



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

**November 28, 2017**  
**Meeting #5**  
**APUS North Borden Office**

**Board of Directors' Meeting #5**

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 **November 28, 2017 at 7 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda (page 3 – 4)
- II. Minutes Package (page 5 – 24)
- III. Proposed Operating Budget (page 25 – 28)
- IV. Executive Reports (page 29 – 30)
- V. Audited Financial Statements (attached in pdf)

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: Froom

Be it resolved that the meeting agenda for Board of Directors' meeting #5 be adopted as presented.

### **3. Approval of Minutes**

Moved: Pyne                              Seconded: Ebifegha

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

- a. Board of Directors Meeting October 20, 2017
- b. Executive Committee Meeting – August 30, 2017
- c. Executive Committee Meeting – September 25, 2017
- d. Executive Committee Meeting – October 6, 2017

### **4. APUS Audited Financial Statements**

Moved: Froom                              Seconded: Zhao

Be it resolved the APUS Audited Financial Statements for the fiscal year ending April 30, 2017 be approved as presented.

### **5. Motion to adopt Operating Budget 2017-2018**

Moved: Froom                              Seconded: Pyne

Whereas Article 6.01(f) requires the Board to set the Budgets of the Corporation, on the advice of the Finance Committee; and

Whereas Article 13 requires the Board to cause a copy of the budget to be sent to the Assembly,

Be it resolved that the Board of Directors approve the Operating Budget 2017-2018 Budget, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Operating Budget 2017-2018 to be sent to the Assembly for confirmation.

### **6. APUS Accessibility for Ontarians with Disability Act (AODA) Report**

### **7. Executive Reports**

Moved: Kashyap                              Seconded: Ebifegha

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

1. President
2. Vice-President Internal
3. Vice-President Equity
4. Vice-President Events & Outreach

5. Vice-President External

**8. Adjournment**

## II. MINUTES

### a) Board of Directors Meeting – October 20, 2017

In attendance: Mala Kashyap, Margaret Ebifegha, Susan Froom, Jennifer Coggon, Christine Cullen, Kubra Zahir

Speaker: Richie Pyne

Staff: Caitlin Campisi

#### 1. Call to Order

The meeting was called to order at 6:29pm.

#### 2. Approval of Agenda

MOTION                      Moved: Froom                      Seconded: Kashyap

Be it resolved that the meeting agenda for Board of Directors' meeting #4 be adopted as presented.

*Vote carries.*

#### 3. Approval of Minutes

MOTION                      Moved: Cullen                      Seconded: Froom

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

- a. Board of Directors Meeting – August 1, 2017
- b. Executive Committee Meeting – July 25, 2017
- c. Executive Committee Meeting – August 15, 2017

#### DISCUSSION

Kashyap notes that Executive Committee meeting minutes allow Board members to review the work of the Executive Committee.

Froom notes the Executive Committee has been meeting regularly and further minutes will be presented at the next Board meeting.

*Vote carries.*

Board members introduce themselves and states their access needs.

#### 4. Appointment of APUS Speaker 2017-2018

MOTION                      Moved: Froom                      Seconded: Ebifegha

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

#### DISCUSSION

Froom states that the Executive Committee is recommending Nadia Kanani as APUS Speaker

2017-2018. Froom reviews relevant bylaws and highlights the role of the Speaker and that the position is remunerated. Froom speaks to Kanani's experience facilitating and chairing meetings and experience within the U of T community.

Coggon asks regarding the term of the Speaker. Froom and Pyne state that the Speaker's term ends on April 30, 2018.

**Motion to amend**

Moved: Froom                      Seconded: Coggon

Be it further resolved that the Executive Committee fix the remuneration for the Speaker.

*Vote carries.*

**Main motion**

Moved: Froom                      Seconded: Coggon

Be it resolved that Nadia Kanani be appointed APUS Speaker for 2017-2018; and  
Be it further resolved that the Executive Committee fix the remuneration for the Speaker.

*Vote carries.*

**5. Motion to call for a Meeting of the Assembly**

MOTION                      Moved: Froom                      Seconded: Cullen

Be it resolved that the Board of Directors call for an Assembly meeting on November 3, 2017.

**Motion to amend**

Moved: Froom                      Seconded: Kashyap

Be it resolved that the Board of Directors call for an Assembly meeting on November 6, 2017.

DISCUSSION

Froom clarifies that bylaw amendments will be sent to this Assembly meeting for confirmation and the notice requirement for bylaw amendments is fourteen days.

Pyne additionally clarifies that Bylaws require APUS to hold an Assembly meeting before November 7, 2017.

Members discuss timing in regards to the St. George reading week.

Zahir asks regarding the class representative role and Assembly structure.

Pyne explains Assembly structure and role of class representatives.

*Vote carries.*

**Main motion**

MOTION                      Moved: Froom                      Seconded: Cullen

Be it resolved that the Board of Directors call for an Assembly meeting on November 6, 2017.

*Vote carries.*

## **6. Bylaw Amendments**

MOTION            Moved: Froom                      Seconded: Coggon

Be it resolved that the Bylaw Amendments be approved as recommended by the Bylaw Review Committee.

