

MINUTES

Douglas Students' Union Representative Committee
Monday, January 9, 2017 • Students' Union Building Room 207, New Westminster Campus

13:37 The meeting was called to order by Jerzy Mazurek, with attendance as follows:

Committee Members Present

Aboriginal Representative Sahara Tom
College Relations Coordinator/Clubs Coordinator Monique Paulino
David Lam Coordinator/Performing Arts Coordinator Meredith Graham
External Relations Coordinator Surya Viswanathan (by phone)
Member at Large Prabhjot Hundal
Member at Large Manuel Peña
Pride Representative Tanysha Klassen
Member at Large Paul Wittayaworapat
Internal Relations Coordinator Jerzy Mazurek

Committee Members Absent

Disabled Students' Representative Sterling Hillman
Treasurer/Staff Relations Officer Aran Armutlu

Committee Members on Leave of Absence

Women's Representative Iman Abdulla

Staff Present

College Relations and Membership Outreach Coordinator Tracy Ho
Coquitlam Organizer Delaney Sullivan
Executive Director Steven Beasley

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/01/09:01 MOTION
Wittayaworapat/Paulino
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Mazurek acknowledged the traditional territory of the Coast Salish people.

3. ADOPTION OF MINUTES

17/01/09:02 MOTION
Paulino/Tom
Be it resolved that the minutes of the Representative Committee meeting held December 19, 2016 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Mazurek reported that the Committee had not met since last Representative Committee meeting.

4.2 Building and Services Committee

Mazurek reported that the Committee had not met since last Representative Committee meeting.

4.3 Campaigns and Events Committee

Mazurek reported that the Committee had not met since last Representative Committee meeting.

4.4 Policy and Bylaws Committee

Mazurek reported that the Committee had not met since last Representative Committee meeting.

4.5 Executive Committee

Mazurek reported that the Committee had not met since last Representative Committee meeting.

4.6 Club Council

Mazurek reported that the Committee had not met since last Representative Committee meeting.

4.7 Adoption of Committee Notes

Mazurek reported that there were no notes to adopt.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Mazurek reported that the Board of Governors had not met since last Representative Committee Meeting.

5.2 Education Council

Mazurek reported that the Education Council had not met since last Representative Committee Meeting.

5.3 General Relations with Douglas College

No report was provided.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

No matters were arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital items were presented for approval.

7.2 Operational Items

No Operational items were presented for approval.

7.3 Work Reports

No work reports were presented for approval.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Healthy Drink Service

Beasley provided an update on the development of a healthy drink service with Ryan Vending. He said that currently there was some product selection missing based on the agreement with Ryan's and that he would follow-up.

b. Athletic Gear

Viswanathan reported that 10 of the 100 shirts had been sold. He said that they were hoping to sell more over the next few weeks at or before some of the upcoming DSU events.

c. Office Re-organization and Furniture Purchases

Beasley reported on the completion the new Coquitlam office space. He said that the final element to complete the work was the door, which was taking far too long. He said that the furniture had been ordered and was being set up in the week following.

Beasley recommended that a computer inventory be undertaken in the next few months to

determine the expected working life of the organization's computers, and to feed into an ever-greening plan for computer equipment. He also suggested that the organization invest in a server to replace the current model for file storage.

8.2 U-Pass Student Caucus

Mazurek and Beasley reported on the UPASS Student Caucus meeting held in December.

Mazurek and Beasley reported that the Caucus was trying to lobby for a longer renewal timeline, but it was increasingly clear that government wanted a term of 2 years. It was reported that the business plan for a long-term renewal would be complete within the next two months.

8.3 Representative Committee Timesheets and Work Reports

17/01/09: 03 MOTION

Klassen/Hundal

Be it resolved that Policy 20.05, Representative Compensation and Reporting, be adopted.

The meeting discussed the proposed policy.

17/01/09: 03 CARRIED

9. NEW BUSINESS

9.1 Proposed Bylaws Amendments

Beasley presented a series of Bylaw amendments related to the transition process from the previous BC Society Act to the new Societies Act, which came into force in November 2016. He said that the amendments included a proposal to change the titles and job descriptions of the Executive Officer members of the Representative Committee.

17/01/09:04 MOTION

Klassen/Peña

Be it resolved that Proposal 1 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to change elements of Bylaw I.

17/01/09:04 CARRIED

17/01/09:05 MOTION

Klassen/Graham

Be it resolved that Proposal 2 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to change elements of Bylaw II.

Beasley said that he believed that the changes proposed may not be required but that the Society's legal counsel would advise on that point. He said that the proposal would not be served if legal counsel deemed it was not required.

17/01/09:05 CARRIED

17/01/09:06 MOTION

Paulino/Hundal

Be it resolved that Proposal 3 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to change elements of Bylaw III.

17/01/09:06 CARRIED

17/01/09:07 MOTION

Klassen/Graham

Be it resolved that Proposal 4 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to change elements of Bylaw V.

17/01/09:07 CARRIED

17/01/09:08 MOTION
Graham/Paulino

Be it resolved that Proposal 5 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to delete Article 1 of Bylaw VI.

17/01/09:08 CARRIED

17/01/09:09 MOTION
Klassen/Graham

Be it resolved that Proposal 6 (attached) be presented to the 2017 general meeting.

Be it further resolved that the Executive Committee develop and amendment to this proposal to change the Director of Campus Life-Coquitlam to a Coquitlam Campus Director to be incorporated prior to notice being served to the membership.

The meeting reviewed the proposal to amend the Executive positions on the Representative Committee.

17/01/09:09 CARRIED

17/01/09:10 MOTION
Klassen/Paulino

Be it resolved that Proposal 7 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to amend portfolio positions.

17/01/09:10 CARRIED

17/01/09:11 MOTION
Klassen/Graham

Be it resolved that Proposal 8 (attached) be presented to the 2017 general meeting.

The meeting reviewed the proposal to amend signing officers.

17/01/09:11 CARRIED

17/01/09:12 MOTION
Klassen/Hundal

Be it resolved that the society undertake the transition from the old Society Act of BC to the new BC Societies Act.

CARRIED

17/01/09:13 MOTION
Klassen/Graham

Be it resolved that the Executive Committee be directed to finalize the proposed bylaw amendments being presented to the 2017 annual general meeting after obtaining legal advice.

CARRIED

9.2 Scheduling of the Annual General Meeting

17/01/09:N14 MOTION
Klassen/Tom

Be it resolved that the annual general meeting be scheduled for February 2, 2017 at 2:00pm on the New Westminster Campus;

CARRIED

9.3 Policy Manual Reformatting

Beasley reported on the re-formatting of the Policy Manual and its presentation for ratification at the following meeting.

10. OTHER BUSINESS

Hundal reported on a meeting with international counsellors regarding consent training for cultural connections and international students.

Hundal reported on the Women's Collective panel being organized for February 21. She said that the panel would be about women in social movements and feminism in action. She also reported on weekly coffee house events that begin January 17, 2017.

Ho reminded everyone to use SLACK for all intra-organizational communications. She said that everyone should check the Master Matrix for schedules because it was important for volunteers to see elected representatives out at events.

