



**IGNITE Student Union
Board of Directors 2017-2018
Eighth Meeting
March 14, 2018
Lakeshore Campus**

Members Present

Nicholas Davenport
Allyson Sander
Sara McCormick
Janina Jocson
Tudor Gagea
Shayan Shakil
Graham Budgeon

Staff

Ercole Perrone
Maja Jocson
Allisa Lim
Vanessa Silaphet
Tara DeFrancesco

Guests

Kristy Colasante (*Health Promotion Coordinator*)
Chantal Joy (*Director Advising & Student Academic Support*)
Meredith Sedgwick (*Student Appreciation Awards*)
Nicole Barcellos (*Student Appreciation Awards*)
Veronica Sigurdson (*ArtShow*)
Mathew Whitelaw (*ArtShow*)

Excused

Michael Hillocks
Samuel Mitchell

1. CALL TO ORDER

N. Davenport called the meeting to order at 5:48pm. A quorum of Directors was present.

2. APPROVAL OF THE AGENDA

Amendment to move agenda item 5 Student Appreciation Awards & Art Show after agenda items 6 Health Centre and 7 Career Centre presentations. Motion to approve the agenda as amended.

Moved by: G. Budgeon

Seconded by: T. Gagea

CARRIED: YES

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

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.



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

Motion to approve the minutes from the Seventh Meeting of the IGNITE Board of Directors 2017-2018 on February 15, 2018 as presented.

Moved by: S. McCormick

Seconded by: A. Sander

CARRIED: YES

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

5. HEALTH CENTRE

K. Colasante, Health Promotion Coordinator, presented current Health Centre updates and services. Highlights include:

- New staff positions – Health Promotion Coordinator (coordinates health promotion initiatives and programming), Sexual Violence Awareness Promoter (coordinates sexual violence initiatives and programming), Student Support and Intervention Coordinator x4
- Health and Counselling – TAO (online program to address anxiety and depression with resources and tools to promote healthy coping skills), workshops (Healthy Minds for Stressful Times, Test Anxiety), Electronic Medical Record to be rolled out January 2019, MedAvail (online pharmacy), partnership with IGNITE (Mamava: space for breastfeeding mothers)
- Alcohol infractions have decreased 70% with the close of the campus pub, Linx; collaboration between health promotion; harm reduction committee in residence
- Mental Health First Aid and Bystander training is provided for faculty, staff and students

6. CAREER CENTRE PRESENTATION

C. Joy, Director Advising and Student Academic Support, presented on current Career Centre updates and services. Highlights include:

- Evening service targeted at CE/part-time students and Alumni
- Next initiatives will include how to engage and service more and what methods to do this
 - Phase one will include extending hours two nights a week at Lakeshore and three nights at North
 - This entails extra training for current staff on career and educational advising
 - Resume tutors to be available during the day and night – this may include hiring extra coaches
- Continuity between day and evening services, bridging these to better serve students
- Entice students/alumni to use their services, those who have a clear path and guideline of how to achieve are more likely to be successful than those who do not
- Guelph-Humber has their own platform for Career Services – existing barriers make it challenging to service GH students



7. PRESENTATIONS: STUDENT APPRECIATION AWARDS & ART SHOW

a. Student Appreciation Awards

Nicole Barcellos and Meredith Sedgwick, Chair and Vice-Chair of the Student Appreciation Awards, presented on the event. Event's purpose is to acknowledge staff, students and faculty who exemplify selfless dedication or leadership and whom have made a significant contribution to the Humber and Guelph-Humber community. This year's theme is "Humber in the Woods, Celebrate Your Magic". Nominations are currently open and close March 26th; presenters thanked IGNITE for the sponsorship and support for the event. Board members were encouraged to submit nominations and to attend the Student Appreciation Awards event in April.

b. Art Show

Veronica Sigurdson and Mathew Whitelaw, Chair and Vice-Chair of the Art Show, presented the event, thanking IGNITE for the sponsorship and support for the event. Humber is the only college to be a member of the League for Innovation. Event's purpose is to unite Humber/Guelph-Humber students and submit art for cash prizes. Theme this year is "Artchella". Students can submit art at all three campuses (North/GH, Lakeshore, and Orangeville) during March 15th to the 22nd. For more submission details and event information, social media handles are HumberArtShow. Board members were encouraged to participate in the Art Show by submitting art and/or attending the event in K Cottage on Wednesday, April 11th, 2018.

8. APPROVAL OF FEE PROTOCOL

Last meeting, Fee Protocol was discussed with Institutional staff presenting on these fees for additional information. The Board was given time since then to discuss any concerns.

Motion to approve the presented Fee Protocol.

Moved by: S. Shakil

Seconded by: G. Budgeon

In favour: 6

Opposed: 1

CARRIED: YES

"Be it resolved that the IGNITE Board of Directors motion to approve the presented Fee Protocol."

