

## MASU Students' Administrative Council Meeting Minutes

The Students' Administrative Council met on January 30th, 2023, beginning at 6:05 pm in AVDX 111.

### Call to Order: (6:05 pm)

- Chairperson Nowlan called the meeting to order.

### Land Acknowledgement

- The land acknowledgement was done by Chairperson Nowlan.

### Approval of the Agenda

- **BE IT RESOLVED** (moved by Councillor Jollimore, seconded by Councillor Warr) that the Monday, January 16th Agenda of the Students' Administrative Council be approved.

### MOTION CLEARLY PASSES

#### Approval of the Minutes

- **BE IT RESOLVED** (moved by Councillor Lesser, seconded by Councillor RAP Minocha-Mckenney) that the April 13th, 2022 Agenda of the Students' Administrative Council be approved
  - Amendment: Councillor Lesser seconded the amendments to the bylaws.

### MOTION CLEARLY PASSES

- **BE IT RESOLVED** (moved by Councillor Chun, seconded by Councillor Jollimore) that the Monday, January 16th Agenda of the Students' Administrative Council be approved.
  - Amendments: Correct the spellings of Councillor Shelley and Councillor Warr's names.
  - Amendment: Councillor Park should have had an excused absence from the last meeting.

### MOTION CLEARLY PASSES

#### Reports

##### a. Councillor RAP Minocha-Mckenney

- Nothing to add to their report.
- In regards to the Executive Annual Priorities Update, a report has been included in this agenda on the progress of the priorities that were presented at the beginning of the academic year. Specifically, Councillor RAP Minocha-Mckenney wishes to bring attention to the fact that the priorities listed in the "Residence Life" section of the document have had the least amount of engagement; however, the executive board met last night and talked about how they should go forward with this in mind. As well, Councillor RAP Minocha-Mckenney brought attention to a mistake in the reporting of the Human Resources reform. This section has been started, however, they forgot to report it in the document.

#### Discussion:

Councillor Warr: To clarify, the MASU Herald for the months of November and December are currently being worked on and will be published soon. There was a bit of shuffling with the timeline.

Councillor Lesser: The new HR policies are underway but are stalled due to the fact that I am involved in a hiring process; but, once that is done, this will be back on my list. Our operating procedures are on track but we will not be doing revisions to the position of the ombudspeople this year because of its tricky nature.

Councillor RAP Minocha-Mckenney: It is also important to note that the MASU has done more than what is outlined in this document - these are just the goals we set out to complete.

**b. Councillor Warr (oral report)**

- Councillor Warr brought attention to the fact that she did not work last week; however, this was approved by Councillor RAP Minocha-Mckenney.
- Councillor Warr's priorities going forward include the winter clubs and societies fair and the clubs and societies training (to be completed as a powerpoint.)
- As well, Councillor Warr noted that they are working a lot more with the residences this semester to help facilitate events.

**c. Councillor Lesser**

- Nothing to add to their report.

**d. Councillor Huynh**

- Councillor Huynh would like to give a shout out to the bike co-op and all of the staff involved in the co-op for their successful program last year.

**e. Councillor Chun**

- Nothing to add to their report.

**f. Councillor Mittal**

- Councillor Mittal reported that the Allisonian is complete. They had hoped to bring the Allisonian to the SAC today, however, they had to attend online.

**g. Councillor Amsdr**

- Councillor Amsdr reported that they have received a dozen accounts from staff and students who have slipped on campus following the storm due to the bad pathways.

**Discussion:**

Councillor Lesser: The executive have also received a few complaints about problem spots on campus and this is an upcoming topic at meetings for the Board of Regents - so we will advocate for safe campuses

Councillor Amsdr: I think we need to also have disabled people talk about what is accessible and not on campus.

Councillor RAP Minocha-McKenney: Thank you for taking in the testimonies and accounts of people around campus - I would also love to talk to you about this topic after and give these accounts to Councillor Lesser so they can bring them to the Board of Regents. We did notify facilities management of particular places that are dangerous that they were not aware of. So we need to have a larger conversation about it.

Councillor Blakney: While I was involved with the Board of Regents, I brought up these issues and they would make up excuses as to why we should not focus on these issues. So, I could look through the old archives to find these specific conversations so that we can continue the conversations.

