

# Student Association of George Brown College

## Board Meeting Minutes

**Date:** Wednesday, September 22<sup>nd</sup>, 2021

**Time:** 6:00 PM to 8:00 PM

**Location:** Zoom

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<b>Board of Directors – Voting Members</b>	
<b>Executive Members:</b>	
Director of Communications and Internal	Urvish Patel
Director of Operations	Sagar Sharma
Director of Education & Equity	Sri Krishna Rajan
Director of Student Experience	Bharavi Desai
<b>Educational Centre Representatives:</b>	
Arts, Design and Information Technology Representative	Shehzad Contractor
Business Representative	Pallavi Jatian
Community Services and Early Childhood Representative	Sarah Anderson
Construction and Engineering Representative	Tasneem Khan
Health Science Representative, including School of Nursing	Dhwani Bhalavat
Hospitality and Culinary Arts Representative	Dhwani Panchal
Preparatory and Liberal Studies Representative	<b>Vacant</b>
<b>Non-Voting Member:</b>	
General Manager	Rosalyn Miller
<b>Resources:</b>	
Chair	Hildah Otieno
Equity & Advocacy Manager	Michelle Pettis
Operations Manager	Wafa Ulliyan
George Brown College Representative	Melissa Gallo
Internal Coordinator (Minute Taker)	Jessica Pasion
<b>Guests:</b>	
Publication and Communication coordinator (The Dialog)	William Brown
Sr. Finance Coordinator	Avez Hasham
Chief Returning Officer	Charles Wilson
Corporate Lawyer	Ben Millard
Manager - Grant Thornton	Kashif Khan
Principle - Grant Thornton	Melanie Dugard

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### 1. Roll Call:

<b>Board of Directors: Voting Members</b>	<b>Present</b>	<b>Absent</b>	<b>Regrets</b>
<b>Executive Members:</b>			
<i>Director of Communications and Internal</i>	✓		
<i>Director of Operations</i>	✓		
<i>Director of Student Experience</i>			✓
<i>Director of Education &amp; Equity</i>	✓		
<b>Educational Centre Representatives:</b>			
<i>Arts, Design, and Information Technology Representative</i>	✓		
<i>Business Representative</i>	✓		
<i>Community Services and Early Childhood Representative</i>		✓	
<i>Construction and Engineering Representative</i>	✓		
<i>Health Science Representative</i>	✓		
<i>Hospitality and Culinary Arts Representative</i>	✓		
<i>Preparatory and Liberal Studies Representative</i>	Vacant		
<b>Non-Voting Member</b>			
<i>General Manager</i>	✓		
<b>Guests</b>			
<i>Equity &amp; Advocacy Manager</i>	✓		
<i>Operations Manager</i>	✓		
<i>George Brown College Representative</i>	✓		
<i>Internal Coordinator</i>	✓		
<i>Publication and Communication Coordinator (The Dialog)</i>	✓		
<i>Chief Returning Officer</i>	✓		
<i>Corporate Lawyer (@ 7pm)</i>	✓		
<i>Sr. Finance Coordinator</i>	✓		
<i>Grant Thornton Representatives</i>	✓		

### **Land Recognition Statement:**

*I would like to take a moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is the traditional territory of the Mississauga's of the Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.*

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### 2. Call to Order

**Time:** 6:06PM

### 3. Approval of the Agenda

**Be it resolved** that the Board of Directors accept the agenda as presented with the amendments if any.

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Urvish Patel, Director of Communications and Internal

**Discussion:** *Any amendments to the agenda should be made at this time.*

**Motion to amend** to item #13 and add item d. Director of Communications and Internal Update

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Sagar Sharma, Director of Operations

**Discussion:** None

**Vote:** Carries

**Motion to amend** to add item #17 Election Committee

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Urvish Patel, Director of Communications and Internal

**Discussion:** None

**Vote:** Carries

**Vote:** Carries

### 4. Approval of Minutes

**Whereas** the meeting minutes from the August 16<sup>th</sup>, 2021, Board meeting requires approval (APPENDIX A)

**Be it resolved** that the Board of Directors accept the meeting minutes of August 16<sup>th</sup>, 2021, Board meeting as presented with the amendments if any.