### **Amendment #1:**

Be it resolved that Article 13.09 (b) be amended to read:

#### *“13.09 Borrowing*

*The Board of Directors may from time to time:*

*(b) charge, mortgage, hypothecate or pledge all or **any** of the real or personal property...”*

### **Amendment #2:**

Be it resolved that references to “Section 3.04” be changed to “Section 3.03” in Articles 3.01, 3.02, 3.03 (c), 3.03 (d), 6.22, 11.01, and 11.03 such that the aforementioned Articles be amended to read:

#### *“3.01 Membership*

*The following shall be members of the Corporation upon payment of the membership fee prescribed by section **3.03**: ...”*

#### *“3.02 Board of Directors*

*Persons elected to the Board shall be deemed to be members of the Corporation throughout their respective terms of office, provided that they pay the membership fee prescribed by Section **3.03**.”*

#### *“3.03 Membership Fee*

*(c) In addition to the amount authorized in the foregoing provisions of this Section **3.03**, the membership fee shall include one dollar per session designated for the support of the Ontario Public Interest Research Group-Toronto (“OPIRG”) for so long as the Corporation remains affiliated with OPIRG. The Board and the Assembly may, by resolution, direct that the Corporation shall cease to be affiliated with OPIRG, in which event such one additional dollar per session shall cease to form part of the membership fee and any amount collected and not previously remitted to OPIRG shall be applied for such purposes as the Board and Assembly may direct.*

*(d) In addition to the amount authorized in the foregoing provisions of Section **3.03**, the membership fee in the Fall-Winter Session in 2017-2018 shall be \$119.32 for the APUS health plan and \$99.56 for the APUS dental Insurance Plan. The Board and the Assembly may, by resolution, direct that the Corporation shall cease to operate the Plan, in which event such fee shall cease to form part of the membership fee. The Board and Assembly shall have the authority to decrease this fee, or to make increases to the fee described herein, provided that such increases shall be subject to a yearly maximum increase of no more than ten percent (10%).”*

#### *“6.22 Conflict of Interest and Interest of Directors in Contracts*

*No member of the board of directors or agent of any organization receiving membership fees collected under Section 3.03 may serve as a Director or Officer of the Corporation.”*

**“11.01 Procedure**

*The Board may by resolution passed at a meeting of the Board enact, amend or repeal any by-laws not contrary to law, the Act or Letters Patent that regulate the affairs of the Corporation. The Board shall submit any such amendment, repeal or enactment of any by-law of the Corporation, except for amendments to Section 3.03, to the Assembly at the next meeting of the Assembly. The members of the Assembly may, at such meeting, by resolution passed by two-thirds of the members of the Assembly present and voting at such meeting, confirm, reject or amend such by-law, amendment or repeal. Notice of a meeting of the Assembly called to consider such resolution shall, in addition to the other requirements imposed by the by-laws be given as follows:...”*

**“11.03 Members' Approval**

*Any amendment, repeal or enactment of Section 3.03 of this by-law shall be referred to the members of the Corporation for confirmation by referendum in accordance with the provisions of Section 11.04 hereof.”*

**Amendment #3:**

Be it resolved that Article 6.08 be re-numbered such that it is amended to read:

**“6.08 Removal of Directors**

*(a) Any Director may be removed from their position on the Board by resolution approved by at least 2/3 of the remaining Directors to the effect that such Director has failed to attend three consecutive meetings of the Board and/or have missed more than 80% of the Board and Assembly meetings, without, in the opinion of the Board, reasonable cause for such absence and/or has in the opinion of the Board failed to properly perform all or any part of the duties allotted to him or her as a Director.*

*(b) Any elected Director may also be removed from their position by resolution approved by at least 2/3 of the members of the Assembly of Representatives present and voting to the effect that such Director has failed to properly perform all or any part of the duties allotted to him or her as a Director. Notice of a resolution to remove a Director must be signed by 25% of the members of the Assembly and be given fifteen days (excluding non-business days) prior to the Assembly meeting where such resolution will be considered.*

*(c) Any such removed Director shall receive written notice of their removal.*

*(d) Any Director removed under Section 6.08 (a) shall be entitled to object to their removal by referring the issue to the Grievance Officer in accordance with the provisions of Article XV hereof within one week from the date of receipt of written notice of their removal.*

*(e) In the event that any such objection to the removal of a Director is not made within the time period allotted therefor or upon a final determination pursuant to the grievance procedure that such removal was authorized, then such removal shall be final and binding and the remaining Directors shall be authorized to fill the vacancy created by such removal in accordance with the provisions of 6.09.”*



**Amendment #4:**

Be it resolved that references to Article XV in Article 6.08 d) and Article 9.02 b) be changed to Article XIV such that it the aforementioned articles amended to read:

*“6.08 Removal of Directors*

*(d) Any Director removed under Section 6.08 (a) shall be entitled to object to their removal by referring the issue to the Grievance Officer in accordance with the provisions of **Article XIV** hereof within one week from the date of receipt of written notice of their removal.”*

*“9.02 Powers and Duties*

*(b) in a manner which permits such meetings to proceed fairly and efficiently.  
The Speaker shall rule on procedural matters arising at meetings of the Assembly of Representatives, the Board of Directors, and at the annual meeting of members of the Corporation. The Speaker shall also serve as Grievance Officer in accordance with the provisions of **Article XIV** hereof.”*

**Amendment #5:**

Be it resolved that XIV. TRANSITIONAL PROVISIONS be re-numbered such that it is amended to read:

“XV. TRANSITIONAL PROVISIONS”

**Amendment #6:**

Be it resolved that Articles 8.07, 8.07, 8.08 and 8.09 be re-numbered such that the aforementioned articles are amended to read:

8.07 Vice-President Equity

8.08 Term of Office and Removal of Officers

8.09 Agents and Attorneys

8.10 Variation of Duties”

**Amendment #7:**

Be it resolved that any further misnumbered Articles be re-numbered accordingly.

