



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

October 28, 2020
5:30pm
Meeting #2
Virtual Meeting via Zoom

Board of Directors' Meeting #2

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **October 28 at 5:30 pm** online via Zoom.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4 – 7)
- III. Auditor's Report (attached in separate PDF – internal document for the Board only)
- IV. Audited Financial Statements at April 30, 2020 (attached in separate PDF)

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: Froom

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

3. Approval of Minutes

MOTION Moved: Kearns Seconded: Pyne

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

- a. Board of Directors Meeting #1 – July 29, 2020

4. Auditor's Report to the Board for the fiscal year ending April 30, 2020

5. APUS Audited Financial Statements 2019-2020

MOTION Moved: Kearns Seconded: Froom

Be it resolved that the APUS Audited Financial Statements for the fiscal year ending April 30, 2020 be approved as presented.

6. Donation to Sipekne'katik First Nation Fundraising

MOTION Moved: Kearns Seconded: Coggon

Be it resolved that APUS donate \$1000.00 to Sipekne'katik First Nation Fundraising that will help in recovering the costs of stolen and damaged Mi'kmaq fishing gear.

7. Adjournment

II. MINUTES

a) Board of Directors Meeting #1 – July 29, 2020

In attendance: Jaime Kearns, Susan Froom, Jennifer Coggon, Mahdi Kazemi, Mussa Marashi, Dianne Acuna, Sam Wong, Richie Pyne

Speaker: Nadia Kanani

Staff: Caitlin Campisi

1. Call to Order

The meeting is called to order at 5:20pm.

Kanani provides an overview of Zoom features as they relate to how she will facilitate this meeting, including muting mics, raising hands, the chat function and a speakers list.

Everyone introduces themselves and states their access needs and one cool thing they have done this summer.

2. Approval of Agenda

MOTION Moved: Kearns Seconded: Coggon

Be it resolved that the meeting agenda for Board of Directors' meeting #1 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 #8 – April 27, 2020

Vote carries.

4. APUS COVID-19 Summer Semester Report

Kearns speaks to the APUS COVID-19 Summer Semester Report and provides an overview of APUS' activities during the summer semester. She states that this summer session has been quite a change and that we have had to adapt a lot of the programming that we would normally to an online format. Our offices remain closed as of March 13 due to the government's emergency orders, but we continue to support our membership through virtual events, programming, services and advocacy. We also meet regularly with the U of T administration via Zoom and on the phone. Our summer programming started with a mini APUS Summer Orientation that was well-attended and engaging. We were able to provide a lot of information to our members about APUS and U of T. We also held two Games Night, one with SBA, both of which were really good and included learning to draw on the computer. She states that usually during Pride month we try to do different programming and this year we held on an online panel, Re-Queering Pride: Activism and Community During COVID-19, which was well-attended and for which we got good feedback. We also crated an Expressive Arts Writing Workshop facilitated by

an MSW and participants have been finding it very meaningful. We started up Indigenous Hand Drumming again, online this time. We moved our Applying to Grad School Series online as well. These workshops are facilitated by our staff who have applied to grad school in the past and are offering peer feedback to folks who are currently putting together their applications. We have also held online study sessions. She states that we also offered financial support in the form of the APUS Summer Bursary and the APUS COVID Fund. A lot of our members who were in financial need were able to receive support from these funds. She states that with the APUS Long-Term Laptop Program, we are also able to help students from start to finish with their online summer courses. We ordered 15 laptops and all have been loaned to part-time students with safety procedures in effect. We also helped to create the U of T Emergency Food Bank by partnering with Engineers Without Borders and Trek for Teens to give out 400 and counting food boxes to students. Moving into the Fall, financial aid and food security remain our priorities. We are still finalizing our Fall plans as public health guidelines change from day to day and U of T also changes their minds from day to day. She states that we met with the Office of the Vice-Provost Students recently and they are working on addressing our concerns. We hope to plan a safe and gradual reopening of our offices over the Fall semester.

Coggon notes that the U of T Emergency Food Bank was Kearns idea and congratulates her on that and her work on the APUS Long-Term Laptop Loan Program.

Kanani notes that we all appreciate Kearns very much. She states that she has heard really good feedback from students on our APUS programming.

Kearns states that together we are a great team and we get stuff done together.

5. APUS Preliminary Budget 2020-2021

MOTION Moved: Froom Seconded: Kearns

Be it resolved that the Board of Directors approve the Preliminary Budget 2020-2021, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Preliminary Budget 2020-2021 to be sent to the General Meeting for confirmation.

DISCUSSION

Kanani notes that this is an Excel spreadsheet attachment.

Froom notes that she will begin with revenues and reviews the three columns. The Revised Budget reflects last year's budget as of the end of April, the Preliminary Budget is projections for the year that started May 1 and they may change by January in the Operating Budget because we do not know how much revenue we will receive in the Fall yet. The Preliminary Budget is best guesses based on past experiences. She also notes that we are still using Mandatory and Optional fees even though the Student Choice Initiative (SCI) is no longer in effect because U of T is using this structure and we want to be consistent. Additionally, there may still be an appeal on the SCI. She notes another confusing twist in terms of the summer revenue: last year all was Mandatory in the summer as SCI came into effect in September 1, this year all the summer fees are Mandatory and Optional as noted.

