



AGENDA
Board of Directors Meeting
March 23, 2017; 5:30 p.m.
Welland Campus
SAC Boardroom, SA208

Chairperson: Chris Williams

- | | |
|--------------------------------------------------------------|--------|
| 1. Declaration of Conflicts | 1 min |
| 2. CSA Presentation – Jenn Ngyuen, Ciara Byrne, Joel Willett | 60 min |

Items for Approval

- | | |
|-------------------------------------------------------------|--------|
| 3. Approval of Agenda | 1 min |
| 4. Approval of Motions | 1 min |
| 5. Approval of Previous Meeting Minutes – February 23, 2017 | 2 min |
| 6. Bills & Income Statements – Karen Marasco | 2 min |
| 7. President Report – AliceMary Nakiwala | 10 min |
| 8. Verbal Campus Update – Fred Donkor/Ryan Huckla | 5 min |

Action Items

- | | |
|---------------------------------------|--------|
| 9. Budget Approval – Steve Kosh | 15 min |
| 10. Sustainability Fund – Ryan Krafft | 5 min |

Point of Interest Items

- | | |
|--------------------------------------------------|-------|
| 11. Executive Director’s Report – Steve Kosh | 5 min |
| 12. Longer Hours at Student Centres – Steve Kosh | 5 min |
| 13. Policy and Procedure Manual – Steve Kosh | 5 min |

Items for Decision/Discussion

- | | |
|-----------------------------------|-------|
| 14. Agenda Items for Next Meeting | 2 min |
| 15. Next Meeting | 2 min |

Welland Campus
100 Niagara College Blvd,
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

ncsac.ca

Board of Directors Meeting

March 23, 2017; 5:30 p.m.

Welland Campus

SAC Boardroom, SA208

Present: Steve Kosh Karen Marasco Chris Williams Myra Pisano
 Matthew Davies Lesley Calvin AliceMary Nakiwala Fred Donkor
 Jared Dawson-Klein David Dominguez Aman Arora Vineet Bhatia
 Ryan Huckla Jennifer Siman Ryan Krafft Chelsea Mizzi
 Ceren Camoglu

Guests: Jenn Ngyuen Ciara Byrne Joel Willett Diana Nikonovich
 Artem Mekshun Liam Fitzsimons Marilia Fructuoso Machado Welter

Scribe: Heather Storey

This meeting was called to order at 5:39 p.m. and chaired by Chris Williams.

Action Items

<p>SAC 7.1</p>	<p>Declaration of Conflicts The following conflicts were declared: None.</p>	
<p>SAC 7.2</p>	<p>CSA Presentation – Jenn Ngyuen, Ciara Byrne, Joel Willett</p> <p>Introduction: Joel Willett – President of Fleming College Student Administrative Council & CSA Vince President Ciara Byrne – CSA Director of Advocacy Jenn Ngyuen – CSA General Manager</p> <p>The College Student Alliance (CSA) is an advocacy based group for post-secondary students in Ontario and advocate on a provincial level.</p> <ul style="list-style-type: none"> • Mission Statement: Strong Students, Strong Colleges and Strong Leaders. • Vision Statement: The College Student Alliance will be the influential voice for college students. • Advocacy Pillars: Affordability, Accessibility, Accountability, Transferability, and Quality. <p>CSA represents 16 Student Associations and 12 Colleges across the province. CSA is the only College specific advocacy group in the country with their main focus as an advocacy group is to: advocacy, research, capacity building, and member programs.</p> <p>Strategic Framework The strategic framework has been developed by the Board of Directors. CSA held consultations with members for five weeks through workshops and feedback sessions. The strategic framework was approved at the February Plenary 2017, which moved CSA forward until May 2019.</p> <p>Communications CSA communicates through the CSA mailing list, weekly communications emails, Slack invitations, President/Student Leader Facebook groups, and working groups for member feedback regarding strategic framework, policy papers, research papers, anything discussed at the ministry level, etc.</p> <p>Upcoming Changes for 2017-2018 Membership This year the Advocacy Summit will be combined with the October Conference. There will also be a new Advocacy Training Program created. CSA is also implementing Campus Specific Proposals. There will also be a July Workshop for Research, Advocacy, General Managers/Executive Directors of SA’s and Programs Exploration of CSA Fee Structure. CSA is also wanting to launch a CSA Co-Curricular Record for their members. CSA is also working towards a CSA Research Plan and a Member Operations Policy. Lastly, The “Yellow Umbrella Project” will be renamed and rebranded to “Yellow is for Hello”.</p>	

