



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

April 25, 2018
5:30pm
Meeting #8
APUS North Borden Office

Board of Directors' Meeting #8

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 **April 25, 2018 at 5:30 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4 – 11)
- III. Revised Operating Budget (page 12 – 14)

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

MOTION Moved: Kashyap Seconded: Froom

Be it resolved that the meeting agenda for Board of Directors' meeting #8 be adopted as presented.

3. Approval of Minutes

MOTION Moved: Pyne Seconded: Ebifegha

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

- a. Board of Directors Meeting – March 9, 2018
- b. Executive Committee Meeting – February 16, 2018
- c. Executive Committee Meeting – March 9, 2018

4. Revised Operating Budget

MOTION Moved: Froom Seconded: Pyne

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

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

5. University-Mandated Leave of Absence Policy

6. Executive Updates

7. Adjournment

II. MINUTES

a) Board of Directors Meeting – March 9, 2018

In attendance: Mala Kashyap, Susan Froom, Margaret Ebifegha, Richie Pyne, Jennifer Coggon

Guests: Rebecca Weekes, Igor Samardzic

Speaker: Nadia Kanani

Staff: Caitlin Campisi

1. Call to Order

The meeting was called to order at 6:25pm.

2. Approval of Agenda

MOTION Moved: Kashyap Seconded: Froom

Be it resolved that the meeting agenda for Board of Directors' meeting #7 be adopted as presented.

Vote carries.

3. Approval of Minutes

MOTION Moved: Pyne Seconded: Ebifegha

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

a) Board of Directors Meeting – February 9, 2018

b) Executive Committee Meeting – December 18, 2017

Vote carries.

Everyone introduces themselves and states their access needs.

4. Presentation from Students for Barrier-Free Access (SBA)

Weekes and Samardzic from Students for Barrier-Free Access (SBA) introduce themselves and hand out packages of their presentation to the room. They present an introduction to SBA, including their levies from other student unions and their budget. SBA is a tri-campus disability justice group for and by disabled and mad students which centres QTBIPOC voices. SBA core programming includes a drop-in space, peer support, an accessible computer lab with adaptive technology, campaigns such as a recent one against the University Mandated Leave of Absence Policy, events such as QTBIPOC socials, and workshops such as ASL 101 seminars taught in an anti-racist and QT-positive way. Weekes and Samardzic speak to event partnerships with other student groups such as LGTBOUT, UTMSU and CWTP. They speak to wanting to provide more tri-campus programming and events but being constrained by current budget and resources, and the need for more revenue in order to provide high quality support and programming for disabled students. They speak to partnership possibilities between SBA and APUS, and on campus more generally. Partnership opportunities include a formal levy from APUS members,

building on their symbolic relationship with APUS and a way to prioritize disability issues for part-time students. They note that a large percentage of disabled students are part-time students.

Board members discuss levies from other student unions, other minor revenues, membership size, governance and election processes, tri-campus operations, and areas of growth. SBA currently received levies from UTSU and UTGSU. Froom requests follow-up information regarding the specifics of these existing levies. Coggon asks regarding membership size. Weekes and Samardzic state that membership in terms of levies is UTSU and UTGSU but that events and programming are open to the entire campus community. Board members discuss overlap between APUS membership and SBA membership in terms of disabled part-time students. Froom asks regarding status as an incorporated not-for-profit and regarding internal governance processes. Weekes and Samardzic confirm not-for-profit status and speak to Annual General Meeting, Board of Director elections and bylaws. Coggon asks for clarification on target areas for growth. Samardzic reiterates potential events, programming, and campaigns. Ebifegha states that APUS operates in a tri-campus format and asks for clarifications regarding plans moving forward at UTSC and UTM. Weekes and Samardzic speak to current partnerships at UTM and conversations to expand programming at both UTM and UTSC. Pyne thanks folks for the conversation and for coming here today.

5. CFS and CFS-O Fees 2018-2019

MOTION Moved: Froom Seconded: Pyne

Be it resolved the Canadian Federation of Students and Canadian Federations of Students-Ontario combined membership fee for 2018-2019 be increased from \$3.96 to \$4.02.

