



BOARD OF DIRECTORS' MEETING PACKAGE

**Association of Part-time Undergraduate Students of the University of
Toronto (APUS)**

October 19, 2021

6:00pm

Meeting #4

Virtual over Zoom

October 19, 2021 6:00 - 8:00PM Board of Directors meeting
Virtual via Zoom

I. Agenda

1. Call to Order

2. Land Acknowledgement

3. Introduction and Access Needs

4. Approval of Agenda

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

5. Approval of Minutes

- a. Board of Directors 2020-2021 Meeting #3 – July 27, 2021 ([Appendix A](#))

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

6. Business Arising From Minutes

7. Auditor's Report (Appendix [Bi](#) and [Bii](#))

Be it resolved that the Auditors report be adopted as presented.

8. Resignation of Board of Directors member

Be it resolved that APUS accepts the resignation of Board of Directors member Mussa Marashi and an election for the vacant position will be held at the [Fall General Meeting](#).

9. President and VP Internal recompense

Whereas APUS former Executive Director, Julian Oliveira has been absent since Thursday, August 19, 2021; and

Whereas President Jaime Kearns and Vice President Internal Susan Froom have been

performing the work of the Executive Director in addition to their usual executive duties since then; and

Whereas APUS retained a part-time Interim Director, Linda Tsang, commencing on Thursday, September 16, working for a maximum of 25 hours per week; and

Whereas APUS is desirous of compensating Kearns and Froom for the additional work which they have undertaken;

Therefore

Be it resolved that in recognition of the additional work done during the four week period from Thursday, August 19 to Thursday, September 16, President Jaime Kearns and Vice President Internal Susan Froom each receive recompense; and

Be it further resolved that commencing the week of September 19, and continuing until such time as a Full Time Executive Director can be employed, the President and Vice President Internal shall receive an additional sum per week, in recognition of the additional work necessitated by the lack of a full time Executive Director.

10. Executive Director Hiring Discussion

11. Food Bank Discussion

12. Exec Reports Q & A (Appendix C)

President Jaime Kearns [report](#)
VP Internal Susan Froom [report](#)
VP External Shanti Dhoré [report](#)
VP Equity Dianne Acuna [report](#)
VP Outreach Jennifer Coggon [report](#)

BREAK (7:00-7:10)

13. Equity and Anti-Black Racism Workshop (presented by Hildah Otieno and Zayd Ghunaim)

14. Adjournment

II. Minutes

In attendance: Jaime Kearns, Susan Froom, Jennifer Coggon, Dianne Acuna, Shanti Dhoré, Adam El-Masri, Marcel Stevenson, Anne Antonenko (arrives at 6:27pm), Kashif Khan (guest: auditor from Grant Thornton LLP)

Speaker: Nadia Kanani

Staff: Linda Tsang

1. Call to Order

The meeting is called to order at 6:12PM.

2. Land Acknowledgement

Kanani reads the land acknowledgement written by Kearns.

3. Introduction and Access Needs

Kanani asks members of the meeting for a brief introduction, pronouns, and access needs.

Introductions are made.

4. Approval of Agenda

MOTION MOVED: Froom SECONDED: Coggon

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

Froom proposes an amendment: moving directly with item 7 (the auditor's report), and then 9 (President and VP Internal recompense), and then proceeding in order of agenda item.

Be it resolved that the amended agenda be adopted as outlined.

Vote carries.

We move to agenda item 7, the auditor's report.

5. Approval of Minutes

a. Board of Directors 2020-2021_Meeting #3 – July 27, 2021 ([Appendix A](#))

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

MOTION MOVED: Froom SECONDED: Coggon

6. Business Arising From Minutes

No proposed business arising from Meeting #3 minutes.

7. Auditor's Report (Appendix [Bi](#) and [Bii](#))

Be it resolved that the Auditor's report be adopted as presented.

MOTION MOVE: Froom SECOND: Coggon

Froom shares screen of auditor's report provided by Grant Thornton LLP. Khan, auditor, presents the report and financial statements outlined in Appendix Bi and Bii.

Antonenko arrives at 6:27pm

Froom mentions that the provincial government's previous initiative, the Student Choice Initiative (SCI) affected fees for the last fiscal year, and that SCI has since been struck down by the appeals court. Froom also notes that the COVID-19 pandemic has caused more students to register as part-time.

Vote carries.

We move to agenda item 9, President and VP Internal recompense.

8. Resignation of Board of Directors member

Be it resolved that APUS accepts the resignation of Board of Directors member Mussa Marashi and an election for the vacant position will be held at the [Fall General Meeting](#).

