

MINUTES

Douglas Students' Union Board of Directors
Monday, January 8, 2018 – 4:30pm • Students' Union Building

16:33 the meeting was called to order by Deputy Chairperson McKenzie Hutchison with attendance as follows:

Committee Members Present

Director of Campus Life..... Paul Wittayaworapat
Director of College Relations..... Prabh Hundal
Director of External Relations & Chairperson..... Tanysha Klassen
Director of Finance & Staff Relations Officer..... Aran Armutlu
Director at Large..... Klyde Ouano
Director at Large & Deputy Chairperson McKenzie Hutchison
Pride Representative..... Christen McDonald
Women's Students' Representative & Federation Executive Representative Telka Pesklevits

Committee Members Absent

Aboriginal Students' Representative Sahara Tom
Coquitlam Campus Director Francis Ataiza
Director at Large..... Chandrang Makwana
Disabled Students' Representative Meredith Graham

Staff Present

Coquitlam Organizer..... Delaney Sullivan
Executive Director Steven Beasley

Hutchison declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Hutchison acknowledge the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/01/08:01 MOTION
Klassen/Hundal
Be it resolved that the agenda be adopted.

CARRIED

18/01/08:02 MOTION
Pesklevits/Armutlu
Be it resolved that the resignation of Meredith Graham be ratified as of December 31, 2017.

CARRIED

16:35 Tom joined the meeting.

3. ADOPTION OF MINUTES

18/01/08:03 MOTION
Ouano/Klassen
Be it resolved that the minutes of the Board of Directors meeting held December 11, 2017 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Armutlu reported that work was being undertaken to review the first draft of the audit.

Beasley

4.2 Organizational Development Committee

Hundal will report on the work of the Committee since the past meeting, and outlined the work undertaken to develop an updated brand for the Students' Union. She distributed examples of the selected brand that the Committee chose from the several options created by the designer. She reviewed several examples of the selected design, which had been modified by the design and converted in business card templates.

18/01/08:04 MOTION

Pesklevits/Wittayaworapat

Be it resolved that an additional \$2,500 be allocated to fund development of a new Students' Union Brand and related brand assets.

Beasley said that the additional costs related to the decision to reject the designer's first developed options and to seek additional designs. He said that it had the additional costs had previously been reported to the Board but that no motion had previously been passed.

18/01/08:04 CARRIED

4.3 Campaigns Working Group

Klassen reported on work undertaken to organize a meeting of the Working Group. They reported on the Working Group's plan to advocate around the 2018/19 Douglas College budget process.

4.4 Campus Life Working Group

Wittayaworapat reported on the work of the Working Group since the past meeting and on events held during the first week of classes. He said that the first week events had a larger than expected turnout.

Wittayaworapat reported on coming events scheduled for the following two weeks.

4.5 Executive Committee

No report will be provided.

4.6 Other Committees, Collectives or Councils

McDonald reported on the Queer ASL lessons planned for January and the completion of the Pride Space re-organization.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Pesklevits reported on recent appointments of new members of the College Board.

5.2 Education Council

Hundal reported on the December 2017 meeting of the Council. She spoke about the closure of the Dental Assisting Program and the rationale for the program's elimination.

5.3 SMT Meeting

No report was be provided.

5.4 Douglas College Budget Process

Hundal reported on work undertaken to engage members in the Douglas College annual budget process for 2018/19.

5.5 General Relations with Douglas College

Beasley reported on the Joint Operations Committee meeting held December 14, 2017.

Beasley reported on a meeting held with the Douglas College internal auditors on January 8, 2018. He noted that the auditing firm was seeking directing input from students and suggested a meeting with select members of the Board representing a diversity of student opinions.

Members discussed coordinating a meeting with the Dougals College auditor.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

17:10 the meeting moved in-camera.

17:23 the meeting moved ex-camera.

6.3 Motions Arising from the Confidential Session

No motions arose 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 Lobby Meetings

No report was provided.

8.2 Lounge Renovations

No report was provided.

17:24 Klassen left the meeting.

8.3 Canadian Association of University and College Student Services (CAUCSS) Membership

Beasley discussed research into the Students' Union's participation in CAUCSS and possible attendance at the annual professional conference. He said that based on his research he believed that his participation would be valuable and sought approval to attend the annual CAUCSS meeting.

Armutlu spoke in favour of Beasley participating in the meeting and recommended that he attend.

18/01/08:05 MOTION

Armutlu/Pesklevits

Be it resolved that Beasley be assigned to attend the 2018 meeting of CAUCSS.

CARRIED

8.4 Annual General Meeting

Beasley reported on preparations for the annual general meeting, scheduled for January 25, 2018. He reviewed the meeting time, location and documents being developed for the meeting.

Sullivan reported on plans to promote attendance at the general meeting.

Armutlu encouraged directors to recruit members to the general meeting and noted the meeting's importance.

18/01/08:06 MOTION

Pesklevits/Wittayaworapat

Be it resolved that the agenda for the 2018 Annual General meeting be set as follows:

- *Adoption of 2017 AGM Minutes*
- *Consideration of Bylaw Amendments*
- *Presentation of Annual Report*
- *Presentation of 2017 Audited Financial Statements*
- *Appointment of Auditor for 2018*
- *Question and Answer Period*

CARRIED

18/01/08:07 MOTION
Hundal/McDonald

Be it resolved that the following bylaw amendments be served to the 2018 Annual General meeting for consideration (see attachment 1).

Beasley reviewed the draft bylaw amendments.

18/01/08:07 CARRIED

8.5 BC General Meeting

Beasley reported on the coming BCFS general meeting, and outlined motions served for consideration by the Students' Union.

9. NEW BUSINESS

9.1 Summer Student Job Funding

Hutchison reported that the Government of Canada had once again invited applications for summer student employment funding, and suggested that the Board discuss the value of applying for funding for 2018.

Beasley presented on the various pros and cons of applying for funding in 2018.

Armutlu said that the role of a potential summer employee was not certain as it was in 2017, and thus it was not advisable to apply in 2018.

Pesklevits suggested that a summer employee was not necessary in 2018.

Sullivan suggested that perhaps conversations could occur with other students' unions to see if there were regional projects that could be undertaken.

Hutchison suggested that the matter be revisited at the following meeting.

9.2 Correspondence with CFS Regarding

Beasley presented correspondence issued by the Students' Union's legal counsel to CFS as per direction provided at a past meeting.

The Board discussed the CFS' refusal to validate the Students' Union's petition seeking a membership vote.

9.3 Room Booking Policy

Beasley presented draft amendments to Policy 30.04 for first reading and notice of motion.

18/01/08:08 MOTION
Pesklevits/Armutlu

Be it resolved that first reading and notice of motion be served on amendments to Policy 30.04, Room Bookings.

CARRIED

9.4 Schedule for January Semester (Committee of the Whole)

Hutchison noted that the schedule of events for January 2018 and the associated work schedule was discussed under item 4.4.

10. OTHER BUSINESS

No other business was presented.

11. UPCOMING MEETINGS

Hutchison said that the Board would meet at 4:30pm on the following dates in the Winter 2018 semester:

- January 22, 2018 – Coquitlam
- February 5, 2018 – New Westminster

- February 19, 2018 – New Westminster
- March 5, 2018 – New Westminster
- March 19, 2018 – New Westminster
- April 16, 2018 – Coquitlam
- April 30, 2018 – New Westminster

12. ANNOUNCEMENTS

Wittayaworapat discussed distribution of membership awareness materials and asked that anyone who needed branded items check with Sullivan before taking items out of inventory.


13. ADJOURNMENT

18:20 the meeting adjourned.

Adopted by the Representative Committee on January 22, 2018



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, January 22, 2018 – 4:30pm • Students' Union Building

16:35 the meeting was called to order by Chairperson Tanysha Klassen with attendance as follows:

Committee Members Present

Director of Campus Life..... Paul Wittayaworapat
Director of College Relations..... Prabh Hundal
Director of External Relations & Chairperson..... Tanysha Klassen
Director at Large..... Chandrang Makwana
Director at Large..... Klyde Ouano
Director at Large & Deputy Chairperson McKenzie Hutchison
Pride Representative..... Christen McDonald
Women's Students' Representative & Federation Executive Representative Telka Pesklevits

Committee Members Absent

Aboriginal Students' Representative Sahara Tom
Coquitlam Campus Director Francis Ataiza
Director of Finance & Staff Relations Officer..... Aran Armutlu

Staff Present

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

Others Present

Parnter, Tompkins Wozny LLP..... Erik Allas

Klassen declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/01/22:01 MOTION

Paul/Hutchison

Be it resolved that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

18/01/22:02 MOTION

Pesklevits/McDoanld

Be it resolved that the minutes of the Board of Directors meeting held January 8, 2017 be adopted.

CARRIED

16:37 Tom entered the meeting.

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Erik Allas from Tompkins Wozny will present the 2017 audited financial statements and report of the auditor. He reviewed the auditor's report, statement of financial position and statement of operations and changes in fund balances.

18/01/22:03 MOTION
Wittayaworapat/Pesklevits

Be it resolved that 2017 audited financial statements be adopted.

CARRIED

18/01/22:04 MOTION
Hutchison/Hundal

Be it resolved that Tompkins Wozny LLP be recommended to the annual general meeting as the auditor for the 2018 fiscal year.

CARRIED

17:00 Allas left the meeting.

4.2 Organizational Development Committee

Hundal reported on the work of the Committee since the past meeting. She said that the new logo design was finalized, and that branded assets were in development.

Ho said that work on the website was ongoing and that the user experience and mapping of the site was complete. She said that the next step of the website was combining the branding and colour palette to the site and begin adding content.

4.3 Campaigns Working Group

Klassen reported on the Working Group meeting held January 19, 2018. They said the meeting focused on the development of proposals for the Douglas College budget consultation. They spoke about a range of issues raised by members including parking at the Coquitlam campus, equipment needs for the music programs, fees and charges for programs and specifically international students, and open textbooks.

Ho said that work had been undertaken to confirm the consultation time and noted that the student budget consultation had not been promoted to students. She said that research had been undertaken to determine how the consultation had been promoted and could find no evidence of any promotion. She said that given the College's lack of promotion, the Students' Union would promote the event and solicit input about the issues on students' agenda.