Councillor Amsdr: My efforts have also taken place over multiple years and so it is frustrating when the university does stuff like pile all of the snow in front of Purdy Crawford, which is the only accessible building on campus.

**h. Councillor RR Minocha-McKenney**

- Nothing to add to their report.

**i. Councillor Hiebert**

- Nothing to add to their report.

**j. Councillor Park**

- Nothing to add to their report.

**k. Councillor Jollimore**

- Nothing to add to their report.

**l. Councillor Nelson**

- Nothing to add to their report.

**m. Councillor Krueger**

- Nothing to add to their report.

**n. Councillor Keleher**

- Nothing to add to their report.

**o. Councillor Lirette**

- Nothing to add to their report.

**p. Executive Annual Priorities Update**

- Presented in Councillor RAP Minocha-McKenney's report.

**Business Arising from the minutes**

- **a. The Path club constitution**
  - An email was sent out with the information discussed last week, but we have yet to receive a response.
  
- **b. External Affairs Committee Review of Previous MASU involvement of Tantramar Municipal Election 2022**
  - Last Thursday the External Affairs Committee met to do a review of the MASU's involvement in the Tantramar Municipal Elections to discuss what went wrong. The committee came to the conclusion that in the future they must have a greater coordinated group effort in order to produce an effective campaign.

## **New Business**

### **a. Defining Accessibility Portfolio Proposal**

- Councillor Amsdr has been working on a portfolio that defines accessibility on campus. For this project, Councillor Amsdr has done a lot of work with Acid and has talked to numerous students on campus about the topic of accessibility. The idea is to have approximately 24 self-identifying disabled students on campus to respond to a form that defines accessibility.

#### Discussion:

- Councillor RAP Minocha-Mckenney: Question: is this project to be marketed through MASU channels?
- Councillor Amsdr: Yes
- Councillor RAP Minocha-Mckenney: I think it is a great time to do this project given that a new team will be coming in and therefore this gives them an outline of what accessibility should look like.
- Councillor Lesser: The university has received money to make the president's cottage accessible - 250 thousand dollars - I think this is fantastic and just wanted to share.

### **b. By-Law amendment process – Councillor Rohin Minocha-Mckenney**

- Councillor RAP Minocha-Mckenney has recently learnt that the audit process that the MASU goes through every year is expected to double in cost. Therefore, they move to change the MASU's process from an audit engagement to a review engagement.

**BE IT RESOLVED THAT RESOLVED** (moved by Councillor RAP Minocha-Mckenney, seconded by Councillor Lesser) the Executive Board review the proposed amendments, as seen below, and report to Council of their findings along with the advice of the Union's Auditors.

Proposed Amendments to the General By-Laws:

**BE IT RESOLVED THAT** on the recommendation of the Executive Board, the Mount Allison Students' Union no longer engage in an annual audit engagement and instead utilize an annual review engagement. As such, amend the General By-Laws, paragraph 89, to instead read:

**Review Engagement.** Financial statements and process of the Union shall undergo an annual review engagement by a recognized chartered accountant, as appointed by the EB, within four (4) months of the end of each fiscal year. Following the release of the report, it will be presented to the SAC.

**BE IT FURTHER RESOLVED THAT** the reference to “auditor’s report” in the General By-Laws be amended to update the language for a review engagement. As such, amend the General By-Laws, paragraph 11, section a to instead read:

At the AGM, regardless of if quorum is met, there shall be presented a report from each member of the Executive with respect to the affairs of their portfolio for the past year, the budget for the fiscal year in which it is held, and the Union’s most recent financial statements.

