



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

November 23, 2018
6:00pm
Meeting #4
APUS North Borden Office

Board of Directors' Meeting #4

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **November 23, 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 – 10)
- III. Operating Budget 2018-2019 (page 11 – 14)
- IV. Draft Audited Financial Statements 2017-2018 (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: Kearns

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

3. Approval of Minutes

MOTION Moved: Froom Seconded: Coggon

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

- a. Board of Directors Meeting #3 – October 26, 2018

4. APUS Audited Financial Statements

MOTION Moved: Kashyap Seconded: Pyne

Be it resolved the APUS Audited Financial Statements for the fiscal year ending April 30, 2018 be approved as presented.

5. Operating Budget 2018-2019

MOTION Moved: Froom Seconded: Kearns

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

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

6. Report on CFS and CFS-Ontario Meetings

7. Executive Updates

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 #3 – October 26, 2018

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

Staff: Caitlin Campisi

Speaker: Nadia Kanani

1. Call to Order

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

Everyone states their access needs.

2. Approval of Agenda

MOTION Moved: Kashyap Seconded: Froom

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

DISCUSSION

Kashyap adds item 'Notice of Resignation' to the agenda as Item 4. The agenda is re-numbered accordingly.

Vote carries.

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

The Speaker gives the Board a few minutes to review the minutes.

Vote carries.

4. Notice of Resignation

MOTION Moved: Kashyap Seconded: Froom

BIRT the Board of Directors accept the resignation of Kerry Munro from her position as Woodsworth Director.

DISCUSSION

Kashyap states that we have received a resignation from Munro from her position on the Board of Directors as a Woodsworth Director. Kashyap states that she has thanked Munro for her time and service to APUS and to the Board.

Coggon asks regarding the process of appointing a new Woodsworth Director. From and Campisi clarify that as per our Bylaws, a new Woodsworth Director may be appointed from among the Assembly members at a future meeting. It is clarified that this is not a requirement.

Vote carries.

5. University of Toronto Libraries – External Review

From states that the University of Toronto libraries have not had an external review in a decade. She presents the process, including consultations, for the University of Toronto Libraries External Review, as well as the terms of reference for the Advisory Committee on the University of Toronto Library System. She states that she is serving on the Advisory Committee on the University of Toronto Library System. She states that if folks have input for the Committee between now and the end of November to let her know so that she can communicate this input. She notes her own concerns include prayer spaces in the libraries, particularly at Robarts during overnight hours; access to online journals; Scholars Portal and availability of course packs; Scotiabank Information Commons at Robarts. She states that the library says the Commons is not as thoroughly used as it could be and therefore in the new Robarts Commons there will no longer be computers for general student use. From states this is an issue as students do need computers for general use. She would love to hear from Board members.

Coggon speaks to the availability of digitized materials for students registered with Accessibility Services. She states that these materials are only available for students registered with Accessibility Services and questions why they are not available to other students who may need them. She states there are also issues regarding compatibility with third party accessibility software. She states that she has also experienced the library refusing to retrieve books from Downsvew for students.

Kashyap speaks to LIRA terminals which are for people without utorids to access the university catalogue. She states that these are slowly disappearing. She states that this is a concern as it is important to maintain public access to our libraries.

Coggon states that the audio/visual editing suites have also disappeared and are now general student space.

Ebifegha joins the meeting at 6:34pm.

From states that the libraries do not properly advertise that once you graduate you can pay a fee as an alumnus for an annual library membership.

Pyne asks whether the review is only for libraries on the St. George campus. Froom states that the full list of libraries is on the document she provided in advance. She states that it appears to be exclusive to the St George campus but that many of these libraries have online resources and are therefore accessible to students at all three campuses.

Froom states that getting more course instructors to use online journals for their course readings would help save students money.

Cullen states that the cost for textbooks and course readings varies greatly from course to course and in some it is very expensive.

