



IGNITE Student Union
Annual General Meeting
Wednesday, March 29, 2023

MEMBERS PRESENT

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|---------------------------|--------------------------|--------------------------------|
| 1. Yu Siow | 30. Mylissa Biscoe | 60. Sakura Lau |
| 2. Ivana Lood | 31. Jessica Somgh | 61. Shreya Ravva |
| 3. Sara Figliola | 32. Shuying Zhang | 62. Lisa Yan |
| 4. Melany Palacios | 33. Edward McGinty | 63. Pranaya Nair |
| 5. Ariel Riley | 34. Nicole Whelan | 64. Angel Obi |
| 6. Madison Feenicola | 35. Colin Bradbury | 65. Mohit Lingayat |
| 7. Renah DeMichele | 36. Shanell Roye | 66. Drew Chambers |
| 8. Jana Jabbur | 37. Jesse Jodouin | 67. Tina Assefi |
| 9. Abdullah Hassan | 38. Heather Perl | 68. Aksnoor Singh
Kamboj |
| 10. Attika Ahmed | 39. Amir Rafi Rafi Azari | 69. Lauren Cleary |
| 11. Ryan Tam | 40. Manmohan Sharma | 70. Vaibhav Ahuja |
| 12. Alisha Ramgadoo | 41. Candy Ha | 71. Jay Shah |
| 13. Diana Hosien | 42. Manojh Yuvathasan | 72. Nidhi Mehta |
| 14. Alyssa Prashad | 43. Danyal Somani | 73. Kenil Gadhiya |
| 15. Michelle Hettiaratchi | 44. Meghan Rasanen | 74. Parul Yadav |
| 16. Olivia Liem | 45. Tabassum Hawlader | 75. Sharleen Macalintal |
| 17. Jessiel Green | 46. Lubnaa Aamirah | 76. Aryan Bachwani |
| 18. Laura Perucelli | 47. Naima Syed | 77. Bethel Cobbinah |
| 19. Conor Costello | 48. Prabhdeep Brar | 78. Osama AL Dridi |
| 20. Lauren Abela | 49. Ravdeep Singh | 79. Andrea Beltran |
| 21. Hana Duble | 50. BrendanHamel-Smith | 80. Viet Minh Anh Nguyen |
| 22. Jenny Trang | 51. Tashera James | 81. Ibrahim Chand |
| 23. Amy Gotkin | 52. Manali Shah | 82. Naufil Gadhwal |
| 24. Brittany Bartolome | 53. Komal Sethi | 83. Sabber Reza |
| 25. Lea Armata | 54. Ahmed Rauf | 84. Ronak Sharma |
| 26. Ruth Oudit | 55. Shalmi Tawde | 85. Sahil Solanki |
| 27. Maniha Mohsin | 56. Kamaldeep Chander | 86. Cherry Broncate |
| 28. Naisha Suthaharan | 57. Claudia Ovejero | 87. Grace Christensen |
| 29. Anh Lam | 58. Rishana Bal | 88. Laura Jacques
Fernandes |
| | 59. Mohini Narayan | |

89. Sara Penfield
90. Navneet Kaur
91. Devayani Mandlik
92. Surya Karan Sharma
93. Carmel Francis
94. Karan Talreja
95. Deekshith
Krishnamurthy
96. Michelle Lea Rillera
97. Lovely Nikki Kasilag
98. Charlotte Arjayne
Arevalo
99. Saloni Ratish
Pednekar
100. Sanjay Roy Juliet Raj
101. Prempreet Grewal
102. Fathima Zikker
103. Nish Kamli
104. Deepkumar Ahir
105. Yash Pokarna
106. Raavya Bhattacharyy
107. Yvette Donkor
108. Shabnam Shojaei
Mahalati
109. Francini Brice
110. Samara Ocansey
111. Silvena San Luis
112. Leanne Lacap
113. Valentin Cela
114. Yan Wing Pang
115. Dishant Bhojwani
116. Ranveer Kaur
117. Ankit Pathak
118. Ranhita Singh
119. Yee Lui Yip
120. Lakshay Lahar
121. Bhoomika Gupta
122. Ivy Liao
123. Olaide Oluwabiyi
124. Rahul Mehta
125. Augustina Ngene
126. Bhumiben Goswami
127. Rut Patel
128. Ming Yu Leung
129. Surya Sriramula

1.0 CALL TO ORDER

The Chair, J. Urzua welcomed all Members present. Members were asked to sign-in via a link provided in the Q&A function to enter first name, last name, student number and email address. Votes will be recorded and accounted for in the Q&A function with motions to approve, second and opposing votes only.

