



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

February 12, 2021
5:00pm
Meeting #5
Virtual Meeting via Zoom

Board of Directors' Meeting #5

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 **February 12 at 5:00 pm** online via Zoom.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4-12)
- III. Proposed Budget for Student Life (attached in PDF)
- IV. Proposed Budget for Kinesiology and Physical Education (attached in PDF)
- V. Proposed Budget for Hart House (attached in 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. Introductions and Access Needs

3. Land Acknowledgement

4. Approval of Agenda

MOTION Moved: Marashi Seconded: Froom

Be it resolved that the meeting agenda for Board of Directors' meeting #5 be adopted as presented.

5. Approval of Minutes

MOTION Moved: Coggon Seconded: Kearns

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

- a. Board of Directors Meeting #4 – January 29, 2021

6. Business Arising from the Minutes

7. Executive Updates

8. Board of Directors Elections 2021-2022

MOTION Moved: Froom Seconded: Wong

Be it resolved that in accordance with Article 5.04 of the APUS Bylaws, the election of the Board of Directors for 2021-2022 be held at the Annual General Meeting on March 12, 2021.

9. Council on Student Services Operating Budgets

MOTION Moved: Kearns Seconded: Coggon

Be it resolved that the APUS COSS representatives vote _____ (in favour/against) the proposed budget for the Department of Student Life's Health & Counselling Fee.

Be it resolved that the APUS COSS representatives vote _____ (in favour/against) the proposed budget for the Department of Student Life's Student Services Fee.

Be it resolved that the APUS COSS representatives vote _____ (in favour/against) the proposed budget for Kinesiology and Physical Education.

Be it resolved that the APUS COSS representatives vote _____ (in favour/against) the proposed budget for Hart House.

10. Adjournment

II. MINUTES

In attendance: Dianne Acuna, Jennifer Coggon, Shanti Dhoré, Susan Froom, Jaime Kearns, Mussa Marashi, Richie Pyne, Marcel Stevenson, Samuel Wong

Speaker: Nadia Kanani

Staff: Julian Oliveira

a) Board of Directors Meeting #4 – January 29, 2021

1. Call to Order

Kanani calls the meeting to order at 6:21 PM.

2. Introductions and Access Needs

Kanani provides an overview of access needs and facilitates board introductions. Folks are asked to share their name, position, and access needs.

Kearns introduces herself first and then notes that Caitlin Campisi has left the role of Executive Director and is continuing her education and doing other wonderful things. Kearns then introduces the new Interim Executive Director, Julian Oliveira.

Oliveira, who introduces themselves to the board, provides a brief background into their previous work at U of T, including work with LGBTQOUT and Governing Council. They talk about how excited they are to be with APUS and how they are looking forward to being able to continue supporting part-time students.

The rest of the board then takes the opportunity to introduce themselves.

3. Land Acknowledgement

Kanani reads the APUS land acknowledgement. Kanani then provides a simple overview of Robert's Rules for newer board members. Kanani notes for folks to use the "raise hand" function on zoom or the chatbox when they would like to speak.

4. Approval of Agenda

MOTION Moved: Coggon Seconded: Froom

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

Kanani notes that there are amendments to the agenda. Froom moves a motion for an amendment which would be a new item number 9. The amendment would be to select the date for APUS' AGM. Kearns seconds the motion. Kanani asks if there is any other discussion. There is not. Kanani holds a vote on the proposed amendment. Everyone is in favour and it passes. Kanani then notes that the original item number four on the agenda should be removed as it is a second call to order. Froom notes that it is just a typo. Kanani then says all numbers in the agenda will then go up by one. Kanani

holds a vote on the approval of the amended version of the agenda. Everyone is in favour and it passes.

5. Approval of Minutes

MOTION Moved: Wong Seconded: Marashi

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

a. Board of Directors Meeting #3 – November 11, 2020

Kanani notes where the minutes can be found starting on page 5 of the board package and provides folks a minute to review them again. Kanani asks if there is any discussion or amendments. There is none. Kanani calls for the vote and everyone is in favour. The motion passes.

