

**AGENDA**  
**Board of Directors Meeting**  
January 22, 2015; 7:00 p.m.  
Welland Campus  
SAC Boardroom, SA208

**Chairperson:** Chris Williams

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|-----------------------------|-------|
| 1. Declaration of Conflicts | 1 min |
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**Items for Approval**

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|---|--------|
| 2. Approval of Agenda   | 1 min  |
| 3. Niagara Environmental Corps. NC Alternative Modes of Transportation<br>-Taryn Wilkinson/Gina Pannunzio/Michael Bazyluk | 20 min |
| 4. Approval of Previous Meeting Minutes – January 10, 2015  | 2 min  |
| 5. Bills & Income Statements – Karen Marasco  | 2 min  |
| 6. President Report – Shane Malcolm   | 2 min  |
| 7. Verbal Executive Vice Presidents Update – Matt Cowell/AliceMary Nakiwala   | 5 min  |
| 8. New Business   | 2 min  |

**Action Items**

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| 9. Constitution & By-Laws – Jenn Howarth | 20 min |
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**Point of Interest Items**

**Items for Decision/Discussion**

- |   |        |
|---|--------|
| 10. Blue Mountain Excursion – Adam Maiolo                       | 10 min |
| 11. Budget Adjustments – Karen Marasco/Jenn Howarth             | 15 min |
| 12. Welland Community Christmas Banner Donation – Shane Malcolm | 5 min  |
| 13. Election Kit – Jenn Howarth                                 | 10 min |
| 14. Educator of the Year – Jenn Howarth                         | 5 min  |
| 15. The Armoury – Jenn Howarth                                  | 10 min |
| 16. Student Café (Welland) Renovations – Jenn Howarth           | 5 min  |
| 17. New Business  | 2 min  |
| 18. Agenda Items for Next Meeting                               | 2 min  |
| 19. Next Meeting  | 2 min  |

Welland Campus  
300 Woodlawn Road, SA205  
Welland ON L3C 7L3  
Ext. 7659  
Fax: 905-988-4311



Niagara-on-the-Lake Campus  
135 Taylor Road, SS 4  
Niagara-On-the-Lake ON L0S 1J0  
Ext. 4225  
Fax: 905-988-4311

Tel: 905-735-2211 / 905-641-2252 / 905-374-7454 / 905-563-3254

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**Board of Directors Meeting**

January 22, 2015; 7:00 p.m.

Welland Campus

SAC Boardroom, SA208

Present: Jenn Howarth                      Chris Williams                      Lesley Calvin                      Shane Malcolm  
 AliceMary Nakiwala                      Jasmine Olah                      Jamie-Lynn Gillingham                      Charles Burley  
 Nick Appelman                      Casey Forgeron                      Matt Cowell                      Brittany Lighthouse  
 Nimisha Sumathi                      Tanvi Dave                      Megan Paterson  
 Gabriela Hernandez Maltos

Regrets: Vince Malvaso

Guests: Taryn Wilkinson                      Gina Pannunzio                      Michael Bazyluk

Recording Secretary: Heather Storey

This meeting was called to order at 7:05 p.m. and chaired by Chris Williams.

