



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

April 24, 2019
3:00pm
Meeting #8
APUS North Borden Office

Board of Directors' Meeting #8

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **April 24, 2019 at 3:00 pm** in the APUS Board Room at the North Borden office.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4 – 8)
- III. Revised Operating Budget 2018-2019 (page 9 – 12)
- IV. Executive Reports (page 13 – 16)

Please feel free to forward any question or concerns via email to me directly.

Sincerely,

Jaime Kearns
Acting 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: Kearns Seconded: Pyne

Be it resolved that the meeting agenda for Board of Directors' meeting #8 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 #7 – March 8, 2019
- b. Executive Committee #15 – March 8, 2019

4. Revised Operating Budget 2018-2019

MOTION Moved: Froom Seconded: Kearns

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

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

5. Executive Reports

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

6. Adjournment

II. MINUTES

a) Board of Directors Meeting #7 – March 8, 2019

In attendance: Susan Froom, Jennifer Coggon, Richie Pyne, Christine Cullen, Mala Kashyap, Jose Wilson (on phone)

Staff: Caitlin Campisi

Speaker: Nadia Kanani

1. Call to Order

The meeting is called to order at 7:39pm.

2. Approval of Agenda

MOTION Moved: Pyne Seconded: Coggon

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

Vote carries.

3. Approval of Minutes

MOTION Moved: Froom Seconded: Pyne

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

- a. Board of Directors Meeting #6 – February 8, 2019
- b. Executive Committee #11 – October 30, 2018
- c. Executive Committee #12 – December 10, 2018
- d. Executive Committee #13 – January 23, 2019
- e. Executive Committee #14 – February 6, 2019

Vote carries.

4. CFS and CFS-O Fees 2019-2020

MOTION Moved: Froom Seconded: Coggon

Be it resolved that the Canadian Federation of Students and Canadian Federation of Students-Ontario combined membership fee for 2019-2020 be increased from \$4.02 to \$4.10.

DISCUSSION

Froom states that as per the wording of the original referendum that created the CFS and CFS-O fee, the fee increases annually in accordance with the Canadian Consumer Price Index (CPI). She states that this year the Canadian CPI (December over December) is 2%. She states that it is additionally a requirement of the University of Toronto administration that the Board formally vote to approve the CPI increase on an annual basis. She states that the current fee is \$4.02 and a 2% CPI increase amounts to \$0.08 for a new fee of \$4.10.

Pyne states that he agrees with the CPI increase of 2% to the CFS and CFS-O fees.

Vote carries.

5. APUS Health and Dental Fees 2019-2020

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the APUS Health Plan fee be increased from \$65.63 to \$72.19 and APUS Dental Plan Fee be increased from \$54.76 to \$60.24.

DISCUSSION

Froom states that she is recommending an increase of 10% to our Health Plan fee and our Dental Plan fee. She states that as per the wording of the original referenda for the Health Plan fee and the Dental Plan fee, the Board may approve up to a maximum 10% increase for each plan fee annually. She states that we recently conducted an APUS Services' Survey, which included questions on our Health and Dental Plan. She states that two improvements to the Plan stood out in terms of responses from our membership: increased mental health coverage and increased dental coverage. She states that we then took these requests from our membership to Greenshield. She states that it is not possible to increase our mental health coverage this year since we are in our first year of offering this coverage, and therefore we do not have a full year of data on claims and usage to use as a basis for additional coverage. She states that we are able, however, to negotiate improvements to our dental coverage within a 10% increase to the fees. She states that we are negotiating to increase the maximum amount from \$500 to \$600 and to decrease the co-pay from 35% to 30%. She states that if students use a provider on the Dental Discount Network, the remaining 30% co-pay is covered, meaning that students do not pay out of pocket. She states that this is why she is recommending a 10% increase to the Health and Dental plan, or an increase from \$65.63 to \$72.19 for the Health Plan fee and an increase of \$54.76 to \$60.24 for the Dental Plan fee.

Kashyap asks if these fees are for individual students or also for family coverage. Froom clarifies that the proposed fees are per individual student per session.

Pyne states that he agrees with the increase to the Health and Dental fees.

Vote carries.

6. APUS Auditor 2018-2019

MOTION Moved: Pyne Seconded: Coggon

Be it resolved that the APUS Board recommend to the membership that Grant Thornton be appointed as APUS auditors for the fiscal year 2018-2019.