Advocacy Summit

This year's Advocacy Summit will be combined with the October conference which means less money will need to be spent on registration fees for SA's and less time away from home campus. The Advocacy Summit will be held on November 6 – 8, 2017, which allows one extra day for training, preparation, capacity building, and meetings MPP's and decision-makers to discuss provincial as well as local issues. This Advocacy Summit will have a stronger focus on advocacy and capacity building (leadership) that is specific to advocacy goals. The registration fee for the Advocacy summit will be \$225 (which is \$500.00 - \$800.00 in savings for SA's per delegate); and three delegates per SA will be invited to attend, as opposed to two delegates. Once again, students leaders will have another opportunity to meet with MPP's to discuss with ideas and concerns. The fee is an additional to the CSA membership fees that SA's pay.

Question: Are registration fees for CSA conferences in addition to the CSA Fees that CSA collects from each Niagara College student every year?

Answer: Yes, and that is the current practice.

Advocacy Training Programs

CSA has received feedback from member SA's want to know more about how to advocate and be the voice for students. CSA's Director of Advocacy will be launching a three-level Advocacy Training Program at the 2017 May Conference (Level 1), which will be built into Advocacy Summit (Level 2) and February Conference 2018 (Level 2). The program will teach student leaders how to effectively advocate on their home campus and all levels of politics. Participants that complete all three levels of the Advocacy Training Program will receive a certificate at May Conference 2018. Ciara explained that the Advocacy Training Program is currently going through feedback from members right now and asked if anyone on the Board is interested in participating in providing their feedback on the Advocacy Training Program.

Level 1: May Conference – What is Advocacy? What are the different types? Who do you advocate to?

Level 2: Advocacy Summit – Putting those ideas into practice. How do you take those ideas and pitch them effectively to decision makers?

Level 3: How do you take the progress you've made and transition that to your next Board?

Campus Specific Proposals

Member student associations are asking for CSA's assistance in campus specific research issues, such as transit, housing, grade appeals, sustainability, etc. CSA will choose three proposals per year and assist various SA's in working through their issue and using this information as case studies for members. Many campus proposals will not cost anything. There will be a small cost for the first project meeting and travel. The majority of the work will be CSA staff time. The focus of proposals can range from capital build assistance to building a community garden. SA's must commit to an initial project meeting and one staff/board member to assist as leads. Student Associations will fill out a template and submit the template for CSA to help in campus specific issues. This topic of the Campus Specific Proposal must be something that can be realistically accomplished in one year. This new initiative will be launched in May 2017. There will also be funds available for specific projects (i.e. community garden), which would be sponsored by CSA.

Question: For clarification, is CSA accepting three proposals per school?

Answer: CSA is accepting three proposals in total.

Question: How will CSA choose which Campus Specific Proposals are selected?

Answer: CSA is going to strike a committee who will develop a matrix that will be used to evaluate all submitted proposals. CSA will also choose proposals that are more systemic-wide and can help more SA's. Even if a proposal is not accepted CSA will still support the SA by providing information, data, advice, etc.

CSA In A Day

CSA In A Day is a one day workshop in Toronto that will be held on July 13th, 2017 at Centennial College Student Centers. The delegate fee will be paid by CSA, in addition travel expenses for any SA travelling

100km outside of the GTA will be paid for by CSA. This one day workshop is an opportunity for members to participate in working groups and breakout sessions. Members will learn strategic feedback on research, advocacy, and programs. Member SA's are welcome to send two board members and their General Manager/Executive Director. GM/ED sessions will focus on topics like strategic agreements and tuition framework, to ensure they have the knowledge to support their SA in terms of the priorities and be able to have the students become meaningfully involved in those conversations.

