



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

October 26, 2018
6:00pm
Meeting #3
APUS North Borden Office

Board of Directors' Meeting #3

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 **October 26, 2018 at 6:00 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4 – 32)
- III. Executive Reports (page 33 – 40)
- IV. University of Toronto Libraries Review (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

MOTION Moved: Kashyap Seconded: Coggon

Be it resolved that the meeting agenda for Board of Directors' meeting #3 be adopted as presented.

3. Approval of Minutes

MOTION Moved: Froom Seconded: Kearns

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

- a. Board of Directors Meeting #2 – July 30, 2018
- b. Executive Committee Meeting – May 7, 2018
- c. Executive Committee Meeting – May 22, 2018
- d. Executive Committee Meeting – June 15, 2018
- e. Executive Committee Meeting – July 9, 2018
- f. Executive Committee Meeting – July 27, 2018
- g. Executive Committee Meeting – August 9, 2018
- h. Executive Committee Meeting – August 15, 2018
- i. Executive Committee Meeting – August 20, 2018
- j. Executive Committee Meeting – August 30, 2018
- k. Executive Committee Meeting – October 5, 2018

4. University of Toronto Libraries – External Review

5. Report on CFS and CFS-Ontario Meetings

6. Report on APUS 50th Anniversary Programming

7. Executive Reports

MOTION Moved: Kashyap Seconded: Pyne

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

8. Adjournment

II. MINUTES

a) Board of Directors Meeting #2 – July 30, 2018

Attendance: Jaime Kearns, Jennifer Coggon, Christine Cullen, Mala Kashyap, Susan Froom, Richie Pyne, Jose Wilson (on phone)

Staff: Caitlin Campisi

Speaker: Nadia Kanani

1. Call to Order

The meeting is called to order at 6:35.

The Speaker asks everyone to introduce themselves and state their access needs.

Everyone introduces themselves and states their access needs.

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.

Vote carries.

3. Appointment of Speaker for 2018-2019

MOTION Moved: Coggon Seconded: Kashyap

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

DISCUSSION

Froom states that the recommendation of the Executive Committee to the Board of Directors is to appoint Nadia Kanani as Speaker for 2018-2019. She was our Speaker last year and the Executive is recommending she continue as Speaker this year.

Vote carries.

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

Vote carries.

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.

DISCUSSION

The Speaker states that the Preliminary Budget is the second column in the attached budget.

Froom states that the Preliminary Budget was sent out in advance to Directors for their review. She notes that the Preliminary Budget is a conservative one as it is an estimate for the current May 2018 - April 2019 fiscal year. She states that membership fees are estimates, and OPIRG and CFS fees that come in and then are disbursed as per the levies. She states most expenses are consistent with last year. She states that the Campaigns and Projects and the Events and Outreach budget lines are slightly higher to account for our 50th anniversary programming. She notes that we had a surplus last year but are only projecting a very small surplus this year as we have additional events and special projects planned. She states that the legal budget line is a bit higher as the Open Accessible and Democratic Student Societies may come back to Governing Council and we should be prepared. She states that Repairs and Maintenance and General Office budget lines are a bit higher at this time in the year in order to be prudent. She states the other budget lines are similar to last year. She states we are projecting a surplus of \$240 based on the estimates. She reiterates that this budget is preliminary because we do not yet know what our membership revenue will be. She invites Board members to ask any questions.

Coggon asks about an unclaimed scholarship from last year. Froom confirms that this unclaimed scholarship accounts for the previous year's actuals being \$11k for Scholarships and Bursaries. She states that the Office of Enrolment Services makes the selection, and that no one who fit the specific criteria for this scholarship applied last year. She states that this is why we are budgeting \$11.5k this year so that it remains available for applications.

Pyne states that he thinks the budget looks good.

Vote carries.

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 Jennifer Coggon (an additional member of the Executive Committee) be appointed to the Committee; and

Be it further resolved that Richie Pyne (up to three additional members of the Board) be appointed to the Committee.

DISCUSSION

The Speaker asks if anyone would like to volunteer for this Committee.

Froom states that we have had this Committee for the past few years. She states that much of the heavy lifting has already been done but there are still changes to consider from previous years' discussion. Froom states that it is not necessary to have a full Committee.

Pyne asks if making recommendations by December 2018 means that December 2018 is also the end of the Committee.

Froom states that the timeline and process for amending the Bylaws includes amendments going to the Board, then the Assembly, then the Annual General Meeting. For this reason, the recommendations of the Committee need to be done by December.

Coggon asks what bylaws will the Committee consider this year.

Froom states that budget timelines could be reviewed this year. She states that there are other items that could be polished.

Coggon asks regarding the scope of Committee.

Campisi states that procedurally it is the purview of the members who join the Committee, and therefore the Committee as a whole, to decide on the scope of the current Committee and the substance of amendments.

Coggon volunteers to be on the Committee.

Pyne volunteers to be on the Committee.

Vote carries.

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.

DISCUSSION

Froom states that current Executive Director Danielle Sandhu is on a leave of absence which ends August 1, 2018 and that she has informed us that she does not intend to return at the end of her leave of absence. She states that we are delighted with the performance of Caitlin Campisi as Interim Executive Director, and it is the hope of the Executive Committee that she continue her role at APUS.

She states that the Executive Committee appoints an Interim Executive Director, but under the Bylaws an Executive Director is appointed by the Board. She states it is therefore the purview of the Board to change Caitlin's status from Interim Executive Director and Executive Director.

Vote carries.

8. Proposed Operational Policy on Donation Requests

MOTION Moved: Coggon Seconded: Pyne

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

DISCUSSION

Coggon states that a donation request prompted the need to develop a donations policy. She notes the key aspect of this Policy is that it creates a two-tier process where requests of \$400 or less are considered by the Executive Committee, and requests over \$400 are considered by the Board. The policy applies to external groups, for example those off campus, and eligibility is defined in the Policy. The Policy does not cover non-monetary support or in-kind support, or partnering on events. She notes that we will later draft a policy that will deal with non-monetary requests. She states that a group or individual can ask for a donation request only twice per fiscal year in order to allow for us to also consider requests from other groups. She notes that the Executive Committee and the Board of Directors must still declare conflict of interests with any requests. She states that we developed criteria rather than an online form, but that we could post this criteria online for groups to know in advance of submitting donation requests. She notes we want folks to specifically state the benefit of the proposed initiative to the APUS membership. She states that this allows for transparency and accountability in the process of considering requests at both the Executive Committee and the Board, and ensures consistency in terms of criteria.

Pyne states he likes the Policy a lot. He thanks Coggon and Campisi for working on the Policy and states that it is much needed for the organization.

Kearns states that she likes \$400 as a division and that this increases accountability to the Board.

Froom states that this is a well-thought-out policy that has been needed for quite some time.

Coggon states that she is glad the Board agrees with \$400 as a division. She states that we will therefore consider our first donation request at the Board tonight. She states that she researched donation requests for the past few years while drafting the Policy. She states that many were made at the Executive Committee. She states that she has the research available if folks would like to review.

Vote carries.

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 \$500.

DISCUSSION

The Speaker states that the donation request, the budget for the project and the description of the group was sent out via email to Directors in advance of the meeting.

Coggon presents the donation request from Regenesiis, an ecologically-minded group that would like to open up a Youth Food Centre on Wilcox Street. They will be doing educational workshops related to food and nutrition as well as operating a community kitchen. They have already secured the space and will be collaborating with Dig In. She states that they are also looking to collaborate with the Dalla Lana School of Public Health to offer opportunities for students. She states that they are specifically asking us for a donation to help cover the costs of educational programming as well as food supplies. She states that she asked and received a budget for the project which shows that they are asking other student groups for donations to cover these costs as well. She states that APUS could have their logo on the website if we donate a certain amount.

Cullen states that food security initiatives on campus are very important for students.

Coggon states that this initiative is especially important because it is a long-term project.

Cullen states that supporting this project could be a way to bring more awareness to APUS.

Coggon states that she is recommending a donation of \$750. She states that the donation would help the project get started. She is comfortable with a donation between \$500 and \$750.

Froom states that their website suggests that they have a number of partners already secured, such as labour unions. She states this suggests the project will go ahead. Coggon states the organization has a number of current projects and clarifies which group they have requested funds from for this current project.

Kearns states that other projects by Regenesiis are up, running and thriving.

Cullen states that the project will affect a large number of youth and that she is in support of the project.

Coggon provides information on other projects from Regenesiis.

Kearns states that we now have a Donations Policy in place which is helpful. She suggests that we could give \$500 now and \$250 later. She states we could build up a partnership with them.

Coggon states this would be a moderate approach and a good process.

Kashyap states we could return to the discussion once the project opens.

The Speaker asks Coggon if she is moving a motion with a particular amount. She states there can be an understanding that we can report back to the Board on the project's progress before a further request.

Coggon states she is recommending \$500. She states according to the Policy they could ask one more time this current year. She states this amount is prudent.

Vote carries.

10. Executive Reports

MOTION

Moved: Kashyap

Seconded: Froom

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

Vote carries.

DISCUSSION

1. President

Kashyap states that the last few months have been transitional for the Executive. She states that she has been spending a lot of one-on-one time with the Executives. She states that she attended the CFS National Meeting in June with other Executives. She states that the University Mandated Leave of Absence Policy passed at Governing Council on June 27. She states this has taken up a lot of her time in the past year and she recommends that the conversation continue, especially at the Anti-Racism and Cultural Diversity Office. She states that we have an upcoming meeting with the Office of the Vice Provost Students and Student Life. She states that she will be taking a leave of absence for the month of August. She states that during her leave of absence, Kearns will be Acting President for the month.

