



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

July 30, 2018
6:30pm
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 **July 30, 2018 at 6:30 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 – 13)
- III. Preliminary Budget (page 14 – 17)
- IV. Proposed Operational Policy – Donations Request (page 18-19)
- V. Executive Reports (page 20 – 23)
- VI. Donation Request for Youth Food Centre (attached separately 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

MOTION Moved: Kashyap Seconded: Kearns

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

3. Appointment of Speaker for 2018-2019

MOTION Moved: Coggon Seconded: Kashyap

Be it resolved that _____ be appointed Speaker for 2018-2019.

4. Approval of Minutes

MOTION Moved: Pyne Seconded: Kearns

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

- a. Board of Directors Meeting #8 – April 25, 2018
- b. Board of Directors Meeting #1 – April 25, 2018

5. Preliminary Budget 2018-2019

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the Board of Directors approve the Preliminary Budget 2018-2019, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Preliminary Budget 2018-2019 to be sent to the Assembly for confirmation.

6. Bylaw Review Committee 2018

MOTION Moved: Froom Seconded: Coggon

Be it resolved that a Bylaw Review Committee be struck to review and make recommendations to amend the APUS Bylaws by December 2018; and

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

Be it further resolved that _____ (an additional member of the 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. Executive Director Position

MOTION Moved: Froom Seconded: Kearns

Be it resolved that Caitlin Campisi, current Interim Executive Director, be appointed as Executive Director effective August 2, 2018.

8. Proposed Operational Policy on Donation Requests

MOTION Moved: Coggon Seconded: Pyne

Be it resolved that the Operational Policy on Donation Requests be adopted.

9. Donation Request from Youth Food Centre

MOTION Moved: Coggon Seconded: Kashyap

Be it resolved that APUS donate to the Youth Food Centre in the amount of \$_____.

10. Executive Reports

MOTION Moved: Kashyap Seconded: Froom

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

1. President
2. Vice-President Internal
3. Vice-President External
4. Vice-President Events and Outreach
5. Vice-President Equity

11. Adjournment

II. MINUTES

a) Board of Directors Meeting #8 – April 25, 2018

Attendance: Susan Froom, Mala Kashyap, Christine Cullen, Jennifer Coggon, Jaime Kearns, Margaret Ebifegha, Richie Pyne, Kerry Munro
Staff: Caitlin Campisi
Speaker: Nadia Kanani

1. Call to Order

The meeting is called to order at 5:58pm.

Everyone introduces themselves.

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.

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 – March 9, 2018
- b. Executive Committee Meeting – February 16, 2018
- c. Executive Committee Meeting – March 9, 2018

Vote carries.

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.

DISCUSSION

Froom presents the Revised Operating Budget 2017-2018. She explains that the timeline for the presentation of the Revised Operating Budget has been recently moved up, and therefore the actuals are of mid-April. She notes that as a best estimate, we will likely have another \$ 20 000 in expenses coming in before the end of the year. She explains this will impact the overall surplus in that it will decrease. Coggon asks regarding the reasoning for the change in the

budget timeline. Campisi states that the new timeline allows the Board to consider the previous year actuals before considering the next year's Preliminary Budget. Kashyap states this timeline allows the current Board to consider the Revised Operating Budget rather than the newly elected Board but that she is open to reviewing the timeline.

Pyne asks for two-minute recess.

MOTION to recess
Pyne/Coggon

The meeting is called back to order at 6:15pm.

Pyne states he has no questions and the budget looks good.

Vote carries.

5. University-Mandated Leave of Absence Policy

Froom states that the Office of the Vice Provost and the Provost have stated that they have a new draft of the Policy and it was expected to have been posted for comment by now. She therefore expected to be able to discuss it at this meeting. However, the administration has not yet posted the Policy. She states the administration is likely going to try to pass it at the June Governing Council meeting, with consultation happening over the next two-three weeks. She thinks APUS needs to object to this timeline immediately as the Policy needs to be pushed to the Fall at the very least. She states that it is not possible to have meaningful consultation with students at this time of the year.

Ebifegha asks if Froom has seen the Policy. Froom clarifies that the administration did not provide the Policy but instead went over their proposed process for consultation and approval at Governing Council Cycle 6, starting with the University Affairs Board meeting on May 24. Cullen asks regarding where the Policy would be posted. Froom clarifies that it will likely be posted on the Office of the Vice Provost student consultation website.