6. Business Arising from the Minutes

Kanani asks if there is any business arising from the minutes. There is none.

7. Executive Updates

Kearns provides updates from the President's portfolio. She has been sitting on COSS with Acuna and Froom. Kearns also has been attending meetings with the Engineers Without Borders about the continued partnership between Engineers Without Borders and APUS around a weekly food bank service for students during COVID19. Kearns then notes that in the last month she has been attending CFS constituency meetings, as well as a meeting with Joe Desloges about students' mental health. She also has had numerous meetings with other student unions who are interested in implementing their own version of the APUS laptop program, as well as to discuss other issues around campus. Kearns then says she also sits on Provostial Undergraduate Students Advisory Group (PUSAG), where she has talked about both the hardships of online learning and the good things that have come out of it. She notes she and the executive have had meetings with the Office of the Vice Provost Students (OVPS) as well. Kearns adds that she also sits on the Council of Athletics and Recreation (CAR) and that she has been attending APUS management and finance meetings. She also adds that APUS just had its Winter Orientation and that she participated in that.

Froom provides updates from the VP Internal portfolio. Froom mentions that APUS has a new Executive Director and that she has been helping with the setup with the finances and administrative side of that transition. Froom notes that she is the national Part-time and Mature Students Commissioner for CFS as well as the Ontario Part-time and Continuing Education Ontario Caucus Chairperson. She has helped prepare the operating budget together with the finance committee. Froom also notes that she is the COSS Chairperson this year, representing APUS. She also represents APUS on the Community Liaison Committee (CLC). The CLC has been pushing for more student housing for families on the St. George campus area as well as a new TTC accessible entrance at Museum Station and another exit from Queen's Park Station. Froom also sits on the Library Committee, where APUS successfully pushed to keep the libraries open for study space during COVID times and to ensure students have access to electronic resources. Froom urges folks to check out what the Media Commons has to offer. She also notes that she sits on the consultative committee with Student Life which is looking at how Student Life will develop over the next 5 years

Wong provides updates from the VP External portfolio. Over the last couple of months, Wong has been attending mental health and CFS meetings as Kearns noted before. Most recently, Wong met with the Circle of First Nations, Métis, and Inuit Students at CFS and attended the 2Spirit and Trans Students Constituency meeting. In mid-February Wong will be participating in CFS's National Lobby Week. Wong has been doing online training in preparation. During Lobby Week Wong will meet government officials and lobby for free, universal post-secondary education, funding for Indigenous students, action on climate change, improved housing, graduate student relief and relief for students during COVID19. Wong will rally support from MPs so they support the issues brought to them. Wong says that the more the MPs support the issues the more likely it will be that they become policies.

Coggon provides updates from the VP Events & Outreach portfolio. Since November, Coggon has worked on a Facebook live series inspired by Kearns. Coggon completed the first one with Habiba, APUS' Events & Outreach Coordinator, in November 2020. Folks can find it online on APUS' Facebook page. Coggon notes that two more are coming, one of which will focus on APUS services. Coggon hopes it is a way for APUS to connect with members during COVID19. At the CFS National General Meeting in November 2020, Coggon moved an emergency motion at the Student Disability Justice constituency meeting about a student with a disability having their benefits taken away in Saskatchewan. Coggon liaised the needs of disabled students with representatives. Coggon notes that the Student Disability Justice constituency is fantastic and that if anyone has a disability Levi, the commissioner, would be more than willing to reach out. Coggon also attended a Student Life meeting where they met about the Truth and Reconciliation Commission recommendations. Coggon has also attended a number of Hart House meetings and mental health policy commission meetings. Coggon has worked with Habiba on APUS' online event. Coggon also sits on the Library Student Advisory Committee, where they discussed the exit policies for folks with disabilities. Coggon is acting as a liaison between the Library Committee and SBA. In December, Coggon was able to set a meeting between APUS and Joe Desloges. Coggon notes that APUS will have a follow-up meeting with Dr. Desloges in mid-February, so if anyone has any concerns she asks for them to please bring it forward at the next meeting. She notes APUS needs to hear input. Coggon then notes APUS has been having fun events such as virtual escape rooms. Coggon also notes the team said goodbye to Caitlin Campisi in December. Coggon then talks about implementing a housing survey from UTILE which will give APUS data about the housing situation students are facing locally and nationally. Currently, Coggon is working on how to best promote the survey and asks folks to please fill out the survey as it would help APUS lobby for student housing. Coggon also asks folks to support SBA's mental health policy lobbying work. Coggon then mentions she attended CFS meetings in January and asks folks to please sign up for APUS' Valentine's Origami event on February 11th that Habiba organized before the winter break.

