



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

March 10, 2020
6:00pm
Meeting #7
APUS North Borden Office

Board of Directors' Meeting #7

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 **March 10 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. Proposed Amendment to APUS Donations Policy (page 11-12)

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

Sincerely,

Jaime Kearns
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: Coggon

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

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 – January 31, 2020

4. CFS and CFS-O Fees 2020-2021

MOTION Moved: Froom Seconded: Kearns

Be it resolved that the Canadian Federation of Students and Canadian Federation of Students-Ontario combined membership fee for 2019-2020 be increased from \$4.10 to \$4.19.

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

5. APUS Health & Dental Plan Fees 2020-2021

MOTION Moved: Froom Seconded: Pyne

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

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

6. APUS Auditor 2019-2020

MOTION Moved: Kearns 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 2019-2020.

7. APUS Donations Policy

MOTION Moved: Coggon Seconded: Pyne

Be it resolved that the APUS Donations Policy be amended as appended.

8. Adjournment

II. MINUTES

a) Board of Directors Meeting #6 – January 31, 2020

In attendance: Jaime Kearns, Susan Froom, Richie Pyne, Jennifer Coggon, Dianne Acuna, Christine Cullen, Mahdi Kazemi, Mussa Marashi, Sam Wong
Staff: Caitlin Campisi
Speaker: Nadia Kanani

1. Call to Order

The meeting is called to order at 6:29pm.

Everyone introduces themselves and states their access needs.

2. Approval of Agenda

MOTION Moved: Kearns Seconded: Pyne

Be it resolved that the meeting agenda for Board of Directors' meeting #6 be adopted as presented.

Vote carries.

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 #5 – January 16, 2020

Vote carries.

4. Annual General Meeting 2020 and Board of Directors Elections 2020-2021

MOTION Moved: Kearns Seconded: Froom

Be it resolved that in accordance with Article 4.03 of the APUS Bylaws, the Annual General Meeting be held on March 13, 2020; and

Be it further resolved that in accordance with Article 5.04 of the APUS Bylaws, the election of the Board of Directors for 2020-2021 be held at the Annual General Meeting on March 13, 2020.

DISCUSSION

Froom clarifies that this meeting will take place on a Friday when students are less likely to have classes.

Kearns states that everyone should join us at the AGM and bring their classmates.

Wong asks about the nomination process for the Board of Director elections.

Campisi clarifies that as per the APUS bylaws, one month notice will be provided to all members of the date of the meeting. The nomination package will be available a minimum of two weeks in advance of meeting and the election will take place at the Annual General Meeting.

Vote carries.

5. APUS Operating Budget 2019-2020

MOTION Moved: Froom Seconded: Kearns

Be it resolved that the Board of Directors approve the Operating Budget 2019-2020, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Operating Budget 2019-2020 to be sent to the General Meeting for confirmation.

DISCUSSION

Froom states that this is a very unusual year in terms of our budget because of the Student Choice Initiative (SCI) that came into effect in September. This is the first year that we are dealing with the Student Choice Initiative, and this explains why you will see that some of our projections are being revised from the projections we made in the summer. Froom provides background on the SCI and the effects that it has had on our fees as well as our projections for the year. She notes that that we had no way of knowing opt-out rates except by making estimates based on information from other countries where opt-out rates were implemented. Froom provides an explanation of the legal court challenge from the Canadian Federation of Students and the York Federation of Students against the provincial government, and that in November the court agreed that it was unlawful. She explains that this means that while there was an opt-out in September there was not an opt-out in January for this semester. She states that we are waiting to hear if the province will be able to appeal. She states that this context accounts for some anomalies in our budget.

Froom states that the Operating Budget is included alongside the Preliminary Budget from July, and that there will be another Revised Budget presented in April. She states that we also are receiving our Winter fees in February instead of January from U of T as a result of the SCI. She states that the Summer Membership fees are accurate and we had more students enrolled than expected. She states that our Fall/Winter membership is lower than expected as we had fewer students enrolled than expected. She states that the Fall/Winter membership fees are based on U of T projections. She states that our preliminary optional fees projections were based on a 30% opt-in, whereas it was actually closer to 80% in September and not in effect in January. This means we did much better than expected and have higher optional fee revenue. Revenue from Health & Dental administration and our Printing Service are on track and our interest income is slightly higher than expected. Our overall revenue is higher than expected.