2. Vice-President Internal

Froom states that she has been working on the preliminary budget which was presented to the Board tonight. She notes that the Events and Outreach Coordinator, Grayce Slobodian, is on leave for the summer, and that Najia Fatima has been hired as a temporary Events and Outreach Coordinator for the summer. She notes that we have hired two Student Information Clerks for the summer, Meaghan Griffin and Graysen McHugh. She states that CUPE 1281 will be giving an Orientation to the Union soon and that she will invite Board members to this meeting. She states that the Collective Agreement is particularly important this year because we will be going into bargaining next month. She has been reviewing the Collective Agreement in preparation. She states that Danielle Sandhu is not returning from her leave of absence and that we have just appointed Caitlin Campisi as our Executive Director. She states the meetings for committees she is currently serving on, meetings with the Office of the Vice Provost Students and conferences she attended are in her written report. She states that in the University Mandated Leave of Absence Policy motion that passed at Governing Council, the Executive Highlights did state that there will be guidelines for the policy. She states that she hopes that APUS will have much to contribute to these guidelines in our meetings with the Office of the Vice Provost Students. Froom states that she attended a labour law conference regarding labour law changes put on by our law firm and offers to share resources from this conference.

3. Vice-President External

Kearns notes she has been doing a lot of work with CFS and CFS-O. She attended the CFS-O Executive Committee Meeting shortly after she was elected, in which current issues and future goals of CFS-O were discussed. She states that a week later she attended the National Circle of First Nations, Metis and Inuit Students in Winnipeg. They discussed issues on campuses from the perspective of Indigenous students, including a campaign called Reconciliation and pushing for having degrees in Indigenous languages. She then attended the CFS National Meeting, in which the expulsion of CFS-BC in opening plenary carried unanimously. She states that they were not paying dues and that it was putting a strain on the national budget. She

states that it was a hard decision but it was time to cut our losses as a movement. She states that as a result of the decreasing revenues, the National General Meeting will now take place annually instead of semi-annually as the meetings are quite costly. There will still be National General Meeting in November this year. The changes will take place as of next year's budget. She states she then attended the CFS Ontario Skills Symposium in Mississauga. She states this helped her learn skills related to her portfolio. She states she also submitted two motions on behalf of our Local 97 for the upcoming CFS Ontario General Meeting. She states there are issues for students with the cuts to Greyhound services, and that her motion is trying to find discounts for students who require bus transportation out west. She states that the other motion was drafted by Coggon and is regarding an investigation into naloxone training.

Kearns states that she also held an All-Candidates Debate with the University of Toronto Graduate Students Union and CFS-O. She states the NDP and Liberal candidates attended. She states that there were 50 students and community members who participated and that folks were really engaged.

Kearns states that she also helped with set up and outreach for the Pride Pop-Up event in the Sid Smith office and that it was fun.

Kearns states that University Mandated Leave of Absence Policy was also at the forefront of her work. She notes she spoke on behalf of APUS at Academic Board and Governing Council against the Policy in addition to meeting with the Office of the Vice Provost Students. She states that we were able to advocate against this Policy and that she will continue to do so.

Coggon notes that Kearns spoke really well at Governing Council on the University Mandated Leave of Absence Policy and is being modest.

4. Vice-President Events and Outreach

Pyne states that the CFS National Meeting was great. He states that he attended the CFS-O Executive Committee Meeting as the Part-Time Caucus Chairperson as he is a non-voting member on the CFS-O Executive Committee in this position. He states he attended the rally outside of Simcoe Hall while University Mandated Leave of Absence Policy was passed. He states that APUS, the other U of T student unions, and CFS-O worked together on this rally. He states that Pride Pop-Up was great and he would like to thank Kearns for her exceptional outreach abilities. He states that he attended a student consultation with other student representatives on the consent culture campaign, which is a campaign stemming from people who are working at the new Sexual Violence Prevention and Support Centre. He states that it was a smaller scale consultation and he recommended that they consult more broadly. He states that there were folks he felt should be in the room but were not and he is trying to contact them. He notes that the Caribana Patio Lime event is coming up on August 2 this Thursday outside of the APUS office in front of the Multi Faith Centre.

5. Vice-President Equity

Coggon states that she attended a session on invisible disabilities and academic accommodations as related to academic careers at OISE. She states that she also attended an active listening and de-escalation workshop which was great. She states that she is working on moving toward Indigenous signage for the North Borden and Sid Smith offices, and that she has spoken with two Indigenous language professors who have agreed in theory. She states that the

a. President

i. Update on Executive Transition

Campisi notes that we are on track with the Executive Committee transition. She notes individual transitions have taken place for the Vice-President Equity and Vice-President External positions.

ii. Executive Visioning Retreat 2018-2019

Kashyap states that APUS holds an Executive Visioning Retreat annually once the new Executive begins their term. In the past, we have often stayed at another campus and spent a couple days setting intentions and creating priorities for the year. She asks Executives to send her ideas on sessions, such as equity training or guest speakers. She notes the outcome of the Visioning Retreat should be a document that guides the organization for the next year.

Executives discuss potential locations and dates for the Executive Visioning Retreat. Woodsworth Residence with access to a community kitchen is suggested as it would connect us to history of APUS. Tuesday June 5 and Wednesday June 6 are agreed as potential dates. Campisi will look into booking space for those dates.

iii. Meeting with the Office of the Vice Provost Students (OVPS) May 17

Kashyap introduces our relationship with the Office of the Vice Provost Students, which usually includes regular meetings. She notes that we can as an Executive determine how to engage with the Office. She notes that at the upcoming meeting on May 17, we should include a discussion on the University Mandated Leave of Absence Policy.

iv. University Mandated Leave of Absence Policy

Kashyap notes that a new version of the University Mandated Leave of Absence Policy has been released. Kashyap notes she has sent around the new version as well as news articles about the Policy. She notes she is keeping track of conversation and considering organizational strategy.

Froom states that APUS should take a position on the potential timeline to put the Policy forward to Governing Council in June. She notes that the current consultative process would be complete by next week, and that this represents an insufficient consultation with a timeline that is too short. She states that we could speak at the upcoming meeting Governing Council Cycle 5 on May 17.

Pyne agrees that consultation timeline is too short, and is also against the Policy in general. He states the APUS position should be to scrap the whole policy rather than only not putting it forward right now.

Discussion of upcoming short timeline of May 16 as date for the end of student consultations. It is agreed that APUS should make a statement as soon as possible. APUS should speak to our statement at the next University Affairs Board meeting. The statement should include a two-pronged approach that addresses issues with both the timeline and the Policy itself. Campisi will create a shared Google document to facilitate the process.

b. Vice-President Events & Outreach

i. Student Info-Clerk Hiring Committee

Pyne presents the job posting and hiring process for two unionized Student Information Clerks for the summer term. He states that the hiring committee consisted of himself, the Shop Steward and Campisi. He states the hiring committee has two recommendations to bring forward to the Executive.

MOTION to move in camera at 4:24pm.

Pyne/Froom

MOTION to move out of camera at 4:29pm.
Pyne/Froom

MOTION Moved: Pyne Seconded: Froom

BIRT Greyson McHugh and Meaghan Griffin be hired as Student Information Clerks for the 2018 Summer Session.

Vote carries.

Kashyap exits at 4:30pm.

ii. Pride Picnic Planning

Pyne plans we have begun to plan the Pride Picnic. He notes there is planning meeting organized by the Sexual and Gender Diversity Office next Monday. He notes that accessibility is a priority for this event.

c. Vice-President Internal

i. Hiring Committee for Events & Outreach Coordinator

Froom notes the current Events & Outreach Coordinator is taking a four month leave under the Collective Agreement. She notes we should hire someone to fill the position temporarily. We should strike a hiring committee in order to do so. She reviews the guidelines for the hiring committee and the hiring process in the Collective Agreement.

Pyne notes he is interested in serving on this hiring committee.

MOTION Moved: Froom Seconded: Coggon

BIRT APUS strike a Hiring Committee to fill the temporary Events & Outreach Coordinator position; and

BIFRT that the Hiring Committee consist of the Employer's Representative, the VP Events & Outreach, and a bargaining unit representative.

Vote carries.

d. Vice-President External

i. Upcoming CFS Meetings

Kearns notes that she will be attending an upcoming CFS Ontario Executive Meeting May 11 – 13 as our APUS representative. She notes there is an upcoming National Circle of First Nations, Metis and Inuit Gathering that she will be attending as well. Kearns states that if anyone has items they would like her to address to let her know.

ii. CFS National Meeting June

Kearns states that there is also an upcoming CFS National General Meeting in June. She states she would like to have a prep meeting in advance once the motions come out.

iii. Local Candidate Debate

Kearns notes that she and Campisi are currently planning a Local Candidate Debate for the provincial elections with CFS-O and UTGSU.

e. Vice-President Equity

i. OISE Invisible Disabilities & Academic Accommodation Discussion

Coggon notes she will be attending an Invisible Disabilities & Academic Accommodation Discussion at OISE. She notes that she has been researching these issues and intends to participate in the discussion. Discussion of the need for cultural competency trainings within Accessibility Services.

ii. Report-back

Coggon notes she has been part of the Allocation of Space Committee for the Clubhouse at 21 Sussex. She has completed the assessment and will be attending the final meeting.

