



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

June 23, 2017
Meeting #2
APUS North Borden Office

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 **June 23, 2017 at 5 pm** in the Board Room at the SCSU Student Centre at the UTSC Campus.

Included in this package:

- I. Agenda
- II. Minutes Package
- III. Proposed Operational Policy on Executive Responsibilities and Remuneration

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

Sincerely,

Mala Kashyap
President
Association of Part-Time Undergraduate Students of the University of Toronto (APUS)
Local 97 of the Canadian Federation of Students
president@apus.ca

I. AGENDA

1. Call to Order

2. Approval of Agenda

Moved: Kashyap Seconded: Ebifegha

Be it resolved that the meeting agenda for Board of Directors' meeting #2 be adopted as presented.

3. Appointment of APUS Speaker 2017-2018

Moved: Froom Seconded: Kashyap

Be it resolved that _____ be appointed APUS Speaker for 2017-2018.

4. Approval of Minutes

Moved: Kashyap Seconded: Pyne

Be it resolved that the minutes' package be approved as presented.

- a. Board of Directors Meeting - April 21, 2017
- b. Executive Committee Meeting - April 25, 2017
- c. Executive Committee Meeting - May 10, 2017
- d. Executive Committee Meeting - May 16, 2017
- e. Executive Committee Meeting - May 23, 2017

5. Motion to Adopt Operational Policy

Moved: Kashyap Seconded: Zhao

Be it resolved that the Operational Policy on Executive Committee Responsibilities and Remuneration be adopted.

6. Motion to strike Bylaw Review Committee

Moved: Froom Seconded:

Be it resolved that a Bylaw Review Committee be struck to review and make recommendations to amend the Union's bylaws by December 2017; and

Be it further resolved that the Vice-President Internal chair the Committee; and

Be it further resolved that ____ (an additional member of the APUS Executive Committee) be appointed to the Committee; and

Be it further resolved that _____, _____, and _____ (up to three additional members of the Board) be appointed to the Committee.

7. Motion to Adopt Executive Priorities

Moved: Kashyap Seconded: Froom

Be it resolved that the Executive Priorities for 2017-2018 be adopted as presented.

8. Adjournment

II. MINUTES

a. Board of Directors Meeting - April 21, 2017

In attendance: Susan Froom, George Gawronski, Richie Pyne, Jose Wilson, Mala Kashyap, Christine Cullen, Margaret Ebifegha, Jackie (Pu Qi) Zhao, Jennifer Coggon
Staff: Danielle Sandhu
Speaker: Caitlin Campisi

1. Call to Order

The meeting was called to order at 5:01 pm.

2. APUS Executive Committee Elections

The Speaker introduces the agenda item and asks Sandhu to outline the elections' procedure.

Ebifegha asks when the APUS Speaker is elected.

Sandhu states that as per APUS bylaws the Executive Committee elections is the only item permitted on the agenda for today and subsequently the Executive Committee can bring forward a nomination for Speaker to a subsequent board meeting. She states this will not happen today.

Speaker invites Sandhu to explain.

Sandhu provides an overview of the elections' procedure, including nomination process, speeches and questions for candidates, and voting procedure.

Speaker states that Coggon is participating via telephone and will be able to cast her ballot with the Speaker.

a. President

Moved: Pyne Seconded: Kashyap

Be it resolved that Mala Kashyap be appointed President for the 2017-2018 term.

DISCUSSION

Cullen nominates Kashyap.

Wilson nominates Pyne.

Kashyap states that she is in her third or fourth year and she is seeking re-election as President. She states that she is wanting to continue the current journey in terms of APUS identity, our relationship with the University Administration and peers on campus, and she states that the relationship we have with CFS needs to come into more regularity. She states that she feels she would be a good candidate who has worked well with the team this year. She thinks she will be good for building relationships with community and campus groups, and holding the Administration accountable and she wants to continue our advocacy work.

Pyne states that he accepts the nomination because he was open to any nomination. He states that if others want to see him as President he will do his best to fulfil that role and rise to the challenge. He

states that he has grown a lot since being at APUS, especially in terms of learning about the campus community. He states that he has learned a lot through the antisexual violence movement and Fight the Fees, two issues he is invested in. He states he would like to work with Meric Gertler and lobby for more funding. He states that he is grateful for the nomination and if elected he will do his best. He states he can accept questions.

Speaker asks for questions for the Presidential candidates.

Wilson asks what the candidates think is the biggest priority for APUS next year.

Pyne states that for him personally, as a part-time student, he wants to see what can be done for part-time students to be included in the Ontario Student Grant program. He states the Fight the Fees campaign and making sure part-time students don't fall through the cracks. He states protecting our members - from services to events - and bringing up that voice as we have done. He states that we did this in front of Governing Council and we saw a win with Unite Here Local 75 and it's important to do that work.

Kashyap states that there are many, but if she had to choose one, it is that we need to develop our membership base, finding ways to reach out to part-time students on campus and finding ways to invite them to participate within APUS.

Zhao asks what is your stance on how the Canadian Federation of Students handled the National Day of Action and/or Fight the Fees campaign this year.

Kashyap states that her stance on the campaign is that it is an excellent campaign. She states that it is a long-term campaign in her view. She states one issue that comes up with those who do not support the campaign or feel it is unreasonable, is that it is a short term take on a long term vision for free education. She states free education is our goal. She states that tactically we need to address education as a benefit for all, rather than a left or right issue.

Pyne states that the campaign is still developing. He states that the Day of Action was good and could have been better by increasing the number of groups/partners engaged with by CFS. He states that here on campus we also know that groups like SBA have ideas and feedback and even at the CFS meeting, international students expressed wanting to inject more into it, so CFS needs to facilitate this. He states APUS has been on the ball and we can make it stronger.

Vote carries.

b. Vice-President Internal

Moved: Pyne Seconded: Kashyap

Be it resolved that Susan Froom be appointed Vice-President Internal for the 2017-2018 term.

DISCUSSION

Cullen nominates Froom.

Zhao self-nominates.

Wilson nominates Pyne.

