



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

**April 9, 2021**  
**5:30pm**  
**Meeting #7**  
**Virtual Meeting via Zoom**

**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 **April 9 at 5:30 pm** online via Zoom.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4-8)

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: Wong                      Seconded: Kearns

Be it resolved that the meeting agenda for Board of Directors meeting #7 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 #6 – February 26, 2021

### 6. Business Arising from the Minutes

### 7. Executive Updates

### 8. APUS Health & Dental Plan Fees 2021-2022

MOTION          Moved: Froom                      Seconded: Kearns

Be it resolved that APUS Dental Insurance Plan Fee be increased by \_\_\_\_\_ percent from \$60.24 to \$\_\_\_\_\_ commencing Sept. 1, 2021.\*

Be it resolved that APUS Health Insurance Plan fee be increased by \_\_\_\_\_ percent from \$72.19 to \$\_\_\_\_\_ commencing Sept. 1, 2021.\*

*\*Please note as per the referenda for the APUS Health and Dental Plan fees, and Article 3.03 (d) of the APUS Bylaws, the Board may approve up to a maximum 10% increase for each plan fee annually.*

### 9. Adjournment

## I. AGENDA

**In attendance:** Annie Antonenko, Jennifer Coggon, Shanti Dhoré, Susan Froom, Jaime Kearns, Mussa Marashi, Richie Pyne

**Speaker:** Nadia Kanani

**Staff:** Julian Oliveira

### 1. Call to Order

The meeting is called to order at 6:41p.m.

### 2. Introductions and Access Needs

Kanani says introductions will include a participant's names, pronouns, and access needs. Due to the access needs articulated to Kanani, the board will take a break at either the 1 hour or 50 minute mark. Kanani says that since this will be a shorter meeting, the break will happen at the 50 minutes mark. Kanani asks board members to ensure they come back within 5 minutes. Everyone introduces themselves.

### 3. Land Acknowledgement

Kanani reads the land acknowledgement written by Kearns.

### 4. Approval of Agenda

MOTION            Moved: Froom            Seconded: Kearns

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

Kanani asks if there are any amendments to the agenda. There are none. Kanani calls a vote. Everyone is in favour. The motion passes.

### 5. Overview of the 2021 Board of Directors Nomination Package

Kanani notes that she will be taking the board through the Board of Directors Nomination Package.

Antonenko asks if there are any big differences from last year's.

Kanani says it is pretty much the same, except that this year people will not be able to hand in their nomination package in-person due to COVID-19. That is the process Kanani will be talking about.

Kanani says that all members of APUS that are eligible can run for the 12 seats on the Boards of Directors. Kanani explains the seat divisions. Students who are APUS members during the 2020-2021 Fall/Winter semester are eligible. Kanani notes all current board members are eligible, but if they know folks who want to run but are unsure if they are eligible they can contact Kanani or Oliveira.

For the nomination form, candidates need five members other than the nominated candidate to sign. Since the nominations are being done mostly online, Kanani will accept electronic signatures. If nominees can't create a digital signature they can send an email to The Speaker that contains a nomination from a University of Toronto email. For example, an @mail.utoronto.ca address. Please note the deadline to submit nominations is March 11th, 2021 at 4 p.m. This is to give Oliveira and Kanani enough time to process nominations. Kanani clarifies that nominees can have their form signed by a part-time student on any campus, whether or not the nominee may be running for another campus. Kanani also mentions that people who are interested in running are encouraged, but not required, to include a statement in their submission. That being said, it will be included in the AGM package so it will not remain private. When opting to email a submission, be sure to include the same information that is on the form. This includes: student address, constituency, the position a nominee is running for, and contact information.

Dhoré asks if the one seat for University of Toronto Scarborough (UTSC) is considered an at-large position.

Froom says that if you are someone at UTSC you have two opportunities to run. You can run for the UTSC position or at-large. At-large seats are meant to encompass a person from any faculty or campus. When APUS set up the board the intent was to ensure APUS always had representation that was not just from St. George Arts & Science.

Coggon asks about digital signatures. One thing she has done in the past is simply copy and paste her signature.

Kanani says she will accept that. If a nominee has an image of their signature and includes it Kanani will accept that. Kanani says she will also accept initials if a nominee can't draw out their full signature.

Antonenko says that the bylaws say that 13 people have to be in-person for the AGM. Antonenko asks what is the authorization that will allow the elections to be held online.

Kanani says that since the pandemic started, the province released exceptions to the in-person regulations that are outlined in the Corporation Act.

Antonenko notes that her understanding of the elections is that the board gets elected, and then the Executive Committee. Antonenko asks why it is done in that way.

Froom responds that this is something that was debated extensively when APUS last amended its bylaws. Froom refers Antonenko to old board minutes online for a good record of the discussion. Froom notes that, it used to be the case that APUS had a different level of governance. APUS used to have Class Representatives, and then a Board, and then the Executive Committee. It used to be the case that the Assembly of Class Representatives elected the board and then the board elected the executive. The thought behind that being that folks would have a lot of experience prior to serving in a larger capacity. APUS got rid of the Assembly of Representatives in the last round of bylaw amendments. That is why APUS has switched from having one Annual General Meeting to having three general meetings. It creates more opportunity for members to participate. Froom also notes that the election procedure is not that unusual. A lot of organizations do have elections from amongst their board of directors. That is the path APUS has taken.