The Vice-Chair, L. Abela presented the Land Acknowledgement.

Chairperson, J. Urzua called the meeting to order at 11:04 a.m.

2.0 APPROVAL OF THE AGENDA

MOVED by *K. Chander*, SECONDED by *D. Somani*

1-1	<i>"Beit resolved that the agenda for the Wednesday, March 29, 2023, Annual General Meeting be approved as presented."</i>	Motion carried
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3.0 APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF THE MEMBERS HELD WEDNESDAY, SEPTEMBER 28, 2022

MOVED by *L. Kasilag*, SECONDED by *M. Biscoe*

1-2	<i>"Beit resolved that the minutes of the Special Meeting of the Members held Wednesday, March 28, 2022, be approved as presented."</i>	Motion carried
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4.0 RESULTS OF THE 2023-24 ELECTIONS

(Director GH) Jasmine Bates
(Director GH) Naisha Suthaharan
(Director GH) Jenny Trang
(Director Lakeshore) Valentin Cela
(Director Lakeshore) Augustina Ngene
(Director Lakeshore) Navjot Singh
(Director North) Angad Handa
(Director North) Shanell Roye
(Director North) Karanveer Singh

MOVED, by *C. Costello* SECONDED by *A. Azari*

1-3	<i>"Be it resolved that the Members of the IGNITE Student Union ratify the above individuals as newly elected/appointed Board of Directors, until April 30, 2024, be approved as presented."</i>	Motion carried
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5.0 PRESENTATION OF THE 2022-2023 IMPACT REPORT

The chairperson, J. Urzua presented the 2022-2023 Impact Report, and expressed her commendable satisfaction with this year's report and the noteworthy achievements of IGNITE. Key focal points of the presentation included:

ORGANIZATIONAL STRUCTURE

- An organizational structure that's diverse, inclusive, and equitable is important, and IGNITE is proud to employ people from all walks of life. Students are at the forefront of everything IGNITE stands for and achieves.
 - Hired part-time students, including 18 domestic and 40 international students all with paid, on-campus jobs.
 - 9 Directors of the Board and 2 student advocates who work tirelessly for students on our campuses.
 - Our Academic Program Reps also advocate on behalf of students in their programs, making positive changes for current and future learners.

LEADERSHIP & ADVOCACY

- Launched advocacy campaigns like Need or Greed to advocate for international student tuition freeze, where students joined IGNITE and other Student Unions at Queen's Park for a protest.
- Introduced two new scholarships, the IGNITE Pride Scholarship and the IGNITE Indigenous Scholarship which is in partnership with Humber's IE&E department. These scholarships are in addition to IGNITE's Black Excellence Scholarship which awarded a total of 15 students \$1000 each.
- Engaged our equity partners through programming like Black Heritage Tabling, Indigenous Movie Night, Pink Sweater Day, and Trans Day of Visibility.
- Promoted a sense of community by supporting the establishment of clubs and had 137 students join for Clubs Day.
- Hired 31 student academic representatives - 7 from Guelph-Humber and 24 from the Faculty of Social and Community Services.
- Witnessed active student participation with 7,061 votes cast in IGNITE's Board of Directors elections.

CAREER SUCCESS

- Provided training to 651 students through our Skills Bundle program, equipping them with the necessary skills for success in their careers.
- Offered Work Integrated Learning opportunities to students, including our tax clinic, where IGNITE processed hundreds of student tax returns for free.
- Introduced the GLOW Scholarship, an annual recognition for 18 students: one from each Academic Faculty at Humber and each Program at the University of Guelph-Humber (UGH). This scholarship rewards participation in community development and outreach through work-integrated learning opportunities.
- Engaged over 1458 students in various Career Month activities and sponsorships, facilitating their active participation and exposure to different career-related opportunities.