Froom states that out of all of the positions this is the one she is most suited for. She states that in terms of our health and dental plan we have a great plan, and we have had a surge in uptake and she would

like to continue working on this service. She states that we will have a challenge in coordinating with UTSU on the plans given the changes to their broker/insurer. She states in terms of human resources, we will be hiring a new Campaigns and Advocacy coordinator and will look at expanding our Information Clerks in terms of outreach. She states that she has had a cordial and productive relationship with CUPE 1281. She states in terms of finances, we are in a strong position and we can look at our investments to see if we can further improve the ethics of our investments. She states that she would also like to expand knowledge of our benefits and membership awareness of CFS.

Zhao states that he has a lot of knowledge about this portfolio from his role at UTMSU. He states that he has participated in hiring. He states that he has a lot of experience with services at UTM and he wants to work with UTMSU to ensure that we expand services to all part-time students. He states that he has been at the Sid Smith office many times and what he has seen is great and we can do more and maybe expand hours. He states that this year, the UTMSU introduced access to free feminine hygiene products. He states his skill set is in finance and budgeting. He states he is passionate about tuition fees and the upcoming Day of Action in 2018. He states this movement has done a lot for him and he has learned a lot about white privilege, about rape culture, and many other things and many of us have our reasons for getting involved. He states he wants to work with Kashyap, work with everyone, and make sure APUS is stable. He states thanks for the opportunity and that he looks forward to working with everyone.

Pyne states that prior to becoming Vice-President External, Vice-President Internal was one of his favourite positions. He states that he is very interested in human resources, in bylaws, in the Internal portfolio. He thinks that the items that Zhao mentioned are important items. He states that he has served in this role briefly. He states that if elected, he would like to look into the health and dental plans and see if we can make our plans better. He states that he would like to look at services' expansion. He states that he accepted the nomination.

Ebifegha asks if there are any bylaws that candidates feel should be reviewed.

Pyne states that in his mind, there is not one particular item to be reviewed, but how they work as a whole. He states that there are times when we lack policy, and we can work on developing policies to fill these gaps. He states that for general operations of APUS, we need more policy around what we do. He states that he would look into developing this so we can operate more consistently, efficiently, and support other folks coming in.

Zhao states that he mentioned last day that we need an Memorandum of Understanding with the other student unions to protect the interests of APUS as a whole. He states that he thinks it would be good to focus on having more people get involved with APUS. He states that we need to build capacity and more grassroots participation in APUS and this will help support our goals, including campaigns around tuition fees. He states that it is good to have more contested board member positions, more involvement generally, etc.

From states that she chaired the Bylaw Review Committee this year. She states that we need to do better education around what our bylaws are with board members and assembly members. She states that currently, professors are the ones who announce the opportunity to participate as class representatives. She states that we have been privy to cases where professors do not support this process. She states that we can look at this. She states that we do not have many robust policies in place. She states that we can look at this as well.

Ebifegha asks how each candidate will approach improving communication with our sister unions.

Zhao states that he has done a good job of that this year. He states that he was on UTMSU and was the UTMSU designate on the UTSU. He states that we worked with SCSU to collaborate on orientation. He

states that UTMSU has always had a strong relationships with APUS. He states that he met many folks at RISE, Skills, and NGMs held by CFS and this is where communication and collaboration took place. He states that a personal connection is made this way and it is important to make ourselves available to others this way.

Froom states official spokesperson for APUS to other organizations is the APUS President. She states that she has made connections with other four sister unions here at UofT to work together and will continue to do so. She states that in terms of across the province and the nation, this would be primary role of Vice-President External and she would support this. She states that she has collaborated with other GTA unions on an adhoc basis and supported through framework of CFS. She states that we can work together and this will strengthen our work across the GTA, province, and the nation.

Pyne states that in terms of Vice-President Internal, he would make communication to members and sister students unions. He states there are emails and phone calls. He states that in terms of outreach, we need to focus on outreach to the UTSC campus. He states that SCSU would be the one to focus on for the purpose of communication. He states that we cannot just focus on UTSG and UTM. He states that our communication is much weaker at UTSC than the other two campuses. He states that in terms of Vice-President Internal, he is looking to make services accessible to students at UTSC through our sister union.

Vote carries.

c. Vice-President External

Moved: Pyne Seconded: Kashyap

Be it resolved that Jackie (Pu Qi) Zhao be appointed Vice-President External for the 2017-2018 term.

DISCUSSION

Cullen nominates Ebifegha.

Zhao nominates himself.

Ebifegha states she has been in the role before. She states that she enjoys representing students at CFS. She states that she would like to make connection with people on the ground. She wants to do that and therefore is seeking the vote.

Zhao states that he would like to focus on the Fight the Fees campaign. He states that he has attended all of the CFS national and Ontario meetings, the Rise Conference and Skills. He states that he was a strong advocate for students including international students. He states that he was sad that folks said they did not support CFS during UTSU elections. He states that it was good to see people in front of Governing Council for the tuition vote. He states that he believes that APUS should advocate for students with disabilities. He states that he would like to continue the campaigns of CFS and Fight the Fees. He states that he would like to strengthen communication between the UofT unions. He states that the meeting we had between APUS and UTMSU was helpful and wants to have that again and perhaps the Vice-President Externals can meet once a month. He states that our demonstrations cannot be effective without the participation of our members and we should pursue getting more people involved.

Ebifegha states membership development is her goal.

Kashyap asks how do you see part-time student issues being addressed within the framework and the level of the CFS.

Ebifegha states that in the last federal budget we saw some changes in post-secondary education and we are partly responsible for that. She states when she was Vice-President External, we were able to get a Facebook group together for student union representatives. She states that we were able to get the CFS to do research on mature student issues. She states that she hosted the mature student caucus and the person after her did not show up.

Zhao states that moving into the framework we need to come into the space as APUS representatives. He states that we have access to spaces there. He states we need to speak up more on our issues. He states that we can target OSAP and the Ontario Student Grant (OSG). He states that we need to address low-income, mature students, and students with disabilities. He states he would like to bring in more students into the spaces to participate in the mature and part-time caucus. He states that we need to focus on accessibility, such as ASL, subtitles for videos, and physical space at CFS meetings, and this is particularly important for APUS and our members and participation at CFS.

