

APUS Board of Directors				
Board Meeting #3				
Friday October 28, 2022 6-8pm				
		PRESENT	ABSENT	REGRETS
Board of Directors - Voting Members				
Executive Members				
President	Jaime Kearns	X		
VP Equity	Dianne Acuna	X		
VP Events & Outreach	Jennifer Coggon	X		
VP External	Shanti Dhoré	X		
VP Internal	Adam El-Masri	X		
Board Members				
	Annie Antonenko	X		
	Susan Froom	X		
	Andrew Kesik	X		
	Richie Pyne			X
	VACANT			
	VACANT			
	VACANT			
Non-Voting:				
Executive Director	Michelle Pettis			
Board Resources:				
Speaker	Nadia Kanani			
Minute Taker	Michelle Pettis			
External Attendances of Note (if applicable)				
Additional Resource-Persons:	N/A			
Invited Guests/Media/Presenters:	N/A			

APUS BOARD OF DIRECTOR MEETING MINUTES - OCTOBER 28, 2022

1. Call to Order

Meeting called to order at 6:18pm

2. Land Acknowledgement

3. Roll Call

Introduction and Access Needs

Meeting attendance and regrets recorded as received.

Captions in Zoom are noted as down. After troubleshooting, captions still down.
Account functions to be reviewed and tested prior to next meeting.
Recess until 6:40pm.

4. Approval of Agenda

MOTION Moved: El-Masri Seconded: Kearns

Be it resolved that the meeting agenda be adopted as presented.

MOTION TO AMEND Moved: Froom Seconded: El-Masri

Be it resolved that items 11 & 12 be moved up in the agenda to new 9 & 10.

MOTION TO AMEND CARRIES.

MOTION AS AMENDED CARRIES.

5. Approval of Minutes

MOTION Moved: Kearns Seconded: El-Masri

Be it resolved to table the Board Meeting minutes of June 3, 2022 to the next scheduled Board Meeting agenda.

MOTION CARRIES.

6. Executive Director Position

MOTION Moved: Kearns Seconded: El-Masri

Be it resolved that Michelle Pettis, current Interim Executive Director, be appointed as Executive Director effective upon date of end of probationary period October 29, 2022.

MOTION
TO GO IN-CAMERA Moved: Kearns Seconded: Froom

MOTION CARRIES.

MOTION
TO COME OUT OF CAMERA Moved: El-Masri Seconded: Coggon

MOTION CARRIES.

Return to original motion.

MOTION CARRIES.

7. Budget

MOTION Moved: El-Masri Seconded: Kearns

Be it resolved that the Board of Directors approve the Preliminary Budget 2022-2023 as proposed.

Discussion

El-Masri as VP Internal confirms the budgets have gone through Finance Committee, and approved at the Executive Committee, and now in front of the Board. Defers to Pettis for verbal presentation of pre-distributed draft budget and budget notes.

Pettis presents.

Credits predecessors, Jaime and Adam for supporting the budget development through APUS transition.

Preliminary budget is a best professional estimate/forecast based on past trends, state of current records and context, and APUS context.

On Revenues.

APUS is unique in that student levy is sole revenue source.

Summer levies have been received by UofT so accurately reflect actuals.

Summer part-time enrollment is higher than non-pandemic years.

Fall/winter enrollment rates estimated at a decrease of 10%, accounting for students who studied part-time in summer (in lieu of fall/winter) or newly ready to return full-time, and where pandemic enrollments in PSE generally down. Conservative decrease estimated.

On Expenses.

Inflation is high for the foreseeable.

APUS context is that costs of everything on rise, including CPI and staff salaries and related increased costs to direct and indirect benefits. Note current CA is in negotiations.

Context of pandemic, increased costs and needs for health and safety (from cleaning supplies, to PPE, to furnitures/layouts).

Context of multi-year pandemic, increased expenses for outreach materials to reintroduce APUS and gain visibility to membership.

Context of multi-year pandemic, increased need for campaigns to bring visibility of APUS to membership, including anticipating membership campaigns and/or levy campaign. Membership will need to increased presence and impact toward building mass support.

APUS Bursary program named as priority of Executive, for APUS to continue to support students financially through pandemic impacts. Unique asset continues as highest budget offering.

Meetings, including CFS meetings increasingly in-person. Large increase to delegation fees, meeting travel, etc.

Admin expenses forecasted at as temporarily higher than average APUS year, due to increased need for auditing services, legal services.

Increased to equipments, supplies, and capital space needs to build for safety and hybrid/public APUS spaces.

APUS meeting budgets increase due to costs of multiple AGMs/GMs and the costs of ASL, incentivization/prizes/gift cards, etc. New/Increased funds for Exec and board trainings.

APUS Human Resources budget includes staff Professional Development allowances per C.A., and trainings. Overall up, where APUS almost at full staff composition. It's typical for a non-profit to have 60-80% of budget on staff costs. APUS is within window, if higher end.

Recommendation to explore separate budget for Health & Dental. Currently, past years, the H&D budget lines show one number income and same number expense. Increased accuracy opportunity here.

