



**ANNUAL GENERAL MEETING MEETING PACKAGE**  
**Association of Part-time Undergraduate Students of the University of Toronto**  
**(APUS)**

**March 12, 2021**  
**5:00 p.m. EST**  
**Virtual Meeting via Zoom**

**Annual General Meeting 2021**

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next Annual General Meeting to be held on **March 12 at 5:00 pm, 2021** online via Zoom.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package
  - a. October 23, 2020 (page 4-10)
- III. APUS Audited Financial Statements 2019-2020 (p. 1-11) (attached in PDF)
- IV. APUS Board of Director Nomination Package and Election Guidelines (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. APUS Annual Report**

### **5. Approval of Minutes**

MOTION          Moved: Coggon          Seconded: Kearns

Be it resolved that the minutes from the October 23, 2020 Annual General Meeting be approved as presented.

### **6. Auditor's Report**

MOTION          Moved: Froom          Seconded: Wong

Be it resolved that the auditor's report be accepted as presented.

### **7. Receipt of Audited Financial Statement 2019-2020**

MOTION          Moved: Marashi          Seconded: Coggon

Be it resolved that the audited financial statements for 2019-2020 be received as presented.

### **8. Appointment of the Auditors for 2020-2021**

MOTION          Moved: Kearns          Seconded: Coggon

Be it resolved that Grant Thornton be appointed the APUS auditors for the fiscal year 2020-2021.

Be it further resolved that the Board of Directors fix the remuneration of the auditors for the 2020-2021 audit.

### **9. APUS Board of Director Elections 2021-2022**

- a. Review of APUS Election Procedures
- b. Election of Directors registered in Faculty of Arts & Science St George campus (6)
- c. Election of Director registered in University of Toronto Mississauga campus (1)
- d. Election of Director registered in University of Toronto Scarborough campus (1)
- e. Election of Directors at-large (4)
- f. Motion to ratify results
- g. Motion to destroy ballots

### **10. Other Business**

### **11. Adjournment**

## II. MINUTES

### a) APUS Annual General Meeting – October 23, 2020, via Zoom

#### 1. Call to Order

Kanani calls the meeting to order at 5:24PM EST. She welcomes everyone and thanks everyone for joining APUS, acknowledging that it is a new change to be meeting online.

Kanani opens with the APUS Land Acknowledgement.

Kanani shares access information, introducing Scout and Tahla as ASL interpreters. Kanani requests that folks directly message them if they require their services. Also introduces Evelyn as the Captioner and provides further instructions on how to access subtitles. Kanani further explains how participation will take place for members during the AGM. If access needs are not being met, Kanani has directed members to message Caitlin Campisi, APUS Executive Director, to support them.

#### 2. APUS Annual Report

On behalf of APUS, Kearns welcomes members to the AGM. In lieu of the usual annual report, Kearns is providing an update regarding the activities of APUS in the last 7 months. Since March 13<sup>th</sup>, both APUS offices have been closed and all in-person meetings and events were cancelled out of care for members due to COVID-19 pandemic. APUS has moved quickly to transition online and continued to advocate on behalf of students to the University of Toronto. Kearns notes that APUS has created new services and programming, including the Long Term Laptop Loan Program which had been created in the Summer and continues in Fall 2020. APUS has also advocated to OVPS, Chief Librarian and Governing Council regarding internet access and computer use. APUS also launched the COVID-19 Emergency Bursary as well as the APUS Summer Bursary and the APUS General Bursary.

APUS also partnered to provide emergency Food Boxes to students at no cost

APUS continues to host programming over Zoom, including summer orientation, Fall part-time and mature orientation, a virtual escape room for queer orientation, a partnership with SBA for games nights, a partnership with OPIRG for a meditation series, movie and bingo nights, a virtual art contest for Caribana, Academic Support workshops (including CV, Peer Feedback, Personal Statement support), Expressive Arts, Indigenous Hand Drumming, Lunch and Learns, and more.

Kearns notes that APUS Handbooks and cotton masks are available. Advises students to check the newsletter for how to receive these items.

Kearns advises the APUS Offices still remain closed, but the Staff and Executive are still available to support students.

### **3. Approval of Minutes**

Kanani advises that APUS will be using polls for voting during each motion.

Motion                      Moved: Kearns                      Seconded: Froom

Be it resolved that the minutes' package from the 2019 Annual General Meeting be approved.