Froom asks in the context of a referendum on CFS hosted by sister union, how would candidates communicate the work and worth of CFS to part-time students.

Zhao states that it is important for us to educate our members about CFS. He states that we, as APUS, need to educate and engage our members and sharing information to our members. He states that he thinks we are a smaller Union and that we need the CFS, unlike the views of some larger unions. He states that we should consult our membership and focus on the benefits on the services offered by CFS and if students are aware then the decision is easy to make.

Ebifegha states that since we know that education is not happening by our sister union, we can take on the work ourselves as CFS members to let others know we are proud of that. She states that we have to be more forthcoming about this support and have posters and flyers. She states that we should have a variety of ways in which we can support CFS to do the work they need to do on campus.

Vote carries.

Motion to recess

Moved: Pyne Seconded: Kashyap

Vote carries.

The meeting recessed at 6:20 pm.

The meeting resumed at 6:29 pm.

d. Vice-President Events & Outreach

Moved: Pyne Seconded: Kashyap

Be it resolved that Richie Pyne be appointed Vice-President Events and Outreach for the 2017-2018 term.

DISCUSSION

Ebifegha states that she is seeking our nomination for this position. She states that she is asking to be the Events and Outreach Executive because this role aligns a lot with her skills and capabilities. She states that it gives an opportunity to engage with the membership. She states that she is seeking this role for this opportunity.

Pyne states that based on the conversations that have been had before, he would focus on them including outreach at UTSC. He states that he would focus on events and recruiting volunteers and board members. He states that we do have some vacancies and there can be obstacles for getting involved as a part-time student and hopefully we can look into these things. He states thank you.

Froom states that APUS faces challenges in outreaching to our members at UTSC and UTM. She asks what skills, experiences, and/or ideas do candidates have for outreaching to our members at UTSC and UTM.

Pyne states that he has done a lot of outreach. He states that his priority would be UTSC, focusing on Fight the Fees, and working with CFS. He states that we had tabled at UTSC. He states that he has experience on all three campuses. He states that his home campus is UTM. He states that he has also done outreach at UTSG but he would like to focus on UTM and UTSC if elected.

Ebifegha states that we will have to set up a system for meeting and talking to our sister unions. She states that once we have an agreement with them we can have a schedule for outreach and events. She states that with an agreement and schedule she will be able to develop events. She states that we need to improve our outreach at Scarborough.

Coggon asks would either candidate have ideas about how to align with SBA to get more services for disabled students, including career centre services and assistive technology.

Kashyap asks if this question is meant for the Vice-President Equity election.

Speaker states it can go to anyone.

Ebifegha states that we need to meet the needs of those who are less represented. She states that we represent all students including those with all forms of ability. She states that she would make it a point to work with SBA and other bodies that represent disabled students. She states that we can work with them to seek the services being suggested.

Pyne states that while this question may be more suited to the Vice-President Equity, he is happy to answer. He states that he has met with SBA in other capacities, including for the Fight the Fees campaign. He states in meeting with them we learned how difficult it is to access funding and support through OSAP. He states that there is a value in meeting with these groups and working together to reach the goals of representing our members. He states that he wants to work with the grassroots and community groups to provide these services. He states we can also work to offer these services ourselves.

Vote carries.

e. Vice-President Equity

Moved: Pyne Seconded: Kashyap

Be it resolved that Margaret Ebifegha be appointed Vice-President Equity for the 2017-2018 term.

DISCUSSION

Cullen nominates Ebifegha.

Ebifegha accepts.

Ebifegha states that the Vice-President Equity role is the role she had last year and she got a sense of the role. She states that she has a sense of how the role can be improved upon in the second year. She states that she is seeking the vote to improve on the role.

Vote carries.

f. Motion to destroy the ballots

Moved: Zhao Seconded: Wilson

Vote carries.

3. Adjournment

MOTION Moved: Froom Seconded: Pyne

Vote carries.

The meeting adjourned at 6:57 pm.

b. Executive Committee Meeting - April 25, 2017

In attendance: Richie Pyne, Susan Froom, Mala Kashyap, Modele Kuforiji, Margaret Ebifegha
Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 5:36 pm.

2. Approval of Agenda

MOTION Moved: Kuforiji Seconded: Kashyap

Be it resolved that the meeting agenda for the April 25, 2017 Executive Committee Meeting be approved as presented.

DISCUSSION

Pyne states it looks good.

Vote carries.

3. Items of Business

a. Student Information Clerk Hire

Froom states that we are in the midst of hiring a student Information Clerk with a start date of May 15, 2017. She states that we received a number of applications and we will interview three candidates. She states that it would be ideal to interview this week and make a recommendation to this Executive Committee on Friday.

Kashyap asks why not roll over to the next Executive Committee.

Froom states it can roll over to the next Executive Committee but it would be ideal for the same hiring committee to be in place. She states based on the outcome of the recent elections, this is possible. She states she just wanted to ensure consistency.

b. Sponsorship Request: James Bird

MOTION Moved: Froom Seconded: Kuforiji

Be it resolved that APUS contribute \$1000.00 to the Words to Form project.

DISCUSSION

Froom states that we have received a sponsorship request from James Bird.

Kashyap states she supports this funding request in the amount of \$500.00.

Sandhu provides an overview of the funding request including the details of the purpose of the project, the panel event at Hart House and the upcoming architectural symposium in Ottawa at which Bird will be presenting the project. She states that the sponsorship relates to the Hart House event as well as supporting Bird's participation in the architectural symposium.

Kuforiji suggests \$800 to support the event as well as travel.

Froom states that while Bird is not an APUS member, this does go towards the Truth and Reconciliation Commission (TRC) recommendations, which APUS supports. She states that we can suggest alternative sources of funding to Bird including UC Lit, Student Initiative Fund, Good Ideas Fund, and the GSU. She states that she supports sponsorship in the amount of \$500-800.