Froom states CFS & OPIRG membership fees are received and then disbursed and do not count towards our operating revenue or expenses. She states that for our Mandatory Programming expenses, some of our Preliminary Budget projections were higher than those now projected in our Operating Budget. She states that part of the reason for this is that we set aside quite a bit of money for accommodations, i.e. ASL interpretation and childcare, and we have not had to use these funds as much this year. She states that it is important to budget for these

accommodations so that we are prepared to support students as needed. She notes that for the Bursary we did give out \$15,000 in bursaries to students, but because of our endowment fund with U of T, some of that comes from interest and then the rest is from our Operating Budget. She notes that some of our Optional Programming has been spent, and some is yet to come for events later this year. She states some events came under budget, and some events came slightly over. She states that our promotional APUS materials were so popular this year that we gave them all out and had to put in a second order, which accounts for the higher budgeted amount in outreach materials. She states that our handbook expenses are slightly higher but have been very popular and we had many opt-ins for this item. She states that our Part-Time and Proud and Equity programming is on track with earlier projections over all. She states that our Part-Time Student Representation and Meetings had a lot more opt-ins than expected so we have spent more on expenses as well. She states that our administrative expenses are a bit higher due to a unique financial year with changes in our fees from SCI and our new auditors who have been doing some housekeeping and bringing us up to date. She states that our bank charges are lower than expected. She states that we have old computers that needed some new hard drives and that our insurance Director & Officer Liability insurance went up as well. She states that our total administrative expenses are therefore higher, primarily due to the increase in audit expenses. She states that our APUS meeting expenses are on track. She states that our salaries and benefits are slightly lower than expected. She states that our deficit is now at -\$2,355 instead of -\$36,000. She states that this is not a problem as last year we had a \$36,000 surplus in anticipation of the SCI coming into effect.

Kazemi asks for clarification regarding the CFS fees. Froom provides an explanation of CFS and CFS-Ontario and the benefits of membership in the CFS, for example, the recent court challenge victory. She clarifies that this fee is stated on ACORN invoices.

Kazemi asks about OPIRG fees. Froom provides an explanation of OPIRG and the work that they do on campus.

Kearns provides an explanation of these fees in terms of their creation through student referenda. She states that students make these decisions about their fees. She states that in her experience, through CFS there is strength in numbers in terms of lobbying, campaign materials, services, etc. She states that CFS ensures marginalized students are represented and our needs are prioritized. Froom explains that there is an annual CPI increase for the CFS fee as per the original referenda, and this is consistent with other member locals. Froom also provides the example of Access Copyright fees reimbursed to students as a result of a CFS legal challenge. She states that we could not do these legal challenges as individual locals but we can when we get together with students across the province and the country. Pyne states that CFS is the student union of student unions, and that part time students pay half of what full time students pay in fees. He states that CFS also supports many actions that we do on our campuses provide training for our Executive and Board members.

Kazemi asks regarding the Executive Honoraria. Froom clarifies that the honorarium is \$600/month as per a policy of the Board.

Vote carries.

6. Council on Student Services Operating Budgets

MOTION Moved: Pyne Seconded: Kearns

Be it resolved that the APUS COSS representatives vote in favour of the proposed budget for Hart House.

Be it resolved that the APUS COSS representatives vote in favour of the proposed budget for Kinesiology and Physical Education.

Be it resolved that the APUS COSS representatives vote against the proposed budget for the Department of Student Life.

DISCUSSION

Pyne states that there is a long history of the Council on Student Services (COSS) on campus. He states that as a student union we have many seats on bodies at U of T, and COSS is one of them. He states that at COSS, students have a vote on increases to fees for Hart House (HH), Kinesiology and Physical Education (KPE) and the Department of Student Life (SL). APUS is one of the student groups that has a vote on these fees. He explains how these services are student-funded through our fees. At APUS, we have a tradition of discussing these votes at the Board before the COSS meeting and deciding as a group how we would like to vote. He explains that each of the departments make presentations at COSS, and that APUS has two representatives at the meetings. He states that this year's representatives are himself and Kearns, and that they will take back the decision of the Board to COSS.

