



BOARD OF DIRECTORS' MEETING PACKAGE
Association of Part-time Undergraduate Students of the
University of Toronto (APUS)

August 24, 2015
APUS North Borden Office

August 19, 2015

Board of Directors' Meeting #2

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **August 24, 2015 at 6 PM** in the APUS Board Room, at the North Borden Building.

Included in this package:

- I. Agenda
- II. Minutes Package
- III. Executive Reports

Please feel free to forward any question or concerns via email to me directly.

Sincerely,

Maina Rambali
President
Association of Part-Time Undergraduate Students of the University of Toronto (APUS)
Local 97 of the Canadian Federation of Students
president.apus@gmail.com

I. AGENDA

1. Call to Order

2. Approval of the Agenda

MOTION Moved: Rambali Seconded: S. Murray

Be it resolved that the agenda for the August 24, 2015 Board of Directors' Meeting #2 be approved as presented.

3. Appointment of APUS Speaker

MOTION Moved: Rambali Seconded: Kashyap

Be it resolved that Ashkon Hashemi be appointed APUS Speaker for the 2015-2016 year.

4. Approval of the Minutes

MOTION Moved: Sajjad Seconded: Ebifegha

Be it resolved that the Minutes' Package be approved as presented.

- a. *Board of Directors' Meeting #10 (2014-2015) – April 20, 2015 (p.6)*
- b. *Board of Directors' Meeting #1 (2015-2016) – April 20, 2015 (p.10)*
- c. *Executive Committee Meeting – May 21, 2015 (p.18)*
- d. *Executive Committee Meeting – June 16, 2015 (p.23)*
- e. *Executive Committee Meeting – July 21, 2015 (p.27)*
- f. *Executive Committee Meeting – August 14, 2015 (p.33)*

5. Executive Reports

MOTION Moved: Rambali Seconded: S.Murray

Be it resolved that the Executive Reports be approved as presented.

- a. *President (p.41)*
- b. *Vice-President Equity (p.43)*
- c. *Vice-President Events and Outreach (p.45)*
- d. *Vice-President External (p.46)*
- e. *Vice-President Internal (p.48)*

6. Approval of the APUS Preliminary Budget

MOTION Moved: Sajjad Seconded: Kashyap

Be it resolved that the APUS Preliminary Budget for 2015-2016 be approved as presented.

7. Approval of Executive Honorarium

MOTION Moved: Rambali Seconded: S. Murray

Be it resolved that the Executive Committee members be compensated with a monthly honorarium of \$500.00 for the 2015-2016 year, retroactive to May 1, 2015 and

Be it further resolved that the Executive Committee members be given a \$25.00/month cell phone allowance for the 2015-2016 year, retroactive to May 1, 2015.

8. Resignations

MOTION Moved: Rambali Seconded: Ebifegha

Be it resolved that the Board of Directors' accept the resignation of Munib Sajjad from the Vice-President Internal position; and

Be it further resolved that the Board of Directors' accept the resignation of Kriya Siewrattan from the At-large Director position.

9. UTMSU and SCSU Designates

MOTION Moved: Rambali Seconded: S. Murray

Be it resolved that Yasmin Rajabi be appointed SCSU designate on the APUS Board of Directors' for 2015-2016; and

Be it further resolved that Amir Moazzami be appointed UTMSU designate on the APUS Board of Directors' for 2015-2016.

10. Toronto and York Labour Council Membership

MOTION Moved: Froom Seconded:

Be it resolved that APUS join as a member of the Toronto and York Labour Council, and other relevant labour organizations as determined by the Executive.

11. Transfer to Credit Union

MOTION Moved: Froom Seconded:

Be it resolved that APUS transfer its bank accounts to Meridian Credit Union by no later than January 1, 2016; and

Be it further resolved that APUS take steps to ensure that its other investments are ethically invested within a time line that is financially prudent.

12. Cost of Living Increase

MOTION Moved: Froom Seconded:

Be it resolved that APUS hold a referendum to increase membership fees by the cost of living index amount on an annual basis.

13. Downtown Legal Services Levy

MOTION Moved: Froom Seconded:

Be it resolved that APUS hold a referendum to institute a levy for Downtown Legal Services.

14. Resources for UofT Social Justice Groups

MOTION Moved: Froom Seconded:

Be it resolved that APUS provide copies of the CFS organizing guide to U of T social justice groups; and

Be it further resolved that APUS provide relevant CFS materials to campus groups, in particular “No Means No “ materials.

15. Formatting Motions to the Board of Directors

MOTION Moved: Froom Seconded:

Be it resolved that motions for consideration at APUS Board meetings be distinguished as motions from the Executive Committee or motions from individual members of the Board.

16. Access to Documents

MOTION Moved: Froom Seconded:

Be it resolved that Board minutes and attendant documents be made easily available in electronic format for the previous five (5) years.

17. Adjournment

II. Minutes Package

a. Board of Directors' Meeting #10 (2014-2015) – April 20, 2015

In attendance: Margaret Ebifegha, Bryan Murray, Mala Kashyap, Maina Rambali, Richie Pyne, Ericka Delgado Flores, Susan Murray, Amir Moazzami, Susan Froom, Asad Jamal, Kriya Siewrattan, Nicole Dionisio, Munib Sajjad, Yolen Bollo-Kamara, Riley McCullough

Staff: Danielle Sandhu

Speaker: Ashkon Hashemi

1. Call to order

The meeting was called to order at 6:32 pm.

2. Approval of Agenda

MOTION Moved: Siewrattan Seconded: B. Murray

Be it resolved that the agenda for April 20, 2015 be approved as presented.

DISCUSSION

Froom asks if there is a two-thirds' requirement for approval of motions.

Hashemi states that unanimous consent is required.

Motion to Amend

Moved: Jamal Seconded: Froom

Be it resolved that an Item Executive Update and Feedback on the Year be added to the agenda.

Jamal states that we would discuss Executive Update and Feedback on the Year.

B. Murray states he is against adding items to agenda. He states Executives can do member updates at the Annual General Meeting.

Froom speaks in favour of adding to the agenda. She states it would be good to share at joint meeting. She states it would be good to reflect on the year.

Siewrattan states that it is important to give an update at AGM and Assembly. She states that she wants to move the items until after item four on the agenda.

Motion to Amend the Amendment

Moved: Siewrattan Seconded: Jamal

Motion to go in camera

Moved: Froom Seconded: Rambali

Froom states it would be appropriate to go in camera.

Jamal states he is against going in camera.

Kashyap states that she would like the Chair to remind everyone about the use of technology and gestures during the meeting. She states that she is present here and wants other to be present.

Siewrattan states that we discussed this item at Friday's Board meeting. She states that we have a lot of business to cover. She encourages members of the Board to move forward.

Froom states that there are some questions that were asked and we need to speak of openly. She states that we cannot speak to them unless we are in camera.

Jamal states he is in favour of going in camera now that he has the rationale.

The meeting went into camera at 6:50 pm.

Motion to go out of camera

Moved: B. Murray Seconded: Froom

The meeting went out of camera at 7:20 pm.

5. Adjournment

Moved: B. Murray Seconded: Froom

Be it resolved that the meeting adjourn for an hour for the purpose of hosting the APUS 2015-2016 Board of Directors' meeting #1.

Vote carries.

The meeting adjourned at 7:20 pm.

6. Call to order

In attendance: Nicole Dionision, Richie Pyne, Kriya Siewratan, Susan Froom, Mala Kashyap, Susan Murray, Maina Rambali, Asad Jamal

The meeting was called to order at 9:15 pm.

Motion to go in camera

Moved: B. Murray Seconded: Froom

The meeting went into camera at 9:16 pm.

Motion to go out of camera

Moved: Froom Seconded: B. Murray

The meeting went out of camera at 9:45 pm.

7. APUS Membership Survey

Froom asks for the survey to be emailed to outgoing and incoming directors.

8. Feedback on APUS Executive Honoraria Structure

MOTION TO TABLE Moved: Siewrattan Seconded Jamal

Be it resolved that this item be referred to the next Board.

DISCUSSION

Siewrattan states most current directors will be serving on next year's board and can discuss.

Jamal asks if it can be retroactive.

Hashemi states that it can be retroactive for 2015-2016.

Vote carries.

9. Executive Report-backs

Siewrattan states that this item is redundant.

Jamal states that we can contact outgoing and incoming board with report-backs.

Froom asks if current executives would do this.

Hashemi states that is a suggestion.

Murray states want to extend gratitude to all outgoing executives.

Rambali states she would like to thank Jamal and Froom especially as they move on.

Jamal states he would especially like to thank Siewrattan.

10. Adjournment

Moved: Siewrattan Seconded: Pyne

Vote carries.

The meeting ended at 9:53 pm.

b. Board of Directors' Meeting #1 (2015-2016) – April 20, 2015

In attendance: Nicole Dionisio, Riley McCullough, Yolen Bollo-Kamara, Anika Ahmed, Margaret Ebifegha, Mala Kashyap, Kriya Siewrattan, Bryan Murray, Maina Rambali, Richie Pyne, Susan Murray, Ray Khan, Sue Froom
Staff: Danielle Sandhu
Speaker: Ashkon Hashemi

1. Call to order

The meeting was called to order at 7:23 pm.

2. Election of APUS Officers

Hashemi states that the positions are President, Internal, External, Events and Outreach, Equity. He states that he will open nominations for each position and each nominee will have a chance to make a statement, there will be questions, and then a vote. He states that candidates can give a two-minute speech and he will allow a couple of minutes for questions. He states that the nominations will be staggered and if a candidate does not succeed for one position, they can run for another.

Froom asks if ex-officio members can vote.

Hashemi states no as per 8.01.

Rambali asks if this question was raised previously.

Hashemi states previously the question of running, not voting, was raised.

Pyne asks for clarity around the staggering of elections.