Pyne states that he is reconciling between the ideas of APUS membership and community impact on APUS membership and supporting TRC efforts.

Kashyap states that for her, she sees Bird as an ally. She states that he has shown lots of involvement and she states that this will definitely come back to APUS in a positive way. She states that the interlinking between full-time and part-time is important in that many mature students, including residential school survivors, access part-time study in order to become full-time. She states she would really like to partner with Bird. She states that Bird identifies as a mature student and he is bringing that into the conversation and APUS supports mature students. She states that she is okay with increasing the amount to \$800 or \$900.

Pyne asks how much we contributed to the Chippewas of the Thames First Nation.

Sandhu states \$1000.

Froom asks how much we contributed to Omit Limitation.

Sandhu state \$1000.

Froom suggests we contribute the same amount to Words to Form.

Vote carries unanimously.

c. Upcoming Meetings/Events for APUS

i. CFS Skills

Sandhu states that CFS Skills should be taking place May 26-28, 2017 and is tentatively scheduled to take place at York University.

Froom states once the notice comes out we can circulate to Board.

ii. CFS National General Meeting

Pyne states that the CFS National Meeting is taking place from June 4-7, 2017. He states that the Ontario delegates' preparation meeting will be the day before.

Froom asks for the deadline to register.

Pyne states that it passed. He states that we have registered all new executives and the Executive Director to attend.

Kashyap asks if we received notification.

Pyne states that he would like to apologize because he did not circulate the notification.

Froom states that the deadline for motions passed with the registration deadline. She states that

she would like to serve a motion related to copyright. She states that it may qualify as an emergency motion. She states that she learned this morning that the federal government is opening the Copyright Act before the fall (i.e. before November general meeting). She states that in 2011, there was a supreme court ruling that supported access to materials under fair use for students. She states that this was a victory won through CFS. She states that for-profit publishing companies are heavily lobbying the government to roll back on these changes. She states that this can influence the cost of course-packs and maybe even bringing back Access Copyright. She states that there is a conference happening this weekend to discuss this. She states that the librarians on campus are encouraging students to intervene on this issue, including through CFS. She states she has drafted a motion to reflect this to serve at CFS.

Pyne states that this will qualify as an emergency motion. He states that we can also wait to see if anyone else serves this.

Kashyap states she supports this going in.

iii. Circle of First Nations, Métis and Inuit Students

Pyne states that APUS has registered Jaime Kearns to attend the Circle of First Nations, Métis and Inuit students, taking place from May 19-21, 2017 in Saskatchewan.

iv. SLC Represent

Froom states that the SLC Represent conference is taking place on April 29-30, 2017.

Kuforiji asks what the purpose of the conference is.

Sandhu provides an overview of SLC Represent conference. She states that she thinks there is a value in attending to meet with our sister society representatives.

Pyne states he does not have an interest in attending. He states that this conference is molded by the views of UofT Administration.

Kashyap states there is a value of attending and bringing the APUS perspective forward. She states that she sees this as a value for outreach. She states that she would encourage folks to attend if possible. Kashyap states she is attending and will be on a panel.

Pyne asks about the panel details.

Kashyap states that she can provide more information later.

Froom states she is attending. She states that we can invite the incoming Executive and Board to attend.

Kuforiji states he can attend if needed to support.

Sandhu says she can confer with Ebifegha and Zhao and if not, perhaps Kuforiji can attend.

Pyne states that he has work obligations, and in addition to reasons stated, he does not feel comfortable socializing with some of the people who will be present.

d. ISIC Solicitation

Froom asks about ISIC solicitation. She states that she understood that there were some jobs opened up at CFS to solicit discounts and asks if we heard anything.

Pyne states that he was not aware of this.

Froom suggests that we can ask our incoming VP External to look into this. She states that we can further the value of the ISIC if we solicit discounts.

e. Report-back from Library Committee

Froom states she spoke to this already but the contact person at Universities Canada for the copyright issue is Kate Geddie, in case we need more information. Froom states that the contact person from the UofT librarians is Larry Alford, the Chief Librarian.

Kashyap asks if it is worth us contacting CFS National to discuss it further.

Froom states yes.

Kashyap asks if there is a point person at CFS with whom we can be in touch.

Sandhu suggests the National Chairperson or National Executive representative for Ontario.

Kashyap suggests Sandhu can connect with CFS and figure out the best way to bring this forward. She states that this is an important question of access, that this is an opportunity to develop a relationship with CFS, that this is important from an indigenous perspective and we should prioritize this for the incoming executive.

f. Presidential Review for Meric Gertler

Froom states that the Executive Committee of Governing Council (GC) is meeting to discuss and review the President's term. She states that submissions are still welcome and she suggests that APUS put in a submission. She states that she has drafted something for others to review.

Kuforiji asks if the previous President, David Naylor, ever mentioned public per-student funding.

Sandhu states that Naylor drafted *Towards 2030*, a publicly available document, that outlined his vision for UofT. She states it emphasizes the privatization of the University. She states in dialogue with Naylor, she has found he supported increased public funding but he did not want to work with students to jointly lobby the government for lower tuition fees.

Froom states that this review will inform direction for the next (or continuing) President. She states that at the last GC meeting, there was concern noted regarding increasing financial aid allocations and the sustainability of such allocations vis à vis the University's access guarantee.

Sandhu states this is an important opportunity for APUS to put forward our vision, the values and principles, and parameters for the Office of the President and what APUS wants to see. She states that we can finesse and submit this week.

Kashyap and Pyne state an interest in finessing the letter as well.

g. Spring Banquet

Kuforiji provides an overview of the event. He states that set up will be at 4 pm. He states music requests should be sent to Sandhu in advance and these can be relayed to the DJ.

h. Outstanding Honorariums/Per Diems

i. Executive

Sandhu provides an overview of outstanding executive requests, including requests that may not fall under a specific policy guideline. She states that she is in receipt of some requests and there may be others that come forward and she needs guidance on how to adjudicate these items.