OUSA vs CASA vs CSA Conferences

OUSA Ontario Undergraduate Student Alliance

OUSA is strictly for University Student Associations only and holds 3 conferences annually at a University location (not a hotel) and get the meals provided by the Student Centres. Conferences are solely focused on advocacy and research there is no training or keynote speakers involved. Block booked room rates are provided and transportation is not provided to the University. Each conference delegate fee is \$150.00 per delegate.

CASA Canadian Alliance of Student Associations

CASA is for University and College Student Associations and they hold two conferences in Ottawa and two are hosted at member schools (travel expenses can be high). Conferences focus on advocacy training and strategy development. Block booked room rates are provided and meals are not provided. Two free delegates are permitted to attend the conferences with the membership and each additional delegate is \$300.00.

CSA College Student Alliance

CSA is strictly for College Student Associations and holds 3 conferences annually, typically held at a hotel and one day at a College. Conferences focus on capacity building, advocacy, research, keynotes, and activities. All meals and transportation between venues is provided. The delegate fees range from \$225.00 to \$425.00.

OUSA vs CASA vs CSA Fee Structures

OUSA Ontario Undergraduate Student Alliance

For full members of OUSA, the fee is \$2.99 and increases by inflation each year; each full member is on the steering committee and has a vote. Class A Associate Members pay 50% of the full member fee and are on the steering committee, however they not have a vote. Class B Associate Members pay 25% of the full member's fee and are invited to attend OUSA conferences. OUSA does not provide any programs (scholarships, point bank, mental health initiatives) beyond provincial advocacy to their members.

CASA Canadian Alliance of Student Associations

The CASA fee is a sliding scale, the minimum fee that a SA would have to pay is \$5,500.00 and the maximum is \$54,000.00. For schools who have between 1,000 to 6,000 full time students the fee is \$3.30 per student. For schools who have between 6,001 to 12,000 full time students the fee is \$3.00 per student. For schools who have between 12,001 to 18,000 the fee is \$2.70 per student. The fee includes: membership into the CASA delegation, ability to send two delegates to the conference, however this does not provide additional programs such as: Food Bank Point Bank, Scholarship, and "Yellow is for Hello".

CSA College Student Alliance Phase Fee Structure and Restructure

For the 2017-2018 year, CSA is very close to their billing cycle, as they send out their bills for CSA membership the first week of April, and it would be very challenging for them to change the fee and with each school's fee protocol, the \$6.12 CSA fee per student has already been approved. Moving forward, at the May conference, CSA wants to hold a discussion about the Phased Fee Structure, similar to what CASA provides to their members. There will be a minimum and a maximum amount for SA's. CSA is looking at a minimum investment of \$1,000 for small schools and a TBD maximum investment for large schools. The new proposal for fees will create fairness for all student associations accessing different areas of CSA. CSA members must understand the impact of moving towards a phased fee

structure and that this new fee structure will affect the offerings CSA provides program areas and budget cuts will inevitably occur (Scholarships, Point Bank, etc.). The new fee structure will be voted on by the membership at May Plenary.

Question: Where does this fee that students pay go?

Answer: The fee will go towards advocacy efforts, research, salaries, rent, conferences, point bank, leadership scholarship. Jenn will e-mail Vineet CSA 2017-2018 budget and audited financial statements from last year. The CSA Fee can be thought of as the Niagara College Student Activity Fee that NCSAC distributes to different programming and initiatives. The CSA budgets are approved by the membership.

CSA Showcasing Efforts

CSA has been in contact with several SA's who are not members currently. CSA has reached out to these SA's about possibly joining CSA. These schools include Mohawk Student Association, The Student Associations at Durham College/UOIT, Fleming Frost Student Association, Cornwall Student Association (joined CSA March 6, 2017), Sheridan Student Union, and Ignite (Humber).

Question: How many schools have withdrawn from CSA?

Answer: A decision was made in 2010 to raise the fee from \$4.00 to \$6.00, and this was a very contentious issue for the membership and they did not agree with the increase. The motion to raise the fee was rejected at The Plenary. Later on, someone said that it should be discussed at President's Workshop a few weeks later, and it was approved. When the fee was increased to \$6.00 schools like Sheridan, Mohawk, and Humber who have student populations between 15,000 – 25,000 students, said they disagreed with the increase and that they didn't see an increase in offerings to justify the increase. With the significant increase, many larger school left. CSA is looking to rebuild those relationships. CSA is considering revising their Termination Agreement, as it is currently a 2-year process. CSA is currently working on a maximum contribution will help to attract bigger schools.