DISCUSSION

Froom states that this motion comes out of a recent discussion at an Executive Committee meeting. She states that we have been with Yale and Partners for six years now. She states that at the last Annual General Meeting, there was a discussion of changing auditors after five years as a best practice for non-profits. She states that the Executive took that direction from the membership and researched new auditing firms for the current fiscal year. She states that she is therefore recommending Grant Thornton as our auditors for the fiscal year 2018-2019. She states that they are a large and reputable firm that has a significant amount of experience with

non-profits and a number of other student unions. Our previous auditors' fee which was steady for 6 years was \$7910 and our quote from Grant Thornton is \$8500. Grant Thornton offers a number of additional sessions workshops for their clients. She states that given that we will be facing some budgetary hardships in the coming year, she is strongly recommending working with a large and reputable auditing firm.

Coggon thanks Froom and Campisi for their research on auditing firms.

Vote carries. Wilson abstains.

7. Cuts to Post-Secondary Education and Tell Them No Campaign

There is a discussion on the cuts to post-secondary education and our Tell Them No Campaign, asking the University of Toronto administration to stand in solidarity with students and say no to the proposed cuts. We have been getting a good number of signatures on our Open Letter.

Pyne states that folks are encouraged to attend the St. George March 20 Walkout that APUS is organizing with other student groups as part of a province-wide walkout put together by CFS-Ontario. He states that all the information for these walkouts is on social media and details will be coming out as they are finalized.

8. Executive Reports

MOTION Moved: Coggon Seconded: Cullen

Be it resolved that the Board accept the Executive Reports as presented.

DISCUSSION

Kanani notes that written Executive Reports have been provided in the meeting package and have been discussed at the Assembly meeting.

Kashyap states that the transition in the role of President from Kashyap to Kearns has taken place. She states she is glad to remain a member of the Board.

Vote carries.

9. Adjournment

MOTION Moved: Froom Seconded: Kashyap

The meeting is adjourned at 7:55pm.

Vote carries.

b) Executive Committee Meeting #15 - March 8, 2019

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

1. Call to Order

The meeting is called to order at 3:14pm.

2. Approval of the Agenda

MOTION Moved: Froom Seconded: Pyne

Be it resolved the meeting agenda is approved as presented.

Vote carries.

3. Assembly Meeting

Executives discuss the Assembly meeting that will take place this evening, specifically the need to give a full update to all Assembly members on the Tell Them No campaign that we have organized in light of the proposed cuts to post-secondary education. It is important that we talk to our members at every opportunity about the ways that these cuts will affect all students.

Campisi provides an update on the number of class representative forms we have received this semester. Executives discuss approaches to outreach to new Assembly members.

4. Board Meeting

Executives discuss the Board meeting that will take place this evening.

Froom states that along with Campisi and the Member Services Coordinator, she has been working on the negotiations for the Health & Dental plan renewal for 2019-2020. She states that she is recommending a 10% increase in the plan, which is the maximum amount allowed by the wording of the referenda which created the fee. She states that included in this 10% increase will likely be an increase to the Dental Plan in terms of the maximum amount from \$500 to \$600 and to decrease the co-pay from 35% to 30%. If students use a provider on the Dental Discount Network, the remaining 30% co-pay is covered, meaning that students will not pay out of pocket. She states that these negotiations are based on feedback from members from our recent APUS Services' Survey which the Member Services Coordinator conducted. She states that two improvements to the Plan stood out in terms of responses from our membership: increased mental health coverage and increased dental coverage. Based on our conversations with Greenshield and the National Student Health Network, it is not possible to increase our mental health coverage this year since we are in our first policy year of offering this coverage. The renewals are based on the previous full years' data which will not be available until next year. Therefore, we have negotiated around the Dental plan improvements asked for by our membership this year.

Executives ask regarding the specifics of the responses from our members in terms of the Health & Dental Plan. Campisi provides a summary of the responses from members on our APUS Services' Survey regarding improvements and use of the Health & Dental Plan. Campisi states that Greenshield has cautioned us that the uptake on the new mental health coverage has so far been very high, though we will not have complete numbers until the end of this policy year. Froom states that this is an additional reason to increase the premiums by 10% in case we need to use these to maintain the mental health coverage in a future year and ensure we can continue offering this coverage to our members.

Executives agree with the recommendation to increase the plan by 10% and offer additional dental coverage based on feedback from our members.

Froom states that she also has a recommendation to make on our auditing firm for the 2018-2019 year. She states that Campisi has been working on soliciting proposals from auditing firms based on feedback from our membership at our last Annual General Meeting that it would be consistent with best practices for non-profits to switch auditors after five years. She states that she has reviewed these proposals and is recommending Grant Thornton as our auditors for 2018-2019. She goes over the proposal they have provided, including their services, their experience with non-profits and student unions, the workshops they offer to clients, and their fees which as \$8500. She states that in these times of financial uncertainty, it would be prudent to choose a large and reputable auditing firm. She summarizes proposals from other firms as a comparison.