**Please note as per the referenda for the CFS and CFSO fees, the fee will increase annually with the Consumer Price Index.*

DISCUSSION

Froom states that the CFS membership fee increases annually as a result of the original referendum that created the levy. This motion will allow the Board to formally approve the increase, which we then communicate to the administration. She clarifies that this is a motion that comes before the Board on an annual basis. Ebifegha asks whether this increase is a result of CPI. Froom clarifies that the increase is based solely on CPI.

Vote carries.

6. APUS Health & Dental Plans

MOTION Moved: Froom Seconded: Pyne

Be it resolved the APUS Health Plan fee be increased from \$59.66 to \$65.63 and APUS Dental Plan fee be increased from \$49.78 to \$54.76 for the 2018-2019 year.

**Please note as per the referenda for the APUS health and dental plan fees, the Board may approve up to a maximum 10% increase for each plan fee annually.*

DISCUSSION

Froom states the motion represents a 10% increase to health and dental plan fees, which is the maximum allowed under the referendum that created the fee as per our Bylaws. She states that last year we increased the fees by 10% in order to renew the health and dental plan at same level of benefits, and two years ago we increased by 10% but still had to decrease benefits because more students are using the plan. She states we are in an unusual position this year because of changes to OHIP+, including prescription drugs for people under 25. This year, we can maintain the plan at -1% decrease. Froom states that we are asking for the fee increase so that we can increase the benefits that we offer to students. She states that the two items that are most often requested by our membership are contraceptive drugs and mental health coverage. She states that she, our staff and the CFS National Office are currently in negotiations Green Shield Canada to add these new benefits to the plan pending the Board's decision regarding the increase. She states we will likely be able to add oral contraceptives due to coverage for people under 25 on OHIP+ and/or a limited amount of mental health coverage, and that she will report back to the Board once negotiations are final. She reiterates that these are requests from our members and goes over the timeline for communicating fee changes to the U of T administration. She is recommending the 10% increase and she is glad we are in a position to be able to provide more benefits to our members. Board members echo that this is a good position to be in. Kashyap and Coggon ask regarding the opt out process. Froom clarifies regarding alternative coverage and ability to opt out.

Vote carries.

7. Executive Reports

Moved: Kashyap Seconded: Ebifegha

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

1. President

Kashyap notes that APUS has become aware that the Ministry's Sexual Violence Climate Survey excludes part time students, and that this will affect the APUS membership as well as and all student unions that have part time students in their membership including graduate student unions. She states that the COSS meeting took place and she voted as we discussed by the Board. She states that the vote was quite close and that there is a need for an ongoing conversation on the COSS process. She notes that there was positive feedback about this year's COSS cycle.

2. Vice-President Internal

Froom notes that our income tax clinics are currently happening and encourages members to participate. She notes that there are many developments from the Library Systems Committee, including work around the Copyright Act, a new family-friendly space at Robarts and a smudging space at Gerstein. She also attended a Community Liaison Committee meeting. She notes she participated in CFS-O Lobby Week with other executives including a meeting with the Policy Advisor to the Minister for Accessibility. At this meeting, they discussed making post-secondary education more accessible in broad terms, for example, the transition from secondary to post-secondary.

3. Vice-President Equity

Ebifegha notes that the family friendly space in Robarts will open on March 15 and there will be an official opening ceremony. She encourages Board members to attend. She also attended CFS-O Lobby Week which she enjoyed. She is working to try to collaborate with the Muslim Students Association and with ASSU.

4. Vice-President Events & Outreach

Pyne notes that he also attended CFS-O Lobby Week and that it was exciting. He met with the MPP for his riding, as well as the Policy Advisor to the Minister for Accessibility, and spoke to his reasons for studying part-time and the exclusion of part-time and international students from the Ontario Student Grant. He shares the lobby document with Board members. He notes we recently hosted a Moonlight screening with OPIRG and AVSSU, and that it was a meaningful space. He also attended SBA's Cisnormativity, Accountability and Safer Spaces workshop last night and speaks to how we can ourselves accountable in the work that we do and how to can support and stand in solidarity with trans folks.

5. Vice-President External

Zhao is not present.

Vote carries.

8. Adjournment

MOTION Moved: Ebifegha Seconded: Pyne

Vote carries.