Marashi provides updates from the VP Equity portfolio. Marashi has been attending APUS board meetings and executive meetings. He attended the meeting with Dr. Desloges and brought up his concerns about the potential addiction issues the student body will be facing after the pandemic. Marashi says that a lot of people are dealing with the pandemic with excessive alcohol and smoking. He says that after the pandemic we have to identify the substance use not as coping but as an addiction in order for it to be discontinued. Marashi suggested a checklist self-evaluation system where, depending on the score, students would know if they need support or not. Marashi says it was a very productive meeting. Marashi also sits on Hart House where he brings forth student concerns and talks about budgets. He also promotes APUS to fellow students, including APUS's services, bursaries, and events. Marashi is also working on meeting with other student organizations

to increase student participation and collaborations. For example, he is talking to BRITE and is trying to get them to participate in APUS' Black History Month event. Marashi is working on bringing a band from Zanzibar to perform virtually for Black History Month. There will be a question and answer period following the pre-recorded performance. Marashi says APUS will have the copyright to the performance and our logo in the credits. He has been waiting for the band to confirm and is going to talk with LGBTOUT and the Muslim Students' Association to encourage them to participate as well. Marashi thinks it will be a unique event and gives a special thanks to Coggon, Oliveira, and Habiba who have been helping him.

Kanani thanks everyone for their updates and asks if there are any questions for the executive. There are no questions. Before moving on to the next item Kanani reminds folks that we are all still learning pronouns, but if anyone doesn't know just check next to someone's name displayed on Zoom. Kanani then moves to the amended motion addressing APUS' AGM date.

8. Annual General Meeting 2021

MOTION Moved: Froom Seconded: Wong

Be it resolved that in accordance with Article 4.03 of the APUS Bylaws, the Annual General Meeting be held on Friday, March 12th, 2021

Froom says that APUS has to have an AGM before March 15th, 2021. This is where APUS would be electing the board of directors for the 2021 - 2022 year. Froom notes that the executives have consulted with the speaker and that the best date is March 12th. Froom notes that this is why she is putting a motion forward. Wong seconds the motion. Kanani calls the vote. Everyone is in favour and it passes.

9. CFS Levee Increase

MOTION Moved: Marashi Seconded: Coggon

Be it resolved that commencing in Fall 2021, the Canadian Federation of Students per session levee be raised from \$4.19 to \$____ in accordance with the Canadian December over December CPI of ____ in accordance with the referendum of APUS members to join the CFS.

Kanani notes that the motion needs a few additions. Froom says the motion will read "Be it resolved that commencing in Fall 2021, the Canadian Federation of Students per session levee be raised from \$4.19 to \$4.22 in accordance with the Canadian December over December CPI of 0.7% in accordance with the referendum of APUS members to join the CFS. Froom says she can speak to the motion. Froom says that APUS joined CFS in 2002 with a referendum and it was agreed at that time that the CFS fee would increase annually with the CPI. Froom states that this is pro forma for the sake of U of T collecting the fees for APUS. She also says that she has checked with CFS and the university administration, and all agree that the raise is correct. Froom hopes that the board will pass this right now.

Kanani asks if Froom can explain how the CFS fees work separately from the APUS fees.