Co-Curricular Record (CCR)

Many schools offer Co-Curricular Record at their institution. CSA wants to ensure that student leaders are participating in working groups, research papers, conferences, and training which can be added to their "Experiences" on their CCR at their institution, as well CSA will track student "Experiences" and students will receive points through CSA for participation. Participants will receive a breakdown of their participation at CSA ad points for each participation. At the end of the year, the member with the most points will win the Engagement Award as well as a \$250.00 scholarship. If students get over a specific threshold of points (TBD), students will receive a certificate and a letter of recommendations from the CSA. This new initiative will not cost the membership anything except for the printing of certificates.

Question: Do you think members are using what they learn at their home campus?

Answer: It varies from year to year and from school to school. It is difficult to determine whether the members are using the tools from what they have learned through CSA. CSA is currently wanting to reconnect and build better communication to provide a valuable experience.

Annual Research Plan Cycle

In the past, many SA's have expressed that they would like to be involved in the creation of recommendations for CSA priorities. CSA will soon put out a call to every CSA member (encouraged to share with incoming members) to tell CSA what they would like CSA to research within the postsecondary sector. The new Annual Research Plan Cycle will begin at May Conference where the membership will vote on what research topics CSA will investigate. Next, CSA will develop a skeleton research plan through CSA staff and BOD. At the July Workshop, delegation of work with CSA staff and BOD through research working groups will be established. All information gathered will be vetted back through the working group prior to the Advocacy Summit in November. At the Advocacy Summit there will be final training and preparation for Queen's Park. In addition, research topics will initially be pitched to get feedback from MPP's on how to improve them for budget. Those decisions will then go into the budget cycle and that's what CSA will pitch for the topics that were voted on for provincial budget. At every stage there will be multiple touch points to ensure that all members are familiar with the projects, are invested, and ultimately the projects are student-driven.

Executive Compensation

CSA saw the Executive Compensation new articles stating significant increases for President's in their pay and heard all of the comments from students (member and non-member) saying that they disagreement with the executive compensation increase, and that they were worried about the cost of tuition rising, etc. CSA immediately connected with the College Employer Council who is running the Executive Compensations and told them that there were a number of flaws with how they did the consultation process:

1. The consultation process opened the day students all left after winter exams
2. The consultation process closed the first week back from winter break
3. This information didn't hit media until two days before the consultation process closed
4. There was not ample time for community and students to see this and provide feedback
5. It wasn't advertised on college websites properly
6. The comparators that they were using in the Executive Compensation Framework did not align with the schools. For example: Humber was comparing themselves to Toronto Hospital and Pearson International Airport.

CSA reached out to the College Employer Council and said that CSA will be making a statement to call for these consultations to be reopened and have those comparators reassessed and to have the institutions to provide reasoning on why specific comparators were used. CSA did in fact put out a statement and posted it on all of CSA's channels and were contacted by some reports (Globe and Mail, Toronto Star) and CSA did provide the CSA President's with that information and the support to say CSA encouraged every single CSA President to go to their Board and work as a team to draft a letter to their institution saying that they would like to be at the table, and have the opportunity to meet and discuss what happened, or that you would love the consultations to be reopened.

Question: What is CSA's recruitment goal?

Answer: CSA's goal is to recruit two new schools signed on by February 2018, in additional two more school by February 2019.

Question: When did Niagara College join CSA?

Answer: Niagara College rejoined CSA in 2003/2004. CSA did not know when Niagara College joined/left prior to 2003/2004.

Question: What services does CSA currently offer that would benefit Niagara College?

Answer: In terms of systemic-wide advocacy, the Ministry has told CSA that they will not connect with individual SA's to talk about priorities for students. If a non-member SA wants to talk about OSAP, Financial Aid, or Sexual Violence on campus, they can talk to their MPP but the Ministry of Advanced Education and Skills Development will not call a non-member school to get their opinion. The majority of not-for-profits or institutions belong to an advocacy group of some type; this is a way to be able to connect all of the advocacy issues to be able to collectively advocate on behalf of students.

