

**STUDENT FEDERATION OF THE UNIVERSITY OF OTTAWA  
MINUTES OF THE SECOND MEETING OF THE BOARD OF ADMINISTRATION FOR 2015-  
2016**

Date: Sunday August 9<sup>th</sup>, 2015  
 Location: Senate Room TBT 083  
 Time: 1:00pm  
 Chair: Katherine Giroux-Bougard  
 Secretary: Jesse Root

**2.1 Welcome**

The meeting began at

**2.2 Roll Call**

<b>SFUO</b>	<b>President (Vacant)</b>
<b>SFUO</b>	<b>Taylor Davidson</b>
<b>SFUO</b>	<b>Hadi Wess</b>
<b>SFUO</b>	<b>Nicole Maylor</b>
<b>SFUO</b>	<b>Vanessa Dorimain</b>
<b>SFUO</b>	<b>Romeo Ahimakin</b>
<b>Arts</b>	<b>Emily McBain-Ashfield</b>
<b>Arts</b>	<b>Chloe Rockarts</b>
<b>Arts</b>	<b>VACANT</b>
<b>Arts</b>	<b>VACANT</b>
<b>Common Law</b>	<b>Amani Delbani</b>
<b>Droit Civil</b>	<b>William Downey</b>
<b>Education</b>	<b>VACANT</b>
<b>Engineering</b>	<b>Veronica Carpani</b>
<b>Engineering</b>	<b>Turab Haider</b>
<b>Health Sciences</b>	<b>Dahlia Adrien NP</b>
<b>Health Sciences</b>	<b>Gladys Bruyninx</b>
<b>Health Sciences</b>	<b>Fernando Rosales Hernandez</b>
<b>Management</b>	<b>Tanner Tallon</b>
<b>Management</b>	<b>Sundus Abu-Oshaibah</b>
<b>Management</b>	<b>David Nshimyumuremyi</b>
<b>Sciences</b>	<b>Noémie Lavoie NP</b>
<b>Sciences</b>	<b>Mohsen Oleiche</b>
<b>Sciences</b>	<b>Danielle Prapavessis NP</b>
<b>Social Sciences</b>	<b>Francesco Caruso</b>

<b>Social Sciences</b>	<b>Ali Abozmal</b>
<b>Social Sciences</b>	<b>Selena Hofman</b>
<b>Social Sciences</b>	<b>Ashley Reynolds</b>
<b>Social Sciences</b>	<b>Colin Poulin (PROXY)</b>
<b>Social Sciences</b>	<b>Storm Davis</b>
<b>Medicine</b>	<b>Emile Hashem</b>
<b>Special Student</b>	<b>VACANT</b>

### **2.3 Comments from the Chair**

### **2.4 Adoption of the Agenda**

**Be it resolved that** the agenda be adopted as presented:

- 2.1 Welcome
- 2.2 Roll Call
- 2.3 Comments from the Chair
- 2.4 Adoption of the Agenda
- 2.5 Adoption of the Minutes of the last meeting
- 2.6 Executive update
- 2.7 Question period
- 2.8 Committees
  - 2.8.1 Elections Committee
  - 2.8.2 Student Experience Committee
- 2.9 First reading: Bylaw 4
- 2.10 First Reading: Bylaw 11.2

- 2.11 Approval of By-election/referendum dates
- 2.12 Approval of General Assembly Date
- 2.13 Budget 2015-2016

**FOR INFORMATION**

- 2.14 Miscellaneous
- 2.15 Question Period
- 2.16 Closing of the Meeting

Moved : Francesco Caruso

Seconded: Storm Davis

**Carried**

Seek just cause for David N for the previous meeting

**2.5 Adoption of the Minutes from the Previous Meeting**

**Be it resolved that** the minutes from the April 2015, and the August BOA Meeting be approved as presented.

Moved: Hadi Wess

Seconded: Fernando Rosales

April minutes

**Carried**

Moved: Taylor Davidson

Seconded: Tanner Tallon

**Carried**

**2.6 Executive Updates**

**President**

**VP Finance**

*General Assemblies*

Over the course of the last month, I was able to finalize dates for the General Assemblies of the upcoming academic year. We will run our GAs on November 9 and

March 14<sup>th</sup>. These dates are both Mondays, and we are aiming to run the assemblies from 3pm until around 10pm. By starting the GAs earlier, we are hoping to prevent the meetings from being cut off in the evening, while allowing students in co-op or who have classes to arrive after the executive updates, as these are available in hard copy, in time for debate and voting on motions. This also means that students who have 7-10 class will have the opportunity to attend four hours of the assembly.