Hashemi provides clarity.

a. Nominations for President

MOTION Moved: Siewrattan Seconded: Pyne

Be it resolved that Maina Rambali be appointed President of APUS for 2015-2016.

DISCUSSION

Froom nominates Rambali.

Chair closes nominations.

Rambali accepts.

Rambali makes a candidate statement. She states that this is the fourth year she has been a director of APUS. She states that she was an Assembly member. She states she has served as COSS Chair, served on the Arts and Science Council, on Woodsworth, and also on the Governing Council. She states that she served on various board of Governing Council and on the Search Committee for the University President. She states that she was also on the Mature Students' Association executive and served as Mature Student Director on the Woodsworth College Students' Association. She states that she is working full-time, has a family, and is in part-time study. She states that she has always been a part-time student. She states that Siewrattan and her team did a fantastic job and she wants to make new heights for APUS. She states that she is fortunate this year to have the finest resources on campus in this room – including the past three presidents of APUS, past presidents of the UTSU, and the directors and officers. She states that she wants to make the APUS voice more powerful.

Vote carries.

b. Nominations for Vice-President Internal

MOTION Moved: Siewrattan Seconded: Pyne

Be it resolved that Munib Sajjad be appointed Vice-President Internal of APUS for the 2015-2016 year.

DISCUSSION

Hashemi asks for nominees.

Froom nominates Jamal.

Siewrattan nominates Sajjad.

Jamal states that he joined APUS as a class representative then became VP External, and he was on Governing Council. He states was Vice-President Internal, fell sick, and felt his time was cut short. He states that he wanted to give his VP Internal report beforehand to give recommendations. He feels that there are a lot of things that are outstanding and he hopes to have the opportunity.

Sajjad states he is running for Vice-President Internal. He states that he has been involved in various ways over the past six years. He states that he has been a part-time student seven (7) years. He states that he had a lot of traumatic experiences as a student – including experiencing racism as a Muslim student on campus. He states that he decided to become more active in the fight against racism and saw his place in student union. He states that he hoped it would be a safe place for others as well. He states that he served as Vice-President External at UTMSU, where he represented both part time and full time students. He states that he helped to solidify the UPASS service and access for APUS members. He states that he has helped to build a stronger relationship between UTMSU and APUS, which was previously rocky. He states that he sees the bigger purpose of a students' union. He states that he has been full-time as well

as served full-time students at UTSU. He states that he is therefore familiar with the part-time and full-time student experience, and the experience at the suburban and central campuses. He states that he is hope we do more for part time students.

Ahmed asks the candidates if they were to be elected to be VP internal, what their priorities would be.

Sajjad states that he wants to do a bylaw review. He states that this would be good to coincide with transferring from a federal to a provincial corporation. He states another thing would be to increase internal capacity, by providing support to other executives. He states he would also like to introduce new services including colour photocopying, discounted tickets for family members. He states he wants to support the reality of part-time students.

Jamal states that he wants to continue previous initiatives, he wants to have staff more involved and executives more involved equally. He states he wants more transparency. He states he wants better protocol for borrowing equipment from the office. He states that there are more things he wishes to get done.

Froom asks candidates would see the nature of part-time students distinct from full time union.

Jamal states that our members are different. He states our members are part-time for a reason and our bylaws are completely different.

Sajjad states that he sees the autonomy of part-time unions as being important. He states that there are only a few part time student unions in the country. He states we have a role to represent our members. He states that he led the ancillary fee review, which supported part-time students and he sees that we constantly face a struggle . He states that APUS was kicked out of its office space on Devonshire. He states that we have to lead that charge.

Dionisio asks the candidates about their non-APUS responsibilities in the year ahead.

Sajjad states that he currently has no other obligations. He states that he is taking one or two courses, and works a part-time job.

Jamal states he was elected as VP External at WCSA and hopes to help mobilize our members. He states that he wants APUS to get our members out to events. He states that he is a multi-tasker and gets things done.

Vote carries.

c. Nominations for Vice-President External

MOTION Moved: Siewrattan Seconded: Pyne

Be it resolved that Margaret Ebifegha be appointed Vice-President External of APUS for the 2015-2016 year.

DISCUSSION

Siewrattan nominates herself.

McCullough nominates herself.

B. Murray nominates Ebifegha.

Jamal nominates Pyne.

Siewrattan states that she was interested in serving as VP External, and would like to see someone strong in the role therefore she would like to endorse McCullough and drop out of the nominations.

McCullough states that in the past year she got involved in the student movement. She states that it is such a privilege to be here. She states that she would like to be VP External. She states that it's great that APUS is involved in CFS, but she would like to see more part-time student issues being brought up there. She states that it would be good to raise the issue of international students, particularly because they are generally not allowed to study part-time. She states that she would like to work with SCSU and UTMSU to bring services to students on those two campuses. She states that she would like to see weekly drop-in hours. She states that she would like to see more exam de-stressors, because these are simple to do and students really appreciate them. She states that she has a lot of experience also, and organized the rally around Governing Council on April 1st. She states that she was also involved in organizing the student walkout during the TA strike that brought out over a thousand people.

Ebifegha states she is asking for your vote as VP External. She states that as an executive she has learned a lot, about what it means to be in camera, and has come a long way. She states that she has represented this organization to CFS. She states that she attended lobby week. She states that she has learned a lot about student representation. She states that she will take issues of part-time students to the right administration from the students on the ground. She states thanks for your vote.

Pyne states ever since he got involved at APUS, people have acknowledged his needs and wants as a part time student. He states that he lives near Scarborough and tells others about APUS. He states that he wanted to work with UTMSU as external representative within APUS. He states that he wants to share the activities outwardly. He states that he wants to represent APUS. He states that he was the part-time representative at UTM, and was elected director.

Siewrattan asks the candidates about their priorities for the year.

Pyne states he will liaison with other parties, and strengthen our relationship with other student unions at UofT.

Ebifegha states that she will represent APUS at external organizations, bring our concerns forward and encourage our members to participate in various programs.

McCullough states that her priorities are expanding work done at CFS level. She states that tuition fees keep going up, and there are different things being done across the country with respect to education. She states that we have some decision-makers that think tuition fees should be deregulated, and then in Newfoundland decision-makers are wanting to abolish student loans. She states that we need to see better policies across the board. She states that she would like to look into doing an alternative budget at UofT, similar to what has been done at Ryerson.

Moazzami asks in which ways candidates will help the priorities are the part-time reps at UTMSU and SCSU.

Ebifegha states that she would see what they are first and then see which ones are relevant to our members. She states that we have more services, more grants, more financial aid for student parents.

McCullough has been listening to students there and what their needs are. She states that transit at UTSC is a huge issue. She states that UTM has the shuttle. She states that she would like to work to have set office hours, so students can know when to come by. She states these are not satellite campuses, but real campuses. She states that she would work with the VP Events and Outreach to bring events to UTM and UTSC. Pyne states that for all three campuses he will work with events and outreach. He states that he is a UTM student and UTMSU is next door. He states he is already associated with UTMSU.

From states this position sits on the CFS Ontario Executive Committee. She asks for the nominees to speak to their experience.

Pyne states that he has no experience, but has attended every meeting of APUS. He states he will make effort to attend all of the CFS meetings. He states that he will bring issues and concerns from the Assembly forward.

Ebfiegha states her most recent experience was lobby week. She states that she brought forward concerns to government officials including the issue of student union autonomy. She states that the school administration could not do that for us. She states that she will represent us well.

McCullough states that she attended her first CFS Ontario meeting in January. She states that this ignited a flame in her. She states that she has been working with folks from CFS Ontario to organize the student walk out, solidarity picket and rally for April 1st.

Hashemi states that Margaret will be VP external.

d. Nominations for VP Events and Outreach

MOTION Moved: Siewrattan Seconded: Pyne

Be it resolved that Susan Murray be appointed Vice-President Events and Outreach of APUS for the 2015-2016 year.

DISCUSSION

Rambali nominates S.Murray.

Jamal nominates himself.

Sajjad states McCullough.

Richie nominates himself.

Murray states that she does not have a speech prepared. She states that she served on APUS for two years as Treasurer. She states that she has planned events this past term. She states that she identifies well with constituents that are mature students and student parents. She states that she engages them as a single and student-parent herself. She states that she believes that she would serve well. She states that she is interested in the new mature student group at UTM. She states she is interested in hooking up with those people and organizing events.

Jamal states that specific to events, he likes to run events. He states he would like to collaborate with other unions and colleges and have APUS have a voice in those events. He states he is like a bridge in that sense to be a part of WCSA role. He states he has experience of being in those different events and wouldn't mind trying to be the events and outreach organizer.

McCullough states that she served as Sustainability Commissioner and organized Eco Fest which had 39 events in one month. She states she helped students that want to get involved, through the APUS and UTSU activist assembly. She states that there is an issue with students not being able to come out to events and meetings. She states that she would like to have committees and commissions for other students to get involved at APUS so involvement is not limited to solely executives and board members. She states that she wants for any part-time student to be able to get involved.

Pyne got involved through an event. He states that he met Siewrattan and got excited to be involved. He states that he was one of those students who had no idea about APUS. He states that he has more of an ability to reach out as external, reach out to students who are sleeping, and do more with outreach.

From asks how each has been involved with APUS events.

Pyne states he attended the ball pit, and reached out to students. He states that he wasn't directly involved in organizing but helped.

McCullough states that she helped with organizing the Activist Assembly, for which she also made the poster. She states that she helped with the ball pit initiative across campus. She states that she helped out with eXpression Against Oppression. She states that she helped with almost every APUS event whether or not directly involved. She states for example, she has helped out by renting a car to assist.

Jamal states he has done many class talks for reaching out to students. He states he did a stunt for international students campaign by getting a student to apply. He states that he tries to attend every event. He states that he attended the Amer Rahman event and tabled.

Murray states she organized the family activity day in March. She states that she has done tabling at Sid Smith. She states that she was involved in organizing the Outreach fair. She states that she was involved in MatSA and collaborated on events. She states that she spoke at one event as panelist.

