



Board of Directors

Notice of Meeting

Date: Wednesday, June 21, 2017

Time: 4:00 P.M. – 6:00 P.M.

Place: COM 130

AGENDA & Minutes

Time	Item
4:00 p.m.	1. Chair's Welcome and Opening Remarks
4:05 p.m.	2. Board Development a. Health and Safety Presentation and Discussion Kate Windsor, Director, Safety Office, University of Waterloo
4:35 p.m.	3. Approval of Minutes a. Regular Meeting May 24, 2017 b. *Special Meeting May 18, 2017 (<i>moved to next meeting</i>) c. Special Meeting May 15, 2017 d. Special Meeting May 1, 2017
4:40 p.m.	4. Officer Reports a. President's Report b. Treasurer's Report i. Statement of Operations ii. Depreciation Schedule
5:15 p.m.	5. Committee Reports a. Council Report
	6. Special Orders
5:20 p.m.	7. Unfinished Business a. Approval of the Board Annual Work Plan
5:25 p.m.	8. New Business a. Approval of committee work plans-deferred to next meeting. b. Approval of the Operations Issues List c. Appointment of directors
5:45 p.m.	9. In camera
6:00 p.m.	10. Adjournment

June 21, 2017

RESOLUTIONS

- 7a** Be it **RESOLVED** that the 2017-2018 Board Work Plan be approved. –
- 8a** Be it **RESOLVED** that the committee work plans be approved. - *Deferred to July Board Meeting.*
- 8b** Be it **RESOLVED** that the Operations Issues List be approved.
- 8c** Be it **RESOLVED** that Amanda Joynt and Julie Cook be appointed to the Board for terms ending April 30, 2018.

**Minutes of the Board of Directors Meeting
Wednesday June 21, 2017
4pm – 6 pm in the GSA Offices, UW-COM 130**

Present:

Norman Kearney, Chair of the Board
Robert Bruce, President,
Serxho Selmani, Director
Ramy Tannous, Director
Beth Timmers, Director
Matt Morison, Director
Lindsey Daniels, Chair of Council
Amanda Joynt, Director nominee
Julie Cook, Director nominee
Rose Vogt, GM
Kate Windsor, Guest speaker

Regrets: Richard O'Brien, Sondra Eger, Evan Andrews, Allison Sachs.

1. Chair's Remarks

The Board Executive Committee set the Agenda.

Motion to defer the approval the May 18, 2017 minutes to the next meeting.
(Kearney/Selmani) **Approved.**

Motion to defer the committee work-plans to the July meeting.
(Kearney/Tannous) **Approved.**

Julie Cook and Amanda Joynt are nominated as Directors by the Board Executive Committee to be duly appointed by the Board in confidential session.

2. Board Development

Presentation by Kate Windsor, Health & Safety

- a. Responsibility of due diligence. (If you know that you should have done something but didn't that reflects on due diligence). Requires management to feed up to the board and the directors asking questions.
- b. Have a plan in place to be able to oversee health and safety. What information do you need so that you can be assured that things are carrying on as they should be – that the "employer" (GSA) and supervisors are doing their jobs? Sections 25 and 26 of the act are to make sure that our staff are carrying out their responsibilities.
- c. GSA employees are Waterloo employees, where the University has responsibilities under:
 - i. Workman's compensation covered by the university, joint responsibility to get employee back to work.
 - ii. PHSA
 - iii. Workplace Safety and Insurance Board

- iv. Employment Standards Act.
- v. Expectation is that GSA follows Waterloo's program.
- vi. Ministry of labour also has expectation of compliance.

As a Board what can the GSA can do:

- vii. Incident reporting is in place. What is best practice for staff reporting and monitoring.
Define a clear reporting structure and roll safety into performance evaluations.
- viii. GSA has a member on the UW Joint Health & Safety Committee
-GSA representative – worker member
GSA member support.
- ix. Consider a Health & Safety Committee for the Graduate House.

3. Approval of Minutes

- a. Regular Meeting May 24, 2017
- b. Special Meeting May 15, 2017
- c. Special Meeting May 1, 2017

Motion to approve the minutes of May 1, May 15, and May 24, 2017.
(Selmani/Timmers) Correction of typo in May 1, 2017 is approved.(Morison/Kearney)

Carried by consent.

4. Officer Reports:

- a. President's Report.
Board heard a summary of specific action items and the report.

ACTION: Budget Committee can bring a report to the Board.

ACTION: have a full report on activity at CASA and an objective view of the value to the GSA membership.

ACTION: Have staff take the initiative to develop the risks with ongoing policies.

ACTION: Due to reporting inconsistent information (i.e. about the dishwasher), Board directs the President to ensure there is consistent and forthcoming information from the Graduate House Manager.

Define the Graduate House operations philosophy.

Action: Fuller discussion of the EMV strategy for the July meeting.

- b. Treasurer's Report
The Financial report was submitted with the agenda.

Five minutes recess-5:28 pm.-5:38pm

5. Committee reports-deferred

6. Special orders –none

7. Unfinished Business

a. Board Work Plan.

Be it **RESOLVED** that the 2017-2018 Board Work Plan be approved.
(Selmani/Tannous) **Carried Unanimously.**

8. New Business

a. Adoption of the committees work-plan is deferred to the next meeting.

b. OIL – Operations Issues List.

Be it **RESOLVED** that the Operations Issues List be approved.
(Kearney/Selmani) **Carried**

Board can continue to add issues to the list.

c. Be it **RESOLVED** that Amanda Joynt and Julie Cook be appointed to the Board for terms ending April 30, 2018.
(Kearney/ Selmani) **Carried.**

Motion to have the General Insurance renewal taken to the Board Executive Committee. (Kearney/Selmani) **Carried**

Motion to go into Confidential Session. (6:10 pm) (Kearney/Tannous) **Approved.**

Motion to extend the meeting for 13 minutes. (Bruce/Morison) **Approved.**

9. In camera Session

10. Meeting is adjourned at 6:23 pm.

NMK:rv