Wong asks how many seats there are for students on COSS. Pyne provides a breakdown of the seats on COSS.

Pyne reiterates that he and Kearns will make recommendations to the Board based on the information they were provided as representatives but the decision is the Board's to make.

Wong asks if COSS is a space to negotiate for particular student services.

Pyne states that our vote is often based on the answers to our questions or issues raised at the presentations, and whether they have made changes we have asked for since the last year.

Pyne begins with Hart House and states that students have seats within the Hart House governance structure, including on their budget committee. Pyne provides an overview of the Hart House budget and the proposed increase to their fees. He speaks to infrastructure projects at Hart House. He states that COSS is complicated and that fees will always go up in some way, but students can affect whether that increase is by the Consumer Price Index (CPI) or the University of Toronto Index (UTI).

Wong asks if students pay for renovations at Hart House and KPE. Pyne states they do. Wong asks why the university does not pay for those renovations. Pyne and Kearns provide an explanation of some of the student services offered in these spaces.

Campisi reads from the budget slides to provide the percentage of student fee revenues and other revenues in the 2020-2021 operating budgets from Hart House, KPE and Student Life.

From provides an explanation of the individual amounts requested and permanent vs temporary increases of CPI and UTI depending on student votes.

Board members speak in favour of Hart House and the services that it offers for students.

Acuna asks regarding the difference in CPI and UTI depending on our vote, and the associated dollar value.

Coggon provides a comprehensive explanation of the COSS formula in regards to CPI and UTI, and clarifies Board members questions regarding the formula.

Pyne states that his and Kearns' suggestion is to vote in favour of the proposed budget for Hart House.

MOTION
Froom/Kearns

Be it resolved that the APUS COSS representatives vote in favour of the proposed budget for Hart House.

Vote carries.

Kearns explains that KPE gave a presentation on their budget and their services. She states that a lot of the programming KPE does is on diversity and equity initiatives. She states that they look at marginalized folks who do not normally access athletic facilities or are less likely to use these facilities. She states that they are working towards further diversity initiatives as well. She provides examples of a trans-positive swim initiative, Indigenous swim initiative, and women's only hours. Kearns states that they are asking for a 2.89% increase which will translate into \$1.12 for part-time students.

Coggon explains that UTI and CPI are included in the 2.89%, and that a yes vote is a permanent increase while a no vote is a temporary increase until year 4.

Froom explains KPE includes the Goldring Centre, the Athletic Centre, the Varsity Arena, and both fields. She states that KPE is also funded through the administration and has a governing body with student seats. Froom speaks to family friendly programming at KPE.

Marashi speaks in favour of KPE programming initiatives.

Coggon clarifies the UTI and CPI breakdown for the KPE fees.

MOTION
Froom/Kearns

Be it resolved that the APUS COSS representatives vote in favour of the proposed budget for Kinesiology and Physical Education.

Vote carries.

Kearns states that Student Life has a lot of different services and programs, for example, First Nations House, Academic Success Centre, Career Centre, Multi-Faith Centre and many more. She states that the budget document breaks down all of the different services and programs. She reviews the breakdown for the Student Life operating revenues. Kearns states they are requesting a 9.8% increase. She states that they have piloted a project called the Resiliency Program. She states that that they are promoting as a mental health initiative: stress management, skills, resiliency, etc. She states that this program is a large reason behind the higher increase. She states that in past years we have had issues with student input, or lack

thereof, in formal governing bodies in Student Life. She gives an example of a student advisory committee at First Nations House which is not a body that makes binding decisions. Kearns states that she and Pyne are recommending voting against the Student Life fee increase.

Kanani clarifies this vote would mean a temporary rather than permanent increase.

Kazemi asks Kearns which recommendations she has made that were not taken seriously. Kearns provides an example of her recommended Rate my Services feedback initiative. Kazemi asks if we have this initiative or if anyone else does. Froom states that ASSU did in the past but it was shut down.