**Amendment #8:**

Be it resolved that all references to “newspaper” in the Bylaws be amended to reference “publication” in Articles 1.01 (g), 4.01, 4.02, 4.05, 11.01 (b), 11.04 (b), 12.01 (e); and

Be it further resolved that “and in the two consecutive issues of *the Varsity*, or *the newspaper*” be struck such that Article 11.04 be amended to read:

*“(b) Notice of the date, time, manner and place of the referendum shall be given to members by publication in the issue next preceding the referendum of the designated publication or in such other comparable publication (distributed on the University campuses and having comparable distribution) as the Board may by resolution designate next preceding the referendum, provided*

*that in either case, notice of the referendum shall be first given twenty-one days prior to the date of the vote. If the designated publications are not then being published, notice shall be given by posting of notices at least two weeks prior to the scheduled date of the referendum in public places in each of the University campuses, at locations designated by the Board;”*

**Amendment #9:**

Be it resolved that all references to “downtown campus” and “suburban campuses” be amended to reference “St George campus” and “Scarborough and Mississauga campuses” in Articles 4.01, 5.09 and 6.13.

**Amendment #10:**

Be it resolved that Article 3.01 be amended such that it becomes Article 3.01 (a); and  
Be it further resolved that that Article 3.01 (b) be added such that Article 3.01 be amended to read:

*“3.01 Membership*

*(a) The following shall be members of the Corporation upon payment of the membership fee prescribed by section 3.03:*

- 1. All Part-time Undergraduate Students, as defined in Section 1.01 hereof;*
- 2. All Continuing Education students and Special students, as defined in Section 1.01 hereof*
- 3. Any other individual who has taken, is taking, or will be taking at least one course at the University of Toronto during the academic sessions, subject to the following procedures:*
  - a. A motion to admit a person (or groups of persons) shall be made at a Board of Directors meeting stating why they should be admitted;*
  - b. At least one week’s written notice must be given before the motion is to be voted upon;*

*The vote to admit shall be decided by a 2/3 vote of those Directors, who are present and voting.*

***(b) All Part-time Undergraduate Students who are 65 years of age or older and who are exempted from compulsory non-academic incidental fees shall be deemed to be members of the Corporation.”***

**Amendment #11:**

Be it resolved that Article 3.03 (a) be amended to read:

*“3.03 Membership Fee*

- (a) The membership fee shall be \$27.30 in the winter session and \$13.65 in the summer session until changed by by-law. The Corporation may enter into an agreement or arrangement with the University whereby the University shall collect the membership fee from members together with student tuition payments and remit the membership fee to the Corporation in a manner satisfactory to the Directors, in satisfaction of the membership fee obligations of the members;”*

**Amendment #12**

Be it resolved that Article 6.15 be amended to read:

*“6.15 Rescission of Resolutions*

*All resolutions passed by the Board shall remain in Force until rescinded. Resolutions of the Board may be rescinded by a two-thirds vote of the Directors present and voting. **Resolutions of the Board may also be rescinded** by majority vote of the Directors present and voting if notice of resolution to rescind has been given at least one meeting prior to the meeting at which the resolution is rescinded.”*

#### DISCUSSION

Froom provides a summary of the recommended bylaw amendments. She notes the first section includes typos and misnumbering, for example, duplicate numbers. She notes the second section includes definitions and amendments to increase clarity and accuracy. The second section includes amendment #8 to replace references to designated newspaper with designated publication for clarity and to reflect current practice. Amendment #9 replaces references to downtown campus and suburban campuses to St George, Mississauga and Scarborough campuses. Amendment #10 includes part-time students who are 65 years or older as a membership category as a result of their exemption from paying ancillary fees. Amendment #11 updates the membership fees section to reflect current practice based on the referendum from 2005 and to ensure accuracy with annual Student Society Fees as approved at University Affairs Board. Amendment #12 clarifies language regarding rescission.

Kashyap notes the important role the Bylaws play in shaping the organization on a human level.

Coggon notes that Bylaws can be hard to read and states that we should create a companion's guide to the Bylaws in simpler language.

Kashyap states that Amendment #10 regarding senior students moves away from the current membership model where all members pay fees.

Froom clarifies regarding recent changes for senior students in terms of previously being exempted from tuition, but now only being exempted from ancillary fees

Board members discuss options regarding sending amendment package to Assembly for confirmation without Amendment #10 on senior students and need for further discussion on Amendment #10.

#### **Motion to amend**

Moved: Froom                      Seconded: Kashyap

Be it resolved that bylaw amendment #10 be pulled from amendment package and sent back to the Bylaw Review Committee for review.

*Vote carries.*

#### **Main motion**

MOTION                      Moved: Froom                      Seconded: Coggon

Be it resolved that the Bylaw Amendments be approved as recommended by the Bylaw Review Committee.

*Vote carries.*

## 7. Discussion on Draft Policy on University-Mandated Leave of Absence

Kashyap describes Draft Policy on University-Mandated Leave of Absence. She speaks to how it has been presented by the University administration in terms of scope and purpose. Kashyap speaks to the potential impact of the draft policy. She encourages Board members to review the draft policy and solicits feedback from Board members.

Board members discuss aspects of the draft policy, including its focus on mental health and non-punitive purpose. Board members note concerns with the draft policy, including impact on particular cultural student communities and potential language barriers for students. Froom notes concerns regarding the impact on international students, students with disabilities, and the lack of specificity in terms of the threshold for the draft policy. She notes she expects revisions from the University administration. Zahir speaks to mental health resources at UTSC and the need for spiritually and culturally competent services to better support racialized, religious and Indigenous students. She additionally notes that many students are not aware of existing mental health services on campus. Pyne notes that a clarification is needed regarding whether international students will be considered students under this leave of absence. Kashyap thanks Board members for their feedback.

## 8. Executive Reports

MOTION            Moved: Kashyap            Seconded: Ebifegha

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

### DISCUSSION

#### 1. President

Kashyap notes that APUS has had a busy summer and fall. She notes there are many opportunities for members to volunteer within APUS. She additionally notes that APUS will be chairing the Council on Student Services (COSS) this year and that Pyne is the APUS nominee.

#### 2. Vice-President Internal

Froom notes that APUS has hired two part-time student information clerks. She additionally notes that the current Member Services Coordinator is leaving and we are undergoing a hiring process to fill the position.

