

## Board of Directors Meeting Minutes

Tuesday, July 15, 2014

Students' Union Building

### 1) Meeting Called to Order

4:00PM

#### PRESENT

Dylan Robinson	President
Leif Douglass	Vice President External
Melissa Gordon	Vice President Internal
Paige Bernard	Women's Representative
Nic Zdunich	LGBTQ Representative
Sabina Donnelly	Graduate Students' Representative
Kaitlin Clement	Director-at-Large
Taylor Gluska	Director-at-Large
Lahana Ghosh	Director-at-Large
Cameron Staff	Director-at-Large

#### REGRETS

Trad Bahabri	Vice President Finance
Elizabeth Whiting	Aboriginal Representative
Meshari Alanazi	International Students' Representative

#### ABSENT

#### STAFF

Nathan Lane	Executive Director
Alex McLellan	Research and Governance Coordinator
Natalie Reisle	Membership Development Coordinator
Abbey McAuley	Services Coordinator
Jillian Griffin	Campaigns and Outreach Coordinator

### 2) Approval of the Agenda

2.1) MOTION  
*GLUSKA/ZDUNICH*

Be it resolved that the Board of Directors adopt the agenda as presented  
**CARRIED**

### 3) Approval of the Minutes

3.1) MOTION  
*GORDON/DONNELLY*

Be it resolved that the Board of Directors adopt the minutes from the June 10, 2014  
Board of Directors meeting  
**CARRIED**

3.2) MOTION  
*DOUGLASS/GLUSKA*

Be it resolved that the Board of Directors adopt the minutes from the June 02, 2014; June 10, 2014; June 16, 2014; June 23, 2014; and July 02, 2014 Executive meetings  
**CARRIED**

4) **Correspondence**

FOR ACTION

FOR INFORMATION

TRU Foundation – TRUSU Endowment Bursary Thank You Letters

5) **Presentations**

6) **Committee Reports**

Campaigns Committee

Douglass reported that the committee has met three times since the last Board meeting. On July 16 the committee reviewed the first draft of the Campaigns Plan and developed additional strategies and tactics. On June 30 the committee finalized the Plan and reviewed updates on ongoing campaigns including the Sweatshop Free Campus and Per Credit International Fees campaigns. On July 14 the committee reviewed an internal brief on the Kamloops transit system to become familiarized and develop transit campaign goals. The committee also reviewed a task list for the Plan.

Douglass presented the Campaigns plan, which includes six campaigns.

A container types campaign will seek to increase the proportion of recyclable container types on campus and in the city. Standards will be adopted on campus by the Winter Semester, and then leveraged into standards in City of Kamloops facilities. A research brief of current usage and alternatives will be developed; the Beverage Container Stakeholder Committee will be leveraged; lobby meetings will be held with Ancillary Services, the Vice President Administration and Finance, and the City of Kamloops; and a speaker on the issue will be hosted in partnership with the Office of Environment and Sustainability.

The Sweatshop Free Campus campaign will continue by working with TRU to complete steps for affiliation with the Worker Rights Consortium. These include developing a Code of Conduct, disclosing factories, and sending a letter of affiliation and an annual fee.

The Per Credit International Tuition Fees campaign will continue and seek to have a new fee model in place by Fall 2015. This will require an agreement by April 2015. Outreach has been done in previous years so this year will focus on lobbying. The campaign will produce a research brief on fee payment models and a video of support; hold lobby meetings with TRU World, the Finance

Department, and the Registrar; and finally make a presentation to the Board of Governors in February 2015.

A transit campaign will seek to have the City of Kamloops commit to improve service. This will be a significant benefit to students who are 70% of the transit system ridership; this also provides leverage. The campaign will take place in the Fall 2014 semester. It will include an internal transit brief and a system-wide transit ride to familiarize committee members and identify targets; a Back to School Barbeque pledge drive with a target of 500 pledges; and a research brief on a vision for transit, with short and long term goals, to support presentations to City Council and to the budget consultations.

A TRU Funding will seek to educate the broader community on provincial underfunding of TRU compared to other research universities. The campaign will include a campus demonstration and two days of tabling in each semester with leaflets, one-pagers, and buttons; six community mail outs all on aspects of funding; and presentations to community organizations in the Winter semester.

