RATIFICATION OF MEETING CHAIRPERSON**

### **2017/02/02:01 MOTION**

Hundal/Pesklevits

Be it resolved that British Columbia Federation of Students-Secretary Treasurer, Jenelle Davies, be ratified as the meeting chair.

**CARRIED**

## **2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP**

### **2017/02/02:02 MOTION**

Peña/Hundal

Be it resolved that the agenda be adopted as presented.

**CARRIED**

## **3. ACKNOWLEDGEMENT OF TERRITORY**

Davies acknowledged the traditional territory of the Coast Salish peoples.

## **4. CONSIDERATION OF BYLAW AMENDMENTS**

Executive Director Steven Beasley made a short presentation on changes to the Society Act, and reported on the process of transition to the new Act. He said that the Representative Committee had begun the process of transitioning, and that they Bylaw amendments, if passed, would be registered as part of the transition process.

## MINUTES

Annual General Meeting – Douglas Students' Union  
New Westminster Campus, February 2, 2017

---

Davies announced that each resolution required 75% majority support and would only be deemed passed if that threshold was met.

### 4.1 Proposal to Amend Bylaw I, Definitions

#### 2017/02/02:03 MOTION

Gordon/Pesklevits

Whereas the BC *Society Act* has been replaced with a new *Societies Act*, and these changes included a change in the definition of Special Resolution;

Whereas the use of the word "union" to represent a students' union is confusing because the students' union is not a labour union, and the term union is more commonly meant to refer to a labour union;

Whereas the Canadian Federation of Students-BC has changed its name and is seeking to sever ties with Canadian Federation of Students: therefore

Be it resolved that Bylaw I, Article 2 be amended to read as follows:

"2. "Students' Union" shall mean the Society of the Douglas Students' Union."

Be it resolved that Bylaw I, Article 4 be amended to read as follows:

"4. "Federation" shall mean the British Columbia Federation of Students and "CFS" shall mean the Canadian Federation of Students/Canadian Federation of Students-Services."

Be it resolved that Bylaw I, Article 5 be amended to read as follows:

"5. "Special Resolution" shall mean a special resolution as defined by the Societies Act."

External Relations Coordinator Surya Viswanathan provided background on the purpose of the proposed changes.

#### 2017/02/02:03 CARRIED

### 4.2 Proposal to Amend Bylaw III, Fees

#### 2017/02/02:04 MOTION

Mazurek/Gordon

Whereas the requirement for a petition of 10% of the membership in order to lower a service fee appears a barrier to democratic participation;

Whereas the Bylaw III, Article 2. B. is redundant;

Whereas the expression of a combined fee for the Building, Clubs and Performing Arts fund limits the independent adjustment of those fees;

Whereas the fee collected for the health and dental plan is currently in excess of the level needed to cover the cost of the current benefits; and

Whereas Bylaw III, Article 8, A is redundant: therefore

Be it resolved that Bylaw III, Article 2 be deleted;

Be it further resolved that Bylaw III, Article 3 be amended to read as follows:

"3. Fees

The fees shall consist of:

- a. a general programs and services fee of not less than \$37.00 per student per semester, pro-rated for part-time students;
- b. a club fee of not less than \$1.17 per student per semester;
- c. a building fee of not less than \$1.17 per student per semester; and

- d. a performing arts fee of not less than \$1.17 per student per semester."

Be it further resolved that Bylaw III, Article 6 be amended to read:

"6. Health and Dental Plan Fee

The Students' Union shall collect a Health and Dental Plan fee of not less than \$250.00 per eligible student."

Be it further resolved that Bylaw III, Article 8 be amended to read:

"8. Funds

Should the Performing Arts Fund and the Clubs Fund reach a balance of \$100,000 each, the surplus from each fund will be transferred to general revenue."

Treasurer Aran Armutlu described the proposed changes and their purpose.

**2017/02/02:04 CARRIED**

**4.3 Proposal to Amend Bylaw V, Federation Meetings**

**2017/02/02:05 MOTION**

Pesklevits/Ash

Whereas the Canadian Federation of Students-BC has changed its name and is seeking to sever ties with Canadian Federation of Students; and

Whereas these changes just amend the organization names and phrasing of this Bylaw, and do not edit the meaning of the Bylaw;

Whereas these changes are needed to make Bylaw V congruent with the other changes proposed to Bylaw I: therefore

Be it resolved that Bylaw V be amended to read as follows:

**FEDERATION AND CFS GENERAL MEETINGS**

1. CFS General Meeting Delegation

The Students' Union will have a maximum of four (4) delegates at all CFS General Meetings.