11. UPCOMING MEETINGS

Mazurek reported that the Representative Committee meeting schedule for the Winter 2017 semester was as follows:

- Monday, January 23 – 1:30pm – NWC
- Monday, February 6 – 1:30pm – COQ
- Monday, February 20 – 1:30pm – NWC
- Monday, March 6 – 1:30pm – NWC
- Monday, March 20 – 1:30pm – NWC
- Monday, April 3 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

Mazurek reported that the Executive Committee meeting schedule for the Winter 2017 semester was as follows:

- Monday, January 16 – 1:30pm
- Monday, January 30 – 1:30pm
- Wednesday, February 15 – 1:30pm
- Monday, February 27 – 1:30pm
- Monday, March 13 – 1:30pm
- Monday, March 27 – 1:30pm
- Monday, April 10 – 1:30pm

12. ANNOUNCEMENTS

No announcements were made.

13. ADJOURNMENT

15:20 The meeting was adjourned.

Adopted by the Representative Committee on January 23, 2017


Panysha Klassen, Chair


Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, January 23, 2017 • Students' Union Building Room 207, New Westminster Campus

13:34 The meeting was called to order by Tanysha Klassen with attendance as follows:

Committee Members Present

| | |
|---|---------------------|
| Aboriginal Representative | Sahara Tom |
| College Relations Coordinator/Clubs Coordinator | Monique Paulino |
| David Lam Coordinator/Performing Arts Coordinator | Meredith Graham |
| 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 |

Committee Members Absent

| | |
|---|------------------|
| Disabled Students' Representative | Sterling Hillman |
|---|------------------|

Committee Members on Leave of Absence

| | |
|------------------------------|--------------|
| Women's Representative | Iman Abdulla |
|------------------------------|--------------|

Staff Present

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

Others Present

| | |
|------------------------------------|------------|
| Tompkins, Wozny, Miller & Co. | Erik Allas |
|------------------------------------|------------|

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/01/23:01 MOTION

Mazurek/Hundal

Be it resolved that the agenda be adopted.

17/01/23:02 MOTION TO AMEND

Mazurek/Paulino

Be it resolved that the agenda be amended to move item 10.1-Auditors Report to follow item 3-Adoption of Minutes.

CARRIED

17/01/23:01 CARRIED AS AMENDED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the traditional territory of the Coast Salish people.

3. ADOPTION OF MINUTES

17/01/23:03 MOTION

Tom/Wittayaworapat

Be it resolved that the minutes of the Representative Committee meeting held January 9, 2017 be adopted.

CARRIED

9.1 2015/16 Audited Financial Statements

Erik Allas, partner with the Students' Union's auditing firm, Tompkins, Wozny, Miller & Co., presented the 2015/16 audited financial statements and Auditor's Report. (See appendix A for Draft 2016 Financial Statement Review).

Beasley recommends that in next years Audit and Financial Statement, we break down the line items by purpose/function, not by type. Allas agrees that this is a good method to use for Not for Profit/Students' Union Organizations.

17/01/23:04 MOTION

Mazurek/Wittayaworapat

Be it resolved that the 2016 audited financial statements and auditors report be adopted.

CARRIED

The meeting discussed the transfer of funds from unrestricted net assets to the capital fund for the renovation or construction of expanded Students' Union space at the Coquitlam Campus.

17/01/23:05 MOTION

Armutlu/Graham

Be it resolved that \$750,000 be transferred from unrestricted net assets (General Fund) to the Capital Fund to support the construction or renovation of expanded space at the Coquitlam campus.

CARRIED

The Representative Committee and auditor discussed the amendment of the 2016 financial statements to reflect the outcome of Motion-17/01/23:05.

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Committee has not met since last Representative Committee meeting.

4.2 Building and Services Committee

Committee has not met since last Representative Committee meeting.

4.3 Campaigns and Events Committee

Committee has not met since last Representative Committee meeting.

4.4 Policy and Bylaws Committee

Committee has not met since last Representative Committee meeting.

4.5 Executive Committee

Graham reported that the Executive Committee met on January 16 2017 to review the proposed bylaw amendments being considered at the 2017 annual general meeting, and to discuss the January 2017 Douglas Colelge Food Services Committee Meeting.

4.6 Club Council

Committee has not met since last Representative Committee meeting.

4.7 Adoption of Committee Notes

No notes were presented for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Board of Governors had not met since last Representative Committee Meeting.

5.2 Education Council

Paulino and Graham reported that they attended the January 16 Education Council meeting. They reported that the College's senior administration team was working on the College's 2017/18 budget, that community presentations scheduled for February 3, 2017, one for students and one for faculty. They said that the student presentation would be at 12:30pm and the faculty at 2:30pm, both at the

New Westminster campus.

Graham and Paulino reported that Education Council member, Wesley Snyder, mentioned the great work of the Students' Union in relation to the presentation of the strategic plan to the Board of Governors meeting in December.

5.3 General Relations with Douglas College

Klassen reported on the meeting with the Douglas College Faculty Association on January 10, 2017 regarding the campaigns work of each organization and mutual relations with Douglas College administration.

Klassen said that the parties also discussed the Students' Union presenting to a Faculty Association general meeting regarding the Open Education Resources Campaign. She said that the Faculty Association was positive about the Students' Union's suggestion.

14:05 Peña entered the meeting at 2:05pm.

Paulino reported on the January Senior Management Team meeting. She said that the SMT was very excited and happy with the work being produced by the has been doing.

Klassen, Ho and Beasley reported on the Food Services Committee meeting held January 16, 2017. Klassen reported that Douglas College was allocating \$10,000 to run a flow analysis on the Coquitlam Food Services. She said that the Students' union endorsed the idea, and suggested that it may be possible to matching the funds so that the flow analysis can go quicker and we can get an immediate result.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee*

There were no labour relations issues to report.

6.2 Legal Affairs*

There were no legal affairs issues to report.

6.3 Motions Arising from the Confidential Session

There were matters arising.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

There are no capital items for approval.

7.2 Operational Items

There are no Operational items for approval.

7.3 Work Reports

Beasley is working on a new template for the work reports. The old template will be used one last time for this reporting period.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Healthy Drink Service

Beasley provided an update on the development of a healthy drink service with Ryan Vending. He said that there were now a variety of healthy food and drink options available for students in the vending machines in the lounge.

b. Office Re-organization and Furniture Purchases.

Sullivan reported on the status of the office in Coquitlam. She said that the door was up, and furniture had been purchased and set up. She said that the lock for the door had yet to be installed.

c. Food Service Improvements

17/01/23:06 MOTION
Mazurek/Paulino

Be it resolved that up to \$10,000 be donated to Douglas College to facilitate a flow analysis and undertake minor capital work to improve food service operations, and to shorten food service wait times at the Coquitlam campus.

CARRIED

8.2 U-Pass Student Caucus

Paulino and Beasley reported on the UPASS Student Caucus meeting held January 20, 2017. They reported that the Caucus was in discussions with the Ministry of Transportation regarding an extension of the existing contract.