The meeting is adjourned at 7:44pm.

b) Executive Committee Meeting – February 16, 2018

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

Staff: Caitlin Campisi

MINUTES

1. Call to order

The meeting is called to order at 3:42pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Ebifegha

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

3. Approval of Minutes

MOTION Moved: Zhao Seconded: Froom

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

a) EC #14 – December 18, 2017

4. Items of Business

a. President

i. SBA Presentation

Kashyap notes that Students for Barrier-Free Access (SBA) would like to make a presentation at the next Board meeting on March 9 regarding a potential levy proposal. She notes this is similar to past presentations from, for example, BikeChain.

ii. Report-back

Kashyap notes that the COSS cycle is now finished. She is open to feedback and reflection from others on the COSS process. She notes we voted against the SL, KPE and HH fee increases as per direction from our Board meeting. She notes the SL, KPE and HH fee increase votes failed. Executives have a discussion regarding the number of student seats and the role of COSS in general, including its relationship to provincial legislation, the value of COSS beyond budget votes re: student representation, and the role of APUS within the COSS process and as related to our internal processes.

b. Vice-President Internal

i. Assembly, Board and AGM Dates

Froom states we need to set times for our upcoming Assembly, Board and Annual General Meeting dates.

MOTION

Froom/Kashyap

Be it resolved that the adjourned Assembly Meeting on March 9 be held at 5pm and the Board Meeting on March 9 at 6pm.

Vote carries.

MOTION

Froom/Ebifegha

Be it resolved that the Annual General Meeting on March 16 be held at 5pm and the Assembly meeting with Board of Director Elections on March 16 be held at 6pm.

Be it further resolved the Annual General Meeting and the Assembly meeting have an adjournment date of April 6.

Vote carries.

ii. Management Update & Report-Back

Froom notes training for tax clinic volunteers has been provided by our Member Services Coordinator. She additionally notes there is a possibility of the Collective Agreement being opened for bargaining by either side over the next few couple months. She notes management committee is currently reviewing the CA.

c. Vice-President External

i. Transit Summit

Zhao notes he will be attending the Transit Summit on March 3. Campisi will follow up with Executive and register anyone interested.

ii. Report-back

Zhao states Provincial Day of Action outreach at Sid Smith went well, and that our interactive games were popular and generated good discussion with students. He also attended the COSS vote and a Hart House Board of Stewards Meeting at UTM. He found the Hart House meeting insightful and notes there are opportunities to collaborate in the future.

d. Vice-President Equity

i. Funding Request for ROBAM Conference

Ebifegha and Campisi present an updated sponsorship package from ROBAM. Ebifegha recommends funding in the amount of \$1000. Kashyap states she is comfortable with that amount and discusses what is included in sponsorship at that level. Ebifegha asks if folks are interested in attending as well as well as others thoughts regarding funding. Froom, Zhao and Pyne state they are all in favour of \$1000 for funding for ROBAM. Ebifegha notes she is able to attend on Friday and Sunday and asks if others are available on Saturday. Campisi states she will follow-up with ROBAM today.

MOTION

Ebifegha/Froom

Be it resolved that APUS sponsor ROBAM in the amount of \$1000.

Vote carries.

ii. Report-back

Ebifegha notes she is following up regarding signage and the Centre for Indigenous Studies. She notes she was not able to attend the Faculty of Arts & Science Council meeting but would like to discuss issues that students have within the Faculty with ASSU and the Dean. For example, she would like to discuss award and scholarships for part-time students and mature students. A discussion takes place regarding possible avenues and steps to advocating for part-time student issues within the Faculty of Arts & Science, including meeting with ASSU, WDW or other student groups; Faculty Council or Faculty Council sub-committees; grassroots vs. formal structures; and developing an agenda regarding part-time student issues. Other issues include the exam deferral fee. Ebifegha will reach out to ASSU regarding collaboration and part-time student issues. Campisi will schedule a discussion internally regarding Arts & Science and part-time student issues.

e. Vice-President Events & Outreach

i. Spring Banquet Discussion

Pyne notes that he and the Events & Outreach Coordinator are planning this year's Spring Banquet for April 27 in the evening. He notes it will be held at Hart House and will be catered through Hart House. He notes this year's theme is the APUS 50th anniversary and could include a throwback throughout the decades back to 1968. He notes this could include APUS history as décor and for attendees to view. He is looking to collaborate with MATSA. He asks for feedback from Executives. Executives discuss partnering with MATSA, outreach, and increasing turnout at the event. Overall, the vision is supported.

ii. Report-back

Pyne notes we are organizing a screening of the film Moonlight with OPIRG Toronto for March 2. He additionally notes his COSS duties are fulfilled.