Tabled for following board meeting.

9. President and VP Internal recompense

Whereas APUS former Executive Director, Julian Oliveira has been absent since Thursday, August 19, 2021; and

Whereas President Jaime Kearns and Vice President Internal Susan Froom have been performing the work of the Executive Director in addition to their usual executive duties since then; and

Whereas APUS retained a part-time Interim Director, Linda Tsang, commencing on Thursday, September 16, working for a maximum of 25 hours per week; and

Whereas APUS is desirous of compensating Kearns and Froom for the additional work which they have undertaken;

Therefore

Be it resolved that in recognition of the additional work done during the four week period from Thursday, August 19 to Thursday, September 16, President Jaime Kearns and Vice President Internal Susan Froom each receive recompense; and

Be it further resolved that commencing the week of September 19, and continuing until such time as a Full Time Executive Director can be employed, the President and Vice President Internal shall receive an additional sum per week, in recognition of the additional work necessitated by the lack of a full time Executive Director.

MOTION MOVED: Coggon SECONDED: Dhoré

Coggon motions to go in camera.

MOTION MOVED: Coggon SECONDED: Froom

Vote carries.

Meeting goes in camera at 6:40PM.

Froom motions to move out of camera at 7:12pm.

MOTION MOVED: Froom SECONDED: El-Masri

Vote carries.

Dhoré proposes to amend the motion as follows:

[...]

*Be it resolved that in recognition of the additional work done during the four week period from Thursday, August 19 to Thursday, September 16, President Jaime Kearns and Vice President Internal Susan Froom each receive **\$2,153.83**; and*

*Be it further resolved that commencing the week of September 19, and continuing until such time as a Full Time Executive Director can be employed, the President and Vice President Internal shall receive an additional **\$201.92** per week, in recognition of the additional work necessitated by the lack of a full time Executive Director.*

Froom proposes an additional motion to amend both clauses:

*Be it resolved that in recognition of the additional work done during the four week period from Thursday, August 19 to Thursday, September 16, President Jaime Kearns and Vice President Internal Susan Froom each receive **an additional honorarium in the sum** of \$2,153.83; and*

*Be it further resolved that commencing the week of September 19, and continuing until such time as a Full Time Executive Director can be employed, the President and Vice President Internal shall receive **additional honoraria in the sum of \$201.92** per week, in recognition of the additional work necessitated by the lack of a full time Executive Director.*

DISCUSSION

Stevenson asks whether the work was offered to standing board members. Froom explains that the majority of the required work was of a financial nature. There are three (3) signing officers as outlined in the bylaws: President, VP Internal, and the Executive Director. With the sudden unanticipated absence of an Executive Director, the work that fell on the President and VP Internal included human resources, legal, and banking, all of which necessitate confidentiality. Froom further explains that she and Kearns already have working knowledge of how to do the work required to ensure that bills are still paid and to conduct payroll.

Froom circles back to Stevenson's question and states that in order to have other

board members do this particular work would have required electing other board member(s) into the President and/or VP Internal role(s) at a board meeting. Froom states that she and Kearns were fulfilling their respective roles albeit with many more hours than would normally have been the case.

Vote carries.

Froom motions to table the remainder of agenda items to the next board meeting due to lack of time to conduct the remainder of business, and to move directly to item 13, anti-Black racism training facilitated by Otieno.

MOTION MOVED: Froom SECONDED: Kearns

Antonenko asks when the next board meeting will occur. Froom responds that it will be either on December 2 or 3, 2021, and a Doodle Poll will be sent to solicit availability from board members.

Vote carries.

Break at 7:11, back at 7:21.

Moves to item 13, anti-Black racism training.

10. Executive Director Hiring Discussion

Tabled for following board meeting.

11. Food Bank Discussion

Tabled for following board meeting.

12. Exec Reports Q & A (Appendix C)

President Jaime Kearns [report](#)
VP Internal Susan Froom [report](#)
VP External Shanti Dhoré [report](#)
VP Equity Dianne Acuna [report](#)
VP Outreach Jennifer Coggon [report](#)

Tabled for following board meeting.

13. ~~Equity and Anti-Black Racism Workshop~~ (presented by Hildah Otieno ~~and Zayd Ghunaim~~)

Ghunaim informs Kearns, Froom, and Tsang prior to the meeting that they cannot facilitate the equity portion of the training due to illness. That portion of the workshop is postponed until further notice.

14. Adjournment

MOTION MOVED: Coggon SECONDED: Froom

The meeting is adjourned at 8:43pm