Kearns speaks to the impact on of the Policy on Indigenous students. She feels that the Policy would go against the recommendations from the Truth and Reconciliation Commission as it would not contribute to increasing Indigenous student enrolment and would disproportionately affect Indigenous students.

Kashyap speaks to the discussion on the Policy at a recent Anti-Racism and Cultural Diversity Office meeting and the impact on racialized students. She notes Student Life was present at this meeting as well. She was pushing for a response from the Anti-Racism and Cultural Diversity Office on this Policy. She would like us to hold them to their own mandate. Pyne states that the administration needs to scrap the Policy completely as if they were to do the work of supporting students then the Policy would not be needed. He agrees with Kashyap regarding holding bodies on campus accountable.

6. Executive Updates

a. President: Kashyap notes she attended an Anti-Racism and Cultural Diversity Office meeting. She was disappointed and wants there to be more elevated discussion.

b. Vice-President Internal: Froom notes we are currently in the process of hiring Student Information Clerks for the summer term. She notes the Sid Smith office will be closed next week since there are no classes. She notes we have had several upgrades in the North Borden office related to health and safety, and that we have upgraded our student computer in the Sid Smith office. She attended a meeting of the Library Committee and reports on estimated savings for students through available online resources. She states that next year the library will have an advocacy letter template to help students approach professors to use online resources and they will help students advocate to help costs down.

c. Vice-President Equity: Ebifegha states that the Robarts Family Study Space is now open. She notes that if it is well utilized, then we can push for more child-friendly spaces on all three campuses.

d. Vice-President Events & Outreach: Pyne notes that Spring Banquet is coming up this Friday. He is really happy that folks are interested and he hopes that folks have a good time. The archive research for the banquet is going really well and is very interesting, and he thanks Coggon and APUS staff for help working on the APUS archives.

7. Adjournment

MOTION

Moved: Froom

Seconded: Kashyap

The meeting is adjourned at 6:37pm.

b) Board of Directors Meeting #1 – April 25, 2018

Attendance: Susan Froom, Mala Kashyap, Christine Cullen, Jennifer Coggon, Jaime Kearns, Margaret Ebifegha, Richie Pyne, Kerry Munro

Staff: Caitlin Campisi

Speaker: Nadia Kanani

1. Call to Order

The meeting is called to order at 6:41pm.

2. Review of Executive Election Procedures

Kanani asks Campisi to provide a review of the Executive election procedures.

Campisi provides a review of the Executive election procedures as per Bylaw 8.01. She highlights that Executives are elected by and from the incoming elected Directors, the sequence of the elections, and that Executive officers must be elected by a majority of the vote. She notes the Speaker has indicated that speeches should be up to three minutes and that questions should be directed to all candidates. She reviews the voting procedure by paper ballot. She notes that scrutineers who are not running for any Executive position should be appointed.

Kanani asks if anyone who is not running in the elections would like to act as scrutineers.

Cullen and Munro are appointed as scrutineers for the Executive elections.

3. APUS Executive Committee Elections

a) President

MOTION

Moved: Pyne

Seconded: Froom

BIRT that Mala Kashyap be appointed President for the 2018-2019 term.

DISCUSSION

Kanani asks for nominations for President.

Cullen nominates Kashyap. Kashyap accepts.

Coggon nominates Ebifegha. Ebifegha declines.

Ebifegha nominates Pyne. Pyne accepts.

Pyne thanks folks for nominating him. He states he accepted the nomination for President because the research he has done on the history of APUS has been illuminating. He has noticed that there are things that we have done in the past that he would like to bring back. He notes a more engaged Assembly process, and more social events. He states that we currently hold events and do class talks as outreach but he would like to focus on fostering relationships on all three campuses and find ways to reach out to UTM and UTSC. He speaks to reasons as to why he and others study part time. He will work on better reflecting the needs of part-time students. If elected President, it will change the way he navigates the space, and he is familiar with the space of APUS.