Froom states that libraries seem to operate on the model that all students have laptops that they carry with them at all time which is not true. Coggon states that the Career Centre used to have computers for general use but no longer do.

Pyne states that the external reviews should happen more frequently than every ten years. He is wondering when the libraries at UTM and UTSC were last reviewed. He states that sometimes students from other campuses need to go to Robarts in order to access resources for their courses.

Kearns states that the online versions of books are important because it can be often difficult to locate the hard copy.

Froom agrees that we should invest in web versions of books on the library catalogue.

Coggon suggests that Froom ask about inter-library loans.

Froom states she will bring up these concerns to the Advisory Committee and thanks folks for the discussion.

6. Report on CFS and CFS-O Meetings

Kearns states that we have a CFS National Meeting coming up in two weeks from November 16-19. She states that we will be meeting to go over the motions in advance of the meeting. She states that CFS National is moving in a direction of having fewer meetings, i.e. one per year instead of two.

Kearns states that there was a CFS Ontario General Meeting in August and APUS put forward four motions this year. She would like to present our motions to the Board as they passed with great support. She states that one motion was regarding the Greyhound bus service reduction and asking CFS-O to investigate other bus transportation options for students and to get in touch with these companies such as Kasper and Ontario Northland. She states this motion passed unanimously. She states that another motion was regarding an investigation into naloxone training and harm reduction strategies. She states that we also submitted an emergency motion regarding safe injection sites. She states that everyone was fully on board with our motion and it passed. She states that we also submitted an emergency motion regarding cuts to social assistance programs including the Ontario Basic Income Pilot, Ontario Works, and Ontario Disability Support Program and asked that CFS-O write a letter condemning the announcement to backtrack on these programs. She states that this motion also passed with great support.

2019. She states this would involve tabling and organizing a lunch. She states that she is the lead on this event. She states there is an upcoming UTSU annual general meeting and that she has received an invitation for APUS. She states that she serves on the Faculty of Arts & Science Council and that the Faculty is hiring a new Dean and the Committee is looking for submissions. She states that this is an opportunity for APUS to submit an organizational response on behalf of part-time students. She states that she has attended two Woodsworth College Student Association (WCSA) meetings. She states that there are a couple of mature students on the Council and that she would like to get to know the members and look for opportunities for collaborative work. She states that she attended a Woodsworth Council Meeting and a major item is the renovation of Krueger Hall. She states that at the Hart House Equity Committee meeting they discussed a long-term ongoing accessibility review, starting with the Gallery Grill and the Fitness Centre. She states that two notable items at Governing Council are the new smoking policy which will be going through University Affairs Board and Governing Council in the next governance cycle. She states that there is a current hiring process for a new Ombudsperson and that she has been appointed to this hiring committee as a Governor. She states that this is a great opportunity to participate in this process and have our needs as part-time students represented at the table.

2. Vice-President Internal

From states that she represented APUS at the Convocation Advisory Committee, which is deciding in the new year regarding convocation ceremonies, including the location. She states that the Committee is considering keeping it at Convocation Hall or moving it to a new location such as a convention center. She states that she suggested that the ceremonies should remain at Convocation Hall. She states that she also suggested childminding be available; indigenous practices beyond land acknowledgements be encouraged; more family members be allowed to attend in an overflow space; accessibility be continually improved. She states that she has already spoken regarding the U of T Library External Review but there was also a review of the Robarts Library extended hours. She states that the library apparently did do a survey of overnight use but did not properly consider TTC use. She states that she suggested a walk-safe program for students. She states that she and the UTSU representative suggested prayer space be made available in the overnight period and the Chief Librarian was supportive of the idea and believed it could be done.