**BE IT FURTHER REOLVED THAT** the mandates of the President & CEO and Vice-President, Finance & Governance be amended to update their language for a review engagement. As such, amend Appendix A – Officer Mandates, President & CEO, paragraph 13, section b to read:

Ensuring that an annual review engagement of the MASU’s financial statements and process are done;

And as such, amend Appendix A – Officer Mandates, Vice-President, Finance & Governance, paragraph 12, section b to read:

Ensuring that an annual review engagement of the MASU’s financial statements and process are done;

**Discussion:**

- Councillor Lesser: I was initially against this idea, but when we understand why we are audited every year it makes sense that it is not as necessary anymore. It was back in the 90’s when we ran a pub and it was mostly done by cash, thus, there was more risk involved in the process. But, we no longer have that bar - we sold it to the university. As well, we now have three full time staff instead of one, so there is less of a risk of things slipping through the cracks.
- Councillor Blakney: I think an important thing to look at is: would shortening audits still keep us covered? Because we are still a business. Would the review engagement be legally binding to the same extent? For the past 2-3 years our student union has run a surplus - is there greater risk in that?
- Councillor RAP Minocha-Mckenney: In New Brunswick, for reporting for nonprofits, we are still acceptable there. As well for audits - they come to council and council then has to accept the audit - therefore, the councillors still have the accountability in saying whether or not it is accurate. As for the surplus: we can only make predictions based on how many students are coming in and our budget is conservative while the universities is liberal. Overall we tend to break even. But by not doing this new form of auditing we would have to get rid of some services.
- Councillor Blakney: But our budget has gone to an extent that maybe we have too much surplus - so maybe it is just something to look at in the future.

- Councillor Lesser: point of information: we did spend about 8625 dollars of that surplus this year for consulting because it was not in the budget. But we can talk more about the surplus as the end of the year comes closer.

**MOTION CLEARLY PASSES**

**c. Amendments to OP-04- Human Resources (w/motion)**

- Councillor Lesser presented a position in which the entertainment director and the Shine Chair are combined, and transferred from the realm of the VPSL to the President. This position will be called the Director of Entertainment and Activities. As well, there will be an Assistant Entertainment Coordinator.

**BE IT RESOLVED** (moved by Councillor Lesser, seconded by Councillor Jollimore) that the SAC approve the amendments to OP 4 as presented.

**Discussion**

- Councillor Warr: Thank you for all of your hard work. I was wondering why the Director of Entertainment and Activities has to work 35 hours a week in the summer when only the president is expected to work that amount.
- Councillor Lesser: That is what was expected from the Shine Chair, therefore, I copied the number as they have the same responsibilities.
- Councillor Warr: I am confused by the five hours per week of office hours that is mandated. Is that something reported to council?
- Councillor Lesser: No, it is not required to report the hours to council. It is just an expectation for how much they are expected to work per week.
- Councillor RR Minocha-Mckenney: Can you clarify what COCA is?
- Councillor Warr - The Canadian organisation of coordinated activities. Here you learn activities like cup for a cup and headphone disco, and learn how to effectively plan and organise an event.
- Councillor RR Minocha-Mckenney: What was the feedback to the position of the Director of Entertainment and Activities?
- Councillor Lesser: The feedback was neutral- positive. There was concern about finding somebody who would want to stay in the summer, but it is a functional requirement of the Shine Campaign to stay here during the summer.
- Councillor Krueger: In the previous Director of Entertainment and Activities description there was a note on an honorarium but there's not any more, why is this?
- Councillor Lesser: Because it is now dependent on the budget.

**BE IT RESOLVED** (moved by Councillor Krueger, seconded by Councillor Nelson) that the honorarium be added back into the job description.

- Councillor Blakney: Do we have to state how much the honorarium will be?
- Councillor Lesser: That will depend entirely on the budgeting - we will at some point need to look at all of the positions' honorariums.
- Councillor Warr: I'd like to move to remove the five scheduled office hours.

**BE IT RESOLVED** (moved by Councillor Warr, seconded by Councillor Lesser) that the requirement of five office hours per week be removed from the job description of the Director of Entertainment and Activities.

- Entertainment Director Emma Mackley: I'm not sure that they are necessary because most people coming to me are not students but instead scheduled meetings.
- Councillor Lesser: I think that this is a good amendment because people may misunderstand what was intended while reading it.
- Councillor Blakney: I like the hours because they hold people accountable and thus should be reported to the President. This is especially important given the high pay associated with this position.
- Councillor Warr: Thank you for your comment and I think it makes sense given the high pay that this position should be held accountable for their hours. So I would like to retract my amendment and instead make an amendment that reads "five hours" instead of "five scheduled office hours"

**BE IT RESOLVED** (moved by Councillor Warr, seconded by Councillor Chun) that the requirement of five office hours per week in the job description of the Director of Entertainment and Activities be revised to read "five hours per week."