Kashyap states that this would be her third year as President if she were to be elected. She has learned so much about the organization, the issues that we have been dealing with on campus and at the Canadian Federation of Students and she feels she would be great. She states that Pyne would also make a good candidate. She states that the issues on campus really require all of us take our advocacy to the next level, and to consider how we hold each other accountable and support each other. She states we need to consider how to enhance what we have been building over the past five years, and how to hold each other accountable with the portfolio structure. She states this is the hardest thing to understand how to do without squashing what everyone has to bring to the table. She states that she thinks everyone has something really unique to bring to the table. She notes that next year will bring some very complicated issues on campus. She would be happy to stay in this role.

Kanani asks if there are any questions for the two candidates.

Froom asks how would you go about holding other Executives to account to ensure your fellow Executives are doing their job and how would you respond if there are Executives who are not participating.

Kashyap states that she has tried to balance what she sees someone bringing to the table with other people's portfolios. She states that portfolios are a jigsaw, and sometimes may work and other times may not. She notes that we should be open to adapt and change around our portfolios. In addition to holding the other Executives accountable, she notes that we need to consider how to hold the President accountable. She states we also need to respect

confidentiality and privacy laws. She would continue on a case by case basis and would be open to feedback by the Board and a collective effort from the Executive.

Pyne states that he would need to keep himself accountable as an individual, and that he would check in with other people to see how they are doing. He agrees with Kashyap's comments about the portfolio structure and states that folks need to figure out how to work together. He states that he is making personal arrangements to make more time for APUS in the future. He notes the difficulty of being a part-time Executive rather than a full-time Executive.

Coggon asks if there are any issues that will come up for Governing Council that you could foresee.

Pyne states that the University Mandated Leave of Absence Policy will be coming back. He states that the Policy on Open, Accessible and Democratic student societies is still on his mind. He is not aware of anything else at Governing Council that would be a huge threat or concern but he will continue to monitor the issues.

Kashyap states the Policy on Open, Accessible and Democratic student societies will inevitably come up due to relationships between student groups and between student groups and the administration. She notes we have a direct relationship with the university in terms of our membership fees. She notes the University Mandated Leave of Absence Policy and the funding formula in terms of money from the government. She notes she is on Governing Council.

Vote carries.

b) Vice-President Internal

MOTION Moved: Pyne Seconded: Froom

BIRT that Susan Froom be appointed Vice-President Internal for the 2018-2019 term.

DISCUSSION

Kanani asks for nominations for Vice-President Internal.

Kearns nominates Froom. Froom accepts.

Coggon nominates Pyne. Pyne accepts.

Pyne thanks Coggon for nominating him and states that he will do any role that the Board wants him to do. He has been Vice-President Internal in the past and he enjoyed the role. He notes it is a very serious role and that you need to know the services, the Bylaws, human resources and internal management. He has past experience and would transition well into the role.

Froom states that she has been Vice-President Internal for the past two years and that she wants to continue serving APUS in this position. She thinks it is the role in which she best serves APUS. She notes we have collective bargaining coming up and that she has experience with this and is well positioned to get through the process. She would like to continue to work to improve our budgeting processes. She also wants to continue improving our health and dental plan and notes our newest additions to the plan, as well as changes to OHIP+. She states that we need to watch our Bylaws carefully because of the new Policy on Open, Accessible and Democratic student societies. She is very oriented towards policy and finances. She loves APUS and she thinks this is where she can best serve APUS.

Kanani asks if there are any questions for the candidates.

There are no questions.

Vote carries.

c) Vice-President External

MOTION Moved: Pyne Seconded: Froom

BIRT that Jaime Kearns be appointed Vice-President External for the 2018-2019 term.

DISCUSSION

Kanani asks for nominations for Vice-President External.

Cullen nominates Pyne. Pyne declines.

Froom nominates Coggon. Coggon accepts.

Pyne nominates Kearns. Kearns accepts.

Munro nominates Wilson. Wilson declines.

Coggon states she is running for Vice-President External. She would like to connect APUS advocacy across all three campuses. She would like to be loud and proud about Local 97 of the Canadian Federation of Students in the coming year. She states that she has been an APUS Board member, an Assembly member and has served on external committees on behalf of APUS. She has developed skills by participating in provincial coalitions. She states that there are two main duties to this portfolio: lobbying for part time students and connecting with the membership. She would like to undertake a survey of current issues and needs of our members, and link this with a voluntary postal code blitz. She has experience lobbying the provincial government with these tools in the past and has seen evidence-based lobbying make a difference. She states she would also like to connect with our membership, including Facebook groups for class representatives and Facebook Live events.