I am currently working on securing a space on campus for our assemblies. The Office of the Registrar is not open to giving us Marion Auditorium, which is the only suitable classroom. Luckily, we also began the process of booking a gym space as a back-up if the auditorium was not possible, so we are moving ahead with that.

### *Budget*

I held two meetings of the finance committee over the last month where we were able to review and approve subsidy requests as well as prepare the budget for today's meeting. At the initial meeting, I assigned specific portions of the budget to everyone so they could prepare suggestions to bring back to a larger discussion about the budget. This allowed everyone a space to discuss the budget, but prevented us from spending hours reviewing and then commenting on the budget together.

I took these suggestions and made the final changes to the budget to be presented today for your approval.

### *Trans fund*

The Pride Centre approached me over the course of the last month to propose a new fund that would promote the accessibility of education through access to health care for trans students. I am currently building a proposal to be brought to the board around the details of what this fund would look like together with the Pride Centre and the Gender Inclusivity Coordinator. This proposal would outline the structure of this fund as well as the purpose of the fund and what kind of subsidy requests can be approved through this fund.

### *Human resources*

We have begun fall hiring at the SFUO. The start date for all of the summer hires will be August 24, but the services will be closed during this week. The current staff in the services will remain employed during this week to ensure all new hires have been adequately transitioned before they are set to work on their own.

Since we employ many more staff during the school year than in the summer, the hiring process has been quite busy. I sit on all hiring committees, which means I will sit in anywhere from one to six hours a day. While this does take up a fair bit of my time and will continue to do so until the 24<sup>th</sup>, we have met some truly amazing applicants who will make great additions to our team.

## **VP Equity**

### **Action Team:**

- Protocol sub-committee pre meeting
- Communications sub-committee meeting next week
- Staying updated on news articles and what other universities and colleges have been doing in regards to policies and protocols

### **Services:**

All working on finishing up summer planning to prepare for 101 week and the school year.

WRC: working on Take Back The Night which will take place on Monday of 101 Week and all fedbodies will be in attendance

Pride Centre: They've put on a number of successful events in the last couple of months qui incluent beaucoup de collaborations avec les autres services.

Bilingualism Centre: Ils préparent pour la Gala de la Francophonie et le Semaine 101.

Centre pour les étudiants avec les incapacités: travaillent sur une semaine de neurodiversity et ils travaillent sur les consultations d'accessibilité pour tout les fedbodies pour la semaine 101

iHouse: Travaillent sur le pick-up des étudiants international "international student pick-up" et ils acquièrent une venue pour la Gala international

RGN: travaillent sur le BBQ pour the premiere semaine d'école et en collaboration avec les autres services à PROVIDE une diversification des services à RGN

### **Clubs:**

- working on updating the contact sheet as well as preparing for clubs week and clubs registration period

**GIC:**

- working through the policies of the constitution to be more trans\* inclusive

**VP Equity of Law:**

- working with the VP Equity of the common law student association to provide information on a presentation for their first week of school

**101 Week anti-O training:**

- I will be working more extensively this week on the 2-hour sessions for all fedbodies during 101 week

**VP University Affairs**

- U-Pass Distribution : Updates on the distribution process/Parking refunds for STO service area full-time students/U-Pass hiring and upcoming training/ Outreach campaigns strategies
- Action Team : Sub-committees formed around policy and protocol / CALACCS & ORCC training invitations to be sent this week/ Sexual assault website delay new launch date of August 27th/ Meeting with sports services
- International Students Pick-Up: Initiative to start August 24<sup>th</sup> –September 6<sup>th</sup>/Collaborations/ Updates to the initiative and call out for volunteers
- Annual General Meeting: Being held by the Canadian Federation of students/ Entire executive committee will be in attendance and out of the SFUO office.

**VP Services and Communications**

**Round Tables:**

I've had 3 CRT's up to today and they all went very well. We talked about the students list, stamp bulk ordering, and revision of the SFUO page for fed bodies and their Logos and also presentation of the SFUO services new logos.

I had a PRT on the 23<sup>rd</sup> on July which was very productive and I manage to get in contact with the majority of the fed bodies president. They all mention how they wanted a very solid collaboration with the SFUO this year and how we could consolidate our effort to make 101 week a very successful week.

We also had the PRT+CRT the 5 august which went super well too. A lot of questions were answered very easily.

#### Student List:

Par rapport à la liste d'étudiants nous avons reçu une liste du bureau du registraire que nous avons subdivisée en différents facultés et programme. Cette liste contenait un plus petit nombre d'étudiants que dans l'année précédente. Les étudiants continuent a s'enrôler dans des programmes continuellement et donc cela expliquerait les variations dans les nombres.