Froom answers that APUS is a member of CFS, both in Ontario and nationally. CFS provides benefits to APUS members, for example, APUS has access to the National Student Health Network, UFILE, and many other services. Froom notes this includes attendance at CFS meetings and access

to organized lobbying provincially and federally, and even locally in the GTA. Froom says the CFS fee is a huge advantage to APUS. Froom notes she will focus on the CFS fee as the APUS levy will be discussed alongside the operating budget. Froom states that The CFS fee is collected by the university and goes out in its entirety to CFS. Right now it is \$4.19 and will increase to \$4.22 in September with the CPI. Froom appreciates the question.

Kanani asks if there are any questions.

Stevenson asks how often the CFS fee is raised.

Froom responds once a year, but only if the CPI goes up does the levy increase. Froom also clarifies that APUS does this every year at this time.

Kanani thanks Stevenson for the question and asks if there are any others. There are none. Kanani calls a vote. Everyone is in favour and the motion passes.

10. Amendment of Operational Policy - Executive Committee Responsibilities and Remuneration

MOTION Moved: Kearns Seconded: Froom

Be it resolved that the *Operational Policy - Executive Committee Responsibilities and Remuneration* be amended such that the amount of monthly subsidy which Executive members receive for the expenses of a mobile device be changed from \$25 to \$50.

Be it further resolved that this change be retroactive to November 1, 2020.

Kanani mentions that the policy mentioned was a part of the appendices included in the board package. Kanani lets Froom speak to the motion.

Froom says that people should have had a chance to look at the current policy. The only change is to one sentence: "In addition, where Executive members are in possession of a mobile device that is used for carrying out Union responsibilities, a portion of expenses of up to \$25 per month may be subsidized by the Union". Froom says that the effect of this motion would be to change the \$25 amount to \$50. She says that the reason for the change is to acknowledge that the executive using smartphones and home internet perhaps more than when the policy was first adopted. Froom says that the executives are expected to be able to access APUS emails, zoom calls, and other information on their devices and that means there is an additional cost to executives. Froom states that staff at APUS are reimbursed at \$50/month and that seems to be a reasonable amount. Right now \$25 is not enough for smartphones or data plans, so that is why she is recommending the policy be changed to \$50 monthly. Froom also states that the executive wants to make the policy change retroactive to when the current executive team was first elected in November 2020 to compensate for the expenses they have had in order to be able to stay in touch and do the work that executives are expected to do. Froom also notes that the policy says "up to," so \$50 would be the cap, but it doesn't have to be the full amount. Froom offers to entertain any questions.

Kanani asks if there are any questions. There are none. Kanani calls a vote. Everyone is in favour. The motion passes. Kanani asks if folks would like a brief break. Everyone is in favour. Kanani calls a break at 7:12 p.m. and folks will return in 5 minutes at 7:17 p.m. to continue.

11. APUS Operating Budget 2020-2021

MOTION Moved: Froom Seconded: Kearns

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

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

Kanani reads the motion and reminds folks that the proposed operating budget was provided as an appendage with the board package. Kanani allows Froom to speak to the motion.

Froom notes that there is a typo in the title, it should read “Operating Budget” instead of “Preliminary Budget” and that will be corrected in the final copy. Froom says that overall APUS is in very good shape and it has been a strange year. Froom notes that the SCI, which required APUS to separate mandatory and optional fees, ended as of the end of August 2020. This is why under the revenue breakdown the amounts are only separated by “mandatory” and “optional” for the summer term, and not for the fall/winter term - the law changed at the beginning of September. Froom also notes that APUS has had more revenue in the fall and winter term than anticipated. She says more students are part-time, we imagine temporarily, because of COVID19. Folks may not be feeling that they can handle full-time studies during the pandemic so APUS has a temporary increase in revenue. Froom also notes that APUS has had a term deposit come due so there has been some additional income from that. If folks look at the “Interest Income” line, they will see initially it was predicted as \$3,000.00 but instead it is \$14,000.00. Froom says we made better investments than we thought. The revenue is unusually higher because of the term deposit and APUS having more members than expected. Froom says she believes it will be a blip caused by COVID19 changing registration and that is what accounts for the changes in revenue. Froom says that there have also been changes in expenses due to COVID19. If folks look at the expenses, under “Events and Outreach”, they will see APUS budgeted \$900.00 for Pride and that went down to \$0. For Caribana APUS was able to do an online event, which is why the amount got reduced to \$343.00. Froom continues by saying it was expected that money would be spent at CFS meetings. Seeing as that has not been the case, the initial value of \$6,000.00 has been reduced to \$2,500.00. The reduction due to COVID19 may be significantly less, but the executive wants to ensure there is money put aside so people can participate in CFS activities that may have a fee attached to them. Froom states that is basically all good news, other than COVID19, which is terrible. Financially, it has put us in a good stance where we have a little extra money to spend this year.