Siewrattan states that one important aspect of the VP Events and Outreach position is being the first point of contact for students. She asks candidates what their experience and tactics for outreach to part-time students would be.

Jamal states that part-time students are everywhere but you can't tell. He states when students see you at events, you connect them back to APUS. He states class talks. He states we know where members are located.

Pyne states that he does not have too much experience but will contribute as much as possible.

Murray states she likes one-on-one conversations with students. She states that in classes you end up advertising. She states that from the moment she steps onto campus to head on subway, she is an APUS ambassador.

McCullough states hot chocolate and pancake brunches would be a great way to draw out students. She states that it's important to be visible and accessible. She states that it's important to be visible and accessible at UTM and UTSC as well.

Vote carries.

e. Nominations for VP Equity

MOTION Moved: Siewrattan Seconded: Pyne

Be it resolved that Mala Kashyap be appointed Vice-President Equity of APUS for the 2015-2016 year.

DISCUSSION

c. Executive Committee Meeting – May 21, 2015

In attendance:

Maina Rambali, Mala Kashyap, Munib Sajjad, Susan Murray, Margaret Ebifegha

Staff: Danielle Sandhu

1. CALL TO ORDER

The meeting was called to order at 6:12 pm.

2. APPROVAL OF THE AGENDA

MOTION Moved: Kashyap Seconded: Ebifegha

Be it resolved that the Agenda for the May 21, 2015 Executive Committee meeting be approved as amended.

VOTE CARRIES.

3. EXECUTIVE HONORARIA

Rambali states that in the past we have had an honorarium of \$500.00. She states that the base has this amount since 2012-2013.

Murray states that she would like to increase the base to \$750.00 for all executives. She states that due to the cost of living, expenses are more. She states that we need funds for travelling. She states that she would like to see this model rather than keeping track of hours and securing an additional \$500.00. She states that it would be fair to increase the honorarium.

Sajjad states that looking at the finances, that the structure that was most recently used is the best way to go. He states that we need to do a bylaw review and ensure accountability to the Board and the membership. He states that we have not built the accountability measures in place as of yet. He states that we do have the base of \$500.00 for the 8-10 hours a week but that with the timesheet we can see that additional hours have been done and that executives have gone above and beyond. He states we should keep this in place until we do the bylaw review. He states that if folks go above the 80-hour mark for the month, then folks can get the additional \$500.00 to get a total of \$1000.00. He states that the \$500.00 for a base is good for now.

Ebifegha states that it is an option to have the \$500-\$1000 model. She states that there was a sense of hierarchy or distrust around that structure. She states that to avoid that sense of distrust or hierarchy we can try another model.

Sajjad asks for clarification around distrust and hierarchy.

Ebifegha states that there was no accountability to the other Executive Committee members around hours that were done to earn the additional honorarium.

Kashyap states that it is too early to judge at this moment, given the recent start of term. She states that she thinks the previous structure seems fair but other than that she does not have more to say.

Sajjad states that accountability is important to him. He states that UTSU and UTMSU have an Executive Review Committee, and other means of check-in on the Executives. He states that currently we should not be doing it because we don't have accountability with our membership. He states that it is expensive to commute back and forth to campus. He states that we do have coverage for APUS-related expenses. He states that the base salary without accountability measures could mean that someone could get paid without actually fulfilling the hours. He states that there should be more compensation for those that do more hours, and that seems fair.

Murray asks what we could do around accountability other than report-backs.

Rambali states that comparing us to UTSU is a stretch because they have a salary. She states that we now have new roles, which will hopefully mean more hours. She states that it is the first month of the year and it's too early to judge. She states that if we make a suggestion today, then we might have to come back. She states that we keep the base and everyone keeps track of their respective hours and we see the hours that are done and then come to a final conclusion.

Sandhu states that she would recommend folks stay within the scope of previous Executive honoraria structures, keep track of their hours, and make sure that they can be accountable to the Board. She states a motion should be presented to the Board as soon as possible for approval, and folks need to keep in mind that ultimately it is the Board that fixes the remuneration. She states that after that point, if folks want to recommend something different or broader in scope then that could be presented subsequently.

Ebifegha states that this is just a proposal. She states that we need to put accountability measures. She states that our honorarium should not be determined by whether or not we have those accountability measures. She states that if someone is a volunteer, you are still required to show accountability measures.

Kashyap asks for clarification.

Ebifegha states that if we have a base, we have a base. She states that whatever you put in above, you put in for the good of the organization.

Kashyap asks about incentive.

Sandhu states that the board could backdate the decision around the Executive honorarium to May 1, 2015.

Murray asks for clarification.

Rambali states that the base will be \$500.00.

Sajjad asks if it will be \$500.00 base plus the additional honorarium above that. He states that he has done a lot of hours with expectation of the continuation of the previous structure of the \$500-\$1000.

Sandhu explains what happened in previous year in terms of how the honorarium structure worked out, including support and critiques of the structure.

Murray states she has also been doing additional hours also.

4. BANKING AND PAYMENT SCHEDULE

Murray states that cheque requisitions used to be put through by the Executive Director for Executive honoraria and it would be good to have it ready for the start of month.

Sandhu states she would prefer Executives to submit cheque requisitions themselves.

Sajjad states that he would like to see timesheets.

Sandhu clarifies that a cheque requisition happens regardless of the addition of time sheets for financial accounting purposes. She would prefer that each puts in their own, rather than the responsibility being delegated to the Executive Director. She states that whether folks attach a time sheet to it, is up to the Executive Committee.

Kashyap asks for clarification.

Rambali states that folks can keep track of their hours for personal record.

Kashyap states that the time sheet is for two purposes - accountability and to request for additional hours.

Sajjad states that agrees with cheque requisition being put in by Executive members. He states that time sheets are good for accountability and good for hours. He states that if folks don't want to do it, that's okay.

Ebifegha clarifies that we will go ahead with the \$500 base, Executives submitting cheque requisitions, with time sheet being kept for personal purposes.

5. WEBSITE

Rambali states spoke to website designer and he stated he would have the site up this week.

Sandhu states she spoke with the designer and there was an issue with uploading the website onto the domain. She states that if we continue to have issues, she will follow up with a colleague.

Murray states would like to see deadline of May 31, 2015 and if we do not have the site uploaded by then, we could ask him to send us the website and we can upload it directly ourselves.

Ebifegha states that CFS offers a website hosting and domain service.

6. APUS NEWSLETTER/LISTSERV

Murray states that we offer a full newsletter that includes the services and would like to ensure we offer a full newsletter.

Sandhu provides an update on the newsletter query with the Office of the Vice-Provost Students. She also recommends setting a schedule for sending out a newsletter, perhaps monthly.

Rambali states that she has asked for Robarts to run a query to see if the UTOEmail is automatically flagging temail and putting it to junk mail.

7. LOGO

The team chose a final logo design colour and font to move forward with rebranding.

8. TWITTER

Ebifegha asks if we have a Twitter account.

Sandhu states yes.

Ebifegha states that there was a chat with the Premier on Twitter and we were not able to participate. She would like to be active on Twitter.

Sandhu states that she has provided access to Twitter to Ebifegha and she can tweet from the account. She states that there is usually an Executive that does

regularly tweet alongside our Outreach staff. She states that folks need to be mindful of not tweeting personal tweets from the organizational account.

9. ASSU – APUS JOINT SPEAKER EVENT

Rambali provides an overview of the proposed Glenn Greenwald speaker event.

Sajjad states he needs more information.

Murray agrees.

Kashyap agrees.

10. BOARD RETREAT DATE

Rambali suggests June 13-14, 2015.

Sandhu suggests June 20-21, 2015 as another possibility.

11. CFS SKILLS – BRIEFING

Sandhu provides a quick overview for the next day, and the weekend as a whole.

12. CFS SUPPLIES ORDER

Sandhu suggests folks let her know which items to order. She will put together an order based on that.

The team agreed.

13. OFFICE SPACE

Rambali states that we have an update on space.

Sandhu states one of the rooms has been renovated to create a new Executive office. She states that there will be more work to get it fully furnished.

14. ADJOURNMENT

MOTION Moved: Rambali Seconded: Sajjad

The meeting ended at 8:10 pm.

d. Executive Committee Meeting – June 16, 2015

In attendance:

Maina Rambali, Mala Kashyap, Munib Sajjad, Susan Murray, Margaret Ebifegha

Staff: Danielle Sandhu

1. CALL TO ORDER

The meeting was called to order at 6:10 pm.

2. APPROVAL OF THE AGENDA

MOTION Moved: Rambali Seconded: Ebifegha

Be it resolved that the Agenda for the June 16, 2015 Executive Committee meeting be approved as amended.

VOTE CARRIES.

3. UPDATE ON VICE-PRESIDENT INTERNAL

Motion to go in camera

Moved: Rambali Seconded: Sajjad

The meeting went in camera at 6:12 pm.

Motion to go out of camera

Moved: Rambali Seconded: Sajjad

The meeting went out of camera at 6:29 pm.

Sajjad exits at 6:30 pm.

4. PER DIEMS FOR MEETINGS

MOTION Moved: Rambali Seconded: Murray

Be it resolved that members of the APUS Executive and Board be compensated with a \$25 and \$50 per diem for attending day-long meetings on behalf of APUS in the Greater Toronto Area and outside of the Greater Toronto Area, respectively.

DISCUSSION

Rambali states that in the previous year, there was an honorarium for attending meetings on behalf of APUS.

Kashyap states that perhaps the per diem should be higher as she is thinking of the stress involved in the time commitment, but she is in favour of the motion.

Murrays asks for the measurement of time or what kind of time allotment to which this would apply.

Sandhu suggests that examples of where this per diem would apply include attendance at CFS meetings, daylong conferences with the Ontario Federation of Labour, the Student Life Conference at UofT, which are all-day meetings.