5. Regular Exec Meeting Time

Discussion of meeting bi-weekly this semester. Executives to follow up over email with their schedules.

6. Adjournment

MOTION TO ADJOURN Moved: Kearns Seconded: Froom

The meeting is adjourned at 5:05pm.

c) Executive Committee Meeting – May 22, 2018

In attendance: Mala Kashyap, Susan Froom, Jaime Kearns
Staff: Caitlin Campisi

1. Call to order

The meeting is called to order at 2:16pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Kearns

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

Vote carries.

3. Items of Business

a. President

i. Executive Retreat

Discussion of format of Executive retreat. The format and the content can change from year to year. This year we are suggesting holding sessions one day at a time, with time to reflect in between each day. Froom notes her priority is a timeline for the year. Kashyap notes her priority is allyship. Discussion of time to acclimatize to APUS first for new Execs.

ii. CUPE Training

Kashyap notes that CUPE 1281 comes in once a year to go over our Collective Agreement. She states that is important to understand that we have unionized staff and operate in a unionized environment.

iii. Office Etiquette

Kashyap notes that it is important to be mindful of our staff, and recognize the role of both the Union and Campisi as the Employer's Representative. Discussion of role of Employer's Representative in representing management and the Executive.

iv. Request from the Varsity

Kashyap notes that media requests are forwarded to the President as per our Bylaws. She is checking in with the team regarding a photo request she has received. Other Executives are in favour of accepting the request is Kashyap is comfortable.

v. University Mandated Leave of Absence Policy

The University Mandated Leave of Absence Policy will be considered at the University Affairs Board meeting this Thursday, and the following week at Academic Board. Discussion of handing out our APUS letter at UAB or directly to the U of T President. APUS will hand out its letter to members of the University Affairs Board at the meeting. Discussion of speaking rights for APUS at these meetings. Campisi to request speaking rights for APUS, and Kashyap to speak at UAB. Discussion of working together with other student groups at these meetings. It is agreed that everyone who can attend University Affairs Board from APUS will go together.

b. Vice-President Internal

i. Hiring Updates

From notes the hiring committee for the temporary Events & Outreach coordinator has been struck. She notes we are waiting to hear back from CUPE regarding the job posting approval, and reviews the potential hiring timeline. She notes we are also trying to schedule Employer Training with CUPE. She notes the Student Information Clerks have been trained and are working out of the Sid Smith Office.

ii. Report-Back

From notes that she met with the new Scarborough Campus Student Union Executives last week while at the Governing Council Meeting at UTSC. She notes we are on track for our summer Scholarship and Bursary Program.

c. Vice-President External

i. CFS Meetings Report-Back

Kearns notes she attended the CFS Ontario Executive Meeting. Discussions included the upcoming National General Meeting and motions concerning the BC component. Kearns provides context for the motions that will be put forward at the National Meeting. Kearns also recently attended the National Circle of First Nations, Metis and Inuit Students Gathering which was amazing. Discussion included budgets, campaigns and reconciliation. She states that over seventy students attended the Circle Gathering.

ii. CFS National Meeting June Prep Meeting

Kearns states that we will meet before we leave on June 8 to prepare for the meeting and go over the motions in detail. Campisi will create a Google document to facilitate discussion on the motions. All Executives who indicated interest are registered.

iii. CFS Ontario Skills Registration

Discussion of CFS Ontario Skills and who is interested in attending. Discussion of inviting interested students from other student groups. Kearns will first confirm the dates for the Skills training this year.

iv. Local Candidate Debate

Kearns states that our Local Candidate Debate will take place on May 30 at the Centre for International Experience. She states we are partnering with the University of Toronto Graduate Student Union and CFS-O for this debate and that we have begun promotion.

d. Vice-President Events & Outreach

Pyne is not in attendance.

e. Vice-President Equity

Coggon in not in attendance.

4. Adjournment

MOTION TO ADJOURN Moved: Froom Seconded: Kearns

The meeting is adjourned at 4:28pm.

d) Executive Committee Meeting – June 15, 2018

In attendance: Mala Kashyap, Susan Froom, Jaime Kearns, Jennifer Coggon, Richie Pyne
Staff: Caitlin Campisi

1. Call to order

The meeting is called to order at 3:29pm.

2. Approval of Agenda

MOTION Moved: Pyne Seconded: Coggon

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

Vote carries.

3. Items of Business

a) Temporary Events & Outreach Coordinator Position

MOTION to go in camera at 3:30pm
Froom/Kearns

MOTION to go out of camera at 4:38pm
Kearns/Kashyap

MOTION Moved: Pyne Seconded: Froom

BIRT that Najia Fatima be hired as the APUS Temporary Events & Outreach Coordinator.

Vote carries.

BIRT that APUS investigate the possibility of creating a Term Employee position for a special project; and

BIFRT the Executive Director report back to the Executive Committee within a week on the investigation.

Moved: Pyne Seconded: Kashyap

Vote carries.

4. Adjournment

MOTION TO ADJOURN Moved: Froom Seconded: Kearns

The meeting is adjourned at 4:42pm.

e) Executive Committee Meeting – July 9, 2018

In attendance: Susan Froom, Jaime Kearns, Jennifer Coggon, Richie Pyne, Mala Kashyap (on phone)
Staff: Caitlin Campisi, Siva Sivarajah

1. Call to order

The meeting is called to order at 2:43pm.

2. Approval of Agenda

MOTION Moved: Coggon Seconded: Kashyap

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

DISCUSSION

Susan adds HR Matter as item 3. b. i.

Vote carries.

3. Items of Business

a. President

i. Meetings with Student Life

Kashyap presents two proposed dates from Student Life for a meeting. The preferred date is Monday, August 20 from 12:30 – 2:30pm. Mala will schedule this meeting with Student Life.

ii. Health & Dental Agreement

Campisi and Sivarajah provide context on the APUS health and dental plans, including coverage, recent changes to coverage, eligibility for the plan, cost of the plan, and membership trends on the plan. Campisi and Sivarajah also speak to the administration of the health and dental plan, including relationship with the Office of the Vice Provost Students and other student unions, and how part-time status interacts with membership on the plan. It is noted that UTSU has approached APUS regarding a proposed agreement between the two unions and the Office of the Vice Provost Students. The proposed agreement is reviewed. Discussion of possible pros, cons and issues with the proposed agreement vs current case-by-case basis processes. Discussion of differences in coverage, cost and provider between the plans. Discussion of lack of standardization of part-time and full-time status across registrar's offices and campuses. Discussion of lack of clear information provided by other University departments regarding our health and dental plan, and importance of students asking us directly for support and clarification. Discussion of current processes in place by APUS staff to address individual student membership on the plan on a case-by-case basis. Discussion of importance of student autonomy. Discussion of next steps in the discussion with UTSU and need for further internal discussion and clarifications.

Motion to table to next meeting
Froom/Coggon

Vote carries.

iii. Report-Back

Kashyap notes she has received an email from the Office of the Vice Provost Students regarding sending a delegate to a committee that came out of the Policy on Open Accessible and Democratic Student Societies. She notes she will forward the email to the Exec.

- b. Vice-President Internal
 - i. HR Matter

Motion to go in camera at 4:25pm.
Froom/Kashyap

Vote carries.

Motion to go out of camera at 4:45pm.
Froom/Coggon

Vote carries.

MOTION Moved: Froom Seconded: Kearns

BIRT that APUS extend the contract with Caitlin Campisi continuing her position as Interim Executive Director; and

BIFRT the terms of the extended contract be negotiated with Ms. Campisi by the President and Vice-President Internal.

Vote carries.

- ii. Summer Assembly and Board Meetings

Froom notes that we will hold the adjourned Assembly meeting and Board meeting #2 on July 30.

- c. Vice-President External
 - i. CFS-Ontario General Meeting August 23-26

Kearns states that she will be the point person for any motions to be submitted to the upcoming Ontario General Meeting. Discussion of delegate registration and motions.

MOTION Moved: Pyne Seconded: Froom

BIRT APUS send up to 8 delegates to the CFS Ontario General Meeting.

Vote carries.

- ii. Ontario Universities Fair

Kearns states she would like to promote part-time study as an option for folks who would not otherwise be able to access post-secondary education. She notes the Ontario Universities Fair is at the Toronto Convention Centre. She would like to do outreach there with the University of Toronto team if possible to ensure students are aware that part-time study is an option. She is also considering getting a booth at a Native Family and Child Services Pow Wow at the end of September and promoting part-time study there. She could go with staff from First Nations House and combine resources. Pyne states he is interested in attending the Ontario Universities Fair as the Part-Time and Continuing Education Caucus Chair of CFS Ontario.

- d. Vice-President Events & Outreach

- i. Caribana

Pyne states that we are waiting for confirmation on a space/location for this year's Caribana Patio Lime event before we move forward with sending invitations. He states that August 2 is our tentative date. He states he would like to have a caricature artist this year.

- ii. Report-Back

Pyne states that the Pride Pop-Up which took place on June 28 in the Sid Smith Office was a good idea, and a simple way to connect with members.

- e. Vice-President Equity

- i. Youth Food Centre Donation Request

Coggon presents a donation request from an organization called Regenesis to create a Youth Food Centre at the University of Toronto. She has researched the project, the organization and its existing collaborations with other groups at the University of Toronto. She states the Youth Food Centre would include workshops on cooking, food security and more for youth ages 15-29 in the New College area. She notes that this raises the question of the need for a donations policy and a donations form. Coggon suggests that she ask for more information from Regenesis and bring the request back to a later meeting for a decision.