Kashyap states that she needs the whole Executive Committee to weigh in on the guidelines that govern honoraria, per diems, accommodations, etc. She states that the decisions we make will influence our discussion as we pick up in the new Executive term. She states that she is also balancing these questions with individuals' privacy, their needs, their abilities, and to some degree we all are. She states that there is a responsibility that falls to the President in the end, and she needs to consult the Executive as a whole. She asks if we should bring the requests forward or leave it to the next Executive Committee to look into this further. She states she wants to ensure there is a process in place. She is also open to everyone on the Executive all of the time. She states that these types of requests and their approvals can be precedent-setting. She asks others how they want to proceed.

Pyne states he would like to participate in the discussion today or in future as it happens. He encourages Executives to exercise due diligence.

Kuforiji encourages folks to consider this ahead of the next year.

Froom states that we may have some gaps in our policies, which leads to situations arising as they did.

Kashyap states we need an accommodations policy that respects privacy, respects accommodations, and prevents anyone from taking advantage of the allowances.

Sandhu states she is hearing that there be recommendations made to the new Executive. She asks for clarity about the currently outstanding requests.

Kashyap states that unless an individual Executive brings the request to the Executive Committee as a whole for approval, it will not be granted. She states that these requests can also wait to be heard following the implementation of policy.

MOTION i. APUS delegates to meetings
 Moved: Kashyap Seconded: Pyne

Be it resolved that the APUS Board Member Per Diem Policy be extended to non-Board Members who attended meetings/initiatives on behalf of APUS for 2016-2017.

DISCUSSION

Froom states that we have a policy in place for board members that attend CFS and/or other meetings on behalf of APUS.

Kashyap states she supports individuals who have attended APUS meetings in 2016-2017 to receive per diems similarly.

Pyne states he supports this.

Ebifegha states she supports this.

Vote carries.

2. Adjournment

MOTION Moved: Pyne Seconded: Kuforiji

Vote carries.

The meeting adjourned at 7:04 pm.

c. Executive Committee Meeting - May 10, 2017

In attendance: Susan Froom, Mala Kashyap, Jackie (Pu Qi) Zhao, Margaret Ebifegha, Richie Pyne
Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 7:31 pm.

2. Student Information Clerk

Froom states that the Hiring Committee has a recommendation for Executive approval. She states that we posted for the position of Student Information Clerk. She states the Hiring Committee consisted of Froom, Pyne and Sandhu. She states that we had three good candidates whom we interviewed, and the Hiring Committee has a recommendation to bring forward.

Motion to go in camera

Moved: Ebifegha Seconded: Zhao

Vote carries.

The meeting went in camera at 7:33 pm.

Motion to go out of camera

Moved: Froom Seconded: Zhao

Vote carries.

The meeting went out of camera at 7:43 pm.

3. Summer Office Hours

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the APUS office hours for the Sidney Smith Office be 11 am to 7 pm from Mondays to Thursdays from May 15 to August 17, 2017.

DISCUSSION

Sandhu states that in consultation with the Member Services Coordinator she would like to bring forward two proposals regarding the office hours for the Sid Smith office. She states that one proposal is to have the office open from 11-7 from Monday to Thursday and be closed on Fridays, and the second is to be open 11-7 pm on Monday to Thursday and open 11-3 on Fridays. She states that North Borden would be open from 10-5 pm each day. She states that the traffic in the office is quieter on Friday than the rest of the week and that there are next to no classes on Friday in Sid Smith. She states that she can provide the details about other relevant office hours on campus including for ASSU.

Froom asks when summer classes end.

Sandhu states that final summer exams for Arts and Science end on August 18, 2017.

Zhao asks about significance of ASSU office hours, whether they offer printing and also what our goals are with the office hours.

Sandhu states that ASSU also has a printing service and the ASSU office is across the hall from the APUS office. She states that ASSU represents full-time Arts and Science students and APUS represents part-time students in Arts and Science.

Ebifegha asks about the traffic in our office on Fridays and how we are outreaching to the students who come in.

Pyne asks if we would consider having different hours in May-June and July-August. He states our membership jumps in the summer and to keep that in mind.

Froom states that she supports having office hours from 11-7 pm from Monday to Thursday. She states that we typically have low traffic on Fridays.

Ebifegha states that we are currently hiring a new Information Clerk and that she would prefer to stay open on Fridays since it supports interactions with members as it is a busier location.

Sandhu states that we currently have a vacancy in our staff complement and face some challenges with maintaining consistency in hours. She states that based on the past, reducing hours for summer should support us to be more consistent. She states that the summer tends to be quieter than the rest of the year in general. She states we should revisit this conversation later in the retreat to look at the needs of the Sid Smith office and also at the end of summer looking to the Fall semester.

Vote carries.

4. Adjournment

MOTION Moved: Pyne Seconded: Zhao

Vote carries.

The meeting adjourned at 8:06 pm.

d. Executive Meeting - May 16, 2017

In attendance: Susan Froom, Margaret Ebifegha, Jackie (Pu Qi) Zhao, Mala Kashyap, Richie Pyne
Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 10:24 am.

2. Approval of Agenda

Motion Moved: Kashyap Seconded: Pyne

Be it resolved that the agenda for Executive Meeting #2 be approved as presented.

Vote carries.

3. Check In

Kashyap states she is doing well and recovered from the weekend retreat, which she enjoyed.

Zhao states that he should not have registered for a 9 am class, but here we are.

Ebifegha states that she is still recovering from the weekend and trying to sort things out for summer school, otherwise everything is fine.

Froom states that she is fine. She states that she was up in Barrie for the weekend and her family is doing well.

Pyne states that he is eating breakfast and doing well. He states that lots of events are happening and he is trying to balance work with APUS.

Sandhu states she is recovering from the weekend, which she believes went well.

4. Executive Expectations

- a. Honorarium
- b. Accountability
- c. Communication
- d. Office Hours

Kashyap reviewed the previous honorarium structure in place for 2016-2017, stating executives received \$500 per month. She states that Executives described their work in their Executive Reports, which were included in the Board Meeting packages. She states in the past that the expectations have been 8-10 hours per week of a commitment. She states that there has some discussion about office hours. She states that she is open to hearing about others' proposals or feedback or suggestions.