Froom states that it has been decided to spend the extra money on bursaries and the COVID19 emergency fund. If board members look at the “Operational Programming” line under expenses, they will see it was originally budgeted at \$15,000.00, and now it is being raised to \$26,000.00. Froom says that means, in essence, that this Winter term we have a number of bursaries in different categories. This includes one for accessibility, Black students, Indigenous students, and so forth. Usually, APUS only gives out one per category, but we decided to double it for this term. Froom says this is partly because we have more money and partly because we have more students. More students, more needs, more bursaries. Froom also says that the APUS COVID19 fund was originally

budgeted at \$9,000.00, for students facing related to COVID19. Be that they can't get jobs due to COVID19 or have had to take care of others due to COVID19. Froom states that the initial amount is being increased to \$16,000.00.

Froom then says that the other area of significant change is in the "Campaigns and Advocacy" line. The originally budgeted \$14,000.00 is being raised to \$20,000.00, which could go to partnerships with other student groups or other work that APUS is advocating on behalf of students. Froom reiterates that APUS has more students and therefore we are spending more money on their behalf. Froom then notes the new projected surplus for the 2020 - 2021 fiscal year will be \$663.08. Froom says those are the main changes, but there are smaller changes. For example, there are less "Operating Expenses" as Sidney Smith is not operating. Many things have gone down like "Maintenance". From says that these are the broad strokes. She also notes that the additional money that was just allotted to executive cellphone allowances is taken into account in the "Telephone" line under "Administrative Expenses". Froom says she is happy to answer any questions.

Kanani thanks Froom for taking the board through the "Operating Budget". Kanai asks if there are any questions.

Stevenson asks why one of the columns on the budget is categorized as "Revised."

Froom states that "Revised April 2020" represents what APUS spent last year. It is not entirely exact because APUS' fiscal year ends April 30th, so revenue and expenses that come in at the end of the fiscal year aren't represented. However, it is very close to a precise representation. Froom states that according to APUS bylaws, the board needs to look at what the budget plan is for the coming year. So when the budget was initially created we didn't know what would happen with COVID19 and naively hoped for a normal year. Froom states that is what the preliminary budget represents. The "Operating Budget" is when we have a lot more information. As of today, the end of January 2021, we know exactly how much money we took in and spent during the summer and fall term. Froom states that we still don't know what the exact revenue and expenses will be for the winter term. We meet at this time of year because usually by January 18th we know how many students are enrolled for the fall and winter term. Froom notes that the enrollment number could still rise, but by the end of January we have a more accurate idea of numbers and how much money we will be working with. This is why we can set a fairly accurate budget in terms of expenses. Again, this is a best-case projection. We always do build in a little extra money for some things to ensure there is support for all of our students. Froom adds that although \$26,000.00 is budgeted for the APUS bursaries. If people do not apply APUS would have extra money at the end of the year. Although it would be unfortunate if people did not apply. Froom says that other expenses, like meetings, often budget extra money to ensure folks are able to participate in case of access needs. This includes ASL and childcare support. Froom states that this means APUS sometimes has a small surplus at the end of the year, which APUS often gives away in additional bursaries and donations, if possible. Froom summarizes that it basically allows the board to look at how APUS has been spending money and provide input on it.