- a. April 5, 2019
- b. March 15, 2019

*Vote Carries.*

### **4. Auditor's Report**

Motion                      Moved: Kearns                      Seconded: Froom

Be it resolved that the auditor's report be accepted as presented.

Kanani advises members to view the auditors' report which is included within the AGM package. Invites Campisi to review the auditors report.

Campisi provides updates and further context: the audit of APUS Financial Statements was conducted by Grant Thornton. The Board approved the Financial Audit in November 2019. Campisi acknowledges that normally this would have been shared with members in March 2020 but due to COVID-19, the AGM had to be postponed. Shares with members that this year's audit has already taken place and will be shared at the next AGM. Notes that the auditors' opinion is that the APUS statements present fairly.

*Vote Carries.*

### **5. Receipt of the Audited Financial Statements 2018-2019**

Motion                      Moved: Froom                      Seconded: Kearns

Be it resolved that the audited financial statements for 2018-2019 be received as presented.

*Vote Carries*

### **6. Appointment of the Auditors for 2019-2020**

Motion                      Moved: Kearns                      Seconded: Froom

Be it resolved that Grant Thornton be appointed the APUS auditors for the fiscal year 2019-2020.

Be it further resolved that the Board of Directors fix the remuneration of the auditors for the 2019-2020 audit.

*Vote Carries*

## 7. Ratification of Bylaw Amendments

Motion                      Moved: Froom                      Seconded: Kearns

Be it resolved that the Bylaw Amendments as recommended by the APUS Board of Directors be confirmed as presented.

Froom explains that under APUS bylaws, it is possible for the Board to strike a bylaw committee and enact bylaws that can come into effect if the Board approves them. Points to series of amendments that have been made since last AGM.

Two types of bylaw changes: the first is re-structuring bylaws to allow greater participation of members. The Bylaw Committee recommended this change by getting rid of class representatives and the Assembly. These changes are to help make APUS more accessible and give members more avenues to getting involved. The second bylaw changes are regarding changing rules and decision-making matters.

Froom states that amendments 13-15 refer to “force majeure” which is a legal term that refers to disruptions, such as a pandemic. It allows APUS to make adjustments in light of these circumstances. In the past, it was very general but now it has been clarified.

Antonenko asks why there have been changes which strike APUS and replaces it with “Corporation”.

Froom responds that APUS is the Corporation, the language has just been changed to make it legally clear.

Stevenson asks if all changes from prior Board meetings are represented. Froom affirms that everything was discussed and approved by the Board.

Stevenson asks a follow up to elaborate on removal of directors (6.08, p.21)

Froom explains that it used to be the case that Directors could be removed if a Director failed to attend 3 consecutive Board meetings – it has now been changed to 2. If they are absent without good reason that does not necessarily mean they will be removed. The old bylaw also included an 80% attendance of the Assembly which no longer exists. This used to be a decision of the Assembly, with a 2/3 majority required to remove a director but it no longer applies. Froom says this transitions the power of the Assembly to the General Meeting, which is a broader membership involving everyone.

*Vote Carries.*

## 8. APUS Board of Director Elections 2020-2021

### a. Review of APUS Election Procedures

Campisi advises that these procedures are in line with that APUS bylaws but have been adjusted to work for Zoom. Advises that anyone who was not elected to the first three positions are able to be elected to the at-large positions. Each candidate will be able to

give a statement of up to 3 minutes but it is not required. After each candidate has had a chance to give their statement, The Speaker will open for questions. Campisi asks for members to direct questions to all candidates. Once the voting period opens, members will receive an electronic ballot to their U of T email from Elections Buddy, which is a company that provides secure electronic ballots. There will be a ballot for each election with a unique access code and secret ballot which means all votes will be anonymous.

Campisi states that The Speaker will give members a few minutes to cast their ballots and then will move on to the next election. This is how it is usually done; the only difference is the ballot is electronic instead of on paper.

b. Election of Directors registered in Faculty of Arts & Science St George campus (6)

Kanani states that there are 11 candidates. Advises that each candidate will be named and then given a chance to speak.

Annie Antonenko – states they have a lot to offer, has experience with union settings, and hopes they will receive your vote.