#### 3. Vice-President Equity

Ebifegha encourages Board members to attend APUS events and committee meetings. She notes the GTA Fight the Fees coalition is open to all students. She notes she is working on incorporating Indigenous language signage at APUS and invites Board members to join.

#### 4. Vice-President Events & Outreach

Pyne notes that Orientation went well and included numerous events and presentations. He notes presentations at First Nations House, and events at UTM and the St. George campus. He thanks staff for all their support with Orientation.

#### 5. Vice-President External

Pyne notes that the Fight the Fees Coalition is active and under the Vice-President External portfolio.

*Vote carries.*



- b. Vice-President Internal
  - i. Management Update

Froom notes that we will be hiring two student info clerks for the Fall session shortly. The student info clerk positions are part-time, contract and unionized with CUPE 1281 as per our recent MOU. She states we are looking to hire for a start date of September 25, and that the striking of a Hiring Committee is later on agenda.

Froom notes our banking is almost entirely transferred over to Alterna, and that our audit is on track.

- ii. Report-back

Froom notes that she attended CFS-O Ontario General Meeting along with other APUS representatives from August 17-20.

- c. Vice-President External
  - i. RISE Summit

Campisi states that the RISE Summit has been promoted in our newsletter and on social media. Interested members are asked to email our VP Equity as per past precedent. Zhao asks regarding any applications and any interested Execs. Pyne and Ebifegha express interest. Ebifegha states no application have been received yet. The number of Executives and general members to send to the RISE Summit is discussed. Executives are invited to continue to promote the Summit to general members before the deadline. The block agenda and suggestions for workshop content are discussed.

MOTION            Moved: Froom            Seconded: Ebifegha

Be it resolved that APUS approve sending up to two Executives and up to two general members to the RISE Summit.

*Vote carries.*

- ii. \$15 and Fairness Campus Assembly

Campisi provides an overview of the upcoming \$15 and Fairness Campus Assembly. The deadline to register is Thursday, September 7. It is agreed that we should promote the event to Board members.

- iii. Report-back

Zhao states that he attended CFS-O Ontario General Meeting along with other APUS representatives from August 17-20. He notes that we spoke in favour of all motions that were in interest of our members. He notes that the motion we served regarding a part-time caucus passed. Zhao also attended a GTA UPASS Coalition meeting and notes that a survey regarding transportation will be ready shortly.

- d. Vice-President Equity
  - i. Funding request from LGBTOUT

Ebifegha provides an overview regarding a funding request from LGBTOUT. LGBTOUT would like to offer ASL courses in partnership with SBA for Fall 2017 and Winter 2018. They would additionally like to offer tokens and food to participants. They have provided a budget for the event and are requesting \$1000 from APUS. The details of the event, including participation by APUS membership and the budget are discussed.

MOTION            Moved: Froom            Seconded: Ebifegha

Be it resolved that APUS donate \$500 and reasonable in-kind support to LGBTOUT for ASL courses.

#### DISCUSSION

Froom motivates regarding the amount of \$500. She states the event is valuable to and open to our membership. She notes we do not provide clubs funding. She notes restrictions in our budget and that there are other sources of funding on campus that could be utilized for this initiative.

Zhao states that we need to be consistent in regards to our funding requests.

Ebifegha notes that the request does not include in-kind support and we should consider offering only if asked. She would like to support the courses aspect of this initiative rather than food and tokens. She notes the difference between a donation request and a co-sponsorship.

Richie notes that our budget is much smaller than larger unions such as UTSU or UTMSU. He is more comfortable giving out money to campus groups once we have an idea of our fall enrolment revenue. He strongly supports the initiative but suggests waiting until a later date when we can make a more informed decision regarding our budget.

Zhao agrees regarding the need to budget conservatively early in the year and ensure we have enough to cover our own events and those open to our full membership.

It is noted that we do not currently have a donations policy. The need for an internal donations policy to deal with funding requests is discussed. Potential criteria for this policy is discussed, including feedback on events from recipients, and co-sponsorships and partnerships. Campisi states that she and Ebifegha will bring back a draft donations policy to a future Executive meeting.

Motion to amend                            Moved: Froom                            Seconded: Zhao

Be it resolved APUS donate \$200 to LGBTOUT to support ASL courses.

#### DISCUSSION

Ebifegha states that we need to think about our values as an equity-seeking organization. She agrees with the discussion regarding budget but she is considering donating more and that we should consider co-sponsorship. She notes the lack of current policy.

Froom notes that due to our current lack of policy it seems fair to give \$200 now and notes we can always give more later.

Pyne asks regarding when we will receive final numbers from the administration regarding our membership fees.

Zhao and Ebifegha state they are in favour of giving now so that LGBTOUT can go forward with event.

Zhao calls to question.

Main motion                      Moved: Froom                      Seconded: Zhao

Be it resolved APUS donate \$200 to LGBTOUT to support ASL courses.

*Vote carries.*

ii. Report-back

Ebifegha notes that she attended CFS-O Ontario General Meeting along with other APUS representatives from August 17-20.

- e. Vice-President Events & Outreach
  - i. APUS Orientation Update

Pyne presents a list of APUS orientation events and collaborations that our Events and Outreach Coordinator has put together. Each event is explained in terms of date, action, location and staff participation. Executives are asked to volunteer for various events. Executives indicate which events they can attend. Coordination for events taking place next week between Executives and staff are discussed. Campisi notes she is impressed with how staff have been working hard to get ready for Orientation and the beginning of the Fall session.

ii. Orientation collaboration requests

Pyne notes that he and our Events and Outreach Coordinator met with LGBTOUT regarding the possibility of APUS co-sponsoring an event with LGBTOUT for Queer Orientation taking place September 25-30. Pyne presents a budget for Queer Orientation from LGBTOUT. Collaboration on Homohop is discussed. Partnership and/or co-sponsorship of Homohop is discussed. This event would be open to the APUS membership. Pyne will follow up with LGBTOUT to discuss more details regarding a co-sponsorship.