- Councillor RAP Minocha-Mckenney: I want to say that office hours are defined in the Operating Procedures and I want to ask Emma if the definition of office hours is realistic for the position - which would be defined as any time in the office.
- Entertainment Director Emma Mackley: I think that if you just call it five hours a week it could be misleading because there are some weeks that I work more than five hours.
- Councillor Lesser: Would it perhaps work to say "work at least five hours"?
- Councillor Warr retracts her previous amendment and makes the following amendment:

**BE IT RESOLVED** (moved by Councillor Warr, seconded by Councillor Lesser) that the requirement of five office hours per week in the job description of the Director of Entertainment and Activities be revised to read "at least five hours a week"

- Councillor Lesser calls the amendment and the motion to question
  - Seconded by Councillor RAP Minocha-Mckenney:

**BOTH MOTIONS CLEARLY PASS**

**d. 2022 Proposed bylaw amendments (w/motion)**

- The Executive Board has chosen to not change the President's hours in the summer from 35 hours a week, but to change the hours of the VP's in the summer to 30 hours a week.
- The Executive Board does not support the changes to the names of the VP Positions - especially in regards to the conversation about changing the name of the Vice President of Student Life.
- The Executive Board agrees that the VPSL should not oversee entertainment and has instead reassigned it to the President.

**BE IT RESOLVED** (moved by Councillor Lesser, seconded by Councillor Blakney) that the SAC approve these amendments to the proposed bylaws, as recommended by the Executive Board.

**MOTION CLEARLY PASSES**

**Open Forum:**

- Councillor RAP Minocha-Mckenney: The Winter elections have finished up and I wanted to say congratulations to everybody! Two of our new executives for the next academic year are currently here - congratulations to Councillors Shelly and Warr, and congratulations to our two new councillors for this year, Councillor Clark-Black and Councillor Cousins.
- Councillor Lesser: We now have a Teams! It is still in early testing and must be tested more before it can be used in a real life environment, but I already have one of my committees use it for their work. Later in this semester, there will be some tests for hybrid meetings. The goal is to have all our stuff in one place so that none of it will be misplaced.
- Councillor Blakney: Congrats to everybody who was elected. However, now that we have the results in front of us, we can see how low the voter turnout was and I wonder whether this troubling news has been discussed amongst the executives. I wonder what we should do about this.
- Councillor RAP Minocha-Mckenney: The concerns have definitely been noted. There has not been enough time to thoroughly discuss it yet, but we do need to have better strategies to get a higher turnout. Especially considering the fact that quorum for elections is 25 percent so the numbers are definitely concerning.
- Councillor Blakney: Historically, Spring elections drop by another 10 percent, so it is concerning.

**Reminders: (no reminder)**

**In-Camera:**

**BE IT RESOLVED** (moved by Councillor Lesser, seconded by Councillor Nelson) that the SAC move in-camera.

**BE IT RESOLVED** (moved by Councillor Lesser, seconded by Councillor Shelley) that the SAC approve the Round 3 allocation of the Clubs & Societies Fund as decided by the Finance and Administration Committee.

**MOTION CLEARLY PASSES**

**BE IT RESOLVED** (moved by Councillor Lesser, seconded by Councillor Nelson) that the SAC approve the Round 3 allocation of the Academic Enrichment Fund as decided by the Finance and Administration Committee.

**BE IT RESOLVED** (moved by Councillor Blakney, seconded by Councillor Jollimore) that the SAC table the Round 3 allocation of the Academic Enrichment Fund until the next meeting of the SAC.

- Councillor Chun calls the motion to question
  - Seconded by Councillor Lesser

**MOTION TO TABLE DOES NOT PASS**

**INITIAL MOTION CLEARLY PASSES**

**BE IT RESOLVED** (moved by Councillor Warr, seconded by Councillor Lesser) that the SAC move out of in-camera.

**MOTION CLEARLY PASSES**

**Adjournment:**



- The Chairperson adjourned the meeting upon the completion of the agenda at 8:13pm.

Respectfully Submitted,

Paige Meisner

Secretary (Deputy Chairperson)

