

**STUDENT FEDERATION OF THE UNIVERSITY OF OTTAWA
MINUTES OF THE SECOND MEETING OF THE BOARD OF ADMINISTRATION FOR 2016-
2017**

Date: Tuesday August 16th, 2016

Location: FSS 4006

Time: 6:00pm

Chair: Shawn Philip Hunsdale

Secretary: Jesse Root

2.1 Welcome

The meeting began at 6:10pm

2.2 Roll Call

SFUO	Romeo Ahimakin
SFUO	Rizki Rachiq
SFUO	Hadi Wess
SFUO	Morissa Dalia- Ellis
SFUO	Vanessa Dorimain
SFUO	Francesco Caruso
Arts	Ama Ouattara
Arts	Chloé Madigan NP
Arts	Erin Chapman
Arts	Jocelyn Cadieux
Common Law	Lee Chitty NP
Droit Civil	VACANT
Education	VACANT
Engineering	Iffa Hujaleh NP
Engineering	Princejeet Singh Sandhu NP
Engineering	VACANT
Health Sciences	Dahlia Adrien (Clemance Ongolo)
Health Sciences	Maxime Le NP
Health Sciences	Vacant
Management	Milly Pang
Management	Serge Andersen Bakoussam
Management	VACANT
Sciences	Nick Robinson
Sciences	Paloma Sawaya (Carina Karamaoun)
Sciences	Setti Belhouari NP

Social Sciences	Caylie McKinlay
Social Sciences	Iris Wong
Social Sciences	Leila Moumouni- Tchouassi
Social Sciences	Mikayla Vattiata
Social Sciences	Tony Bui (Justin Patrick)
Medicine	VACANT
Special Student	VACANT

2.3 Comments from the Chair

2.4 Adoption of the Agenda

Be it resolved that the agenda be adopted as presented:

Agenda

- 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

FOR DISCUSSION AND/OR APPROVAL

- 2.9 Presentation of Comptroller General Report
- 2.10 Budget
- 2.11 Second Reading- Finance Committee Duties
- 2.12 Second Reading- VP Social Title

2.13 Second Reading- Braclet Cutting Training

2.14 Executive Work Manual Change

2.15 First Reading Bylaw 4.11.2

FOR INFORMATION

2.16 Miscellaneous

2.17 Question Period

2.18 Closing of the Meeting

Moved : Hadi Wess

Seconded: Iris Wong

Remove promotions committee point

Moved: Hadi Wess

Seconded: Romeo Ahimakin

Carried

2.5 Adoption of the Minutes from the Previous Meeting

Be it resolved that the minutes from the July 2016 meeting be approved as presented.

Proposed by: Romeo Ahimakin

Seconded by: Francesco Caruso

Carried

2.6 Executive Updates

President

VP Finance

VP Equity

VP Equity

In the past month I have been dealing with the Take back the night and the Drag Show in looking for performers and speakers for these events. I have been in talks with OPIRG to see if they can help finance these events so that we can properly pay the speakers and these conversations have been quite successful. I have also been helping other executives with their portfolios.

I have also been establishing schedules for 101 Week and for the year with my staff to ensure that they are properly staffed and occupied to better serve students.

I have been working towards going through clubs applications and answering clubs e-mails updating them about subsidies, the clubs fair as well as the upcoming clubs week. I have also been in talks with a lot of people on campus to see what we can offer clubs this year.

VP University Affairs

UPASS PROGRAM

If you have been viewing the SFUO page quite often we have pushed our U-Pass distribution date from August 22nd to August 29th. This is due to us not receiving our U-Pass cards in time and in order for there to be less work added onto the limited amount of staff for distribution we have pushed the date back to just have a swift and successful distribution for everyone.

For folks who made appointments through our appointments system we have put them on a priority list and what this means is that those students have/will be receiving an email and they will be able to come at any point during distribution and pick up their U-Pass right away.

