

# MINUTES

Douglas Students' Union Board of Directors  
Monday, January 20, 2020 – 4:30pm • New Westminster Campus

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Director of Finance.....	Abby Mitro
Women Students' Representative.....	Gurpinder Gaidu
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Nikiel Lal
Campus Representative.....	Klyde Ouano
Indigenous Students' Representative .....	Caitlin Spreeuw
Campus Representative.....	Amrita Ramkumar
Accessibility Representative .....	Daragh Drummond
Campus Representative.....	Joel Codoy (Joined 5:22)

## Board Members Absent

Director of College Relations .....	Telka Pesklevits
Director of Membership Development.....	Francis Ataiza

## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Organiser – Advocacy.....	Tracy Ho
Executive Director.....	Andrew Dalton
Services Coordinator.....	Ashley Gordon
Organizer – Campus Life .....	Deepa Singh
Accounting & Finance Coordinator .....	Roxana Matasa

## THE MEETING DECLARED QUORATE AT 4:44PM

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples.

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

**20/01/20:01 MOTION**  
Ramkumar/Drummond  
Be it resolved that the agenda be adopted.  
**CARRIED**

**20/01/20:02 MOTION**  
Sundmark/Mitro  
Be it resolved that the resignation of Telka Pesklevits be received.  
**CARRIED**

### 3. ADOPTION OF MINUTES

**20/01/20:03 MOTION**  
Spreeuw/Gaidu  
Be it resolved that the minutes of the Board of Directors meeting held December 9, 2019 be adopted.  
**CARRIED**

**4. STANDING COMMITTEES REPORTS**

**4.1 Budget and Operations Committee**

Nothing to report.

**4.2 Organizational Development Committee**

Sullivan reported that all swag materials for the winter order have been received.

Gamayo reported that he and Ataiza will be scheduling next volunteering training session soon.

**4.3 Campaigns Working Group**

Gamayo reported that the working group have not met but reps should be keeping in mind the upcoming Douglas College budget consultation being held January 31.

**4.4 Campus Life Working Group**

Nothing to report.

**4.5 Other Committees, Collectives or Councils**

Drummond reported that "Find your Chill" is being held this Wednesday, January 22 at the Coquitlam campus. Attendees of the event will be working on guided vision boards.

**5. REPORT ON COLLEGE RELATIONS**

**5.1 Board of Governors**

Lal thanked the Board for all their work on campus. Lal is the first elected student of the Board of Governors that will be sent to an external conference. He will be attending the CI Canada conference May 3-5, 2020, in Montreal. The conference brings together representatives from all Colleges and Institutes across the country.

**5.2 Education Council**

Tang reported on business at recent Education Council meetings. At the meeting in December, the council approved program revisions for multiple programs, added more math course requirements, and approved 93 curriculum guidelines.

Ho reported on the updates to the academic integrity policy to reflect actual practices. In the past, there have been many appeals because of technicalities. Changes to the policy are to avoid issues and reflect regular practices and needs.

The Academic Integrity Module approved and Shawn Tyakoff send thanks to the DSU for feedback

Ho reminded the Board of the Coat of Arms unveiling tomorrow in the New West concourse and through the screens in the AB atrium in Coquitlam.

**5.3 SMT Meeting and Joint Operations Committee**

Dalton reported that SMT is meeting tomorrow and Chirino will be in attendance to question the proposed raise of international student tuition.

**5.4 General Relations with Douglas College**

Spreeuw reported that she met with Chelsea and Sarah from IMPACTS. On February 14, there is a March through downtown for the Missing and Murdered indigenous women. Conversations of the meeting surrounding looking at ways to provide more information to students and providing letters of condolences to families. Logistics to join march are still being worked out but will be revealed once finalized. Ho talked about attending the march in the past and the logistics.

Spreeuw also reported on the Showing of the film Grizzlies. The date has yet to be determined but will be held in March. DSU and IMPACTS will be collaborating for the event.

Gamayo reported on the gym closure and we should be having those conversations with the College.

Sullivan reported on services fair at the Coquitlam campus and the cancellation of the event at the New West campus due to snow that will not be re-scheduled.

**6. CONFIDENTIAL SESSION**

**6.1 Report of the Labour Committee\***

**6.2 Legal Affairs\***

**6.3 Motions Arising from the Confidential Session**

**EX CAMERA - 5:09**

**7. OTHER BUSINESS**

**7.1 Period Promise Campaign**

**20/01/20:04**

**MOTION**

Ramkumar/Tang

Be it resolved that the Douglas Students' Union officially endorse and sign on to the Period Promise Campaign.

**CARRIED**

**7.2 BCFS 38th Annual General Meeting**

Mitro and Lal reported back on the meeting. Mitro reported that all the workshops and sessions were well received by those in attendance with great presentations from the United Way, Minister Mark, and MLA Bowinn Ma. The campaigns forum moved the focus of the next few weeks to the Grants not Loans campaign.

**7.3 2020 Board of Directors Orientation**

Singh reported on options for the new director orientation in the spring. She looked at 10 different places between Whistler and resorts that cater to our type of event. The board reviewed the quotes presented and discussed what was included. Crystal Lodge in Whistler is significantly lower in price than other quotes obtained and cheaper than years past.

**20/01/20:05**

**MOTION**

Jamisola/Sundmark

Be it resolved that Singh be empowered to book the Crystal Lodge hotel in Whistler for spring orientation.

**CARRIED**

**7.4 2020 DSU Electoral Committee**

**20/01/20:06**

**MOTION**

Spreeuw/Chirino

Be it resolved that Kate Feeney be hired as the CRO for the elections in an oversight role for \$1000 and

Be it further resolved that the Electoral Committee be made up of Dalton (DRO), Gamayo, Mitro, and Grenier be approved.

**CARRIED**

**7.5 First Aid**

**20/01/20:07**

**MOTION AS AMENDED**

Lal/Tang

Be it resolved that members of the Board of Directors be approved to enroll in the first aid courses held at Douglas College through Vital Link.

**CARRIED**

**7.6 DSU AGM**

The Board discussed the upcoming AGM. Ho reported that the AGM will be filmed for the DSU promotional video. The board discussed who will be making presentations of the annual report. The list is as follows:

**Presentations**

Campaigns – Codoy/Chirino  
collectives – Gaidu/Drummond  
Gov/College Relations – Gamayo/Lal  
Campus Life – Ramkumar/Tang  
Internal Affairs – Mitro/Sundmark  
Services – Ataiza/Jamisola

**8. UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday January 27 NW
- Monday February 3 COQ
- Monday February 24 NW
- Monday March 9 COQ
- Monday March 23 NW
- Monday April 6 COQ
- Monday April 20 NW

**9. ANNOUNCEMENTS**

Sullivan reported that Clubs Fair this week will be very busy. With the College renovation in progress, there is a lack of space for tables and some clubs have had to be turned away.

**10. ADJOURNMENT -5:43**

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*Adopted by the Representative Committee on January 27, 2020*

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*Nikiel Lal, Director*

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*Andrew Dalton, Executive Director*

# MINUTES

Douglas Students' Union Board of Directors  
Monday, January 27, 2020 – 4:30pm • New Westminster Campus

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Director of Finance.....	Abby Mitro
Women Students' Representative.....	Gurpinder Gaidu
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Nikiel Lal
Campus Representative.....	Klyde Ouano
Indigenous Students' Representative .....	Caitlin Spreeuw
Campus Representative.....	Amrita Ramkumar
Director of Membership Development.....	Francis Ataiza

## Board Members Absent

Accessibility Representative .....	Daragh Drummond
Campus Representative.....	Joel Codoy

## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Organiser – Advocacy.....	Tracy Ho
Executive Director.....	Andrew Dalton
Organizer – Campus Life .....	Deepa Singh
Accounting & Finance Coordinator .....	Roxana Matasa

## Guests Present

Tomkins Wozny CPA. ....	Erik Allas
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## GAMAYO DECLARED THE MEETING QUORATE: 4:35 PM

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples.