5. Adjournment

MOTION TO ADJOURN

Moved: Froom

Seconded: Kashyap

The meeting is adjourned at 4:45pm.

c) Executive Committee Meeting – March 9, 2018

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

MINUTES

1. Call to order

The meeting is called to order at 3:28pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Ebifegha

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

Vote carries.

3. Approval of Minutes

MOTION Moved: Froom Seconded: Ebifegha

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

b) EC #15 – February 16, 2018

Vote carries.

4. Class Representative & Annual General Meeting Outreach

Discussion on outreach for upcoming Annual General Meeting and Assembly meeting where Board of Director Elections will be held. Executives to personally contact members and student groups and invite to attend AGM and join Assembly. Staff will continue to connect with student groups and clubs.

5. Report from APUS Executive at Annual General Meeting

Discussion of presentation of an Annual Report at the Annual General Meeting. Executives to submit a half page annual report on their portfolio to Campisi by Wednesday morning. Campisi will then put together overall report including services, programming, and events. Discussion of timeline that allows sufficient time for staff to finalize report.

6. Items of Business

- a. President
 - i. Issues to bring to Vice-Provost Students

Discussion of next meeting with OVPS, and issues including lack of sufficient mental health services for students by U of T. Kashyap and Campisi to follow up regarding a meeting in April to communicate issues to be carried forward for next year and reflect back on current year.

b. Vice-President Internal

i. Health & Dental Plan Renewal

Froom presents the 2018-2019 health and dental plan renewal information, including the renewal rate at -1%, and the recommendation from staff and herself to increase by 10% to add new benefits for our members. Caitlin provides context regarding feedback from our membership on lack on contraceptive drug coverage and lack of mental health coverage, the impact of OHIP+ on our renewal rates, and discussions with CFS National and GreenShield Canada regarding costs of adding these benefits. Kashyap clarifies regarding impact of OHIP+ on the plan. Pyne states he recommends the 10% increase in order to provide much needed mental health coverage for our members. Executives discuss the opportunity to better support our members. The decision will be made by the Board of Directors.

c. Vice-President External

i. Open Letter to TTC Board

Campisi states that Zhao has signed on to an Open Letter to the TTC Board as part of the CFS-O GTA Transit Coalition on behalf of APUS.

d. Vice-President Equity

i. Endorsement Request for Mapping White Supremacy Town Hall

Executives discuss the endorsement request from a group of students on a Mapping White Supremacy Town Hall, including other groups working on similar issues. Executives will follow up with the students in order to request further details on the endorsement and offer to meet with organizers to discuss ways to support this work.

e. Vice-President Events & Outreach

i. Report-back

Pyne states that he participated in a Cisnormativity, Accountability and Safer Spaces in Organizing Workshop put on by Students for Barrier-Free Access. The workshop was excellent and he is reflecting on the discussions. He is also working with staff on the upcoming Spring Banquet.

7. Adjournment

MOTION TO ADJOURN

Moved: Froom

Seconded: Ebifegha

The meeting is adjourned at 5:10pm.

Vote carries.

III. REVISED OPERATING BUDGET

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

REVISED OPERATING BUDGET 2017-2018

Fiscal year ending April 30, 2018

REVISED REVENUE

	Revised Budget	Operating Budget	Revised Budget
	Apr./17	Nov./17	Apr./18
MEMBERSHIP FEES			
Summer Term (May-Aug 2017)	178,754.85	178,241.70	178,241.70
OPIRG ⁽¹⁾	12,953.25	13,058.76	13,058.76
CFS ⁽¹⁾	47,797.50	50,795.62	50,795.62
Fall and Winter Terms (Sep-Dec 2017 Jan-Apr 2018)	173,735.99	168,000.00	173,233.35
OPIRG ⁽¹⁾	6,272.06	6,204.00	6,105.45
CFS ⁽¹⁾	46,287.78	49,011.60	42,449.41
Sub-total	466,688.28	455,900.00	463,884.29
SERVICES			
Health and Dental Plan Administration ⁽²⁾	100,000.00	100,000.00	100,000.00
Student Printing Service	6,681.00	7,000.00	9,811.50
Sub-total	106,681.00	107,000.00	109,811.50
OTHER			
Interest Income	95.34	200.00	0.00
Miscellaneous Income ⁽³⁾	1,031.12	500.00	0.00
Sub-total	1,126.46	700.00	0.00
TOTAL OPERATING REVENUES	573,608.89	574,388.28	573,695.79