In sum, conservative budget, yet still a deficit budget. A combination of expenses within inflation, and an APUS commitment to increase visibility and reach to members in para-pandemic times.

APUS can short-term sustain a deficit budget due to past year(s) surplus. Longer-term financial strategy needed.

From:

Question: Very large deficit. What is rationale of increasing the bursary program again this year?

Kearns:

Answer: Students are expressing a lot more need, increase to applications. Wanted to commit to supporting students where pandemic isn't over.

El-Masri: inflation impacts student members as well. Bursaries able to respond quickly to students, and if not sustainable beyond this year, use data for future.

Coogan:

Question: Budget line for Caribana programming is zero? What happens to that budget?

El-Masri via Pettis:

Answer: 2022-2023 no Caribana programming due to pandemic. Zero is not from APUS

devaluing it, simply because that month and actuals have passed, so zero spent this year. Related or alternative programming from Events budget line. Whether funds for Black History Month programming, or APUS campaigns/initiatives against anti-Black racism.

Kesik: On bursaries, students facing changing economic conditions - the cost of everything goes up - and tuition - relative to wages. This service is something the university should be providing. If need is going up, that's for the universities to address. How do we support students if this keeps happening? Would this speak to the need for campaigns and advocacy?

El-Masri: APUS can use the data of increased demand to flip it back to the university. We'll need to advocate accordingly if we cannot financially sustain increased demand.

Pettis: The bursary application underwent a new design this year, which included data (on demographics and campaigns some), so that we can collect trends and testimony to share up the university, and leverage. Working on report, with Member Services staff findings to report back.

El-Masri: The budget will be reviewed again in February as living document. Open to more conversations on bursaries.

1 abstention. Noted Kesik. Self-declared conflict of interest.

MOTION CARRIES.

8. Break

Recess until 7:47pm.

9. APUS Fall General Meeting

MOTION

Moved: El-Masri

Seconded: Coggon

Be it resolved that the Board of Directors hold its Fall General Meeting December 9 6-8pm.

Be it further resolved that the VP Internal seek the Executive Committee for approval, in the event of any unforeseen need to change date or time; provided change is in compliance and actioned to be communicated to the APUS Board of Directors.

Discussion

El-Masri: December 9th is the last possible day to hold this term, where by-laws restrict meetings during exam period. Quorum will be key. Because there are no regularly scheduled classes Dec.9 may result in more student availability.

Dhoré: By-laws will require notice no later than November 25th

Coggon: By-laws for notice to go out in two consecutive The Voice APUS newsletters.

From: Question, When will auditors be presenting audit to Board in advance of next term AGM?

Answer. Action item for El-Masri and Pettis to check auditor's availability and timeline for audit presentations, and audit progress.

All to check on availability and reminder to proxy if needed.

MOTION CARRIES.

10. APUS Board Meetings Dates 2022-2023 - Fall Term

MOTION

Moved: El-Masri

Seconded: Kearns

Be it resolved that the Board of Directors accepts the chart as presented with the proposed dates and times for the APUS Board Meetings 2022-2023 fall term.

Discussion

El-Masri: presents chart. Availability was solicited and charted. Note there are few options that suit both quorum and the Speaker. Fridays most workable.

El-Masri: confirms this is for fall term only, and winter dates and times to be set with winter availability to be solicited.

Action-item for El-Masri to follow-up on December meeting date if needed. 8 meetings minimum per year required.

MOTION CARRIES.

11. Ratification of APUS Committee Members - Internal

MOTION

Moved: El-Masri

Seconded: Coggon

Be it resolved that the Board of Directors ratify the Finance Committee as appointed.

Be it further resolved that the Board of Directors ratify the Bargaining Committee as appointed.

Be it further resolved that the Board of Directors ratify the Labour Management Committee as appointed.

Discussion

Overview of chart as pre-distributed.

Kearns: Composition of the Labour Management Committee and Collective Bargaining Committee set out by terms in Collective Agreement.

El-Masri: Room for more board members on Finance Committee if it interests.

Speaker calls for self-nominations to Finance Committee.
Seeing none.

EI-Masri: If anyone becomes available and interested, can revisit.

MOTION CARRIES.

12. Ratification of APUS Special Committee Members - Internal

MOTION Moved EI-Masri Seconded: Kesik

Be it resolved that the Board of Directors ratify the Bylaws Review Committee as appointed.

EI-Masri: time commitment as needed. Previous bylaw review committee composition ended.
See pre-distributed chart. Open to more board members.

Speaker calls for self-nominations.
Andrew Kesik
Annie Antonenko

MOTION CARRIES.

Action item: EI-Masri as Chair will revisit to schedule meetings.

13. Executive Updates

Verbal updates from Executive. Summary included herein.

VP Internal - Adam EI-Masri

Past months about APUS stability, including hiring committee in offers, contracts, and interim transition/onboarding, hiring of ED.

Stability in committee formations, processes, and relationships.

Finance work with auditors, banking, approvals, and turnover paperworks.

Future forward more with Executive, and scheduling with OVP.

Interests in poverty alleviation and food and the shared mandates with other groups on these student issues and updates from UTSU on food banks.