#### BuzzFed :

Finalisation with Julie Seguin and our webmaster of the launch of Buzzfed which is the new revamped survival; kit that we are giving to new incoming students. It's hilarious and very informative and helpful.

#### Marketing:

I have started drafting a plan of our yearly advertisement in the journals that we have here on campus. We want to make sure that including advertisement on our social media and all over campus, we have major events and pieces of information in those outlets. Also planning our E-bulletin schedule that will be an electronic message containing the information we would like to share throughout the week.

#### Meeting Update:

-We had a meeting with Counsellor Mathieu Fleury where we discussed how the city could support us and be an ally during the year. He seemed to be open to our year plan and wanting to help us in any capacity.

-We will have a meeting with the administration committee of university of Ottawa to discuss our plans of the year and see how we can work together in making students voice heard better and louder.

#### Services:

- 1) We had many meetings with UOSERT and protection services to discuss about the implementation of the service during 101 week and along the year. We are coming to finalisation very soon.
- 2) Bike coop showed the tour the France during the summer. They successfully installed a point of payment allowing students to pay with debit cards now, for safety reasons. Also they had a very successful bike rave with a very good turnout.
- 3) Foot Patrol is starting the advertisement for the walks home services in the Oc-transpo buses.
- 4) Food bank is doing awesome partnerships with the faculty of social sciences and possibly other faculties to collect donations from employees that will go to the food bank.
- 5) Peer help center is getting ready to welcome students that are back to school. They are going to advertise the service more so that students are aware they

can find support in their academic studies and ways to better organise and also deal with the stress of school.

- 6) SDC is getting ready for the year. They are adding resources to their book shelf, getting a big fountain for 101 week and also preparing for the many campaigns they will have throughout the year.

## **VP Social Affairs**

### **Venues**

Venues' contracts have been signed and we're almost done with logistics. We had some issues getting a venue for FEDStock because of past issues, but we met with the City and explained that we're down to change the past and work together to rectify the situation and make sure that their concerns are addressed. However, each park had an issue (rehabilitation, event type, capacity, rules). Bridge is built for next years.

### **Artists**

Artists for 101 Week are confirmed and we hope that the contracts will be signed next week. As you may know, there will be artists at the Opening Concert (FEDStock) and the Closing Festival. We had to hold off on the offers until venues are secured because cancellation fees are 50-100%.

### **1 on 1 Meetings**

One-on-one meetings with the VP Socials of all Federated Bodies are almost over. There are 3 more to go next week. These meetings are constitutional, so it is very important to have them since the feedback from these encounters is beneficial for finalizing and confirming the little details of 101 Week, its events, and its logistics.

### **Consultations**

Accessibility and safety consultations of the VP Socials with the CSD and UOSERT are over, same as the equity and inclusivity checks were done by VP Equity, Nicole Maylor, and myself.

### **Bracelet Cutting Training**

We're initiating a bracelet cutting training this year. The objective behind this training is to try avoid any issues that might raise during 101 Week. We had some feedback and concerns from last year's 101 Week that pertain to cutting bracelets, so we found that it's important to introduce such training. As per the SFUO constitution, members that have the authority of cutting bracelets are 101 Crew (exec and some staff), VP Socials,



Presidents, and UOSERT members. Trainings will be held at an SRT, PRT, and a separate one for 101 Crew and UOSERT (only 10 members).

### **CSD Accompaniment Training**

Will be taking place very soon before 101 Week.

### **Standard First Aid Training and Smart Serve Training**

Still in process of happening and we will make sure that everyone leading 101 Week does them.

### **Buy-In to SFUO Events**

Changed from \$10.50 for FEDStock and \$2.50 for Closing Festival to \$9 for FEDStock and \$4 for Closing Festival for logistical and logical reasons.

### **Guide Training**

Guide trainings started on June 25<sup>th</sup>, they are still happening and will continue until the week before 101 Week.

### **Master Schedule and Plan**

101 Week Crew will be meeting on August 17<sup>th</sup> to breakdown 101 Week hourly.

### **Social Round Tables (SRTs)**

We had the seventh SRT last week and will be having our eighth one this upcoming week.

### **Joint SRTs**

In order to better communicate and extend the communication channels among and between everyone, a new approach has been introduced this year, which is to join the SRT with other roundtables. This means that the SRT would be joint with the Money Round Table (MRT), Communications Round Table (CRT), Philanthropic Round Table (PhilRT), and President Round Table (PRT).

### **Online Kit Sale**

Started on August 1<sup>st</sup>. Fed Bodies can sell up 70% of their kits online and the rest to be sold in person for accessibility reasons.