Executives discuss the proposals from auditing firms and agree with the recommendation to appoint Grant Thornton.

5. Tell Them No Campaign and March 20 Walkout

Campisi provides an update on the Tell Them No Campaign and the upcoming March 20 walkout. Our Campaigns and Advocacy Coordinator has been working hard on developing and promoting our Open Letter as part of the Tell Them No campaign, which has gotten a number of signatures from student groups, students and some alumni and faculty as well. We are continuing to promote this Open Letter which asks the University of Toronto administration to stand in solidarity with students and say no to the proposed cuts. She states that the upcoming walkout on March 20 is another step in the Tell Them No campaign and is also part of the CFS-Ontario province-wide walkout. We have asked labour and student partners to join us at a recent UTEAU meeting and will continue to work on the logistics for the day. Executives note they will all attend the walkout.

Kearns states that she and Froom met with the OVPS on February 13 along with UTGSU, SCSU and UTMSU to tell them that they should say no to the cuts to post-secondary education based on feedback from Board and membership. The Vice-Provost Students stated that she would take this to the administration and get back to us. Executives also discuss that the administration seems to have gone ahead with testing on the ACORN platform and we should follow up about this.

6. Adjournment

MOTION Moved: Coggon Seconded: Froom

The meeting is adjourned at 4:24pm.

III. REVISED OPERATING BUDGET 2018-2019

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

REVISED OPERATING BUDGET 2018-2019

Fiscal year ending April 30, 2019

REVENUE

	Preliminary Budget	Operating Budget	Revised Budget
	Aug./18	Nov./18	Apr./19
MEMBERSHIP FEES			
Summer Term (May-Aug 2018)	177,000.00	186,587.56	186,587.66
OPIRG ⁽¹⁾	12,800.00	13,414.00	13,413.91
CFS ⁽¹⁾	49,792.00	49,497.00	49,497.34
Fall and Winter Terms (Sep-Dec 2018 Jan-Apr 2019)	170,000.00	169,000.00	171,936.08
OPIRG ⁽¹⁾	6,100.00	6,100.00	6,168.00
CFS ⁽¹⁾	42,288.00	42,000.00	46,009.38
Sub-total	457,980.00	466,598.56	473,612.27
SERVICES			
Health and Dental Plan Administration ⁽²⁾	100,000.00	100,000.00	100,000.00
Student Printing Service	8,000.00	8,000.00	7,961.00
Sub-total	108,000.00	108,000.00	107,961.00
OTHER			
Interest Income	0.00	0.00	3,081.99
Miscellaneous Income ⁽³⁾	500.00	500.00	0.00
Sub-total	500.00	500.00	3,081.99
TOTAL OPERATING REVENUES	566,480.00	575,098.56	584,655.26

Notes:

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

ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

Local 97, Canadian Federation of Students

OPERATING BUDGET 2018-2019

Fiscal year ending April 30, 2019

EXPENSES

		Preliminary Budget Aug./18	Operating Budget Nov./18	Revised Budget Apr./19
MEMBERSHIP FEES				
Summer Term	Transfer to OPIRG ⁽¹⁾	12,800.00	13,414.00	13,414.91
	Transfer to CFS ⁽¹⁾	49,792.00	49,497.00	49,497.34
Fall & Winter Term	Transfer to OPIRG ⁽¹⁾	6,100.00	6,100.00	6,168.00
	Transfer to CFS ⁽¹⁾	42,288.00	42,000.00	46,009.38
		110,980.00	110,011.00	115,088.63
SERVICES				
Scholarships & Bursaries ⁽²⁾		11,500.00	13,800.00	11,486.63
Accessibility Subsidy		500.00	500.00	0.00
Daycare Subsidy		500.00	500.00	0.00
Health and Dental Plan Administration		100,000.00	100,000.00	100,000.00
Student Printing		8,000.00	8,000.00	6,358.55
Income Tax Clinics		400.00	400.00	333.85
Sub-total		120,900.00	123,200.00	118,179.03
CAMPAIGNS, PROJECTS, EVENTS				
Campaigns and Projects		5,000.00	6,000.00	3,659.66
Events and Outreach		21,500.00	21,500.00	14,310.28
Coalition & Solidarity		2000.00	3,000.00	1,354.00
Sub-total		28,500.00	30,500.00	19,323.94
ADMINISTRATION AND OFFICE				
Audit		7,910.00	7,910.00	7,910.00
Bank Charges		1,000.00	1,000.00	678.02
Computer Supplies and Maintenance		5,000.00	5,000.00	4,150.42
Copier Services and Supplies		2,000.00	2,000.00	2,700.00
Insurance ⁽³⁾		5,100.00	5,100.00	5,201.28
Legal		7,000.00	7,000.00	0.00
Telephone		3,300.00	3,300.00	2,948.58

