

# Student Association of George Brown College

## Board Meeting Minutes

Date: Monday, August 21<sup>st</sup>, 2023

Time: 2:00PM – 4:00PM

Location: Online – Zoom Meeting

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<b>Board of Directors – Voting Members</b>	
<b>Executive Members:</b>	
Director of Communications and Internal	Shadabkhan Pathan (Sid)
Director of Operations	Hadja Bah
Director of Education & Equity	Muhammad Usman
Director of Student Experience	Peter Corno
<b>Educational Centre Representatives:</b>	
Arts, Design and Information Technology Representative	Manvi Gumber
Business Representative	Sonakshi Chanana
Community Services and Early Childhood Representative	Barichisu Osman Abugblia
Construction and Engineering Representative	Kaung Zin Hein
Health Science Representative, including school of Nursing	Max Davidson
Hospitality and Culinary Arts Representative	Sahil Arora
Preparatory and Liberal Studies Representative	Manveer Johal
<b>Non-Voting Member:</b>	
General Manager	Rosalyn Miller
<b>Resources:</b>	
Chair	Kayla Weiler
Minute Taker	Jessica Pasion
George Brown College Representative	Melissa Gallo
Operations Manager	Wafa Ulliyen
<b>Guests:</b>	
Publications and Communications Coordinator	Sean Heeger
Charles Wilson	Chief Returning Officer (CRO)
Director of Student Life	Melissa Gallo
Executive Director, Logical Outcomes	Neil Price
Senior Finance Coordinator	Galina Chible
Millard & Company, Legal Counsel	Ben Millard

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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>	✓ late 2:39PM		
<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>	✓		
<b>Non-Voting Member</b>			
<i>General Manager</i>	✓		

***Land Recognition Statement:***

*Student Association of George Brown College is located on the traditional territory of the Mississauga's of the Credit First Nation and other Indigenous peoples who have lived here over Time. We are fortunate to have the opportunity to learn, work, grow, and live in the community sharing the responsibility to honor and protect this land as treaty people and to live peacefully with each other.*

2. **Call to Order:**

Time: 2:17PM

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:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

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

- Director of Education and Equity inquires why his motion was not included in the agenda.
- The Chair indicates that the motion could not be served to the BOD as it has to be served to the Internal Policies and Procedures Committee as it is out of order
- Health Science Representative, indicates that an amendment is needed on item 8 on wording
- Director of Operations brings forth 2 amendments to the agenda in the chat
- The Chair suggests the motions is served to the respected committees, which is the Operations Committee Meeting as motions do not need to come to the board first when it needs to be discussed at committees first.

**Motion to amend** the agenda to include the July Board Accountability Report as the new number 18 and add In-Camera Tenants Update Session;

**Moved by:** Barichisu Osman Abugbua, Community Services and Early Childhood

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

\* Back to the main motion

**Vote:** Carries

\* Note the In-camera session is the new number 8 on the agenda

#### 4. 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:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

#### 5. Speaking Time

**Be it resolved** that the Board of Directors, resource persons and guests respect

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Robert's Rules of Order and, when invited to speak by the Chair, limit their speaking time to 3 minutes per item.

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Barichisu Osman Abugblia, Community Services and Early Childhood Representative

**Discussion:** None

**Vote:** Carries

### 6. Approval of Minutes (Appendix A & B)

**Whereas** the meeting minutes from the July 17, 2023 Board meeting requires approval.

**Whereas** the meeting minutes from the August 3, 2023 Emergency Board meeting requires approval.

**Be it resolved** that the Board of Directors accept the meeting minutes of July 17, 2023 Board meeting as presented with the amendments if any.

**Be it further resolved** that the Board of Directors accept the meeting minutes of August 3, 2023 Emergency Board meeting as presented with the amendments if any.