VP Events & Outreach - Jennifer Coggon

Taking a look at newsletter metrics. Social media findings show collaborative posts work well.

APUS handbook and successfully arrived and in distribution.

Taking up issues on student illness campaigns.

Trainings completed in hybrid meetings training.

CFS-O attendance in events and trainings over summer.

Tabling & Orientation across multiple campuses. Including Clubs Day.

UofT orientation talks and presentations with Family Care Office, TYP, Academic Bridging.

APUS Fall Orientation, with 26-27 registrants and survey results in-coming.

President - Jaime Kearns

APUS Internal work with lawyers and finance maintenance, and banking transitions, and budget. APUS hiring process, and ED onboarding.

August completed orientation planning and consults and collaborations. September orientation participations.

Committee involvement with Arts & Science Council, COSS, PUSAQ.

CFS Ontario General Meeting, and Circle Standalone.

Events planning with Digital Beading Circle partnership.

Review and analysis of Campus Safety Report. Next actions.

VP External - Shanti Dhoré

Overlap and collaboration with much shared by other executive.

Temporarily served as employer rep.

Involved in ED posting, and using past skills to support process.

Working on the Student Illness campaign for APUS. Townhall and committees.

Assisting Mature Student Alliance with gaining clubs status.

Represented APUS with CFS, including at Skills, and up-coming with CFS Nationals in-person.

VP Equity - Diane Acura

Shared in exec roles, including participation in hirings.

Supported with temporary coverage in VP Internal.

Tabling and fall orientation.

Representing at Hart House Board of Stewards, multiple meetings with upcoming.

Involved in Library Decolonization English Symposium, and opportunity for more.

Note and attended the Hart House ceremony for outgoing warden John Monahan, and interim warden Sherry Kulman.

Discussion

Antonenko:

Question: Did Student Life committees send out committee details?

Kearns:

Answer: No. Will reach out again.

From: Notes if Student Life is not appropriately reaching out, to raise at COSS.

14. Other Business

Topic: CUPE 3261

Kesik shares status update on CUPE 3261 campaigns and potential strike.

Outline of demands, no contracting out comparable to student victories from Sodexo/Chartwells wins to contract-in.

CUPE 3261 public letter to Governing Council and on website.

Opportunities to support in tabling or otherwise.

Topic: Out of Province Fee

Antonenko raises long-standing hassles with Out of Province Fees with UofT continues. This includes residents/students of UofT receiving notices to prove residency or pay Out of Province Fees. Happening to many.

Burden of proof on students is barrier. And the auto-defaulting otherwise, all is anxiety.

APUS continues to explore and research.

What is available to help Ontario students opt-out, why does it exist, and questioning of differential fees based on province via Ford government.

Another way to divide students, and trend of deregulation of fees.

Impacts International students, and if APUS low on International student members, what role to collaborate with others.

Indigenous students impacted. Impacts to all.

APUS discussion to map out for OVPS.

15. Adjournment

MOTION

Moved: Froom

Seconded: Acuna

MOTION CARRIES.

Meeting adjourned at 9:24pm.

Association of Part-time Undergraduate Students of the University of Toronto (APUS)
Board Meeting #3 – October 28, 2022 - Minutes
Virtual Meeting via Zoom

APPENDIX - MEETING MATERIALS

APPENDIX A

Draft Budget: [x Copy - APUS Revised Operating Budget 2022-2023 - draft for APUS BOD.xlsx](#)

APPENDIX B		
COMMITTEE COMPOSITION CHART		
	FINANCE COMMITTEE	
1	President	Jaime Kearns
2	VP Internal	Adam El-Masri
3	Executive Director	Michelle Pettis
4		
	LABOUR MANAGEMENT COMMITTEE	
1	VP Internal	Adam El-Masri
2	Executive Director	Michelle Pettis
	COLLECTIVE BARGAINING COMMITTEE	
1	President	Jaime Kearns
2	VP Internal	Adam El-Masri
3	Executive Director	Michelle Pettis
	SPECIAL COMMITTEE: BY-LAWS REVIEW	
1	President	Jaime Kearns
2	VP Internal	Adam El-Masri
3	Board Member	Annie Antonenko
4	Board Member	Andrew Kesik
5		
6		
	Staff Resource	
	Executive Director	Michelle Pettis

APPENDIX C

Association of Part-time Undergraduate Students of the University of Toronto (APUS)
 Board Meeting #3 – October 28, 2022 - Minutes
 Virtual Meeting via Zoom

APUS Board of Directors 2022-2023 - Fall term dates *proposed				
MEETING #	MEETING TYPE	DATE	TIME	STATUS
#1		April 29, 2022		complete
#2		Friday June 3, 2022	5-7pm	complete
#3		Friday October 28, 2022	6-8pm	in progress
#4		Friday November 25, 2022	6-8pm	approved
	APUS General Meeting	Friday December 9, 2022	6-8pm	tbc
WINTER TERM				
#5		January 2023		
#6		February 2023		
#7		March 2023		
	APUS Annual General Meeting	March 2023		
#8		April 2023		