4.4 Campus Life Working Group

Wittayaworapat reported on events held since the past meeting of the Board. He noted that a number of issues were experienced with the free food event at the Coquitlam campus where Chartwell's service was not up to standard. He noted that following intervention by staff, the issues were resolved before the New Westminster event. He said that the other January events had all run very smoothly and were very successful. He noted specifically that the January pub night was very well attended with more than 250 members coming to the party.

4.5 Executive Committee

No report was provided.

4.6 Other Committees, Collectives or Councils

McDonald reported on planning for Equity Days, an event to promote the work of the Collectives and the issues on which they were active. She said that the Pride Collective component would focus on Pride around the world and feature different languages.

Pesklevits said that the Women's Collective would focus their work on myth busting about gender and disability issues.

Tom reported that the Aboriginal Collective would discuss the 'We Matter' campaign and the disproportionate levels of education drop-out rates among the Aboriginal population, as well as reconciliation-related issues.

Ho said the event would also promote Black History Month by featuring prominent individuals in black history in British Columbia.

McDonald reported on the Queer ASL workshops and said that they were already full. She said that work was underway to develop a certificate of completion.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Pesklevits reported that the College Board would meet on January 25.

5.2 Education Council

Hundal reported the Education Council meeting held on January 22. She said that the normal range of issues were discussed plus a further discussion of the elimination of the Dental Assisting Program. She reported on an appeal from faculty and students that the program not be eliminated, but rather redeveloped and continued. Hundal also reported on work undertaken by the Institutional Effectiveness department to better predict completion and dropout rates for particular programs and courses.

5.3 SMT Meeting

Hundal reported that the Senior Management Team had not met since the past meeting of the Board.

5.4 Douglas College Budget Process

Ho and Hundal reported on work undertaken to engage members in the Douglas College annual budget process for 2018/19.

5.5 General Relations with Douglas College

Hundal reported on the meeting with the College's auditors.

17:28 Hutchison left the meeting.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

17:29 The meeting moved in-camera.

17:42 The meeting moved ex-camera.

Beasley reported that no response had been received from CFS in response to the letter issued by counsel in December 2017.

6.3 Motions Arising from the Confidential Session

18/01/22:04 MOTION

Pesklevits/Hundal

Be it resolved that Douglas College be directed to end its practice of excluding from Students' Union membership Douglas College students 65 and over who receive free tuition.

CARRIED

18/01/22:04 MOTION

Pesklevits/Hundal

Be it resolved that Douglas College student over 65 and non-member Jane Whittington be offered the opportunity to opt into the Students' Union health and dental plan at the standard rate for individual opt-ins.

CARRIED

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital items will be presented for approval.

7.2 Operational Items

No operational items will be presented for approval.

7.3 Work Reports

No reports were presented.

8. OLD BUSINESS

8.1 Lobby Meetings

Ho reported on the meeting held with Katrina Chen, MLA for Burnaby-Lougheed on Friday, January 19. She highlighted parts of the discussion relating to international student tuition fees and the Students' Union's request that annual increases in fees be capped. She said that the other main topic of conversation was childcare given that MLA Chen also serves as the Minister of State for Childcare.

8.2 Lounge Renovations

Beasley provided a report on preliminary costing provided by the project consultants. He recommended that a representative of the project consultants be asked to present to the subsequent meeting of the Board about the project timelines and scope.

8.3 Annual General Meeting

Ho reported on materials preparation for the annual general meeting, including the annual report, presentation and strategic plan. She asked directors for photos for the keynote presentation.

The meeting discussed planning for the annual general meeting, and work undertaken to ensure that the meeting met quorum requirements.

8.4 BC General Meeting

Klassen reported that the BC general meeting was held January 11 to 14, 2018.

Pesklevits reported on the resolutions passed at the meeting, including the expulsion of the Kwantlen Student Association. She reported on speakers and sessions held at the meeting, including addresses by the Minister of Advanced Education and the BC Liberal Opposition Critic for Advanced Education.

6:17 – Ataiza left the meeting.

Pesklevits reported on the elections held at the meeting.

Bealsey reported on the BC Court of Appeal verdict related to the case between the BC Federation of Students and the Kwantlen Student Association. He noted that the decision upheld that the Federation's actions surrounding the evaluation of the 2013 petition.

8.5 Summer Student Job Funding

Klassen said that the Government of Canada had once again invited applications for summer student employment funding and that at the past meeting, the Board discussed the value of applying for funding for 2018 and deferred a decision to the present meeting.

Matasa noted that the funding only covered about 35 to 40% of the direct costs, and that as such it was likely not worth it.

Members discussed the option of applying for funding, and determined that it was not advisable in the coming year.

8.6 Room Booking Policy

Klassen said that the past meeting of the Board members adopted first reading and notice of motion for amendments to Policy 30.04.

18/01/22:05

MOTION

Wittayaworapat/Makwana

Be it resolved that Policy 30.04, Room Bookings, be adopted as amended.

CARRIED

9. NEW BUSINESS

9.1 2018 Elections

Beasley presented schedule for the 2018 election, recommended Electoral Committee composition and recommended a chief returning office.

18/01/22:05 MOTION
Wittayaworapat/Tom

Be it resolved that the 2018 election be scheduled as follows:

- Nominations: February 2 to February 9
- Campaigning: February 19 to March 2
- Voting: February 26 and March 2

Be it resolved that the Chief Returning Officer and Deputy Returning Officer schedule remaining dates and times required for the 2018 election.

CARRIED

18/01/22:06 MOTION
Hundal/Pesklevits

Be it resolved that Beasley, Makwana, McDonald and general member Jerson Sabio be appointed to the Electoral Committee; and

Be it resolved that Beasley be designated the Deputy Returning Officer.

CARRIED

18/01/22:07 MOTION
Pesklevits/Makwana

Be it resolved that Kate Feeney be appointed as Chief Returning Officer.

CARRIED

18/01/22:08 MOTION
Hundal/Paul

Be it resolved that Feeney and Beasley be directed to undertake hiring for poll clerks to staff polling stations during the election;

Be it resolved that Feeney and Beasley be directed to secure external poll clerks who are not members of the Students' Union, as well as utilizing existing Students' Union staff where appropriate and possible.

CARRIED

9.2 Referendum Policy

Beasley will present draft policy to govern the operation of referenda of the Students' Union.

18/01/08:09 MOTION
Paul/Telka

Be it resolved that first reading and notice of motion be served on adoption of Policy 10.03, Referena.

CARRIED

9.3 Schedule for January Semester (Committee of the Whole)

Klassen said that the Board would move into a committee of the whole to discuss the schedule of events for January and February 2018, and the associated work schedule.

18:39 the meeting moved into a committee of the whole.

18:45 the regular meeting resumed.

10. OTHER BUSINESS

Sullivan reported on the selection of a location for the 2018 board orientation.

Klassen reported on a meeting held with New Westminster Mayor Jonathan Côté.

Klassen reported on the recent volunteer orientation.

11. UPCOMING MEETINGS

Klassen said that the Board would meet at 4:30pm on the following dates in the Winter 2018 semester:

- February 5, 2018 – New Westminster
- February 19, 2018 – New Westminster
- March 5, 2018 – New Westminster
- March 19, 2018 – New Westminster
- April 16, 2018 – Coquitlam
- April 30, 2018 – New Westminster

12. ANNOUNCEMENTS

No announcements were made.

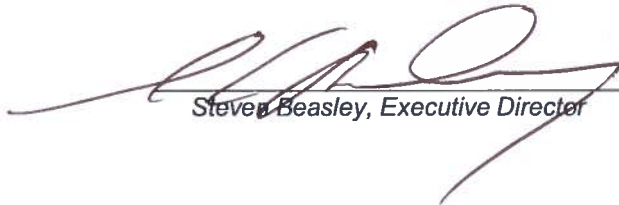
13. ADJOURNMENT

18:53 the meeting was adjourned.

Adopted by the Representative Committee on February 05, 2018



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, February 5, 2018 – 4:30pm • Students' Union Building

16:41 the meeting was called to order by Chairperson Tanysha Klassen with attendance as follows:

Committee Members Present

Aboriginal Students' Representative	Sahara Tom
Coquitlam Campus Director	Francis Ataiza
Director of Campus Life.....	Paul Wittayaworapat
Director of College Relations.....	Prabh Hundal
Director of Finance & Staff Relations Officer.....	Aran Armutlu
Director of External Relations & Chairperson.....	Tanysha Klassen
Director at Large.....	Chandrang Makwana
Director at Large.....	Klyde Ouano
Director at Large & Deputy Chairperson	McKenzie Hutchison
Women's Students' Representative & Federation Executive Representative	Telka Pesklevits

Committee Members Absent

Pride Representative.....	Christen McDonald
---------------------------	-------------------

Staff Present

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

Others Present

Terra Asset Management.....	Christian Manard
-----------------------------	------------------

Klassen declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/02/05:01 MOTION

Hutchison/Pesklevits
Be it resolved that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

18/02/05:02 MOTION

Hutchison/Wittayaworapat
Be it resolved that the minutes of the Board of Directors meeting held January 22, 2018 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Christian Menard of Terra Asset Management presented to the Board on the proposed renovation of the Students' Union Building third floor. He provided an overview of Terra Asset Management (TAM) and Terra Housing, which provides social purpose housing and development consulting. He described the role played by TAM, including the provision of oversight and expertise to construction and renovation projects for organizations with a social purpose, and without that in-house knowledge. He said that TAM acts as the owners representative.

Menard spoke about recruitment of the design team and their past experience. He said that the goal

for the renovation of the third floor was to create a cool space that helped define the Students' Union. He outlined the timeline and challenges for the project. He outlined the proposed budget for the project, which was \$1.5 million.

Members asked questions about the project and the role to be played by TAM.

Beasley noted that Terra Housing/TAM had overseen construction and renovation projects for students' unions at Thompson Rivers University, University of British Columbia and Vancouver Community College, as well as the BC Federation of Students.

17:05 Marnard left the meeting.

18/02/05:03 MOTION
Peskleivits/Ouano

Be it resolved that Terra Asset Management be engaged to proceed with phase one of the planned Students' Union Building renovation.

CARRIED

4.2 Organizational Development Committee

Hundal reported on the ongoing work on website redevelopment and rebranding. She said that the web development had reached a point at which content could be added to the new site.

4.3 Campaigns Working Group

Klassen reported on the work of the Working Group since the past meeting, which focused on the College's budget consultation. They said that work in the coming weeks would focus on Open Access Week.

4.4 Campus Life Working Group

Wittayaworapat reported on Bell Let's Talk Day, Movie Days, and Club Days held since the past meeting of the Board. He said that Equity days were upcoming as was a pub night scheduled for February 8.