Action Items

<p><b>SAC 7.1</b></p>	<p><b>Declaration of Conflicts</b>                  The following conflicts were declared:</p> <ul style="list-style-type: none"> <li>Agenda Item #13 "Election Kit" – AliceMary Nakiwala, Casey Forgeron, Brittany Lighthouse, Jasmine Olah, Nimisha Sumathi, Matt Cowell</li> </ul>	
<p><b>SAC 7.2</b></p>	<p><b>Items for Approval</b>  <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the January 22, 2015 Board of Directors meeting as submitted.</b></p> <p>Motioned by: Casey Forgeron                  Seconded by: Jamie-Lynn Gillingham</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.3</b></p>	<p><b>Items for Approval</b>  <b>Niagara Environmental Corps. NC Alternative Modes of Transportation – Taryn Wilkinson, Gina Pannunzio, Michael Bazyluk</b></p> <p>Taryn, Gina, and Michael facilitated a presentation from the Sustainability Office targeting Alternative Modes of Transportation. The main focus of this initiative is to reduce the amount of one person occupancy cars on the road. The Sustainability Office is looking into different mobile app options that link people up based on where they live; students would be able to create a profile on the app and then be connected with other students in their immediate area. The mobile app software would identify the different carpool, transit, walking, and biking routes that would connect students based on geographic location. This program would be available to the students at no cost, with Niagara College paying for the administrative costs to run the software. The Sustainability Office is still in the early stages of this initiative, but are aware of the concerns regarding safety, effectiveness, and confidentiality. Jenn and Shane will attend a meeting with the Sustainability Committee to obtain further details regarding this project.</p>	<p>Jenn Howarth/                  Shane Malcolm</p>
<p><b>SAC 7.4</b></p>	<p><b>Items for Approval</b>  <b>Approval of Previous Meeting Minutes</b></p> <p><b>Motion made to approve the minutes from the January 10, 2015 meeting as submitted.</b></p> <p>Motioned by: Tanvi Dave                  Seconded by: AliceMary Nakiwala</p>	

	All in Favour, Carried.	
<b>SAC 7.5</b>	<p><b>Items for Approval</b> <b>Bills &amp; Income Statements</b></p> <p><b>Motion made to accept the Bills and Income Statements as submitted.</b></p> <p>Motioned by: Charles Burley Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
<b>SAC 7.6</b>	<p><b>Items for Approval</b> <b>President Report – Shane Malcolm</b></p> <p>The President’s Report was sent to the Board at an earlier date for them to review. Shane Malcolm outlined the many activities and meetings he has participated in, in the past month.</p> <p><b>Motion made to accept the President’s Report as amended.</b></p> <p>Motioned by: Jasmine Olah Seconded by: Gabriela Hernandez Maltos</p> <p>Discussion: Shane went into further detail explaining that ‘Bravograms’ is an internal recognition system that NCSAC will use to recognize those who do an exceptional job. In addition, Shane informed the Board that he will be committing time every week to be at the Niagara Falls campus; he believes that to have SAC presence at that campus will aid the students in feeling they are a part of the Niagara College community.</p> <p>All in Favour, Carried.</p>	
<b>SAC 7.7</b>	<p><b>Items for Approval</b> <b>Verbal Executive Vice Presidents Update</b></p> <p><b>AliceMary Nakiwala, Welland campus</b> Although AliceMary was not able to be present for the Winter Orientation she met with her team who informed her that it went very well. The Welland team also reported that the winter retreat held at the Pillar &amp; Post in Niagara-on-the-Lake was informative, engaging, and very well organized. In addition, the Welland council had their first executive meeting after the break where they sanctioned three new clubs, including the NCSAC Summoners, NCSAC Construction Club, and the NCSAC Salsa Dance Club. AliceMary also reported on the success of the “White Out” Pub Night. AliceMary has been spending a lot of her time preparing her report for the Annual General Meeting (AGM) which will take place on January 29<sup>th</sup>, 2015 as well as having one-on-one meetings with the Welland executive council.</p> <p><b>Matt Cowell, Niagara-on-the-Lake campus</b> Matt assisted with the facilitation of orientation at the Niagara Falls campus along with Jenn, Brittany, and Megan. In addition the Niagara-on-the-Lake council attended the orientation activities at the Niagara-on-the-Lake campus which went over very well. Matt also spoke about the winter retreat that took place at the Pillar &amp; Post in Niagara-on-the-Lake; he stated that he was very pleased with the team bonding sessions that the retreat offered and spoke specifically about the success of the ‘Kolbe A Index’ and the ‘Strengths Finder’ Assessments. In addition, Matt updated the Board in regards to the mandatory Club President’s Meeting that was hosted by Gabriela. This session informed all parties of the Co-Curricular Record (CCR) as well as how to use the NCSAC OOHLALA mobile app for their club. In addition, there was a NHL/FIFA video game tournament that they had a high turnout for, and the winners of the tournament won \$125.00 gift cards. NCSAC also hosted a pancake breakfast to raise funds for “NC Bowls” event which benefits Big Brother Big Sisters of St. Catharines/Thorold division. Matt reported on the “White Out” Pub Night which he said the students really enjoyed the special effects. Lastly, Matt had a sit down meeting with the event management students who will be spearheading the “Guinness World Record Dessert Party”.</p>	