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

REVISED OPERATING BUDGET 2017-2018

Fiscal year ending April 30, 2018

REVISED EXPENSES		Revised Budget Apr./17	Operating Budget Nov./17	Revised Budget Apr./18
MEMBERSHIP FEES				
Summer Term	Transfer to OPIRG ⁽¹⁾	12,953.25	12,800.00	13,058.76
	Transfer to CFS ⁽¹⁾	47,797.50	47,300.00	50,795.62
Fall & Winter Term	Transfer to OPIRG ⁽¹⁾	6,272.06	6,204.00	6,105.45
	Transfer to CFS ⁽¹⁾	46,287.78	49,011.60	42,449.41
		113,310.59	119,069.98	112,409.24
SERVICES				
Scholarships & Bursaries ⁽²⁾		11,500.00	11,500.00	11,000.00
Accessibility Subsidy		0.00	500.00	0.00
Daycare Subsidy		0.00	500.00	0.00
Health and Dental Plan Administration		100,000.00	100,000.00	100,000.00
Student Printing Service		7,577.03	8,000.00	6,021.95
Income Tax Clinics		0.00	200.00	215.63
Sub-total		119,077.03	120,700.00	117,237.58
CAMPAIGNS, PROJECTS, EVENTS				
Campaigns and Projects		4,373.96	3,000.00	1,375.24
Events and Outreach		24,531.81	20,500.00	14,617.08
Coalition and Solidarity		3,000.00	2,000.00	700.00
Sub-total		31,905.77	25,500.00	16,692.32
ADMINISTRATION AND OFFICE				
Audit		7,910.00	7,910.00	7,910.00
Bank Charges		1,299.94	1,000.00	1,235.22
Computer Supplies and Maintenance		10,009.75	3,000.00	4,661.06
Copier Services and Supplies		2,000.00	2,000.00	2,000.00
Insurance ⁽³⁾		5,067.36	5,100.00	5,067.36
Legal		8,996.50	8,000.00	1,655.45

Telephone	3,310.93	3,300.00	2,940.72
Repairs and Maintenance	4,230.31	4,000.00	2,226.93
General Office	6,476.48	7,000.00	3,375.90
Transportation	201.70	500.00	186.91
Sub-total	49,502.97	41,810.00	31,259.55

MEETINGS, CONFERENCES

Accessibility	0.00	250.00	0.00
Annual General Meeting	1,996.13	2,000.00	1,492.16
Board of Directors	1,015.26	1,000.00	1,285.46
Class Assembly	745.85	1,000.00	765.78
Executive Meetings	1,799.58	2,000.00	1,814.09
Staff Meetings	299.55	400.00	40.05
Other Meetings and Conferences	0.00	200.00	100.00
CFS Meetings	11,335.73	12,000.00	13,342.10
Sub-total	17,192.10	18,850.00	18,839.64

ELECTIONS AND REFERENDA

Notices	0.00	500.00	0.00
Meeting of Assembly	100.00	500.00	100.00
Sub-total	100.00	1000.00	100.00

HUMAN RESOURCES

Salaries and Benefits ⁽⁴⁾			
Executive Honoraria ⁽⁵⁾	34,457.88	42,000.00	38,725.00
Salaries and Wages ⁽⁶⁾	180,000.00	180,000.00	178,641.54
Employer Contributions			
CPP	6,024.54	7,800.00	7,218.69
EI	3,178.86	4,500.00	2,707.69
RRSP	1,873.32	2,500.00	935.13
Payroll Service	1,725.53	1,800.00	1,966.97
Health Insurance	7,886.19	8,000.00	7,624.30
Other	0.00	0.00	531.10
Sub-total	235,146.32	246,600.00	238,350.30

MISCELLANEOUS	102.02	0.00	0.00
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TOTAL OPERATING EXPENSES	566,336.80	563,360.00	534,888.63
SURPLUS (DEFICIT)	7,272.09	140.00	38,807.16

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