Beasley said that the Students' Union needed to confirm that no referendum was required to extend the agreement at the same price.

8.3 Proposed Bylaw Amendments

Beasley reported that the Students' Union's lawyer had reviewed the bylaw amendments, and recommended some minor changes/edits to 3 of the bylaw amendments.

The meeting reviewed the changes to the bylaws recommended by legal counsel.

Beasley noted that notice to amend Bylaw II had not been served as legal counsel said that change was not necessary.

8.4 Scheduling of the Annual General Meeting

Mazurek and Beasley reported on preparations for the annual general meeting and reminded the Representative Committee that the meeting was scheduled for February 2 at 2pm in room N2210 of the New Westminster campus.

17/01/23:07 MOTION
Armutlu/Wittayaworapat

1. *Be it resolved that the annual general meeting agenda be ratified as follows:*
2. *Presentation of Bylaw Proposals*
3. *Presentation of Progress Report*
4. *Presentation of Annual Report*
5. *Presentation of Audit*
6. *Recommendation to re-appoint Tompkins, Wozny, Miller and Co.*
7. *Question Period*

CARRIED

9. NEW BUSINESS

9.2 Students' Union Funds Policy

Beasley presented a policy for governing the management of the Students' Union's funds.

17/01/23:08 MOTION
Mazurek/Hundal

Be it resolved that first reading and notice of motion be served on policy 20.04, Students' Union Funds.

CARRIED

10. OTHER BUSINESS

17/01/23:09 MOTION
Paulino/Wittayaworapat

Be it resolved that the meeting move in-camera with staff.

CARRIED

14:40 the meeting moved in-camera

14:48 the meeting moved ex-camera.

Beasley reported that the Students' Union's membership in the Canadian Centre for Policy Alternatives had come up for renewal. He said that the fee was not a set amount, but rather a sliding scale based on what an organization could afford. He suggested increasing the Students' Union's contribution and seeking greater access to the CCPA research resources.

17/01/23:10 MOTION
Armutlu/Paulino

Be it resolved that membership in the CCPA be renewed at a rate of \$1000 per year.

CARRIED

11. UPCOMING MEETINGS

Klassen said that the Representative Committee was scheduled to meet on the following days during the Winter 2017 semester:

- Monday, February 6 – 1:30pm - COQ
- Monday, February 20 – 1:30pm – NWC
- Monday, March 6 – 1:30pm – NWC
- Monday, March 20 – 1:30pm – NWC
- Monday, April 3 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

Klassen said that the Executive Committee meeting schedule for the Winter 2017 semester was as follows:

- Monday, January 30 – 1:30pm (AGM Prep meeting)
- Wednesday, February 15 – 1:30pm
- Monday, February 27 – 1:30pm
- Monday, March 13 – 1:30pm
- Monday, March 27 – 1:30pm
- Monday, April 10 – 1:30pm

12. ANNOUNCEMENTS

It was announced that the Federation was looking for photos of member local activists to produce materials for the *Students Are Voting* campaign. It was announced that the Students' Union would have a photo shoot in the following week.


It was announced that Clubs Days would be held on January 24 in Coquitlam and January 26 in New Westminster, and that Bell Let's Talk Day would be January 25 at both campuses.

13. ADJOURNMENT

14:58 The meeting was adjourned.

Adopted by the Representative Committee on February 6, 2017


Tanysha Klassen, Chair


Steven Beasley, Executive Director

APPENDIX A

SOCIETY OF THE DOUGLAS STUDENTS' UNION
2016 Financial Statement Review

Review of August 31, 2016 Draft Financial Statements of the Union

➤ **Review Audit Report (page 1)**

- Unqualified opinion

➤ **Statement of Financial Position (page 2)**

- Snapshot of your assets and liabilities at August 31st. Assets \$5,434,290 less liabilities \$273,779 = your fund balance or equity of \$5,160,511.
- Combining cash \$1,934,436 and term deposits \$1,700,000, the total operating cash has increased by \$456,391 from \$3,178,045 to \$3,634,436.
- Accounts receivable consists primarily of accrued interest.
- Prepaid expenses consist of prepaid handbook for upcoming year and commercial insurance.
- Capital assets are at a net book value of \$1,751,950 = Opening balance \$1,916,823 + \$8,985 of additions - \$173,858 of amortization.
- Accounts payables comparable at \$273,779
- The fund balances increased by \$281,064 (the excess of revenue for the year) to \$5,160,511. All funds are fully funded and the Union has a strong financial position.

➤ **Statement of Operations and Changes in Fund Balances (page 3)**

- Overall total revenues were \$2,826,224 and expenses were \$2,545,160 leaving an excess of revenue for the year of \$281,064.
 - Membership fees increased 2% from \$2,683,012 to \$2,747,257
 - Interest revenue decreased from \$48,010 to \$42,514
 - The club funds and performing arts funds held in trust have a maximum limit of \$100,000 with any surplus returning to general revenues.
-



PROPOSED BYLAWS AMENDMENTS

FEBRUARY 2017 AGM

MOTION 2 – PROPOSAL TO UPDATE FEE BYLAW

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 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."

MOTION 5 – PROPOSAL TO CHANGE THE NAME AND JOB DESCRIPTIONS OF EXECUTIVE OFFICER POSITIONS

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.

MOTION 5 (continued)

- e. ensure timely production of the annual audit financial statements and auditor's report;
- 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.
- 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.

MOTION 6 – PROPOSAL TO CONSOLIDATE PORTFOLIO POSITIONS

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 Speaker shall 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.

MINUTES

Douglas Students' Union Representative Committee
Monday, February 6, 2017 – 1:30pm • B2040, Coquitlam Campus

13:37 the meeting was called to order by Jerzy Mazurek, Speaker, with attendance as follows:

Committee Members Present

| | |
|---|-------------------------------------|
| Aboriginal Representative | Sahara Tom (via telephone) |
| College Relations Coordinator/Clubs Coordinator | Monique Paulino |
| David Lam Coordinator/Performing Arts Coordinator | Meredith Graham |
| Internal Relations Coordinator | Jerzy Mazurek |
| Member at Large | Prabhjot Hundal (via telephone) |
| Member at Large | Paul Wittayaworapat (via telephone) |
| Pride Representative/Federation Representative | Tanysha Klassen (via telephone) |
| Treasurer/Staff Relations Officer | Aran Armutlu |
| Women's Representative | Iman Abdulla |

Committee Members Absent

| | |
|---|-------------------|
| Disabled Students' Representative | Sterling Hillman |
| External Relations Coordinator | Surya Viswanathan |
| Member at Large | Manuel Peña |

Staff Present

| | |
|---|----------------|
| College Relations and Membership Outreach Coordinator | Tracy Ho |
| Executive Director | Steven Beasley |

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/02/06:01 MOTION
Paulino/Abdulla
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Mazurek acknowledged the territory of the Coast Salish people.

3. ADOPTION OF MINUTES

17/02/06:02 MOTION
Paulino/Armutlu
Be it resolved that the minutes of the Representative Committee meeting held January 23, 2017 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

No report was provided.