Kearns states she is interested in the Vice-President External position. She states that she is very people oriented and gets along with everybody. She states she has a lot to contribute to this role. She states she has been to Canadian Federation of Students meetings and has made connections with other Ontario locals. She states she would like to bring publicity and awareness to APUS. She states she will provide vocal representation for our members. She states she will work with other people across the three campuses and at the Canadian Federation of Students to bring more awareness to APUS.

Kanani asks if there are any questions for the candidates.

Pyne asks what are your experiences with the Canadian Federation of Students.

Kearns states that she attended a Canadian Federation of Students-Ontario meeting and found that it was a great way to make connections and learn about what other locals are working on. She states that she enjoyed discussing many different views at these meetings.

Coggon states she has attended the Canadian Federation of Students Ontario Skills Symposium a couple times. She states she was blown away by the professionalism and the training provided at this conference. She states that she is a research-oriented person and has connected with the Canadian Federation of Students-Ontario on research for lobbying in the past.

Ebifegha asks what is the name of the President of the Canadian Federation of Students.

Kanani clarifies that there is a Chairperson of the Canadian Federation of Students.

Froom raises a point of order regarding whether the question is in order in that the candidate who answers second will have an advantage over the candidate who answers first.

Ebifegha states that if this question is causing stress she will withdraw the question.

Kanani states the question is withdrawn.

Pyne asks what is your approach to outreaching and engaging with students at UTM and UTSC.

Coggon states that she is a St. George student and she would reach out to the Vice-President Externals at UTMSU and SCSU and set up meetings with them. She states that she would research issues at these campuses and learn what policies we can work on with them. She states this would come after a meeting with them. She states working with UTMSU and SCSU and CFS is important in order to escalate demands in a unified way to the province.

Kearns states that it is important to work with other Executives on this campus and others, and to engage with campaigns that are happening on the other campuses. She states she is interested in lobbying and would like to be a representative at that level.

Kashyap states that the way she sees this role is beyond the Canadian Federation of Students and can include on-campus and/or off-campus organizations. She asks how would you bring an equity-based approach to your engagements.

Kearns states that it can be very challenging as an Indigenous person to be able to get her voice heard and that this role is the perfect opportunity to speak to equity issues. She notes there are many areas of equity that have to be addressed such as accessibility, racialized issues, LGBTQ issues. She states that she will be able to approach these issues as a person who is disadvantaged with a voice in this role.

Coggon states that her approach is always to research, for example she would look up equity policies and speak to other Vice-Presidents Equity on campus. She would research what different groups use as their approach to equity and to particular issues, and she would speak to the rest of the APUS executive and look for commonalities in equity approaches.

Vote carries.

d) Vice-President Events and Outreach

MOTION

Moved: Pyne

Seconded: Froom

BIRT that Richie Pyne be appointed Vice-President Events and Outreach for the 2018-2019 term.

DISCUSSION

Kanani asks for nominations for Vice-President Events and Outreach.

Cullen nominates Pyne. Pyne accepts.

Kearns nominates Coggon. Coggon accepts.

Pyne nominates Ebfegha. Ebfegha declines.

Pyne thanks folks for the nomination. He has done the events and outreach portfolio before. He states he has done research into the APUS archives and notes there are interesting things we have done in the past and could do in the future. He states that we did wine and cheese parties in the past and we could bring it back. He states that we could restructure what an event is and just all chill together. He states that we could engage more with folks from the Transitional Year Programme. He states that he loves the UTM and UTSC campuses. He states that he wants Assembly members to feel involved and social. He states that we do get participation but he wants more sustained participation.

Coggon states that this is APUS' 50th anniversary year and we should bring this lens to all the events we put on in addition to a gala in November. She notes that we could have a 50th anniversary logo and present an archive of old APUS voice newspapers. She states that we could reach out to APUS alumni. She states we could use Facebook Live for events. She would like to host a November event to commemorate the founding of APUS and the APUS living legacy. She states she would contact the Woodsworth Alumni Association. She states she has some skills in event planning and that she would consult with the other Executives regarding the November event to make sure there is internal capacity.