- ii. Digital Rights Now Petition – TABLED
 - iii. Our Dreams Matter Campaign - TABLED
 - iv. Go Fossil Free U of T Chapter - TABLED

4. Adjournment

MOTION TO ADJOURN Moved: Froom Seconded: Pyne

The meeting is adjourned at 5:28pm.

f) Executive Committee Meeting – July 27, 2018

In attendance: Mala Kashyap, Susan Froom, Jaime Kearns, Jennifer Coggon, Richie Pyne
Staff: Caitlin Campisi

1. Call to order

The meeting is called to order at 4:01pm.

2. Approval of Agenda

MOTION

Moved: Kashyap

Seconded: Coggon

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

DISCUSSION

Move VP Equity to 3.a) and President to 3.e).

Vote carries.

3. Items of Business

a. Vice-President Equity

i. Proposed Operational Policy on Donations Request

Coggon notes that she and Campisi developed this Donations Request policy and it will go to the Board for approval on Monday. The Policy includes a process for requests for monetary donations. Coggon notes the Policy clearly distinguishes monetary donations from other kinds of requests. She states that the request will go to either the Exec or the Board depending on the amount: \$400 or less will go to the Executive and more than \$400 will go to the Board. She notes the Policy includes eligibility criteria, a clear process, and decision-making criteria. She is open to questions from the Executive.

ii. Recommendation on Youth Food Centre Request

She states that the Youth Food Centre donation request is for \$750. She asked Regenesis for more background information and the budget. They are asking for donations to cover educational workshop costs and costs for weekly community meals. She notes it is an impressive and ambitious project with many aspects and a long-term plan. She will recommend a donation of \$750 to the Board.

Kashyap asks if we could have APUS 'brand' recognition on the project. Froom suggests Coggon ask Regenesis and she can provide this information to the Board on Monday. Kearns states that often sponsorships are listed in some way. Coggon states she will email folks and hopes to have the information for Monday.

iii. Naloxone Training and Research

Coggon states that the purpose of her looking into naloxone training was to develop a harm reduction strategy. She notes she has communicated with CFS National Office, Toronto Public Health and other organizations. She notes that she and Kashyap attended a naloxone training this week. She notes that there are liability issues with naloxone. She states that possible work-arounds include certifying individual people rather than the organization; getting the

administration to take on the liability; working with insurance companies. Ultimately naloxone would be only one player in any harm reduction strategy we develop. She notes pamphlets on harm reduction could still be made available. She notes possible avenues on campus include emergency services, campus police, residences, Orientation, and Health and Wellness. She is specifically asking regarding pamphlets and liability.

Froom agrees that there are liability issues regarding naloxone. She states that we could raise this with Janine Robb at our meeting in August. She states she is fine with having printed materials such as pamphlets in our offices.

Coggon states that she has drafted a motion for the CFS-Ontario meeting to investigate naloxone and harm reduction strategies. She states that a similar motion passed at the CFS National meeting in November 2017. She states that the CFS National office has also asked if we would like to be part of national harm reduction mapping strategy.

Kashyap states that she does not think naloxone would be appropriate for APUS at an organizational level. She states that the Student Life campus resources flyers should be updated to include safe injection sites in Toronto. She cites ongoing debates at the municipal level. She states that APUS could draft a letter regarding services at the municipal level or could create our own list of resources and clinics for students. Coggon states SCSU has a great comprehensive list and we could build on this, create our own and/or lobby Student Life to update theirs.

Campisi suggests we bring the materials Coggon has collected on harm reduction to our meeting with Janine Robb, and hold off on disseminating on our own until we have a sense of what the administration is and isn't doing.

- b. Vice-President Internal
 - i. Preliminary Budget 2018-2019

Froom presents the preliminary budget 2018-2019 that will be considered by the Board on Monday. She states that our projections for membership revenues are conservative at this point in the year. She states that increases include events and outreach, campaigns and advocacy, scholarship and bursaries, and student printing. She states that this will allow for special 50th anniversary expenses. She states that legal expenses projections are up slightly because the Open Accessible and Democratic Policy may be coming before Governing Council again this year and that we should be able to pursue a legal route if needed. She states that there is always the possibility of needing to spend on repairs and maintenance and general office costs. She states that the Executive Honoraria is slightly increased because it includes per diems for attending meetings on behalf of APUS. She states that the projected surplus is \$240.

Discussion of Ontario government's proposed cutting of university funding affecting APUS budget. Our revenue comes from membership fees and that would not be affected but it could lead to more campaigns and advocacy.

Kashyap asks about projected expenses for scholarships. Froom states that she is happy to provide scholarships and bursaries but is also cognizant that it should be the role of the university to provide scholarships, bursaries, grants and to lower tuition. Pyne states that the scholarships are administered by the university, and we donate in the amount of the projected expense. He states he would only want to give the university more money if there is a clear need from our members regarding claiming scholarships. He thinks the overall budget looks really good. Campisi states that she and Sivarajah are investigating our relationship with U of T in terms of the administration and disbursement of our scholarships.

ii. Appointment of Speaker 2018-2019

Froom states that Kanani was APUS Speaker last year and was great. She states that the Executive makes a recommendation to the Board regarding the Speaker. She is recommending Kanani again this year, and is prepared to put forward a motion at Board.

MOTION Moved: Froom Seconded: Pyne

BIRT the Executive Committee recommend to the Board that Nadia Kanani be appointed APUS Speaker for 2018-2019 academic year.

Vote carries.

iii. Management Update

Froom states that bargaining with CUPE 1281 is upcoming. She states we are scheduling dates with the Union for August. Froom states that she and Campisi have started going through Collective Agreement to put together proposed amendments.

Motion to go in camera at 4:48pm.
Pyne/Froom

Motion to go out of camera at 5:00pm.
Froom/Pyne

MOTION Moved: Froom Seconded: Coggon

BIRT that the Collective Agreement Bargaining Committee be struck consisting of the Executive Director and the Vice-President Internal.

Vote carries.

c. Vice-President External

i. CFS-Ontario Meeting Registration

Kearns states that registration for the CFS Ontario Meeting is due July 31 and asks who would like to attend. Discussion of availability of potential delegates. Discussion of different components of the meeting.

It is agreed that the deadline to communicate to Campisi your registration details if you would like to attend is 3pm on Tuesday to get registration details to Caitlin for registration.

ii. Ontario Circle of First Nations, Metis and Inuit Students Gathering

Kearns states that the Ontario Circle of First Nations, Metis and Inuit Students Gathering will be held on August 22 and 23, the two days prior to the Ontario General Meeting. Kearns explains that Circle goes through the motions for the General Meeting as well. Discussion of encouraging delegates to attend the Circle Gathering. Kearns states that we have sent out information in the newsletter and she has been approaching students but many people are in their communities in the summer or otherwise unavailable. Campisi and Froom state that we could send any undergraduate students. Discussion of Kearns reaching out to interested undergraduate students to attend Ontario Circle Gathering.

d. Vice-President Events and Outreach

i. Caribana Patio Lime

Pyne speaks to promotion for the upcoming Caribana Patio Lime on August 2. He states there will be music, food, a caricature artist and more. He asks folks to please invite your friends. He states that there are accessible washrooms at the Multi-Faith Centre and North Borden.

ii. Queer Orientation Collaboration

Campisi presents an upcoming Queer Orientation collaboration with LGBTOUT that staff are planning. The collaboration will be a plant pot painting party.

iii. Literary Night Open House North Borden Collaboration

Campisi presents a potential collaboration event for the last week of September. The event is a Literary Night North Borden Open House with the Ontario Public Interest Research Group, the Centre for Women and Trans People, First Nations House and the Centre for Indigenous Studies. She is very excited about this event and states that it would be an open house throughout the North Borden Building with a literary theme. Our participation could include an archival display of our 50 years of student movement activism.

Discussion regarding capacity and scheduling. Campisi states that staff have capacity to collaborate on this event and she thinks it should be a priority.

Campisi states she is looking for buy-in from the Executive. The Executive is in favour of APUS collaborating on this event. Kashyap states it will build solidarity and community in North Borden.

e. President

i. Request for Leave of Absence

Motion to go in camera at 5:58pm.
Pyne/Kashyap

Motion to go out of camera 6:31pm.
Froom/Coggon

4. Adjournment

MOTION TO ADJOURN Moved: Kashyap Seconded: Froom

The meeting is adjourned at 6:31pm.

g) Executive Committee Meeting – August 9, 2018

In attendance: Jaime Kearns, Susan Froom, Jennifer Coggon, Richie Pyne
Staff: Caitlin Campisi

1. Call to order

The meeting is called to order at 3:30pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Kearns

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

Vote carries.

3. Items of Business

a. Vice-President Internal

i. Strike Hiring Committee for Fall Student Info Clerks

Froom states that we hire Student Information Clerks each semester, and that we need to have our Fall Student Information Clerks hired in time to begin on September 10. We therefore need to strike a hiring committee for the Fall Student Information Clerks. The hiring committee should consist of the Executive Director, a bargaining unit representative and a member of the Executive. Froom suggests Pyne could serve on this Committee.

MOTION Moved: Froom Seconded: Kearns

BIRT that APUS strike a Hiring Committee for Student Information Clerks for the Fall 2018 term;
and

BIFRT that the Employer's representatives on this Hiring Committee be the Executive Director
and the Vice-President Events and Outreach.