<p><b>SAC 7.8</b></p>	<p><b>Items for Approval New Business</b></p> <ul style="list-style-type: none"> <li>• NC Bowls – Brittany Lighthouse</li> <li>• CSA Update – Charles Burley</li> <li>• Chip Cards – Jenn Howarth</li> <li>• NCSAC Scholarships – Gabriela Hernandez Maltos</li> <li>• Southwest Regional (CSA) – Shane Malcolm</li> <li>• Annual General Meeting (AGM) – Shane Malcolm</li> <li>• Student Calendar – Shane Malcolm</li> <li>• Capital Vision – Shane Malcolm</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Jamie-Lynn Gillingham Seconded by: Megan Paterson</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.9</b></p>	<p><b>Action Items Constitution &amp; By-Laws – Jenn Howarth</b></p> <p><b>Motion to recommend the approval of the revisions to the NCSAC Constitution by the general membership at the Annual General Meeting which will take effect as of May 1, 2015.</b></p> <p>Motioned by: Matt Cowell Seconded by: Casey Forgeron</p> <p>All in Favour, Carried.</p> <p><b>Motion made to approve the revisions to the NCSAC By-Laws which will take effect May 1<sup>st</sup>, 2015.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
<p><b>7.10</b></p>	<p><b>Items for Decision/Discussion Blue Mountain Excursion – Adam Maiolo</b></p> <p>The annual ski trip excursion to Blue Mountain will take place on Saturday, February 21<sup>st</sup>, 2015. There will be a coach bus that will pick up students at the NOTL campus at 7:30 am and then Welland students at 8:00 am arriving at Blue Mountain at approximately 10:30 am. The bus would depart Blue Mountain at approximately 5:00 pm. There is enough space for 56 passengers so we would sell 54 tickets (27 per campus) once we factor in bus captains. The lift tickets are \$60.00 (group rate) so we could subsidize the majority of the cost as well as transportation and only charge \$25.00 for students to sign up. Students will have the option to bring their own equipment or rent at Blue Mountain. Matt is working on potentially securing a deal with a local ski shop for discounted rental rates but nothing is confirmed as of yet.</p> <p><b>Motion made to approve \$5,000.00 for the Blue Mountain Excursion allocated from the Global Excursion budget.</b></p> <p>Motioned by: Brittany Lighthouse Seconded by: Nimisha Sumathi</p> <p>All in Favour, Carried.</p> <p><b>By consensus it was agreed that students will be charged \$25.00 to attend the Ski Excursion.</b></p>	<p>Matt Cowell</p>

