

Student Association of George Brown College

Board Meeting Minutes

Date: Monday November 17, 2025

Time: 6:00 PM – 8:00 PM

Location: St. James Campus

Board of Directors – Voting Members	
Executive Members:	
Director of Communications and Internal	Nikita Yadav
Director of Operations	Ajani Miller
Director of Education & Equity	Jun An 'Toby' Lew
Director of Student Experience	Hanna Miller
Educational Centre Representatives:	
Arts, Design and Information Technology Representative	Navinkumar Meena
Business Representative	Naomi Deena Mathew
Community Services and Early Childhood Representative	Bryndoven O'Krafka
Construction and Engineering Representative	Jeetu Patel
Health Science Representative, including school of Nursing	Muhaddesa Atlas
Hospitality and Culinary Arts Representative	Alitzel Martinez
Preparatory and Liberal Studies Representative	Rain Avery
Non-Voting Member:	
General Manager	Rosalyn Miller
Resources:	
Chairperson	Kayla Weiler
Minute Taker	Jessica Pasion
George Brown College Representative	Ian Wigglesworth
Operations Manager	Wafa Ulliyan
Guests:	
Dialog	Mayara Sampaio
Dialog	Zakira Mohamed Yacoob
GBC Student	Ibrahim
GBC Student	Musa
GBC Student	Anthony

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1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets
Executive Members:			
<i>Director of Communications and Internal</i>			X
<i>Director of Operations</i>	X 6:18PM		
<i>Director of Education & Equity</i>	X		
<i>Director of Student Experience</i>	X		
Educational Centre Representatives:			
<i>Arts, Design and Information Technology Representative</i>	X		
<i>Business Representative</i>	X		
<i>Community Services and Early Childhood Representative</i>	X		
<i>Construction and Engineering Representative</i>	X		
<i>Health Science Representative</i>			X
<i>Hospitality and Culinary Arts Representative</i>	X		
<i>Preparatory and Liberal Studies Representative</i>	X		
Non-Voting Member			
<i>General Manager</i>	X		

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 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 honor, protect and sustain this land.

Declaration to abide by Roberts Rules

All board members and guests agree to follow Roberts Rules of Order including but not limited to speaking time, the limitation of speakers and speakers list. The chairperson has the authority to call the meeting back to order as they see fit.

2. Call to Order:

Time: 6:13PM

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3. Approval of the Agenda

Be it resolved that the Board of Directors accept the agenda as presented.

Moved by: Naomi Deena Mathew, Business Representative

Seconded by: Rain Avery, Preparatory and Liberal Studies Representative

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

Motion to amend the agenda to include emergency motion, Final Report from PPC

Moved by: Jun An 'Toby' Lew, Director of Education & Equity

Seconded by: Rain Avery, Preparatory and Liberal Studies Representative

Discussion: None

Vote: Carries

*** Back to the main motion**

Vote: Carries

4. Approval of Minutes - (Appendix A and B)

Whereas the meeting minutes from the October 27, 2025, Board meeting requires approval;

Whereas an email vote took place on October 28, 2025 and the vote summary requires Board approval;

Be it resolved that the Board of Directors accept the meeting minutes of October 27, 2025 board meeting (Appendix A) as presented.

Be it further resolved that the Board of Directors accept the vote summary of the email vote on October 28, 2025 (Appendix B) as presented.

Moved by: Bryndoven O'Krafka, Community Services and Early Childhood Representative

Seconded by: Naomi Deena Mathew, Business Representative

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

- *No amendments to the minutes were made*

Vote: Carries

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5. **Declaration of Conflict**

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

- No members on the Board of Directors have declared any conflict at this time

6. **SAGBC Committees Reports Package**

Committee Reports	Appendix
Board Accountability Report Submitted by Ajani Miller, Director of Operations	Appendix C
Executive Committee Report & General Manager Report Submitted by Nikita Yadav, Director of Communications and Internal (September)	Appendix D
Education Advisory Committee Report Not available for November	Not Applicable
Finance and Operations Committee Not available for November	Not Applicable
Marketing & Communications Committee Not available for November	Not Applicable
Policy and Procedures Committee Report Not submitted for November	Not Applicable
Election Committee Report Not submitted for November	Not Applicable

Be it resolved that the Board of Directors SAGBC Reports Package be accepted as presented.

Moved by: Jun An 'Toby' Lew, Director of Education & Equity

Seconded by: Bryndoven O'Krafka, Community Services and Early Childhood Representative

Discussion:

* The Board Accountability Report will be tabled to the December Board of Directors monthly meeting

Vote: Carries

7. **Pending from October Board Meeting – Operations Committee Contingency Reserve**

Whereas the SAGBC Contingency Reserve Policy defines the funding for these funds as follow:

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General Operating Reserve Fund is internally restricted and represents the accumulated portion of annual operation fees that have been set aside for purposes such as unplanned closures, cash flow, enrollment shortfall, new and approved initiatives, and other mitigating circumstances. Gen Ops is funded through unrestricted surplus from the prior year's operating budget.