Vote carries.

5. CELL PHONE ALLOWANCE

MOTION Moved: Rambali Seconded: Murray

Be it resolved that members of the APUS Executive receive a \$25/month cell phone allowance.

DISCUSSION

Rambali states that in the previous year, executives received a \$20/month cell phone allowance from APUS. She states that she recommends a slightly higher allowance than in the previous year.

Murray states she supports the increase in amount.

Sandhu clarifies that this means that executives must be available to other members of the team and use their personal cell phones for APUS-related work.

Vote carries.

6. APUS REPRESENTATIVES ON COSS

MOTION Moved: Rambali Seconded: Murray

Be it resolved that Maina Rambali and Mala Kashyap be the APUS Representatives to the Council on Student Services for the 2015-2016 cycle.

Vote carries.

7. BOARD MEETING DATE

The team resolved to host the Board Meeting in early August in combination with the Board Retreat, potentially on August 15-16, 2015.

8. BOARD RETREAT

The team resolved to host the Board of Directors' retreat on August 16, 2015 on Toronto Island. The team indicated that the retreat start time should accommodate those taking the TTC, which runs at 9 am on Sundays.

9. PRIDE PICNIC

Murray reported back from the collaboration meeting. She states we will be preparing for the event the night before in the PUS office. She states that executives should be on site for event preparation on the day of at 10:00 am.

Rambali states she will attend from 12-3 pm.

Others indicated availability to attend at 10:00 am.

10. APUS AND UTSU MEET 'N' GREET

Rambali states she received an invite from UTSU President Ben Coleman to have an informal meeting with APUS one evening.

Murray states she would like to invite the other student unions.

Ebifegha states that we should meet with SCSU and UTMSU as they share our members.

Sandhu asks if this will be a planning meeting or a social. She states that it would be good to meet with SCSU and UTMSU to discuss collaboration for the year in July.

Kashyap states that in some ways UTSU shares our members given that members of UTMSU and SCSU have members that are part-time and full-time.

11. CANADIAN INTERN ASSOCIATION

Ebifegha states we received a request from the Canadian Internship Association if we could speak on that.

Murray states that she does not think this is a necessary project given that this could be distributed to students online.

Kashyap asks for clarity around the mandate of the Association and how it relates to APUS.

Sandhu states that we have taken a position against unpaid internships. She further asks who else has signed onto sponsoring these guides. She suggests that this might make sense as a partnership with the CFS.

Ebifegha states that the facts and information can become outdated quickly; so having a booklet printed may not be the most ideal. She states there needs to be further discussion.

Kashyap asks about the budget for the project. She states we should discuss this with the Board.

12. NEXT MEETING

The team stated that perhaps they could meet the week following next.

13. ADJOURNMENT

MOTION Moved: Ebifegha Seconded: Kashyap

The meeting ended at 7:44 pm.

e. Executive Committee Meeting – July 21, 2015

In attendance: Maina Rambali, Mala Kashyap, Susan Murray, Margaret Ebifegha

Regrets: Munib Sajjad

Staff: Danielle Sandhu

1. CALL TO ORDER

The meeting was called to order at 6:15 pm.

2. APPROVAL OF THE AGENDA

MOTION Moved: Ebifegha Seconded: Murray

Be it resolved that the Agenda for the July 21, 2015 Executive Committee meeting be approved as amended.

DISCUSSION

Ebifegha states she would like to add the item of Sexual Violence Response to the agenda.

Vote carries.

3. CHECK IN

Members provided an update on how they were doing and what they have been focusing on personally and as related to APUS.

4. APPROVAL OF THE MINUTES

MOTION Moved: Ebifegha Seconded: Murray

Be it resolved that the minutes for the May 21, 2015 and June 16, 2015 Executive Committee meetings be approved as presented.

DISCUSSION

There was none.

Vote carries.

5. MANAGEMENT UPDATE

MOTION Moved: Ebifegha Seconded: Rambali

Be it resolved that APUS move forward with hiring the Member Services Coordinator, Events and Outreach Coordinator, and Student Info-Clerk position as recommended by the Management Committee.

DISCUSSION

Sandhu provided an overview of the staffing changes resulting from the bargaining process. She provided a summary of the APUS Board of Director and Executive Committee priorities that informed the bargaining process for the Employer. She provided an overview of the changes in staff complement, as well as a summary of the job descriptions for the new positions that resulted from the bargaining process. She further presented a timeline of hiring for the new positions, taking into account budget and transition for staff roles. She further provides an overview of the Hiring Committee composition. She states that if the Executive Committee approves the timeline we can move forward with hiring.

Motion to go in camera

Moved: Ebifegha Seconded: Kashyap

The meeting went into camera at 6:46 pm.

Motion to go out of camera

Moved: Ebifegha Seconded: Murray

The meeting went out of camera at 7:30 pm.

Vote carries.

Ebifegha exits 7:32 pm.

Ebifegha enters 7:34 pm.

6. PRELIMINARY BUDGET

MOTION Moved: Ebifegha Seconded: Kashyap

Be it resolved that the Preliminary Budget for 2015-2016 be adopted as amended.

DISCUSSION

Sandhu provides an overview of the draft Preliminary Budget developed by her and Sajjad. She states that the budget includes a revised budget for fiscal year 2014-2015 for reference. She further provides an overview of APUS' revenue sources, which includes student levy revenue primarily and additionally small amounts of revenue from office services and event ticket sales. She further states that all of this revenue is put back into serving students. She provides an overview of APUS expenses by category, including APUS services, Campaigns and Outreach, APUS governance meetings, Office expenses, and Salaries and Wages. She states that in general there has been an effort to reduce internal office expenses, but we are always striving to reduce internal operating costs. She further states that expected legal expenses are lower than in the previous

year because we have completed the incorporation process, as well as completed the bargaining process and other labour matters which involved consulting our organizational and labour lawyers. She states that folks should keep in mind this is a preliminary budget that is due to the Board by August 1, 2015, and a revision will be coming to the Board by January 31, 2016. She states that we will have a better sense of expenses and revenue at that point, given that we will have six months of actuals and can better project for year-end.

Rambali asks if the budget takes into account the addition of new staff.

Sandhu states that there is an attempt to include them but it depends on the final timing of the staff.

Murray asks about where information is located pertaining to APUS' financial assets to protect the organization and surpluses or information pertaining to previous years.

Sandhu states that the document is an operating budget for the current fiscal year, and the data Murray is looking for would be included in an audit document, that will be prepared for the Board and APUS membership to review in the near future. Sandhu states that APUS does have financial assets to protect the organization in the case of changes in membership, or political threats that affect access to our membership fees.

Kashyap asks about the amount spent per campaign.

Sandhu states that in general, campaigns tend not to be as cost-intensive as running events, as evidenced in the previous year. She states in the previous year, the bulk of the campaigns' spending was related to support for students in the Transitional Year Program. She states that we would not typically create line items for specific campaigns or events in the budget or in the audit, since they might not carry forward year to year.

Kashyap states that she is looking for a snapshot or update on how spending is going for events and campaigns as we go along.

Sandhu states that she supports the idea and she will do what she can to provide the information requested. She states that there is a caveat that the Financial Coordinator comes in once a week and this would add some work for herself and the Financial Coordinator to prepare. She states she could provide informal budget updates as we plan events and campaigns to the Executive Committee as we go along.

Rambali states that we can still allow for additional details in our accounting using sub-line items. She states that the process is simple but gives a good analysis of expenses. She states this can be implemented easily and that she can talk about this with the bookkeeper.

Sandhu states that it would be preferable not to add line items, which change year to year, based on individual initiatives as line items are required to be preserved in the books for years after they are eliminated.

Kashyap states that the budget looks good as is, but footnote #4 on the third page should be amended to reflect the current executive honorarium structure.

Sandhu thanks her for the note and states this can be changed.

Vote carries.

7. BOARD MEETING DATE

Sandhu asks for clarity around whether or not there will be a Board of Directors' meeting in July. She states that if there is to be a meeting, that resolutions require five days' notice, we would need to secure a Chair for the meeting, prepare Executive reports, and the minutes' package. She states that the Budget would be presented at this meeting as well.

Rambali states that at this time, we would be rushing a meeting if it takes place in July, and we should plan for a thorough meeting in August.

Kashyap asks if the meeting date for August would be August 24, 2015.

Sandhu states that the result of polling the Speaker and the Board members was that August 24, 2015 was the best date.

8. BOARD RETREAT

Sandhu states that only two members of the Board outside of the Executive have confirmed availability for a retreat on August 16, 2015. She further states that it would be preferable to alter the date to allow for greater participation of Board members.

Rambali asks for an alternative date suggestion.

Sandhu states that the following weekend is booked with the CFS Ontario meeting, but August 30, 2015 could be an alternate date. She states she will poll the Board about this date.

9. CARIBANA

Murray reported back from Caribana planning, stating that we are collaborating with a number of campus groups including the African Studies Course Union, African Students' Association, Black Students' Association, UTM Students' Union, UTSU, TYP Students' Association, Equity Studies Students' Union and MatSA. She states that the event will take place on the UTSU lawn from 12-4 pm

on July 30, 2015. She states that we have volunteers lined up for the event. She states will be doing some preparation the night before the event from 2-6 pm at APUS. She states that we have secured student and local talent, including a band, singers and spoken word artists, a drummer who will lead a drumming workshop and a steel pan player for the event. She states that she is looking forward to the event. She states we have retained some volunteers from our Pride Picnic event. She states that we are working on the food aspect with UTSU. She states that she would like to discuss working with the UTSU team in greater detail with the Executive, because there have been some challenges there.

Sandhu states that the event budget for APUS is approximately \$1000, which will provide compensation for the performers largely. She states that UTSU is contributing towards food costs, décor, and musical equipment. She states that clubs have been asked to provide volunteers to help staff the event and assist with promotions.