### **Insurance Forms and Budgets**

Deadline for Fed Bodies to submit them was August 4<sup>th</sup>.

### **Student Experience Committee**

I have presented this committee at the last SRT and I explained it as it exists in the SFUO constitution. A vote was made and I moved a motion to ratify the elected person (Soroush Rokui – VP Social for Science Students' Association). Motions to ratify Soroush and destroy the ballots were carried.

### **SFUO Funds**

It has been communicated to Fed Bodies that there are SFUO funds they could apply for in term of having financial aid with their 101 Week events. These applications are to be evaluated by the Finance Committee.

### **Detox**

Detox is the volunteer appreciation for all guides and execs that will be contributing to the organization an success of 101 Week. Shinerama volunteer that worked all summer will also be invited to this event. The event will take place on Thursday, September 3<sup>rd</sup> between 9:00 PM and 2:00 AM at the UCU Agora.

### **Pizza Pizza**

Pizza Pizza has approached to have a booth during FEDStock to distribute free pizza to 101ers in order to promote themselves. We were concerned that this could steel the light from our Shinerama BBQ and the campaign in general. Thus, we have proposed a suggestion that they charge \$1 or \$2 per slice. It has been accepted and hopefully things will go well.

### **FLUO Party**

Alternative dry event for Camp Fortune is confirmed and finalized and will be sponsored by David's Tea.

### **Rules for Vendors**

As per University policies, vendors are not to sign up contracts for internet, computers, or credit cards. SFUO will be continuing to prevent vendors from signing up new students for bank accounts and cell phone plans during 101 Week.

### **Fed Guides**

Emails have been sent out to accept Fed Guides and to invite them to join a guide training.

### **Shinerama**

Campaigning is going very well. Shine locations and BBQs will be determined this week. Invitations to Mayor Jim Watson and President Allan Rock have been sent to attend the Closing Ceremony, which will take place on Tuesday, September 8<sup>th</sup> between 5:00 PM and 6:30 PM.

### **Terry Fox**

We are initiating a promotion to Terry Fox run to happen on September 20<sup>th</sup> of this year. Meetings with the Centre for Students with Disabilities (CSD) are taking place to assure the accessibility of the event

## **2.7 Question Period**

### **2.8 Committees**

**Be it resolved that** the BOA accept the resignation of Selena Hofmann from the elections committee.

Moved: Tanner

Seconded: Vanessa

#### **2.8.1 Elections Committee**

**Be it resolved that** David N and Candace be ratified as members of the elections committee

Moved: Hadi

Seconded: Turab

**Carried**

#### **2.8.2 Student Experience Committee**

**Be it resolved that** David N, Ali, Francesco be ratified as members of the Student Experience Committee

Moved: Storm

Seconded: Romeo

**Carried**

**Be it resolved that** the ballots be destroyed

Moved: Storm

Seconded: Hadi

**Carried**

## **2.9 First Reading: Bylaw 4**

**Whereas** elections should be made as accessible for all students as possible; and

**Whereas** the Board of Administration is the primary body that students have to hold the executives accountable; and

**Whereas** the SFUO should strive to make elections as inclusive as possible; therefore

**Be it resolved that** section 4.4.1.a of the SFUO constitution be changed to the following: In the case of a general election or referendum, establish a minimum of ten (10) working days for the filling of nominations; nominations will close at least sixteen (16) workings days before the first voting day of the elections;”

**Be it further resolved that** section 4.4.1.a.i be added to the SFUO constitution and state:” Depending on the school’s starting dates, valid working days can include those before or after the university winter break, but not days during the fall examination period”

**Be it further resolved that** section 4.4.1.c.2 of the SFUO constitution be changed to the following: “sent by email to all members of the federation at least once, one week before the opening of the nominations period and at least once more before the last of nominations”

~~**Be it further resolved that** section 4.7.1 of the SFUO constitution read: “Candidates for faculty directors may affiliate with each other. Candidates for executive positions may affiliate with each other. Candidates for faculty directors may not affiliate with candidates for executive positions.”~~

~~**Be it resolved that** the current 4.7.1 of the SFUO constitution become 4.7.2, 4.7.2 become 4.7.3, 4.7.3 become 4.7.4 and so on.~~

~~**Be it resolved that** the following sections be renumbered accordingly~~

Moved: Tanner

Seconded: Turab

**Carried**

Moved: Emily

Seconded: Selena

**Carried as amended**

**Therefore be it resolved that “Be it further resolved that** section 4.7.1 of the SFUO constitution read: “Candidates for faculty directors may affiliate with each other. Candidates for executive positions may affiliate with each other. Candidates for faculty directors may not affiliate with candidates for executive positions.” be removed from the motion