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

**20/01/27:01 MOTION**  
Lal/Jamisola  
Be it resolved that the agenda be adopted.  
**CARRIED**

### 3. ADOPTION OF MINUTES

**20/01/27:02 MOTION**  
Ataiza/Gaidu  
Be it resolved that the minutes of the Board of Directors meeting held January 20, 2020 be adopted.  
**CARRIED**

### 4. 2019 AUDITED FINANCIAL STATEMENTS

Allas provided an overview of the audited financial statements to the Board of Directors. Allas reported on the

positive financial position of the Douglas Students' Union and that the opinion of Tompkins Wozny LLP is that the finances of the Students' Union are in accordance with the Canadian non-profit standards for accounting. Allas applauded the Board for their oversight in governing the finances and to Matasa for her meticulous work with the finances.

**20/01/27:03      MOTION**  
Sundmark/Tang  
Be it resolved that 2019 audited financial statements be adopted.  
**CARRIED**

**20/01/27:04      MOTION**  
Abby/Amrita  
Be it resolved that Tompkins Wozny LLP be recommended to the annual general meeting as the auditor for the 2019 fiscal year.  
**CARRIED**

## 5. STANDING COMMITTEES REPORTS

### 5.1 Budget and Operations Committee

Nothing to report.

### 5.2 Organizational Development Committee

Ataiza reported on a meeting held to review and count all materials and work on separating the materials into tiers for prizes.

Ataiza and gamayo reported they are working on figuring out a day for volunteer training. Sullivan reported that Student life are also doing training this week.

### 5.3 Campaigns Working Group

The board had an extensive conversation on the logistics of the Douglas College budget presentation being held Friday, January 31 at 12:30. Ho reported the time of budget forum is not ideal for student participation. The board discussed strategies on how to approach the Budget Forum. Reps and all students are encouraged to participate in the process and provide feedback on how financial changes and fee raises affect their personal lives.

### 5.4 Campus Life Working Group

Nothing to report

### 5.5 Other Committees, Collectives or Councils

Chirino reported on the Standing Awards Committee. Some of the new donors have stipulated that "residents only" are eligible. Further clarification is required on the parameters for awards and Chirino will report back after the next committee meeting.

Jamisola gave thanks to reps for taking time to come by to say hello to the Collective and encouraged reps to introduce themselves to the group.

## 6. REPORT ON COLLEGE RELATIONS

### 6.1 Board of Governors

Lal reported on the budget and the discussion of raising tuition fees. The discussion focused on the purpose of the tuition raise. Lal reported that the increase was justified by looking towards future growth of the institution through renovations, future projects, and bigger spaces.

Ho reported on changes in government equal to changes in access to the Board of Governors and the we should be lobbying those board members put in by the NDP government.

Lal further reported that the President Denton acknowledged that moving forward after the 6% increase over two years, the college will be moving forward with 2% annual to fall in line with domestic increases. This is the result of potential upcoming government regulations that will cap international increases to the same rate as domestic increases.

The board further discussed the increases and ways to approach the budget consultation to voice concerns over the increase and the lack of notice for existing students.

**6.2 Education Council**

Nothing to report.

**6.3 SMT Meeting and Joint Operations Committee**

Chirino reported that she had attended the recent SMT meeting and had brought forward the same concerns concerning international tuition fee increases.

**6.4 General Relations with Douglas College**

Sullivan reported that the Student Engagement Awards are scheduled for April 23<sup>rd</sup> and will get confirmation of invitation soon.

**7. CONFIDENTIAL SESSION**

**7.1 Report of the Labour Committee\***

**7.2 Legal Affairs\***

**7.3 Motions Arising from the Confidential Session**

**8. OTHER BUSINESS**

**8.1 Festival and Learning Conference**

20/01/27:05

**MOTION**

Eric/Amrita

Be it resolved that Tracy Ho be sent as a staff delegate to the Festival of Learning conference May 11-13, 2020.

**CARRIED**

**8.2 Environmental Issues Working Group**

Chirino brought forward the idea of creating an Environmental Issues working group to discuss environmental issues on campus and in our communities. Ho suggested that the group refer the idea to the executive to create a framework for the working group.

20/01/27:06

**MOTION TO REFER**

Spreeuw/Gaida

Be it resolved that the Environmental Issues working group be referred to the Executive for consideration.

**CARRIED**

**8.2 DSU AGM Presentation**

Ho and Sullivan presented the finalized version of the AGM presentation and the board discussed their roles in the presentation.

**9. UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday February 3 COQ
- Monday February 24 NW
- Monday March 9 COQ
- Monday March 23 NW
- Monday April 6 COQ
- Monday April 20 NW

**10. ANNOUNCEMENTS**

Tang announced that representatives from the JIBC Students' Union will be attending our AGM.

**11. ADJOURNMENT 5:42PM**

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*Adopted by the Representative Committee on February 03, 2020*

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*Nikiel Lal, Director*

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*Andrew Dalton, Executive Director*



# MINUTES

Douglas Students' Union Board of Directors  
Monday, February 3, 2020 – 4:30pm • Coquitlam Campus

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## Board Members Present

Campus Representative.....	Sherlyn Tang (call-in)
Director of Campus Life .....	Melissa Chirino
Director of Finance.....	Abby Mitro
Women Students' Representative.....	Gurpinder Gaidu
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Nikiel Lal
Indigenous Students' Representative .....	Caitlin Spreeuw

## Board Members Absent

Accessibility Representative .....	Daragh Drummond
Campus Representative.....	Joel Coday
Director of Membership Development.....	Francis Ataiza
Campus Representative.....	Amrita Ramkumar
Campus Representative.....	Klyde Ouano

## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Executive Director .....	Andrew Dalton
Services Coordinator.....	Ashley Gordon

## GAMAYO DECLARED THE MEETING QUORATE AT 4:36PM

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the Coast Salish peoples.

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

**20/02/03:01 MOTION**  
Lal/Mitro  
Be it resolved that the agenda be adopted.  
**CARRIED**

### 3. ADOPTION OF MINUTES

**20/02/03:02 MOTION**  
Sundmark/Spreeuw  
Be it resolved that the minutes of the Board of Directors meeting held January 27, 2020 be adopted.  
**CARRIED**

### 4. STANDING COMMITTEES REPORTS

#### 4.1 Budget and Operations Committee

Mitro reported that the committee will be meeting soon to go over grant fund applications for the Kinesiology conference.

#### 4.2 Organizational Development Committee

Sullivan reported on volunteer training for next week. Gamayo confirmed that Monday training will take place in Coquitlam and Wednesday on the New West campus.

#### 4.3 Campaigns Working Group

Nothing to report.

**4.4 Campus Life Working Group**

Chirino reported that the working group has not met and that the Chilli event was very well received with students preferring the vegetarian option.

**4.5 Other Committees, Collectives or Councils**

Gaidu reported on the upcoming Women's collective event that will include a screening of "My name was January."

**5. REPORT ON COLLEGE RELATIONS**

**5.1 Board of Governors**

Nothing to report.

**5.2 Education Council**

Nothing to report.

**5.3 SMT Meeting and Joint Operations Committee**

Nothing to report.

**5.4 General Relations with Douglas College**

The board discussed the Douglas College Budget consultation. Seven members of the board and two staff were in attendance. No other students were in attendance as the budget consultation was held on a Friday afternoon, which students often find difficult to attend. The budget included a breakdown of the increase to International fees and showed that they will surpass government funding as the main source of revenue for the institutions budget. Members of the board posed meaningful questions during the consultation on access to the gym, college services, the privatization of BC institutions through the reliance on International students, increases to International department staffing, and prioritization of future renovations in long-term planning. Mitro suggested a the presentation that the process of budget consultations could be better in the future with better involvement of the Students' Union.

Spreeuw reported that Friday, February 14 the March for Missing and Murdered Indigenous Women will be held in Vancouver and encouraged reps to attend. Anyone looking to take part will be meeting at the New West campus at 10 to head downtown. More details will follow this week when available.