10. SEXUAL VIOLENCE RESPONSE

Ebifegha states that she circulated an email received from CFS Ontario with regards to the Sexual Violence and actions we are taking. She states that she would like to see contributions from everyone and no one has yet to respond.

Kashyap states that Sandhu has provided some information to answer the questions and she has nothing to add to that response.

Ebifegha asks if anyone has anything more to add.

Sandhu states that she thinks any recommendations we want to provide to the UofT Administration's committee or to CFS generally about what we think is ideal for policies and protocols would be distinct from responding to CFS' questions about our local committee.

Kashyap states that BDS and sexual violence seem to be hot-button issues on campus and she would be interested to think about how to engage Board members in an ongoing dialogue.

Sandhu states that we could think about striking working groups from the APUS Assembly as a way to engage Board members and Class Representatives. She states that a working group could also help inform a policy recommendation from APUS on sexual violence, in particular, which would be good to send to the UofT Administration's committee. She states this could include considerations for intersectionality, for example.

11. ASSEMBLY MEETING

Sandhu states that we need to have an APUS Assembly meeting in the summer, and work on recruiting Class Representatives.

Rambali exits at 8:18 pm.

Kashyap suggests pairing it with the August 24, 2015 Board meeting.

Sandhu states this is a good idea but that if we do not reach quorum, the meeting will need to be rescheduled. She therefore suggests a meeting called for earlier, which can be rescheduled to the August 24, 2015 date.

Kashyap suggests we finalize a date through email.

12. ADJOURNMENT

MOTION Moved: Ebifegha Seconded: Kashyap

The meeting ended at 8:20 pm.

f. Executive Committee Meeting – August 14, 2015

In attendance: Mala Kashyap (phone), Margaret Ebifegha, Susan Murray, Maina Rambali

Staff: Danielle Sandhu

1. Call to Order

The meeting was called to order at 3:20 pm.

2. Approval of Agenda

MOTION

Moved: Rambali

Seconded: Murray

Be it resolved that the Agenda for the August 14, 2015 Executive Committee be approved as presented.

DISCUSSION

There was none.

Vote carries.

3. Check In

Rambali states that she arrived last week and has been busy catching up. She states that she has a few meetings lined up for herself including Health and Wellness and Student Initiative funding. She states that the work at these groups has not begun as of yet. She states that she wants to emphasize discussion on Orientation.

Murray states that we had a good social yesterday afternoon amongst the staff and Board members. She states that we have also begun discussing Orientation.

Ebifegha states that her exams finished and she is on holiday now. She states that she is looking to finalize some aspects of Part-time and Proud campaign. She states that she is hoping we can do some outreach and class talks. She states that the Campaigns and Outreach Coordinator is willing to support the team with training on class talks.

Kashyap states that she went to the Reclaiming Our Bodies And Minds (ROBAM) conference planning kick-off. She states that the conference is in March. She states this is open and others are welcome to join in. She states that she is finalizing her Executive Report.

Sandhu states the staff-board social went very well, and thanks everyone that participated for attending. She states that the hiring process for three positions is moving forward, and that the postings for Member Services, Events & Outreach, and Student Info-Clerk will be closing on August 17, 2015. She states that she is excited to hear about plans for outreach and orientation as the fall is fast approaching and we need to

be ready. She states that she is happy to meet with folks individually as needed or can provide additional supports as needed.

4. Approval of Executive Meeting Minutes – July 21, 2015

MOTION Moved: Ebifegha Seconded: Murray

Be it resolved that the minutes be approved as amended.

DISCUSSION

Rambali states that there was a comment she had made that was omitted from the minutes, pertaining to adding additional line items to the books.

Sandhu states that she recalls this and appreciates the amendment being suggested. She states that she had made a comment in response that was also omitted. She states that she had indicated that adding line items for items that may not carry over year to year was not desirable.

Vote carries.

5. Executives' Honorarium

Rambali states that in the first meeting of the executive this was discussed and we did not know how many hours we would work. She states that we thought it was too early to discuss at that time, but we can discuss additional hours or changes to the base at this time.

Murray states that some of us might go above our hours in some months and she feels that we should discuss compensation for these hours. She states that she wants this to be through a process of trust and that it should apply to anyone. She states that she went over 80 hours a month for June and July. She states that other executives might find themselves in a similar situation. She states that the accountability part is unclear because it might be difficult to document. She provides an example related to the summer months and work that has been done. She states she is unclear as to what that would look like in front of the Board. She states that there is another argument in the air about raising the honorarium across the board for all members of the Executive.

Kashyap states that there are times when we go significantly over the hours and the proposal should be looked at.

Ebifegha states that there are concerns about creating a two-tiered structure of the Executive, and what would prevent someone from continuing to go above the time limits and seeking another honorarium. She agrees that she's not in support of the two-tiered structure, and maybe we should look at the base rate. She states that there is an issue of accountability. She asks how do we quantify or qualify deserving the honorarium? She states she would like to see raising the base rate and have it capped. She does not want

to see the honorarium issue continue to be an issue. She says she does want to recognize the work that people want to do.

Rambali states that she agrees with raising the base or giving people the opportunity to be compensated for additional hours. She states that in raising the base, some of us will work more hours than others, or based on the work we are engaged in. She states that it might not be fair if not everyone is working the same number of hours.

Ebifegha states that there are a number of issues have been raised. She states that if we raise the minimum, how do we ensure that work is distributed? She states that we should consider the work to be done before we move forward.

Sandhu states that it is the role of the Board to determine compensation for the Executives She states that folks should allow the Board to review and approve the current structure implemented by the Executive retroactive to May 1st. She states that she does not believe it would look favourable for there to be another increase suggested at the upcoming Board meeting when the Board has yet to approve the current model implemented by the Executive. She states that the Executive must be conscious of accountability to the Board and to the membership. She states that the Executives must consider the parameters of the APUS budget to an extent and work within it. She suggests that the Executive should consider the principles of an honorarium structure prior to thinking of how individual models can be implemented to fit the principles. She states that Executives should consider principles of instituting a minimum requirement of hours, distribution of work across members of the Executive, whether compensation should be the same across the Board, whether additional hours should be compensated, etc. She states that she disagrees that the nature of the portfolio determines the hours as work can be distributed across the team, that it depends on how much each member of the team takes on, and what the work looks like. She states it is important for the Executive to consider the value-add of the work being done, and the educational experience that the work provides to the Executives, and whether some tasks could be redistributed to staff.

Motion to go in camera

Moved: Rambali Seconded: Murray

Vote carries.

The meeting went in camera at 3:52 pm

Motion to go out of camera

Moved: Rambali Seconded: Murray

Vote carries.

The meeting went out of camera at 4:12 pm.

Rambali states that we will recommend the honorarium structure as previously adopted by the Executive Committee, and will raise concerns around an appropriate compensation structure for future at the next Board meeting.

6. Resignation of Vice-President Internal

Motion to go in camera

Moved: Rambali Seconded: Ebifegha

Vote carries.

The meeting went in camera at 4:15 pm.

Motion to go out of camera

Moved: Rambali Seconded: Murray

Vote carries.

The meeting went out of camera at 4:40 pm.

7. Debrief of APUS Events

- a. Caribana
- b. Pride Picnic

Motion to go in camera

Moved: Murray Seconded: Ebifegha

Vote carries.

The meeting went in camera at 4:46 pm.

Motion to go out of camera

Moved: Rambali Seconded: Murray

Vote carries.

The meeting went out of camera at 5:14 pm.

8. disOrientation

Ebifegha states there is interest from the UTSU in collaborating with us on an event for disorientation. She states that she would like to provide feedback to the UTSU about our previous collaboration, as well as provide future collaborators with guidelines. She states that she will draft such guidelines.

9. APUS Orientation

Murray states that we have had some initial discussions about organizing orientation on September 26, 2015. She states we have some general ideas to bring forward, and want feedback. She states that we are thinking of a continental breakfast, lunch, and provide social after. She states that she is thinking of a theme around a Marquis, given that the Toronto International Film Festival is happening then. She states that we have promotion on the Woodsworth website. She states we want to have an infobooth, distribute campus maps, host a resource fair, tell students where they can find a cheap meal, where to get a fax done, etc. She states that in addition given that many of our APUS members are about to graduate, we could host a career professional. She states we also want to host workshops, including ones on leadership skills, preparation for roles in leadership, about APUS and MatSa, an academic workshop with the TYP, a networking workshop, social media workshop, and student panel. She states she was thinking we could end with an afternoon tea.

Rambali suggests we advertise the start for 9:30 am, and start at 10. She asks how long the event is proposed to be.

Murray states 10-4.

Sandhu states we were hoping to get a sense of capacity and brainstorm ideas with the Executive Committee.

Rambali states she will be there and will help vision.

Murray states we are hoping to recruit for MatSA at the event as well.

Sandhu states we have been asked to collaborate with Student Life on a kick-start event. She states this would be a reception for mature students taking place on September 10, 2015 from 4-6 pm at UTAC. She states that APUS and MatSA have an opportunity to talk about our organizations and she thought it would be a good way for us to promote the September 26, 2015 orientation we are hosting.

Ebifegha states that she has two other events on September 26th. She states that full-time students have the opportunity to go to bars and dance. She states she would like to see a band play, or do something social.

Murray states that we do need to equip folks with resources, but we can also have some music.

Sandhu states we can have a social. She states that we had a social last year, which took place the night before the day-long orientation on the Saturday. She states that we can have both social and academic aspects.

Kashyap states that she likes the idea of both academic and social, and advocacy being included.

Kashyap exits 5:35 pm.

10. Assembly Meeting

Sandhu states that we are having a meeting on August 17, 2015. She states that she will be doing a presentation to Assembly members on the role of Class Representatives and how students can be involved if quorate.

11. Executive Reports

Rambali states that there have been different formats for the board report, one that is a hybrid written report, and one person presents it. She states that the second idea is that each person writes a report, and we put that into the board package and everyone reports in the meeting.