4.5 Executive Committee

No report will be provided.

4.6 Other Committees, Collectives or Councils

Peskleivits encouraged members to attend the Equity Days events.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Peskleivits reported on the January meeting of the College Board, which focused on questions surrounding the possible elimination of the Dental Assisting Program. She said that the College Board ultimately voted against eliminating the program though there was some confusion about the vote count. She said that the issue would likely be brought back to a coming meeting.

Peskleivits noted that the meeting also approved the scheduled 2% increase in domestic tuition fees.

5.2 Education Council

Hundal said that the Council had not met since the past meeting.

Beasley announced the College Board and Education Council elections.

5.3 SMT Meeting

Hundal said that the Students' Union discussed the status of students over 65 with the College's Senior Management Team at their January meeting. She said that students over 65 received free tuition, seeming without limit, but had been denied access to the Students' Union. She said that the College was informed that the Students' Union saw no reason for their exclusion, and that students over 65 should be assessed all other fees. She said that the College was interested in revising its own internal rules on fee collection and committed to including the Students' Union in the process.

17:18 Hutchison left the meeting.

5.4 Douglas College Budget Process

Ho and Hundal reported on the Douglas College annual budget process for 2018/19 and the student consultation held February 2, 2018.

Hundal said that eleven students attended, plus several students from an ESL class. She outlined the speakers who presented at the meeting, and said that the College representatives were receptive to the input. She reported on several changes announced at the consultations, including a new course evaluation model, planned residences at the New Westminster campus, the move into the Anvil Centre space in New Westminster, and the College's plan to freeze international student tuition fees in the coming year.

Members discussed the budget process.

5.5 General Relations with Douglas College

Hundal reported consent culture training held by Douglas College.

Members discussed the consent training provided by the College and the need to branch out to other areas of the college to reach those who were unfamiliar with consent culture issues, and the need to provide more tangible, in-depth support for those who had experienced sexual assault.

Beasley talked about the general approach of the College in dealing with the Students' Union. He said that despite new and more collegial voices added to the College administration's profile, there remained a persistent, systemic paternalistic approach to the Students' Union.

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 motions arose from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital were presented for approval.

7.2 Operational Items

No operational were presented for approval.

7.3 Work Reports

18/02/05:04 MOTION

Wittayaworapat/Hundal

Be it resolved that Board work reports from November 19, 2017 to January 13, 2018 be received.

CARRIED

8. OLD BUSINESS

8.1 Lobby Meetings

Ho will report on upcoming meetings with local MLAs.

8.2 Annual General Meeting

Armutlu reported on the annual general meeting held January 25, 2018. He said that more than 115 people attended the meeting, and that all the proposed bylaws amendments were adopted.

Pesklevits noted that the Students' Union generated positive press in the Other Press on the meeting.

Beasley reported on issues related to the preparation of the audit, and noted several back and forth communications with the auditing firm on the final presentation of the club fund assets. He said that the results of the deliberations produced a change to the balance sheet numbers presented to the Board at the past meeting, but that the change was not materials. He said that the Board may need to pass a resolution transferring value between the Capital Fund and General Operations Fund.

Ho suggested that at future annual general meetings the Students' Union provide ASL interpretation and that a better space be booked earlier in the year.

8.3 Correspondence with CFS Regarding

Beasley reported that no response had been received from CFS in reply to the correspondence issued by the Students' Union's legal counsel to CFS in December 2017.

8.4 2018 General Election

Beasley reported on the 2018 election and outlined notice issued and the current nomination process.

9. NEW BUSINESS

9.1 Proposed Referendum on Fees

The meeting discussed a proposed referendum on fees that would reduce the health and dental fee, and offset those reductions with increases to the fees for the BC Federation of Students and Clubs Fund.

18/02/05:05

MOTION

Armutlu/Pesklevits

Be it resolved that a referendum be held in conjunction with the 2018 Election proposing the following question:

"Whereas the health and dental fund historically runs a surplus such that the fee can be reduced without requiring a reduction in service to members;

Whereas the Students' Union is working to increase funding and support to clubs, and an increase to the club fund will produce additional resources for clubs;

Whereas the national organization Canadian Federation of Students (CFS) has ceased to function and students at Douglas, along with those across BC, are seeking to leave; and

Whereas the BC Federation of Students has been asked by BC students' unions (including the DSU) to take up the services previously provided by CFS like handbooks/planners, the mobile App (Douglas App), student discounts and free student merchandise, and advocacy on national education issues (student debt, funding, International student issues, Aboriginal Education, etc): therefore

Be it resolved that the Health and Dental Fee be reduced by \$10 per year (a reduction equal to \$1.25 per month based on a two-semester enrolment) as of September 1, 2018;

Be it further resolved that the Club Fee be increased by \$0.18 per month as of September 1, 2018;

Be it further resolved that the BC Federation of Students fee be increased by \$1.17 per month as of September 1, 2018."

CARRIED

18:01 Ataiza left the meeting.

9.2 Club Ratifications and Budget Requests

The meeting discussed Winter 2018 Club Applications.

18/02/05:06

MOTION

Wittayaworapat/Makwana

Be it resolved that the following clubs be ratified:

- SCOM Club
- Couple For Christ Club
- Inter CP Club
- Hoop Dance and Flow Arts Club
- Dungeons and Dragons Club
- Baha'i Club
- Meals2Heal Club

- Data Analytics Club
- BSN Peer Mentorship Program Club
- INTR 2019 Club; and

Be it resolved that club grants be issued as follows:

- SCOM Club: \$100
- Couple For Christ Club: \$200
- Inter CP Club: \$300
- Hoop Dance and Flow Arts Club: \$300
- Dungeons and Dragons Club: \$400
- BSN Peer Mentorship Program Club: \$200
- INTR 2019 Club: \$500.

The Board discussed the new clubs, their purpose and the associated allocations.

18/02/05:06 CARRIED

The Board considered revised club funding applications from several clubs ratified in Fall 2017.

18/02/05:07 MOTION

Ouano/Wittayaworapat

Be it resolved that the following clubs ratified in Fall 2017 receive the following additional clubs funds:

- Self Care Club: \$400
- Therapeutic Rec Club: \$190

CARRIED

9.3 Schedule for January Semester (Committee of the Whole)

The meeting discussed the schedule of events for February 2018, and the associated work schedule.

10. OTHER BUSINESS

No other business was discussed.

11. UPCOMING MEETINGS

Klassen said that the Board would meet at 4:30pm on the following dates in the Winter 2018 semester:

- February 19, 2018 – New Westminster
- March 5, 2018 – Coquitlam
- March 19, 2018 – New Westminster
- April 16, 2018 – Coquitlam
- April 30, 2018 – New Westminster


12. ANNOUNCEMENTS

No announcements were made.

13. ADJOURNMENT

18:11 the meeting was adjourned.

Adopted by the Representative Committee on February 19, 2018



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Annual General Meeting
Thursday January 25, 2018 • Douglas College, Room N4650, New Westminster Campus

14:38 The meeting was called to order by Students' Union Chairperson Tanysha Klassen.

Directors Present

Director of Finance	Aran Armutlu
Director of Campus Life	Paul Wittayaworapat
Director of External Relations	Tanysha Klassen
Coquitlam Campus Director	Francis Ataiza
Director of College Relations	Prabhjot Hundal
Director at Large	McKenzie Hutchison
Director at Large	Chandrang Makwana
Director at Large	Klyde Ouano
Women's Representative	Telka Pesklevits
Aboriginal Representative	Sahara Tom

General Members Present

Appendix 1 is a listing of all members who signed into the meeting. There were a total of 119 member present, inclusive of directors listed above.

Students' Union Staff Present (non-members)

Campus Life Coordinator	Deepa Singh
College Relations and Membership Outreach Coordinator	Tracy Ho
Coquitlam Organizer	Delaney Sullivan
Executive Director	Steven Beasley
Finance and Services Coordinator	Roxana Matasa
Office Coordinator	Ashley Gordon

Others Present

BCFS Chairperson/General Member	Simka Marshall
---------------------------------------	----------------

Guests Present (non-members)

Director of Students Services, Douglas College	Duane Seibel
Associate Vice President, Academic and Student Affairs, Douglas College	Sarah Dench
Partner, Tompkins, Wozny LLP	Erik Allas

Klassen acknowledged that quorum was present.

1. RATIFICATION OF MEETING CHAIRPERSON

AGM-2018:01 MOTION

Hundal/Makwana

Be it resolved that British Columbia Federation of Students Chairperson and Students' Union general member Simka Marshall be ratified as the meeting chair.

CARRIED

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

AGM-2018:02 MOTION

Pesklevits/Hundal

Be it resolved that the agenda be adopted as presented.

CARRIED

3. ACKNOWLEDGEMENT OF TERRITORY

Marshall acknowledged the traditional territory of the Coast Salish peoples.

MINUTES

Annual General Meeting – Douglas Students' Union
New Westminster Campus, January 25, 2018

4. ADOPTION OF THE 2017 AGM MINUTES

AGM-2018:03 MOTION

Hutchison/Gamayo

Be it resolved that the minutes from the 2017 AGM be adopted as presented.

CARRIED

5. CONSIDERATION OF BYLAW AMENDMENTS

Director of Finance Aran Armutlu, Executive Director Steven Beasley and Director of External Relations Tanysha Klassen made a short presentation on the proposed bylaw amendments and collective purposes served by updating the bylaws.

Marshall announced that each resolution required 2/3 majority support and would only be deemed passed if that threshold was met.

5.1 Proposal to Amend Bylaw III

AGM-2018:04 MOTION

Bardouniotis/Ataiza

Whereas the current Performing Arts Fee and Fund are designed to support student initiatives in the performing arts, and do not allow for grants to other student initiatives;

Whereas all students pay into the Performing Arts Fund, and not only those students in arts programs;

Whereas in the past two years less than 5% of the funds have been accessed and most go unspent;

Whereas redefining the Fund as a general student grant fund would enable the Students' Union to provide grants for a range of student activities and initiatives, including those in performing arts;

Whereas redefining the Fund would enable to the Students' Union to ensure that more of students funds were spent on students, and less go to the Students' Union's retained earnings;

Whereas the Health and Dental Fund has now accumulated sufficient reserves to cover nearly one year of premiums and as such provides a contingency against an interruption in revenue or abrupt change in costs;

Whereas placing a cap on the amount of funds retained for the Health and Dental Fund enables the Students' Union to use its retained earnings for other purposes, including capital projects;

Whereas the Students' Union has already taken steps to reduce the annual surplus associated with the Health and Dental Fund by increasing benefits;

Whereas placing a cap on the Health and Dental Fund makes its management congruent with the other two such funds operated by the Students' Union;

Whereas nothing in this bylaw amendment increases the amount of fees paid by students to the Students' Union: therefore

Be it resolved that Bylaw III, Article 2, clause d) be amended to read as follows:

"d. a Student Grant fee of not less than \$1.17 per student per semester."