Repairs and Maintenance	4,000.00	4,000.00	924.50
General Office	6,000.00	6,000.00	4,238.13
Transportation	500.00	500.00	210.28
Sub-total	41,810.00	41,810.00	28,750.93
MEETINGS, CONFERENCES			
Accessibility	250.00	250.00	0.00
Annual General Meeting	2,000.00	2,000.00	2,265.75
Board of Directors	1,000.00	1,000.00	705.74
Class Assembly	1,000.00	1,000.00	517.60
Executive Meetings	1,500.00	1,500.00	173.80
Staff Meetings	300.00	300.00	222.92
Other Meetings and Conferences	200.00	200.00	125.00
CFS Meetings	13,000.00	13,000.00	13,861.36
Sub-total	19,250.00	19,250.00	17,872.17
ELECTIONS AND REFERENDA			
Notices	0.00	0.00	0.00
Meeting of Assembly	500.00	500.00	100.00
Sub-total	100.00	500.00	100.00
HUMAN RESOURCES			
Salaries and Benefits ⁽⁴⁾			
Executive Honoraria ⁽⁵⁾	40,000.00	40,000.00	30,475.00
Salaries and Wages ⁽⁶⁾	182,000.00	186,000.00	196,027.45
Employer Contributions			
CPP	7,800.00	7,800.00	8,425.34
EI	3,500.00	3,500.00	3,246.34
RRSP	1,000.00	1,000.00	1,139.40
Payroll Service	2,000.00	2,000.00	2,179.46
Health Insurance	8,000.00	8,000.00	7,022.85
Other	0.00	0.00	0.00
Sub-total	244,300.00	248,300.00	248,515.84
MISCELLANEOUS			
	0.00	0.00	0.00
TOTAL OPERATING EXPENSES	566,240.00	573,571.00	547,830.54
SURPLUS (DEFICIT)	240.00	1,527.56	36,824.72

Notes:

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

IV. EXECUTIVE REPORTS

1. President & VP External

A) APUS Meetings/Events

I was able to participate in the **Cupcakes and Chill** events on March 13th and April 3rd. We finished the puzzle just as we were closing off the event for the term, but it was a well-received weekly event and students are looking forward to it when it picks up next year. On March 20th APUS organized the University of Toronto's **Student Walkout**. I was able to help with the organizing and prep work for this as well as speak to the participants and media that were in attendance. I attended the **Exam Jam** on April 5th where we were handed out snack bags, drinks and information on mental health in partnership with the Canadian Federation of Students – Ontario.

B) U of T Governing Body Meetings

On March 19th I attended the **President's Circle** where I was able to network with the help of the VP Internal. On March 28th I attended a **forum for the implementation on the opt-out** structure as it pertains to ACORN. I spoke against the budget that was presented at **Governing Council** on April 4th as it did not reflect the impact the government cuts to students will have. On April 9th I attended a meeting with the **OVPS** where we were able to address our concerns regarding the opt-out process. As part of my duties as an exec, I took on the role of representing APUS on the **Student Initiative Fund**. We met on April 8th and 12th to determine the final funding disbursements for student groups for the summer term.

C) CFS, External or Community Meetings/ Events

The **CFS-O Executive Committee** had a teleconference on April 8th in place of an in-person meeting to discuss future actions, campaigns and strategies to combat the cuts to OSAP and post-secondary education. On April 17th I did coalition work with the **Ontario Federation of Labor** to do outreach and hand out pamphlets at St. George subway station.

D) Outreach and Office Hours

The week preceding the Student Walk-Out in March, I participated in a lot of **outreach** to promote APUS as a leading student union and the driving force behind the student walk-out, as well as discuss the impacts of the cuts.

E) Campaigns, Advocacy and Research

On behalf of APUS, I attended the student-led and organized **silent vigil** after the passing of a student at the Bahen Centre. It was not for recognition but to show support if anything was needed. On March 28th I attended the **RAD Social** that we helped sponsor with a small donation. On April 1st the **Part-Time Engineering Students hosted a social** where I, along with the Campaigns and Advocacy Coordinator, attended to learn of the challenges and stigmas that Engineering students face. Also, on April 1st I attended an **emergency meeting with student clubs** regarding the opt out process.