Froom states that our summer revenues have gone up slightly this year by about \$26k. She states that for the Fall/Winter we are projecting largely the same for both Mandatory and Optional

fees. The CFS and OPIRG fees have gone up because we have more summer students. Overall, we are projecting slightly more revenue than last year because of increased summer fees.

She reviews the projected expenses. CFS and OPIRG fees are just in and out as it is a remittance to our levy groups. In terms of our mandatory programming, we are projecting similar to last year with the exception of Health & Counselling where we have allocated additional funds for additional programming due to the pandemic. In terms of our optional programming, she notes the APUS Bursary fluctuates based on interest we received on our endowment fund. She notes that the APUS COVID fund includes \$9000 to give out additional bursaries on top of last year's surplus. She states that tax clinics last year had to be cancelled but we have budgeted the full amount this year. She states that our other expenses are more or less in line with last year and that the significant increase is to Campaigns and Advocacy because this includes \$10k going to the U of T Emergency Food Bank. She states that we spent less on meetings last year because of the cancelled AGM but that we always want to budget for accessibility needs. She states that our human resources expenses are up a tiny bit due to cost of living increases and our honoraria will go up because we did not have a full Executive last year. She states that admin expenses are going up somewhat due to deferred repairs and maintenance and we have a small amount budgeted for legal but hope to not have to spend it. She states we are projecting a mostly balanced budget with a \$300 surplus, but these are early days because we do not yet know what revenue we will have in the Fall. This is a conservative estimate, but if our revenues go as they have in the summer, we will have the delightful problem of extra money to spend and we will allocate it in January. She notes that it has been a confusing year because of SCI, the pandemic, etc. She is happy to answer any questions.

Marashi states that the budget is pretty straightforward and he understands it.

Coggon states that this is a very prudent budget that accounts for SCI and the pandemic and acknowledges that this has not been easy. She thanks the Finance Committee for their work.

Vote carries.

Kanani calls for a 10-minute recess as an accessibility break.

6. Donation to the U of T Black Students Association

MOTION Moved: Kearns Seconded: Coggon

Be it resolved that APUS donate \$1000.00 to the U of T Black Students Association.

DISCUSSION

Kearns states that with the recent events in the US and Canada in relation to Black Lives Matter, she thinks it is important that we reach out to the Black Students Association as the student union at U of T who support Black students on campus. She states that we have not received a request specifically but she would like to reach out proactively and support the work that they are doing to support Black students on campus. She has put forward this motion. She notes that the Black Students Association is doing a lot of great work and she is glad to support it.

Coggon states that we have done events with the Black Students Association in the past and those were great.

Marashi states that the events in February were a great initiative and if we can do more to support this work then we should.

Vote carries.

7. Donation to Black Lives Matter – Toronto

MOTION Moved: Kearns Seconded: Pyne

Be it resolved that APUS donate \$1000.00 to Black Lives Matter - Toronto.

DISCUSSION

Kearns states that it is also important that we reach out to external organizations as many students will be going to Black Lives Matter protests and events to ensure we are supporting students who are protesting.

Pyne states that there is a lot that that Black Lives Matter-Toronto has done in the city for Black folks and other folks. He states that we have donated to Black Lives Matter-Toronto in the past and it is important to be an ally to this cause as an organization and put money where our mouth is. He hopes we will be able to support other groups as well. He speaks to the action at Ryerson and folks who were arrested and the support provided by BLM-TO. He notes a petition to drop all charges to be dropped against those folks who were detained.

Marashi states that he is interested in the petition to drop the charges against folks. Pyne provides the link and an explanation of the petition.

Vote carries.

8. Appointment of APUS Representatives to U of T Committees

Kearns provides updates on appointments to U of T Committees that have happened since the last meeting. She notes that Marashi has been appointed to the Hart House Board of Stewards, Froom has been appointed as Chair of the Council on Student Services (COSS), and Wong has been appointed as the Canadian Federation of Students representative. She states that more positions will be coming up soon. She states that we have representation in various spaces and if folks are interested in a particular position to let her know. She states that currently, we have two seats on COSS, one seat on the Council of Athletics and Recreation, and a seat on the Student Initiatives Fund will come up soon. She asks folks to send her an email if they are interested and they can talk about getting folks involved.

Froom states that it would be helpful to send a description to the Board about these Committees. Kearns states that she will follow up with a description.

Wong asks if Marashi can help support starting an Indigenous Archery Club at Hart House. He has been in touch with someone but has had trouble getting a response. Marashi states he is happy to bring up these concerns and will connect with Wong. Board members discuss strategies for starting up a club at Hart House.

9. Adjournment

MOTION Moved: Coggon Seconded: Kazemi

The meeting is adjourned at 6:42pm.