



**IGNITE Student Union
Board of Directors 2017-2018
Fourth Meeting
November 8, 2017
North Campus**

Members Present	Staff	Guests	Excused
Nicholas Davenport	Ercole Perrone		
Shayan Shakil	Tara DeFrancesco		
Samuel Mitchell	Maja Jocson		
Janina Jocson	Vanessa Silaphet		
Tudor Gagea			
Allyson Sander			
Michael Hillocks			
Graham Budgeon			
Sara McCormick			

1. CALL TO ORDER.

N. Davenport called the meeting to order at 12:31pm. All Directors were present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Moved by: S. Mitchell

Seconded by: T. Gagea

CARRIED: YES

“Be it resolved that the Agenda for the Fourth 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 THIRD MEETING 2017-2018

Motion to approve the minutes from the Third Meeting of the IGNITE Board of Directors 2017-2018 on October 11, 2017 as presented.



Moved by: S. Mitchell

Seconded by: S. McCormick

CARRIED: YES

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

5. CEO MONITORING REPORT

a. Financial Risk Management and Adherence

At the First Meeting of the Board of Directors, the Imagine Canada document was presented and reviewed. This document outlines criteria and guidelines not-for-profits strive to uphold to be of a particular level of effectiveness. IGNITE will strive to achieve these criteria and guidelines and will review various sections of adherence at board meetings throughout the year. This meeting will focus on the financial risk management section of the document, IGNITE’s adherence is the following:

- IGNITE’s Purchasing policy outlines the dollar ranges, process and approval process for all expenditures
- Cheque printing process outlines the approvals required
- Corporate credit cards are only available to those that require them, reviewed approval process required
- A list of identified risks and mitigating factors was reviewed, particularly: segregation of duties, wire transfers and bank drafts, and EventBrite payment management; process associated with these were included in the mitigating factors

After review of the financial risk management section and IGNITE’s adherence, the Board understands and is comfortable with how expenditures are processed and decisions are made when involving financial matters.

6. STRATEGIC PLAN

Next Level surveys were completed on October 18th. The Communications department and CEO have amalgamated all responses from the survey and consolidated these into themes. IGNITE full-time staff and Executives will review all responses collectively and formulate conclusions, identify and categorize themes, and ultimately organize responses to be digested and re-evaluated by students in January for validation.

CEO would like to recommend and suggest having this same exercise conducted with the Board to assess responses collected. A day and time when to meet and review feedback collected will be established by the Chair.

7. ERP PROPOSAL

Current systems used for financial and operational processes are required for an upgrade as they are several versions behind. BDO Solutions, whom currently provide the systems, have been gracious



enough to accommodate IGNITE in the current version it has; however have indicated soon they will be unable to help due to the outdated version. The current version IGNITE has will only be available for a limited time if upgrades are not done. The proposed cost of upgrades is large due to the number of necessary versions it needs to cycle through, a result of all the years IGNITE has put off any upgrade. The cost also includes maintenance and regular updates as to avoid this issue in future.

The Board inquired why consistent upgrades have not been maintained and the truth being IGNITE has attempted to be frugal in every way it could be, including sacrificing systems updates – the current version had proven to be sufficient up until this point. If approved by the Board, the systems will be maintained every year and costs will be accounted for in IGNITE’s budget; supplier will verify each year if any upgrades are necessary. The upgrade will be completed by March 31st and this expense will come out of IGNITE’s unrestricted funds. Included in the upgrade proposal, CEO is requesting a 15% contingency.

Motion to approve the presented ERP Proposal up to \$100,000, exclusive of taxes.

Moved by: S. Mitchell

Seconded by: M. Hillocks

CARRIED: YES (7)

Opposed: 2

“Be it resolved that the IGNITE Board of Directors approves the ERP Proposal up to \$100,000.”

8. BUDGET CONSULTATION

CEO and IGNITE’s Finance Director have started discussions and budget consultations with each department to determine priorities. The Board will be involved in budget consultation discussions to understand and determine students’ priorities. The topic of sponsorship was discussed and if this something the Board feels IGNITE should pursue. Particular concerns include students’ interest in IGNITE aligning its brand with another; risk being the brand may not reflect students’ values. Funding received from any sponsorship would ultimately be used to benefit students, though raises the concern of how much effort is expected to receive meaningful revenue. Board suggested piloting the idea of sponsorships for one year to determine its depth. If this is something IGNITE pursues, certain conditions will be implicated.

9. GRC COMMITTEE UPDATE

M. Jocson presented the Executive Human Resources policy to discuss their salary and hours worked. Specifically, she reviewed the following:

- Execs are expected to work up to 35 hours a week and use time management to record hours which are approved by the President
- Lieu time and pay are approved by CEO if hours are exceeded due to Executive responsibilities
- Significant changes to the policy include: overtime related to lieu time and pay, unpaid lunch break outlined, some provisions have been moved to other policies for relevancy.



T. Gagea, chair of the Governance Review Committee (GRC), and fellow GRC members presented the amendments to following policies:

- Elections and Appeals policy: removal of reimbursements, enforcement of posting campaign material and language to clarify meaning
- Director Honoraria policy: removal of Institutional committees, explicitly outlining how honoraria is received.

Motion to approve the newly amended Elections and Appeals policy and the Director Honoraria policy.

Moved by: A. Sander

Seconded by: G. Budgeon

CARRIED: YES

“Be it resolved that the IGNITE Board of Directors approves the newly amended Elections and Appeals policy and Director Honoraria as presented.”

10. IN CAMERA

No in-camera session necessary.

11. ADJOURNMENT

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

Moved by: T. Gagea

Seconded by: G. Budgeon

CARRIED: YES

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

The meeting adjourned 2:00pm.

Nicholas Davenport

Chairperson

Vanessa Silaphet

Recording Secretary