The Capital & Building Reserve Fund is externally restricted and represents the accumulated portion of restricted annual fees collected for the purpose of capital needs in the immediate operating cycle or for future designated capital plans and projects at the college current or future campuses. In addition to funding building operations and for the purpose of building cash flow.

The Contingency Fund represents the accumulated portion of contingency fees collected annually set aside for contingency purposes such as uncollectable fee shortfall, and arrears as identified throughout the GBC & SAGBC Master Agreement.

Whereas the 2024-2025 draft audit statement has been accepted by the Board of Directors; and,

Whereas the current approved budget 2025-2026 includes the requirement of the surplus of 2025-2026 to offset the current deficit;

Whereas the Operations Committee Report was approved at the October 2025 board meeting, therefore,

Be it resolved that the surplus as presented in the 2024-2025 Audited Financial statement for Operating which includes contingency fee & Building is recognized as income for the fiscal year 2025-2026; and

Be it further resolved that this action occurs after confirmation of the statement at the Annual General Meeting.

Moved by: Ajani Miller, Director of Operations

Seconded by: Navinkumar Meena, Arts, Design and Information Technology Representative

Discussion:

- Speakers List

- Ajani Miller, Director of Operation
- Rosalyn Miller, General Manager

Vote: Carries

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8. Approval of Additional Weekly Hours – Hanna Miller, Director of Student Experience

Whereas the Clubs Fair was delayed due to the recent GBC faculty strike, limiting planning time and requiring an accelerated timeline for execution now that the new dates (November 4–6, 2025) have been confirmed;

Whereas the Director of Student Experience is currently managing multiple high-priority projects that demand significant time and coordination, including:

- Clubs Fair Project – finalizing logistics, marketing materials, club outreach, and on-site execution with reduced preparation time;
- Winter Wonderland Project – organizing the event experience and overseeing the installation of campus decorations beginning mid-November;
- Social Media Planning Project – preparing digital promotional content and scheduling campaigns for all remaining 2025 events;
- Frosh Week & Orientation Week 2026 Planning Project – coordinating venues, vendors, design materials, and
- programming for January 2026, all of which must be completed before the winter break;

Be it resolved that Hanna Miller be approved to exceed the 24-hour weekly work limit from October 28, 2025, to December 17, 2025, in order to fulfill the requirements of these time-sensitive projects and ensure the successful delivery of end-of-term initiatives.

Moved by: Hanna Miller, Director of Student Experience

Seconded by: Alitzel Martinez, Hospitality and Culinary Arts Representative

Discussion:

Motion to amend the Be it resolved to read as the following:

Be it resolved that Hanna Miller, Director of Student Experience, be approved to work up to 32 hours per week from November 27, 2025, to January 9, 2026, to fulfill her responsibilities related to event execution, communications, student engagement, and department support; and

Be it further resolved that any hours worked beyond the 24-hour weekly limit starting November 27, 2025, be approved for retroactive payment, as documented through timesheets and deliverables.

Moved by: Hanna Miller, Director of Student Experience

Seconded by: Navinkumar Meena, Arts, Design and Information Technology Representative

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Discussion: None

Vote: Carries

*** Back to the main motion with the approved amendment(s)**

Motion to amend to include the following:

Be it further resolved that the extra work hours will not apply to the holiday break of December 18, 2025 to January 2, 2026

Moved by: Hanna Miller, Director of Student Experience

Seconded by: Ajani Miller, Director of Operations

Discussion:

▪ **Speakers List**

- Navinkumar Meena, Arts, Design and Information Technology Representative
- Bryndoven O'Krafka, Community Services and Early Childhood Representative
- Rosalyn Miller, General Manager
- Jeetu Patel, Construction and Engineering Representative
- Hanna Miller, Director of Student Experience
- Jun An 'Toby' Lew, Director of Education & Equity

Vote: Carries

*** Back to the main motion with the approved amendment(s)**

Vote: Carries

Motion to reconsider

Moved by: Hanna Miller, Director of Student Experience

Seconded by: Jun An 'Toby' Lew, Director of Education & Equity

Discussion: None

Vote: Carries

**** agenda item is now open for discussion and consideration**

Motion to amend

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"Be it further resolved that any hours worked beyond the 24-hour weekly limit starting November 27, 2025, be approved for retroactive payment, as documented through timesheets and deliverables." to read

"Be it further resolved that any hours worked beyond the 24-hour weekly limit starting October 27, 2025, be approved for retroactive payment, as documented through timesheets and deliverables."