**6. CONFIDENTIAL SESSION**

**6.1 Report of the Labour Committee\***

**6.2 Legal Affairs\***

**6.3 Motions Arising from the Confidential Session**

**7. RATIFICATION OF CLUBS**

20/02/03:03

**MOTION**

Chirino/Sundmark

Be it resolved that the following list of clubs be ratified as of February 1, 2020 to September 30, 2020.

Ignite Ministries  
Korean Club  
Project Management Student Association  
Talent Club  
Baha'i Club  
Entrepreneurship Club  
Criminology Association  
Geology/Rockbound

Debates Club  
Ultimate Frisbee  
Creative Writers Club

**CARRIED**

**8. OTHER BUSINESS**

**8.1 Student Grant Fund**

Mitro and Dalton reported that multiple applications have been submitted. Most of the applications are for the Kinesiology conference and will be discussed once all applications have been submitted. Dalton provided an overview of the grant application submitted by Seren Friskie to attend and present at the Congress of the Humanities and Social Sciences conference in London, Ontario May 30 to June 5, 2020. Friskie has applied for other funding through the College but has yet to hear back on those applications.

**20/02/03:04 MOTION**

Chirino/Mitro

Be it resolved that the application to the Student Grant fund submitted by Seren Friskie to attend the Congress of the Humanities and Social Sciences May 30 – June 5, 2020 be approved for up to \$1500 to include accommodation, flights, and registration.

**CARRIED**

**8.2 BCFS Deals App**

Sullivan reported on the video call training for the Deals App. The new app is up and running and free for students. Sullivan reported that we will be working soon on getting it back on the radar to be getting new deals for members. The new app differs from old programs as it is a continuous process throughout the year of acquiring deals. Directors should start thinking of deals they would like to work on acquiring.

**8.3 Douglas College Appeals Committee**

Dalton reported that since the resignation of Pesklevits at the start of January, 2020, there is a vacancy on the appeals committee that needs to be filled. Mitro and Sundmark both reported that they would be interested in being apart of the appeals committee.

**20/02/03:05 MOTION**

Lal/Spreeuw

Be it resolved that Mitro and Sundmark be appointed to the Douglas College appeals committee.

**CARRIED**

**8.4 Canadian University Queer Services Conference**

The board discussed sending Jamisola and a member of the pride collective to the Canadian University Queer Services Conference in Regina February 20-23, 2020. The cost for the event will include flights, accommodation, and the registration fee.

**20/01/20:06 MOTION**

Chirino/Mitro

Be it resolved that Jamisola and DSU member Emiliana Peace be sent as delegates to the Canadian University Queer Services Conference February 20-23, 2020.

**CARRIED**

### **8.5 Health and Dental Plan**

Dalton reported on the current status of the agreements with Gallivan and Greenshield. As per DSU policies, the board of directors must go through an official process every three years to evaluate the plan and the current broker agreements. This is to ensure the board of directors are doing their due diligence for financial accountability. Aptus Benefits Consulting is a local Vancouver company that has worked with other students' unions to do similar work.

**20/01/20:07**

**MOTION**

Sundmark/Gaidu

Be it resolved that Aptus Benefits Consulting be retained to conduct an RFP process for the student health and dental benefit plan.

**CARRIED**

### **9. UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday February 24 NW
- Monday March 9 COQ
- Monday March 23 NW
- Monday April 6 COQ
- Monday April 20 NW

### **10. ANNOUNCEMENTS**

Announcements may be made at this time.

### **11. ADJOURNMENT 5:19**

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*Adopted by the Representative Committee on February 24, 2020*

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*Nikiel Lal, Director*

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*Andrew Dalton, Executive Director*

# MINUTES

Douglas Students' Union Board of Directors  
Monday, February 24, 2020 – 4:30pm • New Westminster Campus

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## Board Members Present

Campus Representative..... Sherlyn Tang  
Director of Campus Life ..... Melissa Chirino  
Women Students' Representative..... Gurpinder Gaidu  
Campus Representative..... Eric Sundmark  
Pride Representative..... Mae Jamisola  
Director of External Relations ..... Mitchel Gamayo  
Campus Representative..... Nikiel Lal  
Campus Representative..... Amrita Ramkumar  
Campus Representative..... Klyde Ouano (4:38)

## Board Members Absent

Accessibility Representative ..... Daragh Drummond  
Director of Membership Development..... Francis Ataiza  
Campus Representative..... Joel Codoy  
Indigenous Students' Representative ..... Caitlin Spreeuw  
Director of Finance..... Abby Mitro

## Staff Present

Organiser – Membership Outreach..... Delaney Sullivan  
Executive Director..... Andrew Dalton  
Services Coordinator..... Ashley Gordon  
Organiser – Advocacy..... Tracy Ho  
Accounting & Finance Coordinator ..... Roxana Matasa

## Guest Present

Director, United Way of the Lower Mainland..... Neal Adolph

## Gamayo declared the meeting quorate at 4:33

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the QayQayt nation and Coast Salish peoples.

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

20/02/24:01

#### MOTION

Ramkumar/Chirino

Be it resolved that the agenda be adopted.

**CARRIED**

### 3. ADOPTION OF MINUTES

20/02/24:02

#### MOTION

Jamisola/Tang

Be it resolved that the minutes of the Board of Directors meeting held February 3, 2020 be adopted.

**CARRIED**

**4. UNITED WAY PERIOD PROMISE**

Neal Adolph, Director, CLC Labour Participation, United Way of the Lower Mainland, was in attendance for the official signing of the Period Promise Policy Agreement.

Adolph introduced himself and his position as Interior Lead of the campaign. He explained the history of the organization and the strategies put in place to move the campaign forward. Since the introduction of the campaign over 10,000 people have access to menstrual products through their employers. He is currently working with BCFS to create a campaign tool kit and campaign materials. Adolph welcomed volunteers for an event taking place in March to count incoming product (estimated at 100,000 units) that will be then packaged up and sent out to organizations in need. They are currently working with the provincial government on a project to track data after giving out products to 10 non-profit organizations. The report will be created later this year from the results and from the results of a survey currently being circulated and on the website.

**20/02/24:03 MOTION AS AMENDED**

Sundmark/Gaidu

Be it resolved that a donation of \$500 be made to the Period Promise Campaign.

**CARRIED**

4:48pm – Board of Directors moved the meeting to the L3 lounge for the official signing of the Period Policy Agreement – official endorsed at the meeting of the Board of Directors January 20, 2020.

5:00pm – Board of Directors returned to room 207 to resume regular business. Adolph left the meeting.

**5. STANDING COMMITTEES REPORTS****5.1 Budget and Operations Committee**

Sundmark reported on the Budget and Operations committee. He reported that an updated construction budget has been received and incorporates all the recommended changes from the Board of Directors. The construction budget for the L2 renovation is \$1,132,000 and the committee recommends the adoption of the budget.

Sundmark reported on the proposed policy changes to 20.05 Board Member Compensation and Reporting that is being presented as a first reading later in the meeting.

Sundmark reported on the Student Grant Fund applications that were approved at the committee meeting. The Budget and Operations Committee is responsible for the review and approval of all Student Grant Fund applications. 12 applications were received and all were approved for the Kin Games at Brock University in Ontario in March. 11 of the applications were approved for their registration and travel for \$860.90, while the remaining application, for Board Member Lal, was approved for their registration and part of their travel up to \$900 as their flights were more expensive and their travel was extended for professional development reasons.

Dalton further reported on the L2 renovation project and presented the final budget for approval. Dalton and the board discussed the logistics of moving out of the offices and where the board and staff will be situated during the renovation. Dalton discussed with the board the idea of approving the purchase of a new PC laptop for Matasa to use during the renovation to ensure that there are no disruptions to the finances of the union.

Matasa presented a thorough cashflow analysis of the DSU investments. She provided an overview of the funds required for the project and the funds that need to be reinvested with Envision Financial.