The ISIC discount card will also not be co-branded on the U-Pass card for the Fall semester but we will be distributing ISIC cards in conjunction with our U-Pass distribution in the same location. We have confirmed distribution will also be held at RGN.

9,165 full time 1st year students will most likely be introduced the U-Pass program this year.

UART

The University Affairs roundtable met up for the 1st time last week. Where we some discussion points included Program Reviews for every faculty as well as reviewing different Fed Body election guidelines.

Update on how to get involved in the following:

- International Student Welcome Service**
- Campaigns Department**
- Social Justice Fair**

VP Services and Communications

Vacation

I was on vacation from July 25th to August 5th, therefore my updates will not be as numerous for this meeting.

101 Week Website

The website for 101 Week is now online! Our webmaster has done an amazing job and the executive team is very proud of the final result. The website includes links to buy the various fed bodies' kits, as well as that of the SFUO.

Mass Email Statistics and Visual Update

A bilingual mass email was sent out to students bilingually, those who have designated French as their language of interaction with the University's administration will receive the email in French, and those who have designated English will receive it in English.

The email included a reminder to students to pick up their U-Pass, the deadlines related to the Health Plan, a link redirecting students to the 101 Week website, a promotion to volunteer with the International Student Welcome Service, and finally an advertisement for VIA Rail.

At the time of this BoA meeting, the French email has an open rate of 60.21% and a click/interaction rate of 22.43%. The English email has an open rate of 60.25% and a click/interaction rate of 25.95%. These are very good rates and our emails are performing well so far.

VP Social Affairs

2.7 Question Period

2.9 Presentation of the Comptroller General Report

Hello everyone,

As all of you know, the SFUO has been experiencing a cash flow issue this past and current year. In light of this situation, I took it upon myself in my role as Comptroller General to ensure the compliance of the executive with the importance of the current situation. These duties are outlined in the constitution under Section 7.8 and its subsections therein. I want to preface this report as being non-accusatory of any member of the executive; it is meant to be a reminder of how all decisions affect the finances of the Federation.

My investigation began with discussions with our finance department. I requested any items that are out of the ordinary, expenses that have been increasing, as well as spending by and for the executive be brought to my attention. After reviewing the items, the following are what I flagged as possible concerns.

The first is the use of taxi chits. The totals of taxi usage annually over the past three years have been \$1,030.31 in 2012-2013, \$3,310.33 in 2013-2014, and \$6,484.16 in 2015-2016. Of those totals, the usage by the executive was \$653.40 in 2014-2015 and \$2,798.89 in 2015-2016. In 2015-2016, two executives used \$995.09 and \$825.55, respectively. This year, in the months of May and June, \$394.52 and \$663.28 worth of taxi chits were used, respectively. The chits in June are split \$258.13 by one executive, \$167.25 by another, \$104.52 by a third executive, and \$37.25 by a service. The summer of 2014, only \$89.50 was used, and no taxi usage by executives in summer 2015. The most concerning part about the usage over the past two months is most of the taxis were used, almost exclusively by two executive members, to shuttle between the executive's house and events. Excluding what the taxis were used for, this still represents a 428% increase of executive taxi usage from 2014-15 to 2015-16, or a \$1000 increase over previous summers.

The second is the charge of \$330 for a hotel room. This hotel room was for a one-night stay at the Delta Downtown Ottawa for the venue of an executive retreat. Whereas this would not be an issue normally, spending \$330 on a hotel room within the City of Ottawa appears excessive given the current situation.