Froom states that she would like to propose that Executives be considered as employees. She states that in terms of protections for individuals and APUS, this would allow for greater benefits.

Ebifegha asks what would happen if an Executive were to hurt themselves in the elevator, what would happen to them.

Zhao asks if there is anything in our Bylaws concerning the honorarium.

Froom reviews section 6.21 of the APUS bylaws. She states that the APUS lawyer, when consulted stated that this section did not preclude Officers from receiving remuneration for their services.

Zhao states that at UTMSU, Executives worked up to 35 hours a week and they made reports to the Board. He states that Executives received a salary. He states that at UTSU they have to do a minimum number of hours and they are now calling the Executive remuneration an "honorarium". He states that he thinks APUS should do something different.

Sandhu states that she thinks folks should be clear about what they are hoping to achieve and then think about the structure and implementation. She states that she is hearing about questions and concerns about WSIB and safety for the first time and she is concerned this has not been raised previously. She provides an overview of the structure from the previous year, which included the per diem policy, the cell phone allowance of \$25/month and executive monthly honorarium of \$500 a month.

Froom states she would like to see an Executive commitment of between 8-10 hours, with an honorarium of \$500-600 level based on the hours for the monthly remuneration. She thinks we should continue to consider the per diem structure separately.

Pyne states that he is taking in everyone's thoughts. He states that he likes the structure that was in place in the previous year. He states in terms of accountability; he likes reports for the Board and perhaps in addition to Executive Committee meetings, there could be meetings across members of the Executive. He states that these meetings should be documented. He states that he is comfortable with a per diem of between \$500-750 a month. He states that we need to consider the amount and also balance between other ways we can spend the funds on our members in terms of our campaigns work.

Zhao states he agrees with Pyne.

Ebifegha states that she would like to isolate the question of whether or not we want to increase the honorarium and then address some of the other questions.

Kashyap asks if she would like to see an increase.

Ebifegha states yes.

a. Honorarium Amount

Zhao states that amounts should be larger potentially \$750 month but only if folks do their work.

Kashyap states that she is open to an increase or decrease, but it's dependent on accountability.

From states that she wants to see increase, open to up to \$750, but depends on accountability.

Ebifegha would like to see increase, up to \$750, depends on accountability.

Pyne states he would like to see it the same or increase up to \$750.

b. Accountability

Kashyap states she has an idea about having a contract, whereby in order to receive your honorarium, you sign to indicate that you are satisfied with others contributions.

Ebifegha asks for clarity.

Kashyap states she would like to maintain accountability across Executives, she does not want the responsibility to fall to President, and that she is responsible for signing cheques. She states that sometimes she does not hear from or get responses from members of the Executive.

Zhao states he is concerned about lack of engagement from Executives and would like to see this addressed.

Kashyap states that working in a part-time local is very different - it's part time, there is a lot of independent work. She states that it is easier to have everyone meet when you're all in the office full-time.

Zhao states that he wasn't too familiar with the structure and hearing this he thinks that hours should be logged in the office and included in the board reports.

Pyne states that in regards to Executive accountability, he would like to suggest meetings with each other to discuss active projects. He states that this would help address the issues outlined by Kashyap.

Ebifegha states that we should note what we are doing, we should use the calendar more because for her she did not always note her meetings on the calendar. She does not think we need to attend meetings together solely in order to maintain cohesion.

From states she is also responsible for signing cheques and is the Chief Financial Officer for APUS. She states that she has a duty to the Board to ensure we are justifying the honorarium as she has been entrusted with that responsibility. She states that Executives are responsible for priorities and projects being done or being delegated to be done by others. She states that we all should take responsibility for projects to be done. She states that this responsibility has been placed on the President and perhaps should be shared amongst the team. She states that she believes there is merit to the idea proposed by Kashyap wherein the Executives must all sign off on releasing cheques. She states that this forces a check-in and perhaps this means we can catch issues of capacity and other challenges based on this check-in. She states it is good to share nature of work but also quantity of time is good to note.

Sandhu states that she would like to suggest that we have a regular executive committee meeting (as a requirement), and meetings with President and Executive Director regularly to check-in on priorities. She states it's valuable to have Executives note their commitments on the shared calendar. She states once we develop our work plan and sign off on the priorities, we check in on these priorities in the Executive meetings on an ongoing basis. She states Board reports need to happen, and perhaps cheques can be released after Board reports are made to the Board and the reports are accepted. She states this places oversight at the Board level.

Kashyap states that the amount at \$500 is \$30,000 a year, if it's \$600 it's \$36,000 a year. She states that it is a lot of money to not be put toward programming especially when the equity groups on campus do not get as much funding. She states this is why we need to take care with the decisions we make. She states that she is confident she will fulfil expectations associated with receiving the honorarium.

Zhao states that he thinks for those that fulfil their responsibilities, they should be compensated accordingly, but we need an accountability mechanism to address concerns because he feels that there was some lack of engagement. He does not support a base amount, the amount each executive should reflect the work being done.

Froom states she would like to reflect on the suggestions and come back to an Executive meeting in near future. She states that we need a regularly scheduled executive meeting time, bimonthly. She states that if something comes up that is more urgent, we can use email and/or add another meeting as needed. She states that she would like for folks to add their personal commitments to be noted on the calendar.

Ebifegha states that she feels it is important to have office hours. She states that she supports use of the calendar and use of emails.

Pyne states that he would like to have a weekly Executive meeting, or if that does not work, then a meeting once every two weeks.

Kashyap states that she supports meeting every two weeks and supports office hours.

Zhao states that communication is key so Executive meetings every two weeks, he wants to insist on a report structure for honorarium. He states that this worked well at the previous union he worked at and supports it here noting that this union is different.

Sandhu asks about info folks would want for the next meeting and when to meet next.

Froom states info regarding T4s and suggests to meet this week or next.

Ebifegha states that it would be good to have clarity around Froom's proposal, also with regards to insurance. She suggests meeting a week today.