A municipal election campaign leading to the vote on November 15 will provide students with information about candidates generally and on specific issues, and encourage students to vote. The campaign will include a handout with candidates' answers to standardized questions; four days of campus outreach; a meet the candidate event in Old Main where each candidate will have a table and the Union will provide an overview about the candidates; and an advance polling station on November 13, which is already secured.

### Services Committee

McAuley presented the Services Plan, which includes five initiatives. The committee arrived at the Plan through a review of all services, which identified gaps and formed the basis of a promotion strategy.

An Emergency Bursary will be developed in response to a gap in aid for students in urgent but temporary financial need. The committee will meet with Financial Aid and Awards and Student and Judicial Affairs to develop the application, eligibility, and appeals processes. The committee will be responsible for developing the process, the Policy Committee will be called on to write the corresponding policy, and the committee will work with the Membership Development Coordinator on a promotional plan.

Partnerships and the Studentsaver Discount Program will be expanded. A new partnership with Sun Peaks will be sought for a discounted pass available through a voucher system at the Members' Services Desk. Sun Peaks has been contacted and a meeting requested. The target date for securing the partnership is November 22, the start of the resort's season. The Studentsaver program currently has 60 discounts and the Plan sets a target of 100. A list of businesses current with the program or that have considered in the past has been developed and the committee will review it and develop new list to pursue. The target discounts should be secured by the start of the Fall 2014 semester.

Services promotion will be developed that is general to all services. The objective will be to build service knowledge and secondarily to increase usage. The committee will work with the Membership Development Coordinator to develop a unique outreach plan with a timeline of promotions that will focus on one service each month. Additional strategies will include cross service promotion and wall mounted advertisements in Students' Union Building bookable rooms.

The committee will undertake an intensive online service review, after having identified a general lack of usage. There is a need to understand if the lack is due to service problems or lack of knowledge. The services will be promoted and monitor to this end with the review done by Winter 2015 so that new or revised services can be implemented by Fall 2015.

Finally, international students will be made eligible for the Health and Dental Plan. This will be accomplished through a vote at the Annual General Meeting. Materials will be produced and distributed to promote attendance. Once the change is approved, the committee will coordinate with TRU World and implement for the Fall 2015 semester.

## Entertainment Committee

Gordon presented the Entertainment Plan, which consists of two major components, Fall and Winter Kickstart, and additional events.

Fall Kickstart will begin with Fall Orientations, which serve to introduce new members to the Union. The Union will host a table to promote the remainder of the Fall Kickstart events; the Union President will speak; advocacy representatives will speak at Orientations for their respective constituencies; and a dream board will be available for members to post on for an interactive aspect.

The Back to School Barbeque will serve as an opportunity to connect with the community. Community businesses and organizations can provide sponsorships to attend, and the application is now available online. The Union will host a table; there will be a schedule of entertainment on the main stage; and members will be provided with a booklet to collect stamps at tables for a prize.

The Tunes Against Tuition Fees Concert will serve to launch the Union's campaigns. The Union will host a table to promote its advocacy, services, and entertainment.

The Fall Movie Night will serve to build campus community. The night will feature *The Hobbit: The Desolation of Smaug*; popcorn and beverages will be provided; the Union will host a table to promote services and ways to be involved in the Union; and a pre-show will be screened with quizzes about Union services.

The Fall Clubs Day will serve to showcase Clubs and non-profit organizations. Clubs will register beforehand; there will be a stage for presentations; and the Union will host tables for its committees and the Student Caucus.

The Poetry Night is a new event that will serve as an outlet for expression and add an interactive event to Kickstart. The event will be held in the Mountain room in a coffee shop style, and will feature a keynote spoken word artist. Members will be invited to register in advance to perform. Admission will be by donation to the Union's Food Bank.

Winter Kickstart will begin with Winter Orientations, which will serve to introduce new members to the Union. Union participation will be the same as in the Fall Orientations.

The Winter Clubs Day will serve as an opportunity for Clubs to present their accomplishments and to recruit more members. The Union will host tables for each of its committees and the Student Caucus.

The Winter Movie Night will serve as a reward for members who have been actively involved in the Fall semester. Tickets will be distributed according to members' involvement. The event will be an exclusive prescreening of a movie at Cineplex.