Wong asks if the resiliency program is similar to the mindfulness meditation type of programming that is common on campus. He speaks to wanting to see increases for First Nations House. Kearns clarifies that the increase was stated as mostly needed for the resiliency pilot program.

Froom states that she is not in favour of giving Student Life the 9.8% increase. She states that there is no formal student governance at Student Life, only advisory bodies. She states that Student Life services are often not open in evenings although we have repeatedly asked for this. She states that they do not employ students in the same way as Hart House and KPE. She states that she also wants Health and Wellness to do better at providing mental health referrals.

Acuna states that a very high percentage of their budget is from student fees. She also states that she is not convinced that the resiliency programming will fix existing problems. She states that there are already learning strategists in place, for example, and also that group therapy does not work for everyone. She states that the programming just seems like a revamp of existing services.

Kazemi states that his college and other colleges have their own learning strategists already.

Acuna states that the resiliency program seems like doubling up on what they already have.

MOTION
Pyne/Acuna

Be it resolved that the APUS COSS representatives vote against the proposed budget for the Department of Student Life.

Vote carries.

7. Executive Reports

1. President

Kearns provides an overview of her written report, including meetings she has attended and programming we have held. She states that she spoke at Academic Board last night. She states that we have three upcoming events in partnership with the Black Students Association for Black History Month. She states that we also have an upcoming consent workshop. She states that our Board of Director elections and our Annual General Meeting will be held on March 13 and that it would be great to have many part-time students in attendance. She offers to do class talks with Board members if anyone would like her support.

2. Vice-President Internal

Froom provides an overview of her written report, including meetings she has attended and programming we have held. She provides an overview of mental health discussions that have taken place at the Presidents Undergraduate Student Advisory Group.

3. Vice-President Events and Outreach

Coggon provides an overview of her written report, including meetings she has attended and programming we have held. She states that she has been outreaching at Cupcakes and Chill and WCSA Wednesdays on a weekly basis. She states that she is currently serving on the Student Initiative Fund and reviewing over 100 applications from student groups.

4. Vice-President Equity

Pyne provides an overview of his written report, including meetings he has attended and programming we have held. He states that he attended SBA's Accessible Tour of Robarts Library and that Robarts could do better in terms of accessibility but they do have some good spaces and initiatives.

8. Adjournment

MOTION Moved: Kazemi Seconded: Kearns

Kearns thanks Campisi for her support in minute-taking during the Board meetings.

The meeting is adjourned at 8:58pm.

III. PROPOSED AMENDMENT TO APUS DONATIONS POLICY

Current Policy:

APUS Operational Policy - Donation Requests

Date: July 2018

Preamble:

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

Eligibility:

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

Process:

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

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

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

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

Decision-Making:

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

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

In all cases, **except Indigenous initiative applications**, the criteria used to consider the request will include the following:

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

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

PROPOSED ADDITION TO POLICY:

Indigenous Initiative Applications:

APUS will reserve part of our donation budget each year for Indigenous student clubs, groups, events, or other initiatives that are centered on fulfilling the needs of Indigenous members of the U of T community who work at, study at, or visit any of the three U of T campuses, including APUS and non-APUS members. Eligibility requirements otherwise remain the same as for non-Indigenous initiative applications as described above.

Process: Requests may be made by email to the Vice-President Equity and the Executive Director. Requests should include the following information:

- Objectives of the initiative including overall impact on the Indigenous communities served;
- Benefit of the initiative to Indigenous students and community members; and
- Summary of budget for initiative, including anticipated expenses and revenues.
- Requests of \$400 or more require three weeks' notice and Board approval.
- Requests of \$400 or less require two weeks' notice and Executive approval.

Decision-making:

- APUS will use the Truth and Reconciliation Committee recommendations, the University of Toronto *Wecheehetowin* commitments and other Indigenous-lead resources and guidelines to assess these applications. If necessary, we will request the assistance of members of First Nations House to assess requests.
- Requests for monetary support in the amount of \$400 or less will be considered by a vote of the Executive Committee.
- Requests for monetary support in the amount of \$400 or more will be considered by a vote of the Board of Directors
- In the event there are more donation requests than funds available for Indigenous initiatives, APUS will refer the request(s) to the Board for approval beyond the annual allocation.

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