Pyne states meeting as soon as possible and does not require more information.

Kashyap states she hears three different models and would like these models documented in writing. She states this could include a logbook sample, time sheet sample, etc. She states that this way when we choose one then these materials would be archived. She states that we can meet either this week or next.

Zhao states Friday is good to meet and he supports Kashyap's request.

Kashyap exits 11:59 AM.

5. Regular Executive Meeting time

Froom suggests Monday afternoon or early Tuesday.

Ebifegha suggests Tuesdays.

Pyne suggests Monday, Tuesday or Wednesday.

Zhao suggests Tuesday or Friday

Sandhu suggests Tuesday mornings, bimonthly, from 10-12 pm. She further suggests a special meeting to discuss honorarium and executive expectations on Friday or Tuesday of this week or next.

6. Adjournment

MOTION Moved: Froom Seconded: Zhao

Vote carries.

The meeting adjourned at 12:04 pm.

e. Executive Committee Meeting - May 23, 2017

In attendance: Mala Kashyap, Margaret Ebifegha, Susan Froom, Richie Pyne, Jackie Zhao
Staff: Danielle Sandhu

1. Call to order

The meeting was called to order at 3:21 pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Kashyap

Be it resolved that the meeting agenda be approved as amended.

Vote carries.

3. CFSO Skills

MOTION Moved: Froom Seconded: Ebifegha

Be it resolved that APUS welcome up to four student delegates to attend the CFSO Skills Symposium from McMaster University as part of the APUS delegation.

DISCUSSION

Sandhu provides an overview of registration details for the upcoming CFSO Skills. She states that there are a few students from McMaster University who are interested in attending the CFSO Skills Symposium.

Froom states she supports this.

Ebifegha states that she can no longer attend and we can accommodate up to four delegates. She states that she hopes a student she has been supporting at McMaster can participate.

Vote carries.

4. Executive Expectations

Kashyap states that this is follow up item from the last meeting. She asked Sandhu to bring forward updates and to lead the discussion.

Sandhu outlines a structure for discussion, suggesting that each item be discussed individually. She suggests that the Executives discuss honorarium amount, accountability, communication, structure, and office hours. Sandhu provides report-backs on research on issues of Executive compensation and employee categorization. She outlines budget stating that the base honorarium amounts to \$30,000 and the largest increase suggested of up to \$750/month would mean the base honorarium amounts to \$45,000. She states the honorarium amount should be comparable to Executive expectations.

a. Honorarium Amount

Sandhu states that for the purpose of this aspect of the discussion, she invites members of the team to consider the global amount that would support them being effective Executives based on the expectations of the role.

Froom states her global number is \$625 including a cell phone allowance of \$25/month.

Zhao states that he thinks that is a reasonable number based on budget and supports that with measures of accountability.

Kashyap states she supports this proposal of \$600 monthly with \$25 cell phone allowance alongside accountability.

Pyne states that he is comfortable between a range of \$500-\$750 monthly.

Ebifegha states her number is \$750.00.

b. Accountability

Sandhu states that for this item, she would like to hear how members of the team will maintain accountability across the Executive team, with the Board, and the membership at-large. She states that previously there was a discussion of some of the measures that would support accountability and she would like to hear how each member of the team feels this can be achieved.

Froom states that the Executive is accountable to the Board by virtue of the Bylaws. She states that we should give each other reports at Executive meetings and we absolutely must give reports to the Board of Directors. She states that she supports \$625 with an Executive expectation of 10 hours a week. She states this would be representative of our accountability to the institution as a whole. She states that this commitment could, but does not have to, amount to time sheets.

Zhao states that he reviewed the Executive reports that APUS did previously, that are available online to members. He states that he also looked at reports done at his previous Union. He states reports are not always a good measure of quantifying the work being done. He states time sheets would achieve this. He states that we need to be accountable to the members and students who pay us.

Ebifegha states that report-backs at Board meetings and having reports in the Board packages is valuable, but not everyone attends these meetings. She states that we should also be doing outreach in classes to inform students of the programs we have available and tabling as well and include this reporting in our Board packages. She states that report-backs in Executive meetings are good as well for Executive accountability.

Kashyap states that she supports time sheets for Executives and Board reports at the level of the Board of Directors. She states that class talks at the level of membership support accountability.

Pyne states that he believes it is important to have the Board approve Board reports, and for Executives to engage with each other more as Executives and host meetings as needed. He states that these such meetings and Executive Committee meetings would be a source of accountability. He states that he thinks outreach and the actual work being done makes us accountable to the membership. He states that we can also give report-backs at the Assembly meetings.

Froom states that she supports portfolio report-backs at the Assembly and the Annual General Meetings.

c. Communication

Sandhu states that previously there was a discussion of the mechanisms by which Executives can maintain communication, and some of this may overlap with accountability measures. She states that there was a discussion about using emails, updating the shared google calendar and Executive

meetings can be used as a means of communication. She further states she would like to put it out there that she is also a tool for communication across the team as she is in the office full-time.

Kashyap states that she has noticed that there are unanswered emails. She states that emails need to be responded to within a reasonable timeframe.

Zhao states that he supports what has been discussed around the google calendar and emails.

Ebifegha states that with respect to emails being sent on the weekends, we should check in with people via phone to make sure we get responses on specific urgent issues. She states that might address some unanswered emails.

Pyne states that he supports Kashyap's sentiments around unanswered emails. He states that meetings between members of the team are also useful because he prefers in-person communication personally.

Froom states that she commits to putting what she is doing and when she is not available on the calendar. She states that she prefers detailed information to be circulated via email rather than text. She states that texts can be used to alert her to urgent items and/or to check her email. She states that in terms of decision-making between Executive Committee meetings, she thinks we may want to be open to doing so via email if there is an urgent deadline and if there is consent from everyone on the item. She states that if there are items coming up on the agenda and there is background information to be had it would be helpful to have the information ahead of time.

