



**IGNITE Student Union
Board of Directors 2016-2017
Eighth Meeting
February 15, 2017
Lakeshore Campus**

Members Present	Staff	Guests	Excused
Roxanne Smith	Ercole Perrone		
Niko Capriotti	Ahmed Tahir		
Markus Laanes	Anna Bilan		
Muhammad Gill	Jason Gool		
Nadine Sutherland	Vanessa Silaphet		
Emma Kelly			
Collins Nyatwa			
Robert Ledger			
Osman Beyle			

1. CALL TO ORDER.

R. Smith called the meeting to order at 6:06pm. All Directors were present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Moved by: M. Gill

Seconded by: C. Nyatwa

CARRIED: YES

“Be it resolved that the agenda for the Eighth Meeting of the HSF Board of Directors 2016-2017 is approved as presented.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



4. APPROVAL OF MINUTES OF THE SEVENTH MEETING 2016-2017

Motion to approve the minutes from the Seventh Meeting of the HSF Board of Directors 2016-2017 on January 18th, 2017 as presented.

Moved by: M. Laanes

Seconded by: M. Gill

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Seventh Meeting of the 2016-2017 Board of Directors.”

R. Ledger entered at 6:07pm.

5. CHIEF EXECUTIVE OFFICE MONITORING REPORT

a. Guelph-Humber Space

A. Tahir provided background information of the IGNITE space in Guelph-Humber, GH119, when it was previously used for the Guelph-Humber Student Association (GHSa). A new designated location has been assigned within the 2nd floor Learning Commons area. In the past, the GHSa office was only meant to be used by GHSa executives and program reps. However, the new IGNITE space will be open to all UofGH student leaders who are involved with IGNITE and their clubs, University of Guelph Student Senate, UofGH academic societies, and any other students who are interested in getting involved on campus.

O. Beyle entered at 6:18pm

b. Fee Protocol

A. Tahir provided an update and information about the non-tuition fees students pay; approval of these fees will be done next board meeting. Highlights include:

- Fees looking for increases, proposed for the 2018-2019 academic year:
 - IT: increase due to inflationary purposes of 2%; last year fee stayed the same, increase accommodates software and hardware upgrades; purchases are typically made in US dollars and need to account for exchange rate
 - Career Services: increase to \$2.25 per semester, per student; plans to expand Career Centre hours of operation; services are available up until 6 months after alumni
 - Board advised that Career Services should increase the grace period of when services may be used in which alumni can access up to 2 years after graduation – intention is to match other services alumni have access to.
 - Board requested qualitative data that states the services of the Career Centre are required past the current operating hours; data should be sufficient to justify the increase is necessary
 - Health Services fee: requesting \$5 increase – focus on health promotion, awareness of better healthy living and mental health strategies. Increase will contribute to hiring a full-time staff/facilitator specifically for awareness and contract positions to help with programming and administration. Objective is for mental health initiatives to be



done under one cohesive umbrella managed by the Health Centre rather than various departments contributing to the same issue – a comprehensive, triage approach.

- Admin fee was removed by last year's Board of Directors and will not be paid by students next academic year. This fee has saved students approximately \$3 million

Any Director that requires more information or has questions can contact A. Tahir. Approval of fees will be done next board meeting.

c. Budget Presentation/Financial Update

E. Perrone presented the updated budget. This year, budget has been calculated by enrolment multiplied by the fee to produce a more accurate number.

- Anticipated revenues of \$10,836,944 based on projected FTE of 67,368 fee payments, up \$523,000 from 2016-2017
- Decreases presented in Governance relate to the shifting of Special Projects expenditures of approximately \$72,000 to the Programming department's budget. This was done to reflect the operational reality of responsibility to execute the initiative
- 2 funding grants have ended - \$175,000 to the Health Centre and \$36,000 to Peer Tutoring
- Increases presented in Administration relate to added contingencies for legal and audit fees
- Additional funds have been allocated in IT software for our student communication database
- The only increase in the Programming budget refers to the shifting of Special Projects expenditures from Governance
- Anticipate saving relating to the Student Life service in Services
- Modest increase in Communications mainly sits in our First Year Engagement allocation
- Increases associated with Capital and Leasehold include:
 - Blackout shades for Lakeshore Sleeping Lounge
 - The acquisition of two new promotional booths for Lakeshore and North
 - Regular office/Student Centre upgrades or repairs such as carpet cleaning/repair, painting of spaces as required

Any questions related to budget can be directed to CEO for answering.

Budget to be approved next board meeting and then will be presented for approval at the Annual General Meeting at the end of March by the membership.

d. New Policy Discussion

Two policies have been drafted this year and are a reflection of the ongoing growth of the organization. These policies are implemented to ensure that risk is mitigated as much as possible. One policy outlines the process/guidelines for an IGNITE staff to whistle blow if misconduct is occurring within the organization. This policy is used for internal controls and encourages the confidence of safeguarding against any wrong doing within the organization. The second policy is a complaint procedure policy which outlines the process for when complaints arise against the organization. This will outline a pragmatic way of how to deal with any issues that may arise and for all IGNITE staff to be on the same page of how to resolve any complaints.

Recommendation to include guidelines for any employee that does not follow policy, needs to be enforceable as other IGNITE policies are.



6. IN CAMERA

Motion to move into in camera

Moved by: M. Laanes

Seconded by: N. Sutherland

CARRIED: YES

“Be it resolved that the Board of Directors move in camera.”

Motion to move out of in camera

Moved by: M. Gill

Seconded by: N. Sutherland

CARRIED: YES

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

7. ADJOURNMENT

Motion to adjourn the Eighth Meeting of the HSF Board of Directors 2016-2017.

Moved by: N. Sutherland

Seconded by: M. Laanes

CARRIED: YES

“Be it resolved that the Eighth Meeting of the HSF Board of Directors 2016-2017 is adjourned.”

The meeting adjourned at 7:34pm.

Roxanne Smith

Chairperson

Vanessa Silaphet

Recording Secretary