



**IGNITE Student Union
Board of Directors 2017-2018
Second Meeting
September 14, 2017
Lakeshore Campus**

Members Present

Allyson Sander
Sara McCormick
Graham Budgeon
Tudor Gagea
Nicholas Davenport
Michael Hillocks

Staff

Ercole Perrone
Tara DeFrancesco
Maja Jocson
Vanessa Silaphet

Guests

Excused

Samuel Mitchell

1. CALL TO ORDER.

N. Davenport called the meeting to order at 5:53pm. A quorum of Directors was present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Moved by: G. Budgeon

Seconded by: T. Gagea

CARRIED: YES

“Be it resolved that the Agenda for the Second Meeting of the IGNITE Board of Directors 2017-2018 is approved as presented.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.

4. APPROVAL OF MINUTES OF THE FIRST MEETING 2017-2018

Motion to approve the minutes from the First Meeting of the IGNITE Board of Directors 2017-2018 on May 3, 2017 as presented.

Moved by: A. Sander

Seconded by: S. McCormick



CARRIED: YES

“Be it resolved that the IGNITE Board of Directors approves the minutes of the First Meeting of the 2017-2018.”

5. CEO PERFORMANCE EVALUATION COMMITTEE UPDATE

M. Jocson provided an update on the Executive Director Performance Review and presented the goals established by the committee for 2017-2018. Executive Director may receive up to a total maximum five per cent compensation increase. Document presented outlined goals, weighting, and timeline.

E. Perrone provided an update on the President Performance Review. Language was finalized regarding President’s goals, check-ins, and a final document will be circulated to all Directors with these outlines, specifically broken down by topic and weight.

6. CHIEF EXECUTIVE OFFICE MONITORING REPORT

Executives’ progress-to-date on their goals were reviewed and presented. Highlights include:

- Each Executive is responsible for a core project (priority) and a secondary projects
- Projects were established collectively
- Timeline of goals and progress thus far was outlined

A timeline of future months entailing each project’s goals was requested and will be reviewed for the next CEO Monitoring Report.

E. Perrone reviewed his Monitoring Report. Much of the time spent has been focused on establishing a solid foundation for the remaining months of the year. Time period has emphasized, coordinated and integrated *planning* to the fullest degree whereas the start of the academic calendar will emphasize the *execution* of everything planned thus far, specifically:

- Developed plans for strategic planning consultation. IGNITE will undergo a significant strategic planning process this year. Intention is to have an iterative, collaborative and consultative planning process whereby student membership actively participates in every phase of the process.
 - Update: IGNITE’s first attempt at gathering student feedback regarding student lives, struggles and voids is underway. This will help IGNITE determine priorities of students and consequently priorities of IGNITE. Board Ownership Linkages (OL) will consist of conducting these student surveys. OLs can be completed as soon as Directors feel comfortable and available – training shall be provided to better assist Directors. Timeline of strategic plan was reviewed. Upcoming focus group dates will be sent to the Board. Executives are also available to partner with Directors to complete the surveys.
- Worked closely with the President to support Executive transition, advocacy issue identification and selection process, and the creation of an executive team business plan.
- Re-orientation of the Services Director and Finance Director to the team from their leave of absences.



- Services Coordinator currently on a short-term leave of absence; a new Coordinator has been hired on contract and will be working at Lakeshore.
- Research and consultation for major systems upgrade (CRM and GP) still ongoing. The CEO will be asking Board to review and approve a proposal shortly.
- Rebrand phase 2 activities involving the interior design of IGNITE spaces.
- Impact of minimum wage increase effective January 1st is anticipated to be approximately \$40,000 of new unexpected expenditures. For the time being, all part-time staffing levels will remain unchanged as we assess the actual impact of this increase.
- Intention to increase our bursary allotment from \$275,000 to \$412,500 in light of non-renewal of Lifeline contract. Individual student bursary allocations will increase from \$500 to \$750. CEO is asking for Board to approve this reallocation.

Motion to approve the reallocation of the non-renewal Lifeline contract to IGNITE's bursary allotment.

Moved by: T. Gagea

Seconded by: A. Sander

CARRIED: YES

“Be it resolved that the IGNITE Board of Directors approves the reallocation of unused funds in relation to the non-renewal of the Lifeline contract to the IGNITE bursary account.”

- Imagine Canada document: high standard document and measurable activity will be completed this year. The best not-for-profit organizations in Canada utilize this guideline and IGNITE will only focus on components that apply/relate and use it as a direct comparable measure.

7. LETTERS PATENT OBJECTS

At the May Governance training, IGNITE's lawyer indicated Letter Patent Objects should reflect the purpose and objective of the organization. Since incorporating, the Objects have not been reviewed until now. E. Perrone presented the current and proposed amended objects; the Board will review and approve by next meeting. Recommended amendments are to be sent to Chairperson.

8. BOARD VACANCIES

Board vacancies this year include two North positions and one Orangeville position. According to the IGNITE Constitution and policies, the process to fill such positions will be an appointment process for North and a by-election for Orangeville. V. Silaphet reviewed dates and deadlines for both positions. Newly appointed/elected Directors will be received by the Board at next meeting.

M. Hillocks left the meeting 7:22pm.



9. IN CAMERA

Motion to move in-camera.

Moved by: G. Budgeon

Seconded by: A. Sander

CARRIED: YES

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

Motion to move out of in-camera.

Moved by: S. McCormick

Seconded by: T. Gagea

CARRIED: YES

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

10. ADJOURNMENT

Motion to adjourn the Second Meeting of the IGNITE Board of Directors 2017-2018.

Moved by: A. Sander

Seconded by: T. Gagea

CARRIED: YES

“Be it resolved that the Second Meeting of the IGNITE Board of Directors 2017-2018 is adjourned.”

The meeting adjourned at 7:36pm.

_____**Nicholas Davenport**_____

Chairperson

_____**Vanessa Silaphet**_____

Recording Secretary