WELL-BEING AND FINANCIAL SECURITY

- Assisted 1108 students with our Bursary and Financial Relief Program distributing \$786,00.
- Supported approximately 30,000 students with our health and dental insurance plan, with 431 opt-ins.
- Distributed over 3,176 free frozen soups to students.
- Provided over 1000 students with a free membership to headspace to help them maintain a healthy work-play-rest lifestyle while continuing to chase their ambitions.
- Provided free menstrual products across campus bathrooms and offered \$50 vouchers for students to purchase reusable period products.

SOCIAL ENGAGEMENT AND OPPORTUNITIES

- Hosted the inaugural Hype Hall event with an impressive turnout of over 588 students.
- Successfully organized the first in-person FROSH event since 2019, drawing a crowd of 2,471 students.
- Facilitated connections among 1,800 students through engaging Speed Friending events.
- Garnered participation from nearly 10,000 individuals in the entertaining IGNITE Spin Wheel Contest.
- IGNITE's dedicated Brand Ambassadors interacted with more than 2,234 students through a variety of activations.

6.0 PRESENTATION OF THE 2023-2024 BUDGET

Tara DeFrancesco, the Director of Administration and Finance presented the proposed Fiscal 2023-24 Operating Budget which included the following highlights:

Revenues

- (4) mandatory fees which are calculated by taking the individual fee category rates multiplied by 100% of projected enrollment provided by Humber College and UGH.
- (1) optional fee which is calculated by multiplying 90% of projected enrollment provided by Humber College and UGH by the category fee rate. This 10% opt-out rate is based on the couple of years of history IGNITE have experienced where students were provided with the option to not pay this fee.
 - Ancillary revenues have grown from the prior year due to interest earned on our balance held with Humber College. The interest calculation is based on prime which have almost doubled from the previous year. There is also interest earned on our GIC investments.
 - Ticket sales planned for this year include Frosh and our EOY event.
 - Commercial revenues include rental income (\$26k), agenda advertising (\$14k), and a graduation photography contract in place (\$30k).

Expenses

Career Success:

- Fee is \$13 starting Fall 2023
- Marketing and communications have decreased from \$65k to \$50k comparatively to adequately fund the administration required to carry out the category's offerings.
- The administration budget included in all categories consists of an allocation of full-time staff and part-time resources required to run the Career Success category.

Membership:

- Fee is \$19 starting Fall 2023
- The maintenance and improvements consist of annual property cleaning costs as determined by Humber College and any general facility maintenance required.
- Technology and consulting include the cost to maintain or replacement capital assets, such as laptops; includes website maintenance, support and upgrades that are necessary for our 2-accounting systems and data backup; any other consultants IGNITE may engage with during the year. (Increase from prior year relates to 1-time videography equipment budget)
- Office and operating expenses include all general costs to operate IGNITE; it includes mandatory Commercial General Liability insurance, a human resource system, annual and monthly subscriptions required for our team to operate, team meetings and staff recognition and general office support which is consistent with the prior year.
- Administration expenses mainly comprise part-time staff wages and benefits for IGNITE operations, totaling about \$145K. The reduction from the previous year's budget is due to a redistribution of part-time staffing costs across various categories, as opposed to being solely under membership. Last year's budget allocated \$730K for part-time staff wages and benefits, while this year's budget designates a total of \$850K across categories. IGNITE is one of the campus's largest student employers and covers all planned training, including media, DEI, and sustainability. This budget also encompasses professional development, uniforms, and onboarding kits for part-time staff.
- Bank fees, audit, and legal expenses are explicit charges. Legal expenses serve as a precautionary fund for potential 'in case' scenarios.
- Membership benefits are any collaboration or partnership opportunities that may arise, particularly those that arise with Humber College and UGH. Historically, such opportunities have included IGNITE participating as Humber College's main sponsor at the national championships hosted by Athletics, sponsoring Humber College's refugee students and providing relief for student payment plan administration fees. These expenses also account for student agenda production, which is available for all students at no charge. The large increase from the prior year is due to the reallocation of a significant portion of part-time staffing costs into the categories that they directly relate to, augmenting funds for membership benefits and student support.