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

No report was provided.

4.5 Executive Committee

No report was provided.

4.6 Club Council

No report was provided.

4.7 Adoption of Committee Notes

No notes were presented for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Paulino reported on the Board of Governors meeting held January 26, 2017. She highlighted discussion on the campus master plan, development of the site on the west side of 8th Street, and discussions of technological upgrades that resulted in protection of the College's system from viruses and malware. She noted adoption of new and amended programs.

Paulino reported on a presentation to the Board from the new Director of Business Development, which focused on increased job experience, expanded job placement work, and increased co-op opportunities for students.

5.2 Education Council

The Education Council has not met since the past Representative Committee meeting.

5.3 General Relations with Douglas College

Paulino reported on the College's Budget Forum, held Friday, February 3, 2017. She said that she, Hundal, Klassen and Ho participated in presentation of the Students' Union's requests for investment. She said that the Students' Union's presentation sparked a positive conversation, and that the written submission was due Tuesday, February 7, 2016.

The meeting discussed the level of defensiveness from the College's administrators and that the defensiveness was not justified. Members expressed that the Forum created an environment of animosity by not just simply accepting the Students' Union's submission, but rather making unnecessary retorts.

Every Representative Committee member in attendance at the Forum expressed frustration with the way the Forum was managed by the College, and that their participation was tokenized.

13:52 Viswanathan entered the meeting.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

There were no issues arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital items were presented for approval.

7.2 Operational Items

Beasley presented a proposal to implement a server system to replace the current file storage and transfer protocols and software. He said that the expense was a mix of operational and capital expense.

17/02/06:03 MOTION

Armutlu/Viswanathan

Be it resolved that \$2,800 plus taxes be allocated to the purchase and installation of a server to replace current use of Google Drive and DropBox.

CARRIED

7.3 Work Reports

The meeting reviewed the new system for timesheets.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Healthy Drink Service

Beasley reported that the new products were in place and that work was needed to create a promotion plan.

b. Office Re-organization and Furniture Purchases

Beasley reported that Coquitlam campus renovation project was now complete, and that keys to the new office had been ordered.

c. Food Service Improvements – Coquitlam Campus

Beasley reported on Douglas College's response to the Students' Union's matching funds proposal. He said that the College had already moved forward with a flow study and asked that the Students' Union consider allocating the funds offered against projects arising from the study.

Members discussed the potential for donation funds towards capital upgrades, and also considered ways to donate funds to have the College build appropriate smoking shelters, away from access ramps.

d. Space Improvements – Coquitlam Campus

Beasley reported on work underway to identify space needs at the Coquitlam Campus.

The meeting discussed the potential for increased Coquitlam space, and priorities for space use.

Graham noted the need to continue work towards removing the presence of high school students from Coquitlam Campus general student spaces.

8.2 U-Pass Student Caucus

14:20 The meeting moved in-camera

14:25 The meeting moved ex-camera

8.3 Annual General Meeting

The meeting discussed the annual general meeting held February 2, and work arising from the meeting.

a. Transition to the New Societies Act

The Representative Committee discussed transition to the new Act, and that the work would occur in the next month.

b. Changes to the Students' Union Constitution

The meeting reviewed the requirement to remove of Article 3 from the Constitution, and relocated it in the bylaws as Bylaw XVIII, Dissolution of the Students' Union.

c. When Changes Come Into Affect

Representative Committee members considered the implementation of changes made at the general meeting and determined that they should implemented to come into effect upon May 1, 2017 and the change in the Representative Committee membership.

d. Referendum to Shift Fees from Health and Dental to Capital/Clubs

The meeting discussed the timing of a referendum to shift fee revenue from the Health and Dental Fund to the Building and Capital Fund. It was determined that the decision should be made after the upcoming election.

8.4 Students' Union Funds Policy

Mazurek noted that first reading was passed on Policy 20.04 on January 23, 2017, and that the Representative Committee would consider adoption of the policy.

17/02/06:04 MOTION

Armutlu/Abdulla

Be it resolved that Policy 20.04, Students' Union Funds, be adopted.

CARRIED (UNANIMOUS)

9. NEW BUSINESS

9.1 Club Ratifications

Mazurek presented clubs for ratification.

17/02/06:05 MOTION

Armutlu/Paulino

Be it resolved that the following clubs be ratified:

- Outdoor Club
- Conservative & Libertarian Club
- German Club
- Love Caravan Club
- BSN May 2018 Grad Association
- CFC-Youth Campus Based Club
- INTR 2018 Club
- Community Outreach Club
- Rugby Club
- Self Care Club
- Indoor Rock Climbing Club
- Chemistry Club
- Engineering Science Team Club
- Child and Youth Care Initiative Club

CARRIED

9.2 2017 Representative Committee Election

17/02/06:06 MOTION

Paulino/Abdulla

Be it resolved that Representative Committee members Jerzy Mazurek and Monique Paulino be appointed to the Electoral Committee;

Be it further resolved that Executive Director Steven Beasley be appointed to the Electoral Committee;

Be it further resolved that general member Jiro Miguel be appointed to the Electoral Committee.

Members discussed the composition of the electoral committee.

CARRIED

17/02/06:07 MOTION
Paulino/Armutlu

Be it resolved that the following schedule be adopted for the 2017 Representative Committee Election:

- Nominations Open – Friday, February 17, 2017
- Nominations Close – Friday, February 24, 2017
- Campaigning Open – Monday, February 27, 2017
- Polling – Monday, March 6 to Friday, March 10, 2017

CARRIED

17/02/06:08 MOTION
Paulino/Armutlu

Be it resolved that an external Chief Returning Officer be hired to directly oversee the 2017 election;

Be it further resolved that Christopher Sano be hired as the Chief Returning Officer;

Be it further resolved that Executive Director Beasley be assigned to negotiate an employment contract with Sano, and oversee his work through the contract period.

CARRIED

14:50 Peña joined the meeting.

10. OTHER BUSINESS

No other business was presented.

11. UPCOMING MEETINGS

Mazurek noted that upcoming Representative Committee meeting schedule for the Winter 2017 semester was as follows:

- Monday, February 20 – 1:30pm – NWC
- Monday, March 6 – 1:30pm – NWC
- Monday, March 20 – 1:30pm – NWC
- Monday, April 3 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

17/02/06:09 MOTION
Klassen/Hundal

Be it resolved that the March 6 and March 20 Representative Committee meetings be moved forward one week.

CARRIED

Mazurek noted that the Executive Committee meeting schedule for the Winter 2017 semester was as follows:

- Wednesday, February 15 – 1:30pm
- Monday, February 27 – 1:30pm
- Monday, March 13 – 1:30pm
- Monday, March 27 – 1:30pm
- Monday, April 10 – 1:30pm

12. ANNOUNCEMENTS

The meeting discussed the pub night scheduled for Thursday, February 8, 2017.

Hundal reported on the Feminism in Action Panel, scheduled for February 21, 2017 between 4:30pm and 6:30pm.

13. ADJOURNMENT

15:02 the meeting adjourned.