The third is a decision made by the executive. There was an outstanding issue between Pivik and previous executives where executives were creating a "tab." Francois, the Pivik manager, proposed an idea of creating a tab sheet where, if the tab was not paid, there would be harsh penalties. As this was not deemed a good way, an executive suggested a discount for the executive, which was eventually approved by the executive and is now in the process of being implemented. However, no official policy document was created for the discount and the executives stressed email authorisation was enough for the implementation. The discount is the same discount Pivik staff receive. There are two concerns I would like to flag. The first is the financial impacts to the business. Francois provided me an estimate of \$1,000 in lost revenue to the Pivik from its implementation. To put in perspective, the Pivik only made \$7,000 in 2015-2016. The second is the existence of the discount. The executives have mandated that they are to be the only ones receiving the discount aside from Pivik staff; none of the other SFUO, 1848, etc. staff receive this discount. As well, the executives' salaries are substantially higher (multiple thousands) than any Pivik staff aside from Francois.

The fourth item deals more with the financial controls of the organisation. After discussions with other staff, it was agreed the auditor's report is not taken as seriously as it should be. The auditor's report should have been a red flag to previous executives and needs to be presented to the Board for its knowledge. As a result, I have included a recommendation concerning the auditor's report.

These are the four main issues discovered in this investigation. As I have no official judicial power invested in my role, I can only address these to the Board, or refer actionable matters to the Constitutional Committee. Given the fact that these are not necessarily wrongdoings, I am asking the Board to adopt the following motion which refers my recommendations to the Constitutional Committee for them to move forward on should the committee deem them actionable.

Recommendations:

Be it resolved the following recommendations be referred to the Constitutional Committee from the Comptroller General's report:

A mandate motion to have the President, VP Finance, and VP Communications be required to present a journal of finances they approved between meetings, presented at each meeting with their report.

A mandate motion to the executive for the creation of a taxi policy. The policy should be reported to the board at the following meeting.

A mandate motion to the executive for the creation of an internal event policy (internal events referring to trips such as exec retreats, appreciations, etc. where all participants are staff or executive members). The policy should be reported to the board at the following meeting.

A mandate motion for the requirement of the VP Finance to arrange the attendance of the auditor('s representative) for the presentation of the auditor's report at the board meeting after its completion. The requirement should continue into future years through policy creation, constitutional amendment, or however is best seen fit.

Furthering the mandate motion for the auditor presentation, a mandate motion for the creation of a penalty policy against one or more members of the executive should be created to deal with the possible circumstance of arrangements not being made to have the auditor's report be presented to the Board of Administrators after its completion.

Move to refer recommendations of the Comptroller General to the constitutional committee for investigation

Moved: Iris Wong

Seconded: Francesco Caruso

Carried

Abstention:

Vanessa Dorimain

2.10 Budget

Motion to extend speaking rights

Finance Director
Matthew Don Trapp
Tanner Tallon
Carly Kimbur

Moved: Rizki Rachiq
Seconded: Nick Robinson
Carried

Motion to move in camera at 8:00

Moved: Rizki Rachiq
Seconded: Hadi Wess
Carried

Including those above who had been granted speaking rights

Moved: Rizki Rachiq
Seconded: Hadi Wess
Carried

Move out of camera at 9:45pm

Moved: Vanessa Dorimain
Seconded: Romeo Ahimakin
Carried

Adopt Budget 2016-17

Moved: Vanessa Dorimain
Seconded: Caylie McKinlay
Carried

Opposition by Nick Robinson noted

Motion to deal with 2.14 immediately

Moved: Romeo Ahimakin
Seconded: Francesco Caruso
Carried

Move back to 2.12

Moved: Hadi Wess
Seconded: Rizki Rachiq
Carried

2.11 Second Reading- Finance Committee Duties

Finance committee duties

Whereas the finance committee must approve the annual budget and its updates;
Whereas the SFUO is a multimillion dollar organisation requiring sufficient regulations to protect the public image and well-being;
Whereas most organisations, including student unions, have policies relating to disclosure of internal information;
Whereas finances are of a particular sensitivity to public disclosure;
Be it resolved by-law 3.12.2.1.d. be added to read “To review and approve all publications of interim financial statements of the Federation.”