2. Federation General Meeting Delegation

The Students' Union will have a maximum of six (6) delegates at all Federation General Meetings.

Pride Representative Tanysha Klassen outlined the purpose of the proposed changes to Bylaw V.

**2017/02/02:05 CARRIED**

**4.4 Proposal to Delete Bylaw VI, Article 1**

**2017/02/02:06 MOTION**

Ash/Hundal

Whereas the Societies Act of BC specifies that non-profit societies are overseen by an elected board of directors;

Whereas the title "director" thereby indicates the role of a director in relation to the oversight of a society;

Whereas the board of directors of the Douglas Students' Union is titled Representative Committee, a name which does not adequately describe the role of the body;

## MINUTES

Annual General Meeting – Douglas Students' Union  
New Westminster Campus, February 2, 2017

---

Whereas the title 'board of directors' provides increased transparency as it indicates the proper legal role of the members elected to serve in that role: therefore

Be it resolved that Bylaw VI, Article 1 be deleted;

Be it resolved that the remaining articles in Bylaw VI be renumbered accordingly; and

Be it further resolved that all references to the "Representative Committee" be replaced with "Board of Directors" throughout the bylaws.

Beasley spoke about the role of the Board of Directors and the benefits of using the proper term in place of the existing title of Representative Committee.

**2017/02/02:06 CARRIED**

### **4.5 Proposal to Amend Bylaws VI and IX, Representative Committee Member Titles and job Descriptions**

**2017/02/02:07 MOTION**

Pesklevits/Ash

Whereas the existing structure for the Executive Officer members of the Representative Committee has a pronounced focus on internal affairs;

Whereas students' unions of Douglas' size have an executive balanced between the main functions of services, advocacy and events;

Whereas members in the past several years have sought an increased focus on event organizing and improved campus life;

Whereas the existing job descriptions for members of the Representative Committee provide neither appropriate direction on what elected directors should do, nor any ability for members to hold elected directors accountable for not doing their jobs; therefore:

Be it resolved that Bylaw VI, Article 2., Subsections A. and B. be amended to read:

"a. Executive Members, comprised of the following:

- i. Director of External Relations
- ii. Director of Finance
- iii. Director of College Relations
- iv. Director of Campus Life
- v. Coquitlam Campus Director."

b. Three (3) Directors at Large

Be it further resolved that Bylaw IX, Articles 1 through 6 be amended to read:

#### **"1. Director of External Relations**

The Director of External Relations shall:

- a. be responsible for keeping the Representative Committee informed of issues arising off campus which pertain to the activities of the Students' Union;
- b. jointly with other members of the Representative Committee and staff, articulate the Students' Union's policies and positions on various issues to members, coalition partners, other organizations, government representatives and the media;
- c. act as a liaison between the Union and external organizations;
- d. oversee and help coordinate the campaigns work of the Students' Union;
- e. jointly with the Provincial Executive Representative, ensure local implementation of Federation campaigns;

- f. assist Constituency Representative members of the Representative Committee with advocacy work related to their respective portfolios;
- g. assist with government relations work of the Students' Union; and
- h. shall perform other duties as assigned by the Representative Committee.

## **2. Director of Campus Life**

The Director of Campus Life shall:

- a. oversee the coordination of all Students' Union events, including but not limited to:
  - i. annual September welcome back events;
  - ii. annual January welcome back events;
  - iii. stress-buster and end-of-semester events;
  - iv. pub nights and evening social events;
  - v. regular information tabling events;
  - vi. regular events to promote Students' Union membership;
  - vii. summer events;
  - viii. such other regular events that the Students' Union may be developed;
- b. represent the Students' Union in the coordination of participation in, and sponsorship of, College events, including but not limited to:
  - i. EDGE;
  - ii. Welcome Weeks;
  - iii. International Student Orientation;
  - iv. New Student Orientation;
  - v. Mature Student Orientation; and
  - vi. such other College events that may be developed;
- c. oversee creation of an annual event plan for presentation and adoption by the Board of Directors prior to August 1 of each year;
- d. ensure that the Students' Union's contribution to campus events is duly recognized through event materials and publication;
- e. oversee the recruitment, coordination and recognition of Students' Union volunteers; and
- f. perform other duties as assigned by the Representative Committee.