9. APPROVAL OF 2018-2019 BUDGET

This budget was developed with feedback students provided during Next Level consultations as well as extensive internal conversations with our Board, Executive and Staff. Highlights of the budget include:

- IGNITE revenues come primarily from student fees and so we take this responsibility very serious and emphasis direct investment back in students' quality of life when crafting our budget
- Estimate revenues to be \$11 million dollars based on a student body membership of approximately 32,000 full time students



- Expenditures are broken down into 6 categories:
 - \$422,000 allocated to support work undertaken by Board of Directors and Executives in terms of advocacy initiatives, student outreach and the running of election process.
 - Administration budget is \$1.9 million and encompasses all staffing, general office and infrastructure costs associated with running a non-profit organization. At 17% of the budget, IGNITE operates very efficiently and falls under the 20% benchmark considered acceptable.
 - Allocated \$1 million to fund all clubs, educational/awareness activities and larger signature events such as Frosh/Frost, Halloween party, Real Talks speaker series and year-end Gala.
 - \$6.7 million allocated under Services. Largest investment of funds goes towards supporting student wellness through the Flexible Health and Dental insurance plan. Allocate over \$400,000 in student bursaries as well as \$50,000 in the Financial Relief Program, which supports students in financial hardship.
 - Communication budget of \$860,000 covers all the costs associated with communicating to a diverse and dispersed student body across four campuses. This includes both print, digital and ongoing promotional activity.
 - IGNITE is setting aside approximately \$70,000 to cover the costs associated with upgrading IGNITE student spaces, furniture and social spaces for students.

This budget represents IGNITE's commitment to student success and sets up the organization to achieve the goals of the strategic plan.

Motion to approve the presented 2018-2019 Operating Budget.

Moved by: J. Jocson

Seconded by: T. Gagea

CARRIED: YES

“Be it resolved that the IGNITE Board of Directors motion to approve the presented 2018-2019 Operating Budget.”

It was recognized that academic student initiatives such as Student Appreciation Awards, Art Show and Emerge Conference annually receive a portion of IGNITE's budget. These initiatives fall within the Donations and Sponsorships budget line allocated by Executives. Annually, Executives receive various requests related to academic projects of which are not typically approved due to the criteria outlined and purpose of this funding. The Board and Executives believe there should be equal opportunity for any academic program requiring funding for their curriculum. Adjustments to the approval criteria and conversations with Deans of these programs will be required to establish clear understanding of the funding's purpose. Next academic year, funding will remain for these initiatives however Board has instructed CEO to discuss with the necessary Institutional staff the future of this funding.

10. APPROVAL OF SUPPLEMENTARY LETTERS PATENT

E. Perrone updated the Board that due to the Objects of the organization changing, approved by the Board at the Third Meeting in October 2017, it also requires approval by the Membership at



the AGM to be filed with the Ministry. As instructed and provided by IGNITE's lawyer, the Board is required to approve the presented application of Supplementary Letters Patent. Once approved, it will then be presented to the Membership at the AGM for final approval.

Motion to approve the presented Supplementary Letters Patent whereas it is deemed desirable to apply for the issuance of Supplementary Letters Patent to change the objects of the Corporation.

Moved by: T. Gagea

Seconded by: A. Sander

CARRIED: YES

“Be it resolved that the IGNITE Board of Directors approves the presented Supplementary Letters Patent to change the objects of the Corporation.”

11. NEXT LEVEL UPDATE

Next Level data collected through surveys, one-on-one conversations, focus groups, and emails was culminated and reviewed by IGNITE staff, Executives and Board members. Data was categorized in to three sections: Student Life, Personal Life, and Future Life to encompass the full student life cycle. Embedded in each are priorities and action items.

- Student Life: *Support students in getting the most value out of their student experience.*
 - Make life on campus more affordable
 - Make campus more comfortable and enjoyable
 - Improve academic experience
- Personal Life: *Support growth as a person*
 - Help improve financial security
 - Improve overall health and wellness
 - Exposure to experiences and people to enrich life
- Future Life: *Prepare for life after college/university*
 - Help develop personal and professional skills

CEO will collect any final feedback from the Board, write the final version and present it at the AGM. After Membership has provided any final feedback, final version will be approved by the Board at the last meeting of the year, in April.

12. ANNUAL GENERAL MEETING PLANNING

Reminder to Board that the Annual General Meeting is taking place Wednesday March 28th, 2018 at 11am. The actual meeting will be held at North Campus with two-way communication and streaming available to Lakeshore Campus, Student Centre in K Building. Agenda items include approval of Supplementary Letters Patent, to receive the results of the 2018 Elections, approval of the Operating Budget and review received feedback for Next Level Strategic Plan. All Directors were encouraged to attend, at either campus, and to RSVP with Chairperson directly.



13. IN CAMERA

No in camera session required.

14. ADJOURNMENT

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

Moved by: A. Sander

Seconded by: G. Budgeon

CARRIED: YES

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

The meeting adjourned 8:04pm.

Nicholas Davenport

Chairperson

Vanessa Silaphet

Recording Secretary