



Board of Directors Meeting Minutes

Date	Sunday, October 25, 2020
Location	Zoom Meeting
Present	Rami Zokari (Chair), Joshua Sydney (Vice-Chair), Pearl Buyanzi, Brian Tumusiime, Joshua Lafond, Rhea Nankani, Adam Snow, Jason Yi, Abhinav Gaur
Guest/s	Terri Timmons (Accounting & Payroll Manager)
Resource	Bryn De Chastelain (President & CEO)

Mr. Zokari called the meeting to order at 3:04 PM, and a land acknowledgement was made.

1. Mr. Zokari introduced our guest, Terri Timmons

Mr. Zokari asked if there were any conflict of interest declarations to both the board of directors and the guest on the call. There was no conflict of interest declarations.

2. At 3:05 PM, Mr. De Chastelain, President and CEO of SMUSA, gave the presidents report **(Appendix)**
3. At 3:30 PM, Mr. Zokari, Chair of the Board of Directors and Chief Governance Officer, gave the following Chief Governance report; The board has decided on three main areas of focus for the year. These are risk management, cash and culture. Each committee will be working towards these goals and updates will be made at the next board meeting in November.
4. Committee Reports

a) At 3:32 PM, Mr. Snow, Chair of the HR & Governance committee, gave the following HR & Governance committee report; The committee has been working towards consistent goals since May, having reviewed policy and continuing to do so. The next steps are to begin working on the human resources component of the association.

b) At 3:33 PM, Ms. Buyanzi, Chair of the Society Committee, gave the following Society Committee report; The committee passed a motion for all the ratified societies. The committee recommended the society coordinator hold an executive training meeting for all societies on campus discussing the society policies and society handbook with the possibility of this becoming an annual



thing. Recommendation for each society to require a graduate representative position to make sure mature students are given the opportunity to be part of societies was also presented.

c) At 3:34 PM, Ms. Nankani, member of the Elections Committee, gave the following Elections Committee report; The job postings for CRO and DRO were posted on October 19, the deadline for applications has been extended from October 23 to October 30. The interviews will take place in the beginning of November. The pay for these positions has been increased based off reports from last year's employees. CRO has increased from \$1,000 to \$1,400 and DRO has increased from \$800 to \$1,150. The position descriptions have been updated as well since last year. The committee will be meeting soon to discuss the elections process and an update will be provided by the next meeting.

d) At 3:36 PM Mr. Yi, Chair of the Finance Committee, gave the following Finance Committee report; The committee will be setting policies to deal with appropriate financial risks during the pandemic, expand sights to a longer timeline, creating a financial management policy for cash management, and addressing uncertainties for the future financial wise.

5. Mr. Zokari asked if there was any other business, there was no other business.
6. Mr. Yi motioned that the board move in-camera at 3:37 PM, seconded by Ms. Nankani. Motion carried.
7. The next meeting is scheduled for November 22, 2020.
8. Mr. Snow motioned to adjourn the meeting at 3:38 PM, seconded by Mr. Lafond, Motion carried.

Meeting adjourned at 3:38 PM

Signature: Rami Zokari, Board Chair



President's Report

Bryn de Chastelain

October 2020

Selection of Events Attended

- Attended the University's Fall Virtual Convocation
- Maritime Provincial Higher Education Commission Quarterly Meeting
- District 7 All Candidates Debate (Virtual), hosted by SMUSA
- SMUSA Anti-Oppression Training (Virtual)

Societies and Events

On-Campus Events

Our Director of Societies and Engagement, General Manager, and I have contributed to developing an events form so societies can begin to host on-campus events. They are required to submit event forms 3-4 weeks in advance of the event, so that university procedures can be followed. This was done in collaboration with SAAS and the Non-Academic Return to Campus Working Group.

Society Protocols

Following the Society Summit, our Director of Societies and Engagement has started a weekly newsletter to go out to all society executives, providing key information and updates about society activities. We are in the process of planning a society social event for early-mid November and are continuing to monitor society needs and requests.

Winter Welcome Week

With a blended delivery model in Winter 2021, SMUSA will be taking on the majority of in-person events with SAAS focusing on online delivery. We are working with Athletics and Recreation to develop in-person options on campus, while still maintaining a strong online presence. Based on the uncertainty regarding out-of-province and international travel, we are planning to offer events throughout January to support various arrivals.

Fall Movie Nights

Following the success of our September Movie Night on the Field, we are looking into hosting an in-person movie night in November to take place inside the Homburg Centre. We are still working out details regarding public health guidelines and safe protocols.

Bright Partnership

In late September, we agreed to partner with an online wellness and athletic company to provide our students with a free trial to their services throughout the month of October. We faced significant challenges with Bright as a company and will not be pursuing further partnerships.