Vote carries.

ii. Strike Hiring Committee for Campaigns & Advocacy Coordinator

Froom states that we also need to hire for a permanent Campaigns & Advocacy Coordinator position as per the Collective Agreement. She suggests posting for the position for three weeks as it is a permanent position. The hiring committee should consist of the Executive Director, a bargaining unit representative and a member of the Executive. Froom suggests Kearns could serve on this Committee. Discussion of this being a good time of year to post a job as many people are looking.

MOTION Moved: Froom Seconded: Kearns

BIRT APUS strike a Hiring Committee for the Campaigns and Advocacy Coordinator position;
and

BIFRT that the Employer's representatives be the Executive Director and the Vice-President
External.

Vote carries.

iii. Bargaining Update

Union has sent tentative dates August 28 and 29 and September 19 and 20. These work for us. SF goes over bargaining process and notes no Employer Orientation at this point. Updates will be ongoing for the next month or so.

b. Vice-President External

i. Meeting with Office of the Vice Provost Students – Agenda Items

Kearns asks for agenda items for our meeting with the Office of the Vice Provost Students next Wednesday, August 15. Discussion of the following agenda items: 1) TopHat and other equivalent additional fees charged to students as part of their course requirements and also not in course descriptions or syllabi. 2) University Mandated Leave of Absence Policy companion guide,

including consultations and specific timelines. 3) Priorities of the Office of the Vice Provost Students for 2018-2019. 4) Advocacy services for students. Kearns will send items to the Office of the Vice Provost Students. Campisi will send around notes to Executives.

ii. CFS-O Prep Meeting

Kearns states that our prep meeting will be on August 15 at 4pm. Campisi will send out a Google doc to facilitate this prep meeting. Executives will fill out the Google doc in advance of the prep meeting.

iii. Meeting with Student Life Prep Meeting

Kearns states that we have a meeting on August 20 at 12:30 with Senior Directors from the Department of Student Life. Kearns states that our prep meeting will be on August 15 at 3pm. She asks Executives to bring potential items for discussion to the prep meeting.

iv. 50th Anniversary Planning Meeting

Kearns states that she would like to hold a 50th anniversary planning meeting on August 20 at 3pm. She states this will be an opportunity to engage in visioning surrounding our 50th anniversary and discuss programming.

v. Save-the-Date: Exec Visioning Meeting

Kearns suggests that we do further Exec Visioning on September 14. She states that all Executives are available so far on that day.

vi. Council on Student Services Representatives 2018-2019

Kearns states that we have received a request to select our representatives to the Council on Student Services for the 2018-2019 year. Discussion of Council on Student Services mandate, composition, student seats and voting process. Discussion of APUS representatives.

MOTION Moved: Kearns Seconded: Froom

BIRT Coggon and Pyne serve as APUS COSS representatives for the 2018-2019 year.

Vote carries.

vii. Health & Dental Plan

Discussion of tabled Health & Dental Agreement item, including proposed response regarding continuing to handle individual student membership on the health and dental plan on a case by case basis. Kearns to send response to UTSU.

c. Vice-President Events and Outreach

i. Orientation Planning

Campisi presents an Orientation spreadsheet, which includes the following events that staff have been organizing: Mature & Transfer Students Welcome, tabling at UTSU Clubs Fair and Street Festival, tabling at Students for Barrier Free Access and First Nations House events, Queer Orientation collaboration with LGBTOUT, Literary Night Open House, Part-Time and Mature Students Orientation. Other potential events include collaborations with UTMSU and SCSU. Campisi asks for a different lead Exec on each event, and other Execs to indicate their availability to support. She notes that staff have also indicated their participation.

ii. Queer Orientation Collaboration with LGBTOUT Budget

Campisi states that she has been connecting with LGBTQOUT regarding the budget for our Plant Pot Painting Party collaboration and that the anticipated expenses for APUS are around \$200.

d. Vice-President Equity

i. Indigenous Signage Approach in Sid Smith Office

Discussion of Indigenous signage in APUS offices. Coggon states that she has been in communication with Indigenous language professors. Kearns states she also has suggested contacts. Coggon states that it would be good to have an education piece at Sid Smith for students as well as signage. Discussion of land acknowledgement for APUS as well as other reconciliation actions. Moving forward we will look at what other groups have done, i.e. land acknowledgement, CFS campaigns, translated terms, etc.

ii. Reclaiming Our Bodies and Minds Discussion

Coggon states she attended the first Reclaiming Our Bodies and Minds planning meeting. She states that a main topic of discussion was the budget and that APUS could make a financial contribution again this year. In terms of other forms of APUS participation, Coggon will be reaching out to other groups on campus, such as LGBTQOUT, to see if they would like to participate. Discussion of APUS participation and allyship.

4. Adjournment

MOTION TO ADJOURN Moved: Froom Seconded: Pyne

The meeting is adjourned at 5:58pm.

h) Executive Committee Meeting – August 15, 2018

In attendance: Jaime Kearns, Susan Froom, Jennifer Coggon, Richie Pyne
Staff: Caitlin Campisi

1. Call to Order

The meeting is called to order at 3:30pm.

2. Approval of Agenda

MOTION Moved: Kearns Seconded: Froom

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

Vote carries.

3. Prep for Meeting with Student Life

Discussion of agenda items for upcoming meeting on August 20 with Student Life Senior Directors David Newman and Heather Kelly and Executive Director of Health & Wellness Janine Robb. It is agreed we will bring up the following points:

Priorities

-Their priorities

-Our priorities: University Mandated Leave of Absence Policy, mental health and accommodations for students above and beyond University Mandated Leave of Absence Policy (i.e. voluntary); harm reduction strategies on campus; accessibility for part-time students broadly; 50th anniversary

Health & Wellness

-Communication between Health & Wellness and Accessibility Services
-Harm reduction strategy at Health & Wellness, specifically pamphlets and/or naloxone kits in offices
-Is Health & Wellness open to receiving feedback about their services from our members?
-Safe injection sites: will Health & Wellness take a stand in support? U of T?
-Harm reduction strategy and naloxone kits on campus more broadly

Accessibility Services

-Accessibility Services: Bursary for Students with Disabilities and relationship between U of T and government; how process works
-Accessibility Services: new counsellors; what is the plan

Housing Services

-Affordable, safe and accessible housing close to campus as a priority; not just listings
-New student residence on Spadina: put aside rooms for mature and/or part-time students

Other Student Life Departments

-Crisis and Student Progress Teams: what is this?
-Sexual Violence Prevention and Support Centre and relationship to various Student Life departments
-Career Centre: how are they accommodating disabled students who are looking for work?
-Work Study: Who is responsible for work study? Percentage of part time students.

4. **Prep for CFS-Ontario General Meeting**

Discussion of upcoming CFS Ontario General Meeting on August 23 – 26. Discussion of who will be attending which sub-committees on behalf of APUS. Discussion of individual motions and APUS position on motions. Discussion of motivation and potential amendments to APUS motions. Kearns and Coggon to coordinate motivation and amendments to APUS motions while at meeting.

5. **Adjournment**

MOTION TO ADJOURN Moved: Kearns Seconded: Pyne

The meeting is adjourned at 5:21pm.

i) Executive Committee Meeting – August 20, 2018

In attendance: Jaime Kearns, Jennifer Coggon, Richie Pyne
Staff: Caitlin Campisi, Najia Fatima

1. **Call to Order**

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

2. Approval of Agenda

MOTION

Moved: Kearns

Seconded: Coggon

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

Vote carries.

3. Visioning for 50th Anniversary

i. Publication for Literary Night North Borden Open House

Fatima presents a vision for a 50th anniversary publication to be launched at the Literary Night North Borden Open House event. Discussion of the following points: format to be 24-32 pages, full colour; overall theme to be 50 years of APUS activism, highlight APUS activism victories, tie in to the North Borden space; highlights to include cataloging victories and campaigns as an educational aspect, general chronological timeline including events, campaigns and services, each decade represented in some way; importance of visual for each victory/content; allowing enough space for each piece of content/image; importance of readability; importance of conveying passion at APUS; possibility of including personal moments at APUS; discussion of text vs sub-text in terms of definition of a victory.

Executives can support this project by sending any events, campaigns, victories, illustrations, or personal connections to APUS to Fatima by September 6. Fatima and Campisi will edit publication to be sent to printers by September 16 in order for the printed copies to be ready for September 26 launch night.

ii. Outreach – Materials

Campisi states that the following 50th Anniversary materials for outreach have been ordered and most have arrived: highlighters; buttons; t-shirts, notebooks; flyers. Discussion of using materials to do outreach in the upcoming semester.

iii. Services – Scholarships & Bursaries

Campisi notes that staff are working on a new Scholarship & Bursary program as part of the 50th anniversary celebration, and that this program will be presented at the next Executive Committee meeting.

iv. Events – Birthday Party

Discussion of potential ideas for a birthday party as part of our 50th anniversary celebration. Discussion of staff and Exec capacity and timeline and that it is better to do a smaller event that is done well. Discussion of the following points: vision for the event is a classic birthday party; date could be late November around when APUS was founded, preferably on a Thursday or Friday evening; location should be indoors, possibly Hart House; proposed programming could include food, music, speeches, quiz; APUS trivia; prizes; raffle, photo display or archival display that could then be posted online, 50th anniversary messages via video, contact founders of APUS or their families; caricature artist. Discussion of overall vibe as less banquet, more party; similar to Caribana but indoors; less dinner, more dessert. Discussion of admission and alcohol. Discussion of invite list of University community and/or APUS members and/or APUS alumni. Discussion of

food: appetizers vs dinner; cake (red velvet with white icing) and desserts. Discussion of potentially launching a campaign that night: student autonomy; pushing part time studies; part-time and proud; vision for next 50 years. Discussion of prioritizing engagement with attendees and promoting outside of APUS listserv. Discussion of overall feeling of kids' birthday party: hot dogs, pizza, cake, simple fun, light-hearted. It is agreed that no decision is made and further discussion surrounding capacity is needed.