Adopted by the Representative Committee on February 20, 2017



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, February 20, 2017 – 1:30pm • New Westminster Campus

13:34 The meeting was called to order by Tanysha Klassen with attendance as follows:

Committee Members Present

| | |
|---|-------------------|
| College Relations Coordinator/Clubs Coordinator | Monique Paulino |
| David Lam Coordinator/Performing Arts Coordinator | Meredith Graham |
| External Relations Coordinator | Surya Viswanathan |
| Member at Large | Prabhjot Hundal |
| Member at Large | Manuel Peña |
| Treasurer/Staff Relations Officer | Aran Armutlu |
| Women's Representative | Iman Abdulla |
| Aboriginal Representative | Sahara Tom |

Pride Representative/Federation Representative Tanysha Klassen

Committee Members Absent

| | |
|---|---------------------|
| Disabled Students' Representative | Sterling Hillman |
| Internal Relations Coordinator | Jerzy Mazurek |
| Member at Large | Paul Wittayaworapat |

Staff Present

| | |
|---|-------------------|
| College Relations and Membership Outreach Coordinator | Tracy Ho |
| Executive Director | Steven Beasley |
| Student Staff | Nusaybah Megarief |

Klassen declared that quorum was present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/02/20:01 MOTION
Graham/Paulino
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the territories of the Coast Salish People.

3. ADOPTION OF MINUTES

17/02/20:02 MOTION
Abdulla/Paulino
Be it resolved that the minutes of the Representative Committee meeting held February 6, 2017 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

No report was provided.

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

No report was provided.

4.5 Executive Committee

No report was provided.

4.6 Club Council

No report was provided.

4.7 Electoral Committee

Beasley reported on the Electoral Committee meeting held February 20, 2017. He said that Mazurek had been selected by the Committee to serve as the Deputy Returning Officer.

4.8 Adoption of Committee Notes

No committee notes were presented for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Klassen said that the College Board had not met since the past Representative Committee meeting.

5.2 Education Council

Paulino and Graham reported on the Education Council meeting held on February 20, 2017. They highlighted changes to course numbering, program revisions, and changes to credentials policy, which were the main focus of the meeting.

Paulino reported on a discussion at the meeting about how a specialization in a subject or topic within a program would not show up on a students' credential but only on their transcript.

Graham spoke about the differences between a concentration, major, minor and specialization.

Paulino reported on the Education Council discussion of the 2017/18 Douglas College budget, and priorities for spending identified by the Council.

5.3 General Relations with Douglas College

Hundal reported on a meeting with Student Engagement held February 20, 2017 to plan an event to combat Islamophobia, which was scheduled for March 13, 2017.

Klassen reported on her meeting with the College representatives regarding a 'First Year Friday' event on diversity. They said that the event would teach new students about intersectionality, and that future such events would happen more regularly in the following year.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

Klassen said that the agenda item was in-camera.

13:41 the meeting moved in-camera.

13:45 the meeting moved ex-camera.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

17/02/20:03 MOTION

Hundal/Graham

Be it resolved that the Students' Union's application for a Government of Canada 2017 Student Summer Employment Grant be ratified;

Be it further resolved that a full job description and job posting be developed based on the contents of the application; and

Be it further resolved that the necessary funding be allocated to support the Students' Union's funding contribution for the 12-week, 30-hour per week position should the Government of Canada funding be approved.

CARRIED

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital items were presented for approval.

7.2 Operational Items

No operations items were presented for approval.

7.3 Work Reports

Armutlu said that the first edition of the new work reports had been submitted for approval. He noted that members should print the reports off when possible, and only submit them electronically if not present in the office.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Healthy Drink Service

No report was provided.

b. Food Service Improvements – Coquitlam Campus

No report was provided.

c. Space Improvements – Coquitlam Campus

Beasley reported that the work on the Coquitlam office space had come in under budget. He said that the space was completed and that the Students' Union was just waiting on keys to the new lock.

Beasley reported on a meeting scheduled with the Director of Facilities to discuss space planning for Coquitlam, and said that the institution was making plans to expand facilities at the campus. He said that the meeting would discuss the Students' Union's requirements, and would attempt to determine the timeline for expanded Coquitlam space.

8.2 U-Pass Student Caucus

Klassen said that the agenda item was in-camera.

13:50 the meeting moved in-camera.

13:56 the meeting moved ex-camera.

9. NEW BUSINESS

9.1 New Westminster Office Improvements

Beasley presented a proposal to update office furniture for members of the Representative Committee, and to refresh paint in the Students' Union's main office.

17/02/20:04 MOTION TO RECESS

Graham/Tom

Be it resolved that the meeting recess for five minutes in order that Representative Committee members could receive a visual tour of the spaces to be upgraded in the general office.

CARRIED

14:05 the meeting recessed.

14:13 the meeting resumed. Hundal and Abdulla left the meeting.

17/02/20:05 MOTION

Armutlu/Viswanathan

Be it resolved that \$4,000 plus taxes, delivery and assembly be allocated to the purchase of 4 new workstations and related furniture for the Executive Office, room 216 of the Students' Union Building.

CARRIED

17/02/20:06 MOTION
Armutlu/Viswanathan
Be it resolved that \$3,000 plus taxes, delivery and assembly be allocated to the purchase of 3 new workstations and related furniture for the Director At Large office, room 228 of the Students' Union Building.

CARRIED

17/02/20:07 MOTION
Armutlu/Viswanathan
Be it resolved that \$3,500 plus taxes, delivery and assembly be allocated to the purchase of 4 new workstations and related furniture for the Constituency Representative Room, room 224 of the Students' Union Building.

CARRIED

17/02/20:08 MOTION
Armutlu/Viswanathan
Be it resolved that \$1,500 plus taxes, delivery and assembly be allocated to the purchase of office furniture for the Executive Director and College Relations and Membership Outreach Coordinator offices, Students' Union Building rooms 220 and 226 respectively.

CARRIED

17/02/20:09 MOTION
Armutlu/Viswanathan
Be it resolved that \$3,000 plus taxes be allocated to updating and refreshing the paint in the Students' Union office.

CARRIED

14:21 Wittayaworapat joined the meeting.

9.2 2017/18 Handbook

Beasley discussed the production of the 2017/18 Handbook. He outlined the various options and noted that the contract would be due to the BCFS by March 15.

17/02/20:10 MOTION
Armutlu/Wittayaworapat
Be it resolved that 2017/18 handbook be procured through the BC Federation of Students;
Be it further resolved that 10,500 units be ordered with a 16-page local section;
Be it further resolved that a customized local calendar section be ordered; and
Be it resolved that the back and inside back covers be purchased back from the service for the purpose of selling local ads.

CARRIED

10. OTHER BUSINESS

Graham recommended that the Students' Union have a naloxone kit available in the office and at events, and that at least one staff person receive the necessary training to apply the treatment.

The meeting discussed the provision of first aid at the Students' Union, and the Students' Union's integration with campus security in regards to first aid treatments.