Pyne asks if he were to nominate more than one person if it would be ok if he sends The Speaker a list of all people he wants to nominate in a single email.

Kanani says she will accept that if the same language from the nomination form is included. Kanani runs through the election process. Elections will happen online during the Annual General Meeting on March 12 from 5:00 p.m - 8:00 p.m. Votes will be collected during the AGM so that APUS meets the conditions of its by-laws. The AGM has its own agenda and the elections will happen at the end of the meeting. Kanani notes APUS will be using the Election Buddy software to collect and tally votes. The Election Buddy software works in such a way that folks must share their U of T email address during the AGM to ensure everyone will be filling out their ballot at the same time. Eligible voters will be an individual privatized link, with a password, to access their ballot. It will be anonymized. No one will be able to trace a vote back to the voter. Oliveira and Kanani will check the results. At the AGM, before voting, nominees will have an opportunity to share their candidate statements and ask questions. For accessibility, The Speaker will ask people to ask general questions and wait until everyone has spoken before asking. Nominees don't have to respond to a question, but if a nominee wants to respond they will be given the opportunity to do so. Kanani will be timing this process as well. The voting will happen afterwards. When the votes are tallied, the one with the higher number of votes will be declared elected for that seat.

Froom reminds folks that if anyone knows of anyone who is a part-time student who would like to attend the AGM please encourage them to do so. Also, if someone wants to attend but can't they can carry proxies which count to quorum. The rule is that everyone attending can only have one proxy and they must be sent to The Speaker.

Kanani will also accept digital signatures for proxies in the same format as the candidate nomination forms.

Kanani calls a break at 7:27 p.m. to return at 7:33 p.m.

## **6. Approval of Minutes**

MOTION            Moved: Marashi            Seconded: Coggon

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

- a. Board of Directors Meeting #5 – February 12, 2021

Kanani asks if anyone has any comments.

Kearns asks where folks talk about the Council of Student Services (COSS) vote in minutes, if the specific names of the person next to what they said could be changed to "a Board Member said...". Kearns says the reasoning is because at board meetings board members should be able to have open and free conversations.

Coggon adds that she has a few amendments and that she wouldn't mind it being anonymized so APUS can foster frank discussions. Coggon supports Kearns because of open free discussions. It's just a tiny change, add ", which".

Kanani says that what she is hearing from two board members named in the minutes for the “Board of Directors Meeting #5” be anonymized. That is to say, all references to board member names be replaced by “Board Members”.

Froom says that since Froom was present as the Chair at COSS, and APUS had Kearns and Acuna representing APUS at COSS, she thinks it makes sense for their names to be there when speaking in that capacity. Froom makes a motion pertaining to the minutes. Be it resolved that for the minutes pertaining to COSS, all references to board member names that were not presenting as the chair or the COSS reps be changed to “Board Member” for the length of the document.

Dhoré asks if Kearns is asking that from now on that the board minutes do not reference specific board members? Or is it just for this specific item?

Kanani clarifies that this would just impact item #9 in the minutes, where it refers to COSS.

Dhoré says that in other boards she has sat on that they usually don’t mention who raised the discussion. Dhoré asks if this is part of the APUS by-laws?

Kanani says that typically that it is a regular minuting practice is APUS. Kanani says that this is not the first time she remembers removing names.

Dhoré asks if it is part of Robert’s Rules.

Antonenko responds that it is past practice.

Froom says that she thinks it is very important that if someone is representing APUS and is coming back with a report that that person speaks with authority as they are the person who went to the meeting. Froom says for those people, such as herself as Chair of COSS or Kearns or Acuna, it should be identified when presenting report backs. This is so that when someone says this is what happened at COSS, APUS members can trust it because they know who was present at the meeting. By default APUS includes names unless folks ask to not have it included.

Kanani reads the new motion. **Be it resolved that for the minutes pertaining to COSS, all references to board member names that were not persons speaking as the COSS reps or chair be changed to “Board Member” for the length of the document.** The motion is seconded by Kearns. Five board members are in favour with 2 abstentions. The motion passes.

Coggon notes a few errors in the minutes to be fixed.

Kanani reads the original motion and notes the corrections Coggon has highlighted. Everyone is in favour. Motion passes.

## **7. Business Arising from the Minutes**

None.

## 8. Executive Updates

Froom makes a procedural movement. **Be it resolved that the Board of Director forgo the executive updates until the next meeting.** Kearns seconds it. No questions. Kanani calls the vote. Everyone is in favour. Motion passes.

## 9. Executive Director Position

MOTION            Moved: Froom            Seconded: Kearns

Be it resolved that Julian Oliveira, current Interim Executive Director, be appointed as Executive Director effective March 4, 2021

Froom makes a motion to move the session *in-camera*. The motion is seconded by Kearns. The motion passes. Oliveira exits the meeting at 7:57 p.m.

The meeting returns to open session at 8:12 pm

Oliveira returns at 8:12 p.m.

The motion passed. Oliveira is approved by the Board of the Directors as the Executive Director of APUS beginning March 4, 2021.

## 10. Adjournment

Meeting is adjourned at 8:18 p.m.