Be it further resolved that Bylaw III, Article 7 be amended to read as follows:

"7. Funds

Should the Student Grant Fund and the Clubs Fund reach a balance of \$100,000 each, the surplus from each fund will be transferred to general revenue. Should the Health and Dental Fund reach a balance of \$1,300,000, the surplus shall be transferred to general revenue."

Director of Finance Armutlu described the proposed changes and their purpose.

AGM-2018:05 CARRIED**5.2 Proposal to Amend Bylaw IV****AGM-2018:06 MOTION**

Ataiza/Ojelel

Whereas the existing thresholds for referenda and general meetings constitute a barrier to membership decision-making;

Whereas quorum requirements should set a threshold that ensures a small number of people cannot change the basic structures and rules of the Students' Union without broad support, but not be set so high that needed changes cannot be made; and

Whereas in many years the annual general meeting fails to meet quorum, and where referenda made quorum, they have done so by a narrow margin;

Whereas an inability to make membership decision due to high quorum requirements threaten to derail necessary decisions of the student body related to issues like the U-Pass or the structure of the Students' Union: therefore

Be it further resolved that Bylaw IV, Article 6, Clause b) be amended to read as follows:

"b. The quorum required for a General Meeting of the Students' Union shall be sixty (60) members."

Be it further resolved that Bylaw IV, Article 8, Clause b) be amended to read:

"b. The quorum required for a referendum of the Students' Union shall be four hundred (400) members."

Director of Finance Armutlu described the proposed changes and their purpose.

Members asked questions about how the proposed amended changed the current provisions.

2017/02/02:06 CARRIED**5.3 Proposal to Amend Bylaw VI****AGM-2018:07 MOTION**

Wotherspoon/Gamayo

Whereas the size of the membership continues to grow while the size of the Students' Union's Board of Directors has stayed static;

Whereas the increasing number of events and campaigns being undertaken by the Students' Union has created a need for more time invested by Board members:

Whereas there is greater benefit to adding an additional board member over having the same number of people do increased work for increased compensation;

Whereas titles "Disabled Students' Representative" and "Aboriginal Representative" are not in keeping with current titles for such positions at Students' Unions and don't reflect the evolution of language related to these communities;

Whereas the new Societies Act requires that the Bylaws outline any system of pay for Board members and that currently the language defining board member compensation exists as a member-adopted policy;

Whereas nothing in this proposed amendment changes the rates of pay or hours for Board members from the current practice; therefore

Be it resolved that Bylaw VI, Article 1, Clause b) be amended to read as follows:

"b. Four (4) Directors at Large"

MINUTES

Annual General Meeting – Douglas Students' Union
New Westminster Campus, January 25, 2018

Be it further resolved that Bylaw VI, Article 1, Clause c) be amended to read as follows and that position titles listed in other bylaws be amended accordingly:

- "c. Constituency Representatives
 - i) Women Students' Representative
 - ii) Pride Representative
 - iii) Indigenous Students' Representative
 - iv) Students with Disabilities' Representative"

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

"4. Board of Directors Remuneration

Board members shall be paid a stipend in accordance with the provisions herein and any other regulations that may be applied by policy.

- a. Executive directors are required to work a minimum of twenty (20) hours per week, or forty (40) hours every two weeks. Executive directors shall receive an honorarium of \$500 every two weeks.
- b. Directors at Large are required to work a minimum of twelve and a half and a half (12.5) hours per week or twenty-five (25) hours per two weeks. Directors at Large shall receive an honorarium of \$408 every two weeks.
- c. Constituency Representative directors are required to work a minimum of twelve and one half (12.5) hours per week or twenty-five (25) hours per two weeks. Constituency Representative directors shall receive an honorarium of \$408 every two weeks.
- d. Remuneration of directors shall be increased each May 1 by the percentage change in the Consumer Price Index for Vancouver during the previous calendar year, starting May 1, 2000.
- e. Directors are required to attend a minimum of one Board of Directors meeting per month and present a written report in order to receive their honorarium."

Director of External Relations Klassen outlined the purposes of the changes to the names of the board positions, and the purpose of installing language about stipends in the bylaws.

AGM-2018:07 CARRIED

5.4 Proposal to change the Job Descriptions of Non-Executive Director Positions Bylaw IX

AGM-2018:08 MOTION

Ouano/Hutchison

Whereas the 2017 AGM approved changes to the job descriptions for Executive members of the Board but did not update the job descriptions of other board members;

Whereas the role of the Directors at Large and Constituency Representatives have evolved significantly in recent years, and the current job descriptions are not adequate to articulate the duties and responsibilities of each position; and

Whereas updated and more complete job descriptions help members assess whether they are interested in running for a position, and help to holding members accountable for completing the positions for which they are elected: therefore

Be it resolved that Bylaw IX, Articles 6 through 10 be amended to read:

- "6. Directors at Large
 - The Directors at Large shall:
 - a. assist the Executive directors in fulfilling their duties,

- b. assist with the implementation of campaigns, events, and membership awareness initiatives;
- c. regularly promote the work of the Students' Union to members across all programs and campuses by resourcing information tables and participating in membership outreach work during new student orientation, campus-wide events, and Students' Union events;
- d. sit on at least one (1) sub-committee of the Board of Directors;
- e. perform other duties as assigned by the Board of Directors.

7. Women Students' Representative

The Women Students' Representative shall:

- a. present a women's/feminist perspective to the Board of Directors and ensure that the Board of Directors is informed about women's and gender issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Women Students' Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union; and
- e. perform such other duties as assigned by the Board of Directors.

8. Indigenous Students' Representative

The Indigenous Students' Representative shall:

- a. present an Indigenous perspective to the Board of Directors and ensure that the Board of Directors is informed about Indigenous issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Indigenous Students' Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union; and
- e. perform such other duties as may be assigned by the Board of Directors.

9. Pride Representative

The Pride Representative shall:

- a. present the perspective of a diversity of gender and sexuality constructions and/or orientations to the Board of Directors and ensure that the Board of Directors is informed about gender and sexuality issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Pride Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union; and
- e. perform such other duties as may be assigned by the Board of Directors.

10. Students' with Disabilities Representative

The Students' with Disabilities Representative shall:

MINUTES

Annual General Meeting – Douglas Students' Union
New Westminster Campus, January 25, 2018

- a. present the perspective of people living with disabilities to the Board of Directors and ensure that the Board of Directors is informed about ability issues, specifically those relating to Douglas College;
- b. sit on at least one (1) sub-committee of the Board of Directors;
- c. organize and coordinate the work of the Students' with Disabilities Collective, including organizing Collective events, implementing Collective campaigns, and acting as a liaison between the Collective and the Board of Directors;
- d. regularly aid in the implementation of campaigns and events of the Students' Union; and
- e. perform such other duties as may be assigned by the Board of Directors."

Director of External Relations Klassen described the changes to the position descriptions and duties.

AGM-2018:08 CARRIED

5.5 Proposal to Amend Bylaw XIII

AGM-2018:09 MOTION

Pesklevits/Tom

Whereas the current model for Students' Union policies enables the creation of both member-adopted policy and board-adopted policy, which can cause confusion and adds unnecessary complexity to the organization's governance structures;

Whereas members have a mechanism through the Bylaws to adopt rules and structures to govern the operation of the Students' Union and to impose regulation on the Board of Directors;

Whereas the vast majority of existing policy is Board policy;

Whereas the existing language defining policy of the Students' Union is unnecessarily complex and confusing;

Whereas simplified rules and structures make the Students' Union more accessible and easier to navigate, and thereby more transparent in its operations: therefore

Be it resolved that Bylaw XIII be amended to read:

"BYLAW XIII

POLICY OF THE STUDENTS' UNION

1. Establishment and Duration of Policy

Policy of the Students' Union may be established from time-to-time by a two-thirds (2/3) majority vote of the Board of Directors. Policy shall remain in force until amended or repealed a two-thirds (2/3) majority vote of the Board of Directors.

2. Authority

No policy adopted by the Board of Directors shall contradict or supersede any Bylaw of the Students' Union. No directive or normal resolution of the Board of Directors shall contradict or supersede standing policy of the Students' Union.

3. Policy Manual

All policy of the Students' Union shall be compiled in a policy manual and the current policy of the Students' Union shall be available on the Students' Union's website."

Be it further resolved that all existing member-adopted policy be deemed board policy.

Executive Director Beasley provided background on the proposed change.

Members discussed the difference between policy and bylaws, and how to determine what type of information goes into a policy versus a bylaw.

AGM-2018:09 CARRIED

5.6 Proposal to Amend Bylaw XV

AGM-2018:10 MOTION

Walvock/Wotherspoon

Whereas the existing provision requiring notice be posted relating to expenses over \$10,000 is an antiquated relic of past generations of DSU leadership and provides no real mechanism of accountability;

Whereas members are better informed about the Students' Union's actual ongoing operations by having access to minutes and financial statements;

Whereas the Societies Act as amended in 2015 provides vastly expanded access to society records;

Whereas the Students' Union's existing bylaw on access to records is out of date and no longer in keeping with the current legislation: therefore

Be it resolved that Bylaw XIV, Article 4 be deleted and remaining articles renumbered accordingly;

"BYLAW XV

STUDENTS' UNION RECORDS

1. Records of the Students' Union

The records of the Students' Union shall be those documents referred to in Section 20 of the BC Societies Act [SBC 2015]. Inspection, publication and copying of Students' Union records shall be subject to the provisions herein in addition to those provisions that may exist in law.

2. Location of Records

The records of the Students' Union shall be kept in the Students' Union's New Westminster office.

3. Inspection by Members

The Records of the Students' Union may be inspected by a member on any normal business day of the Students' Union provided two business day's notice is provided. Notice to inspect the records of the Students' Union shall include a list of the documents the member wishes to inspect.