Klassen remained the Representative Committee of the scheduled work ahead for the remainder of the semester. They highlighted the need to complete the petition on CFS membership and to work on the Students Are Voting campaign.

11. UPCOMING MEETINGS

Klassen said that the Representative Committee meeting schedule for the remainder of the Winter 2017 semester was as follows:

- Monday, March 13 – 1:30pm – NWC
- Monday, March 27 – 1:30pm – NWC
- Monday, April 10 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

Klassen said that the Executive Committee meeting schedule for the remainder of the Winter 2017 semester was as follows:

- Monday, March 20 – 1:30pm
- Monday, April 10 – 1:30pm

12. ANNOUNCEMENTS

Klassen announced upcoming events.

13. ADJOURNMENT

14:30 the meeting was adjourned.

Adopted by the Representative Committee on March 13, 2017



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, March 13, 2017 – 1:30pm • Students' Union Building

13:38 the meeting was called to order by Prabh Hundal. Attendance was as follows:

Committee Members Present

| | |
|---|---------------------|
| Aboriginal Representative | Sahara Tom |
| David Lam Coordinator/Performing Arts Coordinator | Meredith Graham |
| College Relations Coordinator/Clubs Coordinator | Monique Paulino |
| Member at Large | Prabjot Hundal |
| Member at Large | Manuel Peña |
| Member at Large | Paul Wittayaworapat |
| Treasurer/Staff Relations Officer | Aran Armutlu |
| Women's Representative/Federation Representative | Iman Abdulla |

Committee Members Absent

| | |
|---|-------------------|
| Disabled Students' Representative | Sterling Hillman |
| External Relations Coordinator | Surya Viswanathan |
| Internal Relations Coordinator | Jerzy Mazurek |
| Pride Representative | Tanysha Klassen |

Staff Present

| | |
|---|----------------|
| College Relations and Membership Outreach Coordinator | Tracy Ho |
| Executive Director | Steven Beasley |

Quorum was declared to be present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/03/13:01 **MOTION**
 Armutlu/Paulino
 Be it resolved that the agenda be adopted.
 CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

The meeting chairperson will acknowledge the territory.

3. ADOPTION OF MINUTES

17/03/13:02 **MOTION**
 Wittayaworapat/Armutlu
 Be it resolved that the minutes of the Representative Committee meeting held February 20,
 2017 be adopted.
 CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Beasley presented a 6-month budget update.

13:42 Viswanathan entered the meeting.

4.2 Building and Services Committee

No report was provided.

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

No report was provided.

4.5 Executive Committee

No report was provided.

4.6 Club Council

Hundal reported that the Club Council met on March 13. She said that no report from the meeting was available as it has only concluded a few hours earlier.

4.7 Electoral Committee

Beasley circulated a draft Electoral Report and the results of the election. He said Chief Electoral Officer would be at the subsequent meeting to answer questions about the report and recommendations.

17/03/13:03 MOTION
Wittayawaropat/Armutlu

Be it resolved that the results of the 2017 Election be ratified.

CARRIED

4.8 Adoption of Committee Notes

No Committee notes were presented for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Hundal reported that the College Board had not met since the past Representative Committee meeting.

5.2 Education Council

Hundal reported that the Education Council had not met since the past Representative Committee meeting.

5.3 General Relations with Douglas College

Paulino reported on the Senior Management Team meeting held February 28, 2017.

Hundal reported on a meeting with Douglas College about an event to challenge Islamophobia. She said the event was scheduled for later in the following week.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

No items were arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

17/03/13:04 MOTION
Armutlu/Paulino

Be it resolved that the purchase of two new laptops for \$500 plus tax each be ratified; and

Be it resolved that the existing laptops be disposed of.

CARRIED

7.2 Operational Items

No operations items were be presented for approval.

7.3 Work Reports

No work reports were presented.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Food Service Improvements – Coquitlam Campus

Beasley provided an update on work by Douglas College to improve Coquitlam food service delivery.

b. Space Improvements – Coquitlam Campus

Beasley and Paulino will provide an update on discussions with Douglas College regarding space at the Coquitlam Campus.

17/03/13:05 MOTION
Armutlu/Paulino

Be it resolved that the meeting move in-camera.

CARRIED

14:02 the meeting moved in-camera.

14:11 the meeting moved ex-camera.

c. Space Improvements – Students' Union Office

Beasley provided an update on space improvements in the Students' Union offices.

17/03/13:06 MOTION
Wittayawaropat/Paulino

Be it resolved that an additional \$2,000 plus taxes be allocated to updating and refreshing the paint in the Students' Union office.

CARRIED

17/03/13:07 MOTION
Armutlu/Tom

Be it resolved that \$1,700 plus taxes be allocated to repairing and painting room 207.

CARRIED

8.2 U-Pass Student Caucus

Beasley reported on the ongoing work to renew the U-Pass program.

8.3 CFS Referendum Petition

Ho reported on a petition to hold a referendum on membership in the Canadian Federation of Students being circulated by members. She said that the petition had surpassed 700 signatures, which had been gathered by members collecting signatures at events at the New Westminster. She said that members were increasing the intensity of signature collection for the final month of classes with classroom speaking, club targeting and program teams.

9. NEW BUSINESS

9.1 Fee Referendum

The Representative Committee considered holding a referendum to reduce the health and dental fees. Members expressed concern that holding a referendum in the final weeks of the semester would not provide appropriate time for the membership to consider the referendum question. The meeting determined that a proposal for a fall 2017 referendum should be presented to a subsequent meeting.

9.2 2017 Orientation

Beasley reported on the selection of a venue for the 2017 orientation. He noted that Coquitlam Organizer Sullivan had completed the majority of the research required to make an informed choice on the topic.

17/03/13:08 MOTION

Wittayawaropat/Tom

Be it resolved that the 2017 Orientation be held on May 11, 12 and 13 at the Harrison Beach Hotel.

CARRIED

9.3 Staff Benefit Plan

Beasley reported on the cost of the existing staff benefit plan as compared to the plan organized by the BC Federation of Students. He said there was a potential to save upwards of \$2,000 per year by switching to the Federation's provider. He suggested that a resolution be put forward to seek a quote from the provider, Benefits By Design, for the Students' Union.

Beasley noted that he was the person responsible for coordinating the staff plan on behalf of the Federation, but clarified that he received not benefit based on the number of locals who used the service.

17/03/13:09 MOTION

Wittayawaropat/Armutlu

Be it resolved that a quote to replace the staff benefit plan be procured from Benefits By Design (Prosum Health Benefits Consulting Inc.).

CARRIED

9.4 Schedule for March/April (Committee of the Whole)

Hundal announced that the Representative Committee will move into a committee of the whole to review scheduling of upcoming events and individuals" scheduled for the coming two months.

14:37 the meeting moved into committee of the whole.

14:52 the regular meeting resumed.

10. OTHER BUSINESS

No other business was presented.