**20/02/24:04      MOTION**  
 Sundmark/Gaidu  
 Be it resolved that the renovation budget be adopted as follows for a total of \$1,132,000:  
 \$801,000 – Construction, Furnishings and other Hard Costs  
 \$50,000 – GST  
 \$201,000 – Design and Soft Costs  
 \$80,000 - Contingency

**CARRIED**

**20/02/24:05      MOTION**  
 Lal/Jamisola  
 Be it resolved that \$1,700,000 be reinvested into a GIC with Envision Financial at a minimum of 2% for no less than 1 year; and  
 Be it further resolved that \$600,000 be invested into a cashable one (1) year term deposit.

**CARRIED**

**20/02/24:06      MOTION**  
 Ramkumar/Ouano  
 Be it resolved that the purchase of a new laptop be approved at a cost of up to \$1600 to be used by the Accounting & Finance Coordinator during the renovations.

**CARRIED**

**5.2 Organizational Development Committee**

Nothing to report.

**5.3 Campaigns Working Group**

Ho reported on plans for OER week and discussed the purchase of a mailbox for students to put their campaign letters into while tabling. Gamayo included that reps should be ensuring they are refreshed on materials to ensure they are educated on our campaigns.

**5.4 Campus Life Working Group**

Chirino reported that the committee will be meeting Tuesday at 1pm in Coquitlam to go over new ideas for events.

**5.5 Other Committees, Collectives or Councils**

Sullivan reported on Clubs council. Newly ratified clubs were invited for first hour, while returning clubs were invited just for the second hour. Asked for feedback. The most common complaint was not only the prices but also the contract with Chartwells as clubs with small budgets cannot afford the costs associated with Chartwells and many clubs expressed the desire for more support for social media.

Gaidu reported on the viewing of “My Name is January” event. The event was very well attended with more than 65 people. The event included a great discussion. Upcoming events include the Impacts event, International Women’s Day events and the Period Promise panel. Some of the event dates have been changed so schedules may be affected.

**6. REPORT ON COLLEGE RELATIONS**

**6.1 Board of Governors**

Lal reported that the next meeting is March 19 and that the by-election is complete and Harshit Bansal has been elected.

**6.2 Education Council**

Tang and Ho reported that Edco will be holding info sessions about EdCo. There is also a survey out for all students to fill out. Ho reported that the survey is not very accessible and it is quite extensive. If reps are interested in completing the survey, to reach out to Ho or Dalton.

As Bansal has been elected to the Board of Governors, he must give up his seat on EdCo and there will be a by-election. The By-election will be held at same time as the regular election for next term.

Gamayo asked for clarification about the info sessions. Ho reported that they will be conducted by the Chair and Vice-chair as information sessions concerning the work of the council. They will potentially be recorded so that more students can access the information.

**6.3 SMT Meeting and Joint Operations Committee**

Dalton reported on the SMT meeting. Very little feedback was provided from SMT concerning the DSU Budget recommendations. Other constituencies in attendance praised the work of the DSU for the recommendations.

**6.4 General Relations with Douglas College**

Gaidu reported on meeting with Meg Stainsby, Special Projects Officer, about the Sexual Violence and Misconduct Policy. The meeting was attended by Spreeuw, Jamisola, Ho, and Gaidu. The reps provided lots of feedback that was well received including research on Langara's policy to show a more effective policy. Jamisola reported on the shortfalls of this institution compared to better resources of a university. Ho reported on the work being done in this process with lots of resources invested into the renewal of the policy.

**In-camera: 5:55pm**

**7. CONFIDENTIAL SESSION**

**7.1 Report of the Labour Committee\***

**7.2 Legal Affairs\***

**7.3 Motions Arising from the Confidential Session**

**Ex-camera: 6:04pm**

**8. RATIFICATION OF CLUBS**

Sullivan reported that Apics have provided all the necessary signatures to for club ratification.

**20/02/24:07**

**MOTION**

Ramkumar/Tang

Be it resolved that the club Apics be ratified as of February 1, 2020 to September 30, 2020.

**CARRIED**

**20/02/24:08**

**MOTION**

Chirino/Ouano

Be it resolved that the deadline for funding requests for Apics be extended to March 9, 2020.

**CARRIED**

Sullivan provided an overview of the funding requests, totalling \$2,800.

**20/02/24:09**

**MOTION**

Ramkumar/Tang

Be it resolved that club allocations be granted as per schedule 1 – Club Funding Allocations for winter 2020 (attached).

**CARRIED**

**9. OTHER BUSINESS**

**9.1 Policy and Procedure Amendments**

**20/02/24:10**

**MOTION**

Jamisola/Sundmark



Be it resolved that notice and motion of first reading be served on amendments to Policy 20.05 Board Member Compensation and Reporting.

**CARRIED**

### 9.2 DSU 2020 Election

Dalton presented the election report to the board, including an overview of the process, voting rates, and recommendations received for future elections.

**20/02/24:11 MOTION**

Ramkumar/Tang

Be it resolved that the results of the 2020 general election be received.

**CARRIED**

**20/02/24:12 MOTION**

Chirino/Lal

Be it resolved that the ballots and election materials be destroyed.

**CARRIED**

### 9.3 Canadian University Queer Services Conference

Jamisola reported on the conference. She reported that it was a very positive experience and would recommend future reps attend. Positive aspects of the conference included networking opportunities, family gathering style meetings, excellent workshops, and positive connections made with students from Capilano and OCSU. Jamisola discussed the potential for collaboration with Capilano for pride week.

**20/02/24:13 MOTION**

Gaidu/Chirino

Be it resolved that Jamisola and Esmeralda Laith Al-Imami be ratified as delegates for the Canadian University Queer Services Conference February 20-23, 2020 at a total cost of \$2146.06.

**CARRIED**

### 9.4 Moosehide Campaign

Ho explained that the campaign is a social movement led by Indigenous and non-Indigenous men to end violence against women and children. Today is the day of action for the campaign.

**20/02/24:14 MOTION**

Jamisola/Ouano

Be it resolved that the Douglas Students' Union officially endorse the Moose Hide Campaign.

**CARRIED**

**20/02/24:15 MOTION AS AMENDED**

Ramkumar/Sundmark

Be it resolved that a donation of \$500 be made to the Moose Hide Campaign.

**CARRIED**

## 10. UPCOMING MEETINGS

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday March 9 COQ
- Monday March 23 NW
- Monday April 6 COQ
- Monday April 20 NW

**11. ANNOUNCEMENTS**

Chirino reported on changes to the bulletin board instruction sheet. Gordon reported that posters would be put up on Tuesdays in New West with student staff and Wednesdays in Coquitlam.

Sullivan reported that during her vacation if there are issues with schedules, just talk to other staff.

**12. ADJOURNMENT 6:28**

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*Adopted by the Representative Committee on March 09, 2020*

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*Nikiel Lal, Director*

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*Andrew Dalton, Executive Director*

# MINUTES

Douglas Students' Union Board of Directors  
Monday, March 9, 2020 – 4:30pm • Coquitlam Campus

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Women Students' Representative.....	Gurpinder Gaidu (Call-In)
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Klyde Ouano
Director of Membership Development.....	Francis Ataiza (Call-In)
Indigenous Students' Representative .....	Caitlin Spreeuw
Director of Finance.....	Abby Mitro

## Board Members Absent

Accessibility Representative .....	Daragh Drummond
Campus Representative.....	Joel Codoy
Campus Representative.....	Amrita Ramkumar
Campus Representative.....	Nikiel Lal

## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Executive Director .....	Andrew Dalton

Gamayo declared quorate at 4:

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson will acknowledge the territory of the QayQayt nation and Coast Salish peoples.

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

20/03/09:00 MOTION

/

Be it resolved that the agenda be adopted.

### 3. ADOPTION OF MINUTES

20/03/09:00 MOTION

/

Be it resolved that the minutes of the Board of Directors meeting held February 24, 2020 be adopted.