Well-being & Financial Security:

- Fee is \$18.25 starting Fall 2023
- Marketing and communications for promotions, marketing and communications of all programming and services in this category. Budget has decreased from \$52k to \$30k comparatively to adequately fund the administration required to carry out the category's offerings.

- Programs and services include 1 RealTalk, events, partnerships and wellness programs including Menstruation Kits, Self-Care initiatives and Food security programming.
- Financial Relief Programs includes \$400k for bursaries available to domestic, international, Humber and UofGH students and \$150k for financial relief program administered by IGNITE.

Advocacy and Leadership:

- Fee is \$13.75 starting Fall 2023
- Marketing and communications for promotions, marketing and communications of all programming and services in this category. The budget has been reduced from \$73k to \$22k, mainly to support the necessary administration for category activities and agenda production costs. Additionally, this year, \$27k has been reallocated to the membership category, contributing to the decrease.
 - Advocacy initiatives includes the College Student Alliance membership, Academic Program Representative program, Clubs, the black, pride and indigenous scholarships, and all other advocacy initiatives that IGNITE plans to participate in: Black excellence conference, IWD, etc.
 - Administration includes not only the allocation of full-time and part-time staff resources that support this fee category, but also the Student Advocates compensation and benefits.
 - Governance includes all costs related to elections, board training, meeting administration expenses, honorariums and D&O liability insurance.

Social Events & Opportunities:

- Fee is \$20 and is optional for students.
- Marketing and communications for promotions for all programming in this category.
 - Programming and services include Frosh, Hype Hall, the IGNITE contest, Mystery Boxes and a first-year student welcome activation.
 - The administration budget included in all categories consists of an allocation of full-time staff and part-time resources required to successfully operate this category.

The total of these category expenses is \$6.14M, which is equal and balanced to the revenue expected to be collected.

The insurance program will operate a \$30K deficit this year as IGNITE have secured a new 6-year contract with ACL, which is existing health and dental insurance provider, where students pay \$110.69 for their health and dental plan, but it will cost IGNITE an additional \$0.43 per student to provide for the resources required to administer the plan. This deficit will be funded by IGNITE's unreserved fund, which has a balance of approximately \$4.5M after considering this year's planned deficit.