<p><b>SAC 7.11</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Budget Adjustments – Karen Marasco/Jenn Howarth</b></p> <p>The Finance Standing Committee met to discuss changes to the budget for 2014-2015. Below are explanations and recommendations for expenses. The Finance Committee will meet again in February to discuss the 2015-2016 budgets and bring the final budgets for 2015-2016 to the BOD and Executive meetings in March.</p> <p><u>Global</u></p> <ul style="list-style-type: none"> <li>• Recommendation: Reallocate \$1,000 from Global Campaigns and \$1,000 from Sustainability Committee to Website Maintenance expense account. Adjustments from the auditors placed this expense account in a deficit. At this point, we will not see it balance back to zero, but will do so as the fiscal year end approaches based on better knowledge of final state of other expense accounts.</li> <li>• Recommendation: Move \$4,000 from Government Remittances to Insurance Expenses to accommodate WSIB expenses from this account from now to end of March.</li> </ul> <p><u>Niagara Falls</u></p> <ul style="list-style-type: none"> <li>• A “Repairs &amp; Maintenance” line has been added to the Niagara Falls campus. A budget adjustment was made of \$400 from “Special Events” to “Repairs &amp; Maintenance” to accommodate new data drops in the SAC office at the NF campus.</li> </ul> <p><b>Motion made to approve the Budget Adjustments from 2014-2015 and Niagara Falls.</b></p> <p>Motioned by: Casey Forgeron  Seconded by: Jamie-Lynn Gillingham</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.12</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Welland Community Christmas Banner Donation – Shane Malcolm</b></p> <p>In the past, NCSAC has posted names on the Christmas trees in the libraries to obtain Christmas toy/gift donations for Community Cares in Welland &amp; St. Catharines who distribute them to families throughout the cities. In lieu of not doing that this year, they have asked for a cash donation.</p> <p><b>Motion made to approve a \$250.00 donation to the Welland Community Christmas Banner allocated from the SAC Cares Donations budget.</b></p> <p>Motioned by: Shane Malcolm  Seconded by: Megan Paterson</p> <p>In Favour: 11  Opposed: 2</p> <p>Motion Carried.</p>	
<p><b>SAC 7.13</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Election Kit – Jenn Howarth</b></p> <p>Jenn made some minor adjustments to the Election Kit for the 2015-2016 academic school year.</p> <p><b>Motion made to approve the Election Kit for the 2015-2016 academic school year.</b></p> <p>Motioned by: Tanvi Dave  Seconded by: Shane Malcolm  Conflicts: 6  In Favour: 7</p> <p>Motion Carried.</p>	

<p><b>SAC 7.14</b></p>	<p><b>Items for Decision/Discussion</b> <b>Educator of the Year – Jenn Howarth</b></p> <p>For the past few years the NCSAC has held an annual event that allows students to nominate and recognize their teachers. All students were welcome to come into the office and pick up a nomination form and explain why their teacher deserves to be named “Educator of the Year”. A committee was formed to review all of the submissions and vote on who should be awarded the title. It should be noted that the winner is not selected based on number of submission, but instead on the caliber of the nominations. On the day of the event, all nominees are invited to attend a wine and cheese party as well as an awards ceremony for the SAC Scholarship recipients. Jenn pointed out that the educators already have an award ceremony put on by Niagara College, entitled “Awards of Excellence” which recognizes their contributions to academia. Jenn put forth the idea of perhaps holding a different type of event that is more student focused. Jenn encouraged the Board to think about whether they would like to continue holding an “Educator of the Year” event or if they would like something different which has the scope targeted on student recognition. It was decided that Matt would be the lead on this and that the Board members are to contact him with their ideas. Matt will present a firm proposal at the next Board of Directors meeting.</p>	<p>Matt Cowell</p>
<p><b>SAC 7.15</b></p>	<p><b>Items for Decision/Discussion</b> <b>The Armoury – Jenn Howarth</b></p> <p>Jenn sent out a letter to the members of the Board regarding the current state of the student centre at the Niagara-on-the-Lake campus, The Armoury. In the letter she explained that despite efforts to increase profitability and efficiency in the Niagara-on-the-Lake operations, we are still seeing a loss month after month. It has become apparent that we are experiencing great difficulty in competing with the various food services at the Niagara-on-the-Lake campus. Jenn explained to the Board that at this point in time, we have a window of opportunity available to us to make some changes in the space and we also have the funds to make this happen. It’s now a matter of direction and input from the NCSAC and our key stakeholders about what our next steps will be. Jenn requested that members provide input via email to be brought forward at the next meeting.</p>	<p>Jenn Howarth</p>
<p><b>SAC 7.16</b></p>	<p><b>Items for Decision/Discussion</b> <b>Student Café (Welland) Renovations – Jenn Howarth</b></p> <p>In the midst of the renovations over the summer and completing the changes for the Student Café at NOTL, the renovations at the Welland campus did not get done. This project was approved as part of the capital proposal, but we have reached the maximum of \$125,000 approved last year. We would like to complete these renovations by Webley Construction (contractor for Niagara-on-the-Lake).</p> <p><b>Motion made to approve \$3,000.00 for the Student Café (Welland) Renovations allocated from the Leasehold Improvements Surplus budget.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Gabriela Hernandez Maltos</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 7.17</b></p>	<p><b>Items for Decision/Discussion</b> <b>New Business</b></p> <p><b>NC Bowls – Brittany Lightheart</b></p> <p>Brittany is helping plan the NC Bowls event which raises money for the Big Brothers Big Sisters St. Catharines/Thorold chapter. Each person is required to fundraise at least \$40.00 and teams are between 4 – 6 players. The Niagara-on-the-Lake executive team has already entered a team and they challenged the Welland executive do the same. The full-time staff have registered a team as well. The event will take place at Parkway Lanes in St. Catharines on February 10<sup>th</sup>, 2015 (snow date: February 17<sup>th</sup>, 2015).</p>	