Ebifegha states that she likes the hybrid and does not see a need to change it. She states we can change it later if needed.

Murray states that she is fine with either. She states that she believes Kashyap would like to do an individual report.

Sandhu suggests an individual report. She states that folks should include all work to term, given that this is the first meeting of the summer. She states folks can include events and summaries of work being done, and include meetings that have been attended and what they took away from those meetings.

The team resolved to submit individual reports that would be sent to Sandhu.

Sandhu states she will prepare the Board package to be sent out on Wednesday.

12. Board Meeting Agenda

1. Appointment of Speaker - Ashkon Hashemi

DISCUSSION

Ebifegha states she wants to have a discussion with Hashemi ahead of the meeting.

Sandhu states that she can arrange this.

2. Approval of Executive Honorarium and Cell Phone honorarium structure as adopted by the Executive Committee of \$500.00 per month, retroactive to May 1.

DISCUSSION

Rambali states she will amend the motion to suggest that the Board revisit and determine an appropriate structure moving forward.

3. Approval of Preliminary Budget 2015-2016

DISCUSSION

There was none.

4. Ratification of VP Internal resignation

DISCUSSION

Members of the Executive resolved to wait until the fall to appoint a new VP Internal.

5. Ratification of At-large Director resignation

DISCUSSION

Members of the Executive resolved to wait until the fall to appoint a new VP Internal.

6. Strike a Bylaw Review Committee

DISCUSSION

Ebifegha recommends we wait to strike the Bylaw Review Committee. She states that at the Executive Retreat we had other ideas for committees.

7. Strike ad-hoc Events & Outreach Committee

DISCUSSION

Murray states that she does not want to create the Events & Outreach Committee as of yet, as this will create another meeting.

Sandhu suggests working groups to be created from the Assembly so this would include Board members and Class representatives.

Rambali states we want Board members to be more engaged.

8. UTMSU and SCSU designates

Sandhu states that the names of the designates are forthcoming from UTMSU and SCSU.

13. Board Retreat

Sandhu provides an update on the Board member and venue availability.

Murray states that she would like to focus on visioning rather than training. She states that it would be good to see a visioning session with dinner.

Ebifegha states we should poll the Board for August 30th or the long weekend, including September 4, 5, 6, and 7th.

Murray states we can conduct training separate with Board members as a group or individually.

14. Upcoming Meetings

a. Student Life

Rambali states this will take place August 19, from 9-10:30 am.

b. UTSU

Rambali states that we will need to schedule a time and in this meeting we can provide feedback to the UTSU about our collaborations to-date.

c. Vice-Provost Students

Rambali states this meeting will take place on September 4, 2015.

Sandhu states that we should consider any issues or initiatives we wish to raise with the Office of the Vice-Provost Students and prepare in advance of the meeting. She states that it's important to make a good impression and build a relationship with the new Vice-Provost.

15. CFS Meeting Prep Session

Rambali states this will take place on Monday.

16. Adjournment

MOTION Moved:Rambali Seconded: Murray

Vote carries.

The meeting ended at 6:37 pm.

Executive Reports

a. Report of the President – Maina Rambali

Student Leadership Conference (Represent)

This two-day Conference presented by Student Life on May 1-2, 2015 was the first activity this academic year for engaging student leaders from across all campuses, colleges, student unions and faculty associations. Your President, Maina Rambali and a few other board members attended this conference. The goal of the conference was two-fold; to train student leaders how to operate effectively in their new roles and secondly to provide a stage for networking amongst various college student associations and unions. This conference was beneficial to me as I managed to forge connections between other student union and college executives from inception. I would encourage all directors to make an effort to attend this conference in future.

Canadian Federation of Students - Ontario (CFS-O) Skills Development Symposium

Each year CFS-O organises a three-day skills symposium designed to train student union representatives in their new roles as executives and directors. On May 22, 2015 your President attended this symposium along with a number of board members and volunteers. I must say this was a rather steep learning for a green political member. While some workshops may have been redundant for me as a long-time director a number of them involved practical work, which engaged members from all student unions across the Province. We worked together as a team and it was a wonderful feeling to accomplish the tasks at hand with new colleagues! We learned a great deal from how to organize an effective campaign, how to outreach, how to master contract negotiations and human resources.

CFS National Meeting

Your President attended the CFS National Semi-annual meeting on June 4-7, 2015 in Ottawa. Please see more on this meeting from our VP External report.

Consultation with President Gertler

On May 15, 2015 President Gertler consult with student union leaders on his *three-priority* plan. Your President attended the forum along with VP Events and Outreach, Susan Murray and Executive Director, Danielle Sandhu. My key focus was on re-inventing undergraduate education by using a hybrid model of higher technology in large classrooms to produce a more efficient method of delivering lectures. Students in the consultation also focussed on finances to marginalized students, Transitional Year Program, International student experience, enhancing student campus life experience and accessing resources on campus.

Executive Retreat

We had our Executive Retreat on May 17, 2015 off campus. This was a full day event filled with discussions from review of our roles, services, purpose of committees, SWOT analysis to team building and brainstorming campaign ideas.

Governing Council Meeting

On May 20, 2015 Your President attended the penultimate Governing Council meeting for this session held in Mississauga. Information on this meeting can be found here http://www.governingcouncil.utoronto.ca/Governing_Council/bac/gc.htm

Student Governors and Student Union Representatives

Following the GC meeting, your President met with a team of current and incoming student governors and student union representatives to discuss a draft discussion paper from the Vice-Provost Students on its' "proposed policy on open, democratic and accessible operation of student organizations" and a "proposed memorandum of understanding" drafted by Students' Societies.

b. Report of the Vice-President Equity – Mala Kashyap

May

1. Student Leadership Conference on May 1 and May 2. This is an annual two-day conference held by Student Life. I met with leaders from the various colleges and student organizations who are acting in student elected position across the campus.
2. I attended an event “A Walk in High Park” organized by APUS - see VP Event and Outreach report for more details.
3. I attended Pride Planning Committee organized by Sexual and Gender Diversity Office (SGDO). I attended Planning meetings for the Pride Picnic that was organized by Susan. I attended the event. It was a successful event and a great opportunity to meeting others. I took part in the Active Listening booth along with a representative from WINC. This was a great chance to sit in a quiet space and get to know other students.
4. I attended the day long APUS Executive Retreat - see President’s report for more details.
5. I attended the External Committee Engagement Working Group, which is a sub-committee of the Advisory Committee to the President and Provost on Preventing and responding to Sexual Violence. This Committee has developed a questionnaire that is available online. I have received criticisms from some students regarding the selection process of this committee and that student groups are not as involved as they should be in this policy-making process. If you have any more questions about this, please contact me.
6. I attended the CFS Skills Training on May 22 and 23, 2015. CFS held a Skills Symposium at UTSC in Scarborough. This is an annual event designed to offer skills based training to Member Locals when it comes to lobbying the provincial government.

July

1. Community Liaison Committee - This is a meeting hosted by International, Government and Institutional Relations (IGIR) and happens on an ad hoc basis and the purpose of this is to discuss building opportunities on campus. Members of the Harbord Business Association as well as residential members attend to discuss building and design opportunities on campus. My focus and contribution was specific to ensuring accessibility, student access, and bicycle access to all ideas discussed for future development; an example of an idea is building a path similar to Philosopher’s Walk that would run from Munk School of Global Affairs on Bloor St down to Hoskin Ave. This path would run behind the Woodsworth and Rotman buildings and would give more access to students to travel from one of the campus to the other.
2. I attended the Emergency UTSU Meeting on Tuesday July 28 as an ex-officio APUS member. Two motions were brought forward. The first motion was to create a sub-committee to debate the issue around BDS (Boycott, Divestment, Sanctions). This motion was voted down. UTSU plans to present a student referendum to determine how to proceed with this issue, which will take place after their AGM in October. The second motion was to create a sub-committee to assess UTSU’s relationship with CFS. This motion was passed and a sub-committee was created.
3. I attended Jump Up and Wave event for Caribana on Thursday, July 30, 2015. See VP Events and Outreach for more details.
4. I attended Queer Orientation (QO) planning meeting hosted by Sexual Gender and

Diversity Office (SGDO) on Thursday, July 30, 2015 at the Baldwin Room from 5-7pm. QO will run from September 18-26, 2015. Various student organizations will be hosting events on campus. Anyone interested in volunteering at any of these events, please let me know or contact Kathy Mac at the SGDO office.

August

1. Reclaiming Our Bodies and Minds (ROBAM) conference. I attended a kick off meeting to plan next year's ROBAM conference on August 5th, 2015. This is a tri-campus conference including Ryerson, York, U of T and this year will include George Brown. I expressed that one of the events should be here at U of T. I am working with Corey Scott who is coordinating this event to ensure that a portion of this event is at U of T. Last year there were some complications with the accessibility of Hart House. The date of this conference is set for March 11- 13, 2016. I will be participating in the Planning/Recruitment committee. The second planning meeting will be on Monday, August 31, 2015. Anyone can take part in this and if anyone is interested, please let me know.
2. On Sunday, August 9, 2015 Woodsworth College Students' Association (WCSA) held their August Board meeting and approved \$2000.00 in their budget to collaborate on an event with APUS. Woodsworth is looking for a person to fill their Board Member role for Mature Students and it's expected that this person will work with us to create an event. Planning will begin in September. If anyone has any ideas and would like to work on this event, please let me know.

c. Vice-President Events and Outreach – Susan Murray

May

Hadia and I began planning a forecast of events early in May. On May 28th we began a series of socially engaging initiatives with a Games Night event, which was held at Castle Games on Spadina Avenue. We had a great turnout and everyone enjoyed themselves. Participants included members from all three campuses and some mature students also joined us. Given the positive feedback and attendance, we would like to hold a Games Night event every 2-3 months.