Ciara stressed the fact that CSA is the only college specific student advocacy group in the country. In the Ministry meetings, they do not understand college policies properly. There is such a heavy presence of universities in these meetings, that they have a university student lens. It is imperative to have a college voice at the table for Ministry conversations and to sit on Ministry committees.

Question: Is CSA looking into adding more consultations about the current International Student Health Plan?

Answer: CSA had heard from their SA's that they want CSA to advocate for International Health Plans, and they will be. CSA have talked about it and they will be putting forward their position on international students and possibly being on OHIP. This information will be coming out this year. Ways that CSA can support SA's in terms of international health plan (extended care) are access to an Ombudsman (February Conference) to look into business practices. The Ombudsman's Office is an arm-length organization to the government that will investigate public sector business on different practices. CSA can help navigate how to establish that relationship between SA's and their International department (relationship building). CSA will be working on the OHIP piece over the summer. CSA did submit an International Discussion Document that discussed International Health Plan, Labour market

	<p><i>outcomes, Transparency for International students, recruitment, and credit transfer. This document is on hold at the Ministry. CSA assured NCSAC that they consistently bring up International Strategy at every Ministry meeting.</i></p> <p>Question: From an organizational standpoint, what changes have taken place to push CSA in a new direction?</p> <p><i>Answer: With any organization, when there is a change in leadership, there are new ideas and initiatives that are executed. CSA staff have been working on fixing a lot of their processes, and now for the 2017-2018 year, the new ideas will start happening.</i></p>	
AliceMary left the meeting at 6:20 p.m. to attend a Regional Transit meeting.		
Dinner Break 6:50 p.m. – 7:30 p.m.		
SAC 7.3	<p>Items for Approval Approval of Agenda</p> <p>Motion made to approve the agenda for the March 23, 2017 Board of Directors meeting as amended.</p> <p>Motioned by: Ryan Krafft Seconded by: Jenny Siman</p> <p>Discussion: Amend to table Agenda Item #7.12 “CSA Membership”. Due to AliceMary having to leave the Board meeting early to attend an important transit meeting, Steve will present Agenda Item #7.13 “Longer Hours at the Student Centres” and Agenda Item #7.14 “Policy and Procedure Manual”.</p> <p>All in Favour, Carried.</p>	
SAC 7.4	<p>Items for Approval Approval of Motions</p> <p>Motion made to approve the prepared motions for the March 23, 2017 Board of Directors meeting as submitted.</p> <p>Motioned by: David Dominguez Seconded by: Jared Dawson-Klein</p> <p>All in Favour, Carried.</p>	
SAC 7.5	<p>Items for Approval Approval of Previous Meeting Minutes – February 23, 2017</p> <p>Motion made to approve the minutes from the February 23, 2017 meeting as submitted.</p> <p>Motioned by: Vineet Bhatia Seconded by: Chelsea Mizzi</p> <p>All in Favour, Carried.</p>	
SAC 7.6	<p>Items for Approval Bills & Income Statements</p> <p>Motion made to accept the Bills and Income Statements as submitted.</p> <p>Motioned by: Chelsea Mizzi Seconded by: Ryan Krafft</p> <p>In Favour: 9 Abstained: 1</p> <p>Motion Carried.</p>	