4. **Adjournment**

MOTION TO ADJOURN Moved: Pyne Seconded: Coggon

The meeting is adjourned at 5:12pm.

j) Executive Committee Meeting – August 30, 2018

In attendance: Jaime Kearns, Jennifer Coggon, Richie Pyne
Staff: Caitlin Campisi, Siva Sivarajah

1. **Call to Order**

The meeting is called to order at 2:31pm.

2. **Approval of Agenda**

MOTION Moved: Coggon Seconded: Pyne

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

Vote carries.

3. **CFS-O General Meeting Debrief**

Kearns notes she spoke with the CFS-O Chairperson following the meeting and provides a summary of the CFS-O General Meeting. She notes APUS put forward two motions, one on harm reduction and one on investigating transit options for students in Northern Ontario, as well as two additional emergency motions on cuts to Ontario Disability Support Program and safe injection sites. She notes that all of our motions passed with support from other locals following productive discussion throughout the meeting. She notes that overall our team had a great meeting and were engaged in many discussions.

4. **APUS Representatives**

Campisi notes we have received requests to submit the name of an APUS representative to the Student Initiative Fund and the Advisory Committee of the University of Toronto Library System. Discussion of interest and capacity among Executives to serve on these committees.

MOTION Moved: Pyne Seconded: Coggon

BIRT Jaime Kearns serve as the APUS representative to the Student Initiative Fund Committee for the 2018-2019 year.

Vote carries.

MOTION

Moved: Pyne

Seconded: Kearns

BIRT Susan Froom serve as the APUS representative to the Advisory Committee of the University of Toronto Library System for the 2018-2019 year.

Vote carries.

5. Services Report 2017-2018

Sivarajah enters the meeting and provides an overview of the Services Report 2017-2018, including Health & Dental Plans, Sid Smith Lounge Space and Printing Services, Tax Clinic Services, and Bursary and Scholarship programs. Sivarajah reviews recommendations for improvements to these services and programs from the Report. Discussion of impact of OHIP+ and possible changes to OHIP+ on the Health and Dental Plan; space use in Sid Smith including running events out of the office; campaign for affordable printing; outreaching to marginalized students for our tax clinics; accessibility of our services; merit-based vs. needs-based scholarships and bursaries; criteria and application process for scholarships and bursaries.

6. New APUS Scholarship and Bursary Program 2018-2019

Sivarajah provides context for the recommended new APUS Scholarship and Bursary Program 2018-2019 from the 2017-2018 Services Report. This new Program would include the following: updated APUS General Student Bursary, new APUS Access Bursary, new APUS Indigenous Student Bursary, new APUS Queer and Trans Student Bursary, new APUS Black Student Bursary, updated Marija Hutchison Bursary, updated Jovita Nagy Bursary. We would no longer have the APUS Scholastic Awards and the APUS Sesquicentennial Award. Sivarajah speaks to the history of current scholarship and bursary program, and recommendations for prioritizing marginalized students within the adjudication process. Sivarajah presents recommended new criteria and application process and next steps which would include consulting and outreaching with community members, for example, First Nations House and Sexual and Gender Diversity Office. All bursaries would now be needs-based, and the GPA requirement would drop to 1.7 (good standing). Marija Hutchison Bursary would now include Transitional Year Programme and Academic Bridging Program students. Jovita Nagy Bursary would continue to be for UTSC and UTM students but would be needs-based rather than merit-based. The new APUS bursaries for members of specific communities prioritizes marginalized students in the current campus climate, and would be \$1000 each. The overall amount given out would now be \$12 200 vs the previous amount of \$11 500. Discussion on Access Bursary criteria and self-identification; disclosure for all bursaries; adjudication process and adjudication committee; consultation with community members; relationship with community members; ways to assess financial needs and disclosure from students. Executives speak in favour of moving forward with new APUS Scholarship and Bursary Program 2018-2019 for the current year rather than the former program, including the individual bursary and overall expenses (\$12 200).

MOTION

Moved: Pyne

Seconded: Kearns

BIRT the APUS Services Report 2017-2018 be accepted as presented; and

BIFRT the recommendations for the new Scholarship and Bursary Program be accepted and the Program be approved in principle; and

BIFRT APUS move forward with community consultations for the new Scholarship and Bursary Program.

Vote carries.

7. Orientation Updates - TABLED

8. Donation Request from Dalla Lana School of Public Health Student Conference – TABLED

9. Adjournment

MOTION TO ADJOURN Moved: Kearns Seconded: Pyne

The meeting is adjourned at 5:12pm.

k) Executive Committee Meeting – October 5, 2018

In attendance: Jaime Kearns, Susan Froom, Mala Kashyap, Jennifer Coggon (on phone), Richie Pyne (on phone)

Staff: Caitlin Campisi

1. Call to Order

The meeting is called to order at 3:35pm.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Kearns

The agenda is approved as presented.

Vote carries.

3. Recommendation from Campaigns and Advocacy Coordinator Hiring Committee

Kearns states that the Hiring Committee for the Campaigns and Advocacy Coordinator position has a recommendation to make to the Executive Committee.

Motion to go in camera at 3:36pm.

Froom/Kashyap

Motion to go out of camera at 4:02pm.

Froom/Kearns

Pyne joins the meeting.

MOTION Moved: Kearns Seconded: Froom

BIRT APUS hire Brieanne Berry Crossfield for the position of Campaigns and Advocacy Coordinator.

Vote carries.

4. CFS National General Meeting November 16 – 19

Kearns states that the CFS National General Meeting is upcoming on November 16-19. Campisi states that registration for all delegates is due today. Kearns asks folks to confirm whether they are interested. Executives states their availability and interest. Campisi states she will register folks immediately following the Executive meeting.

MOTION Moved: Kearns Seconded: Froom

BIRT APUS send up to five delegates to CFS National Meeting.

Vote carries.

5. Fall Semester Board and Assembly Meetings

Campisi notes that our Bylaws prescribe a certain number of required Assembly and Board meeting per year, as well as guidelines for the timing of Assembly meetings. The following are suggested dates for the Fall Semester meetings: Assembly #2a and Board #3 on October 26; Assembly #2b and Board #4 on November 23; Board #5 and a holiday dinner on December 10. Discussion of availability and related Bylaws for particular governance items. Executives are all in favour of the Fall Assembly and Board meeting schedule as presented.

6. Fall Semester Project Timeline

Campisi presents a spreadsheet that organizes APUS projects for the Fall Semester and shares this with the Executive. The Project Timeline includes events, outreach, campaigns, services, HR, finances and governance projects, as well as an assigned lead team member for each project, support team members, deadlines and notes. She states that it is helpful to keep in mind how the work of each member of the APUS team, both Executives and staff, fits in with and complements the overall programming of the organization. Campisi asks Executives to review the Fall Semester Project Timeline, in particular the projects for which they are the lead team member, and to come to the next Executive meeting with any suggested changes for their projects.

7. Monthly Executive Reports & Responsibilities

Campisi reviews the Operational Policy on Executive Committee Responsibilities and Remuneration, passed by the Board of Directors in June 2017. She presents a Monthly Executive Reports template to facilitate the Executive Committee's required reporting as detailed in the Policy. Discussion of current remuneration processes, reporting structure, and outreach activities. It is agreed that Executives will use the Monthly Executive Reports for the purpose of requesting remuneration and fulfilling the Operational Policy on Executive Committee Responsibilities and Remuneration. Discussion of outreach hours at Sid Smith and other campuses. Executives will review their schedules and select one hour per week in which they will be available to be available to the membership, primarily out of the Sid Smith office. The outreach schedule will be reviewed at the next Executive meeting.

8. Adjournment

MOTION TO ADJOURN Moved: Froom Seconded: Kearns

The meeting is adjourned at 4:39pm.

III. EXECUTIVE REPORTS

1. President

A) APUS Meetings/Events

- i. Oct. 5, 2018. Executive Committee Meeting.

B) U of T Governing Body Meetings

- i. Oct. 17, 2018. Meeting with the Office of the Vice Provost Students: release of University Mandated Leave of Absence Policy companion guide to be released this year; data from Sexual Violence Climate Survey.
- ii. Oct 4, 2018. 5-7pm. Council of Athletics and Recreation: Orientation and review of priorities including a renewed commitment for women-identified students in sport and recreation spaces. For more details, contact Mala at president@apus.ca.
- iii. Sept 20, 2018. 6-8pm. Hart House Board of Stewards Meeting: 2018-19 Orientation, Budget Review process and participation for the Board.
- iv. Oct. 11, 2018. 4-6pm. Woodsworth College Council Meeting. Updates from Woodsworth College include plans to build a five storey building in the space currently known as Kruger Hall.

C) Outreach and Office Hours

- i. Sid Smith Office. October 15, 2018. 4:30-5:30
- ii. Sept 25, 2018. 3-5pm. Outreach at Literary Night Open House at North Borden.

D) Other Activities

- i. Sept 29, 2018. 2-3:30pm. Part-time and Mature Student Orientation.