## **3. Director of Finance**

The Director of Finance shall

- a. shall assist in formulating a budget for the Union;
- b. shall insure that careful account is kept of all monies received and disbursed by the Students' Union;
- c. shall be responsible for keeping the Representative Committee informed of all issues which pertain to the finances of the Union;
- d. ensure that an accurate inventory of all assets of the Students' Union is kept;
- e. ensure timely production of the annual audit financial statements and auditor's report;

## MINUTES

Annual General Meeting – Douglas Students' Union  
New Westminster Campus, February 2, 2017

---

- f. ensure the responsible management of the finances of the Students' Union, including long-term financial planning and the production of regular financial reporting to the Board of Directors per policy;
- g. oversee the operations of the Students' Union's office and building spaces, and ensure that programs and services operate in a responsible and cost-effective manner;
- h. oversee the maintenance of the records of the Students' Union, and ensure that accurate records are kept of all Board, General and other meetings;
- i. oversee and help coordinate the operations of the Students' Union club system;
- j. oversee distribution of funds in the Performing Arts Fund upon recommendation for the appropriate Students' Union Committee; and
- k. perform other duties as assigned by the Representative Committee.

### **4. Director of College Relations**

The Director of College Relations shall:

- a. be responsible for keeping the Representative Committee informed of issues arising within the College which pertain to the activities of the Students' Union or the well-being of students;
- b. coordinate Union representation on all College committees;
- c. ensure that the Students' Union's positions are articulated to the College's Education Council, Board of Governors, Senior Management team and appropriate sub-committees thereof;
- d. assist in supporting the Students' Union's ombudsperson service, and ensure that student appeal committee positions are appropriately filled at all times;
- e. ensure that the Board of Directors is appropriately informed of academic governance and post-secondary education governance issues occurring provincially, nationally and globally that could affect the education delivered at Douglas College;
- f. assist with the implementation and operation of membership awareness initiatives of the Students' Union;
- g. assist with the preparation for annual general meetings, special general meetings and other membership participation elements of the Students' Union;
- h. assist with the preparation of Students' Union membership publications; and
- i. shall perform other duties as assigned by the Representative Committee.

### **5. Coquitlam Campus Director**

The Coquitlam Campus Director shall:

- a. Represent the interests, needs and concerns of Coquitlam members to the Representative Committee;
- b. assist with the coordination and implementation of Students' Union events and activities at the Coquitlam Campus;

- c. jointly with the Director of External Relations, implement Students' Union and Federation campaigns at the Coquitlam Campus;
- d. assist the Director of College Relations with the implementation and operation of membership awareness initiatives of the Students' Union at the Coquitlam Campus;
- e. oversee the recruitment and coordination of Students' Union volunteers at the Coquitlam Campus;
- f. Jointly with the Director of Finance, oversee the provision of Students' Union services and programs, and the operation of the Students' Union spaces on the Coquitlam Campus; and
- g. perform other duties as assigned by the Representative Committee.

#### **6. Directors at Large**

The Directors at Large shall:

- a. assist the Executive Officers in fulfilling their duties;
- b. sit on at least two (2) committees; and
- c. perform other duties as assigned by the Representative Committee."

David Lam Coordinator Meredith Graham and Internal Relations Coordinator Jerzy Mazurek discussed the purpose of the changes to the Executive Officer titles and job descriptions. They spoke about the need to better define job descriptions that both outline the work to be done, and hold elected members accountable for doing that work.

**2017/02/02:07 CARRIED**

#### **4.6 Proposal to Amend Bylaw X, Portfolio Positions**

**2017/02/02:08 MOTION**

Megarief/Agbaje

Whereas the portfolios related to the clubs and performing arts funds are better assigned to Executive Officer members of the Representative Committee who work more regular hours;

Whereas the term chairperson is more descriptive than speaker in describing the role of meeting facilitator, and that having a deputy or backup chairperson is a positive practice; and

Whereas the language of Bylaw X was in need of modernization and updating: therefore:

Be it resolved that Bylaw X, Article 3 be amended to read:

#### **"3. Staff Relations Officer**

The Staff Relations Officer shall represent the employer in dealings with the staff union, and in the execution of the employer's management rights. The Staff Relations Officer shall also fulfill any other labour relations or management responsibility assigned by the Representative Committee directly or via policy."

Be it resolved that Bylaw X, Article 4 be amended to read:

#### **"4. Chairperson and Deputy Chairperson**

The Chairperson shall facilitate meetings of the Representative Committee and assist in the preparation of meeting agendas. The Chairperson shall ensure timely preparation and distribution of the meeting minutes. The Deputy Chairperson shall

## MINUTES

Annual General Meeting – Douglas Students' Union  
New Westminster Campus, February 2, 2017

---

facilitate meetings of the Representative Committee when the Chairperson is unable to attend a meeting."