Our next spring event took place at High Park where we enjoyed the Cherry Blossoms and other blossoming trees during a social walk-about. Following this event, we attended the First Pride Planning Committee meeting where we met future collaborators for our own Pride Picnic Event.

June

In June, we were thoroughly engaged in Pride week and in the planning and launching of our own Pride Picnic event, which was a great success. It took place on June 23, 2015 at the Woodsworth Quad and we collaborated with many of our campus groups, including Woodsworth Inclusive, UTM Students' Union, Scarborough Campus Students' Union, and University of Toronto Students' Union to launch this event. We offered games, a photo booth, free food, information booths, historical data and a quiet room to ensure that all attendees would feel comfortable and well informed. We also had representatives participate in the Trans March, Dyke March, followed by the Pride Parade to demonstrate our support for Pride 2015.

July

Most of July was spent meeting with collaborators and carrying out plans for our Caribana-themed event, which took place on the UTSU lawn on July 30, 2015. Many representatives including ones from all three of our undergraduate sister unions along with the Black Students' Association, African Students' Association, African Studies Course Union, Equity Studies Course Union, West Indian Students Association, Mature Students' Association and Transitional Year Program Students' Association joined us in making this a memorable celebration. We resourced the talents of local student artists including spoken word poets, singers, and a visual artist who is a recent grad from the Transitional Year Program. Other entertainment included the Caribbean Diaspora Band, Joy Lapps, who is a Steel Pan player, and Saikou Saho, a builder and instructor of African percussion instruments. Saho closed the event by facilitating a powerful drumming workshop, which could be heard for miles! The weather was beautiful and pictures of the event are available online on our Facebook page if you have not yet seen them.

August

Plans are now underway for outreach initiatives for the fall and for our special APUS orientation event, which will take place on Saturday September 26, 2015. We are in need of Board volunteers at all of our future events. Please contact Hadia or myself to express your interest and availability and we will keep you aware of planning meetings and tasks that are required.

d. Report of Vice-President External – Margaret Ebifegha

Canadian Federation of Students Ontario – Skills Development Symposium 2015

From May 22nd – 24, 2015, CFS-ON hosted the annual Skills Development Symposium at the University of Toronto Scarborough Campus. The Skills gave student union representatives the opportunity to engage in different workshops that assist in the day-to-day functions of the student union throughout the year. Workshops at the event focused on a diversity of issues for student leaders to think about when organizing at their respective campuses. Topics discussed included: Media relations, Students' Union Director's Responsibilities, Understanding the post-secondary education sector, organizing events and campaigns, communications, contracts & negotiations, meetings facilitation, finance and human resources. We had board and executive committee members and staff attend this event.

Canadian Federation of Students National AGM

Canadian Federation of Students – Semi-Annual National General Meeting Hosted in Ottawa-Gatineau from June 4-7, 2015. President Maina Rambali, Vice President External Margaret Ebifegha, Vice President Equity Mala Kaysap, and Executive Director Danielle Sandhu attended the CFS Semi-Annual National General Meeting. Over the course of the weekend, there was an opening plenary where motions were organized and distributed to sub-committees, and workshops were hosted concerning campaigns including the #itsnosecret elections campaign and consent culture campaign. Additionally, there were caucus meetings and constituency groups (e.g. Women's Constituency, Racialized Students' Constituency, Aboriginal Students' Constituency, etc.) where representatives were elected to sit on the CFS National Executive. At the closing plenary, the motions were voted on by each local (one local = one vote).

Disorientation 2015 – Resisting Democracy: Stories of Resistance

In this campaign we will be working with various student groups and student society to share stories and acts of resistance. There will be a discussion on these contradictions of liberal democracy and hear the stories of activism on issues of migrant justice, anti-Black racism, indigenous rights, and justice for Palestine. The discussion will include panel and break out sessions and the topic will be around contextualizing Bill C-51 and C-24. We will attempt to dismantle the contradictions of the notion of democracy and in C-51 and 24, as we are presented with state and/or global violence, and tiered access to freedom and justice based on constructed systems of citizenship and status. These systems aim to discipline and control racialized, non-status, and working-class communities and communities that resist, including students.

Part time pride Student Campaign.

This is a Video and photo campaign to assist student to share their stories, challenges and testimonials of being part time. This will reduce the stigma that students have regarding part time students. Through this campaign our members will be reminded of their great accomplishment of being in a post-secondary education institution, and be encouraged to be proud!

Ontario Executive Committee Meeting – May 1-3, 2015

This Ontario executives committee meeting was a good introduction to the newly elected vice president externals and designates from other member locals that attended. This was useful for a new vice-president external like myself to understand our roles and how to deal with media on behalf of our organization. Importantly, representatives from these member locals were ratified at this meeting. Your new Ontario representatives are:

Chairperson: Rajean Hoilett (Local 24)

National Executive Representative: Gabrielle Ross-Marquette (Local 94)

Treasurer: Sami Pritchard (Local 32)

University of Toronto Area Community Liaison Committee

This group meets and plans toward the University of Toronto's 2030 vision to expand the school and make it more graduate-focused with lab and research space. The planning is in conjunction with the City of Toronto staff and an architectural firm with some student unions invited. Below is UofT St. George by the number:

- 15,000 grad students
- 42,000 undergrads
- 7,500 employees (FTE)
- 6,775 residence spaces
- Over 10.7M sq.ft. GFA
- 176 acres
- 37 acres open space

Levy group meeting

This group consists of people from Students for Barrier Free Access, Women and Trans office and Opirg and meets to discuss the best way to approach UTSU's new levy requirement from them. If this new policy from UTSU passes, these groups would be required to run a referendum every couple of years in order to continue receiving a levy from students. Students for Barrier-free Access is concerned about these proposed policy changes as they already have mechanisms in place to ensure accountability to UTSU and UTSU members. They encourage students to get involved with them directly and help shape what they do. There is also a concern that a referendum is an expensive process and they are all already stretched thin financially already. It will put a heavy burden on these groups and take time and resources away from much needed programming. This new policy if not repealed, will require groups to hold a referendum every two to three years to continue to receive financial support.

The March for Jobs Justice Climate RiseUpTO

This was a strong collaborative effort among various community groups and student unions, grassroots organizations, social justice agencies including APUS and CFS member locals. Over 10,000 people marched together in Toronto for Jobs, Justice and the Climate. This is the most diverse climate mobilization ever to take place in Canada. The great turnout was a strong message that the people of this nation were ready for an economy and environment that actually works for them. Politicians are on notice that the people deserve better and will not stand for anything else. The demand here is for secure clean jobs, fair wages for all including migrants workers that are undocumented and healthy environmental consciousness, including solidarity with indigenous sovereignty.

e. Report of the Vice-President Internal – Munib Sajjad

Executive Retreat

The Executive Committee had an opportunity to participate in a daylong retreat held in downtown Toronto. This gave us an opportunity to discuss our priorities for the year, gain some training, and get to know each other. Our Executive Director facilitated the retreat. We discussed office protocols and how to communicate with each other. We did a series of visioning exercises that allowed us to consider the future of APUS as an organization, and the specific goals we hope to achieve as individual members of the Board and as a team. It was a very good way for the Executive Committee to set the guidelines and supports we need from each other to ensure a strong framework for the year. We look forward to sharing ideas at the Board retreat.

If you have any questions about the Executive retreat, please contact Maina Rambali, APUS President.

Board Retreat

As Board members know, we are looking to schedule a Board Retreat for late August - early September. This retreat will give Board members an opportunity to vision for the year and to get to know each other. We will look to do training with board members as well to ensure Board members can get to know the history of APUS, and have a better understanding of our internal operations, as well as services and campaigns we have offered in the past.

If you have any questions about the Board retreat, please contact Maina Rambali, APUS President.

Bargaining

APUS is a unionized employer. Our staff is unionized with the Canadian Union of Public Employees, Local 1281 (CUPE 1281). The Collective Agreement represents our contractual relationship with our staff. The Collective Agreement outlines the job descriptions and pay structures for all staff positions, as well as other staff benefits, and the various protocols that govern our working relationship. In May of 2015, we completed the two-year collective bargaining process with CUPE 1281. This process has resulted in a brand new Collective Agreement with the APUS staff. The last time that this contract was negotiated was in 2003, so quite a bit of work went into renewing the contract. Two generations of Executive Committees before the current 2015-2016 team were involved in the bargaining process leading to the current moment. The 2013-2014 Executive Committee participated in a visioning discussion, based on the 2013-2014 Board of Directors' priorities, which informed the set of bargaining proposals brought forward by APUS to negotiations with the Union in the first place. Those bargaining proposals were negotiated between August 2013 and May 2015. Our representatives on the Employer's bargaining committee were former Executive Committee member, Susan Froom and

Executive Director, Danielle Sandhu. Both the Union and the Employer are very excited about moving forward in our relationship with this new contract in place.

If you have any questions about our relationship with CUPE 1281, please contact Danielle Sandhu, Executive Director, who is the Employer's Representative to CUPE 1281.

Hiring

As a result of the new Collective Agreement being place, APUS is currently in the process of hiring new staff members. We are currently looking to fill three new positions - the Member Services Coordinator, Events and Outreach Coordinator, and Student Info-Clerk position. The hiring process is currently underway, and we are aiming to have the new staff begin in September.

If you have any questions about the hiring process, please contact Danielle Sandhu, Executive Director who is the Employer's Representative and sits on the APUS Hiring Committee.

CUPE 1281 Training

Student union Executives and Board members share a lot of common ground with our staff. We are all committed to similar political goals, and we work together to support the mission of APUS. It's important for us to have a strong and positive working relationship. In order to ensure all members of the Board are aware of their duties and responsibilities with respect to our staff and the workplace, we are looking to arrange Employer Training with CUPE 1281. We are waiting to hear back on suggested dates for this training.

If you have any questions about the CUPE training, please contact Danielle Sandhu, Executive Director.