### 4. STANDING COMMITTEES REPORTS

#### 4.1 Budget and Operations Committee

Mitro will report on the work of the committee since the past meeting.

Dalton will provide an update on construction since the past meeting.

#### 4.2 Organizational Development Committee

Ataiza will report on the work of the Committee since the past meeting.

#### 4.3 Campaigns Working Group

Gamayo will report on the work of the Working Group since the past meeting.

#### 4.4 Campus Life Working Group

Chirino will report on the work of the Working Group since the past meeting.

#### **4.5 Other Committees, Collectives or Councils**

Other Committees, Collectives or Councils may report on their work since the past meeting of the Board.

### **5. REPORT ON COLLEGE RELATIONS**

#### **5.1 Board of Governors**

Lal will report on matters related to the College Board.

#### **5.2 Education Council**

Ho and Tang will report on matters related to the Council and provide feedback on the Council Bylaws.

#### **5.3 SMT Meeting and Joint Operations Committee**

Dalton will report on recent meetings of the College's Senior Management Team and other matters related to the relations with Douglas College's senior administration.

#### **5.4 General Relations with Douglas College**

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

### **6. CONFIDENTIAL SESSION**

#### **6.1 Report of the Labour Committee\***

#### **6.2 Legal Affairs\***

#### **6.3 Motions Arising from the Confidential Session**

### **7. OTHER BUSINESS**

#### **7.1 Canadian Centre for Policy Alternatives**

**20/03/09:00**     **MOTION**

/

Be it resolved that the annual contribution of \$1000 to the Canadian Centre for Policy Alternatives be approved.

#### **7.2 Policy and Procedure Amendments**

**20/03/09:00**     **MOTION**

/

Be it resolved that Policy 20.05, Board Member Compensation and Reporting, be adopted as amended.

#### **7.3 24<sup>th</sup> Annual Client Advisory Council Conference**

**20/03/09:00**     **MOTION**

/

Be it resolved that Dalton and Sundmark be approved as delegates to the 24<sup>th</sup> Annual Gallivan Client Advisory Council Conference June 1<sup>st</sup>, 2020 in Parkville, BC.

### **8. UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday March 23 NW
- Monday April 6 COQ
- Monday April 20 NW

### **9. ANNOUNCEMENTS**

Announcements may be made at this time.

**10. ADJOURNMENT**

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ad/sb CUPE 2396

# MINUTES

Douglas Students' Union Board of Directors  
Monday, March 9, 2020 – 4:30pm • Coquitlam Campus

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Women Students' Representative.....	Gurpinder Gaidu (Call-In)
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Klyde Ouano
Director of Membership Development.....	Francis Ataiza (Call-In)
Indigenous Students' Representative .....	Caitlin Spreeuw
Director of Finance.....	Abby Mitro
Campus Representative.....	Joel Codoy

## Board Members Absent

Accessibility Representative .....	Daragh Drummond
Campus Representative.....	Amrita Ramkumar
Campus Representative.....	Nikiel Lal

## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Executive Director.....	Andrew Dalton

## GAMAYO DECLARED THE MEETING QUORATE AT 4:41

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the QayQayt nation and Coast Salish peoples.

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

20/03/09:01     **MOTION**  
Tang/Codoy  
Be it resolved that the agenda be adopted.  
**CARRIED**

### 3. ADOPTION OF MINUTES

20/03/09:02     **MOTION**  
Spreeuw/Sundmark  
Be it resolved that the minutes of the Board of Directors meeting held February 24, 2020 be adopted.  
**CARRIED**

### 4. STANDING COMMITTEES REPORTS

#### 4.1 Budget and Operations Committee

Mitro reported that timesheets for the current pay period are due today.

Dalton provided an update on construction and reminded Reps that their desks and offices need to be cleared out by March 25 so that furniture can be moved downstairs into storage.

#### 4.2 Organizational Development Committee

Ataiza reported that he will continue working on cleaning up the storage room on L1 and if Reps are interested in helping, they should get in touch with him.

#### 4.3 Campaigns Working Group

Gamayo reported on updates from the IT advisory committee concerning upcoming changes to banner. The committee is looking to form a working group to come up with new name for myaccount

as it has caused some confusion with students.

Thank you cards and scripts will be ready for next week concerning faculty that use OERs. If classes don't have OERS the cards and scripts will encourage students to be asking their faculty for them.

Gamayo reported that we will be theming the beverage garden around the campaign Fairness for International Students. Planning committee to meet next week to think of games and ideas to push campaign to our members.

All Reps should be filling out the online thank you form directed to the government for implementing a grants program.

All Reps are encouraged to review campaigns so that when tabling, they are clear with their messaging to our members.

#### **4.4 Campus Life Working Group**

Chirino reported that we will be looking at changing the format of our upcoming food event and will be showing those plans in the next couple of days. Chirino reported that she will be attending an EDGE meeting tomorrow to begin planning for the fall and therapy dogs events are happening this week on both campuses.

#### **4.5 Other Committees, Collectives or Councils**

Gaidu reported on the Period Politics event tomorrow evening. She asked Reps to please try to get out and join the event. Some buttons still need to be made for the end of the month event if anyone has availability. She encouraged Reps to take these events seriously as they would any other event and to help out if Reps can.

Caitlin reported on the February 14 March for Missing and Murdered Indigenous Women. Attendees met in concourse and travelled downtown together. The march was very powerful and emotional and included prayers and medicinal healing.

### **5. REPORT ON COLLEGE RELATIONS**

#### **5.1 Board of Governors**

Dalton reported that elections for the Board of Governors are open and ongoing. Reps were encouraged to think of members they believed would be a good fit for that position and to talk to Dalton about the process if they are interested.

#### **5.2 Education Council**

Dalton also reported on the EdCo elections and the ongoing EdCo survey. Reps that are interested in the elections or taking part in the survey were encouraged to reach out to Ho.

#### **5.3 SMT Meeting and Joint Operations Committee**

Nothing to report.

#### **5.4 General Relations with Douglas College**

Dalton reported on the upcoming candidate forum for the College for the Director of Student Affairs and Services. Dalton will be attending the two forums with Chirino, Gaidu, Ataiza, and Sundmark.

Dalton further reported on a meeting with Shannon McInnes, Manager, Philanthropic Relations, Douglas College Foundation and Alumni Relations. McInnes was hired in December and requested a meeting to discuss future collaboration with the DSU concerning bringing vendors to campus and correspondence from Royal Bank to come to campus. Dalton let McInnes that the DSU was not interested in partnering with Royal Bank and if any agreements were made with other vendors coming to campus, the DSU would want any proceeds to be set aside for students in the form of grants.

**In-camera: 5:00**

### **6. CONFIDENTIAL SESSION**

#### **6.1 Report of the Labour Committee\***

#### **6.2 Legal Affairs\***

**6.3 Motions Arising from the Confidential Session**

Ex-camera 5:33

**7. OTHER BUSINESS**

**7.1 Canadian Centre for Policy Alternatives**

20/03/09:03

**MOTION**

Mitro/Sundmark

Be it resolved that the annual contribution of \$1000 to the Canadian Centre for Policy Alternatives be approved.

**CARRIED**

**7.2 Policy and Procedure Amendments**

20/03/09:04

**MOTION**

Spreeuw/Ouano

Be it resolved that Policy 20.05, Board Member Compensation and Reporting, be adopted as amended.

**CARRIED**

**7.3 24<sup>th</sup> Annual Client Advisory Council Conference**

20/03/09:05

**MOTION**

Jamisola/Chirino

Be it resolved that Dalton and Sundmark be approved as delegates to the 24<sup>th</sup> Annual Gallivan Client Advisory Council Conference June 1<sup>st</sup>, 2020 in Parksville, BC.

**CARRIED**

**8. UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday March 23 NW
- Monday April 6 COQ
- Monday April 20 NW

**9. ANNOUNCEMENTS**

Gamayo discussed the upcoming Movie Day event with Greek Food.