**Moved by:** Urvish Patel, Director of Communications and Internal

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**Seconded by:** Tasneem Khan, Construction and Engineering Representative

**Discussion:** *Any amendments to the meeting minutes should be made at this time.*

**Vote:** Carries

### 5. Limitation of Speakers

**Be it resolved** that all discussions and/or debates be limited to three (3) speakers for and three (3) speakers against each individual motion.

**Moved by:** Bharavi Desai, Director of Student Experience

**Seconded by:** Shehzad Contractor, Arts, Design and Information Technology Representative

**Discussion:** None

**Vote:** Carries

### 6. Speaking Time

**Be it resolved** that the Board of Directors, resource persons and guests respect Robert's Rules of Order and, when invited to speak by the Chair, limit their speaking time to 3 minutes per item.

**Moved by:** Urvish Patel, Director of Communications and Internal

**Seconded by:** Dhvani Panchal, Hospitality and Culinary Arts Representative

**Discussion:** None

**Vote:** Carries

### 7. Declaration of Conflict

At this time members are required to come forward to disclose any conflicts of interest they may have, either work related, personal relationships, etc.

- Dhvani B – part of the GBC Sustainability Cord. as an Executive

### 8. Appointment for Preparatory & Liberal Educational Centre Representative

*Report from the Chief Returning Officer - Charles Wilson*

**Whereas** the Preparatory & Liberal Studies Representative position is vacant,

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**Whereas** the nomination packages and appointment process were made available on the website to seek the appointment of the vacant position

**Whereas** the Chief Returning Officer performed the process by initiating and reviewing all applications of candidates to be presented to the Board

**Be it resolved** that the Board of Directors approves of the candidate \_\_\_\_\_ selected through a secret ballot process to the position, Preparatory and Liberal Studies Representative

**Be it further resolved** that the start date for the appointed representative is October 1<sup>st</sup>, 2021

**Moved by:** Urvish Patel, Director of Communications & Internal

**Seconded by:** Sri Krishna Rajan, Director of Education & Equity

**Discussion:** Presentation by the CRO

**Motion to amend** be it resolved that the Board of Directors directs that the election for the Preparatory and Liberal Studies Representative and any other position which is vacant before the start of nominations be held during the fall election as previously set by the Board of Directors.

**Moved by:** Urvish Patel, Director of Communications & Internal

**Seconded by:** Sri Krishna Rajan, Director of Education & Equity

**Discussion:** None

Vote: Carries

**Vote:** Carries

### 9. Auditors Report (In Camera)

Motion to go in camera

**Be it resolved** that Board of Directors will go in camera with the General Manager, Operations Manager, Equity & Advocacy Manager, Finance Coordinators and Grant Thornton Representative(s)

**Moved by:** Urvish Patel, Director of Communications & Internal

**Seconded by:** Dhvani Bhalavat, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

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**Time:** 6:20PM

Motion to come out of the camera

**Be it resolved** that the Board of Directors and named guests will come out of camera.

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Urwish Patel, Director of Communications & Internal

**Discussion:** None

**Vote:** Carries

**Time:** 6:39PM

**Be it resolved** that the Board of Directors accepts the Draft Audited Financial Statements and Report as presented for the fiscal year-end May 31st, 2021. See Appendix B & C

**Moved by:** Sagar Sharma, Director of Operations

**Seconded by:** Sri Krishna Rajan, Director of Education & Equity

**Discussion:** Document to go to the AGM

**Vote:** Carries

### 10. Operations Committee Report

Operations Report (Appendix D) from the Chair of the committee Sagar Sharma, Director of operations.