She states that we have hired our Student Info Clerks for the Fall semester. She states that our Events and Outreach Coordinator resigned while on a leave of absence and that our Temporary Events and Outreach Coordinator is continuing with us this semester. She states that we may have to hire a new Events and Outreach Coordinator for the new year. She states that we have just hired Brienne Berry-Crossfield as our Campaigns and Advocacy Coordinator. She states that we will be beginning Collective Bargaining on November 2 and that we are hoping to finish before the winter break. She states that CUPE is not offering training for Directors so she can provide training if folks have questions.

From states that the new smoking policy is coming forward to the next governance cycle. She states that the plan is that by January 1, it will be illegal to smoke on any U of T property. She states that this might not be a huge issue at the St. George campus, but she sees it as a huge problem at UTM and UTSC where students could have to walk very far to smoke and it could become a safety concern. She thinks APUS should speak at the University Affairs Board against the policy regarding safety concerns and labour issues. Furthermore, there is no time to do a consultation outside of Governing Council with U of T's existing timeline for this policy.

Cullen states that people smoke for their own reasons and that she would like smokers on campus to be supported.

3. Vice-President External

Kearns states that she attended all APUS Executive Meetings, the Caribana event, the Literary Night Open House, the Plant Pot Painting Party with LGBTQOUT, and that she gave a presentation at our Part-Time and Mature Orientation on getting involved with APUS. She states that we also held a pop-up event called “Part-time and Proud” at our Sidney Smith office. She states that we are leaning towards this type of event in the future as they allow us to meet a lot of part-time students and also non part-time students. She states that we are giving students information and awareness about APUS at these events. She states that she sat on the hiring committee for the Campaigns and Advocacy Coordinator. She states that we met with the Office of the Vice-Provost a couple times. She states that she is curious about the University-Mandated Leave of Absence Policy (UMLAP) companion guide as they say they are in the process of drafting this companion guide but also that they could mandate students out without the companion guide even being in place. She states that she also sat on the Student Initiative Fund Committee, which included evaluating proposals in a dragon’s den style which was really interesting. She states she already spoke to her CFS responsibilities earlier. She states that she has been working on the \$15 & Fairness campaign with the U of T student chapter. She states that we partnered with the student chapter and did petitioning and leafleting and collecting signatures on the \$15 & Fairness Day of Action. She states that she also attended a \$15 & Fairness Day of Action in Etobicoke. She states that she has also done tabling and outreach at the Six Nations Pow Wow to bring awareness to part-time study.

4. Vice-President Events and Outreach

Pyne apologizes for the fact that he has not been present as much as he would like to have been in October. He states that he has participated in the Caribana event, the August CFS-Ontario General Meeting, and Vote Local campaigning. He states that lately he has been reaching out to UTM and UTSC student unions about doing weekly tabling on each campus. He states that he has done outreach at UTM recently in order to bring attention to part-time study and APUS. He states that he and Coggon have been organizing with other student groups on sexual violence policy consultations. He states that these consultations are important as this issue affects everyone.

5. Vice-President Equity

Coggon states that she will give highlights from her written report. She states that the Executive Committee voted to give a donation of \$200 to the Dalla Lana School of Public Health Student Led Conference: Confront the Crisis. She states that the conference is about community and a non-punitive approach to harm reduction through prevention. She states that she has a ticket available for one Board member, and Kashyap is also attending from APUS. She states that we are giving out CFS harm reduction flyers as part of the conference package and that this is very relevant to our priorities this year. She states that she has been working on organizing sexual violence policy consultations with UTGSU, as well as asking questions to the Office of the Vice-Provost Students regarding the existing sexual violence policy and how it could interact with the freedom of speech policy. She states that she attended a town hall on sexual violence in cyberspace as an example of a town hall on this topic. She states that it was a very interesting conversation regarding blurring of online and offline lives. She states that she attended a Community Liaison Committee meeting and there was a lot of energy surrounding certain issues including the Krueger Hall renovations. She states that there were questions regarding student

study spaces and U of T land buying practices. She states that it was very interesting to see residence associations and Business Improvement Areas doing battle politely with U of T. She states that there were very interesting community dynamics at play. She states that she is also working on a membership survey to get a sense of the needs and experiences of part-time students.