4. Copies of Records of the Students' Union

Should a member who is not a director request copies of documents defined as records of the Students' Union, the Students' Union shall apply a fee for copying records. Fees for the copying of records shall be established by policy and shall not exceed the fee, if any, specified in, or calculated in accordance with, the Societies Act or its regulations.

5. Publication of Records

The Students' Union shall regularly publish its current and updated bylaws, policy and constitution, along with Board of Director and general meeting minutes, on its website. Other records of the Students' Union may be published on the Students' Union website by resolution of the Board of Directors.

No individual director or member shall publish a record of the Students' Union without the express written consent of the Board of Directors, as evidenced by a Board resolution.

MINUTES

Annual General Meeting – Douglas Students' Union
New Westminster Campus, January 25, 2018

6. Retention of Old Records

Subject to Section 21 of the BC Societies Act [SBC 2015], records that the Students' Union is no longer required to retain may be discarded."

Executive Director Beasley provided background on the proposed change and answered questions about the process to disclose information about expenditures, especially those over \$10,000.

AGM-2018:10 CARRIED

6. PRESENTATION OF ANNUAL REPORT

Members of the Board of Directors provided a report on their activities during the 2016/17 year.

AGM-2018:11 MOTION

Banerjee/Jesso

Be it resolved that the 2016/17 Annual Report be received.

CARRIED

7. PRESENTATION OF AUDITED STATEMENTS

Erik Allas, Partner at the accounting firm Tompkins Wozny LLP presented the audited financial statements for the period of September 1, 2016 to August 31, 2017. 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.

AGM-2018:12 MOTION

Wotherspoon/Hothi

Be it resolved that the 2017 audited financial statements and Report of the Auditor be received.

CARRIED

8. APPOINTMENT OF AUDITOR

Marshall reported that the Board of Directors was recommending the appointment of the firm Tompkins Wozney LLP to complete the 2018 audit.

AGM-2018:13 MOTION

Bardouniotis/Grenier

Be it resolved that the firm Tompkins Wozny LLP be appointed as the auditors for the 2018 fiscal year.

CARRIED

9. QUESTION & ANSWER

No Questions were asked at this time.

MINUTES

Annual General Meeting – Douglas Students' Union
New Westminster Campus, January 25, 2018

10. ADJOURNMENT

AGM-2018:14 MOTION

Lamont/Vishal

Be it resolve that the meeting be adjourned.

CARRIED

15:38 the meeting was adjourned.


Tanysha Klassen, Chair


Steven Beasley, Executive Director

AGM-18-01-25-minutes.doc
sbids CUPE 2396

MINUTES

Douglas Students' Union Board of Directors
Monday, February 19, 2018 – 4:30pm • Students' Union Building

16:32 the meeting was called to order by Deputy Chairperson McKenzie Hutchison with attendance as follows:

Committee Members Present

Coquitlam Campus Director	Francis Ataiza
Director of Campus Life.....	Paul Wittayaworapat
Director of College Relations.....	Prabh Hundal
Director of Finance & Staff Relations Officer.....	Aran Armutlu
Director of External Relations & Chairperson.....	Tanysha Klassen
Director at Large.....	Klyde Ouano
Director at Large & Deputy Chairperson	McKenzie Hutchison
Women's Students' Representative & Federation Executive Representative	Telka Pesklevits

Committee Members Absent

Aboriginal Students' Representative	Sahara Tom
Director at Large.....	Chandrang Makwana
Pride Representative.....	Christen McDonald

Staff Present

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

Hutchison declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Hutchison acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/02/19:01 MOTION

Wittayaworapat/Pesklevits
Be it resolved that the agenda be adopted.

CARRIED

16:34 Sahara Tom entered the meeting.

3. ADOPTION OF MINUTES

18/02/19:02 MOTION

Klassen/Ouano
Be it resolved that the minutes of the Board of Directors meeting held February 05, 2018 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Armutlu reported on work of the Committee since the past meeting.

18/02/19:03 MOTION

Armutlu/Pesklevits
Be it resolved that \$14,000 be approved for the purchase of access to the OHHLALA mobile app for the 2017/18 year.

Beasley reported on the cost sharing arrangement with BCFS for the purchase of access to the OHHLALA mobile app platform. He reported that the budget contained a \$10,000 allocation for the

App but that the price structure adopted by members at the BCFS general meeting charged the Students' Union a higher rate than the amount in the budget.

18/02/19:03 CARRIED

Beasley reported on the proposed contracts for Terra Asset Management and Stephane Laroye Architects/Evoke Interior Design. He said that the two contracts were the outcome of the discussion at the past meeting and resolution to proceed with the renovation of the third floor and first floor. He detailed the timeline and costs of the contracts and suggested that the Executive be empowered to review the contracts and provide approval to proceed.

18/02/19:04 MOTION

Armutlu/Pesklevits

Be it resolved that the Executive be directed to review the proposed contracts with Terra Asset Management and Evoke Interior Design/Stephane Laroye Architects and be granted the authority to approve the contracts based on their review.

CARRIED

4.2 Organizational Development Committee

Hundal reported on the work of the Committee since the past meeting, which continued to focus on issues related to branding and website development. She said that the final branding items were being completed, and noted that a consultation had been held over designs for the tents and table clothes among staff and directors in the office over the past week.

Ho said that the branding principles and designs had been passed on to web designers Forge and Smith, and that some of their initial work to integrate the designs into the website structure had been rejected and was being redrafted. She said that the website project was close to being at the content entry stage.

4.3 Campaigns Working Group

Klassen reported on the work of the Working Group since the past meeting and said that they were working to develop ideas for International Women's Day, which was March 8.

4.4 Campus Life Working Group

Wittayaworapat said that there had not been a meeting of the Working Group recently. He reported on recent events, including the February Pub Night which was very successful, and had approximately 150 members in attendance.

4.5 Other Committees, Collectives or Councils

No reports were provided.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Pesklevits reported that the College Board had not met recently. She reported that the past vote of the Board on the Dental Assisting Program was being upheld per the announced result of the vote at the January 2018 meeting.

Beasley explained there had been some confusion about whether the vote had passed due to inconsistencies in the vote count and confusion about the inclusion of abstentions.

5.2 Education Council

Hundal reported on the Education Council meeting held on February 19. She spoke about the meeting's consideration of the College's diploma in general students credential, and the discussion of the College's proposed 2018/19 College Budget. She reported that in the coming year domestic students would be allowed to take ELLA (English Language Learning) courses.

Hutchison said that there was a discussion of increased residency requirements for the Applied Bachelors in Psychology, which was deemed as controversial due to reduced choices for students.

5.3 SMT Meeting

No report was provided.

5.4 Douglas College Budget Process

Hundal reported on the development of a written submission to the College's 2018/19 budget process and reviewed the main elements of the recommendations put forward by the Students' Union.

5.5 General Relations with Douglas College

Hundal reported on a panel discussion occurring on Friday, February 23 about inter-cultural experiences among students. She outlined the panelists, and said that the purpose was to support faculty in dealing with intercultural issues in their classes.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

16:53 The meeting moved in-camera; Ataiza left the meeting.

6.2 Legal Affairs

17:17 the meeting moved ex-camera; Klassen left the meeting.

6.3 Motions Arising from the Confidential Session

7. OLD BUSINESS

7.1 Lobby Meetings

Ho reported on work with MP Ron McKinnon's office regarding a meeting on education accessibility in advance of several announcements by the federal government on new programs to help older learners return to school.

Members discussed the meeting and those available to attend.

7.2 Annual General Meeting

18/02/19:05 MOTION

Hundal/Pesklevits

Be it resolved that the minutes of the 2018 Annual General meeting be received and recommended to the 2019 Annual General Meeting for adoption.

CARRIED

7.3 Correspondence with CFS Regarding Petition and Decertification

Beasley said that following the in-camera discussion a motion was required to ratify the direction provided.

18/02/19:06 MOTION

Pesklevits/Ouano

Be it resolved that legal advice regarding the CFS decertification process be procured to determine the rights of the Students' Union and its members.

CARRIED

7.4 2018 General Election

Beasley provided a report on the general election and spoke about important dates and preparations for the vote.

7.5 2018 Referendum

Beasley reported on the referendum called by the Board to adjust fee levels.

18/02/19:07 MOTION

Armutlu/Wittayaworapat

Be it resolved that the Board of Directors be confirmed as the Yes Side in the 2018 referendum on fees.

CARRIED

7.6 Club Ratifications and Funding

Sullivan reported that at the past meeting a club funding allocation was \$100 less than it ought to have been due to a policy interpretation error.

18/02/19:08

MOTION

McDonald/Wittayaworapat

Be it resolved that the Hoop Dance and Flow Arts Club be granted an additional \$100.

CARRIED

Sullivan reported that an extension had been provided to the Baha'i Club in order that they could submit the necessary paperwork for their club registration. She said that the Club had then missed the new deadline provided to them.

Members discussed the request by the Baha'i Club for ratification and noted that this was the second consecutive semester in which the Club did not meet the necessary timelines. The Board declined to ratify the Club.

8. NEW BUSINESS

8.1 Board Orientation

Beasley reported that the Board had previously discussed the booking of a location for the 2018 orientation session and gave broad direction to staff to secure a location. He said that Sunwolf Lodges was booked for May 1 to 3.

18/02/19:05

MOTION

Hundal/Wittayaworapat

Be it resolved that the contract with Sunwolf Lodges for the May 2018 orientation be ratified.

CARRIED

8.2 Schedule for Winter Semester (Committee of the Whole)

Hutchison said that the events were reviewed at the past meeting.

9. OTHER BUSINESS

McDonald spoke about the need to host an additional workshop on Queer ASL, which may necessitate an additional cost.

Hundal spoke about a group approaching students at Douglas College to support pluralist values in India in an attempt to generate support among Indians abroad for increased support of multiple faiths in India. She said that that group was also offering mentoring to Indian international students about life in Canada.

10. UPCOMING MEETINGS

Hutchison said that the Board would meet at 4:30pm on the following dates in the Winter 2018 semester:

- March 5, 2018 – Coquitlam
- March 19, 2018 – New Westminster
- April 16, 2018 – Coquitlam
- April 30, 2018 – New Westminster

11. ANNOUNCEMENTS

No announcements were made.


12. ADJOURNMENT

18:07 the meeting was adjourned.