#### a) Financial Statements

**Whereas** the Board is required to review the financial statements on a bi-monthly basis.

**Be it resolved** that the Operations Committee accept the year to date financial statements for the period ending July 31st, 2021 as presented.

**Moved by:** Sagar Sharma, Director of Operations

**Seconded by:** Dhvani Panchal, Hospitality and Culinary Arts Representative

**Discussion:** Presentation by Sagar

**Vote:** Carries

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### b) Investment Proposal

**Whereas** \$2.5 million as 1-year cashable GICs invested on June 4th 2021 has matured.

**Be it resolved** that the Operations Committee recommends the BOD accept the proposal as presented and the \$2.5 million be reinvested as 2-year non-redeemable GICs.

**Moved by:** Sagar Sharma, Director of Operations

**Seconded by:** Tasneem Khan, Construction and Engineering Representative

**Discussion:** None

**Vote:** Carries

### c) Bad Debts Write Off

**Be it resolved** that the Operations Committee recommends the BOD accept the amount of \$46,344.87 (\$21,518.29 Tenant - negotiated MOU & \$24,826.58 Vending - Sales) as a non receivable bad debt & doubtful accounts and request it be written off/recorded and as doubtful accounts to the General Operations General Ledger.

**Moved by:** Sagar Sharma, Director of Operations

**Seconded by:** Dhvani Bhalavat, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

**Be it resolved** that Board of Directors accepts the Operations Committee Report as presented.

**Moved by:** Sagar Sharma, Director of Operations

**Seconded by:** Dhvani Panchal, Hospitality and Culinary Arts Representative

**Discussion:** None

**Vote:** Carries

## 11. Internal Policies & Procedures Committee report

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Presented by the Director of Communications and Internal. See Appendix E

### a) Amendment to Section 6: Voting Director Duties & Performance Management

**Whereas** some inconsistencies were noted in the executive's roles and responsibility under sections 6.1, 6.2, 6.3 and 6.4;

**Whereas** some inconsistencies have been noticed in the board reports from the Education Centre Representatives,

**Whereas** to create fairness in the process of approving honoraria for the board representatives,

**Whereas** to ensure that the duties and responsibilities mentioned under VDAM Section 3.1, 3.2 and Section 6.5, are met and fulfilled in timely fashion,

**Whereas** the Internal Policies & Procedures Committee recommends that amended VDAM Section 6 be accepted by the Board of Directors

**Be it resolved** that the Board of Directors accept the amended By-Law 4, Section 6 as follows:

6. Education Centre Representatives shall:

a.1) a completed and detailed work plan with key dates and specifics, in advance for a month

a.2) providing detailed & completed monthly Board Report and meet the obligations of 40-hours per month during the period of May 1 to April 30. Hours to be included in the monthly board report

a.4) participating in four (4) in person and virtual class talks per semester

a.5) Inform students of the services of the corporation as well as promote, support, and participate in a minimum of 2 events and or campaigns of the corporation, whether they be on campus, offsite or online every month

**Be it further resolved** that Board of Directors accepts the amended VDAM Section 6 as follows:

1) VDAM Section 6.5, points II, VII, VIII, and IX be added in VDAM Section 6.1, 6.2, 6.3 and 6.4 as presented.

2) VDAM Section 6.5, is amended as follows:



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XVII. b) providing detailed & completed monthly Board Report and meet the obligations of 40-hours per month during the period of May 1st to April 30th. Hours to be included in the monthly board report

XVII. d) Participating in four (4) in person and virtual class talks per semester

XVII. e) Inform students of the services of the corporation as well as promote, support, and participate in a minimum of 2 events and or campaigns of the corporation, whether they be on campus, offsite or online every month

**Moved by:** Urvish Patel, Director of Communications and Internal \

**Seconded by:** Shehzad Contractor, Arts, Design and Information Technology Representative

**Discussion:** Presentation by Urvish to explain performance inconsistency

**Motion to** strike item from the agenda and send back to the Internal Policies and Procedure Committee

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Urvish Patel, Director of Communications and Internal