2. Vice-President Internal

A) APUS Meetings/Events:

- i. Participated in regular Executive, Management and Finance Committee Meetings.
- ii. I will be convening and chairing the By-law Review Committee in near future (postponed due to family emergency).

B) U of T Governing Body Meetings

- i. **Convocation Advisory Committee, Sept. 24:** Recommended that Convocation remain in Convocation Hall, with guest speakers and presiding officers greeting graduands and that we continue with special Faculty/College events. Recommended an accessible overflow room on campus for additional guests with webcast viewing. Recommended provision of free child-minding, more acknowledgement of indigenous heritage beyond land acknowledgement. Pleased that stage is now permanently accessible via ramp - encourage further steps for accessibility.
- ii. **UofT Libraries Student Advisory Committee, Sept. 27:** Discussed Robarts extended overnight hours. Pleased that third and fourth floors now open; asked that prayer space be made available and chief librarian thinks space may be available for this on first floor; asked for healthier options for overnight food in vending machines (Starbucks does stay open overnight in peak times). Recent survey of extended hours usage did not take TTC times into account. I suggested we may want to offer organized Walk Safe prior to last subway. New Robarts Commons will not include computer workstations as it is thought students prefer laptops so no

need; second floor reading room to get furniture upgrade; concern raised regarding poor lighting in study carrels across all libraries. Ongoing effort is being made to encourage profs to use online access rather than costly course packs. Library appreciates student feedback.

iii. University Affairs Board, Oct. 1: Forwarded APUS queries regarding the University Mandated Leave of Absence Policy Companion Guide to student members of University Affairs Board to be raised at meeting.

iv. Office of Vice Provost, Students, Oct 16: Together with other APUS Execs, met with Office of the Vice Provost Students. Lead discussion on Freedom of Speech (U of T will not develop new policy as current ones are adequate) and University Mandated Leave of Absence Policy Companion Guide (draft of FAQs to be ready by end October for consultation with stakeholder groups).

C) CFS, External or Community Meetings/ Events

i. CFS Ontario General meeting, August 23-26: Although I was unable to attend due to a family emergency, I did participate in the motions review and prep meeting.

D) Outreach and Office Hours

i. Caribana Patio Lime, Aug 2: Assisted in set up, clean up and chatted with members at event.

ii. Official Opening Robarts Reflection Room, Oct, 9: Represented APUS at this event. Chatted with members of Muslim Students Association and Library & Mindful Moments staff regarding need for signage regarding new ablution room and existence of Bissel building meditation space. Discussed need for ablution space in Bahen.

iii. Part-time and Proud Pop-Up, Oct. 17: Attended and assisted in clean up.

E) Campaigns, Advocacy and Research

i. 15 & Fairness Event, Oct. 15: Leafletted and gathered signatures on parliamentary petition.

F) Other Activities

i. Hiring: Our Events and Outreach Coordinator, Grayce Slobodian, will not be returning from her leave of absence. The term of the Temporary Events and Outreach Coordinator, Najia Fatima, is being extended into December pending confirmation from CUPE 1281. We have hired two Fall Student Information Clerks, Linda Fouad and Maria Laura Rocha. We have hired a new Campaigns and Advocacy Coordinator, Brianne Berry Crossfield.

ii. CUPE 1281: We have been unable to arrange for CUPE 1281 to present the annual Employer Orientation to the Union and Collective Agreement. Board members wishing to familiarize themselves with this can contact the Vice President Internal.

iii. Collective Bargaining: The members of the Employer's Collective Bargaining Committee (Executive Director and Vice President, Internal) have been reviewing the Collective Agreement in preparation for Bargaining, which is scheduled for November 2.

iv. Finances: We are finalizing our audited financial statements with our auditors, which will be presented to the Board in November.

3. Vice-President External

A) APUS Meetings/Events

- i. Attended all Executive Committee Meetings.
- ii. Attended Caribana Patio Lime Event.
- iii. Attended the North Borden Building Literary Night.
- iv. Attended Plant Pot Painting in partnership with LGBTQOUT.
- v. Attended and gave a presentation at APUS Part-time and Mature Orientation.
- vi. Attended Part-time and Proud Pop-Up.
- vii. Sat on Hiring Committee for Campaigns and Advocacy Coordinator.

B) U of T Governing Body Meetings

- i. Met with the Office of the Vice Provost Students on August 15 and October 17.
- ii. Met with Student Life on August 20.
- iii. Sat on the Student Initiative Fund Committee.

C) CFS, External or Community Meetings/ Events

- i. Attended the Ontario Circle of First Nations, Metis and Inuit Students Gathering on August 22-23.
- ii. Attended CFS Ontario General Meeting on August 23-26.
- iii. Participated in conference calls regarding \$15 and Fairness Campaign.
- iv. Held a meeting with CFS Ontario regarding visioning of campaigns.

D) Outreach and Office Hours

- i. Presented and did outreach at the Mature and Transfer Students Orientation on September 4 and 5.
- ii. Tabling at Six Nations Pow Wow.
- iii. Tabling at UTSU Clubs Carnival on September 5.
- iv. Tabling at Street Festival on September 12.
- v. Tabling at the Indian Residential School Survivors Legacy Celebration at Nathan Philip Square.

E) Campaigns, Advocacy and Research

- i. Attended the \$15 and Fairness Day of Action on October 15.
- ii. Did Tabling for \$15 and Fairness at Sid Smith on October 15.

4. Vice-President Events and Outreach

A) APUS Meetings/Events

- i. **Caribana Patio Lime** (August 2nd, 2018)
APUS held the annual Caribana Patio Lime outside of the North Borden Office, in front of the Multi-Faith Centre. Community members were able to enjoy the food, music, and drawings from our Caricature artist.

B) U of T Governing Body Meetings

- i. **Council on Student Services Meeting #1** (September 11th, 2018)
The VP Equity and I attended the first COSS Meeting for this year inside the Cumberland Room which is located in the Centre for International Experience at the University of Toronto. This is

the first introductory meeting where we had a presentation discussing the rules, structure and procedures of COSS meetings, along with a recommendation for new COSS Chair from UTSU.

C) CFS, External or Community Meetings/ Events

i. CFS-ON General Meeting (Aug 23rd - 26th, 2018)

I and other APUS delegates attended the Canadian Federation of Students Ontario General Meeting at the Yorkdale Holiday Inn from Aug 23rd - 26th, 2018. Folks were able to talk about current student issues in sexual violence and consent culture and the introduction on the new "Vote Local" campaign, which centers on mobilizing students and community members to take part in voting in the upcoming municipal elections and addressing local issues that are important for folks to consider before voting. These issues are including, but not limited to, Child Care, Housing and Social Housing, Transportation, and Reproductive Justice.

D) Outreach and Office Hours

i. Mature and Transfer Student Orientation (Sept 4th, 2018)

I attended and tabled at one of the two sessions for the Mature and Transfer Student Orientation hosted by Student Life at the University of Toronto.

ii. UTSU Clubs Carnival (Sept 5th, 2018)

With APUS Staff and Executives, I tabled at the UTSU Club's Carnival outreaching to part-time students on APUS services and campaigns, and class-rep and volunteer opportunities.

iii. UTSU Street Fest (September 12th, 2018)

I, along with APUS Staff and Executives tabled at the UTSU Club's Carnival outreaching to part-time students on APUS services and campaigns, and class-rep and volunteer opportunities.

iv. UTMSU Clubs Carnival (September 13th, 2018)

I tabled at the UTMSU Clubs Carnival outreaching to UTM part-time students about APUS services and campaigns.

5. Vice-President Equity

A) U of T Governing Body Meetings

i. Office of the Vice Provost Students: Monday Aug. 15, 2-3 pm. I asked several questions on sexual violence policy based on questions from meetings with other student groups and did research for the Top Hat issue.

ii. Student Life Luncheon: Aug. 20 12:30-2:30 pm. Our team met with Heather Kelly, Janine Robb, and David Newman to discuss APUS and Student Life priorities for 2018-2019. We were glad to hear Health and Wellness is planning to provide Naloxone treatment and Janine was very open to harm reduction pamphlets from the Works which I gave as a sample. We encouraged Student Life administrators to revisit their HR policies to attract, hire and retain staff from diverse backgrounds. I asked Janine about surveying our membership. We discussed problems with pre-approved accessibility accommodations in classrooms.

iii. COSS: Sept. 11, 4-5 pm. The VP Events and Outreach and I attended the introductory meeting, which elected Chair Cameron Davies. Julia Smeed presented on the COSS process and veterans answered questions. Meetings resume in November.

iv. Democratic Working Group: Meeting with U of T staff. Oct. 1, 2:30-4. I was filled in on how campus groups are coordinating for Municipal Vote Oct. 22. I sent them a link on the CFS Vote campaign. I attended Oct. 9 Ward 11 all candidates debate organized by UTSU. I updated Executive on campus voting opportunities and planning. I encouraged students to vote at our Part-time and Proud pop-up Oct 17.

v. Office of the Vice Provost Students: Wednesday Oct. 17. I asked follow up questions on sexual violence policy since last meeting and how the Freedom of Speech policy might conflict with sexual violence policy consultations and the climate in general.