Jennifer Coggon – states she has been a Board member since 2017. Being in this position has allowed her to see how much work APUS does behind the scenes as well as the role APUS plays in governance and advocacy. She says it is really important to have the opportunity to guide and direct APUS for the benefit of part-time students. Priorities are COVID-related, advocating for campus space, emphasis on prioritizing racialized students and students with disabilities, defunding and re-organizing Campus Police, supporting International Students, and more. Feels that it is important to monitor how membership feedback is implemented, to ensure APUS is meeting the needs of students and anticipating future needs.

Dianne Acuna – states that she was a brief Board member before COVID-19 and really enjoyed the position, would like to get to learn APUS more, as a part time student has really had their eyes opened to the events and work APUS has done. Would like to continue to be a voice for the students.

Christine Cullen - unable to attend.

Susan Froom – states she has been a member of the Board for many years. She is a 4<sup>th</sup> year student in Philosophy and Political Science and has been a part-time student throughout many years. Also has family responsibilities and is registered with Accessibility Services. It has been her experience that the University overlooks part-time students when building their systems. Believes that APUS is critical in pushing back and

advocating on behalf of the needs of students, including all marginalized voices. Has been honored to do all this work.

Mahdi Kazemi – states he has been a Board member since 2019. States APUS is a place to support students through hard times and everyone works very hard to think of creative ways to help students. Has been an honor to serve on the Board and hopes he has your vote.

Jaime Kearns – states that it has been an amazing experience being a part of the APUS Board, she has learned a lot and grown so much. Would like to continue the work they've been doing for the rest of the year, especially with the COVID-19 situation and supporting students on all three campuses.

Mussa Marashi – states that they have been on the Board since 2019 and hopes to continue. Currently studying Human Rights and Industrial Relations, hoping to study International Relations. APUS has an outreaching hand to help many students. Marashi is currently representing APUS in the Hart House Board of Stewards. Proposed an Indigenous Archery Club with Samuel Wong. Did an event with the BSA last year. Hoping once the pandemic is over that everyone will be able to meet up and come together again.

Marcel Stevenson – states they believe that APUS is about representing diverse students. State they are a part-time student and came to APUS during the Student Choice Initiative as they were looking to get APUS members access to Downtown Legal Services.

Samuel Wong – states they are a Metis student in their 3<sup>rd</sup> year. Been on the Board since 2019. Really passionate about that APUS Board because they've seen how APUS has supported students. In February, APUS helped with a lot of initiatives for Black History Month. Would like to bridge alliances for students on campus. Does work through Indigenous Rights and Climate Activism and would like to continue to bridge the relationships between APUS and other organizations with the same values. Mentioned that the Indigenous Archery Club is one of their passions. Also creating an Anishinaabemowin club.

Kanani congratulates Wong, Marashi, Froom, Kearns, Coggon, and Acuna.

Kanani reminds everyone who did not win this round will be forwarded to the at-large positions.

- c. Election of Director registered in University of Toronto Mississauga campus (1)



Richie Pyne – taking courses in Theatre Studies and Education Studies, been a Board Director for a few years. APUS is a great organization and what got him involved is that there was a vacancy on the Board, had been starting a music production club and wanted to get involved. It's been very exciting to get involved with the different organizations.

Kanani advises that when there is only one person running for a position, it is a yes/no vote.

Kanani congratulates Pyne.

d. Election of Director registered in University of Toronto Scarborough campus (1)

Shanti Dhoré – states they are a part-time and mature student. Mentions this is their 3<sup>rd</sup> time enrolling for an undergraduate degree with the University of Toronto. Started at St. George campus and later transferred to Scarborough campus. Prior times they were not able to get involved, but would like the chance now. Dhoré has a lot of experience having served on several different boards and thinks they can bring this perspective to APUS.

Kanani congratulates Dhoré.

e. Election of Directors at-large (4)

Kanani states those who ran for previous positions and were not nominated are now eligible to be elected through the at-large positions.

Kanani states because members have already heard from candidates, members will be moving straight to the vote.

Kanani congratulates Kazemi, Stevenson, Cullens and Antonenko

f. Motion to ratify results.

Moved: Pyne                      Seconded: Froom

*Vote Carries*

g. Motion to destroy ballots.

Moved: Pyne                      Seconded: Acuna

*Vote Carries.*

**9. Other Business**

Kanani states that there are announcements which will take place after the adjournment.

**10. Adjournment**

Moved: Coggon

Seconded: Antonenko

Everyone is thanked. Kanani, Campisi, and Kearns are especially thanked for their work.