Sullivan reported that Stephanie Durand is going on maternity leave and the interim replacement will be Mark Slota.

Sullivan reported that there are two job opportunities at students' unions in Kelowna and Terrace and that if outgoing Reps are interested, they can let her know and she will pass on the information.

Dalton reminded Reps that the Progress Summit is taking place at the end of the month and if another Rep is interested in joining Sundmark, they can let Dalton know as soon as possible.

**10. ADJOURNMENT-5:43**

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*Adopted by the Representative Committee on March 23, 2020*

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*Nikiel Lal, Director*

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*Andrew Dalton, Executive Director*



# MINUTES

Douglas Students' Union Board of Directors  
Monday, March 23, 2020 – 4:30pm • Online

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Women Students' Representative.....	Gurpinder Gaidu
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Nikiel Lal
Campus Representative.....	Amrita Ramkumar
Campus Representative.....	Joel Codoy
Indigenous Students' Representative .....	Caitlin Spreeuw
Director of Finance.....	Abby Mitro
Campus Representative.....	Klyde Ouano
Director of Membership Development.....	Francis Ataiza

## Board Members Absent

Accessibility Representative .....	Daragh Drummond
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## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Executive Director .....	Andrew Dalton
Services Coordinator.....	Ashley Gordon
Organiser – Events .....	Deepa Singh
Organiser – Advocacy.....	Tracy Ho
Accounting & Finance Coordinator .....	Roxana Matasa

## GAMAYO DECLARED THE MEETING QUORATE AT 4:26PM

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson acknowledged the territory of the QayQayt nation and Coast Salish peoples.

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

20/03/23:01     **MOTION**  
                  Codoy/Mitro  
                  Be it resolved that the agenda be adopted.  
                  **CARRIED**

### 3. ADOPTION OF MINUTES

20/03/23:02     **MOTION**  
                  Ramkumar/Gaidu  
                  Be it resolved that the minutes of the Board of Directors meeting held March 9, 2020 be adopted.  
                  **CARRIED**

### 4. STANDING COMMITTEES REPORTS

#### 4.1 Budget and Operations Committee

Dalton reported that staff and reps have continued to move the office furniture as planned in preparation for the construction project on L2 that is set to begin April 1.

#### 4.2 Organizational Development Committee

Ataiza reported that the SWAG materials have been organized and moved to the storage on L1.

Sullivan reported that the volunteer appreciation event has been postponed until further notice and that all volunteers have been notified.

#### **4.3 Campaigns Working Group**

Nothing to report.

#### **4.4 Campus Life Working Group**

Chirino reported that all events have been cancelled.

#### **4.5 Other Committees, Collectives or Councils**

Ho reported on a meeting concerning the Sexual Violence and Misconduct Policy. The committee was supposed to meet today to discuss amendments but that meeting has been cancelled. Materials will be compiled and sent out to her. Once they have been received, Ho will meet remotely with Gaidu, Jamisola, and Spreeuw to formulate a response and feedback.

### **5. REPORT ON COLLEGE RELATIONS**

#### **5.1 Board of Governors**

Lal reported on the Thursday meeting. The meeting was moved to a call-in and kept short. The Board of Governors moved forward with approving the budget. Lots of conversations were held on how to proceed for the summer term that will go ahead as planned. Lal reported that elections have been finalized, with his spot being acclimated.

Ho reported on lots of questions the DSU is fielding concerning financial support for students with the main question being how do you apply. She reported that there currently is emergency funding and international students can apply through the international department and domestic students can apply through financial aid.

#### **5.2 Education Council**

Tang reported on last meeting that she attended on the phone. She reported that they had chosen students for awards.

Ho reported on the discussion surrounding lots of pressure from students and staff concerning closing the institution. The institution is waiting for direction from Ministry of Advanced Education, Skills, and Training. There were lots of questions about transitioning to an online format and there is an expectation of the possibility of increased enrolment because lack of work.

Mitro asked if they discussed high school intake because of the closures. Mitchel responded that the announcement came the day after so it was not a topic of discussion.

#### **5.3 SMT Meeting and Joint Operations Committee**

Dalton reported that he met with SMT to discuss the operations of the DSU and to inform them of the temporary office closure with all staff and reps working remotely.

#### **5.4 General Relations with Douglas College**

Gamayo reported on his conversation about OERs with Linda XXXXX. She wants to come to a meeting to talk with the Board in the future and Gamayo has passed on the contact information to Spreeuw.

**In-Camera 4:46**

### **6. CONFIDENTIAL SESSION**

#### **6.1 Report of the Labour Committee\***

#### **6.2 Legal Affairs\***

**Ex-Camera 5:21**

### 6.3 Motions Arising from the Confidential Session

**20/03/23:03**

**MOTION**

Ramkumar/Gaidu

Whereas the Board of Directors approved a motion February 3, 2020 to engage in an RFP for the Health and Dental Plan through Aptus Benefits Consulting; and Whereas Dalton, Matasa, and Gordon met with Aptus Benefits consulting to discuss the RFP process on March 10; and Whereas Aptus Benefits Consulting recommended that the broker agreement between Gallivan and the Douglas Students' Union be renewed for a 2 year term and a full RFP process to be engaged in Fall 2021; therefore,

Be it resolved that Dalton and the Director of Finance be empowered to engage in negotiations with Gallivan & Associates to secure a two (2) year extension to the current service agreement.

**CARRIED**

**20/03/23:04**

**MOTION**

Jamisola/Chirino

Be it resolved that the Letter of Understanding between the Douglas Students' Union and the Canadian Union of Public Employees, Local 2396, concerning the Health and Wellness Spending Accounts be approved.

**CARRIED**

**20/03/23:05**

**MOTION**

Mitro/Tang

Whereas there is a current unprecedented global pandemic with the outbreak of COVID-19; and

Whereas Douglas College has transitioned away from in-person classes for the remainder of the semester and has transitioned services to online formats; and Whereas the BC Government and BC Health Authority have restricted group gatherings to no more than 50 people, have recommended self-isolation for those sick, and have urged people to work from home; and

Whereas the Douglas Students' Union has cancelled all of events and gatherings and has closed the offices to restrict face to face contact, while still being available online to members; therefore,

Be it resolved that the scheduled shifts for Student Staff be cancelled and Student Staff compensated for those scheduled shifts; and

Be it further resolved that the Board of Directors be compensated for hours associated with cancelled events and loss of work for the winter term; and

Be it further resolved that Permanent Full-time Staff be compensated with their regular pay for any loss of work associated with the COVID-19 pandemic; and

Be it further resolved that this motion in no way sets a precedent for future incidents.

**CARRIED**

## 7. OTHER BUSINESS

### 7.1 Receiving of Resignation

**20/03/09:06      MOTION**  
Codoy/Gaidu  
Be it resolved that the resignation of Daragh Drummond be received.  
**CARRIED**

### **7.2 DSU Operations**

The Board of Directors discussed what the office closure will look like moving forward and plans to shift all work to remote. As staff and reps still need to clear their spaces, Sullivan asked that reps and staff keep in contact with each other so that only a limited amount of people are in the office at one time.

### **7.3 Membership outreach**

Sullivan discussed online interactions with members, posing the question of “How do we help out our members?” The board discussed things they can be doing at home to engage with members in this difficult time, such as an Instagram take over.

Tracy reported that so much news all the time is causing a lot of anxiety for members. She reiterated that Reps can do the Instagram take overs to take people’s minds away from the negativity. Reps can also be answering questions on social media and on the app but to keep in touch with Sullivan and Ho so that we can keep all our messaging the same and not be providing false information.

Chirino suggested that we can all be doing some productive DIY projects and posting them on our different channels.

## **8.      UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday April 6 Online
- Monday April 20 Online

## **9.      ANNOUNCEMENTS**

The BC Federation of Students have announced that the annual Skills Symposium has been cancelled due to COVID-19.