Adopted by the Representative Committee on March 5, 2018



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, March 5, 2018 – 4:30pm • Coquitlam Campus

17:14 the meeting was called to order by Chairperson Tanysha Klassen with attendance as follows:

Committee Members Present

Aboriginal Students' Representative Sahara Tom
Coquitlam Campus Director Francis Ataiza
Director of Campus Life..... Paul Wittayaworapat
Director of Finance & Staff Relations Officer..... Aran Armutlu
Director of External Relations & Chairperson..... Tanysha Klassen
Director at Large..... Chandrang Makwana
Pride Representative..... Christen McDonald
Women's Students' Representative & Federation Executive Representative..... Telka Pesklevits

Committee Members Absent

Director of College Relations..... Prabh Hundal
Director at Large..... Klyde Ouano
Director at Large & Deputy Chairperson McKenzie Hutchison

Staff Present

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

Klassen declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Chairperson Klassen acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/03/05:01 MOTION

Wittayaworapat/Atiaza
Be it resolved that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

18/03/05:02 MOTION

Pesklevits/Ataiza
Be it resolved that the minutes of the Board of Directors meeting held February 19, 2018 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Beasley reported that contracts with designers and project consultants had been approved by the Committee and needed to be ratified by the Board.

18/03/05:03 MOTION

Armutlu/Wittayaworapat
Be it resolved that the contracts with Terra Asset Management and Stephane Laroye Architects/Evoke Interior Design be ratified.

CARRIED

4.2 Organizational Development Committee

Ho reported on the work of the Committee since the past meeting. She said that the work on the branding was coming to a close, and said that the branding guide was being used by the website developer to build out the design of the new site. She said that the new website was on schedule for completion by August. She noted that the completion of the design work came with a long list of designed assets.

4.3 Campaigns Working Group

Klassen reported on work being undertaken on Open Education Week and International Women's Day.

4.4 Campus Life Working Group

Wittayaworapat reported on the work of the Working Group since the past meeting and the coming scheduled events.

4.5 Other Committees, Collectives or Councils

McDonald reported on work undertaken by the Pride Collective. She said that she the reading group was ongoing and that she had secured a speaker for the program. She said that a group from the Collective was attending a play that was the dramatization of one of the books that the group had read. She spoke about the coming Transgender Day of Visibility, and she was working to develop a program for the day.

Ho suggested that at the conclusion of the ongoing Queer ASL program, a debrief should be conducted with the instructor and McDonald about what went well and how the program could be repeated and improved in the coming years.

Ho suggested that there should be a discussion on the play attendance and the subsidization of the tickets.

McDonald said that the tickets were \$64 and students would be paying \$10.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Pesklevits reported that the College Board had not met since the past meeting of the Board. She noted that the election of the 2018-19 term had concluded and both she and Marissa Martin were acclaimed.

5.2 Education Council

Pesklevits reported on the election of students representatives to the Education Council. She said that two members were acclaimed in Coquitlam, but that there was an election between three people for the two New Westminster seats.

Ho asked about confusion over the nomination and campaign periods for the Education Council elections. She said that there was a discrepancy between the nomination close dates posted on the Omnivex and those on the website.

Pesklevits said that the candidates were allowed to begin campaigning before the close of the nomination period for the Board and Education Council elections. She noted that this provided significant advantage to those who were nominated early in the process.

5.3 SMT Meeting

Ho reported on recent meetings of the College's Senior Management Team regarding the College's Budget. She said that the College was very receptive to the Students' Union's concerns. She noted that a written response was provided.

5.4 Douglas College Budget Process

Ho outlined the College's written response to key points raised by the Students' Union regarding the College's 2018-19 budget. She said that there was a real curiosity about how the whole consultation process could be made more engaging, and seemed to be real support for the Students' Union's suggestions in that regard. She noted that the process whereby the College briefed the community on the budget assumptions followed key deadlines for budget proposals and advice, and this was noted as a challenge by several departments.

Ho reported other elements of the College's responses. She said that this was the most receptive and enthusiastic the College had ever been in response to the Students' Union's budget feedback.

5.5 General Relations with Douglas College

Members may report on other issues relating to general relations with Douglas College.

Beasley reported on meetings with Sarah Dench and Vivian Lee. He reported on discussions of the College's draft policy on fee collection, issues arising with Education Council elections, clarification of issues related to the application of the sexual assault and misconduct policy.

Members discussed Beasley's report and topics discussed with senior administrators.

Ho reported on the Open Douglas meeting held in advance of Open Education Week. She noted an event on Friday, March 9 to celebrate advances in Open Education and to support those who have championed the advancement of open educational resources at Douglas.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

17:57 the meeting moved in camera.

6.2 Legal Affairs

18:13 the regular meeting resumed.

6.3 Motions Arising from the Confidential Session

No motions arose from the confidential session.

7. OLD BUSINESS

7.1 Lobby Meetings

Ho reported on a public meeting held with Coquitlam-Port Coquitlam MP Ron McKinnon.

18:17 Atiaza left the meeting.

7.2 Correspondence with CFS Regarding Petition and De-certification

Beasley reported that a response to the CFS's most recent correspondence will be issued this week.

7.3 2018 General Election

Beasley reported on the conclusion of 2018 general election and the results of the election. He said a full report would be provided at the following meeting.

18/03/05:04 MOTION
Armutlu/Wittayaworapat

Be it resolved that the results of the 2018 general election be received.

CARRIED

7.4 2018 Referendum

Beasley reported on the conclusion of 2018 fee referendum. He said a full report would be provided at the following meeting. He said that the referendum was passed with 88.77% of voters in favour.

18/03/05:05 MOTION
Peskevits/Makwana

Be it resolved that the results of the 2018 fee referendum be adopted; and

Be it further resolved that fee changes approved in the referendum be implemented on September 1, 2018.

CARRIED

8. NEW BUSINESS

8.1 Athletic Banquet

The Board considered Students' Union attendance at the Douglas College Athletic Banquet and

determined that the final decision on participants be made by the Executive Committee.

8.2 Office Furniture

Beasley said that the addition of a fourth director at large would necessitate a reorganization of the office spaces to provide for an additional workstation.

18/03/05:06 MOTION **Pesklevits/Makwana**

Be it resolved that the \$3,100 plus taxes, delivery and assembly be allocated to the purchase of new office furniture.

Members discussed options for re-organizing the office to add an additional director.

18/03/05:06 CARRIED

8.3 Meeting with Student Engagement

Beasley outlined a plan to organize a joint meeting between staff of Student Engagement and Students' Union organizing staff to discuss areas how the two organizations cooperate.

Members supported moving forward with the meeting.

8.4 Schedule for Winter Semester

Members discussed the schedule of events for March and April 2018, and the associated work schedule.

9. OTHER BUSINESS

McDonald spoke about the Students' Union not having a position or a role that focused on racialized issues. She said that there should be some consideration of collapsing the Pride and Women's position together, and then adding a position that focuses on racialized issues.

Klassen reported on an event being held at the Fraser River Discovery Centre. They outlined the event for anyone who wished to attend.

10. UPCOMING MEETINGS

Klassen reported that the Board would meet at 4:30pm on the following dates in the Winter 2018 semester:

- March 19, 2018 – New Westminster
- April 16, 2018 – Coquitlam
- April 30, 2018 – New Westminster
- May 1 to 3, 2018 – Board Orientation, Squamish

11. ANNOUNCEMENTS

Announcements may be made at this time.


12. ADJOURNMENT

18:52 the meeting adjourned.

Adopted by the Representative Committee on March 19, 2018



Tanysha Klassen, Chair



Steven Beasley, Executive Director

AGENDA

Douglas Students' Union Board of Directors
Monday, March 19, 2018 – 4:30pm • Coquitlam Campus

16:37 the meeting was called to order by Deputy Chairperson McKenzie Hutchison with attendance as follows:

Committee Members Present

Aboriginal Students' Representative Sahara Tom
Director of Campus Life Paul Wittayaworapat
Director of College Relations Prabh Hundal
Director of Finance & Staff Relations Officer Aran Armutlu
Director of External Relations & Chairperson Tanysha Klassen
Director at Large Chandrang Makwana
Director at Large & Deputy Chairperson McKenzie Hutchison

Committee Members Absent

Coquitlam Campus Director Francis Ataiza
Director at Large Klyde Ouano
Pride Representative Christen McDonald
Women's Students' Representative & Federation Executive Representative Telka Pesklevits

Staff Present

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

McKenzie declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Hutchison acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/03/19:01 MOTION

Makwana/Armutlu
Be it resolved that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

18/03/19:02 MOTION

Klassen/Hundal
Be it resolved that the minutes of the Board of Directors meeting held March 5, 2018 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

Armutlu will report on work of the Committee since the past meeting and present any outstanding expense items for ratification.

18/03/19:03 MOTION

Klassen/Wakwana

Be it resolved that an additional \$400 plus taxes, delivery and assembly be allocated to the purchase of office furniture beyond the funds allocated in Motion-2018/03/05:006.

CARRIED

18/03/19:04 MOTION
Armutlu/Klassen

Be it resolved that \$9,000 plus taxes be allocated to the purchase of five new iMac 21.5" computers.

Beasley outlined the plan to purchase computers and described the workstations for which the computers would be purchased.

CARRIED

4.2 Organizational Development Committee

Hundal reported on the work of the Committee since the past meeting.

Beasley reported on work undertaken to incorporate previous member-adopted policy into the Board policy manual.

4.3 Campaigns Working Group

Klassen reported on the work of the Working Group since the past meeting, and highlighted work on International Women's Day and Open Education Week.

4.4 Campus Life Working Group

Wittayaworapat reported on the work of the Working Group since the past meeting, and highlighted the Coquitlam Movie Day event held on Wednesday, March 14.

4.5 Other Committees, Collectives or Councils

Klassen reported on the work of the Pride Collective. They noted the success of the book club and reported on events connected to the book club, including a speaker event and field trip to a community theater production. They reported on the success of the Queer ASL program, noting that 17 students participated in the full program and that both students and instructors were keen to see the program continue in coming years.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Hundal reported on the College Board's March 2018 meeting. She noted the vote taken to confirm the closure of the Dental Assisting Program, and the positive reception of the Students' Union's budget submission. She reported that the College was providing free courses to 35 students from the care system and over 300 ABE students.

5.2 Education Council

Hutchison reported on the March meeting of the Education Council, and outlined matters considered at the meeting. She spoke about changes to the Grading Policy, and noted that members of the Education Council gave the Students' Union positive feedback on its College budget presentation.

16:53 Ouano joined the meeting.

Hutchison discussed the section of the meeting concerning faculty education councils (FECs). She said that there was a heated debate about the role of FECs and their authority. She said that the meeting concluded without a direction being selected.