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Muhammad Usman, Director of Education & Equity

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

**Vote:** Carries

### 7. Declaration of Conflict

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

- No declaration of conflict was presented at this time

### 8. Tenants Update (In-Camera)

**Be it resolved that** the Board of Directors move to in camera and to include guests Ben Millard and the Operations Manager

**Moved by:** Max Davidson, Health Science Representative, including school of Nursing

**Seconded by:** Barichisu Osman Abugblia, Community Services and Early Childhood

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Representative

**Discussion:** None

**Vote:** Carries

**Time:** 2:44PM

Motion to come out of camera

**Be it resolved that** the Board of Directors, including the General Manager, Chair, and Operations Manager come out of camera

**Moved by:** Muhammad Usman, Director of Education & Equity

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

**Time:** 3:07PM

**Be it resolved** the Student Association of George Brown College direct legal counsel Ben Millard to pursue option 2 as per August 16, 2023 memo

**Moved by:** Muhammad Usman, Director of Education & Equity

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

**Discussion:** None

**Vote:** Carries

### 9. October Board Meeting Date Revision

**Whereas** the October Board Meeting approved date is on October 16, 2023

**Whereas** given the unexpected disruption to student employment and program cancellation because of the budget going to the board meeting in October

**Whereas** intercession week falls during the week of October 23 and there are no classes during intercession, no students would be affected by any potential program closure, student staff would not normally be working and less disruption to their pay will occur

**Be it resolved** that the BOD change the October meeting date from October 16, 2023 to October 23, 2023.

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**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Barichisu Osman Abugblia, Community Services and Early Childhood Representative

**Discussion:**

- Speakers list
  - o Max Davidson, Health Science Representative, including school of Nursing points out error in one of the whereas sentence
  - o Max Davidson, Health Science Representative, including school of Nursing inquires if a motion is needed to reconfirm on a voted upcoming motion
  - o The Chair advised and recommends that a motion isn't needed on a upcoming motion and advised to ask questions prior to making the decision
  - o Zin Hein Construction and Engineering Representative, echo's Max's response and then highlights the same error on the whereas clause and the Chair reiterates the recommendation advised

**Vote:** Carries

### 10. SAGBC Strategic Plan – Final Report (Appendix C)

*Presented by: Neil Price, Logical Outcomes*

**Be it resolved** that the Board of Directors accepts the Strategic Plan Final Report as presented.

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

**Discussion:**

- Neil Price goes through the final document report explaining the 2 year process, the intent of the priorities, evaluate the successes and challenges, what factors influenced the level of achievement, what unanticipated outcomes and what is left and next to come moving forward.
- Neil discusses the governance review and what resources and data information went into the work, what issues and challenges were faced.
- Neil Price reads out the 5 recommendations listed in the report.
- No discussion after presentation took place

**Vote:** Carries

### 11. Election 2023-2024 Date Resolution (Appendix D)

**Whereas** By-law 12, section 2(c(ii)) states that the Elections Committee recommends the election dates to the Board of Directors;

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**Whereas** the Elections Committee on August 2, 2023 recommended by resolution dates to the Board of Directors;

**Be it resolved** that the Board of Directors approves the following dates for the Election:

(i) for the Fall Elections: the nomination period shall be November 6-15, 2023; the campaign period shall be November 20-December 1, 2023; and the voting period shall be November 27-December 1, 2023.

(ii) for the Spring Elections: the nominations period shall be March 4-12, 2024; the campaign period shall be March 14-28, 2024; and the voting period shall be March 21-28, 2024.

**Be it further resolved** that the Board of Directors accepts the Elections Committee Minutes of August 2, 2023 as presented.

**Moved by:** Max Davidson, Health Science Representative, including school of Nursing

**Seconded by:** Barichisu Osman Abugblia, Community Services and Early Childhood Representative

### **Discussion:**

- CRO explains standard dates and timelines. Due to a holy date within the timeline, there will be a Friday to Thursday vote instead of a Monday to Friday vote. In order to comply with bylaws, dates are proposed
- Zin Hein Construction and Engineering Representative, inquires the following questions 1) is the fall elections for filling the vacant positions? 2) Is there a possibility of a new board member to be elected into those Director positions?
- The CRO answers that the fall elections is for filling the position of Director of Communications and Internal and the Director of Operations. If there are any other vacation positions before the election period, it would be filled as well.
- The CRO confirms if any board member decides to run for either Director of Communications and Internal or Director of Operations, they must take a leave of absence for the campaign period, and if successfully elected, the previous position would be vacant.

