

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

Date: Wednesday January 11th, 2017

Location: CBY A707A

Time: 6:00pm

Chair: Shawn Philip Hunsdale

Secretary: Jesse Root

1.1 Welcome

The meeting began at

1.2 Roll Call

FÉUO	Romeo Ahimakin
FÉUO	Rizki Rachiq NP
FÉUO	Hadi Wess
FÉUO	Morissa Dalia- Ellis
FÉUO	Vanessa Dorimain
FÉUO	Francesco Caruso
Arts	Ama Ouattara NP
Arts	Tristain Lamonica NP
Arts	
Arts	Jocelyn Cadieux NP
Common Law	Lee Chitty
Droit Civil	Safie Diallo NP
Education	VACANT
Génie	Arsalan Ahmed Khan
Génie	Princejeet Singh Sandhu
Génie	Jeffry Colin
Sciences santé	Ellen Galupo
Sciences santé	Minh Duong NP
Sciences santé	Vacant
Administration	Milly Pang
Administration	Serge Andersen Bakoussam NP
Administration	VACANT
Sciences	VACANT

Sciences	Paloma Sawaya
Sciences	Setti Belhouari
Sciences sociales	Caylie Mckinley
Sciences sociales	Iris Wong NP
Sciences sociales	Leila Moumouni — Tchouassi NP
Sciences sociales	Mikayla Vattiata
Sciences sociales	Tony Bui
Medicine	Alexander Liam Pearson NP
Étudiants spéciaux	VACANT

1.3 Comments from the Chair

1.4 Adoption of the Agenda

Agenda

- 1.1 Welcome
- 1.2 Roll Call
- 1.3 Comments from the Chair
- 1.4 Adoption of the Agenda

FOR DISCUSSION AND/OR APPROVAL

- 1.5 Committees
- 1.6 Comptroller General's Report
- 1.7 First Reading Bylaw 7.8.2.4
- 1.8 First Reading Bylaw 7.11.1

FOR INFORMATION

- 1.9 Closing of the Meeting

Be it resolved that the agenda be approved as presented

Moved: Jeffry Collin

Seconded: Romeo Ahimakin

Motion to add 2 minute question period

Moved: Jeffry Collin

Seconded: Romeo Ahimakin

Carried

1.5 Committees

Be it resolved that Arsalan Ahmed Khan be named to the Disciplinary Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Be it resolved that Jeffry Collin and Lee Chitty be named to the Constitutional Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Be it resolved that Jeffry Collin and Lee Chitty be named to the Policy and Bylaw Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Be it resolved that Tristan Lamonica be named to the Finance Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Be it resolved that Ellen Galupo be named to the Accessibility Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Be it resolved that Setti Belhouari be named to the UOSERT Advisory Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Be it resolved that Romeo Ahimakin and Princejeet Singh Sandhu be named to the Elections Committee

Moved: Lee Chitty

Seconded: Arsalan Ahmed Khan

Carried

1.6 Comptroller General's Report

Hello everyone,

I have been asked to investigate, or have flagged myself, a number of issues pertaining to expenses and behaviour of the executive.

The first is attendance and vacation days of the executive. Each executive receives a standard 15 paid vacation/sick days for their term. Unused vacation days do not roll over into their next term if they are re-elected. The breakdown of executive leave taken since May 1st is as follows:

President: 3 used, 12 remaining.

VP University Affairs: 3 used, 12 remaining.

VP Equity: 0 used, 15 remaining.

VP Services and Communications: 15 used, 0 remaining.

VP Finance: 15 used, 0 remaining.

VP Social: 2 used, 13 remaining.

The issue flagged to me is that of President's used vacation days. Other people within the SFUO have confirmed with me there have many more than 2 days where the President will not be in the office and does not use vacation days (so he is being paid for time not in the office).

The other issue is attendance arising from this is presence of the executives in the office as a whole. Whereas the VP Uni Affairs and VP Comms have great attendance records, the VP Equity, VP Finance, VP Social, and President's presence in the office is lacking. Often, the VP Finance and President will be working late in the evening rather than during the day. The VP Equity is often not in the office or when in the office, has people in her office not conducting professional work. For example, the VP Equity was not in her office doing work for the majority of Monday, Tuesday, and Wednesday this week. The VP Finance has missed interviews scheduled in the morning and has had to have other executives replace him in the interview despite the VP Finance being head of HR. One day, the VP Finance did not show up to the office, did not communicate his absence, and as a result had missed multiple meetings and caused a delay in HR matters. It was later in the day a person had noticed Snapchats from the VP Finance of himself at Nordik Spa on his Snapchat story. I have received complaints from multiple people of all the noted executives on the period of time it takes to respond to emails to varying degrees. The executive work manual stipulates 30 hours must be worked during the time the office is open, within a flexible amount of time. The lack of executives in the office has caused many staff to be unable to do their work in a timely matter as they rely on approvals from VPs in order to perform their tasks. As well as the issue executives are getting paid to not fulfill the mandates they were either elected to do or perform simple operational functions that need to be done.

The second issue is the use of credit cards and submitting supporting documents for the expenses. Once an executive or staff member receives their credit card statement, they have one week to hand in receipts or invoices to support their statement to the accounting department.