Moved: Hadi  
Seconded: Taylor  
**Carried**

**Be it resolved that** 6 in favour and 6 against be added for debate on the amendment.

Moved: Hadi  
Seconded: Turab  
**Carried**

**Be it resolved that** the speakers list be expanded by 5 for and 5 against

Moved: Hadi  
Seconded: Chloe  
**Carried**

**Be it resolved that** there be a 10 minute recess

Moved: Hadi  
Seconded: Francesco  
**Carried**

## **2.10 First reading: Bylaw 11.2**

**Whereas** CABS hold their annual conference the first weekend of March every year.

**Whereas** CÉTSC is associated with CABS and the incoming and outgoing executives must attend the annual conference.

**Whereas** bylaw 11.2 does not allow CÉTSC to hold election in a reasonable timeframe to arrange travel for the executives to attend.

**Be it resolved** bylaw 11.2 be amended as follows:

11.2 An election must be held every year no earlier than March 1<sup>st</sup> and no later than March 31<sup>st</sup> in order to elect the Federated Body X executive members that will serve a one year mandate beginning on May 1<sup>st</sup> of the current academic year and ending on April 30<sup>th</sup> of the following academic year. The Federated Body of Telfer is exempted from the March election period.

**Be it further resolved** a new section in the constitution be inserted immediately following Section 11.2 to be numbered 11.2.1 as follows:

#### 11.2.1 Federated Body of Telfer

The election for the federated body of Telfer must be held every year in the Winter semester. Elections must be held no later than the last business day in the month of February in order to elect the Federated Body of Telfer executive members that will serve a one year mandate beginning on May 1<sup>st</sup> of the current academic year and ending on April 30<sup>th</sup> of the following academic year. The election campaign and polling period must not overlap with any of the campaign and polling days of the SFUO general election.

Moved: Tanner

Seconded: Turab

**Be it resolved that** “The election campaign and polling period must not overlap with any of the campaign and polling days of the SFUO general election.” be removed.

Moved: Selena

Seconded: Fernando

**Carried**

**Be it resolved that** the BOA postpone this motion until the September meeting

Moved: Tanner

Seconded: Hadi

SFUO	Taylor Davidson	Yes
SFUO	Hadi Wess	Yes
SFUO	Nicole Maylor	Yes
SFUO	Vanessa Dorimain	Yes
SFUO	Romeo Ahimakin	Yes
Arts	Emily McBain-Ashfield	Yes
Arts	Chloe Rockarts	Yes
Arts	VACANT	
Arts	VACANT	
Common Law	Amani Delbani	Yes
Droit Civil	William Downey	Yes
Education	VACANT	
Engineering	Veronica Carpani	Yes
Engineering	Turab Haider	Yes
Health Sciences	Dahlia Adrien NP	
Health Sciences	Gladys Bruyninx	Yes
Health Sciences	Fernando Rosales Hernandez	Yes
Management	Tanner Tallon	Yes
Management	Sundus Abu-Oshaibah	Yes
Management	David Nshimyumuremyi	Yes
Sciences	Noémie Lavoie NP	
Sciences	Mohsen Oleiche	Yes
Sciences	Danielle Prapavessis NP	
Social Sciences	Francesco Caruso	Yes
Social Sciences	Ali Abozmal NP	
Social Sciences	Selena Hofman	Yes
Social Sciences	Ashley Reyns	Yes
Social Sciences	Colin Poulin (PROXY)	
Social Sciences	Storm Davis NP	
Medicine	Emile Hashem	Yes
Special Student	VACANT	

### **2.11 Approval of By-election/referendum dates**

**Therefore be it resolved that** the fall by-elections/ referendum take place on the following timeline:

Nominations close: October 2<sup>nd</sup>, 2015

Election Campaign: October: 12-20, 2015

Voting Days: October 21-23

Moved: Chloe  
Seconded: Selena  
**Carried**

### **2.12 Approval of General Assembly Date**

**Therefore be it resolved that** the Fall General Assembly take place on November 9<sup>th</sup>, 2015

Moved: Romeo  
Seconded: Fernando

### **2.13 Budget 2015-2016**

**Be it resolved that** the 2015-2016 Budget be adopted

Moved: Taylor  
Seconded: Mohsen  
**Carried**

### **2.14 Miscellaneous**

4.7 Emile  
3.12.13- Accessibility Fund Committee Taylor

Emily McBain Ashfield- Resigned

### **2.15 Question Period**

### **2.16 Closing of the Meeting**

**Be it resolved that** the meeting be adjourned at

Moved: Veronica  
Seconded: Tanner  
**Carried**