Kashyap states that the work that Coggon is doing is uplifting the organization and quite amazing.

9. Adjournment

MOTION

Moved: Froom

Seconded: Kearns

The meeting is adjourned at 7:47pm.

III. OPERATING BUDGET 2018-2019

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

OPERATING BUDGET 2018-2019

Fiscal year ending April 30, 2019

REVENUE

| | Revised Budget | Preliminary Budget | Operating Budget |
|--|-------------------|-----------------------|---------------------|
| | Apr./18 | Aug./18 | Nov./18 |
| MEMBERSHIP FEES | | | |
| Summer Term (May-Aug 2018) | 178,241.70 | 177,000.00 | 186,587.56 |
| OPIRG ⁽¹⁾ | 13,058.76 | 12,800.00 | 13,414.00 |
| CFS ⁽¹⁾ | 50,795.62 | 49,792.00 | 49,497.00 |
| Fall and Winter Terms (Sep-Dec 2018 Jan-Apr 2019) | 173,233.35 | 170,000.00 | 169,000.00 |
| OPIRG ⁽¹⁾ | 6,105.45 | 6,100.00 | 6,100.00 |
| CFS ⁽¹⁾ | 42,449.41 | 42,288.00 | 42,000.00 |
| Sub-total | 463,884.29 | 457,980.00 | 466,598.56 |
| SERVICES | | | |
| Health and Dental Plan Administration ⁽²⁾ | 100,000.00 | 100,000.00 | 100,000.00 |
| Student Printing Service | 9,811.50 | 8,000.00 | 8,000.00 |
| Sub-total | 109,811.50 | 108,000.00 | 108,000.00 |
| OTHER | | | |
| Interest Income | 0.00 | 0.00 | 0.00 |
| Miscellaneous Income | 331.52 | 500.00 | 500.00 |
| Sub-total | 331.52 | 500.00 | 500.00 |
| TOTAL OPERATING REVENUES | 574,027.31 | 566,480.00 | 575,098.56 |

Notes:

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

ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

Local 97, Canadian Federation of Students

OPERATING BUDGET 2018-2019

Fiscal year ending April 30, 2019

EXPENSES

| | | Revised Budget Apr./18 | Preliminary Budget Aug./18 | Operating Budget Nov./18 |
|---|----------------------------------|---------------------------------------|---|---|
| MEMBERSHIP FEES | | | | |
| Summer Term | Transfer to OPIRG ⁽¹⁾ | 13,058.76 | 12,800.00 | 13,414.00 |
| | Transfer to CFS ⁽¹⁾ | 50,795.62 | 49,792.00 | 49,497.00 |
| Fall & Winter Term | Transfer to OPIRG ⁽¹⁾ | 6,105.45 | 6,100.00 | 6,100.00 |
| | Transfer to CFS ⁽¹⁾ | 42,449.41 | 42,288.00 | 42,000.00 |
| | | 112,409.24 | 110,980.00 | 111,011.00 |
| SERVICES | | | | |
| Scholarships & Bursaries ⁽²⁾ | | 11,000.00 | 11,500.00 | 13,800.00 |
| Accessibility Subsidy | | 0.00 | 500.00 | 500.00 |
| Daycare Subsidy | | 0.00 | 500.00 | 500.00 |
| Health and Dental Plan Administration | | 100,000.00 | 100,000.00 | 100,000.00 |
| Student Printing | | 7,092.52 | 8,000.00 | 8,000.00 |
| Income Tax Clinics | | 215.63 | 400.00 | 400.00 |
| Sub-total | | 118,308.15 | 120,900.00 | 123,200.00 |
| CAMPAIGNS, PROJECTS, EVENTS | | | | |
| Campaigns and Projects | | 1,375.24 | 5,000.00 | 6,000.00 |
| Events and Outreach | | 16,562.31 | 21,500.00 | 21,500.00 |
| Coalition & Solidarity | | 1,700.00 | 2,000.00 | 3,000.00 |
| Sub-total | | 19,637.55 | 28,500.00 | 30,500.00 |
| ADMINISTRATION AND OFFICE | | | | |
| Audit | | 7,910.00 | 7,910.00 | 7,910.00 |
| Bank Charges | | 1,235.22 | 1,000.00 | 1,000.00 |
| Computer Supplies and Maintenance | | 5,900.52 | 5,000.00 | 5,000.00 |
| Copier Services and Supplies | | 2,000.00 | 2,000.00 | 2,000.00 |
| Insurance ⁽³⁾ | | 5,067.36 | 5,100.00 | 5,100.00 |
| Legal | | 3,487.00 | 7,000.00 | 7,000.00 |
| Telephone | | 3,208.71 | 3,300.00 | 3,300.00 |