Be it resolved that Bylaw X, Article 5 be amended to read:

### **"5. Federation Executive Representative**

The Federation Executive Representative shall be appointed to fulfill the role of Local 6 Members' Representative on the Executive Committee of the BC Federation of Students, and shall:

- a. attend all Federation and CFS general meetings;
- b. regularly report to the Representative Committee about the services, campaigns and internal affairs of the Federation and CFS; and
- c. ensure that all reports and other materials from each Federation Executive Committee meeting, and each Federation and CFS general meeting are made available to the Representative Committee."

Be it resolved that Bylaw X, Articles 6 and 7 be deleted.

Graham and Mazurek outlined the purpose of the proposed amendments, and noted that this resolution had the same intention as the previous one just adopted by members.

**2017/02/02:08 CARRIED**

### **4.7 Proposal to Amend Bylaw XIV, Finances**

**2017/02/02:09 MOTION**

Hundal/Murcia

Whereas the Society has signing officers who are in charge of executing payments and contracts;

Whereas this responsibility should be assigned based on experience, knowledge, availability and diligence;

Whereas currently the Society designates signing officers by position;

Whereas the current bylaw does not provide an ability to remove someone as a signing officer should they engage in misconduct; therefore

Be it resolved that Bylaw XIV, Article 1. A. be amended to read:

- "a. The signing officers of the Society shall be appointed by the Representative Committee and shall include not less than two (2) and not more than four (4) members of the Representative Committee, and not less than one (1) and not more than two (2) staff persons."

Beasley described the mechanisms to hold signing officers accountable and said that the purpose of the amendment was to ensure that the Students' Union had access to those mechanisms.

**2017/02/02:09 CARRIED**

## **5. 2016/17 PROGRESS REPORT**

Representative Committee members Prabhjot Hundal, Manuel Peña, Tanysha Klassen and Sahara Tom presented a progress report on the work undertaken and completed by the Representative Committee since May 2016.

**2017/02/02:10 MOTION**

Mazurek/Hillman

Be it resolved that the 2016/17 Progress Report be adopted as presented.

**CARRIED****6. PRESENTATION OF ANNUAL REPORT**

Beasley outlined the purpose and content of the annual report.

**2017/02/02:11 MOTION**

Murcia/Agbaje

Be it resolved that the Annual Report be accepted.

**CARRIED****7. PRESENTATION OF AUDITED STATEMENTS**

Erik Allas, Partner at the accounting firm Tompkins, Wozny, Miller & Co., presented the audited financial statements for the period of September 1, 2015 to August 31, 2016. He highlighted elements of the Statement of Financial Position and Statement of Operations. He said that the Auditor's Report expressed confidence in the statements as presented.

**2017/02/02:12 MOTION**

Peskevits/Tom

Be it resolved that the 2016 audited financial statements and Report of the Auditor be received.

**CARRIED****8. APPOINTMENT OF AUDITOR****2017/02/02:13 MOTION**

Hillman/Murcia

Be it resolved that the firm Tompkins, Wozny, Miller &amp; Co. be appointed as the auditors for the 2017 fiscal year.

**CARRIED****9. QUESTION & ANSWER**

Representative Committee members and staff took questions on a variety of topics including the University Bus Pass Program, and the ongoing financial mismanagement and regulatory breaches of the Canadian Federation of Students' National Executive.


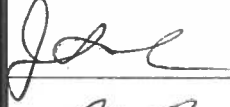

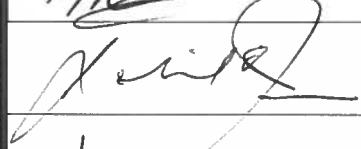
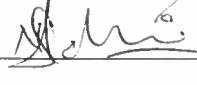





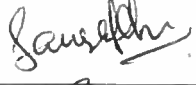
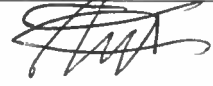
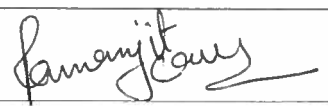
**10. ADJOURNMENT****2017/02/02:14 MOTION**

Peskevits/Mazurek



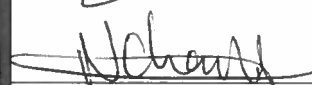

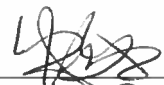
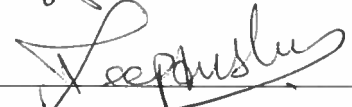

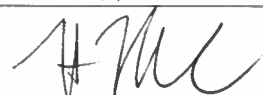





Be it resolve that the meeting be adjourned.