MOTION                      Moved: Pyne                      Seconded: Froom

Be it resolved that APUS spend up to \$500 for the purpose of co-sponsored events for Queer Orientation.

*Vote carries.*

iii. 2020 Vision collaboration request



Campisi states that the 2020 Vision is taking place on September 6 at UTM in collaboration with labour unions on campus. UTMSU is asking an APUS representative to attend the event. Zhao states that he can attend.

iv. Your Campus, Your Space collaboration request

Pyne presents a collaboration request from SCSU for the Your Campus, Your Space Conversation event on September 27 at UTSC. The event is a follow-up conversation around the Sexual Violence Policy at U of T. We have partnered on this event in the past. The Executive expresses interest in collaboration. Pyne will connect with SCSU to move forward on this collaboration.

v. Report-back

Pyne states that he attended CFS-O Ontario General Meeting along with other APUS representatives from August 17-20. He has been out to UTM to meet with UTMUS on planning the APUS x UTMSU Orientation event.

**6. Striking of Hiring Committee for Student Info-Clerks**

MOTION          Moved: Froom    Seconded: Pyne

Be it resolved that APUS strike a hiring committee to hire two student info clerks for the Fall term; and

Be it further resolved that the hiring committee would consist of the Interim Executive Director, the Vice-President Equity and Outreach, and a Union representative.

*Vote carries.*

**7. Other Business**

i. Representatives to UofT Committees

Campisi presents a document with a list of University of Toronto committees with APUS seats. The Executive discusses and chooses representatives for Committees with upcoming meetings:

- Faculty of Arts & Sciences: Kashyap, Ebifegha
- Council on Student Services: Kashyap, Zhao
- Hart House Board of Stewards: Zhao
- Student Initiative Fund: Kashyap
- ARCDO: Ebifegha, Kashyap
- Advisory Committee on U of T Library: Froom
- Community Liaison Committee: Froom
- Woodsworth College Council: Ebifegha, Kashyap

ii. Relationships with campus groups

The need to have a longer conversation with the full Executive Committee regarding our relationship to campus groups is discussed. This discussion will take place at a future Executive Committee meeting.

**8. Adjournment**

MOTION TO ADJOURN                      Moved: Froom                      Seconded: Margaret

The meeting is adjourned at 6:39pm.

**c) Executive Committee Meeting – September 25, 2017**

In attendance: Margaret Ebifegha, Richie Pyne, Mala Kashyap (on phone), Jackie Zhao (on phone), Susan Froom (on phone)

Staff: Caitlin Campisi

**1. Call to order**

The meeting was called to order at 12:53pm.

**2. Approval of Agenda**

MOTION                      Moved: Zhao                      Seconded: Ebifegha

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

**DISCUSSION**

Items added on Meeting Request from Vice-Provost Students and Funding Request from \$15 and Fairness.

*Vote carries.*

**3. Items of Business**

a. President

i. Office Update & Space Changes

Kashyap notes that the issues with the ED computer are being solved. She additionally notes that space changes in the North Borden office include two shared offices for staff and two shared offices for Executives for the upcoming year.

ii. Meeting with Student Life September 29

Kashyap invites the Executive to attend a meeting with the Senior Directors of Student Life on September 29. The discussion will include parameters for working with Student Life for the upcoming year and establishing an ongoing dialogue. She notes that lunch will be provided.

iii. COSS Update

Kashyap notes that Pyne has submitted his resume for COSS Chair as the APUS nominee and we are awaiting next steps from Student Life.

iv. Meeting with Vice-Provost, Students

Kashyap notes she has received a meeting request from the Vice-Provost Students for a meeting October 5 or October 13. She asks Executives to indicate availability over email.

v. Report-back

Kashyap notes she attended Orientation events and they went well. Kashyap makes a request to Executives regarding responding to or delegating external emails daily as well as updating shared calendar with availability.

b. Vice-President Internal

i. Management Update

Froom notes we are in the process of hiring two student information clerks. She also notes Campisi will be purchasing a high functional, multi-purpose computer as well as setting up a new back-up system as investments in our infrastructure.

ii. Community Liaison Committee

Froom notes she attended a Community Liaison Committee meeting. She reports back on several items, including Bike Lanes on Bloor going to City Council, issues regarding members of fraternities in campus neighbourhood and fire safety standards going to City Council. There is push back from the surrounding community regarding proposed student housing at Spadina and Sussex particularly regarding young students. APUS could consider writing a letter supporting housing for mature students and student-parents.

iii. ULead Conference

Froom notes she will attend the ULead Conference on September 30 on behalf of APUS.

iv. Report-back

Froom notes she met with fellow student governors and the Vice-Provost Students. She notes the issue of exam deferral process, fees and timelines were discussed. There is a committee in the Faculty of Arts & Science discussing this issue and APUS could draft a submission. Kashyap notes she will look at minutes and dates for upcoming meetings.

c. Vice-President External

i. GTA Fight the Fees Coalition Meeting

Zhao invites the Executive Committee to join him for the GTA Fight the Fees Coalition Meeting at George Brown College on October 3 from 6-8pm.

ii. eCampus Open Library

Zhao notes CFS-O has drafted a letter for Locals to send to members of their administration and faculty in support of the eCampus Open Library. The Executive notes their support of sending this letter to appropriate faculty and administration. Zhao and Campisi will meet to come up with list of faculty and administration.

iii. GTA Transit Survey

Zhao notes he has been working with CFS-O and other student unions on the design of a GTA transit survey which is in the process of being finalized.

iv. Report-back

Zhao notes he enjoyed attending the APUS Orientation event at UTM. He notes that the next CFS National Meeting will be held on November 17-20.