The Common Voices Lecture Series will serve to provide a world-class lecture to the campus and community that wouldn't otherwise be possible. This serves to build community relations. The event will be held in the Grand Hall and will begin with welcoming remarks and introductions by the Vice President Internal, followed by the lecture, a question period, and a signing and photograph opportunity. The Union will place advertising throughout the Rotunda to familiarize the community. The distribution of tickets will have two stages with a restricted amount available only to students and then the remainder available to students and community members.

Finally, the Last Class Bash will serve as a celebration of members' completion of the year and a showcase of the Union's accomplishments. There will be both a beer garden and an all-ages section with food and music. The Union will promote its work through informational tablecloths and presentations from Union. The Dreamboard from the Orientations will be displayed so that members can reflect on their goals.

## Equity Committee

Gordon presented the Equity Plan, which consists of ten events and activities.

Kickstart participation will introduce the Equity Committee representatives and activities to the membership. Activities will be promoted through a magnet giveaway and participation will be encouraged through a sign up with a chance to win a prize.

The annual Pride Parade will serve to support the LGBTQ community and awareness of issues. The event will have three components: first, a proclamation in the Campus Commons will have tables for community organizations and businesses; second, a parade on a path throughout the campus; and third, a social with a drag show in the Mountain Room of the Campus Activity Centre.

Invitations will be sent to community organizations and prominent individuals. The event will be promoted at Clubs Day with a placard-making activity.

The Graduate Student Development Day, held in the Lecture Hall and Boardroom, will provide workshops on data management, academic writing, etc.; an employment symposium, and a social. The event will be open to graduate and prospective graduate students with up to 100 students registering in advance. Participants will be provided with nametags and a swag bag.

The International Student Visa Workshop will be an information session on rights and processes related to working, residency, and citizenship in Canada. The International Students' Representative will host the event in the Lecture Hall with an immigration service provider presenting. Up to 50 students will be able to register in advance.

The Aboriginal Drum Making Workshop will be a cultural sharing event. There will be an introduction by the Aboriginal Representative, a speaker on the cultural importance of drumming, a facilitator for drum making, and closing remarks. Up to 30 students will be able to register in advance.

The annual National Day of Action and Remembrance on Violence Against Women Vigil will raise awareness of gender-based violence. The event will be held on December 6. It will begin with news clips of the Montreal Massacre, followed by remarks by representatives from the TRU Faculty Association and the Kamloops Sexual Assault Counseling Centre, a film screening, a moment of silence, and closing remarks. The event will be promoted through a "these hands don't hurt women" banner creation table that members can participate in. The banner will then be displayed at the vigil.

The Pride Art Show and Fundraiser will be a benefit for ASK Wellness and will be open to the campus and community. The theme will be "Love is Love," artists will be asked to submit works, and the works will be auctioned. The LGBTQ Representative will provide an introduction, there will be an auction and a miniature art studio for creating personal pieces as mementos, and the auction results will be presented to attendees.

The annual Story Teller's Gala will serve to educate the campus and community on Aboriginal land rights. The event will begin with a blessing by an Elder and an introduction by the Aboriginal Representative, followed by a panel of three speakers, a question period, and concluding remarks. The event will be held February 11 in the Grand Hall with refreshments provided.

The Body Image Workshop will provide a forum on the topic. The Women's Representative will provide an introduction, followed by an interactive group discussion about bodies, and a keynote speaker on radical self-love.

The International Days World University Service of Canada (WUSC) Fundraiser Dinner will be the first of an annual event to fund the attendance of student refugee at TRU. Tickets will be sold to raise funds for a student to attend in next year. The event will begin with a presentation by the International Student

Representative on the Union, followed by dinner, and a presentation from keynote speaker from WUSC program regarding the program impact.

## Policy Committee

Robinson reported that the committee met once, on June 17, since the last Board meeting.

The committee reviewed the Policy Manual to identify policies for revision and selected approximately half of the issues policies and a quarter of operational policies.

The committee also considered a proposal for Club funding policy based on research of existing policies.

The committee will hold its next meeting on July 22.

## Executive Committee

Robinson reported that the Executive held an extraordinary meeting to review and recommend the annual budget to the Board. A motion to adopt the budget will appear later in this meeting.

## 7) Institutional Student Representation Reports

### Student Caucus

Robinson presented the Student Caucus Plan. The plan includes a series of issues that the Caucus has identified as priorities that it will address proactively, but the Caucus will continue to be reactive to additional issues raised by its members throughout the year.

Governance Administration is an ongoing project to improve support for decision-making processes throughout the institution.

Faculty Council Governance is an initiative that recognizes that, although the Councils are important governance bodies, they do not have clear mandates or operations. The Caucus will work to establish a common framework.

Policy Review is a priority because the current process is difficult to participate in due to lack of clarity and shared expectations. The first initiative will be to have established a policy review schedule and develop a strategy to participate. Secondly, the Caucus will work to have adopted a document management framework for the long-term.

Learning Management Systems are being reviewed at TRU with the aim of adopting one pan-institutional system. The Caucus will ensure that students' needs are taken into account.

Student Course Evaluations are being developed for comprehensive implementation. The Caucus will ensure that course evaluation data is published for students to use in course selection.

Examinations Policy will be addressed to have changes approved to ensure exam scheduling provides fair opportunities to perform and to strengthen provisions for rescheduling mid-term examinations.

Study Space is a project that will build upon short-term successes in improvements in Old Main, the Main Library, and the House of Learning. The Caucus will pursue long-term research to facilitate a systematic approach to study space.

Campus Parking and Transportation is a project that will build upon successes in a discounted Lot N rate, expanded carpool spaces, and a half-day rate pilot project. The Caucus will follow up on implementation and pursue full implementation of the half-day rate.

Academic Advising has been an area of concern for many years. The Caucus will undertake preliminary research and work with the Registrar to identify short and long-term goals.

Student Employment Positions is an issue raised due to the lack of central, standard procedures for hiring students, particularly as teaching and research assistants. This creates potential for unfairness. The Caucus will work with the Human Resources Department to establish common guidelines.

The Student Budget Consultation will be held for the first time this year, in conjunction with the institution's new budget methodology. The process for student input was negotiated over the past year and will ensure consideration from the beginning of budget development for meaningful reflection. The Caucus will develop the consultation framework and hold the consultation in April 2015.

Finally, the Caucus will launch a new series of events called Campus Dialogues, which will provide campus-wide forums to support select issues. The Caucus will host the events with a discussion paper and brief introduction and then facilitate deliberations by students, faculty, administrators, and staff.

## 8) **Canadian Federation of Students Report**

66<sup>th</sup> Provincial Semi-Annual General Meeting – August 14-17, 2014

Lane reported that an email call for delegates was sent to Board members. Five Board members expressed interest. As a result, there will not be an election to determine the delegation, but a motion will appear later in this meeting to approve the delegation.

## 9) **Finance Report**

Financial Statement – April 2014

Financial Statement – May 2014



## Financial Statement – June 2014

Lane reported that this statement presents the Union's finances with one month left in the fiscal year.

In the Statement of Financial Position, the Operating Fund and Health and Dental Fund have strong surpluses. The Capital Fund is in deficit, but this is not unusual for this type of fund and the Union continues to be well capitalized with a good mix of fixed assets and cash.

In the Operating Fund, revenue is very close to the budget projection with membership dues from the Summer semester remaining outstanding. Expenditures are within budget. The equity collectives' expenditures vary significantly, and this will be addressed in the budget for the coming year through a common Equity Committee line items based on activities. The Student Caucus underspent on meetings and travel due to speakers waiving honoraria or not requiring travel. Common Grounds remains profitable. The Students' Union Building repairs and maintenance are over budget due to a series of projects that should not need to be redone for some time. Utilities have no expenditure recorded because the amount is in dispute with the institution. Club administration and grants is over slightly over budget for Clubs Day, but grants are on target. The Endowment is over budget based on a one-time, government matching program that the Union took advantage of. The Winter First Year Orientation is over budget but is not material. Software is over budget for licensing required for new workstations. Council Orientation has a negative expenditure due to a credit with the accommodation provider. Overall, the fund has a moderate excess of revenue over expenditures and is in a stable financial position.

In the Health and Dental Fund, revenue exceeded projections due to a large number of opt-ins. Expenditures are on target. The fund has a healthy surplus and is in a strong position.

The Capital Fund is in a slight deficit. Revenue is on target with summer fees outstanding and expenditures are on target, which should address the deficit. In any case, the fund had a significant opening balance and significant assets.

## Budget – 2014/2015

Lane presented the budget.

In the Operating Fund revenues, projected membership fees remain unchanged from the prior year. Common Grounds revenue projections are conservative due to changes in the food service market on campus. UPASS revenue projections have been lowered in recognition of the new direct opt-out process. Ticket and passes revenue projections have been reduced significantly due to loss of the Blazers partnership, but the introduction of an anticipated Sun Peaks partnership compensates in part. Sponsorship revenue projections are based on prior year experience.

In the Operating Fund expenditures, are a number of changes to line items. The Equity Committee line items are a change in budgeting from Collectives to activities in the Committee's Plan based on policy requirements and additional approved events. Research and polling expenditures have been reduced substantially. Campaigns meetings expenditures have been increased in recognition of more delegates. The Student Caucus orientation budget is increased to accommodate more students. A new line item for workshops has been added while the meetings and dialogues line has been significantly reduced based on a new structure and previous experience. The Student Research Program is reduced based on experience. The Common Grounds food line is reduced to reflect expected business in the changed market, but the coffee line increase due to cost. Tickets and passes expenditures are reduced to reflect changed partnerships. Clubs expenditures are reduced due to the removal of seed grants, but the remainder is unchanged. The Endowment expenditure is increased to reflect the addition of the Emergency Bursary. The Back to School Barbeque, Tunes Against Tuition Fees Concert, Movie Night, and Common Voices Lecture expenditures are all slightly reduced as these events are possible with a smaller budget and will provide needed fiscal room. The Pancake Breakfast is not applicable, as it was never realized. The Volunteer Registry expenditures are increased to accommodate increased planned activity. The Communications and Membership Development materials line is significantly reduced due to an existing inventory from previous years. Professional fees are reduced slightly through more efficient administration. Honoraria and Board Orientation are increased to reflect new positions on the Board of Directors. Wages are increased to reflect the recently added staff position and a potential additional staff position in the coming year.

Overall, the Operating Fund has a projected surplus of \$950, which is extraordinarily slim on a budget of this scale. The Union has grown its operations over recent years to better serve the members, but this will require a more stringent control of expenditures to maintain a balanced budget.

In the Capital Fund, revenue from fees is projected to remain the same. Replacement and recovery reserves are reduced to reflect the tight fiscal requirements in the Operating Fund. For expenditures, interest payments are declining as debts are paid, and the equipment line item is reduced. Overall, this provides for a balanced budget with a minimal surplus.

In the Health and Dental Fund, projected fee revenues are increased based on experience. Premiums expenditures are increased based on the annual renewal that will be considered later in this meeting. Administrative expenditures are reduced based on experience. Overall, this provides for a very minimal surplus.

## 10) Staff Report

2013/2014 Health and Dental Plan Quarter 3 Report (McAuley)

McAuley reviewed structure of Plan. The Plan provides extended medical, dental, and optical insurance for a full calendar year, in addition to the Medical

Services Plan of BC. All full-time members are automatically enrolled, part-time members may opt-in, and members enrolled in the Plan may also opt-in spouses and dependents. Members with existing extended insurance may opt-out of the Plan.

The Quarterly Reports provide a description of the experience of the Plan year-to-date. Key elements to note are the value of premium and claims and the resulting loss ratio, which is the ratio of claims to premiums. Ideal loss ratios are 85 to 90%, which ensures value in usage for members while providing for administrative costs of the insurer. The Quarter 3 Report shows that dental usage is low with a loss ratio of 71%, drug usage is ideal with a loss ratio of 91%, and extended health usage is too high with a loss ratio of 109%. Overall, however, the loss ratio is good at 83%. One concern is that usage across all divisions of the Plan is low for vocational students.

#### 2014/2015 Health and Dental Plan Renewal Proposal (Lane)

Lane reviewed structure of Health and Dental Plan. Members pay a fee the Union, which pays premiums to the insurer, who pays claims to members. The Plan renewal must ensure that fees cover premiums, and the insurer needs to ensure it can pay out claims.

The renewal projection is based on a series of factors. The first is the Plan's experience of premiums against claims, or the loss ratio, in the prior year. To this, the insurer adds trend factors from across the industry, and expense factors for administration and risk. This provides projected claims and expenses from which premiums are determined. The proposed renewal increases health premiums (includes extended medical and drugs) by 11.43% and decreases dental premiums by 12.94% for a total 0.29% increase. This relates to changes in cost of \$0.05 for singles, \$0.60 for couples, and -\$0.50 for families. This remains within fee revenue.

#### 11) Old Business

##### 11.1) MOTION – HONORARIA REPORT *CLEMENT/BERNARD*

Be it resolved that the Board of Directors receive the Honoraria Report for the period of May 1, 2014 to May 28, 2014

**CARRIED**

#### 12) New Business

##### 12.1) MOTION – HONORARIA REPORT *GORDON/ZDUNICH*

Be it resolved that the Board of Directors receive the Honoraria Report for the period of May 29, 2014 to June 25, 2014

**CARRIED**

- 12.2) MOTION – 2014/2015 CAMPAIGNS COMMITTEE PLAN  
*DOUGLASS/DONNELLY*  
Be it resolved that the Board of Directors adopt the 2014/2015 Campaigns Committee Plan as presented  
**CARRIED**
- 12.3) MOTION – 2014/2015 SERVICES COMMITTEE PLAN  
*GLUSKA/ZDUNICH*  
Be it resolved that the Board of Directors adopt the 2014/2015 Services Committee Plan as presented  
**CARRIED**
- 12.4) MOTION – 2014/2015 ENTERTAINMENT COMMITTEE PLAN  
*GORDON/GHOSH*  
Be it resolved that the Board of Directors adopt the 2014/2015 Entertainment Committee Plan as presented  
**CARRIED**
- 12.5) MOTION – 2014/2015 EQUITY COMMITTEE PLAN  
*BERNARD/GLUSKA*  
Be it resolved that the Board of Directors adopt the 2014/2015 Equity Committee Plan as presented  
**CARRIED**
- 12.6) MOTION – 2014/2015 STUDENT CAUCUS PLAN  
*DONNELLY/CLEMENT*  
Be it resolved that the Board of Directors adopt the 2014/2015 Student Caucus Plan as presented  
**CARRIED**
- 12.7) MOTION – DELEGATION TO THE 66<sup>TH</sup> PROVINCIAL SEMI-ANNUAL GENERAL MEETING OF THE CANADIAN FEDERATION OF STUDENTS-BC  
*GORDON/BERNARD*  
Be it resolved that the Board of Directors send Executive Director Nathan Lane, Vice President External Leif Douglass, Women's Representative Paige Bernard, Director-at-Large Lahana Ghosh, President Dylan Robinson, and Vice President Internal Melissa Gordon to the 66<sup>th</sup> Provincial Semi-Annual General Meeting of the Canadian Federation of Students-BC from August 14 to 17, 2014  
**CARRIED**
- 12.8) MOTION – BUDGET 2014/2015  
*DOUGLASS/GHOSH*  
Be it resolved that the Board of Directors adopt the 2014/2015 Budget as presented  
**CARRIED**

12.9) MOTION – NOMINATION OF THE PROVINCIAL EXECUTIVE REPRESENTATIVE  
*DONNELLY/ZDUNICH*

Be it resolved that the Board of Directors nominate Vice President Leif Douglass for the position of Representative - Local 15 on the Canadian Federation of Students – British Columbia

**CARRIED**

12.10) MOTION – CLUB RATIFICATION  
*BERNARD/GLUSKA*

Be it resolved that the Board of Directors ratify the TRUSU Disc Golf Club

**CARRIED**

12.11) MOTION – 2014/2015 HEALTH AND DENTAL PLAN RENEWAL  
*GORDON/DONNELLY*

Be it resolved that the Board of Directors adopt the 2014/2015 Health and Dental Plan renewal as presented

**CARRIED**

**13) Meeting Time**

Tuesday, August 12, 2014 – 4:00PM

**14) Notices of Motion**

**15) In Camera Section (if needed)**

**16) Adjournment**

16.1) MOTION  
*ZDUNICH/GLUSKA*

Be it resolved that this meeting be adjourned

**CARRIED**