| | | | |
|-------------------------|------------------|------------------|------------------|
| Repairs and Maintenance | 2,826.93 | 4,000.00 | 4,000.00 |
| General Office | 5,147.11 | 6,000.00 | 6,000.00 |
| Transportation | 186.91 | 500.00 | 500.00 |
| Sub-total | 36,969.76 | 41,810.00 | 41,810.00 |

MEETINGS, CONFERENCES

| | | | |
|--------------------------------|------------------|------------------|------------------|
| Accessibility | 0.00 | 250.00 | 250.00 |
| Annual General Meeting | 1,701.31 | 2,000.00 | 2,000.00 |
| Board of Directors | 1,378.56 | 1,000.00 | 1,000.00 |
| Class Assembly | 765.78 | 1,000.00 | 1,000.00 |
| Executive Meetings | 1,814.09 | 1,500.00 | 1,500.00 |
| Staff Meetings | 40.05 | 300.00 | 300.00 |
| Other Meetings and Conferences | 175.00 | 200.00 | 200.00 |
| CFS Meetings | 13,342.10 | 13,000.00 | 13,000.00 |
| Sub-total | 19,216.89 | 19,250.00 | 19,250.00 |

ELECTIONS AND REFERENDA

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

HUMAN RESOURCES

| | | | |
|--------------------------------------|-------------------|-------------------|-------------------|
| Salaries and Benefits ⁽⁴⁾ | | | |
| Executive Honoraria ⁽⁵⁾ | 38,900.00 | 40,000.00 | 40,000.00 |
| Salaries and Wages ⁽⁶⁾ | 181,435.93 | 182,000.00 | 186,000.00 |
| Employer Contributions | | | |
| CPP | 7,551.85 | 7,800.00 | 7,800.00 |
| EI | 2,837.17 | 3,500.00 | 3,500.00 |
| RRSP | 935.13 | 1,000.00 | 1,000.00 |
| Payroll Service | 2,035.93 | 2,000.00 | 2,000.00 |
| Health Insurance | 7,624.30 | 8,000.00 | 8,000.00 |
| Other | 531.10 | 0.00 | 0.00 |
| Sub-total | 241,851.41 | 244,300.00 | 248,300.00 |

MISCELLANEOUS

| | | | |
|--|-------------|-------------|-------------|
| | 0.00 | 0.00 | 0.00 |
|--|-------------|-------------|-------------|

| | | | |
|---------------------------------|-------------------|-------------------|-------------------|
| TOTAL OPERATING EXPENSES | 548,493.00 | 566,240.00 | 574,571.00 |
| SURPLUS (DEFICIT) | 25,534.31 | 240.00 | 527.56 |

Notes:

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

Represents salaries and wages for (1) Executive Director, (1) Events & Outreach Coordinator, (1) Campaigns & Advocacy Coordinator, (1) Member Services Coordinator (1) Financial Coordinator, (4) Information Clerks