



**IGNITE Student Union
Board of Directors 2017-2018
Fifth Meeting
December 13, 2017
Lakeshore Campus**

Members Present

Nicholas Davenport
Sara McCormick
Samuel Mitchell
Janina Jocson
Tudor Gagea
Allyson Sander
Michael Hillocks
Graham Budgeon
Shayan Shakil

Staff

Ercole Perrone
Tara DeFrancesco
Maja Jocson
Allisa Lim
Vanessa Silaphet

Guests

Sarah Taher (*Student*)
Caroline Hollas (*Student*)

Excused

1. CALL TO ORDER.

N. Davenport called the meeting to order at 6:00pm. All Directors were present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda as presented.

Moved by: T. Gagea

Seconded by: S. Mitchell

CARRIED: YES

“Be it resolved that the Agenda for the Fifth 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 FOURTH MEETING 2017-2018

Motion to approve the minutes from the Fourth Meeting of the IGNITE Board of Directors 2017-2018 on November 9, 2017 as presented.

Moved by: A. Sander

Seconded by: T. Gagea



CARRIED: YES

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

5. APPROVAL OF BOARD TERMS OF REFERENCE

In a continuing effort to adhere to the criteria and guidelines set out by Imagine Canada, Standard A suggests IGNITE have a document approved by the Board that specifies the responsibilities of the Board of Directors and their accountabilities to the organization's members and stakeholders. The presented Board Terms of Reference was created by the Governance Review Committee (GRC) and describes the purpose and operating structure of IGNITE's Board of Directors, setting clear expectations. This document will guide behaviour and provide a framework for board decision-making.

Amendment to delete section 3.2 Annual General Meeting – already exists in the Constitution and is not required in this document.

Motion to approve the Board Terms of Reference as amended.

Moved by: J. Jocson

Seconded by: S. McCormick

CARRIED: YES

“Be it resolved that the IGNITE Board of Directors approves the Board Terms of Reference as amended.”

6. CEO MONITORING REPORT

E. Perrone presented his Monitoring Report, specifically on the Imagine Canada standards related to strategic and operational risk management and succession planning. Highlights of his report include:

- Risk Management:
 - reviewed Events Risk Assessment and Evaluation Form, including event rules
 - Training provided for all staff
 - Reviewed financial, human resources and event risks and the current methods IGNITE has in place to mitigate all of these
- Succession Planning
 - Standard indicates Board is aware of a succession plan for critical IGNITE full-time positions
 - Process to determine succession plan is still in progress
 - Interim vs external replacements

M. Jocson presented her Monitoring Report on Executive initiatives to date. Highlights include:

- President has taken on few projects of her own; these do not occupy a great amount of her time so normal duties are not to be affected. Extra projects were taken on as a result of a number of students requesting advocacy for nursing rooms and accessibility on campus



- Academic advocacy – program review for short term and long term, understand Humber’s process for review to determine if IGNITE has a role
- Feminine hygiene products – initiative will be launched in January, available in pick-up locations for students to collect when needed
- Fall Reading Break – still in progress and in works with Humber’s Vice President Academics, project was put on hold during faculty strike

7. IN CAMERA

Motion to go in camera.

Moved by: S. Shakil
Seconded by: M. Hillocks
CARRIED: YES

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

Motion to move out of in camera.

Moved by: J. Jocson
Seconded by: T. Gagea
CARRIED: YES

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

8. ADJOURNMENT

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

Moved by: S. Mitchell
Seconded by: G. Budgeon
CARRIED: YES

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

The meeting adjourned 7:39pm.

Nicholas Davenport
Chairperson

Vanessa Silaphet
Recording Secretary