d. Vice-President Equity

i. Funding Request from \$15 & Fairness

Ebifegha notes that a follow-up from the \$15 & Fairness Campus Assembly is continued support of the movement as we approach the provincial election. She notes options for support for APUS include purchasing lawn signs, t-shirts, banners, or making a donation.

ii. Report-back

Ebifegha notes she is trying to finalize a meeting with ARCDO. She will be attending the ARCDO Advisory Committee meeting this week. Ebifegha notes Fall semester Lunch and Learn sessions are upcoming. Ebifegha also notes that she will be working with First Nations House and Indigenous Studies to discuss the inclusion of Indigenous language signage at APUS as part of the TRC recommendations, for example on doors to our offices. She notes the possibility of getting funding from University for this project as well as doing so in consultation with community members. Executives note support and highlight that there are many Indigenous languages in the territories on which we reside and that we should try to implement signage in multiple languages. Ebifegha notes that we will work with elders and other community members regarding appropriate languages and signage and respect the complexities of language.

e. Vice-President Events & Outreach

i. APUS Orientation Debrief

Pyne notes APUS is almost done Orientation events. He notes the Orientation event at UTM went really well and he was pleased with attendance, networking and good conversations with our members. He additionally notes the St George Orientation was excellent as well, including the informative and engaging presentations. Pyne notes he will be attending an event at UTSC this week. Outreach is progressing well and he thanks all Executives and staff for their support and hard work. Executives discuss collaboration strategies for different Orientation events, including finances, promotion and presence across all three campuses.

ii. Hiring Committee Update

Pyne notes the Hiring Committee is reviewing applications and will conduct interviews this week.

iii. Report-back

Pyne notes Queer Orientation, including our collaboration on Homohop, is upcoming.

**4. Other Business**

i. Regular Exec Meeting for Fall term

Executives discuss Mondays at 12:30 – 2pm every other week as a preferred meeting time for the Fall semester.

**5. Adjournment**

MOTION TO ADJOURN

Moved: Froom

Seconded: Zhao

The meeting is adjourned at 2:05 pm.

**d) Executive Committee Meeting – October 6, 2017**

In attendance: Susan Froom, Margaret Ebifegha, Mala Kashyap (on phone), Jackie Zhao (on phone),  
Richie Pyne (on phone)  
Staff: Caitlin Campisi

**1. Call to order**

The meeting was called to order at 2:11 pm.

**2. Approval of Agenda**

MOTION

Moved: Kashyap

Seconded: Zhao

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

**DISCUSSION**

Kashyap moves to amend the agenda such that Item 4: Items of Business becomes Item 3 and is amended to read:

- i. Motion to Strike Member Services Hiring Committee
- ii. Board & Assembly Meetings
- iii. CFS National Annual General Meeting Registration & Motions
- iv. CFS-Ontario Executive Meeting
- v. APUS Fees
- vi. Policy on Open, Accessible and Democratic Student Organizations
- vii. Request for Support from OPIRG-TO
- viii. Board Speaker
- ix. Student Info Clerk Hiring Committee Update

Kashyap notes all other items of business will therefore follow subsequently to the above items.

*Vote carries.*

**3. Items of Business**

- i. Motion to Strike Member Services Hiring Committee

MOTION

Moved: Kashyap

Seconded: Zhao

BIRT the Executive Committee strike a Hiring Committee for the Member Services Coordinator positions; and

BIFRT that the Hiring Committee consist of the Executive Director, the Vice-President Internal and a bargaining unit representative.

DISCUSSION

Executives discuss the composition of a Hiring Committee in the Collective Agreement and indicate their availability to serve on this Committee.

*Vote carries.*

ii. Board & Assembly Meetings  
MOTION Moved: Froom Seconded: Kashyap

BIRT APUS hold a Board Meeting on Friday, October 20 at 6pm.

DISCUSSION

Froom suggests APUS hold a Board Meeting on Friday, October 20 at 6pm. The Board can then set an Assembly meeting date.

*Vote carries.*

iii. CFS National Annual General Meeting Registration & Motions  
MOTION Moved: Zhao Seconded: Froom

BIRT APUS send up to 5 delegates to the CFS National Annual General Meeting on November 17-20, 2017.

DISCUSSION

Executives indicate their availability to attend the CFS National Annual General Meeting.

*Vote carries.*

iv. CFS-Ontario Executive Meeting  
MOTION Moved: Zhao Seconded: Kashyap

BIRT the Vice President Internal attend the CFS-Ontario Executive Meeting on October 28 on behalf of APUS.

*Vote carries.*

v. APUS Fees & Policy on Open, Accessible and Democratic Student Organizations

**Motion to go in camera** Moved: Froom Seconded: Ebifegha

The meeting went in camera at 2:40pm.

**Motion to move out of camera** Moved: Kashyap Seconded: Froom

The meeting went out of camera 3:30pm.

MOTION Moved: Pyne Seconded: Froom

BIRT that APUS pursue legal means to protect student union autonomy; and  
BIFRT the costs associated with this not exceed \$5000.

*Vote carries.*

vi. Request for Support from OPIRG-TO

Campisi provides an update from OPIRG information session. Executives discuss the mission of OPIRG and work they do on campus, and impact of APUS statement of support.

Motion to table Moved: Froom Seconded: Kashyap

*Vote carries.*

MOTION vii. Board Speaker Moved: Froom Seconded: Ebifegha

BIRT APUS post a job posting for a Board Speaker to be appointed at the October 20 meeting.

*Vote carries.*

viii. Student Info Clerk Hiring Committee Update

Pyne presents hiring process followed for student information clerk positions. He notes Sabrina Moreno and Jesse Takalo have been hired as our two new unionized student information clerks.