5.3 SMT Meeting

No report was provided.

5.4 Joint Operations Committee

Hundal reported on the Joint Operations Committee meeting between the Students' Union and the College on March 15, 2018. She said that the College representatives presented the results of the internal audit, which showed that the highest priority project related to international student recruitment and experiences. She said that other high priority issues included cyber security, housing, and sexual assault.

5.5 General Relations with Douglas College

Klassen reported that on March 9 the Open Douglas group hosted a reception to thank faculty using existing Open Educational Resources (OER). They said that they and Pesklevits made a short

speech on behalf of the Students' Union. They said that it was noted that Douglas College was quickly becoming a provincial leader in OER due to the broad adoption of OER materials among a number of common first-year courses.

Beasley announced that that public presentations for the Associate Director of Student Affairs were occurring on Friday, March 23 at 9:30am and 1:30pm.

The meeting discussed who would attend the public presentations on behalf of the Students' Union.

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 resolutions were arising.

7. OLD BUSINESS

7.1 Lobby Meetings

No report was provided.

7.2 Correspondence with CFS Regarding Petition and Decertification

Beasley reported on the submission of the membership list to the CFS by Douglas College.

7.3 2018 General Election and Referendum

Beasley presented the final election report for adoption.

18/03/19:05 MOTION

Wittayaworapat/Armutlu

Be it resolved that the 2018 Electoral Report and Results be adopted; and

Be it resolved that the ballots be destroyed.

Beasley outlined the report's content.

17:09 Pesklevits joined the meeting.

18/03/19:05 CARRIED

8. NEW BUSINESS

8.1 Policy Amendment Proposals Related to Former Member-Adopted Policy

18/03/19:06 MOTION

Hundal/Pesklevits

Be it resolved that first reading and notice of motion be served on the amendments to Policy 40.07 (previously 300.01).

Beasley provided an outline of the policy and noted it had been reviewed by legal counsel.

Members discussed the proposed policy.

18/03/19:06 CARRIED

18/03/19:07 MOTION

Ouano/Makwana

Be it resolved that first reading and notice of motion be served on the repeal of Policy 200.01 and 200.03.

Beasley provided an outline of the policies for repeal.

18/03/19:07 CARRIED

18/03/19:08 MOTION
Armutlu/Hundal

Be it resolved that Policy 200.02 be renumbered Policy 20.06.

Beasley provided an outline of the policy.

18/03/19:08 CARRIED

8.2 Policy Amendment – Board Sub-Structures

Hutchison announced that an addition of a fourth director at large necessitates a review and amendment of the structure of the Board's sub-committees. She said that the proposed amendment made allowance for the new director, and corrects other issues identified as needing amendment.

18/03/19:09 MOTION
Peskevits/Ouano

Be it resolved that first reading and notice of motion be served on amendments to Policy 10.02.

Beasley outlined the changes to the policy, including terms of reference for the Club Council.

18/03/19:09 CARRIED

8.3 Signing Officers

Hutchison said that the election of new Executive Directors necessitates the change of signing officers for the Students' Union. She said that traditionally the change had occurred in May of each year, but given that the new Executive directors were all incumbent members of the Board, the Executive-elect was recommended that the change in signing officers occur earlier.

18/03/19:10 MOTION
Armutlu/Klassen

Be it resolved that Armutlu and Hundal be removed as signing officers;

Be it further resolved that McKenzie Hutchison and Paul Wittayaworapatt be appointed as signing officers; and

Be it further resolved that Steven Beasley, Tracy Ho, McKenzie Hutchison, Tanysha Klassen and Paul Wittayaworapat be confirmed as the signing officers for the Students' Union.

CARRIED

8.4 Handbook

Hutchison said that the Students' Union commonly produced its annual handbook through the BC Federation of Students. She said that the contract for the annual handbook was due on March 19.

18/03/19:11 MOTION
Wittayaworapat/Klassen

Be it resolved that the 2018-19 Handbook be produced through BC Federation of Students; and

Be it further resolved that 10,500 units be ordered, with a customized calendar section, customized back cover page, and a sticker page.

CARRIED

8.5 Schedule for Winter Semester

The Board discussed the schedule of events for March and April 2018, and the associated work schedule.

9. OTHER BUSINESS

18/03/19:12 MOTION
Wittayaworapat/Peskevits

Be it resolved that January 2018 and February 2018 work reports be received.

CARRIED

10. UPCOMING MEETINGS

Hutchison announced that the Board would meet at 4:30pm on the following dates in the Winter 2018 semester:

- April 16, 2018 – Coquitlam
- April 30, 2018 – New Westminster
- May 1 to 3, 2018 – Board Orientation, Squamish

Members discussed the scheduling of meetings and concluded that April 9 and 23 were better than April 16 and 30 and meeting dates.

Hutchison announced that based on the discussion at the meeting, the schedule of meetings would be amended to be April 9 and 23.

11. ANNOUNCEMENTS

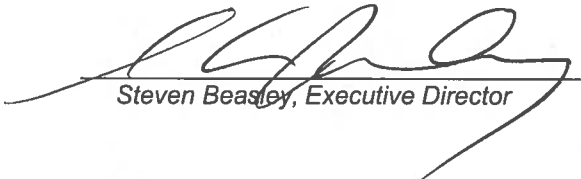
No announcements were made.

12. ADJOURNMENT

17:38 the meeting was adjourned.

Adopted by the Representative Committee on April 09, 2018


Tanysha Klassen, Chair


Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, April 9, 2018 – 5:00pm • Coquitlam Campus

16:58 the meeting was called to order by Chairperson Tanysha Klassen with attendance as follows:

Committee Members Present

Aboriginal Students' Representative	Sahara Tom
Coquitlam Campus Director	Francis Ataiza
Director of Campus Life.....	Paul Wittayaworapat
Director of College Relations.....	Prabh Hundal
Director of Finance & Staff Relations Officer.....	Aran Armutlu
Director of External Relations & Chairperson.....	Tanysha Klassen
Director at Large.....	Klyde Ouano
Director at Large.....	Chandrang Makwana
Director at Large & Deputy Chairperson	McKenzie Hutchison
Pride Representative.....	Christen McDonald
Women's Students' Representative & Federation Executive Representative	Telka Pesklevits

Staff Present

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

Klassen declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Chairperson Klassen acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/04/09:01 MOTION

Wittayaworapat/Pesklevits
Be it resolved that the agenda be adopted.

CARRIED

3. ADOPTION OF MINUTES

18/04/09:02 MOTION

Hutchison/Hundal
Be it resolved that the minutes of the Board of Directors meeting held March 19, 2018 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget and Operations Committee

No report was provided.

4.2 Organizational Development Committee

Hundal reported on the work of the Committee since the past meeting. She said that the final input was provided to the web development company regarding the design of the website sub-pages. She said that the final design was being completed, and that the content development phase was beginning.

Hundal said that work was ongoing to develop a new logo for the DSU App. She said that the new logo would reflect the co-branding with Douglas College.

Hundal demonstrated a website prototype, and the meeting discussed the design of the new site.

4.3 Campaigns Working Group

No report was provided.

4.4 Campus Life Working Group

Wittayaworapat reported on the March pub night and said that the event was positive. He reported on end of year events, and noted those upcoming in the week.

4.5 Other Committees, Collectives or Councils

Pesklevits reported on an event organized by the Women's Collective, *Women in Academia*. She said that the event was very positive and attendance was higher than expected.

McDonald reported on the final Pride Collective meeting of the year, and final book club meeting. She also reported on the Collective social. She said that the final Pride event of the year would be a pub night planned for the 26th of April.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

No report was provided.

5.2 Education Council

No report was provided.

5.3 SMT Meeting and Joint Operations Committee

Hundal reported on the Senior Management Team meeting held on April 2. She spoke about the adoption of amendments to the College's advertising policy.

5.4 General Relations with Douglas College

Hundal reported on a panel held on April 6 regarding internationalization. She said that she was on the panel, and the event was about the experience of international students with supports on campus. She said that the questions from the audience were not very positive, with a bizarre focus on financial resources of international students. She said that a follow-up event would be held later in the summer. She noted that the Associate Vice-President for International Education made comments that seemed to place a relative quality on international students from different parts of India.

McDonald noted that she had been part of an appeal tribunal and that the process was well-executed.

Ho reported on threat assessment training provided by the College, and completed by Students' Union staff.

Pesklevits reported on the hiring process for the new Associate Director, Student Affairs, and sessions conducted by the final two candidates in the process.

6. CONFIDENTIAL SESSION

17:15 the meeting moved in-camera.

6.1 Report of the Labour Committee

6.2 Legal Affairs*

6.3 MyWellness Service Review

17:55 the meeting moved ex-camera.

6.4 Motions Arising from the Confidential Session

Klassen said that a report on the value MyWellness, a service procured from Gallivan and Associates as part of the Students' Union's health and dental plan, was presented in-camera.

- 18/04/09:03 MOTION**
Armutlu/Pesklevits
Be it resolved that that the MyWellness service currently procured from Gallivan and Associates be discontinued as of August 31, 2018.

CARRIED

7. OLD BUSINESS

7.1 Lobby Meetings

No report was provided.

7.2 Correspondence with CFS Regarding Petition and De-certification

Beasley said that the Students' Union was still awaiting a response from CFS regarding the petition of members to hold a de-certification vote. He noted that the petition was submitted in April 2017.

7.3 Policy Amendment Proposals Related to Former Member-Adopted Policy

Klassen reported that the Board served notice of motion and passed first reading of amendments to Policy 40.07, and the repeal of policies 200.1 and 200.03.

- 18/04/09:04 MOTION**
Ataiza/Ouano
Be it resolved that amendments to Policy 40.07 (previously 300.01) be adopted.

CARRIED (UNANIMOUSLY)

- 18/04/09:05 MOTION**
Wittayaworapat/Hutchison
Be it resolved that Policy 200.01 and 200.03 be repealed.

CARRIED (UNANIMOUSLY)

7.4 Policy Amendment – Board Sub-Structures

Klassen said that, as previously reported, the addition of a fourth director at large necessitated a review and amendment of the structure of the Board's sub-committees. They said that the proposed amendment made allowance for the new director, and corrected other issues identified as needing amendment. They said that the Board served notice of motion and passed first reading at the past meeting.

- 18/04/09:06 MOTION**
Makwana/Ataiza
Be it resolved that that amendments to Policy 10.02 be amended be adopted.

