



**Humber Students' Federation
Board of Directors 2015-2016
Seventh Meeting
January 20, 2016
Lakeshore Campus**

Members Present	Staff	Guests	Excused
James Pashutinski <i>(Chair)</i>	Ercole Perrone	Corinna Fitzgerald <i>(Dir. Student Life Programs)</i>	Cristina Bianchi
Flora Fan	Ahmed Tahir	Shari Walsh <i>(Mgr. Transition and Leadership Programs)</i>	Andriana Crawford
Emma Kelly	Frank Rizzi	Leah Murdock <i>(Dept. Head Student Services GH)</i>	
Roxanne Smith	Aleksandra Popovski	Nathan Mante <i>(Student)</i>	
Arnold Nyatwa	Anna Bilan	Prashanttha Amarasooriya <i>(Student)</i>	
Joseph Gibson	Vanessa Silaphet	Daisy Zamarripa <i>(Student)</i>	

1. CALL TO ORDER.

J. Pashutinski called the meeting to order at 6:00pm. A quorum of Directors was present.

2. APPROVAL OF THE AGENDA

J. Pashutinski amended the agenda to include *In Camera Session*; this item will become item number 9.
Motion to approve the agenda as amended.

Moved by: E. Kelly

Seconded by: F. Fan

CARRIED: YES

“Be it resolved that the Agenda for the Seventh meeting of the HSF Board of Directors 2015-2016 is approved as amended.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



4. APPROVAL OF MINUTES OF THE SIXTH MEETING OF 2015-2016

Motion to approve the minutes from the Sixth Meeting of the HSF Board of Directors 2015-2016 on December 9th, 2015 as presented.

Moved by: A. Nyatwa

Seconded by: F. Fan

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Sixth Meeting of the 2015-2016 Board of Directors.”

5. FEE PROTOCOL OVERVIEW (TRANSITION AND LEADERSHIP, GUELPH-HUMBER)

Leah Murdock, Department Head Student Services Guelph-Humber, presented on Guelph-Humber programs and initiatives related to fees:

- Library collection fee – New lab space for 65+ students, new quiet study space, new home for library services
- Administrative Services fee – general upgrades in Learning Commons (software, computers, lab technology support, equipment upgrades)
- Convocation fee – cover items such as venue rental, programs/tickets, mailing, production fee
- Photo ID fee – identification cards
- Transcript fee – unlimited requests, available to alumni
- Transition Programs – Student Transition and Resource Team (START) leaders are student ambassadors for GH, all are hired and trained; Kick Start has increased from two days to three days to accommodate increasing registration numbers; Orientation has increased from three days to four days due to increase in enrolment;
- Collaborates often with SSE, collaborates on various initiatives
- Alumni – alumni/student mentoring program, alumni video, last lecture

Corinna Fitzgerald, Director Student Life Programs, and Shari Walsh, Manager Transition and Leadership Programs, presented the Transition and Leadership fee for Fee Protocol presentation. Highlights of their presentation are as follows:

- CCR launched this year, in phases, HSF is a part of phase 2 launched this January 2016
- First year in four years, Orientation was overhauled and a new process was implemented
- Collaborating with Recruitment to tackle challenge of campus maps/tours, students better acquainted/familiar with campus locations
- Online Orientation available for one month from start of academic year, as not to deter students from attending in person
- Budget \$425,000 – 3 orientation programs (\$155,000), special projects ex. Online orientation, CCR (\$30,000), Salaries (\$200,000), Leadership (\$25,000), Student Recognition (\$15,000)



6. CHIEF EXECUTIVE MONITORING REPORT (FIRST SEMESTER FINANCIAL STATEMENTS)

E. Perrone and F. Rizzi presented the financial statements from the past nine months of operations this fiscal year. Numbers do not reflect activities for the month of January, but do reflect up until December 31st. Highlights of their presentation are:

- Revenues: to date, received approximately 90% of revenues. Once final enrolment numbers are received for January, revenue lines should become more accurate. Vendor program difficult to predict – uncertainty of how many vendors will come. Overall, revenues will be slightly below target, but within typical range
- Expenditures: Board of Directors (donations and sponsorships) expected to be under budget by \$50-60,000. These typically are requests from Institution or student requests – allocating funds to student lead initiatives, larger institutional initiatives, requests have decreased this fiscal year
- Budget line items that are under or over budget are not necessarily considered good or bad, however illustrate an accurate reflection of working environment, nuances alter year after year
- Services – FRP and bursaries, nature of newly implemented FRP and assumptions were made did not translate based on student engagement with financial need. Currently under budget for FRP, allocating more funds towards bursaries
- Currently, expected \$500,000 surplus for the remainder of the fiscal year. However, there are still a few more months to incur expenses with no other revenues expected.
- Recommending transferring funds towards an increase in bursaries, high engagement student loyalty plan, expanding various initiatives
- Considering expenses incurred thus far, will have an influence on CEO crafting proposed budget for Board feedback in the next few board meetings

7. BOARD SELF-EVALUATION SURVEY RESULTS

The board self-evaluation survey was completed from the last board meeting and results were obtained. E. Perrone reviewed the results and noted two items in particular of interest. Board feedback is listed below:

- Comfort level of finances – results indicated some board members are not as comfortable understanding and reviewing organization financial statements. Increase board training, for example introductory financial literacy (what to look for, what to ask, etc.), increase background knowledge, include consolidated budget lines/definitions
- Onboarding – open to suggestion, is a part of the strategic plan (board efficiency), ideas and recommendations may be implemented to future board trainings

8. ACCOUNTABILITY OF CHIEF EXECUTIVE OFFICE: COMPENSATION COMMITTEE UPDATE

A. Tahir provided an update from the Compensation Committee. The Executive Director 360 survey was sent to participating individuals January 11th, and deadline to complete is January 22nd. Compensation committee will meet to discuss results of the survey, and develop recommendations to the Board for E. Perrone's compensation. Board will approve or amend recommendations and establish compensation at the last Board meeting.



9. IN CAMERA SESSION

Motion to move into in camera session.

Moved by: R. Smith

Seconded by: E. Kelly

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to go in camera.”

Motion to move out of in camera session.

Moved by: E. Kelly

Seconded by: A. Nyatwa

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves to move out of in camera.”

10. ADJOURNMENT

Motion to adjourn the Seventh Meeting of the HSF Board of Directors 2015-2016.

Moved by: R. Smith

Seconded by: F. Fan

CARRIED: YES

“Be it resolved that the Seventh Meeting of the HSF Board of Directors 2015-2016 is adjourned.”

The meeting adjourned at 8:14pm.

_____ **James Pashutinski** _____
Chairperson

_____ **Vanessa Silaphet** _____
Recording Secretary