## **10.     ADJOURNMENT – 5:47PM**

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*Adopted by the Representative Committee on April 6, 2020*

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*Nikiel Lal, Director*

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*Andrew Dalton, Executive Director*

# MINUTES

Douglas Students' Union Board of Directors  
Monday, April 6, 2020 – 4:30pm • Online

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Women Students' Representative.....	Gurpinder Gaidu
Campus Representative.....	Eric Sundmark
Pride Representative.....	Mae Jamisola
Director of External Relations .....	Mitchel Gamayo (joined 4:55)
Campus Representative.....	Nikiel Lal
Campus Representative.....	Amrita Ramkumar
Campus Representative.....	Joel Codoy
Indigenous Students' Representative .....	Caitlin Spreeuw
Director of Finance.....	Abby Mitro
Campus Representative.....	Klyde Ouano
Director of Membership Development.....	Francis Ataiza

## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Executive Director .....	Andrew Dalton
Services Coordinator.....	Ashley Gordon
Organiser – Events .....	Deepa Singh
Organiser – Advocacy.....	Tracy Ho
Accounting & Finance Coordinator .....	Roxana Matasa

## HO DECLARED THE MEETING QUORATE AT 4:37PM

### 1. ACKNOWLEDGEMENT OF TERRITORY

Ho acknowledged the territory of the QayQayt First Nation and Coast Salish peoples.

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

20/04/06:01     **MOTION**  
Ramkumar/Lal  
Be it resolved that the agenda be adopted.  
**CARRIED**

### 3. ADOPTION OF MINUTES

20/04/06:02     **MOTION**  
Mitro/Chirino  
Be it resolved that the minutes of the Board of Directors meeting held March 23, 2020 be adopted.  
**CARRIED**

### 4. STANDING COMMITTEES REPORTS

#### 4.1 Budget and Operations Committee

Mitro reported that she has been working at compiling the timesheets for the past couple of weeks. As she is working through them, Reps are encouraged to keep an eye on Slack in case she needs clarification or has questions about time sheets.

Dalton reported on the construction demolition to date. The project is moving forward as planned with a few projected delays in materials as a result of warehouse closures worldwide. Matra will be looking at other options for materials.

#### 4.2 Organizational Development Committee

Ataiza reported that the handbook cover is due May 1 and he is setting up a meeting to discuss the artwork and other swag materials for the fall.

#### **4.3 Campaigns Working Group**

Ho reported that the campaigns working group will resume meeting soon to discuss moving forward through the summer and fall.

#### **4.4 Campus Life Working Group**

Chirino reported on the plan to host a Netflix watch party. The poll for movie choices will be going out soon on Instagram for members to help choose a film. DSU story will be doing games and prizes for students. Reps should be continuing to be active on social media channels.

#### **4.5 Other Committees, Collectives or Councils**

Nothing to report.

### **5. REPORT ON COLLEGE RELATIONS**

#### **5.1 Board of Governors**

Nothing to report.

#### **5.2 Education Council**

Nothing to report.

#### **5.3 SMT Meeting and Joint Operations Committee**

Nothing to report.

#### **5.4 General Relations with Douglas College**

Sullivan reported on discussions with Student Life about what it looks like on campus for events, what both organizations are doing and ensuring we are working together and not overlapping with similar events. The DSU and Student Life will continue to support each other's posts.

Chirino met with Singh to discuss EDGE. They discussed what it will look like if students return and what happens if EDGE cannot continue this fall. Chirino reported on a meeting with Singh and Erica and Andrea from Student Life. Although they had provided lots of feedback to Student Life in previous meetings, Erica and Andrea were not involved in those previous meetings so Chirino and Singh had to reiterate all the DSU feedback from the past year. Student life is interested in knowing if the DSU would like to move forward as a partner or a sponsor, as we have in previous years, for the coming year.

Ramkumar asked if we change the process, do we think that will lead to a lot of clash between the two sides because we do things differently? Chirino responded that at the moment it would be the same as it is now unless we wanted to have a more integrated partnership.

Chirino reported that Student Life has asked if the DSU wants to be involved in the training, which would address some of our feedback of changes needed.

Mitro expressed that we should continue this conversation with more feedback from the whole board.

No more discussion was brought forward at the moment and the conversation will be put to the Campus Life Working group.

Ho reported that we should start to think of how we want to proceed with the app now that the agreement with Douglas College for integration is no longer moving forward.

**IN-CAMERA: 4:55**

### **6. CONFIDENTIAL SESSION**

#### **6.1 Report of the Labour Committee\***

#### **6.2 Legal Affairs\***

#### **6.3 Motions Arising from the Confidential Session**

**EX-CAMERA: 5:18**

**7. OTHER BUSINESS**

**7.1 Emergent and Emergency Needs Fund Donation**

**20/04/06:00**

**MOTION**

Gaidu/Mitro

Whereas there is an unprecedented global pandemic as a result of the outbreak of Covid-19; and

Whereas students are facing unprecedented financial hardships during this time; and

Whereas the Douglas Students' Union continues to work to support students at Douglas College; Therefore,

Be it resolved that a one-time donation of \$100,000 be made to the Douglas College Foundation for the Emergent and Emergency Needs Funds that will be accessible to all students at Douglas College facing financial hardships; and

Be it further resolved that Executive Director Andrew Dalton be empowered to sign the agreement on behalf of the Douglas Students' Union.

**CARRIED**

**7.2 Social Media**

The board had a long discussion about the feedback the DSU is receiving through social media concerning tuition, college correspondence, and resources available. The board discussed the creation of a video showing reps talking to members about the work we are doing. Our website contains a whole page of resources that students can access and reps should be sharing that information. Dalton reported that the DSU is in receipt of a petition to the College requesting lowering tuition fees for summer. The petition was sent to SMT and Kathy Denton.

**8. UPCOMING MEETINGS**

The Board is scheduled to meet at 4:30pm on the dates and in the locations indicated below:

- Monday April 20 Online

**9. ANNOUNCEMENTS**

**10. ADJOURNMENT 5:35**

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*Adopted by the Representative Committee on April 20, 2020*

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*Nikiel Lal, Director*

---

*Andrew Dalton, Executive Director*

# MINUTES

Douglas Students' Union Board of Directors  
Monday, April 20, 2020 – 4:30pm • Online

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## Board Members Present

Campus Representative.....	Sherlyn Tang
Director of Campus Life .....	Melissa Chirino
Women Students' Representative.....	Gurpinder Gaidu
Campus Representative.....	Eric Sundmark
Director of External Relations .....	Mitchel Gamayo
Campus Representative.....	Nikiel Lal
Campus Representative.....	Amrita Ramkumar
Campus Representative.....	Joel Codoy (Exited 5:13)
Indigenous Students' Representative .....	Caitlin Spreeuw
Director of Finance.....	Abby Mitro
Campus Representative.....	Klyde Ouano
Director of Membership Development.....	Francis Ataiza

## Board Members Absent

Pride Representative.....	Mae Jamisola
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## Staff Present

Organiser – Membership Outreach.....	Delaney Sullivan
Executive Director .....	Andrew Dalton
Services Coordinator.....	Ashley Gordon
Organiser – Events .....	Deepa Singh
Organiser – Advocacy .....	Tracy Ho
Accounting & Finance Coordinator .....	Roxana Matasa

## Guests Present

Incoming Campus Representative.....	Bikrum Hothi
Incoming Campus Representative.....	Danna Domasig
Incoming Campus Representative.....	Jed Palad
Incoming Campus Representative.....	Jinia Mand
Incoming Campus Representative.....	Michael Gomez
Incoming Accessibility Representative.....	Matthew Somerville
Incoming Indigenous Students' Representative.....	Vanessa Le Mercier
Incoming Director of Membership Development.....	Ariel Ataiza

## GAMAYO DECLARED THE MEETING QUORATE: 4:33PM

### 1. ACKNOWLEDGEMENT OF TERRITORY

The chairperson will acknowledge the territory of the QayQayt nation and Coast Salish peoples.