Tâches du Comité des finances

Attendu que le Comité des finances doit approuver du budget annuel et des modifications de celui-ci;
Attendu que la FÉUO est une organisation de plusieurs millions de dollars qui nécessite des règlements adéquats pour protéger son image publique et son bien-être;
Attendu que la plupart des organisations, incluant les syndicats étudiants, ont des politiques concernant la divulgation de l'information interne;
Attendu que les finances sont un sujet délicat lorsqu'il en vient à la divulgation publique;
Il est résolu que le règlement 3.12.2.1.d. sera modifié de la façon suivante : « Afin de revoir et approuver toutes les divulgations publiques concernant les finances de la fédération »

2.12 Second Reading VP Social Title

Motion VP Social Title

Whereas the current language of the constitution isn't consistent in its reference to the VP Social position.
Whereas “social affairs” is a more inclusive title which includes more than just the activities work of the organization.
Be it resolved that bylaw 3.7 be changed to read: Vice-President Social Affairs
Be it further resolved that the language of Vice-President Social Affairs be used consistently throughout the constitution

Motion du titre du V-p aux affaires sociales

Attendu que la formulation anglaise présentement utilisée par la constitution n'est pas cohérente avec le poste de V-p aux affaires sociales ;

Attendu que “*Social Affairs*” est un titre plus approprié qui en dit plus sur les activités du poste auprès de l’organisation ;
Il est résolu que le règlement 3.7 soit modifié comme suit : Vice-President, Social Affairs
Il est également résolu que le “*Vice-President, Social Affairs*” soit utilisé de façon continue par la constitution.

Moved: Hadi Wess
Seconded: Iris Wong
Carried

2.13 Second Reading- Bracelet Cutting Training

Bracelet Cutting Training:

Whereas the SFUO implemented a bracelet cutting training in last year’s 101 week which worked well to limit the instances of issues in bracelet cutting drastically; and
Whereas the constitution names mandatory trainings for other groups during 101 week to ensure its success.

Therefore, be it resolved that bylaw 10.7.8.2 be added which reads: “Any person with bracelet cutting authority during 101 week, as delegated to them by the constitution, must attend a mandatory bracelet cutting training to be organized by the SFUO before the beginning of 101 week.”

Formation de coupage des bracelets :

Attendu que la FÉUO a implémenté une formation de coupage de bracelet lors de la Semaine 101 de l’année dernière, une formation qui s’est montrée efficace pour limiter les problèmes reliés au coupage de bracelet ; et

Attendu que la constitution exige des formations obligatoires pour les autres groupes, lors de la Semaine 101, afin de garantir sa réussite.

Il est résolu que le règlement 10.7.8. 2 soit modifié comme suit : “Toute personne ayant le pouvoir décisionnel de couper des bracelets lors de la Semaine 101, tel que conféré par la constitution, doit assister à une formation de coupage de bracelet obligatoire organisée par la FÉUO au début de la Semaine 101.

Moved: Hadi Wess
Seconded: Erin Chapman
Carried

2.14 Executive Work Manual Change

Executive Work Manual Change

Whereas the current executive work manual does not stipulate what should happen if an executive cannot attend an interview; and

Whereas management staff usually report to the Vice-President Finance and she already sits on the committee permanently and is not interchangeable; and

Whereas the work manual should be clear on who should sit on the hiring committee for management staff as there can be many relevant supervisors;

Therefore be it resolved that hiring committees be comprised of the following members: vp Finance, Executive Coordinator, and related supervisor to the hiring position. In the instance that the related supervisor is not present and/ or the relevance cannot be established, the President will take the place of this executive.

Be it further resolved that the hiring committee for all management staff be comprised of the following: vp finance, Executive Coordinator and President.

Moved: Rizki Rachiq

Seconder: Francesco Caruso

Carried

Changement du manuel de travail exécutif

Attendu que le manuel de travail actuel de la direction ne prévoit pas ce qui devrait se produire si un membre de l'exécutif ne peut pas assister à une entrevue.

attendu que le personnel est sous la supervision du vice-président des finances et elle siège déjà au comité de façon permanente et n'est pas interchangeable.

attendu que le manuel de travail doit être clair sur qui devrait siéger au comité d'embauche pour le personnel, car il peut y avoir beaucoup de superviseurs pertinents .