<p>SAC 7.7</p>	<p>Items for Approval President Report – AliceMary Nakiwala</p> <p>The President’s Report was sent to the Board at an earlier date for them to review. AliceMary Nakiwala attended many activities and meetings she has participated in over the past few months.</p> <p>Motion made to accept the President’s Report as submitted.</p> <p>Motioned by: Vineet Bhatia Seconded by: Chelsea Mizzi</p> <p>All in Favour, Carried.</p>	
<p>SAC 7.8</p>	<p>Items for Approval Verbal Campus Update – Fred Donkor/Ryan Huckla</p> <p>Fred Donkor, Niagara-on-the-Lake Campus</p> <p>Fred has attended several meeting in the past month including the Board of Directors meeting and the Executive Meeting. Fred also sits on the Budget Committee and has had several meetings and discussions surrounding the 2017-2018 Operating budget alongside Steve, Karen, AliceMary, and Ryan Huckla. Fred also hosted a team building night for the Niagara-on-the-Lake executive team; they went out for dinner and to an Except Room in Niagara Falls. In regards to events at the Niagara-on-the-Lake campus there was March Karaoke, a ‘VIP’ Karaoke for the current Board, volunteers, and the class reps to recognize their involvement with SAC, and Cultural Awareness week. Coming up there will be a Pig Roast in the NOTL courtyard, and a global Paint Party Pub Night that will take place at the Core.</p> <p>Ryan Huckla, Welland Campus</p> <p>The Welland executive team welcomes Ceren Camoglu as the new Director of Social Programming for the remaining of the year; Ceren is also the Director of Social Programming for the 2017-2018 year. Ceren has been busy editing the Night of Excellence videos for the annual Award Banquet. There have been lots of events happening at the Welland campus including the annual NC Fan Expo, Guest speaker, Hungry for Art, Indigenous event for Cultural Awareness Week and the upcoming Paint Party Pub Night. Unfortunately the ‘Dinner and Drag’ show was cancelled due to inclement weather – hopefully will be planned for next year.</p>	
<p>SAC 7.9</p>	<p>Action Items Budget Approval – Steve Kosh</p> <p>Steve stated that next year the budgeting process will begin in February. The Budget Committee consisted of AliceMary, Fred, Ryan H, Karen and Steve. In addition, this year Steve involved the full-time staff in creating the budgets and providing feedback. Steve sent the proposed budgets out to the Board last week and asked them to submit questions.</p> <p>This year, one of the biggest changes to the budgets is amalgamating as many of the budgets as possible and making them ‘global’, and leaving the ‘camps specific’ budgets for the Executive’s budget lines.</p> <p>Question: In the new proposed budget, there is a Street Team for both campuses for \$6,000. What will these funds be used for?</p> <p><i>Answer: Last year Steve (who was then the Marketing Communications Manager at BUSU) was asked to come talk to NCSAC about Street Teams and the benefits. This year, the budgets can accommodate a Street Team at each campus. Right now, NCSAC relies on volunteers, and while there is definitely value in having volunteers, having a paid position on a Street Team ensures student commitment. The Street Team budgets are meant to start giving back to the students who are helping NCSAC. Having a Street Team helps getting the students to be a little bit more reliable and accountable. At each campus there have been \$6,000 budgeted for a Street Team. This number was based on feedback and will include things like ‘Street Team’ shirts and wages. It was suggested that the Street Team members be paid minimum wage. It is not possible to pay Street Team members an honorarium because their hours are not regular and also because they are not an elected official. The purpose of the Street Team is to assist</i></p>	

and support NCSAC. Steve stated that Street Team members would have the opportunity to pick-up scheduled hours, which would be tracked.

Question: Why was the Clubs budget increased from \$12,500 (2016-2017) to \$14,000 (2017-2018)?

Answer: Steve explained that on the document that was sent out to the Board, there is a corresponding Excel tab that explains each budget in detail and shows what the funds can be used towards. The additional funding would go towards sanctioning (global), Clubsfest, meetings, and incentives (campus specific).

Steve explained that global budgets can be accessed through Executive Meetings and do not necessarily need to be approved at the Board level, as per NCSAC policies. In the past, NCSAC only approved global budgets at Board levels and approved campus specific budgets at Executive levels. Steve explained that budgets don't dictate how budgets are spent, the policies do.

Budget: If one campus wants to hold a Hot Breakfast, would they use the Breakfast Program global budget?

Answer: Yes. NCSAC needs to communicate monthly on budgets, and look at budgets and expenses from year-to-year, and have financial conversations to ensure that NCSAC is budgeting correctly. For example: Next year, the Breakfast Program budget is \$50,000 and each campus should aim to spend approximately \$25,000. If the usage is heavier in Welland than it is in NOTL, and in February Welland has used all of their \$25,000 and NOTL has only used \$18,000, money can be reallocated to the Welland Breakfast Program. By making the budget global, NCSAC doesn't have to worry about transferring money from one account to another.

Question: For Orientation budgets, there is an increase of \$6,000. Can the Director of Social Programming use their campus specific budgets to supplement more money for Orientation or are they restricted to only using the Orientation budget for Orientation events?