**CARRIED****15:15** the meeting was adjourned.

# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	Harvey Polino		
2	Juan Libreros		
3	Marvin Lidhar		
4	Sahil Bansal		
5	Aleekesh Sohni		
6	Shafiq Shaka		
7	Pham, Say Linh		
8	Shreyas Godbole		
9	PRABHDEEP		
10	Prabdeep Rai		
11	Saurabh Shukla		
12	Jesús Lopez		
13	Ramanjit Kaur		
14	Harmanpreet Kaur Shan		Harman Shan
15	Gurpreet Kaur		Gurpreet.

# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	LIVIA		
2	Michele		
3	Navikash chand		
4	Julia Hodanic		
5	Zarina Guzman		
6	Deepanshu		
7	Jayandeep		
8	Manfred Tolman		Manfred Tolman
9	Hannah Mae Campin		
10	Shashi Rict		
11	Gan Luping		Mia
12	Jeff Hopkin		
13	Martin Cruz		
14	John Carreon		
15	Jamie Maitlan		

# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	Kalyn Field		Kalyn Field
2	Kendyll McEwan		Kendyll McEwan
3	SHAILJA SOOD		Shailja Sood
4	Abhishek Sharma		Abhishek Sharma
5	Naveep Dam		Naveep Dam
6	Mariam Shenas		Mariam Shenas
7	Matthew Somerville		Matthew Somerville
8	Gábor Csaba Latinavics		Gábor Csaba Latinavics
9	Jorge Murcia		Jorge Murcia
10	Marco Hidalgo		Marco Hidalgo
11	Willie		Willie
12	Jemma Hall		Jemma Hall
13	Brendan Quan		Brendan Quan
14	Sherry Ebrahimzadeh		Sherry Ebrahimzadeh
15	Harmampreet Singh		Harmampreet Singh


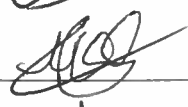
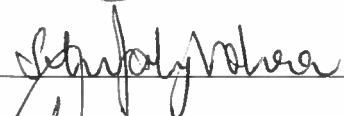


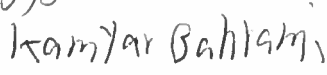

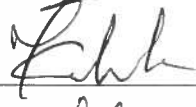



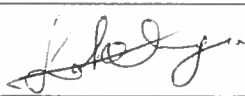



# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	JERZY MAZUREK		Jerzy Mazur
2	Ashley Gordon		A. Gordon
3	Manuel Peña		Manuel #95
4	Aaran Armutlu		A. Armutlu
5	Tanysha Klassen		Tanysha K
6	Surya Viswanathan		Surya
7	Prabhyat Hundal		Prabhyat Hundal
8	Nusaybah Megarief		Nusaybah
9	Meredith Graham		Meredith
10	Garaline Tom		Garaline Tom
11	Paul Wihayanegara		Paul
12	Sahara Tom		Sahara Tom
13	Mazen Kassarai		Mazen
14	Sim Justin Colon		Sim Justin Colon
15	Gurpreet Kaur		Gurpreet Kaur
DOUGLAS STUD		EMBERS ONLY	

# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	Holden Wall		Holden Wall
2	Telka Pesklevits		Am Kuba
3	Ahmad Almafari		[Signature]
4	RS Espinoza		[Signature]
5	Amardeep Singh		Amankes
6	Nate Pomer		NP
7	Mercedes Datteler		[Signature]
8	Chandrong Makwanen		[Signature]
9	Shelby Ash		Shelby Ash
10	Timotei Ordo		[Signature]
11	Haryat Singh		Don't know
12	AnaLyn Cuarto		AnaLynCuarto
13	Margaret Matthews		M. Matthews
14	Yifeng (Chris) Li		Chris Li
15	Vishal		Vishal

# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	Chris Dao		
2	Graeme Thomson		
3	Shifaly Vohra		
4	Lovepreet Singh		
5	Maria D. Agbaje		
6	Kamyar Bahmani		
7	James Balderama		
8	Kushika Maini		
9	JetaKshi		
10	Vikolita Lee		
11	JASKARAN		
12	Laksh		
13	Harneesh		
14	Janie		
15	ANDY		

DOUGLAS STUD

EMBERS ONLY

# GENERAL MEETING SIGN-IN SHEET

	NAME		SIGNATURE
1	Hawimrat Kaur Sidhu		H. Sidhu
2	Mitchel Gamayo		Mitchel
3	ANANDKIRAN KAUR		Anandkaur
4	disha.		Dikhan
5	Abhi		Abhi
6	Nimi Bensaid		
7	Jerrison Oracion		Jerrison Oracion
8	Mary Valdez		Mary Valdez
9	James Velasco		James
10	Victoria Della		V. Della
11			
12			
13			
14			
15			

**DOUGLAS STUD** **MEMBERS ONLY**