Il est résolu que le comité d'embauche soit composé des membres suivants : vp finances , coordinateur exécutif et superviseur lié à l' embauche, au cas où le superviseur connexe n'est pas présent et/ou la pertinence ne peut être établie le Président prendra la place de cet exécutif.

Il est en outre résolu que le comité d'embauche pour tout le personnel soit composé des éléments suivants : vp finances , président et coordonnateur exécutif.

2.15 First Reading- Bylaw 4.11.2

First Reading- Bylaw 4.11.2

WHEREAS the SFUO should strive to ensure that its elections are as free, open and democratic as possible;

WHEREAS the SFUO still uses the imperfect single-member constituency first-past-the-post voting system for its executive elections;

WHEREAS the current executive election system can force students into either voting for someone who will not represent their interests or not having a vote;

WHEREAS ballot spoiling has a similar effect, but does not count as a vote and is less explicit;

WHEREAS many student governments across the world have already implemented an option for re-opening nominations for their elections;

WHEREAS electoral reform is an important issue in current Canadian politics, and whereas student governments should lead by example on that issue;

BE IT RESOLVED section 4.11.2 of the SFUO Constitution be amended to read as follows:

“4.11.2 Re-opening nominations

4.11.2.1 In the event that there is only one candidate in the case of executive positions, or there is, within a given faculty, a number of candidates less than or equal to the number of seats to be filled, there shall be a ratification vote with a Yes/No ballot.

4.11.2.2 For each executive position that there is a greater number of candidates than seats to be filled, “None of the above” shall automatically be a candidate, who, if victorious, will leave the seat vacant.”

Première lecture règlement 4.11.2

ATTENDU QUE la FÉUO a le devoir d’assurer des élections aussi libres, ouvertes et justes que possible;

ATTENDU QUE la FÉUO utilise toujours le système électoral imparfait uninominal majoritaire à un tour;

ATTENDU QU’EN ce moment, lors des élections à l’exécutif, les étudiants peuvent être forcés soit à voter contre leurs intérêts ou ne pas avoir de vote;

ATTENDU QU’UN vote nul a un effet similaire, mais ne compte pas comme un vote et n’est pas aussi explicite;

ATTENDU QUE beaucoup de gouvernements étudiants, à travers le monde, offrent déjà une option similaire sur leurs bulletins de vote;

ATTENDU QUE la réforme électorale est un enjeu important dans la politique canadienne, et que les gouvernements étudiants devraient jouer un rôle de leader sur l'enjeu;

QU'IL SOIT RÉSOLU QUE l'article 4.11.2 de la Constitution de la FÉUO soit modifié pour lire :

« 4.11.2 Réouverture des nominations

4.11.2.1 Dans l'éventualité où il y a, dans le cas de l'exécutif, seulement un candidat ou une candidate pour un poste, ou dans le cas des directeurs ou directrices de faculté, un nombre équivalent ou moindre que le nombre de sièges disponibles, il y aura un vote de ratification avec le bulletin oui ou non.

4.11.2.2 Pour chaque poste exécutif dont le nombre de candidates est plus grand que le nombre de sièges, "Aucune des candidates" serait de manière automatique une candidate, qui, si victorieuse, laissera le siège vide »

2.15 Miscellaneous

6.4 fed body funding 6.5 compulsory audits Francesco

3.12 standing committee francesco

3.2 executive committee Romeo

sexual mental health policies Erin

in camera meetings Tony

4.3.5.4 min quorum for referendum Nick

3.13.10 business during Gas Nick

remove 3.13.8.3 Nick

2.16 Question Period

2.17 Closing of the Meeting

Be it resolved that the meeting be adjourned at 10:05pm Orders of the day