**Discussion:** None

**Vote:** Carries

**Vote:** Strike

## **12. GBC Vaccination Policy Motion**

**Whereas** the Student Association has received the final updated Vaccination Policy on September 15, 2021

**Whereas** the Student Association recognizes the need to work within the constraints of the GBC Vaccination policy

**Be it resolved** that the Board of Directors acknowledge receipt of the George Brown College Vaccination Policy (Appendix G)

**Moved by:** Urvish Patel, Director of Communications & Internal

**Seconded by:** Sri Krishna Rajan, Director of Education & Equity

**Discussion:** None

**Vote:** Carries

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### **13. Internal Updates (In Camera)**

Motion to go in camera

**Be it resolve that** Board of Directors will go in camera with the General Manager & Internal Coordinator to discuss below mentioned three updates.

- A. GBC Communications Update
- B. Community Services Representative Update
- C. Human Rights Tribunal of Ontario Update
- D. Director of Communications Update

**Moved by:** Urvish Patel, Director of Communications & Internal

**Seconded by:** Dhvani Panchal, Hospitality and Culinary Arts Representative

**Discussion:** None

**Vote:** Carries

**Time:** 7:20PM

Motion to come out of the camera

**Be it resolved** that the Board of Directors and named guests will come out of camera.

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Tasneem Khan, Construction and Engineering Representative

**Discussion:** None

**Vote:** Carries

**Time:** 7:58PM

**Be it resolved** that the Board of Directors accept the leave of absence of Sarah Anderson

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Shehzad Contractor, Arts, Design and Information Technology Representative

**Discussion:** None

**Vote:** Carries

**Be it resolved** that the Board of Directors accept the leave of absence of Urvish Patel until the end of the position term

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**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Shehzad Contractor, Arts, Design and Information Technology Representative

**Discussion:** None

**Vote:** Carries

**\*\* Motion to extend the BOD Meeting until 8:15PM \*\***

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Tasneem Khan, Construction and Engineering Representative

**Discussion:** None

**Vote:** Carries

### **14. Governance & Conflict of Interest**

Presented by Corporate Lawyer, Ben Millard. - Appendix H

**Whereas** the strategic direction emphasizes the need to reassess the current SA governance model in order to improve governance.

**Whereas** the SA board has met with the strategic consultant to identify the methodology for this change

**Be it resolved** that the board accepts the memorandum from Millard and Company LLP, and that Millard and Company LLP, lead the governance model process.

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Shehzad Contractor, Arts, Design and Information Technology Representative

**Discussion:** None

**Vote:** Carries

**\*\*\* Motion to omnibus Item's 15 and 16\*\*\***

**Moved by:** Urvish Patel, Director of Communications and Internal

**Seconded by:** Dhvani Bhalavat, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

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### **15. Executive Committee Report**

Report presented by Sri Krishna Rajan, Director of Education & Equity – Appendix I

### **16. Board Report August 2021**

Report presented by Sagar Sharma, Director of Operations – Appendix J

### **17. Election Committee**

**Be it resolved** that the Board of Directors accepts the committee resignation of Sagar Sharma and accepts Dhvani Bhalavat as the replacement member in the Elections Committee

**Moved by:** Urvish Patel, Director of Communications & Internal

**Seconded by:** Sri Krishna Rajan, Director of Education & Equity

**Discussion:** None

**Vote:** Carries

### **18. Other Business**

None

### **19. Adjournment**

**Whereas** the Board of Director meeting was scheduled till 8:00 PM

**Be it resolved** that the Board of Director meeting is adjourned at 8:21 PM

**Moved by:** Sri Krishna Rajan, Director of Education & Equity

**Seconded by:** Urvish Patel, Director of Communications & Internal

**Discussion:** None

**Vote:** Carries

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