Ebifegha states that it would be nice to have open communication regarding additional events/initiatives happening that others may be personally interested in. She states it would be nice to share.

d. Structure

Sandhu states that this item is distinct from honorarium amount, and accountability, in terms of addressing the actual means of which the honorarium is disbursed. She states that this is meant to address if the team wants to depart from the structure in place in 2016-2017 whereby monthly cheques were cut and remitted to the team.

Kashyap states that we could issue honoraria after Board Meetings following the reporting period. She states we could also continue with the monthly honorarium cheques.

Ebifegha states this is not clear. She asks what would happen if we do not host a board meeting. She further states that the overall discussion on honorarium has been quite extensive and she would like to move on.

Sandhu states that the APUS bylaws require eight meetings a year, with one where Executives are elected having that sole item as the item of business on the agenda. She states this has been the case in the past five years that she has been present at APUS.

Kashyap states that the bylaws mandate a minimum number of board meetings within the year and that she is not attached to the idea but wanted to throw it out there as an additional model.

Zhao states that this is an important discussion and it can create turmoil in future so it's important to have this discussion.

Kashyap states that she will be serving on Governing Council as well and will need to balance her responsibilities between both roles. She states that she wants to value the time spent at APUS.

Froom asks if we are crafting a recommendation from the Executive and whether this would go to the Board for approval.

Kashyap states yes.

Froom asks about clarity regarding applicability of ESA, WSIB and unemployment insurance to Executives.

Sandhu provides clarity stating that fundamentally, members of the Executive Committee are the Employer group, and are not considered employees of the organization. She states that therefore in their capacity as members of the Employer, Executives are not eligible for rights under the ESA or for WSIB.

Froom states that around the unemployment insurance item, hours are cumulative, and her arguments for this were based on prior assumption that she realizes that were erroneous. She states that she supports a monthly honorarium. She states that she agrees with the principle of accountability with the Board, but Board meetings are not regular monthly meetings. She states that for personal financial planning, having the regular monthly honorarium helps. She states that the Board has the authority to recommend suspension or removal of any Executive at any time.

Zhao states that he supports a monthly report which would go to the next Board meeting. He states that the time logs should be included in the monthly report.

Pyne states that he prefers a monthly honorarium structure and disbursement. He states that the Board meetings are slightly irregular and can pose challenges in terms of the report structure. He states that monthly disbursement is more stable for Executives.

Ebifegha states she supports monthly disbursement.

Kashyap states she supports monthly disbursement but wanted to bring to the table a higher threshold of measure if there was interest.

e. Office Hours

Sandhu states that there have been suggestions for members of the Executive team to do office hours in North Borden and Sid Smith. She states that this would support members of the team including staff being able to access them at predictable times and furthers the relationship but also to support direct membership engagement. She states that there is no specific recommendation around requirements but that at minimum of two hours a month would be conceivable. She states that this is separate from setting specific meetings in the office.

Ebifegha states that she supports this. She states that it could be in Sid Smith office, or alternatively these hours could be used table in the lobby of Sid Smith and other locations. She states that she would love to see our outreach table active again.

Kashyap supports this idea and supports anywhere between 2-6 hours a month. She states that it's valuable to have time at UTM and UTSC.

Zhao states that he thinks it is valuable to post these office hours. He states that he could advertise a few days in advance.

Zhao exits at 4:50 pm.

Pyne states that it would be great for folks to be in the Sid Smith but he supports what has been

discussed.

Froom states that she supports the tabling hours and prefers this to the office hours. She states that a minimum of two hours a month is reasonable and more is great. She states that it would be good to mention tabling/outreach via the Voice Newsletter to members.

Ebifegha exits at 4:54 pm.

5. Next meeting

Froom recommends meeting one week from today.

Sandhu states she will collate a recommendation to the team concerning a policy around Executive compensation.

Kashyap thanks everyone for all of their time and commitment to the discussion and in creating a more robust and supportive system in which everyone can work.

6. Adjournment

MOTION TO ADJOURN

Moved: Kashyap

Seconded: Froom

Vote carries.

The meeting adjourned 4:57 pm.

III. Draft Operational Policy - Executive Committee Responsibilities and Remuneration For approval by the APUS Board of Directors - June 2017

Preamble

Executive Committee members are responsible for representing and advocating on behalf of the Union's tri-campus membership. It is integral for members of the Executive Committee to be accessible and accountable to part-time students at all three campuses of the University of Toronto and to represent their interests to the best of their abilities. It is also important for members of the Executive Committee to be accessible and accountable to other members of the Executive Committee, as well as to the Board of Directors and the Assembly.

In addition to the mandate in the Union's bylaws and policies, the Board of Directors is responsible for managing the affairs of the Union including the elections of the Union's Executive Committee, setting Union policy, and approving remuneration of members of the Executive Committee for their services as Officers of the Union.

Executive Committee Responsibilities

In addition to the mandate and responsibilities outlined in the Union's bylaws, Executives must fulfill the following responsibilities.

Executives must attend meetings of the Executive Committee, the Board of Directors, the Assembly, general membership meetings, and other meetings that fall under their portfolio. Executive Committee meetings shall usually be convened at a minimum of every two weeks to carry out the business of the Union.

Each Executive member is required to write and present a regular Executive Report to be submitted for approval to the Board of Directors. Executive timesheets shall be available to all and included in Executive reports. In addition, Executives shall maintain active communication with each other and make portfolio-based reports at Executive Committee meetings. Presentations shall also be made to Assembly and the Annual General Meeting in an effort to communicate with the general membership.

In order to be accessible to general members, Executive members shall be responsible for completing a minimum of two office or outreach hours per month in any Union office or at any campus of the University of Toronto.

Executives are responsible for answering Union-related emails.

The Board of Directors has the authority to amend or add to Executive responsibilities.

Executive Remuneration

Executive Committee members shall be compensated up to \$600 per month in recognition of the completion of their responsibilities.

In addition, where Executive members are in possession of a mobile device that is used for carrying out Union responsibilities, a portion of expenses of up to \$25 per month may be subsidized by the Union.

In the case where the minimum Executive Committee responsibilities are not fulfilled, the Board of Directors has the authority to deduct or withhold compensation for Executive members.