Moved by: Hanna Miller, Director of Student Experience

Seconded by: Naomi Deena Mathew, Business Representative

Discussion: None

Vote: Carries

9. **Approval of Bylaw Consultation Special Project with Additional Working Hours – Toby Lew, Director of Education and Equity.**

Whereas the following bylaws require revision:

- Bylaw 3: Board of Directors Eligibility;
- Bylaw 4: Board Of Directors Duties and Remuneration;

Whereas the Board, at the October Board Meeting, has indicated the need for consultation to occur;

Whereas the goal of the consultation is to realign Bylaw 3 and Bylaw 4 with the interests of the student membership and GBC's Academic Divisions;

Whereas there needs to be extensive consultation with Board of Directors, Student Memberships, and the GBC Community At-Large;

Whereas there needs to be additional consultation work with George Brown College's (GBC) Deans and Registrar's Office regarding the Academic Division and representatives;

Whereas the Election Committee is proposing this as the "Bylaw Consultation Special Project";

Whereas the Special Project would be conducted through focus groups, surveys, and townhalls;

Whereas the Special Project would include consultation with the aforementioned parties and written reports of the data and information gathered;

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Whereas the Election Committee proposes that this special project be taken on by the Director of Education and Equity (DEE) and estimates that the work would require an additional 11 hours per week to commit to the special project on top of the DEE's existing responsibilities;

Whereas the additional 11 working hours per week will be dedicated to on-campus work;

Be it resolved that the Board of Directors approve the additional 11 working hours per week for the DEE to focus on the special project;

Be it further resolved that the additional working hours for the DEE take effect from October 31, 2025, and cease to be effective no later than February 4, 2026.

Be it further resolved that the plans and reports gathered from consultation be provided to the Election Committee, which will provide updates to the Board of Directors.

Moved by: Jun An 'Toby' Lew, Director of Education & Equity

Seconded by: Jeetu Patel, Construction and Engineering Representative

Discussion:

Motion to amend to include the following:

Be it further resolved that the 11 hours per week be dedicated to on campus excluding the holiday December 18, 2025 to January 2, 2026

Moved by: Jun An 'Toby' Lew, Director of Education & Equity

Seconded by: Naomi Deena Mathew, Business Representative

Discussion: None

Vote: Carries

* Back to the main motion to include the updates/ amendments

Vote: Carries

10. Final Report from PPC

Whereas the Policy and Procedure Committee (PPC) failed to meet prior to the Board Meeting's call for agenda deadline;

Whereas no report has been provided by the PPC as of Nov 17, 2025;

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Whereas the approved "Bylaw Revision Timeline" motion from the October Board Meeting reads:

Be it further resolved that the PPC provide a report, with recommendations, to the Board of Directors at the Nov 17, 2025 Board Meeting;

Whereas VDAM Article 8.1 Section c) reads:

If the Committee has worked on an issue under its jurisdiction, but has been unable to provide recommendations or otherwise complete its work (either because it has not met or conducted business in a timely manner, or it cannot agree on recommendations or deliverables) the Board may proceed as follows:

- i) The Board may pass a motion directing the Committee to provide a Final Report setting out the status of its work, its recommendations (or an explanation of why recommendations could not be made or agreed upon).
- ii) The Committee's Final Report shall be delivered to the Board by the Committee's Chair within 7 days after the above motion is passed.
- iii) Once the 7-day deadline has passed, the Board shall review the Final Report that has been provided by the Committee (if any) and if the Committee has still not provided recommendations, the Board may vote to take whatever steps it deems appropriate to address and take action on the issue in question, notwithstanding that it is within the Committee's jurisdiction.

Be it resolved that the PPC provide a Final Report setting out the status of its work its, recommendations (or an explanation of why recommendations could not be made or agreed upon);

Be it further resolved that the Final Report be provided to the Board within 7 days from November 17 – by November 24, 2025;

Be it further resolved that the Board refer to the VDAM for further action once the 7 day deadline has passed.

Moved by: Jun An 'Toby' Lew, Director of Education & Equity

Seconded by: Rain Avery, Preparatory and Liberal Studies Representative

Discussion:

- Speakers List

- Alitzel Martinez, Hospitality and Culinary Arts Representative
- Hanna Miller, Director of Student Experience
- Jun An 'Toby' Lew, Director of Education & Equity

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- Navinkumar Meena, Arts, Design and Information Technology Representative
- Jeetu Patel, Construction and Engineering Representative
- Ajani Miller, Director of Operations
- Rosalyn Miller, General Manager

Vote: Carries (Abstain,1)

11. Other Business

- No other business was discussed at this meeting

12. Adjournment

Whereas the Board Meeting was scheduled till **8:00 PM**

Be it resolved that the Board Meeting is adjourned at **7:41PM**.

Moved by: Bryndoven O'Kafka, Community Services and Early Childhood Representative

Seconded by: Naomi Deena Mathew, Business Representative

Discussion: None

Vote: Carries