CARRIED

7.5 Orientation 2018

Sullivan reported on plans for the Students' Union's 2018 board orientation. She noted that the food provider on-site had experienced a fire, and that other arrangements for food were being made. She reviewed attendance at the meeting, and logistics for the event.

8. NEW BUSINESS

8.1 BCFS Skills Development 2018

Sullivan reported on the 2018 Skills Development Symposium hosted by BC Federation of Students. She said that the event would take place on May 25-27 at UBC Okanagan.

- 18/04/09:07 MOTION**
Wittayaworapat/Ouano
Be it resolved that that up to twelve participants be sent to 2018 Skills Development Weekend.

CARRIED

8.2 Student Engagement Awards

Klassen said that the Student Engagement Awards Gala would be held on April 26, and the Board will consider attendance on behalf of the Students' Union.

Beasley discussed participation in the event in 2018, and ongoing discussions about support beyond the current.

The meeting discussed participation in the Student Engagement Awards Gala.

18/04/09:08 MOTION
Hundal/McDonald

Be it resolved that that ten members of the Board and three staff people attend the Student Engagement Awards

CARRIED

8.3 Policy Amendment – Health and Dental Plan

Beasley presented a proposed new policy to govern the administration of the health and dental plan.

18/04/09:09 MOTION
Wittayaworapat/Ataiza

Be it resolved that first reading and notice of motion be served on Policy 40.06, Health and Dental Plan.

CARRIED

9. OTHER BUSINESS

No other business was presented.

10. UPCOMING MEETINGS

Klassen said that the Board would meet at 4:30pm on April 23 and at the Board Orientation on May 3.

11. ANNOUNCEMENTS

Klassen announced that the end of year dinner was scheduled for 7pm at the close of the meeting.


12. ADJOURNMENT

18:23 the meeting was adjourned.

Adopted by the Representative Committee on April 23, 2018



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Board of Directors
Monday, April 23, 2018 – 16:30pm • Students' Union Building

16:35 the meeting was called to order by Chairperson Tanysha Klassen with attendance as follows:

Committee Members Present

Coquitlam Campus Director	Francis Ataiza
Director of Campus Life.....	Paul Wittayaworapat
Director of College Relations.....	Prabh Hundal
Director of Finance & Staff Relations Officer.....	Aran Armutlu
Director of External Relations & Chairperson.....	Tanysha Klassen
Director at Large.....	Chandrang Makwana
Director at Large & Deputy Chairperson	McKenzie Hutchison
Women's Students' Representative & Federation Executive Representative	Telka Pesklevits

Committee Members Absent

Aboriginal Students' Representative	Sahara Tom
Director at Large.....	Klyde Ouano
Pride Representative.....	Christen McDonald

Staff Present

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

Others Present

Director of Facilities, Douglas College.....	Chris Gardiner
Director of Student Affairs, Douglas College.....	Duane Seibel
General Manager, Terra Asset Management.....	Christian Menard
Project Manager, Terra Asset Management.....	Kelly Lin
Principle, Evoke Interior Design	David Nicolay
Designer, Evoke Interior Design.....	Adam Maitland
Principle, Stephane Laroye Architects.....	Stephane Laroye

Klassen declared that quorum was present.

1. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the territory of the Coast Salish peoples.

2. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

18/04/23:01 MOTION

Hutchison/Wittayaworapat
Be it resolved that the agenda be adopted.

CARRIED

3. PRESENTATION: STUDENTS' UNION BUILDING RENOVATIONS

Representatives of Terra Asset Management, Evoke Interior Design and Stephane Laroye Architects presented concept plans to the Board for the first and third floor of the Students' Union Building.

The meeting reviewed the designs of possible renovations with suggested use pattern changes, aesthetic options and furnishing recommendations.

17:00 McKenzie left the meeting.

17:15 Meeting guests from Terra Asset Management, Evoke Design and Stephane Laroye Architects left the meeting.

Douglas College Director of Facilities Chris Gardiner and Douglas College Director of Student Affairs Duane Seibel provided input into the design and recommended space use changes.

17:27 Representatives from Douglas College left the meeting.

Members discussed the renovation and considerations for the design and aesthetics of the spaces to be renovated. The Board provided positive input to the recommended design.

4. ADOPTION OF MINUTES

18/04/23:02 MOTION

Hundal/Pesklevits

Be it resolved that the minutes of the Board of Directors meeting held April 9, 2018 be adopted.

CARRIED

5. STANDING COMMITTEES REPORTS

5.1 Budget and Operations Committee

Beasley presented a preliminary budget for the building renovation. He said that the Board had received the budget a past meeting and authorized the project to proceed, but had not formally adopted the budget.

18/04/23:03 MOTION

Wittayaworapat/Ataiza

Be it resolved that the preliminary renovation budget be adopted as follows:

\$1,075,000 – Construction, Furnishings and other Hard Costs

\$75,000 – GST

\$225,000 – Design and Soft Costs

\$125,00 - Contingency

CARRIED

5.2 Organizational Development Committee

Hundal reported that the final image had been selected for the co-branded DSU/DC app, and that the work on the landing page was ongoing.

Hundal reported that the ongoing work of the portfolio had been transferred to Pesklevits as the incoming Director of College Relations.

5.3 Campaigns Working Group

Klassen reported on the final Working Group meeting of the year. They said that new general members would be selected to participate in the committee in the coming year.

5.4 Campus Life Working Group

Wittayaworapat reported on a meeting with the College regarding Edge 2018. He said that the meeting discussed planning for the 2018 event, and a discussion of expenditures from the 2017 year. He said that Student Engagement was taking responsibility for orientation, and that the change had the potential to improve Edge significantly.

Sullivan noted that Edge 2018 would be moved back a week in September.

Ataiza said that the meeting was very positive.

5.5 Other Committees, Collectives or Councils

No report was provided.

6. REPORT ON COLLEGE RELATIONS

6.1 Board of Governors

Pesklevits reported on the Training Group Entrepreneurial Awards event, scheduled for April 26, the same date as the Student Engagement Award Gala.

6.2 Education Council

Hundal reported on April meeting of the Education Council.

6.3 SMT Meeting and Joint Operations Committee

Hundal reported April 17 meeting of the College's Senior Management Team. She reported on the new Douglas College Tuition Fee Policy, and noted some suggestions put forward by the Students' Union.

6.4 General Relations with Douglas College

Beasley reported that the search process for the Associate Director, Student Affairs did not result in a successful hiring.

Pesklevits reported on the Printing Working Group meeting. She reported on issues identified at the meeting regarding the culture of printing and the lack of technology allowed in the classroom.

7. CONFIDENTIAL SESSION

18:05 the meeting moved in-camera.

7.1 Report of the Labour Committee

7.2 Legal Affairs

7.3 Motions Arising from the Confidential Session

18:17 the meeting moved ex-camera.

18/04/23:04 MOTION

Makwana/Ataiza

Be it resolved that CFS fees collected and held in trust be transferred to BCFS as the BC Component of CFS and CFSS.

CARRIED

8. OLD BUSINESS

8.1 Correspondence with CFS Regarding Petition and De-certification

Beasley reported on communications with CFS regarding the verification of the April 2017 petition submitted to the National Executive as part of the decertification process. He said that no communications had been received since CFS was provided the student list they had requested.

8.2 Orientation 2018

Sullivan reported on plans for the Students' Union's 2018 board orientation. She said that logistics details would be sent to members later in the week.

8.3 Policy Amendment – Health and Dental Plan

Klassen noted that at its past meeting, the Board served notice of motion and past first reading on Policy 40.06, meaning that the policy is due for adoption. They said that staff had not had sufficient time to study the provisions against current operations and consider possible needed amendments, and thus were recommending the adoption be deferred to the following meeting of the Board.

18/04/23:05 MOTION

Hundal/Pesklevits

Be it resolved that Policy 40.06 be adopted.

18/04/23:06 MOTION TO POSTPONE

Armutlu/Hundal

Be it resolved that Motion-18/04/09:04 be postponed to the following meeting.

CARRIED

18/04/23:05 POSTPONED

9. NEW BUSINESS

9.1 CFS Meeting

Klassen said that the CFS national general meeting was scheduled for June 9 to 12, 2018 in

Gatineau, Quebec. She said that the Board would select delegates to the meeting and consider serving resolutions to the meeting.

18/04/23:07 MOTION

Ataiza/Makwana

Be it resolved that Aran Armutlu and Steven Beasley be appointed as delegates to the June 2018 CFS general meeting.

CARRIED

18/04/23:08 MOTION

Wittayaworapat/Pesklevits

Be it resolved that the Executive be granted authority to serve resolutions to the June 2018 CFS general meeting.

CARRIED

9.2 Depreciation Report

Beasley presented a proposal to procure a depreciation report for the Students' Union Building to better predict capital maintenance and replacements required as the building ages.

18/04/23:09 MOTION

Ataiza/Pesklevits

Be it resolved that \$5,000 be allocated to the procurement of a depreciation report for the Students' Union Building.

CARRIED

9.3 Gallivan and Associates Annual User Group Meeting

Klassen said that customers of Gallivan and Associates may send up to two people to their annual user group meeting in Toronto. They said that the 2018 meeting was being held June 4 to 7, and the Executive was recommending that Beasley and Gordon attend the event.

18/04/23:10 MOTION

Hundal/Makwana

Be it resolved that Beasley and Gordon be designated to attend the Gallivan and Associates 2018 User Group meeting.

CARRIED

10. OTHER BUSINESS

Ho said that she sent a message to board members about changing over of emails, and she noted that emails would transition to new board members on the following Monday.

Sullivan noted that retiring members of the board would need to return their keys before April 30.

11. UPCOMING MEETINGS

Klassen said that the Board would meet next on May 3, at the Board Orientation.

12. ANNOUNCEMENTS

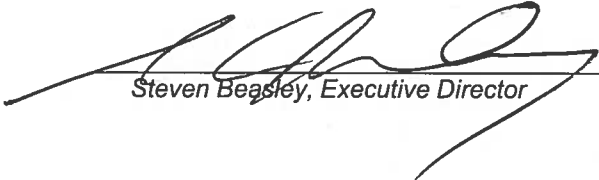
Klassen announced the dates of the photo shoot in the coming week.

13. ADJOURNMENT

18:45 the meeting adjourned.

Adopted by the Representative Committee on May 03, 2018


Tanysha Klassen, Chair


Steven Beasley, Executive Director