**Vote:** Carries

\* Motion to extend the BOD meeting until 5pm

**Moved by:** Zin Hein Construction and Engineering Representative

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

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**Discussion:** None

**Vote:** Carries

### 12. Operations Committee Report – June & July (Appendix E)

*Presented by: Hadja Bah, Director of Operations*

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

**Moved by:** Hadja Bah, Director of Operations

**Seconded by:** Barichisu Osman Abugbilia, Community Services and Early Childhood Representative

**Discussion:** None

- Hadja indicates she didn't make two reports just one, as the July meeting was a follow up discussion to the June meeting
- Hadja shares the report on the screen and goes through the points and generally summaries what was discussed such as the budget, health plan, tenants update and what was approved, not and why.
- No questions were asked about the report

**Vote:** Carries

### 13. Financial Statement, Period Ending May 31, 2023 (Appendix F)

*Presentation by Senior Finance Coordinator, Galina Chible and Hadja Adama Bah*

**Whereas the** Operations Committee is required to review the financial statements on a bi monthly basis and present it to the BOD.

**Be it resolved that** the BOD receive the unaudited financial statements for the period ending May 31<sup>st</sup>, 2023.

**Moved by:** Hadja Bah, Director of Operations

**Seconded by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Discussion:**

- The Senior Finance Coordinator Galina Chible walks through the financial statements shared for the period ending May 31, 2023 – discussing items such as GBC Dues, Health Plan, Liabilities and Net Assets as some of the highlights
- Hadja walks through the General Operations, Health Plan and Building Fund financial sheets - discusses the annual budget, actuals and the difference



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- No discussions took place, no speakers list

**Vote:** Carries

### 14. Contingency & Reserve Policy (Appendix G)

*Presentation by: Director of Operations & General Manager*

**Whereas** our Auditor Grant and Thornton in the 2021 noted that the SA net assets have increased over the last few years and that the Association is a not-for-profit corporation, and that it is important that sufficient funds are in reserves for future program needs, and

**Whereas** the auditor further recommended proper planning for the reserves build-up and accordingly allocate the reserves appropriately to have a clear purpose of the reserves.

**Whereas** the organization has researched and disseminated reserve information and provided an initial draft policy outline to the March 2023 and August 11, 2023, Operation Committee.

**Be it resolved that** the BOD accept the Contingency & Reserve Policy with any noted amendments.

**Moved by:** Hadja Bah, Director of Operations

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

**Discussion:** None

- Presentation by Hadja and Rose took place, reviewing the policy on the screen.
  - o The Student Association is a not-for-profit organization and therefore should not be making any profit – the money coming into the organization should be spent and spent on different programs
  - o The SA in the past have been having reserves and the auditor has recommended we have a policy in place
  - o The GBC master plan has also indicated that they require for us to have a policy in place, they would like to see one - anything that would interrupt our business from meeting its obligation for debt
  - o The General Manager emphasizes 3 understandings/ statements;
    - Yes, you do not have a surplus.
    - Yes, you can have access over revenue, similar to a surplus, but that means you need to have a plan. The college expects us to have a contingency reserve so that we are able to meet our bills.
    - Third, our master agreement requires that we plan for unexpected situations and that we should be able to meet those unexpected situations or circumstances.