Bylaw Review Committee

As members of the Board may be aware, there has been interest in creating a Bylaw Review Committee of the Board. While it was hoped that the Bylaw Review Committee could have been struck earlier this summer, given that the Board has not met, this has not occurred. I would like to recommend to the Board that this Committee be struck this year. Please see the end of this report for a suggested bylaw review process moving forward.

If you have any questions about APUS Bylaws, please contact the Vice-President Internal or APUS Speaker.

Preliminary Budget

Included in the Board package is a copy of the Preliminary Budget, proposed by the Executive Committee. This budget was developed by looking at the actuals for the

previous fiscal year and making some projections based on anticipated revenues and expenses for the year ahead. There will be an opportunity in the spring to revisit the budget and make any adjustments. Adopting the Preliminary budget is an important step to ensure financial accountability.

If you have any questions about the APUS budget, please contact the Vice-President Internal.

APUS Audit

Board members should be aware that we are currently in the process of preparing the APUS audit for fiscal year 2014-2015. Our staff is currently working with our external auditors, Yale & Partners LLP, to prepare the audit. Once completed, the audit will be presented to the Board of Directors in the fall.

If you have any questions about the APUS Audit, please contact Danielle Sandhu, Executive Director.

Communications

a. APUS Website

Board members have hopefully now all seen the new APUS website, apus.ca, that was launched this summer. This was a large project to update to the new site. We hope that the new website will be more engaging for our members. We are currently in the process of making updates for Fall 2015 in time for the new semester to start.

If you have any questions about the website, please contact the Vice-President Internal.

b. New APUS emails

Along with our new website, we are looking to introduce new position emails that promote the new APUS website domain (i.e. insertposition@apus.ca). We hope to have these new emails in place by Fall 2015.

c. Handbook

Once again, APUS is participating in the Handbook initiatives of the University of Toronto Students' Union, University of Toronto Mississauga Students' Union, and Scarborough Campus Students' Union. The handbooks are produced through the Canadian Federation of Students' Ethical Bulk Purchasing program. The handbooks are ethically and sustainably made. We have placed an insert into each of our sister unions' handbooks so students at UTM, UTSC, and St. George can learn about APUS.

If you have any questions about the handbook, please contact the Vice-President Internal.

d. New APUS Logo and Re-brand

As Board members may know, we have recently launched a brand new APUS logo. The Executive Committee hopes that the new logo will help students identify more with APUS, and will be a way of engaging APUS members. This logo is part of an overall communications strategy to re-brand the organization. The re-brand centres activism, and the aesthetic draws from the era of student action in the 1960s. We have ordered outreach materials through the Canadian Federation of Students' Ethical Bulk Purchasing program, including t-shirts, water bottles, pens, highlighters, clipboards, and notebooks, which we will distribute to students in the fall. We are also working to create new print outreach materials including posters, rave cards, and buttons for Fall outreach.

If you have any questions about communications, please contact Maina Rambali, President.

Health and Dental

At the end of the last year, APUS ended its relationship with our insurance broker, Morneau Shepell. We are now moving towards an integrated model of having one insurance broker and provider. Our current insurance provider, Green Shield Canada, the only not-for-profit insurance provider in the country, will now take on our brokerage services as well. We hope that this will improve the plan experience for our members.

Our opt out / opt in dates for the fall session are August 24 - October 2, 2015. Students wishing to opt out or opt family members into the plan can do so on the Green Shield Canada Student Centre website. Details can be found on the APUS website (apus.ca/health-dental-plan/).

If you have any questions about the health and dental plans, please contact the Vice-President Internal.

March for Jobs, Climate, Justice - July 5, 2015

On Sunday, July 5, 2015, thousands participated in the March for Jobs, Climate, Justice in the city of Toronto. The March aimed to call attention to issues of indigenous justice, climate justice, fair wages and precarious work globally. Participants included student unions and student groups, labour unions, indigenous groups, environmental activists and more.

If you have any questions about the march, please contact Margaret Ebifegha, Vice-President External.

Black Lives Matter Action - July 27, 2015

On Monday, July 27, 2015, hundreds participated in the Rally in support of Andrew Loku, a Black refugee from South Sudan, who was killed by Toronto Police. The action was endorsed by the APUS Executive Committee and organized by Black Lives Matter -

Toronto, a coalition of activists raising the issue of anti-black racism in Toronto and globally. The rally was also about raising awareness about issues of racial profiling, carding, surveillance, and murder of Black communities.

If you have any questions about the rally, please contact Margaret Ebifegha, Vice-President External.

Suggested Bylaw Review Process

Committee Structure

1. Strike a Bylaw Review Committee of the Board of Directors
 - a. Composition: three executives, three board members
 - b. Purpose: review essential changes to APUS bylaws (primary), make recommendations on structural changes if needed (secondary)

Meetings

1. Establish Bylaw Review Committee meeting cycle
 - a. First meeting
 - i. Conduct overview of APUS bylaws
 - ii. Identify first priority of changes that need to be made (address discrepancies)
 - b. Second meeting
 - i. Approve changes to address first priority of changes
 - ii. Seek approval at Board of Directors meeting
 - c. Third meeting
 - i. Identify second priority of changes that need to be made (structural changes)
 - d. Fourth meeting
 - i. Approve changes to address second priority of changes
 - ii. Seek approval at Board of Directors meeting

Membership Ratification

1. Seek approval at the Annual General Meeting (AGM)
 - a. We would need to bring bylaw changes to the membership for final ratification.

General Timelines

- Bylaw Review Committee's work: Fall 2015 - Spring 2016
- Ratification: Spring 2016



APUS PRELIMINARY BUDGET

2015-2016

Fiscal year ending April 30, 2016

REVISED REVENUE

	Revised Budget apr./15	Preliminary Budget aug./15	Operating Budget jan./16
MEMBERSHIP FEES			
Summer Term (May-Aug 2015)	166781.00	165000.00	
Transfer to OPIRG	12218.00	12000.00	
Transfer to CFS	45330.00	45000.00	
Fall and Winter Terms (Sep-Dec 2015, Jan-Apr 2016)	172784.00	165000.00	
Transfer to OPIRG	6329.07	6000.00	
Transfer to CFS	47631.36	45000.00	
Sub-total	339565.00	330000.00	
SERVICES			
Health and Dental Plan Administration ⁽¹⁾	100752.00	100000.00	
Sub-total	100752.00	100000.00	
OTHER			
Interest Income	208.00	150.00	
Miscellaneous Income ⁽²⁾	4373.50	200.00	
Sub-total	4581.50	350.00	
TOTAL OPERATING REVENUES	444898.50	430350.00	

Notes:

- Exact figure cannot be determined until the end of the policy year. Plan fees (collected from members) for premiums and broker fees are not included.
- Miscellaneous revenue can include copier income, event ticket sales.



REVISED EXPENSES

	Revised Budget	Preliminary Budget	Operating Budget
	apr./15	aug./15	jan./16
SERVICES			
Scholarships and Bursaries ⁽¹⁾	8800.00	8800.00	
Accessibility Subsidy	0.00	1000.00	
Daycare Subsidy	0.00	1000.00	
Health and Dental Plan Administration	100752.00	100000.00	
Income Tax Clinics	0.00	250.00	
Sub-total	109552.00	111050.00	
CAMPAIGNS, PROJECTS, EVENTS			
Campaigns and Projects	346.00	1000.00	
Events and Outreach	13928.00	11000.00	
Publications	0.00	250.00	
Coalition and Solidarity	479.00	400.00	
Donations	2400.00	2000.00	
Sub-total	17153.00	14650.00	
ADMINISTRATION AND OFFICE			
Audit	7910.00	7900.00	
Bank Charges	1916.00	1000.00	
Computer Supplies and Maintenance	2912.00	2500.00	
Copier Services and Supplies	7440.00	7000.00	
Insurance ⁽²⁾	5040.00	5000.00	
Legal	11530.00	6000.00	
Telephone	3238.00	3500.00	
Repairs and Maintenance	3295.00	3500.00	
General Office	6262.00	5000.00	
Transportation	2431.00	500.00	
Advertising	767.00	750.00	
Sub-total	52741.00	42650.00	
MEETINGS, CONFERENCES			
Accessibility	346.00	500.00	
Annual General Meeting	1552.00	1500.00	
Board of Directors	3970.00	3000.00	
Class Assembly	1281.00	750.00	

Executive Meetings		603.00	500.00
Staff Meetings		0.00	200.00
Other Meetings and Conferences		252.00	300.00
CFS Meetings		9763.00	10000.00
Sub-total		17767.00	16750.00
ELECTIONS AND REFERENDA			
Notices		1000.00	1000.00
Meeting of Assembly		100.00	100.00
Sub-total		1100.00	1100.00
HUMAN RESOURCES			
Salaries and Benefits ⁽³⁾	Executive Honoraria ⁽⁴⁾	38846.00	36000.00
	Salaries and Wages ⁽⁵⁾	181242.00	180000.00
	Employer Contributions		
	CPP	7005.00	7000.00
	EI	4257.00	4250.00
	RRSP	2258.00	3000.00
Payroll Service		1838.00	1900.00
Health Insurance		6424.00	6000.00
Other		15323.00	500.00
Sub-total		257193.00	238650.00
MISCELLANEOUS		0.00	5000.00
TOTAL OPERATING EXPENSES		455506.00	429850.00
SURPLUS (DEFICIT)		-10607.50	500.00

Notes:

- 1 Scholarships & bursaries are awarded by Admissions and Awards
- 2 Insurance includes Director and Office Liabilities
- 3 Obligations under the Collective Agreement
- 4 Pending approval by the Board of Directors in 2015 executives will receive \$500.00/month base honorarium and a \$20/month cellphone allowance.
- 5 April 2015 figure represents salaries and wages for (1) Executive Director, (1) Administrative Assistant, (1) Outreach Coordinator, (1) Campaigns & Outreach Coordinator (1) Health Plan Administrator, (1) Book-keeper, (3) Infoclerks.