B) CFS, External or Community Meetings/ Events

i. ROBAM Planning Meeting: Aug. 1, 4-6pm. I attended the first meeting at Ryerson to explore their vision and bring back information for APUS to decide if we want to partner with ROBAM. I decided after deliberating with the team that it would be better if we were not active planners for ROBAM 2019 and instead APUS could donate to the event if requested.

ii. CFS-Ontario General Meeting: Aug. 23-26. I presented motions I drafted in July on Naloxone and on social assistance. I helped strategize with our team over the safe injection sites. Our four motions (on the cancelled Greyhound bus service, on Naloxone, on safe injection sites and on ODSP/OW changes were all passed. Controversy arose about motions regarding child-minding and Ontario's public-school sexual education curriculum, as well as other motions.

iii. RISE Climate Protest: Sept. 8, 2018 12-2 pm. I attended a rally outside the University Avenue courthouse near City Hall. Our march to Queen's Park was cancelled because of a white supremacy or anti-immigration rally just metres away from us in front of Staples, with a huge police presence. Instead, the rally organizers made their speeches from a truck parked on University Ave. and we did a short procession around City Hall and back to the fountains at the courthouse.

iv. OPIRG Accessible Design Workshop: Sept. 12, 6-8. I attended to learn more about AODA standards and beyond for print documentation for APUS communications. Victoria Barnett was an extremely able presenter, and gave out comprehensive pdfs and a lovely mission statement for designing in a social justice framework.

v. Community Liaison Committee: Simcoe Hall, Sept. 17 6-8pm: I attended as the Vice-President Internal could not. Beforehand I did some quick research based on its last agenda items in June, mainly about building renovations and landscaping changes on campus. At the meeting, I asked about the loss of study/social space in Woodsworth College's Kruger Hall for the criminology department. The Committee Chair Christine Burke connected me with the architect Sarah Hinves who sent some further information on the redesign. These plans may be sufficient for study space but I plan to ask further questions and forward the information to WCSA.

vi. SBA Self-Advocacy Workshop: Sept. 19 4-5 pm. I attended with APUS staff in case students at the workshop wanted to connect with me and to amplify APUS's presence. I then further researched campus supports and the official complaint process at U of T.

vii. KAIROS Blanket Exercise: Knox College, Sept. 20, 4-6pm: I attended to show APUS solidarity with Indigenous people in Canada, and as a concerned settler/colonist. It was nicely done, and I connected with organizers afterwards. During the ceremony, I was given the white card, which meant I along with others represented people who died of communicable European diseases shortly after contact.

- viii. **First Nations House Open House:** Sept. 21, 12-2. I attended to amplify APUS staff tabling and to hang out with members.
- ix. **Orange Shirt Day Lapel Pin Beading:** Sept. 26, 2:30- 4. I attended partly as an APUS rep but mostly as myself to show solidarity with residential school survivors and to try my hand at beading. Very dismal results but I will work on it at home. Finished lapel pins were beautiful! Very intricate.
- x. **ODSP/OW March to Queen's Park:** Oct. 1, 1-2:30. I marched to show APUS solidarity with people on social assistance as well as to represent the ODSP-Action Coalition where I am a member of a committee.
- xi. **Sexual Violence in Cyberspace Panel Innes Town Hall:** Oct. 3, 7pm. I listened to content and watched this forum as a model for our plans to host sexual violence policy consultations. I sent a report to the sexual violence policy student committee.
- xii. **Stolen Sisters Vigil Allen Gardens:** Oct. 4, 4-6 pm. One of the most beautiful ceremonies I have ever attended. I went as an APUS rep and as a concerned settler/colonist/citizen. SCSU and CESAR execs were also in attendance. Jenny Blackbird was the MC. The participants all engaged in an intricate and exhilarating group dance. We each held hand-decorated glassware holding candles to represent missing and murdered Indigenous women and girls.
- xiii. **\$15 and Fairness:** Oct. 15, 11-12:30. With the VP External, VP Internal and other U of T partners. After petitioning at Sid Smith, I was able to get 12-16 names on the petition to be read in Ontario Legislature. The petition demands that the present government honour the labour bill to be passed Jan. 1, 2019. In total our collective effort yielded over 100 signatures.

C) Outreach and Office Hours and APUS Events

- i. **Lead with Pride Conference:** July 25. The President and I attended full-day conference exploring leadership and organizing skills particularly for LGBTQ2+ groups and their allies. The conference featured a StrengthsQuest survey to measure participants' individual skills and interests. Participants networked and we practiced planning different types of events and solving difficult scenarios.
- ii. **Caribana Lime Event:** Aug. 2. Before the event, I postered at Earth Sciences, Woodsworth, TYP, Gerstein and Robarts. On Aug. 2, I helped set up for our Caribana festivity and then I handed out handbills in AC and Sid Smith buildings. I had a long conversation with a member over Top Hat fees, registration difficulties, class scheduling issues.
- iii. **Student Life's Mature Students Orientation, UofT Clubs Day and Clubs Streetfest, and APUS PT and Mature Students Orientation:** Sept. 4, 5, 12, and 29: I tabled at these events with other Exec members and staff. I had conversations with students about ageism in engineering and other kinds of discrimination on campus. I encouraged full-time students who approached our table to consider APUS in the future for themselves, friends or family members who might want to attend school but can't full time. The APUS table is often mistaken for part-time work information, so I spoke with a presenter Sania from the Career Centre about developing career info to address that confusion/opportunity. Sania is in discussion with her supervisor about creating a separate information card but in the meantime recommends that we hand out their monthly calendars at events.
- iv. **Plant Pot Painting with LGBTQOUT:** Innis Residence, Sept. 27, 1:30-6:45. I was the lead APUS Exec with the VP External's support as well as APUS staff and LGBTQOUT Execs. I brought some supplies, helped set up, ran errands like refreshing rinsing cups, clean up and minded our

info table. When we ran out of pots, an LGBTOUT exec and I bought more plant pots at Canadian Tire. Everyone had a great time and attendees numbered around 85. Attendees were very appreciative of the event and were very fun to host. The Events and Outreach Coordinator's creative designs, planning and her characteristic joie de vivre made it a super fun event for everyone.

v. **North Borden Literary Night:** Sept. 26. Along with other Execs and staff, I greeted visitors, handed out our freshly-minted 50th anniversary booklet designed by our Events and Outreach Coordinator, explained the archive exhibit and talked to students about part-time issues (e.g. a Trinity College registrar said PT students don't have same course selection as full-time students). I visited other libraries in CWTP and FNH, listened to Lee Maracle's teaching, and met with student publishers on social justice issues.

vi. **APUS Part-time and Mature Student Orientation:** Sept. 29, 2018. I postered in Gerstein, Robarts, Woodsworth, TYP and Innes including liaising about posters on their electronic displays.

vii. **Part-time and Proud Pop-up at Sid Smith Office:** Wednesday Oct. 17, 2018. I postered at New College, WDW, TYP, Innis and Robarts. At the event with other APUS staff and Execs, I invited students in the lobby and hallways into the office with the promise of free food and Starbucks coffee. We put up CFS's Vote Local signs and handed out Vote Local material to students waiting in line for food—they seemed receptive to the material.

v.iii **Woodsworth 50th anniversary November plans:** I reached out to the WCAA president and listserv administrator to request them to post an announcement for our proposed 50th anniversary events. The WCAA President referred us back to listserv coordinator but they may have been replaced by a new person, so I will follow-up.

D) Campaigns, Advocacy and Research

i. **Research on Sexual Violence Policy (SVP):** While looking at old *Voice* newsletters for the 50th anniversary, I rediscovered the roots of SVP activism in APUS history. I attended a panel discussion on sexual violence in Cyberspace at Innes Town Hall. I updated committee members on SV related news and backgrounders. I contacted CFS-O regarding their CFSO AGM consent presentation as relevant for our committee work. I updated committee on replies by Sandy Welsh at our OVPS meetings.

ii. **Research for 50th anniversary essay:** I worked in archives and online to help the Events and Outreach Coordinator with developing content for publication and for Literary Night display. I curated digitized papers that I previously scanned in the spring from UTARMS holdings (Joyce Denyer files and newsletters).

iii. **Dalla Lana Student Led Conference:** I coordinated the donation request for their student conference on harm reduction. I researched their conference plans, analyzed their sponsorship package, reported options to Executive team and liaised with organizers.

iv. **APUS Harm Reduction Plan:** I finally got harm reduction pamphlets from The Works to put in our Sid Smith office and to use at tabling events. I recommended these pamphlets to DLSPH conference organizers. I spoke to CFS-O about CFS's plans to develop a legal opinion as a reference by locals. I engaged extensively regarding our August Naloxone motion and harm reduction pamphlets CFS National staff. Regarding liability issues with Naloxone administration, Janine Robb suggested looking at B.C. universities which are offering the treatment.

E) Other Activities

i. Membership Surveys: I had a preliminary discussion with Janine Robb at the Student Life meeting in August on whether Health and Wellness department would be receptive to a health and wellness survey of our members. She suggested that we do it before the national campus survey in the winter 2018 and suggested we contact Sandra Yven and Jeff Burrow to coordinate our survey with theirs. The Member Services Coordinator and I have started research to develop two kinds of surveys, an annual one for services which the Membership Services Coordinator would run and a “climate” or general survey run by the Executives (which could include questions about health and wellness). By the Board meeting Oct. 26, I will have sent samples of a previous survey (from early 2000s) to Exec for discussion on the categories we want measured, our goals for the survey and its visual format, with plans reach out to campus supports on technical aspects of conducting an electronic survey.

ii. APUS 50th Anniversary Publication: I researched and drafted the Letter from the Executive in our Part-Time and Proud: 50 Years of Student Activism publication which we launched at the Literary Night Open House. Thanks to our Executive Director for the editing.