2. Vice-President Internal

A) APUS Meetings/Events

I attended the following APUS meetings: March 8 - Assembly Meeting #3b; March 8 - Board Meeting #7; March 15 – AGM; March 15 - Assembly Meeting; April 5 - AGM – adjourned; April 5 - Assembly meeting.

I participated in regular Exec, finance and management meetings.

B) U of T Governing Body Meetings

I attended the following meetings of U of T governing bodies:

- March 11: Met with the U of T Library Advisory Committee
- March 19: Attended President’s Circle Event with APUS president, Jaime Kearns
- March 25: Met with the Community Liaison Committee
- March 28: Attended OVPS consultation on proposed format for ACORN opt out together with the APUS President
- March 29: Represented APUS at COSS together with APUS VP Events & Outreach
- April 9: Met with Office of Vice Provost - Students
- April 11: Met with University of Toronto Library Advisory Committee
- April 12: Met with UofT Library Student Advisory Committee

C) CFS, External or Community Meetings Events

On March 25, I represented APUS at Ontario Federation of Labour “Power of Many” Conference. I have also drafted APUS motions to submit to CFS National General Meeting.

D) Outreach and Office Hours

On March 5, I attended the Student Leaders Luncheon at Hart House and chatted with student leaders of various U of T groups. I attended our weekly outreach series, Cupcakes and Chill, on March 6, 13, 20.

E) Campaigns, Advocacy and Research

On March 20, I participated in our Student Walkout by doing outreach, helping with the breakfast and banner-making, and walking in the student rally for post-secondary education. I continue to research possible impacts and develop responses to provincial changes to funding of post-secondary education.

3. Vice-President Events and Outreach

No report submitted.

4. Vice-President Equity

A) CFS, External or Community Meetings/ Events

Student-led Sexual Violence Policy Consultation Committee:

Due to illness I was unable to attend the final consultation on March 27 at Scarborough Campus. Our Campaign and Advocacy Coordinator ably handled the event in conjunction with SCSU Executives and the GSU Governance Commissioner. I liaised with the Project Affinity Network at Rotman Institute for Gender and the Economy (GATE). Project Affinity is a student team focused on addressing issues of sexual harassment, bullying and sexual violence at the school. I compiled a collection of responses to MTCU's March 19, 2019 *Summary Report of the Student Voices on Sexual Violence Survey* for our SVP committee and sent items in the news related to our consultation. From archival research for APUS's 50th anniversary, I am in communication with U of Toronto's first Sexual Harassment Officer Nancy Adamson who is a university administrator in Belize, so I look forward to her perspective on the 2017 Sexual Violence Policy. On April 19, I met with the Campaigns Advocacy Coordinator and UTGSU Governance Commissioner on preparing the report for submission to U of T Governance.

VUSAC request to support "Renaming Ryerson" campaign:

I drafted a letter of support that we submitted on April 2. VUSAC is lobbying Victoria University administrators to remove Egerton Ryerson's name from a residence building and from a Vic One curriculum stream, in keeping with TRC recommendations I encourage APUS members to read VUSAC's comprehensive report and to sign the [petition](#).

Tell Them No March 20 Student Walk-Out and rally against OSAP cuts and Student Choice Initiative:

I helped with sign-making, breakfast table, general event support, flyer printing and distribution and I encouraged students to attend the rally and walk to Simcoe Hall.

U of T Hillel Anti-Semitism workshop with Rabbi Julia Appel:

I am currently exploring the possibility that APUS and Hillel will co-sponsor a workshop on antisemitism that Rabbi Julia has run at two other conferences.

D) APUS Meetings, Outreach and Office Hours

On March 6, I attended Cupcakes and Chill and worked on the 1000-piece puzzle with our Events & Outreach Coordinator, our President and keen puzzler master students.

On March 6, after Cupcakes and Chill, I distributed the "10 ways" flyers on OSAP cuts and encouraged students to sign the petition for reading in the Ontario Legislature.

I reached out to Mature Students Association (MatSA) organizers to attend the APUS AGM and Assembly and outreached to other students about our AGM. I also reached out to the Mature Students Association (MatSA) organizers to attend APUS Spring Banquet.

I forwarded the U of T Call for Nominations to Presidential & Provostial Task Force on Student Mental Health to several U of T student groups. I checked in with Hillel and the MSA reiterating APUS solidarity.

I attended both APUS AGMs, Assembly meetings, Board meetings and Exec meetings.

E) Campaigns, Advocacy and Research

I drafted our statement on the massacre of Muslim worshippers in Christchurch, NZ. I reached out to the Muslim Students' Association expressing our condolences and solidarity with Muslim students on campus.

I shared some information regarding the OCFA reaction to PSE performance funding and I reviewed the New Tuition Fee and Ancillary Fee Framework.