For the VP Social's credit card, there were approximately \$7,500 worth of receipts not submitted on time. This is \$4,300 for the September statement, and \$3,200 for the October statement. Most receipts were submitted within the week in advance of the December board meeting and the VP

Finance is currently working with the VP Social to receive the remainder of the receipts. This still means the receipts were outstanding by two months and one month, respectively. This is not new behaviour, and last year the VP Social had to have his outstanding balance (missing receipts) reduced to zero by the then VP Finance.

As for the President, there have been an issue with phone bills on credit cards. The President has charged the VP Finance's credit card for his phone bill and has been having it automatically deducted from the credit card thereon. While each executive is allowed \$100 a month for their phone bill, there were no supporting documents submitted to support the charge and having it automatically charged to the credit card is essentially circumventing the VP Finance's approval method.

Receipts for the phone bills, as well as other missing receipts, were submitted by both President and VP Social the week the updated agenda including this report was sent out for the December meeting.

The third issue is with the elections staff. A choice was made to increase the pay of the CEO. The CEO's salary this year is 60% higher than last year. The decision was made by the VP UA as head of the elections committee and approved by the VP Finance. The salary of the CEO alone is over the budget approved by the Board earlier this year. As a result of this budget being exceeded, the VP UA and VP Finance justified it to have the VP UA act as CRO.

The primary issue in this circumstance is that Vanessa is, by the constitution, ineligible to be an elections staff member. As per bylaw 4.14.1, no executive can be a staff member, paid or otherwise. I sent an email to Vanessa the same day as the December board meeting in anticipation of the report making her aware of the situation and she responded to say she has been fully aware of the contravention of the by-laws and refused to resign. On top of this, Vanessa as herself, nor Rizki as the HR manager, has deemed it appropriate to report their consent in disregarding the constitution to the Board in the three meetings since this decision was made.

The contravention means when the VP UA is removed from the role of CRO and another CRO is eventually hired, the entire salary of the CRO is being found from another part of the budget despite the executive stressing how much the SFUO needs to clamp down on all its expenditures. Another issue arises with the VP UA's positions on both the elections committee and as CRO. Essentially, since the CRO reports to the elections committee, so the VP UA is both employer and employee meaning any reports of misconduct by the CRO is then assessed by the CRO herself. As an update, Vanessa resigned from the elections committee on January 10th, but was still acting as CRO since before the by-elections in October.

This concludes the new report section.

I would also like to flag the issue that the constitutional committee has yet to return any decisions or reports on the status of the recommendations from my last report to the Board.

Should you wish to ask any finer details, I would advise you to motion to go in camera where there is more liberty for disclosure.

Recommendations:

Be it resolved the President work in conjunction with the VP Finance and accounting department to determine an agreement as to resolve the issue of his lack of use of vacation days.

Be it resolved the VP Finance, in collaboration with the executive as a whole, the executive coordinator, and the accounting department to develop a finance policy manual for the executive to

follow. The finance policy manual should include, but is not limited to, rules surrounding credit card use and when credit cards may be requested to be returned, vacation time approval, and a method of time reporting by the executive to the Board of Administrators. After its development, the finance policy manual should be added to the constitution where the executive work manual is named as to ensure its equal footing and amendment rules as the exec work manual.

Be it resolved the Board of Administrator's ask for the resignation of Vanessa Dorimain from the role of CRO.

Be it resolved the constitutional committee present a report to the Board of Administrators at the meeting scheduled January 22 in regards to the items referred to the committee in August.

Motion to move in camera

Moved: Morissa Dalia Ellis

Seconded: Vanessa Dorimain

Motion to extend speakers list by 2 in favour and 2 opposed

Moved: Romeo Ahimakin

Seconded: Jeffry Collin

Carried

Quorum Lost

1.7 First Reading Bylaw 7.8.2.4

Be it resolved 7.8.2.3 be added to read as follows:

7.8.2.3

She has the power to investigate or examine any member of the Executive, employee, officer or person administering funds for the Federation in relation to decisions made by the person or persons that have indirect financial impacts on the organisation.

Be it further resolved 7.8.2.4 be renumbered to 7.8.2.5

BIRT by-law 7.8.2.4 be amended to read as follows:

7.8.2.4 (or 7.8.2.5)

The comptroller general shall have free and unobstructed access to all books, records, documents, **persons, or agencies** pertaining to the administration of the Federation's funds by any individual, group, or organization to whom funds have been allocated by the Executive or by federated bodies.

Moved:

Seconded:

1.8 First Reading Bylaw 7.11.1

BIRT 7.11, 7.11.1, 7.11.2, 7.11.2.1 be added to read as follows:

7.11

Independence of the Comptroller General

7.11.1

In order to preserve the discretion and independence of investigations before they have been concluded and a report be submitted to the council of the body concerned, she has the ability to request no summary about any or all interactions between the Comptroller General and other persons be divulged to any other person or party. Interactions include, but are not limited to, information provided to or requested by the Comptroller General and conversations or emails with the Comptroller General.

7.11.2

In concern of requests made by any member of the Executive, member of the Board of Administration or officer, agent, or employee of the Federation, or person administering central funds of the Federation, they may request an investigation without the permission of any other person, including their supervisor. This person will have no obligation to report their request of the Comptroller General to their supervisor or other member of the Executive. This person also has the right to request the Comptroller General not name the person as a source of information.

Moved:

Seconded:

1.9 Closing of the Meeting

Be it resolved that the meeting be adjourned at

Moved:

Seconded: