

## Board of Directors - AGENDA

Regular meeting – *Meeting Chair: Emily Cyr*

<p><b>Date:</b> <del>Tuesday, August 21, 2018</del> September 18, 2018 <b>Time:</b> 4:00 P.M. – 6:30 P.M. <b>Place:</b> QNC B201 Skype contact id: pabetism room phone number: x56757</p>	<p><i>Italicized text</i> Items that provide context but won't be discussed directly <b>Bolded Text</b> Items for preparation with a deadline <i>before</i> the meeting</p>
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## CURRENT COMMITTEES

### Current Standing Committees:

- Joint Policy Committee: **Christopher**, Julia, Nick, *Jen Reid*
- Board Executive Committee: **Allison**, Emily (Deputy CGO), Graham, Nick, Rebecca

### Current AdHoc Committees:

- VP Hiring Committee: **Naima**, Sondra, Rebecca (*Jen Reid, Christopher, Allison*)
- ED Hiring Committee: **Amanda**, Graham Mayberry, Norman Kearney, *Noor-UI-Huda Shah, Takin Tadayon*
- Grad House Task Force v2.0: **Norman**, Emily, Evan, Graham, Naima
- Human Resources Task Force: **Naima**, Evan, Sondra, Allison

Committee members in *italics* are those chosen by council.

Committee members in **bold** are the chair/leader/point person.

<b>1. Welcome and Opening Remarks</b>	<b>Potential Motions</b>	<b>Preparation</b>	<b>Relevant Policy / Gaps</b>
<b>2. Board Development</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. N/A		•	
<b>3. Approval of Minutes</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. Non-confidential meeting minutes <del>a. June 6<sup>th</sup> (Special meeting)</del> <del>b. July 31<sup>st</sup> (Special meeting)</del> a. August 21 <sup>st</sup> (Regular meeting)	• Accepting / Amending	• Read minutes	
b. Confidential meeting minutes a. June 6 <sup>th</sup> (Special meeting) b. July 31 <sup>st</sup> (Special meeting) b. August 21 <sup>st</sup> (Regular meeting)	• Accepting / Amending	• Read minutes	
<b>4. Monitoring Reports</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. EI-5 Budgeting and Finance (Update)	• Accept Report	• Read report	EL-5
b. Presidential Work Plan (Update)	• Accept Report	• Read report	
c. EL-13: Representation	• Accept Report	• Read report	
d. EL-10: Communication and Support to the Board	• Accept Report	• Read report	
e. EL-11: Communication and Support to the Council	• Accept Report	• Read report	
f. EL-12: Communication and Support to the Membership	• Accept Report	• Read report	
<b>5. Board Committee Reports</b>		<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. VP hiring committee reports (written)	• Accept Report	• Read report	
b. ED hiring committee report (verbal)	• Accept Report	• <i>Review VP Hiring Committee report provided for the E-Vote</i>	Bylaw 6.1.2.c. Bylaw 6.2.2., Bylaw 6.2.3, EL7, Gap: VP hiring process
<del>c. GHTE 2.0 report (written)</del>	• Accept Report	• Read report	
d. JPRC - VP Clarifications (written)	• Accept Report	• Read report	
<del>e. Recommendation: Annual Report to Membership (written)</del>	• Accept Report	• Read report	
f. Recommendation: External Scan (written)	• Accept Report	• Read report	
g. Policy: Director Recruitment (written)	• Accept Report	• Read report	

<b>6. Council Report</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. August Meeting of Council	<ul style="list-style-type: none"> <li>Accept Report</li> </ul>	<ul style="list-style-type: none"> <li>Read report</li> </ul>	
b. September Meeting of Council	<ul style="list-style-type: none"> <li>Accept Report</li> </ul>	<ul style="list-style-type: none"> <li>Read report</li> </ul>	
<b>7. Special Orders</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. N/A	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>8. Unfinished Business and Business Arising from Minutes</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. Approving the list of Board Action Items	<ul style="list-style-type: none"> <li>Approve List</li> </ul>	<ul style="list-style-type: none"> <li>Read report</li> </ul>	
b. Approving the list of Ends (with rationales) from Council	<ul style="list-style-type: none"> <li>Approve Ends</li> </ul>	<ul style="list-style-type: none"> <li>Read report</li> </ul>	
c. Policy Manual edit: Label Global Provisions	<ul style="list-style-type: none"> <li>Approve Amendment</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
d. Policy change: GP-1 (adding requirement for rationales)	<ul style="list-style-type: none"> <li>Approve Amendment</li> </ul>	<ul style="list-style-type: none"> <li>Read proposed revisions</li> </ul>	
<b>9. New Business</b>	<i>Potential Motions</i>	<i>Preparation</i>	<i>Relevant Policy / Gaps</i>
a. CMAHRO Workplace Assessment	<ul style="list-style-type: none"> <li>Create Task Force/Table for Special Meeting</li> </ul>	<ul style="list-style-type: none"> <li>Read Assessment and Accompanying Report from Management</li> </ul>	
b. Shuttle service update	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>10. In Camera</b>			
<b>11. Adjournment</b>			



**Board of Directors Meeting**

**Date: September 18, 2018**

**Time: 4:00 pm – 6:30 pm**

**Place: University of Waterloo, QNC B201**

**--Minutes--**

**Present:**

<b>Name and Position</b>	<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Allison Sachs, Chair of Board		X	
Evan Andrews, Director			
Vacant, Director			X (resigned)
Emily Cyr, Director, Vice Chair	X		
Sondra Eger, Director	X		
Julia Goyal, Director		X	
Amanda Joynt, Director	X		
Norman Kearney, Director	X		
Graham Mayberry, Director	X		
Nick Revington, Director	X		
Rebecca Stirling Director		X	
Chris Van Bommel, Council Speaker	X		
Naima Samuel President	X		
Rose Vogt, General Manager	X		

1. Welcome and opening remarks. Emily Cyr took the chair and Rose Vogt took the minutes. Quorum was present and the meeting came to order at 4:00 pm. The agenda is quite full and a few items were removed or deferred to another meeting date.
2. No Board development occurred at this meeting.
3. The August 21, 2018 minutes were approved by consensus.
4. Monitoring Reports
  - a. **EL-5 Budgeting and Finance report was approved with some amendments.** (Cyr/Revington)
  - b. **Board approved the President's workplan as presented.** (Cyr/Joynt).  
The President will provide monthly updates.

c. **EL-13 Representation report was accepted by consensus.**

(Cyr/Revington)

There are existing vacancies on the some of the UW committees.

**ACTION:** Board asked the President provide more detail on the interpretations of the EL and how the President will operationalize it.

**ACTION:** Copy the UW committee listing to a Board Dropbox site.

d. **Board approved reports for EL 10-Communication and Support to the Board, EL 11-Communication and Support to the Council, and EL 12-Communication and Support to the Membership omnibus by consensus.** (Cyr/Revington).

President to think about what is required by these EL's and use it as a tool to find gaps.

**ACTION:** President will provide the Board with an interpretation and clarify how it is operationalized.

Communication with the items about advocacy and representation are delivered through the Council report.

**ACTION:** Add the council report to the dropbox.

5. Board Committee Reports:

a. VP Hiring Committee Report, President

The President consolidated feedback from the committee members to be considered in the future to improve the process.

**ACTION:** Board asked for clarifications on some of the wording and to expand on the background to better understand some of the statements.

**Motion to postpone approval of the VP Hiring Committee Report until the next meeting was approved by consensus.** (Kearney/Cyr).

b. Executive Director Hiring Committee (EDHC) Report, Amanda Joynt  
Board heard that after several meetings with HR that three options existed to fill the ED position:

1.) Hiring an internal candidate by secondment

2.) Hiring from a temp agency called the Dean's Group

3.) Possibility of a direct appointment from another department. (Special case)

Each option would require some time to have a person in place in a short period of time. Board discussed various scenarios.

**ACTION:** Change the EDHC mandate to assist with the appointment. The

President will approach HR to include the Dean's list as an option if the appointment fails. And will come back to the committee with reports.

**ACTION:** Develop a better emergency succession plan for the key roles.

**ACTION:** Include EDHC on the agenda for October. A report with full documentation on the decisions to be made. Change the position to a temporary position so that further development and recruitment of the ED can be made.

A reminder that Policy GP 1- ED recruitment requires approval from the Board and Council.

**Motion to approve that the EDHC has authority until the next Board meeting to hire the interim ED provided that Council authorizes the EDHC with this authority. Determine a salary and benefits package and length of contract. Include a report with feedback to the Board before the official offer is made.** Cyr/Eger. Approved Unanimously.

Consider at the next meeting that the interim person may not necessarily have corporate secretary and treasurer status.

At 6:30 pm the Board moved:

**Motion that all outstanding items be circulated and approved by Evote, that items for review be accepted and voted on individually and anything that is outstanding on the agenda be included at the October meeting.** Kearney/Cyr. Approved by consensus.

Meeting adjourned at 6:30 pm.

AS:rv