Cullen asks what do you think is the most important part about uniting all the groups to get more participation, particularly outside of the St George.

Coggon states that if the focus is on bringing in the membership using a more holistic approach then she agrees this is really important. She states she would host Orientation events on all three campuses, as well as exam jam programming on all three campuses. She would have to think further about how to implement more programming at other campuses after participating in visioning.

Pyne states that he appreciates the word unity. He states that through events he has come to know more people but often he only sees them once and that this is the part he wants to fix. He states that he would like the re-creation of a social dynamic. He states that he did not have an Orientation event at UTSC this year. He states that the UTM shuttle bus exists but that transportation is difficult for UTSC students.

Kashyap states that reaching out to all campuses is hard for one person. She asks what mechanisms exist other than face to face. She asks how do you work with others and not have to go out there physically. She asks how do we actually create relationships.

Pyne states that this is a deep question and a struggle. He states that social media does not always create relationships. He states that at APUS we have a family environment and we all have a picture of what APUS means to us. He states that we need to find what that is for others and present that to people. He states that we need to find ways to maintain relationships and keep communication with groups. He notes he only met with the Transitional Year Programme

once. He states that whatever it is that we find in APUS, we need to find a way to put that forward to others.

Coggon states that building relationships on social media are one way of creating relationships. She states that the amount of programming that would be required to do all our regular events on all three campuses is a lot. She states that it could be a challenge to build up regular programming on all three campuses and maintain the angle of the APUS 50th anniversary, which she thinks is important. She states that it is important to go out to events, and that our events and outreach should be quality over quantity.

Vote carries.

e) Vice-President Equity

MOTION Moved: Pyne Seconded: Froom

BIRT that Jennifer Coggon be appointed Vice-President Equity for the 2018-2019 term.

DISCUSSION

Kanani asks for nominations for Vice-President Equity.

Froom nominates Coggon. Coggon accepts.

Cullen nominates Ebifegha. Ebifegha declines.

Kanani calls for a short recess.

The meeting resumes at 8:53pm.

Coggon states that working on mental health issues, poverty and Indigenous issues are very important to her. She states that she would work with spaces on campus such as the Career Centre and the Anti-Racism and Cultural Diversity Office to improve access and equity for our members. She states that she would hold collaborative events, such as Lunch and Learn with the Reclaiming Our Bodies and Minds conference. She states she would like to work on Indigenous signage in the APUS office and recommendations from the University of Toronto's response to the Truth and Reconciliation Commission. She states that where suitable she would work within the 50th anniversary lens to work with alumni and equity-seeking groups on campus. She states she would advocate for part time students in professional schools.

Vote carries.

f) Motion to destroy ballots

Moved: Pyne Seconded: Froom

Vote carries.

4. Adjournment

MOTION Moved: Pyne Seconded: Kearns

Vote carries.

The meeting is adjourned at 9:03pm.

III. PRELIMINARY BUDGET

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

PRELIMINARY BUDGET 2018-2019

Fiscal year ending April 30, 2019

PRELIMINARY REVENUE

	Revised Budget Apr./18	Preliminary Budget Aug./18	Operating Budget Nov./18
MEMBERSHIP FEES			
Summer Term (May-Aug 2018)	178,241.70	177,000.00	
OPIRG ⁽¹⁾	13,058.76	12,800.00	
CFS ⁽¹⁾	50,795.62	49,792.00	
Fall and Winter Terms (Sep-Dec 2018 Jan-Apr 2019)	173,233.35	170,000.00	
OPIRG ⁽¹⁾	6,105.45	6,100.00	
CFS ⁽¹⁾	42,449.41	42,288.00	
Sub-total	463,884.29	457,980.00	
SERVICES			
Health and Dental Plan Administration ⁽²⁾	100,000.00	100,000.00	
Student Printing Service	9,811.50	8,000.00	
Sub-total	109,811.50	108,000.00	
OTHER			
Interest Income	0.00	0.00	
Miscellaneous Income ⁽³⁾	331.52	500.00	
Sub-total	331.52	500.00	
TOTAL OPERATING REVENUES	574,027.31	566,480.00	