Answer: The Orientation budget that has to be used for Orientation, however if Orientation events need to be supplemented using the Director of Social Programming's campus specific budget, that is permissible.

Question: In regards to the Director of Social Programming's budget, Special Events, on the specific tab with the breakdown, there is are amounts allocated for Security. Is this amount of money strictly tied to Security or can it be used towards an event?

Answer: Any breakdown on the tab is just a guide. This breakdown was intended to give the incoming Directors an idea of what the budgets pay for.

Question: Why was there a \$17,000 increase in the Board and Staff Wage budget lines?

Answer: SAC wages include honorariums for Board members as well as staff wages. However it does not include all staff wages, as there are some staff wages, such as Operations that comes out of the Operations budget. Steve showed what was budgeted for wages for the past two years (audited financials) and explained that the increase of \$17,000 doesn't mean that NCSAC is bringing on more staff. All we are trying to do is reflect what we've actually spent. Part of the increase will allow NCSAC to have a graphic design intern in the summer, honorariums for Board members who work in the summer, and possibly having the Board start back up in mid-August as opposed to September.

Question: Why were the budgets for Travel and Conferences increased form last year?

Answer: Last year the budget was called 'Travel and Training' and this year it was renamed to 'Board Travel and Conferences'; this budget stayed at \$30,000 however there is actually an increase in the budget this year. In the past all of the Board meals that were supplied at Board meetings came from the 'Travel and Training' budget, however moving forward Board Meals will have their own budget line of \$3,000. Board Travel and Conference is a difficult budget to create because there are many variables including now knowing where conferences will be located. From the staff side, there are specific conferences that staff typically go (such as AMICCUS-C, COCA, SAGE). This year SAC is looking at sending two staff delegates to the Chicago Food Show (Operations Conference). Steve explained that alcohol sales are on the decline and food sales are on the incline. Steve called attention to food sales and catering revenues steadily increasing. Sending delegates to the Chicago Food Show is NCSAC investing in

our Operations and catching on to the latest trends and the latest equipment. In addition Town and Gown Associations are included in the 'Staff Travel and Conferences' budget line.

Steve went through and explained each budget line to the Board:

GLOBAL

Revenue/Income

Student Activity Fees: Get numbers straight from the Registrar, the College goes by the same number

Ancillary Revenue: Made up of any donations (Pen Financials, Canadian Tire, etc.)

Handbook Revenue: In/out

Interest Income: There is a healthy reserve in the bank account that generates interest every year

Part-time/CE Student Fees: This is new in the budget; every year in March SAC gets money from Part-time/CE students

Grad Photo Revenue: Typically \$5,000

Expenses

Student Handbooks: In/out

Sponsorship/Partnerships: Seafood Gala, Athletics Awards (amalgamated)

Administrative Fees (Brinks, CC, ADP, BambooHR): Cost of running any business

Professional Fees (Auditors & Legal): Spend about \$18,000 per year on Auditors and there is about \$6,000 for legal

Insurance Expenses: Contract is signed - \$33,500

Postage/Freight: Normal operations

Bank Service Charges: Normal operations

Office Supplies: Amalgamated into a global budget

Photocopiers: Printing

Office Equipment: Amalgamated into a global budget

Office Cleaning: Amalgamated into a global budget

Telephone Expenses: Amalgamated into a global budget

Maintenance & Repairs: Amalgamated into a global budget (can be used to improve SAC spaces)

Utilities: Fee structure; budget is used to pay for utilities or if prices go up

SAC Expenses: Amalgamated into a global budget

Health & Safety: Increase for safety representative to be trained, Onboarding modules

Promotional Items: Increase

Wages: Normal operations

Board Travel and Conferences: Budget for Board members to use when travelling and conferences

Staff Travel and Conferences: Budget for Staff members to use when travelling and conferences

Government Remittances (EHT, CPP, EI, WSIB): Normal operations

Benefits (RRSP, HC Premiums, Parking Allowance): Normal operations

Staff Professional Development: Any professional development course taken by staff

Retreats: Increase

Board Meetings: Food expense for Board meetings

Board Development: New budget; Teambuilding for Board

Membership Fees: Normal Operations (AMICCUS-C, COCA, CHMA)