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

20/04/20:01     **MOTION**  
                  Gaidu/Ataiza  
                  Be it resolved that the agenda be adopted.  
                  **CARRIED**

### 3. ADOPTION OF MINUTES

20/04/20:02     **MOTION**  
                  Ramkumar/Mitro  
                  Be it resolved that the minutes of the Board of Directors meeting held April 6, 2020 be adopted.  
                  **CARRIED**



**4. STANDING COMMITTEES REPORTS**

**4.1 Budget and Operations Committee**

Mitro reported the committee met April 9 and discussed students that have paid for lockers for the winter and summer semesters, timesheets that still need to be provided, and the process for timesheet signatures through PDF. Mitro reported that the UPass is officially suspended with refunds for April still being negotiated with Translink.

Dalton reported that construction continues as planned with only minor disruptions as a result of COVID-19.

**4.2 Organizational Development Committee**

Ataiza reported on the committee meeting and noted there was good attendance. The committee discussed swag materials for the upcoming year and the handbook cover. There was a unanimous decision to not put a face on the cover and Sullivan and Dalton will explore other options. Gordon reported on resources offered by the DSU, such as Go E-visit, and discussed the student discount program and working together to come up with ideas for businesses to approach.

**4.3 Campaigns Working Group**

Nothing to report.

**4.4 Campus Life Working Group**

Chirino reported on Campus Life Working Group meeting last week on April 14. The working group talked about EDGE and planned for the NETFLIX party that was held last night and well attended.

**4.5 Other Committees, Collectives or Councils**

Nothing to report.

**5. REPORT ON COLLEGE RELATIONS**

**5.1 Board of Governors**

Lal reported that the next meeting will be held in May. He has been working actively with the other student member on the Board to address student concerns and working on ways to work better together.

**5.2 Education Council**

Tang reported that June graduation is cancelled but documents will be mailed home. She reported that students were asking about the process for the emergency fund.

Ho reported that Sarah Dench presented information on the transition to online courses for students and staff. Some faculty members are having difficulties with the transition and the institution is looking at ways to support instructors. The institution has pushed the withdrawal date for courses to May 1 so students will be able to make their decision after they have received their final grades.

Dench also reported that the College did not move to a Pass/Fail system because it could potentially disrupt transfer to another institution with a W on student's permanent record. Global exams have all been cancelled which is disrupting international admissions. Lastly, the Federal government has relaxed rules for international students so they can still take courses from out of country if got stuck outside of the country as a result of the pandemic, but they must be a current student.

**5.3 SMT Meeting and Joint Operations Committee**

Dalton reported that Mitro proposed to SMT the potential for setting up Joint Operations meetings throughout the summer to continue having direct dialogue with SMT.

**5.4 General Relations with Douglas College**

Sullivan reported on leadership awards. They are postponed for the time being but winners have been contacted and that information will be released soon through social media.

Dalton reported Patty Hamblar has been hired to be the new Director, Student Affairs and Services and will start May 19, 2020.

**6. OTHER BUSINESS**

**6.1 Lockers**

- 20/04/20:03      MOTION**  
Tang/Sundmark  
Be it resolved that all charges for lockers be suspended until the fall semester; and  
Be it further resolved that students who have paid for lockers in the winter and/or the summer term be able to receive a credit for the fall term; and  
Be it further resolved that students who have paid for lockers in the summer term and not returning for the fall term be eligible for a refund.  
**CARRIED**

## **6.2 COVID-19 Communications**

Sullivan will report on communications to date concerning COVID-19 and student concerns. The board will discuss strategies to date and strategies moving forward for continuing to communicate effectively with members.

Sullivan reported on the questions concerning fees and services that are being sent to the Students' Union. Sullivan reported on the resources that we have posted and all the resources that we are linking to and discussed the larger statements released through social media concerning what we are still working on.

Gaidu reported that she has also been receiving questions from students about fees and services.

Sullivan reported on our post about fees and that students are begin to direct other students to answers for their questions on the DSU site and on the College site.

Ho added that there were a ton of questions at the start that were managed by coordinated efforts. We need to keep pushing and lobbying the College and addressing those concerns and will be working with new reps moving forward to talk about how that messaging happens and how we do it together.

## **6.3 EDGE**

Deepa reported on the Budget for EDGE which is about an equal split with the College. The DSU regularly covers dinner on day 2, the afterparty Friday night, prizes, and string bags for participants. Last year was roughly \$4700 so the suggested amount for this year is \$5500 to account for increases in costs.

- 20/04/20:04      MOTION**  
Chirino/Gaidu  
Be it resolved that the annual contribution of \$5500 to EDGE 2020 be approved.  
**CARRIED**

## **6.4 Orientation 2020**

Ho provided an update on Orientation preparation to date and plans for hosting online sessions throughout May. Staff are working on online formats to deliver sessions and will plan to have a team building exercise later on when we can. Over the month of May we will be holding sessions weekly. May 1, the new board will receive all the documents; Week 1 will focus on the basics of the DSU including rights and responsibilities; Week 2 will focus on services; Week 3 will focus on campaigns and events; and Week 4 will complete orientation with goal setting and looking at what does the future look like for the fall.

Chirino inquired about the BCFS Skills Symposium. Dalton reported that it has been cancelled.

Domasig asked if all sessions would be held as a group and if that was the reason we needed to submit all of our schedules.

## **6.5 Food Bank**

- 20/04/20:05      MOTION**  
Ouano/Ataiza  
Whereas the DSU has closed offices until further notice due to COVID-19; and  
Whereas all services have transitioned to alternate delivery and formats; and

Whereas the delivery of materials for students to access the DSU Food Bank requires face to face delivery and poses potential health risks; therefore,  
Be it resolved that the food bank service be transitioned to an alternate delivery of providing students with online gift cards until further notice.

**CARRIED**

**7. UPCOMING MEETINGS**

The Board is scheduled to meet on the dates and in the locations indicated below:

- Friday May 8, 2020 Online

**\*MEETING MOVING TO CLOSED SESSION\***

**\*In-camera - 5:33PM**

**8. CONFIDENTIAL SESSION**

**6.1 Report of the Labour Committee\***

**6.2 Legal Affairs\***

**6.3 Motions Arising from the Confidential Session**

**\*Ex-camera - 6:00PM**

**20/04/20:06**

**Motion**

Mitro/Ramkumar

Be it resolved that the direction to temporarily suspend U-Pass BC program and fee collection for the month of May onwards until deemed appropriate to resume program operations be approved.

**CARRIED**

**20/04/20:07**

**Motion**

Ataiza/Lal

Be it resolved that the decision to lay off student staff, effective April 3, 2020, be ratified

**CARRIED**

**20/04/20:08**

**Motion**

Spreeuw/Chirino

Be it resolved that a two-year extension to the current service agreement between Gallivan and the Douglas Students' Union be approved.

**CARRIED**

**20/04/20:09**

**Motion**

Ataiza/Sundmark

Whereas policy 20.05 Board Member Compensation and Reporting sets out a rate of compensation as a stipend for Board members attending a three day orientation; and

Whereas regular board orientation 2020 scheduled for April 29 – May 1, 2020 has been cancelled due to COVID-19; and

Whereas Orientation 2020 will be held throughout May in the form of workshops and presentations over a four week period; therefore,

Be it resolved that the Board of Directors be compensated hourly for their attendance during Orientation 2020 workshops and presentations held throughout May 2020.

**CARRIED**

**20/04/20:10 Motion**  
Tang/Ramkumar  
Be it resolved that banked hours be paid out April 30, 2020.  
**CARRIED**

**9. ANNOUNCEMENTS**

Sullivan reminded reps that they need to clean files out of their slack and emails if their terms are ending.  
Tracy reported that Duane passed on a message that he misses the DSU.

**10. ADJOURNMENT 6:12**

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*Adopted by the Representative Committee on May 8, 2020*

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*Nikiel Lal, Chair*

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*Andrew Dalton, Executive Director*