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

PRELIMINARY BUDGET 2018-2019

Fiscal year ending April 30, 2019

PRELIMINARY EXPENSES

		Revised Budget Apr./18	Preliminary Budget Aug./18	Operating Budget Nov./18
MEMBERSHIP FEES				
Summer Term	Transfer to OPIRG ⁽¹⁾	13,058.76	12,800.00	
	Transfer to CFS ⁽¹⁾	50,795.62	49,792.00	
Fall & Winter Term	Transfer to OPIRG ⁽¹⁾	6,105.45	6,100.00	
	Transfer to CFS ⁽¹⁾	42,449.41	42,288.00	
		112,409.24	110,980.00	
SERVICES				
Scholarships & Bursaries ⁽²⁾		11,000.00	11,500.00	
Accessibility Subsidy		0.00	500.00	
Daycare Subsidy		0.00	500.00	
Health and Dental Plan Administration		100,000.00	100,000.00	
Student Printing		7,092.52	8,000.00	
Income Tax Clinics		215.63	400.00	
Sub-total		118,308.15	120,900.00	
CAMPAIGNS, PROJECTS, EVENTS				
Campaigns and Projects		1,375.24	5,000.00	
Events and Outreach		16,562.31	21,500.00	
Coalition & Solidarity		1,700.00	2,000.00	
Sub-total		19,637.55	28,500.00	
ADMINISTRATION AND OFFICE				
Audit		7,910.00	7,910.00	
Bank Charges		1,235.22	1,000.00	
Computer Supplies and Maintenance		5,900.52	5,000.00	
Copier Services and Supplies		2,000.00	2,000.00	
Insurance ⁽³⁾		5,067.36	5,100.00	
Legal		3,487.00	7,000.00	
Telephone		3,208.71	3,300.00	

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. PROPOSED OPERATIONAL POLICY ON DONATION REQUESTS

APUS Operational Policy on Donation Requests

Date: July 2018

Preamble

APUS is solicited from time to time to support individuals and organizations at the University of Toronto and in the wider community. In addition to the relevant bylaws, this policy is meant to guide the APUS Executive Committee and Board of Directors in assessing requests for monetary support from external organizations, both on and off campus. This policy does not cover requests for in-kind support or non-monetary endorsement, sponsorship or partnership requests. This policy does not preclude APUS from collaborating financially with other student groups on its regular programming, such as events (i.e. Pride Picnic, Exam Jams) or services (i.e. tax clinics).

Eligibility

Requests for monetary support may be considered from the following: campus groups, student groups, individual students, external organizations, community groups and individual community members. Eligible organizations and individuals may normally only request monetary support twice per fiscal year (May - April). For-profit organizations are not eligible to request monetary support. In accordance with APUS Bylaw 6.22 Conflict of Interest, members of the Board of Directors and the Executive Committee must declare any conflict of interest in the consideration of requests.

Process

Requests for monetary support in the amount of \$400 or less should be received two weeks in advance. Requests may be made by email to the Vice-President Equity and the Executive Director. Requests should include the following information:

- Objectives of the initiative including overall impact on the communities served;
- Benefit of the initiative to APUS membership; and
- Summary of budget for initiative, including anticipated expenses and revenues.

Requests for monetary support in the amount of over \$400 should be received three weeks in advance. Requests should be made by email to the Vice-President Equity and the Executive Director. Requests should include the following information:

- Objectives of the initiative including overall impact on the communities served;
- Benefit of the initiative to APUS membership; and
- Summary of budget for initiative, including anticipated expenses and revenues.

Decision-Making

Requests for monetary support in an amount of \$400 or less will be considered by a vote of the Executive Committee.

Requests for monetary support in an amount over \$400 will be considered by a vote of the Board of Directors.

In all cases, the criteria used to consider the request will include the following:

- Available funds in APUS budget for current fiscal year
- Clarity of objectives of initiative and information requested
- Overall impact on communities served, particularly equity-seeking groups

- Benefit of the initiative to APUS membership

Preference may be given to groups or individuals requesting monetary support for the first time in the current fiscal year.

Requests considered by the Executive Committee will be reported to the Board of Directors in accordance with the bylaws on financial matters.