2023-2024 Operating Budget				
		F23	F24	Comments
REVENUE				
MANDATORY		\$ 4,747,500	\$ 4,654,000	
Career Success		777,000	924,000	
Membership Fee		1,747,500	1,420,000	Based on 100% enrollment of projected enrollment figures provided by Humber and Guelph-Humber.
Well-being and Financial Security		1,338,500	1,325,000	
Advocacy + Leadership		884,500	985,000	
OPTIONAL		\$ 1,067,500	\$ 1,155,500	
Social Events & Opportunities		1,067,500	1,155,500	Based on 90% enrollment (10% opt out rate) of projected enrollment figures provided by Humber and Guelph-Humber.
ANCILLARY		\$ 132,000	\$ 331,500	
Earned Interest		66,000	225,000	Earned on balance held with Humber College and on GICs.
Ticket Sales		10,000	35,000	Events where there is a ticket fee (Frosh & Real Talks).
Commercial		56,000	71,500	Rental income, Agenda Advertising Revenue & Grad Photography.
TOTAL REVENUE		\$ 5,947,000	\$ 6,141,000	
EXPENSES				
CAREER SUCCESS		\$ 732,000	\$ 924,000	Fee: \$13 F24, \$10.50 F23
Marketing and Communications		65,000	50,000	Promo for RealTalks, events, program and services.
Programs & Services		418,000	402,000	1 large Real Talks; Events; Tax Clinic; Learning Essentials Program, Skills Bundle, GLOW, Career month collaborations.
Administration		249,000	472,000	Allocation of full-time and part-time staff resources.
MEMBERSHIP		\$ 2,014,500	\$ 1,751,500	Fee: \$19 F24, \$23.50 F23
Maintenance & Improvements		65,000	84,700	Property cleaning, furniture and facility maintenance.
Technology & Consulting		114,500	139,500	Capital asset replenishment & replacement; website maintenance; accounting software system support and upgrades, cloud services, HR consultants.
Office & Operating		191,000	196,800	Office administration, operating costs, meetings, FT & PT staff recognition, Commercial General Liability Insurance, HR system, general subscriptions and marketing materials, website expenses.
Administration		1,541,000	1,072,600	Wages and benefits of all PT student staff and allocation for FT staff resources. Training and development for all FT and PT staff, including media, equity and sustainability training. Professional development opportunities, designations, uniforms and onboarding kits for PT staff.
Bank fees, audit and legal		38,000	35,500	
Membership Benefit		65,000	222,400	Collaborations and partnership with Humber College and/or U of GH & Agenda Production.
WELL-BEING & FINANCIAL SECURITY		\$ 1,293,500	\$ 1,325,000	Fee: \$18.25 F24, \$18 F23
Marketing and Communications		52,000	30,000	Promo for all programs and services.
Programs & Services		415,500	182,000	Events, partnerships and wellness programs including Menstruation Kits, Self-Care initiatives and Food Security programming.
Administration		276,000	563,000	Allocation of full-time and part-time staff resources.
Financial Relief Program		550,000	550,000	\$400K For bursaries - Domestic, International, Humber, GH; \$150k for FRP.
ADVOCACY & LEADERSHIP		\$ 839,500	\$ 985,000	Fee: \$13.75 F24, \$12 F23
Marketing and Communications		73,000	22,000	Promotion and communication of all advocacy initiatives and partnerships. Agenda production in F23 moved to Membership in F24.
Advocacy		183,000	160,000	CSA membership, APRs; Black, Pride & Indigenous Excellence Scholarships, advocacy initiatives, and Clubs.
Administration		455,800	657,800	Student Advocates compensation, allocation of full-time and part-time staff resources.
Governance		127,700	145,200	Elections, BoD training, honourariums and Board meeting administration, D&O Insurance.
SOCIAL EVENTS & OPPORTUNITIES		\$ 1,067,500	\$ 1,155,500	Fee: \$20 optional F24 & F23
Marketing and Communications		50,000	57,000	Promo for all programs and events.

Minutes from the Meeting of the Board of Directors
IGNITE Student Union
Held on Wednesday, March 29, 2023

	Programs & Services	812,000	832,000	Frosh, First Year Engagement, IGNITE Contest, Mystery Boxes, end of year event.
	Administration	205,500	266,500	Allocation of full-time and part-time staff resources.
	TOTAL EXPENSES	\$ 5,947,000	\$ 6,141,000	
	TOTAL REVENUE	\$5,947,000	\$6,141,000	
	TOTAL EXPENSES	\$5,947,000	\$6,141,000	
	SURPLUS/(DEFICIT)	-	(0)	
	INSURANCE		16,066,205	
	Insurance Fee Collected (\$110.69)		8,048,765	Fee charged for insurance health & dental benefits: \$110.69
	Insurance Fee Expenses (\$110.69)		8,080,091	Fee charged by ACL, insurance provider: \$110.69
	(Deficit)/ Surplus		(31,326)	
	Operating (Deficit)/ Surplus		(31,326)	Operating deficit to be supported by unreserved fund.

7.0 APPROVAL OF 2022-2023 FINANCIAL AUDITORS

J. Urzua, IGNITE Chair affirmed BDO Canada LLP has been the auditing company for Humber ITAL and IGNITE Student Union for over ten years.

Motion to approve BDO Canada LLP as the 2023-2024 Financial Auditors.

MOVED, by *Courage L. Abela* SECONDED by M. Feenicola

1-4	<i>“Be it resolved that the Members of the IGNITE Student Union approved Canada LLP as the 2023-2024 Financial Auditors as presented.”</i>
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8.0 ADJOURNMENT

Motion to adjourn the IGNITE Annual General Meeting. J. Urzua thanked the members for joining and the presenters.

MOVED, by *M. Biscoe* SECONDED by P. Brar

1-5	<i>““Be it resolved that the Members of the IGNITE Student Union adjourn the Annual General Meeting at 11:37 a.m.”</i>
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Jessica Urzua, Chair

Lionel Campbell, Recording Secretary