Stevenson asks what are the donations noted in the budget.

Froom responds that the "Solidarity and Donations" line is for donations APUS gives to other groups. She says that \$5,000.00 has been budgeted and that includes donations given to food banks at U of T. Froom also notes that in past years APUS has given money to a student philosophy journal, which is run by students. Generally, the donation to that group is about \$150.00 or \$200.00.

Froom summarizes by saying that the donations are for student groups and initiatives that APUS thinks are valuable. She also notes that anything over \$400.00 must be approved by the board.

Kanani thanks Froom for her answer. Kanani asks if there are any other questions.

Stevenson asks what happens if bursaries are not claimed.

Froom responds by stating bursaries are divided into a few categories. There are the general student bursaries, which are the typical bursaries APUS offers with a deadline. There is also the COVID19 fund which we have \$16,000.00 budgeted. Froom says that what APUS did in the previous year was roll out the fund into the summer semester after it was brought to the board. Since last year APUS had an excess of funds, APUS gave more COVID19 bursaries in the summer. Froom states that this can happen. Froom says that unfortunately, she fears that it will be the case that COVID10 will still be a challenge for students in the coming summer. Froom recommends that future excess funds be used for further COVID19 bursaries. However, that would be up to the new board to decide.

Dhoré asks about what the acronym OPIRG means on page 2, item #3.

Froom says that OPIRG stands for the Ontario Public Interest Research Group. It is a levy group of APUS due to a student referendum. Froom states that the OPIRG levy is \$0.50 per semester. Froom continues that students do have the opportunity to opt-out of the levy if they wish, but very few people do. Froom notes that it works similar to CFS. The money comes in and then it goes out. APUS just passes the money to OPIRG, similarly to APUS' Health & Dental fees.

Dhoré thanks Froom for her answer. Kanani calls on Acuna who has her hand up.

Acuna asks if Froom can clarify the APUS COVID19 fund. She asks if it is funding that goes to expenses that help students during COVID19, like the Laptop Loan Program, or if it is more of an emergency bursary.

Froom answers that it is more of an emergency bursary separate from the Laptop Loan Programs for students in unexpected financial need.

Acuna thanks Froom for her answer.

Kanani thanks Acuna for her question and asks if there are any other questions.

Coggon asks what APUS' membership numbers are from the U of T administration.

Froom refers to Oliveira.

Oliveira says they can calculate the approximate number from the total fees received in the fall. Based on the instalment received in the fall 2020 semester, Oliveira estimates that APUS' fall membership was a little above 10,000 members.

Kanani asks if there are any more questions.

Stevenson asks when the SCI will start.

Froom responds that the SCI started a few years ago and gave students the opportunity to opt-out of programming. Froom says the CFS took the government to court, and three judges ruled unanimously it was illegal for the province to have implemented the SCI. The SCI ceased at the end of August of 2020 and that is why optional fees only apply to the summer term, not fall and winter. As of September 1, 2020, the SCI was no longer legal. Froom reiterates that this is another reason why the CFS is great because there is no way APUS alone could have taken the province to court, or rather it would be preferred not to have to do that alone. The CFS has the means to do that and did it very successfully.

Kanani thanks Froom for her answer and Stevenson for this question. Kanani asks if there are more questions.

Coggon thanks Froom and Oliveira for working on the “Operating Budget”

Kanani reiterates budgets are a lot of work and thanks Froom for going through it in detail. Kanani calls the vote for approving the budget as presented and sending it to the AGM. Everyone is in favour and motion passes. Kanani now asks if anyone has any questions or comments.

Marashi says as a new executive he wants to thank Kearns for helping to train him and for her time.

Kearns thanks Marashi.

Kanani asks if there are any other comments for the record. There are none. Kanani calls for a motion to adjourn at 7:40 p.m. Froom moves the motion and Kearns second. Everyone is in favour of the motion.

12. Adjournment

The meeting is adjourned at 7:40 p.m.