IV. EXECUTIVE REPORTS

1. President

CFS National Meeting: I attended the Canadian Federation of Students (CFS) National Meeting in June 2018 in Gatineau along with other APUS Executives.

Mandated University Leave of Absence Policy: The policy passed at the governing Council Meeting on June 27, 2018.

Upcoming meetings with Student Life and the Office of the Vice Provost: I have scheduled meetings for the APUS team with the Department of Student Life and the Office of the Vice-Provost Students in August in preparation for the 2018-19 academic year.

2. Vice-President Internal

Finances:

A preliminary budget for the 2018-2019 fiscal year has been prepared and is attached for the consideration of the Board of Directors.

Human Resources:

Our Events and Outreach Coordinator, Grayce Slobodian, is currently taking a four-month leave of absence. Najia Fatima has been hired as the Temporary Events and Outreach Coordinator. We have hired two Summer Student Info Clerks, Grayson McHugh and Meaghan Griffin.

We have contacted CUPE 1281 to arrange for the annual Employer Orientation to the Union (and the Collective Agreement). We hope to have this orientation meeting in the near future. Board members will be welcome to attend.

As per the terms of our Collective Agreement, we have received a request to bargain from CUPE 1281 in order to amend the terms of the Collective Agreement. We have begun to review the current Collective Agreement in preparation for collective bargaining in August.

As Board Members will be aware, current Executive Director, Danielle Sandhu, is on a leave of absence for one year. Caitlin Campisi has been filling the position of Interim Executive Director in her absence. Danielle has informed us that she will not be returning to the position of Executive Director. The Executive Committee has extended the contract of Caitlin Campisi as Interim Executive Director.

Other Activities:

I have continued to represent APUS at the U of T Community Liaison Committee, the Student Library Advisory Committee, and the Advisory Committee on the U of T Library System. I attended the Represent Leadership Conference, the CFS Skills Symposium, and the DLA Piper Labour Law Conference. Together with my fellow Executives, I met with the Office of the Vice-Provost Students, primarily to discuss the University Mandated Leave of Absence Policy.

3. Vice-President External

CFS Meetings:

CFS-Ontario Executive Committee: From May 11-13, 2018, I attended the Ontario Executive Committee where we discussed the future goals of the Canadian Federation of Students.

Circle of First Nations, Metis, and Inuit Students: On May 18-20, 2018, the National Circle of First Nations, Metis, and Inuit Students held a standalone meeting in Winnipeg. We discussed ways that the Circle will assist at the national level of the Canadian Federation of Students as well as issues that we are currently facing on our own campuses.

CFS National General Meeting: I attended the National General Meeting from June 8-13, 2018. The expulsion of CFS-BC happened during opening plenary and the motion carried unanimously. It was decided that National General Meetings will now take place yearly as opposed to semi-annually due to the decrease in revenue.

CFS Ontario Skills Symposium: From June 18-20, 2018, I attended the Ontario Skills Symposium at Mississauga Campus. It was a wonderful opportunity to learn about lobbying and media relations which will help develop my abilities to enhance my portfolio role.

Motions for CFS-Ontario AGM: We have put forth two motions for the CFS-Ontario AGM which will be held in August. The first motion deals with the Greyhound Bus service suspension and the second pertains to Naloxone training and materials on campus.

Campus and External Campaigns and Advocacy:

All-Candidates Debate: Working alongside UTGSU and CFS-ON, we held a provincial elections Candidates Debate on May 30, 2018. Jessica Bell (NDP) and Jo-Ann Davis (Liberal) shared their party's platform on issues affecting students. We had a great turnout of roughly 50 engaged students and community members.

University Mandated Leave of Absence Policy: The continuing issue of opposing the University Mandated Leave of Absence Policy has been at the forefront of my functions as an Executive. I have supported other Executives as we spoke against the policy at the University Affairs Board, Academic Board, Governing Council, as well as meetings with the Office of Vice-Provost Students. Unfortunately, it has passed but I will continue to speak against it while looking for ways to support our membership.

Other Meetings and Events:

Pride Pop-Up Event: I attended the Pride Pop-Up event in the Sid Smith office on June 28, and helped with set-up and outreaching to community members.