#### 4. Approval of Minutes

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

- a) EC #10 – August 30, 2017
- b) EC #11 – September 25, 2017

Motion to table Moved: Froom Seconded: Pyne

*Vote carries.*

#### 5. Items of Business

Motion to table Moved: Froom Seconded: Ebifegha

*Vote carries.*

- 1. President
  - i. Gathering with Governing Council Chair October 20
  - ii. Meeting with Vice-Provost Students October 13

- iii. Report-back
- 2. Vice-President Internal
  - i. Management Update
  - ii. Report-back
- 3. Vice-President External
  - i. Students for Greater Transit Access Campaign
  - ii. Statement on Las Vegas Shooting
  - iii. Report-back
- 4. Vice-President Equity
  - i. Fall Semester Lunch & Learns
  - ii. Unity Rally to End White Supremacy
  - iii. Report-back
- 5. Vice-President Events & Outreach
  - i. LGBTQOUT Collaboration – Film Night
  - ii. Part-Time and Proud Convocation
  - iii. Report-back
- 6. **Adjournment**  
MOTION TO ADJOURN                      Moved: Kashyap                      Seconded: Ebifegha

The meeting is adjourned at 4:15 pm.



### III. PROPOSED OPERATING BUDGET 2017-2018

#### ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

#### Local 97, Canadian Federation of Students

#### DRAFT OPERATING BUDGET 2017-2018

Fiscal year ending April 30, 2018

#### REVISED REVENUE

	Revised Budget	Preliminary Budget	Operating Budget
	Apr./17	Aug./17	Nov./17
<b>MEMBERSHIP FEES</b>			
Summer Term (May-Aug 2017)	178,754.85	177,000.00	178241.70
OPIRG <sup>(1)</sup>	12953.25	12,800.00	13058.76
CFS <sup>(1)</sup>	47797.50	47,300.00	50795.62
Fall and Winter Terms (Sep-Dec 2017 Jan-Apr 2018)	173,735.99	168,000.00	169376.60
OPIRG <sup>(1)</sup>	6,272.06	6,100.00	6204.00
CFS <sup>(1)</sup>	46,287.78	44,700.00	49011.60
<b>Sub-total</b>	<b>465,801.43</b>	<b>455,900.00</b>	<b>466,688.28</b>
<b>SERVICES</b>			
Health and Dental Plan Administration <sup>(2)</sup>	100,000.00	100,000.00	100,000.00
Student Printing Service	6,681.00	7,000.00	7000.00
<b>Sub-total</b>	<b>106,681.00</b>	<b>107,000.00</b>	<b>107,000.00</b>
<b>OTHER</b>			
Interest Income	95.34	100.00	200.00
Miscellaneous Income <sup>(3)</sup>	1,031.12	500.00	500.00
<b>Sub-total</b>	<b>1,126.46</b>	<b>600.00</b>	<b>700.00</b>
<b>TOTAL OPERATING REVENUES</b>	<b>573,608.89</b>	<b>563,500.00</b>	<b>574,388.28</b>

#### Notes:

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Exact figure cannot be determined until the end of the policy year.  
Also note that plan fees (collected from members) for premiums are not included.
- 3 Includes event ticket sales.

**ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS**  
**Local 97, Canadian Federation of Students**

**DRAFT PRELIMINARY BUDGET 2017-2018**

Fiscal year ending April 30, 2018

<b>REVISED EXPENSES</b>		<b>Revised Budget apr./17</b>	<b>Preliminary Budget Aug./17</b>	<b>Operating Budget Nov./17</b>
<b>MEMBERSHIP FEES</b>				
Summer Term	Transfer to OPIRG <sup>(1)</sup>	12953.25	12,800.00	13058.76
	Transfer to CFS <sup>(1)</sup>	47797.50	47,300.00	50795.62
Fall & Winter Term	Transfer to OPIRG <sup>(1)</sup>	6,272.06	6,100.00	6204.00
	Transfer to CFS <sup>(1)</sup>	46,287.78	44,700.00	49011.60
		<b>113,310.59</b>	<b>110,900.00</b>	<b>119,069.98</b>
<b>SERVICES</b>				
Scholarships & Bursaries <sup>(2)</sup>		11,500.00	11,500.00	11,500.00
Accessibility Subsidy		0.00	500.00	500.00
Daycare Subsidy		0.00	500.00	500.00
Health and Dental Plan Administration		100,000.00	100,000.00	100,000.00
Student Printing				
Service		7,577.03	8,000.00	8,000.00
Income Tax Clinics		0.00	200.00	200.00
<b>Sub-total</b>		<b>119,077.03</b>	<b>120,700.00</b>	<b>120,700.00</b>
<b>CAMPAIGNS, PROJECTS, EVENTS</b>				
Campaigns and Projects		4,373.96	3,000.00	3,000.00
Events and Outreach		24,531.81	20,500.00	20,500.00
Coalition and Solidarity		3,000.00	2,000.00	2,000.00
<b>Sub-total</b>		<b>31,905.77</b>	<b>25,500.00</b>	<b>25,500.00</b>
<b>ADMINISTRATION AND OFFICE</b>				
Audit		7,910.00	7,910.00	7,910.00
Bank Charges		1,299.94	1,000.00	1,000.00
Computer Supplies and Maintenance		10,009.75	2,000.00	3,000.00
Copier Services and Supplies		2,000.00	2,000.00	2,000.00
Insurance <sup>(3)</sup>		5,067.36	5,100.00	5,100.00
Legal		8,996.50	8,000.00	8,000.00