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- When the College grows, we need to grow as well and expand. Cant stay static.
- The General Manager briefly goes through each section of the Policy and does not go into great detail as all board members have received the policy in advance prior to the meeting
- The Senior Finance Coordinator briefly goes through the Appendix in the policy and what the last 2022 Contingency & Reserve Fund Balances are.
- The General Manager goes through each of the Appendices that are included in the policy

**Vote:** Carries

\* Motion to extend the BOD meeting until 5:30PM

**Moved by:** Max Davidson, Health Science Representative, including school of Nursing

**Seconded by:** Muhammad Usman, Director of Education & Equity

**Discussion:** None, no discussions or questions were asked by the board at the time

**Vote:** Carries

### 15. Internal Policies & Procedure Committee Report (Appendix H)

*Presented by: Shadabkhan Pathan (Sid), Director of Communications & Internal*

**Be it resolved** that the Board of Directors accepts the Internal Policies & Procedures Committee Report as presented.

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:**

**Discussion:**

**Vote:**

\* Item tabled to September meeting – Chair was informed it was not ready

### 16. Marketing and Communications Committee Report (Appendix I)

*Presented by: Peter Corno, Director of Student Experience*

**Be it resolved** that the Board of Directors accepts the Internal Policies & Procedures Committee Report as presented.

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

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### Discussion:

- Presentation by Director of Student Experience had sent regrets and therefore presentation on the report was not done
- Speakers List
  - o Max Davidson, Health Science Representative, including school of Nursing inquired about the motions section under the report
  - o Wafa, Operations Manager clarifies no motions were not made during that meeting but it was just items discussed and updated
  - o The motion carries however the Director of Operations was confused and looked for clarification on the report
  - o The Operations Manager explained the report template and that the General Manager also notes any concerns or questions should be directed to the committee chair or co-chair of the committee

**Vote:** Carries (1 abstain)

### 17. Board Report

*Presented by: Shadabkhan Pathan (Sid), Director of Communications & Internal*

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

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:**

**Discussion:**

**Vote:**

\* The Director of Communications and Internal mentions the report is not ready and therefore no motion can be done without the report

### 18. Executive Committee Report

*Presented by: Shadabkhan Pathan (Sid), Director of Communications & Internal*

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

**Moved by:** Shadabkhan Pathan (Sid), Director of Communications & Internal

**Seconded by:**

**Discussion:**

**Vote:**

\* The Director of Communications and Internal mentions the report is not ready and therefore no motion can be done without the report

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### 19. July Board Accountability Report

*Presented by: Hadja Bah, Director of Operations*

**Be it resolved** that the July board accountability report be approved as presented.

**Moved by:** Hadja Bah, Director of Operations

**Seconded by:** Max Davidson, Health Science Representative, including school of Nursing

#### **Discussion:**

- Presentation by Director of Operations prior to discussion
  - o The Director of Operations confirms sending out the report to members today.
  - o The report presented is only for July and not June
  - o The Director of Operations references the VDAM and outlines the outcomes for the month for the Executives and Centre Representatives
  - o Confirms out of the board members who have completed board reports for the month of July
  - o The Director of Operations also outlines the areas of concerns amongst the Board and the next steps of the board.
- Speakers List
  - o Max thanks Hadja for encouragement for folks to speak up on motions and recommendations

**Vote:** Carries

### 20. Other Business

- Athletics Capital Fee – Melissa Gallo
  - o Athletics capital fee implemented by the athletics department back in February 2, 2007
  - o It was approved by a majority vote by the Student Associations Board of Governors for the purpose of renovations and building of a new athletics facility at the college. Starting base fee of \$25 per full time student and prorated for non full time students
  - o In 2011 the athletics department identified a need to earmark funds specifically to build a contingency fund for future athletics and recreation space on the waterfront campus grounds - A \$10 athletics capital fee student fee was collected specifically for this purpose
  - o No fees were collected for 2 years over the pandemic however, now letting the SA know the plan to use the projected amount towards the athletic facility at Limberlost Place

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### 21. Adjournment

**Whereas** the Board Meeting was scheduled till 4:00 PM

**Be it resolved** that the Board Meeting is adjourned at 5:16 PM

**Moved by:** Max Davidson, Health Science Representative, including school of Nursing

**Seconded by:** Zin Hein Construction and Engineering Representative

**Discussion:** None

**Vote:** Carries