Staff Wear: New budget; SAC shirts

Board Wear: New budget; SAC shirts

President Expense Account: As per contract

Breakfast Program: \$50,000 for NOTL and WC

Food Bank: New budget

Global Campaigns: YUP, Healthy@NC

Global Events: Increase; Staff Holiday Party, Children's Christmas Party, Children's Spring Party, NOE (budget doubled), Board initiated events (ex: Clean-up day, Welcome wagon to off-campus housing)

Orientation Events: O-Week

Election Expenses: Increase

Advertising/Marketing: Significant increase; all advertising/marketing efforts buried in other budgets, it will now all come from this budget line (events/promo/operations/services/giveaways/branding/etc.)

Moneris Fees: Debit terminals

	<p>Sanctioning Clubs: Amalgamated into a global budget Capital Reserve Fund: This is a mandatory aspect of our Student Centre Agreement with Niagara College Capital Projects: A way for NCSAC to invest in itself and its spaces through capital projects Operations: This budget will buffer the losses that the Student Centre takes in operations Contingency: New budget; Student Activity Fees are the majority of NCSAC revenue and this budget will buffers against the Registrar’s numbers being incorrect. Once Day 10 in September (or January) ends, if Niagara College is over the enrolment number that the Registrar reported, then 50% of the contingency will be released. This is the same practice that Niagara College employs.</p> <p>Question: With so many budgets moving from campus specific to global, how do we know who is managing these budgets? Answer: NCSAC as a whole.</p> <p>Question: To ensure each budget line is being utilized properly, can a Policy be created? Answer: Yes!</p> <p>NOTL Exec Vice President (Class Rep Program/Incidentals) Clubs (Meetings, Clubsfest) Goodwill & Volunteers Relations Events Street Team</p> <p>WELLAND Exec Vice President (Class Rep Program/Incidentals) Clubs (Meetings, Clubsfest) Goodwill & Volunteers Relations Events Street Team</p> <p>NIAGARA FALLS Niagara Falls (Food Bank): Budget to support services until August</p> <p>Motion to approve the 2017-2018 NCSAC Operating Budget as presented.</p> <p>Motioned by: Ryan Krafft Seconded by: Fred Donkor</p> <p>All in Favour, Carried.</p>	
<p>SAC 7.10</p>	<p>Action Items Sustainability Fund – Ryan Krafft</p> <p>Ryan explained that the time to create a new Sustainability Fund has passed, as Fee Protocol is approved in February every year.</p>	
<p>SAC 7.11</p>	<p>Point of Interest Items Executive Director’s Report – Steve Kosh</p> <p>The Executive Director’s Report was sent to the Board at an earlier date for them to review. Steve Kosh explained to the Board that he will be submitting an Executive Director’s Report on a monthly basis that will include the Manager’s Reports.</p>	
<p>SAC 7.13</p>	<p>Point of Interest Items Longer Hours at Student Centres – Steve Kosh</p> <p>Steve stated that there have been several students who have come into the SAC office stating that they would like to see longer hours at the Student Centres and to be open on the weekends. This will be</p>	

	discussed in more detail at the April Retreat.	
SAC 7.14	<p>Point of Interest Items Policy and Procedure Manual – Steve Kosh</p> <p>Steve has been busy working with AliceMary reviewing and revising the Policy and Procedure Manual. Next Thursday the Policy and Procedures Committee, comprised of Steve, AliceMary, Fred, and Ryan Huckla will meet to discuss changes. AliceMary sent the Policy and Procedures Manual to the Board for feedback on what changes they recommend.</p>	Steve Kosh/ AliceMary Nakiwala
SAC 7.15	<p>Items for Decision/Discussion Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • Policy and Procedure Manual – Steve Kosh • CSA Membership – AliceMary Nakiwala • Transit – Steve Kosh • Office Access to Board of Directors – Steve Kosh 	
SAC 7.16	<p>Items for Decision/Discussion Next Meeting</p> <p>The next meeting is to be held on April 13, 2017 at the Niagara-on-the-Lake campus at 7:00 p.m. Room: W212.</p>	

There being no other business, the meeting was adjourned at 8:50 p.m.

Approved:

AliceMary Nakiwala
President