4. Vice-President Events and Outreach

Canadian Federation of Students Ontario: Executive Committee Meeting (May 11th - 13th, 2018): I attended the CFS Ontario's Executive Committee in the role as Chairperson of the Part-Time and Continuing Education Caucus. I sit on the board as a non-voting member.

CFS National Meeting (June 8th – 13th, 2018):

Myself and other APUS delegates attended the CFS National Meeting in Gatineau.

CFS-Ontario Skills Symposium (June 18th – 20th, 2018):

Myself and other APUS delegates attended the Ontario Skills Symposium.

Mental Health Matters Rally: Rally Against the University Mandated Leave of Absence Policy (June 27th, 2018):

I participated in the rally outside of Simcoe Hall against the University Mandated Leave of Absence Policy which was approved by the Governing Council at the University of Toronto. This rally was cohosted with UTMSU, SCSU, and UTGSU along with support from CFS-Ontario. If folks have any questions about this policy, please feel free to contact me.

APUS Pride Picnic Pop-Up (June 28th, 2018):

APUS hosted a Pride Picnic at the APUS Sidney Smith office from 12 PM to 2 PM on June 28. The office was decorated with rainbow flags with a pride theme, along with snacks, desserts and APUS outreach materials.

Student Consultation: U of T Consent Culture Campaign (July 4th, 2018)

I attended the student consultation for the University of Toronto's consent culture campaign as a representative of APUS. This campaign is being organized by staff who work at the Sexual Violence and Prevention Centre at the University of Toronto. If folks have any questions on anything discussed at that meeting, please feel free to contact me.

5. Vice-President Equity

Events:

Invisible Disabilities & Academic Accommodation hosted by OISE Equity Committee: On May 8, the APUS President and I attended a panel discussion of the prevalence and effects of invisible disabilities from a social and institutional perspective.

Active Listening and De-Escalation Workshop hosted by SBA: On May 29 VP, the Events and Outreach and I attended a workshop on improving communications skills.

Naloxone Training: On July 25, the President and I took a two-hour course in naloxone administration for cases of suspected overdose.

\$15 and Fairness Rally: on June 16 at Queen's Park legislative buildings I attended a rally to pressure the new Ontario government to retain the province's previous commitment to the \$15 minimum wage.

Advocacy:

Indigenous Cultural Competency Training (ICCT) at the Native Canadian Culture Centre: On May 22, I attended a training that included an overview of Indigenous history linked to contemporary issues.

Indigenous Signage: I have continued the previous VP Equity's work to install Indigenous language signs in our two APUS offices. Two language professors from the Centre for Indigenous Studies have now agreed in principle to help translate signs, but they will discuss further within their office.

ASSU Student Success Day: On May 11, I tabled for APUS with our Executive Director at a conference for GTA high school students.

U of T's Policy on Sexual Violence and Sexual Harassment: On June 7, I attended a planning meeting with UTGSU and other campus partners for U of T's mandatory consultation on its 2017 Policy on Sexual Violence and Sexual Harassment. The policy is due for its three-year review by January 2020.

LGBTOUT Pride Parade preparation: on June 23, I helped with LGBTOUT's poster-making for their float in the Pride Parade.

Harm Reduction: Since June I have researched and reached out to campus and community experts to investigate a harm reduction strategy for APUS. I also obtained personal naloxone training. I put forward a CFS Ontario motion for its August meeting that CFS-O develop guidelines regarding naloxone possession and use by CFS locals.

APUS Donation Policy: In July the Executive Director and I researched and drafted APUS' first donation policy, continuing the work of the previous VP Equity. The Donation Policy gives the Executive and Board of Directors guidelines to assess monetary donation requests to APUS from external organizations or individuals, and establishes a separate vetting process for large and small donations.

Other Meetings:

Committee for the Allocation of Student Activity Space (CASAS): I was part of the committee that assessed 60 annual applications for student club space at the 21 Sussex Dr. clubhouse.

Office of the Vice Provost of Students May 17 and June 15: I attended team meetings with the Office of the Vice-Provost Students. I asked questions based on my research on involuntary leave implementation in the U.S. and on plans for sexual violence policy consultations.

CFS and CFS-Ontario: Along with other APUS Executives, I attended the CFS National General Meeting June 8-12 and the CFS Ontario Skills Symposium on June 18-19.