	<p><b>CSA Update – Charles Burley</b> Charles informed the Board that at the CSA conference held in Thunder Bay during February, there will be a session entitled “Steal Your Idea” where different Student Associations will present and share what new and innovative ideas they have launched this past year; other student associations are urged to take the ideas that appeal to them back to their own campuses and implement them. Charles would like assistance narrowing down which idea he will present at the conference and has asked the Board to e-mail him their ideas.</p> <p><b>Chip Cards – Jenn Howarth</b> Jenn informed the Board that the chip cards to track ridership on Niagara Falls Transit have arrived. Jenn stated that NCSAC will use all next week to communicate to students that they need to come into the NCSAC office to pick up this new chip stickers. As of right now we are only targeting daily Niagara Falls commuters as there were only 5,000 stickers ordered.</p> <p><b>NCSAC Scholarships – Gabriela Hernandez Maltos</b> Gabriela inquired about the SAC Scholarships and wanted to know why only domestic students are eligible to apply. It was explained that because the Canadian Government funds a portion of the scholarships and therefore use Canadian tax payer’s money to do so, only Canadian resident students are eligible. Jenn will follow-up with this matter.</p> <p><b>Southwest Regional (CSA) – Shane Malcolm</b> The Southwest Regional CSA Conference will be held in London, Ontario on February 27<sup>th</sup>, 2015 – February 28<sup>th</sup>, 2015. Shane would like each Executive council to decide who will be attending.</p> <p><b>Annual General Meeting (AGM) – Shane Malcolm</b> The AGM will be held on January 29<sup>th</sup>, 2015 from 5:30 p.m. – 6:30 p.m. and will be in The Core at the Welland Campus. It was stressed that this meeting is mandatory for all council members. Shane explained that there will be signs on the doors to inform students that the AGM is going on, and will hopefully encourage students to want to stay and partake in the meeting. Also, because this meeting is for shareholders, students will need to provide their students cards to verify that they are in fact enrolled students.</p> <p><b>Student Calendar – Shane Malcolm</b> Shane has been working alongside the Digital Photography students to create a student calendar showcasing artwork from the students. This calendar would be ‘locker-sized’ and would be given out to every Niagara College students at the beginning of the semester and would reflect the academic year from September to— August. Shane feels as though this is a great project that NCSAC can be a partner in developing, while supporting student programs at Niagara College. It was agreed that Shane should pursue this project as a SAC project.</p> <p><b>Capital Vision – Shane Malcolm</b> Shane presented the Board with updated blueprints to show them the progress that has been made regarding the Capital Vision projects at the Welland and Niagara-on-the-Lake campuses.</p>	<p>NCSAC Board</p> <p>Jenn Howarth</p> <p>NCSAC Board</p>
<p><b>SAC 7.18</b></p>	<p><b>Items for Decision/Discussion</b></p> <p><b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Educator of the Year – Matt Cowell</li> <li>• CSA Follow-Up – Charles Burley</li> <li>• Capital Vision – Shane Malcolm</li> </ul>	
<p><b>SAC 7.19</b></p>	<p><b>Items for Decision/Discussion</b></p> <p><b>Next Meeting</b></p> <p>The next meeting is to be held on February 26, 2015 at the Niagara-on-the-Lake campus at 7:00 p.m. Room: Ventures Training Room – W212.</p>	

There being no other business, the meeting was adjourned at 9:57 p.m.

Approved:

Shane Malcolm  
President