Internal/Academic Affairs

Reopening Plan

Working alongside SAAS, SMUSA has been contributing to the Non-Academic Return to Campus Working Group. To this point, we have approved multiple plans for specific services and events and will be putting forward an overall SAAS/SMUSA plan in the next two weeks. This will support further reopening of services and potential office openings.

Husky Patrol

Our Husky Patrol service has reopened and is functional Monday-Thursday every week. This will be on a trial basis to see if we should increase or decrease our hours based on student engagement. This has allowed us to further support student employment through our Husky Patrol Manager and our drivers.

Food Room

The Food Room is reopening in October, with service available to students who rely on the Food Room for their immediate needs. This will be by appointment in the Student Centre and SAAS will be hiring a Food Room coordinator to support volunteers and prepare food packages for students.

Information Desk

We have successfully been providing UPass Pickup since the start of September. The Information Desk is now open Mon-Thurs 11-9 and Friday 11-5. This allows the Information Desk to support Husky Patrol while still providing a pickup location for Student ID's, UPasses, and other university-related needs.

Winter 2021 Delivery

I have continued to meet with the Winter Planning committee to discuss the implications of a blended delivery model in the Winter 2021 semester. Class descriptions and options will be updated in November so students can prepare for their Winter 2021 classes. There will not be a tremendous number of in-person opportunities, but there is a focus on restoring in-person services for students who are back on campus, specifically those in residence.

Budget Development

With our Accounting and Payroll Manager and General Manager, I have been supporting the creation of a November-January Quarterly budget based on the student fee revenue from September. We are in a positive position to cover the deficits we incurred over the summer months and will likely be in a strong financial position through the rest of the year.

RA's for Black Lives Matter

I have continued to work with the RA's for Black Lives Matter working group and we are making progress towards change in residence. We have had some issues regarding scheduling but are still making progress towards systemic changes in residence and specifically, better support for our residence students.

ID Cards + UPass Options

With the SMUSA General Manager and the Library, we supported a special interim solution for students who wanted a UPass but did not have a Student ID yet. With Halifax Transit, we were able to secure October UPasses that students were able to pick up until their Student ID was ready. We are happy that Student ID production for the Fall has been completed and preparation for the Winter term can now be the main focus.

SEM Update

The Strategic Enrolment Management (SEM) Steering committee is working on the creation of a SEM Plan to monitor and improve SMU's recruitment and retention efforts for the next 5 years. As a part of this plan, I have been asked to present on potential student programs or staff allocations that would better support students moving forward. I am working on this with the Executive Team and will be presenting in late November.

Sexual Violence Policy

Our Director of Marketing and Communications and our VP Academic have worked to secure two student representatives on the new Sexual Violence Policy Committee, which will be working to review and rewrite components of SMU's Policy this year. The committee will be meeting soon.

Hiring

Based on our positive budget situation, we have hired a Digital Content Creator who will be joining our team, supporting the Director of Marketing and Communications. As well, we are in the process of hiring a Board Secretary and CRO/DRO positions ahead of the Winter election.

External Affairs

Municipal Projects

- Our VP External successfully coordinated a virtual Councillor debate for our local District 7 candidates. It took place on October 2nd and had strong turnout and engagement.
- We worked closely with Halifax Transit to reduce issues for AST students and to provide interim options for our students without IDs.
- Our VP External has congratulated successful council members and the Mayor and we look forward to maintaining positive relationships with our City Council.

Students Nova Scotia

- Our VP External has continued as Chair of StudentsNS and has taken on media opportunities on behalf of students in the province

- Our VP Academic and VP External successfully organized and ran a Maritime-wide Open Educational Resource (OER) campaign during Open Education Week on October 19-23
- The Minister of Labour and Advanced Education resigned from their position to run for the Liberal Leadership and we have a new Minister in place. Our VP External has upcoming meetings with the Minister to establish a strong working relationship for students
- Students NS' Advocacy Week will take place from November 2-6 and will involve students from SMU, Acadia, St. Francis Xavier, CBU, and NSCC.

Canadian Alliance of Student Associations

- CASA will be conducting an advocacy month in November, bringing students from across the country together virtually in order to support student interests
- We have conducted multiple advocacy and policy webinars in the past month to prepare delegates for Advocacy Month.
- Our VP External has continued to work as Vice-Chair of CASA's National Advocacy Committee
- I have continued to perform my duties as Chair of CASA's Board of Directors. I have taken numerous interviews for CASA during this time period.

Maritime Provincial Higher Education Commission

- I attended the fall quarterly board meeting as the Nova Scotia representative for MPHEC