

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

Date: Tuesday July 19, 2016
 Location: FSS 6032
 Time: 6:00pm
 Chair: Shawn Philip Hunsdale
 Secretary: Jesse Root

1.1 Welcome

The meeting began at 6:12pm

1.2 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 NP
Common Law	Lee Chitty
Droit Civil	VACANT
Education	VACANT
Engineering	Iffa Hujaleh NP
Engineering	Princejeet Singh Sandhu (Manisha Wanniarachchige)
Engineering	VACANT
Health Sciences	Dahlia Adrien
Health Sciences	Maxime Le NP
Health Sciences	Vacant
Management	Milly Pang
Management	Serge Andersen Bakoussam
Management	VACANT
Sciences	Nick Robinson
Sciences	Paloma Sawaya
Sciences	Setti Belhouari

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

1.3 Comments from the Chair

1.4 Adoption of the Agenda

Be it resolved that the agenda be adopted as presented:

Agenda

- 1.1 Welcome
- 1.2 Roll Call
- 1.3 Comments from the Chair
- 1.4 Adoption of the Agenda
- 1.5 Adoption of the Minutes of the last meeting
- 1.6 Executive update
- 1.7 Question period

FOR DISCUSSION AND/OR APPROVAL

- 1.8 Committees
 - 1.8.1 Policy and Bylaws Committee
 - 1.8.2 Elections Committee
 - 1.8.3 Constitutional Committee
 - 1.8.4 101 Week Council
 - 1.8.5 Disciplinary Committee
 - 1.8.6 Accessibility Fund Committee
 - 1.8.7 Finance Committee

- 1.8.8 Accessibility Committee
- 1.8.9 Student Life Services Committee
- 1.8.10 Selection Committee
- 1.8.11 Student Experience Committee
- 1.8.12 General Assembly Outreach Committee
- 1.8.13 UOSERT Advisory Committee

1.9 BOA Meeting Dates 2016-2017

FOR INFORMATION

- 1.10 Miscellaneous
- 1.11 Question Period
- 1.12 Closing of the Meeting

Moved : Romeo Ahimakin

Seconded: Dahlia Adrien

Carried

1.5 Adoption of the Minutes from the Previous Meeting

Be it resolved that the minutes from the April 2015 BOA Meeting will be approved at the August Meeting.

1.6 Executive Updates

President

Good morning everyone, thank you all for being here today for the first Board meeting of this academic year 2016-2017. I would like to start by congratulating you all on your elections as directors of your faculties. Students have intrusted you with matters of the faculty and I am sure will be reaching out to you as a key actor to make changes on this campus.

I would like to take this opportunity to also address a point that is very important to me. Last year was the first year since the creation of the Student Federation and since the University of Ottawa has been established that we have an International student elected for an executive position within the student federation. This year is the first year that we have an International student elected as President. I am honored of the trust students have put in me and I believe that these are significant

steps in getting different communities involved in the matters of their student federation. I want to ask you all to try your very best and include -as much as possible- the voices of minorities groups in the work that will do. There are many students on this campus that want to get involved and participate in the work of their student federation. It is our collective duty to make it that accessible to each and every student on this campus.

Out Campus Conference

We attended the National CFS conference this June and had the chance to interact with students from all over the country. We worked on establishing a collective vision for the academic year ahead throughout the different spaces that were offered at the conference. One big decision that came out of this National General Meeting is the National Day of Action that will take place on November 2nd. This is an important initiative that the executives have started working on already with the student community. This initiative will help student unit their voices and speak out on the ways in which Post Secondary Education is not accessible.

SERVICE: UOSERT

As you folks know UOSERT has had close to a year of operation and did an amazing job during this academic year. Through our work with Protection Services and the Central Administration of the University we managed to implement the service and reduce the frequency of ambulances of campus by a significant amount. Over this summer I am working with the new appointed executive team to prepare for 101 week as well the year ahead. UOSERT will be certifying the Fedbodies Executives as well as the SFUO members that will be taking part in 101 week. I am also working on finalizing the UOSERT board so that we can meet before the end of the month.

Office Updates:

-Executive Retreat.

We had a very effective and informative Executive retreat on June 24th during which we worked on establishing a common vision for the year ahead. We discussed many initiatives and brainstormed new ways of promoting, doing outreach and building up the student community. We also discussed about the student federation's campaigns and ways to better include students. We also worked on different aspects of this year's budget.

-The Haitian Fair.

This month the SFUO organised a collaborative event between the SFUO and the Haitian Student Club. This event was part of a series of activities organised by the club to fundraise and receive donations that will go to help the orphanage called "Compassions pour tous". It was a very successful fair followed by a show at the Bar 1848.

- Presidents Round table.

I had this month my third roundtable where we discussed 101 Week, 101 week activities of each federated bodies, audits and projects of the president round table.

VP Finance

- **Finances** : consultation avec le département de comptabilité, inclure le département de comptabilité dans la préparation du budget. En processus...
- **Régime d'assurance santé** : signature du renouvellement dans les prochains jours, solliciter par plusieurs autres compagnies, toutefois Greenshield offre de meilleurs avantages.
- **Ressources humaines** : plusieurs postes sont à combler, notamment coordinateur du plan de santé et coordinateur des services. Coordinateur des services seront de retour début août.
- **Table ronde financière** : rencontre avec les V-p aux finances des corps fédérés, retour sur les audits des corps fédérés, conseils et pratiques.

VP Equity

VP University Affairs

UPASS PROGRAM

UPASS Administrative guide: OC Transpo and different locals around the city of Ottawa are preparing a UPASS administrative guide for all institutions that distribute a UPASS card. This guide is put in place to ensure that there a common understanding of all administrative requirements and obligations associated with the U-Pass program. Once the guide is complete all institutions, specifically the representative stakeholders will receive a copy to ensure there is a fair process and standard requirements being followed for all parties.

Summer U-Pass:

February 2016 a referendum passed to put into effect a summer U-Pass for all full time students registered at the University of Ottawa. With the success of the referendum which read "Do you agree that each student registered full time in a summer session contribute \$192.70 with a maximum increase of 2.5% a year for a summer U-Pass, which will be valid from May 1st to August 31st beginning May 2016, full time students are eligible for a U-Pass for the summer session.

Summer distribution ran between April 25th to May 6th (lasted appx 2 weeks)

We were open everyday from 10am to 5pm except weds we closed at 7pm and Fridays closed earlier at 1pm.

Distribution was held in the UCU couch lounge and there was no distribution offered at RGN.

We also piloted a smart card as our U-Pass for the summer which allowed students to tap onto the smart card readers on both STO and OC Transpo routes. The new smart card was unfortunately not co branded with the ISIC program, due to the projected time of shipment.

During our 2-week distribution we distributed 3,842 and 417 were students living in the STO region. In our updated June report 6,420 students were charged for the summer U-Pass and 4,620 of those students have picked up a U-Pass / 500 living in the STO transit Area.

Students in the Faculty of Medicine issue:

During our distribution we had a major case involving the Faculty of Medicine, where originally full time students in the program were not charged at the end of April beginning of May for the U-Pass but were later charged.

Based on the structure of the program. Only 3rd year MED undergrad students are registered in the summer. These students aren't charged tuition/incidental fees because they are registered to clinical courses (they do clinical work in a hospital around the Ottawa area or outside Ottawa). There isn't a fee structure for undergrad MED students in the summer because MED students (1st year, 2nd year and 4th year) don't register in the summer (except for 3rd year students). They also have to follow a strict course and program sequence. In other words, they can't register in the summer unless they are in 3rd year.

The University did not realize this until after our distribution started and once they were aware automatically charged 3rd year med students for the pass.

1. At first the faculty did not want be part of the summer U-Pass program. There were then a few exchanges about only opting-in students (case by case). And finally, after speaking to our UPASS coordinator at the SFUO – they agreed on being part of the U-Pass program since they are full-time.
2. An agreement was discussed between SFUO and the Faculty (**Linda Chénard**) to add the undergrad MED students in the U-Pass program.

*Which by referendum was the agreement, since these are students who obtain full time status are included in the proposed language.

Currently due to the inconvenience we are planning to host (1) day of distribution at the RGN office for students who have not picked up their pass to be able to do so, this will take place July 25th from 11am to 6pm.

International Student Pick-Up

We are hosting the International Student Pick up (Welcome service) for the 2nd year in a row.

The International Student Pick up is intended to give students a warm informative welcome as soon as they arrive at the airport. At first contact at the kiosk you will be able to meet a volunteer who will offer bus tickets to ride on the OC Transpo bus and get to know exactly how the transit system works. Volunteers will also book tours with the students where they will get to know all the services provided to them under their Federation as well as pick up a U-Pass.

This will take place from August 22nd to September 5th 9am to 10:30pm. This year we have collaborated with Community Life Services and International Office for the sake of reduced costs due to our financial cash flow shortage.

We are also seeking volunteers to help with the program to take on either airport/bus/or on campus shifts to help new students transition into their new home. If you would like to participate please contact myself, Romeo or Hadi for more information.

VP Services and Communications

PR Refurbishment Campaign

- Website Redesign
 - Robyn, our webmaster, is currently exploring different platforms to host our website and which are the most cost effective, while still having a nice presentation. Things we're concentrating on here will be clarity of the information, ease of navigation, and more visually engagement.
- Logo Rebranding
 - We will be holding an open contest for all students willing to take part in the logo redesign. We haven't yet figured out all the details, but once we have, they will be communicated to you all. The general idea would be a platform online for students to submit their designs, and then a committee (which will include execs, BoAs, VP Comms, and students at large) will choose the top designs. These chosen designs will be submitted to a vote by students (how the voting process will happen is also to be discussed).
- Community Consultation Platforms
 - Town Halls
 - Organized at least monthly to discuss important matters of the Fed, in order to hear the voices directly from the students.
 - Suggestion Box

- Already installed in front of the SFUO Office, we will expand to more places soon.
- Executive Outreach
 - Having students interact with execs face-to-face. More than just townhalls, students will have the opportunity to discuss directly with the exec about what they wish to see done by their progressive students' union.

Communications Manual

- Communications across the Fed in the past years have been very erratic and differ greatly depending on the language, service, business, or people in charge. Creating a Communications Manual, which will provide our employees and members with guidelines around Communications, Social Media, and proper Bilingual Etiquette, will hopefully align our communications and make our messaging more accessible, clear, and precise for all those who read it, in either French or English.

GA Outreach

- Working with Justin Patrick to develop a comprehensive GA Outreach and Promotion Plan. Already thinking of ways to involve students and get them engaged in their student democracy.

VP Social Affairs

1.7 Question Period

Extend question period by 10 minutes

Moved: Nick Robinson

Seconded: Iris Wong

Carried

Move to amend 10 to 5 min

Moved: Iris Wong

Seconded: Erin Chapman

Carried

1.8 Committees

Move to Open nominations for all committees except 1.8.11

Move: Iris Wong
Seconded: Romeo Ahimakin
Carried

1.8.1

Therefore be it resolved that Tony Bui, Princejeet Singh Sandhu and Nick Robinson be ratified as members of the Policy and Bylaws Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.2

Therefore be it resolved that Tony Bui, Iris Wong and Vanessa Dorimain be ratified as members of the Elections Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.3

Therefore be it resolved that Tony Bui, Nick Robinson, Romeo Ahimakin, Vanessa Dorimain, and Erin Chapman be ratified as members of the Constitutional Committee with Rizki Rachiq and Paloma Sawaya as alternates.

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.4

Therefore be it resolved that Leila Moumouni- Tchouassi, Erin Chapman, Vanessa Dorimain and Morissa Dalia Ellis be ratified as members of the 101 Week Council

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.5

Therefore be it resolved that Caylie McKinlay, Serge Andersen Bakoussam, Ama Ouattara, Lee Chitty and Paloma Sawaya be ratified as members of the Disciplinary Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.6

Therefore be it resolved that Mikayla Vattiata be ratified as member of the Accessibility Fund Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.7

Therefore be it resolved that Iris Wong, Dahlia Adrien, and Serge Andersen Bakoussam be ratified as members of the Finance Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.8

Therefore be it resolved that Morissa Dalia Ellis, and Caylie McKinlay be ratified as members of the Accessibility Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.9

Therefore be it resolved that Ama Ouattara, Serge Andersen Bakoussam, and Mikayla Vattiata be ratified as members of the Student Life Services Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.10

Therefore be it resolved that Vanessa Dorimain, Mikayla Vattiata, Rizki Rachiq, Iris Wong and Serge Andersen Badoussam be ratified as members of the Selection Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.12

Therefore be it resolved that Romeo Ahimakin, Francesco Caruso, Vanessa Dorimain, Nick Robinson, Milly Pang, Princejeet Singh Sandhu, Iris Wong and Leila Moumouni- Tchouassi be ratified as members of the General Assembly Outreach Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

1.8.13

Therefore be it resolved that Dahlia Adrien be ratified member of the UOSERT Advisory Committee

Moved: Romeo Ahimakin
Seconded: Nick Robinson

Motion to close nominations

Moved: Romeo Ahimakin
Seconded: Nick Robinson

Carried

Move to Ratify election results for committees

Moved: Romeo Ahimakin
Seconded: Nick Robinson

Carried

1.9 BOA Meeting Dates 2016-2017

Be it resolved that the BOA dates for 2016-17 be approved as follows:

August 16th, 2016 6pm
September 18th, 2016 1pm
October 16th, 2016 1pm
November 6th, 2016 1pm
December 4th, 2016 1pm
January 15th, 2016 1pm
February 5th, 2016 1pm
March 5th, 2016 1pm
April 2nd 2016 1pm

Moved: Iris Wong
Seconded: Romeo Ahimakin

Carried

1.10 Miscellaneous

4.11- Methods of Voting

3.12.13.2 Accessibility Fund Committee Composition

1.11 Question Period

1.12 Closing of the Meeting

Be it resolved that the meeting be adjourned at 10:00pm.

Order of the day