Telephone	3,310.93	3,300.00	3,300.00
Repairs and Maintenance	4,230.31	4,000.00	4,000.00
General Office	6,476.48	7,000.00	7,000.00
Transportation	201.70	500.00	500.00
<b>Sub-total</b>	<b>49502.97</b>	<b>40810.00</b>	<b>41,810.00</b>
<b>MEETINGS, CONFERENCES</b>			
Accessibility	0.00	250.00	0.00
Annual General Meeting	1,996.13	2,000.00	2,000.00
Board of Directors	1,015.26	1,000.00	1,000.00
Class Assembly	745.85	1,000.00	1,000.00
Executive Meetings	1,799.58	2,000.00	2,000.00
Staff Meetings	299.55	400.00	400.00
Other Meetings and Conferences	0.00	200.00	200.00
CFS Meetings	11,335.73	11,000.00	12,000.00
<b>Sub-total</b>	<b>17192.10</b>	<b>17850.00</b>	<b>18,600.00</b>
<b>ELECTIONS AND REFERENDA</b>			
Notices	0.00	500.00	500.00
Meeting of Assembly	100.00	500.00	500.00
<b>Sub-total</b>	<b>100.00</b>	<b>1000.00</b>	<b>1,000.00</b>
<b>HUMAN RESOURCES</b>			
Salaries and Benefits <sup>(4)</sup>			
Executive Honoraria <sup>(5)</sup>	34,457.88	42,000.00	42,000.00
Salaries and Wages <sup>(6)</sup>	180,000.00	180,000.00	180,000.00
Employer Contributions			
CPP	6,024.54	7,800.00	7,800.00
EI	3,178.86	4,500.00	4,500.00
RRSP	1,873.32	2,500.00	2,500.00
Payroll Service	1,725.53	1,800.00	1,800.00
Health Insurance	7,886.19	8,000.00	8,000.00
Other	0.00	0.00	0.00
<b>Sub-total</b>	<b>235,146.32</b>	<b>246,600.00</b>	<b>246,600.00</b>
<b>MISCELLANEOUS</b>	<b>102.02</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>566,336.80</b>	<b>563,360.00</b>	<b>573,279.98</b>
<b>SURPLUS (DEFICIT)</b>	<b>7,272.09</b>	<b>140.00</b>	<b>1,108.30</b>

**Notes:**

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Scholarships & bursaries are awarded by Enrolment Services.
- 3 Insurance includes Director and Office Liabilities
- 4 Obligations under the Collective Agreement
- 5 Approved by 2017 Board of Directors, Executives earn \$600.00/month honorarium, \$25/month cellphone allowance. Executives may be eligible for per diems as per APUS Board of Directors' policy.
- 6  
  
Represents salaries and wages for (1) Executive Director, (1) Events & Outreach Coordinator, (1) Campaigns & Advocacy Coordinator, (1) Member Services Coordinator (1) Financial Coordinator, (4) Information Clerks

## IV. EXECUTIVE REPORTS

### 1. President

Council of Student Services (COSS): The COSS cycle has begun, a chair has been appointed, and meetings to review budgets have been scheduled for January 2018. I have also been attending the Council of Recreation committee meetings, including reviewing their budgets prior to their submission to COSS.

University-Mandated Leave of Absence Policy: Since September, we have been in conversation with the Office of the Vice Provost, Students about this draft policy and have strongly recommended that more dialogue take place regarding the draft policy. I also attended an Open Forum facilitated by Students for Barrier Free Access where a number of other student groups attended to discuss this policy. The APUS Executive also endorsed the statement from Students for Barrier Free Access expressing opposition to the implementation of the policy.

### 2. Vice-President Internal

Finances: The operating budget has been prepared for the consideration of the Board of Directors. Please see Appendix. The Audit for the last fiscal year (ending April 30, 2017) has been completed and will be presented for the consideration of the Board of Directors. Please see Appendix.

Training: Together with the Executive Director, I attend a labour law workshop on proposed changes to the *Labour Relations Act*, *Employment Standards Act*, and the new *Fair Workplaces, Better Jobs Act*.

Bylaw Review Committee: The recommendations of the Bylaw Review Committee as approved by the Board at the August 1, 2017 and October 20, 2017 meetings are being brought forward to the Assembly for consideration on November 28, 2017.

Other Activities: Together with the VP External, I attended a gathering of fellow U of T student union executives, student members of Governing Council, and alumni members of Governing Council hosted by the GC chair. I was also an APUS delegate to the Canadian Federation of Students National Annual General Meeting.

### 3. Vice-President Equity

CFS National Annual General Meeting: I attended the CFS National Annual General Meeting in Gatineau on November 16-20. We reviewed and voted on many motions put forward by locals across the country. We also elected new members to the National Executive Committee: Coty Zachariah as Chairperson, Jade Peak as Deputy Chairperson and Trina James as Treasurer.

Other Activities: I have been working with the Centre for Indigenous Studies on incorporating Indigenous language signage at APUS. I also served on the Member Services Coordinator Hiring Committee. I wish you all a wonderful holiday season and a prosperous new year.

#### **4. Vice-President Events & Outreach**

CFS National Annual General Meeting: I attended the CFS National Annual General Meeting in Gatineau on November 17-20 with fellow APUS delegates. I attended many sessions and committees as well as workshops. I learned a lot from the workshop on Students Organizing Across Borders, which included student leaders from the US, Mexico and Nicaragua, about student organizing in general and in relation to APUS organizing specifically.

Council of Student Services (COSS) Chair: As the APUS nominee, I was recommended for the COSS Chair position by COSS and the recommendation was approved by the University Affairs Board on November 20.

#### **5. Vice-President External**

Resisting Education Panel Event: For the past month I have been mostly busy with school work, but I have been working with staff to plan an Resisting Education event for the last week of November. The panel event is called Resisting Education: Stories of Defiance and Perseverance and will include multiple speakers who are student advocates discussing the tensions in access to post-secondary education. The event will take place on November 30 in Claude T. Bissell Rm 205 from 6-9pm.

## **V. APUS AUDITED FINANCIAL STATEMENTS**

Please see attached pdf for draft APUS Audited Financial Statements.