11. UPCOMING MEETINGS

Hundal said that the Representative Committee meeting schedule for the Winter 2017 semester was as follows:

- Monday, March 27 – 1:30pm – NWC
- Monday, April 10 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

Hundal said that the Executive Committee meeting schedule for the Winter 2017 semester was as follows:

- Monday, March 20 – 1:30pm
- Monday, April 10 – 1:30pm

12. ANNOUNCEMENTS

Ho asked members to provide their availability for the Athletic Banquet and Student Leadership Banquet.

13. ADJOURNMENT

Hundal announced that the meeting was adjourned.

14:55 the meeting was adjourned.

Adopted by the Representative Committee on March 27, 2017

Prabhjot Hundal

Prabhjot Hundal, Chair

[Signature]

Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, March 27, 2017 • Students' Union Building

13:35 The meeting was called to order by Tanysha Klassen with attendance as follows:

Committee Members Present

| | |
|--|---------------------|
| Aboriginal Representative | Sahara Tom |
| Director at Large..... | Prabhjot Hundal |
| Director at Large..... | Manuel Peña |
| Director at Large..... | Paul Wittayaworapat |
| Director of Campus Life..... | Jerzy Mazurek |
| Director of External Relations..... | Surya Viswanathan |
| Director of Finance/Staff Relations Officer | Aran Armutlu |
| Pride Representative/Federation Representative | Tanysha Klassen |
| Women's Representative | Iman Abdulla |

Committee Members Absent

| | |
|---|------------------|
| Coquitlam Campus Director | Meredith Graham |
| Director of College Relations..... | Monique Paulino |
| Disabled Students' Representative | Sterling Hillman |

Staff Present

| | |
|---|----------------|
| Chief Electoral Officer | CK Sano |
| College Relations and Membership Outreach Coordinator | Tracy Ho |
| Executive Director | Steven Beasley |

Klassen declared that quorum was present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/03/27:01 MOTION
Mazurek/Armutlu
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen meeting acknowledged the territory of the Coast Salish Peoples.

3. ADOPTION OF MINUTES

17/03/27:02 MOTION
Hundal/Wittayaworapat
Be it resolved that the minutes of the Board of Directors meeting held March 13, 2017 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

No report was provided.

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

Beasley reported that the bylaw changes adopted at the February 2 annual general meeting had been filed with the provincial registry, as had the transition documents necessary to operate under the new Societies Act. He noted that the changes were being implemented, and reviewed changes to position titles for Board members.

4.5 Executive Committee

No report was provided.

4.6 Club Council

No report was provided.

4.7 Electoral Committee

17/03/27:03 MOTION

Tom/Hundal

Be it resolved that the Electoral Report be adopted; and

Be it further resolved that the ballots be destroyed.

Sano presented the Electoral Report and highlighted the recommendations for future elections.

CARRIED

4.8 Adoption of Committee Notes

No committee notes were presented for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 College Board

Klassen said that the College Board had not met since the past Board of Directors meeting.

5.2 Education Council

Klassen noted that the Education Council had met March 20, but that no members of the Council were present to provide a report.

5.3 General Relations with Douglas College

Beasley reported that he and Director of College Relations Paulino had attended the meeting of the Senior Management Team on March 21.

Beasley reported on a meeting with Douglas College U-Pass Advisory Committee (UAC) representative Nicki Kerr and AVP Sarah Dench regarding the upcoming UAC meeting attended by himself and Ho. He said that the meeting discussed a joint approach to the coming proposal regarding the future of the U-Pass BC program.

Armutlu reported on a presentation made to the Douglas College Faculty Association about the Open Education Resources Committee earlier in the day. He said that the Faculty Association were very receptive to the Students' Union's work on the topic.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

13:51 The meeting moved in-camera. Sano left the meeting.

6.2 Legal Affairs

14:11 The meeting moved ex-camera.

6.3 Motions Arising from the Confidential Session

No items were arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

17/03/27:04 MOTION

Armutlu/Wittayaworapat

Be it resolved that four iMac computers be purchased for the four use by the four constitutnecy representative members of the Board of Directors;

Be it further resolved that the four oldest and least functioning desktop computers be disposed of.

CARRIED

7.2 Operational Items

No operations items will be presented for approval.

7.3 Work Reports

8. OLD BUSINESS

8.1 Ongoing Projects

a. Food Service Improvements – Coquitlam Campus

Beasley reported that the College's work to gather student input ongoing.

b. Space Improvements – Coquitlam Campus

Beasley reported on discussions with the College regrading space allocation at the Coquitlam Campus. He said that work would be undertaken in the following week to better understand the proposed timelines for the College's plans.

c. Space Improvements – Students' Union Building

Beasley reported on the completion of painting and furniture replacement in the New Westminster Offices.

Members discussed the remaining areas of the Students' Union Building second floor that had not yet been painted and considered finishing the entire second floor.

17/03/27:05 MOTION

Wittayaworapat/Tom

Be it resolved that the second floor hallway, lobby and remaining offices be painted.

CARRIED

Beasley reported on a meeting he and New Westminster Office Coordinator Ashley Gordon attended with Terra Housing. He said that the meeting reviewed the design and layout of the Students' Union Building and discussed the potential for a large-scale renovation that would overcome challenges to the design of the space. He noted that the focus of any renovation would be the third floor space, which was the area of the building most focused on general member use. He provided a background on Terra Housing and outlined some of their past work. He said that Terra Housing would be attending the following meeting of the Board.

8.2 U-Pass Student Caucus

Beasley reported on the ongoing work to renew the U-Pass program, and the upcoming meeting of the U-Pass Advisory Committee.

17/03/27:06 MOTION

Armutlu/Hundal

Be it resolved that Tracy Ho be appointed as the voting member for the Douglas Students' Union on the U-Pass Advisory Committee.

CARRIED

8.3 CFS Referendum Petition

Ho reported on a petition to hold a referendum on membership in the Canadian Federation of Students being circulated by members. She said that the petition had nearly reached the required threshold of members.

8.4 2017 Orientation

Beasley reported on preparations for the annual board orientation.

8.5 Staff Benefit Plan

No report was provided.

9. NEW BUSINESS

9.1 Skills Development Weekend 2017

Ho reported on the Federation Skills Development Weekend scheduled for May 23 to 25, 2017. She said that the Board of Directors needed consider the size of their delegation to the event.

The meeting discussed the benefits of attending the Skills Development sessions and consider the costs and benefits of different delegation sizes. The meeting decided to make a decision about delegation size at the following meeting.

9.2 Selection of Signing Officers

Beasley said that following the bylaw amendment, a decision was needed on who would be signing officers.

17/03/27:07 MOTION

Tom/Mazurek

Be it resolved that Jerzy Mazurek, Meredith Graham, Monique Paulino and Surya Viswanathan be removed as signing officers as of April 30, 2017;

Be it further resolved that Director of External Relations Tanysha Klassen and Director of College Relations Prabh Hundal be designated as signing officers as of May 1, 2017; and

Be it further resolved that the signing officers of the Students' Union as of May 1, 2017 shall be Aran Armutlu, Steven Beasley, Tracy Ho, Prabh Hundal and Tanysha Klassen.

CARRIED

9.3 Schedule for March/April (Committee of the Whole)

Klassen said that the Board of Directors would move into a committee of the whole to review scheduling of upcoming events and individuals' schedules for the coming month.

14:53 The meeting moved into Committee of the Whole.

14:57 The regular meeting resumed.

10. OTHER BUSINESS

17/03/27:08 MOTION

Armutlu/Viswanathan

Be it resolved that the cost of the Crisis Intervention and Suicide Prevention Centre SafeTalk (\$1220.00) be ratified.

CARRIED

11. UPCOMING MEETINGS

Klassen announced that the Board was scheduled to meet on the following days:

- Monday, April 10 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

Klassen announced that the Executive Committee was scheduled to meet on the following days:

- Monday, April 10 – 1:30pm

12. ANNOUNCEMENTS

No announcements were made.

13. ADJOURNMENT

15:01 The meeting was adjourned.

Adopted by the Representative Committee on April 10, 2017



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, April 10, 2017 – 1:30pm • B2040, Coquitlam Campus

13:49 the meeting was called to order by Tanysha Klassen with attendance was as follows:

Committee Members Present

| | |
|------------------------------------|-----------------|
| Aboriginal Representative | Sahara Tom |
| Director at Large..... | Prabjot Hundal |
| Director at Large..... | Manuel Peña |
| Director of College Relations..... | Monique Paulino |
| Director of Finance | Aran Armutlu |
| Pride Representative..... | Tanysha Klassen |
| Women's Representative | Iman Abdulla |

Committee Members Absent

| | |
|---|---------------------|
| Coquitlam Campus Director | Meredith Graham |
| Director at Large..... | Paul Wittayaworapat |
| Director of Campus Life..... | Jerzy Mazurek |
| Director of External Relations..... | Surya Viswanathan |
| Disabled Students' Representative | Sterling Hillman |

Staff Present

| | |
|--|----------------|
| College Relations and Membership Outreach Coordinator..... | Tracy Ho |
| Executive Director | Steven Beasley |

Quorum was declared to be present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

17/04/10:01 **MOTION**
Paulino/Abdulla
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the territory.

3. ADOPTION OF MINUTES

17/04/10:02 **MOTION**
Abdulla/Armutlu
Be it resolved that the minutes of the Board of Directors meeting held March 27, 2017 be adopted.
CARRIED

4. STANDING COMMITTEE REPORTS

No report was provided.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Paulino reported on the March 30 meeting of the College Board. She noted that student numbers at Douglas College were up overall, but only due to international enrolment. She reported that there was a decline in domestic enrolment of 0.9%, which the College reported was due to declining Adult Basic Education enrolment.

Paulino reported on tuition fee increases for domestic and international students, and highlighted areas of the College Board's response to the Students' Union's budget submission.

Paulino reported on the credentials approved for new business degree programs.

5.2 Education Council

Paulino reported on the March 20 Education Council meeting. She said that the meeting was mostly housekeeping, except for several degree credential recommendations.

5.3 General Relations with Douglas College

No report was provided.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

13:56 the meeting moved in-camera.

14:04 the meeting moved ex-camera.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

No motions were arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

17/04/10:03 MOTION
Armutlu/Tom

Be it resolved that up to \$2,500 be allocated to purchase a digital SLR camera with a wide angle lens, case and tripod.

Members discussed the need to purchase a high-quality camera to capture photos for social media, publications and other materials. The meeting discussed the need to take proper care of the purchased equipment.

17/04/10:03 CARRIED

7.2 Operational Items

No operations items were presented for approval.

7.3 Work Reports

17/04/10:04 MOTION
Paulino/Armutlu

Be it resolved that the Board member timesheets for the months of May 2016 through March 2017 be received.

Armutlu outlined the work reports and discussed the process for compiling hours worked by board members.

17/04/10:04 CARRIED

8. OLD BUSINESS

8.1 Ongoing Projects

a. Food Service Improvements – Coquitlam Campus

No report was provided.

b. Space Improvements – Coquitlam Campus

Beasley reported on a meeting held with Director of Facilities regarding the timelines for changes at the Coquitlam campus that could result in more space for the Students' Union. He said that any changes were targeted to accompany the 2018/19 Douglas College Budget.

c. Space Improvements – Students' Union Building

Beasley provided a report on a follow-up meeting held with Terra Housing, and the process of moving towards the development of concept drawings to re-envision the third floor.

8.2 U-Pass Student Caucus

Ho reported on the U-Pass Advisory Committee (UAC) meeting held March 31 at UBC. She noted the challenges of recruiting a UAC chairperson, and the creation of a working group. She reported on Compass Data presented to the UAC meeting and the use of the system. She said that 79% of Douglas students accessed their U-Pass Compass Card, and that approximately 72% used their cards.

Ho reported on the possibility of the 2-year extension of the current agreement. She said that the proposal of the BC government was an extension of 20-months.

8.3 CFS Referendum Petition

Ho reported on a petition to hold a referendum on membership in the Canadian Federation of Students being circulated by members. She said that there were 2190 members who had signed the petition. She said that the Students' Union would ensure it was sent to the National Executive following a legal notarization of the pages.

8.4 2017 Orientation

Beasley reported on preparations for the annual board orientation, which he reported was scheduled between May 11 and 13 at Harrison Lake.

8.5 Staff Benefit Plan

Beasley reported on the procurement of a quote to replace the staff benefit plan.

8.6 Skills Development Symposium 2017

Beasley reported on the 2017 BCFS Skills Development Symposium.

Members discussed the number of staff and board members who should attend.

17/04/10:05 MOTION
Armutlu/Paulino

Be it resolved that up to 10 Board members and up to 3 staff people be approved to attend the 2017 BCFS Skills Development Symposium.

CARRIED

9. NEW BUSINESS

9.1 Policy Amendments

Beasley presented two policy amendments.

17/04/10:06 MOTION
Armutlu/Paulino

Be it resolved that first reading and notice of motion be served on amendments to Policy 10.02, Board Sub-Committees; and

Be it further resolved that first reading and notice of motion be served on amendments to Policy 30.01, Hours of Operation.

CARRIED

14:49 Abdulla left the meeting.

17/04/10:07 MOTION
Armutlu/Hundal

Be it resolved that the administrative policy manual be updated to reflect bylaw changes adopted on February 2, 2017.

14:51 Paul Wittayaworapat joined the meeting by phone.

CARRIED

9.2 Executive Planning Retreat

The meeting discussed the scheduling of the 2017 planning retreat.

17/04/10:08 MOTION

Armutlu/Peña

Be it resolved that a \$1,000 be allocated to a planning retreat scheduled for the first weeks of June 2017.

CARRIED

10. OTHER BUSINESS

No other business was presented.

11. UPCOMING MEETINGS

Klassen said that the following meeting of the Board was scheduled for Monday, April 24 at 1:30pm.

12. ANNOUNCEMENTS

Ho reported on the planned events for the coming week.

13. ADJOURNMENT

Klassen said that the meeting was adjourned.

14:59 the meeting adjourned.

Adopted by the Representative Committee on May 13, 2017


Tanysha Klassen, Chair


Steven Beasley, Executive Director