



AMENDED AGENDA
Board of Directors Meeting
October 9 2014; 7:00 p.m.
Niagara-on-the-Lake Campus
Ventures Training Room, W212

Chairperson: Jenn Howarth

- 1. Declaration of Conflicts 1 min

Items for Approval

- 2. Approval of Agenda 1 min
- 3. Approval of Previous Meeting Minutes – September 18, 2014 2 min
- 4. Bills & Income Statements – Jenn Howarth 2 min
- 5. President Report – Shane Malcolm 10 min
- 6. Verbal Executive Vice Presidents Update – Matt Cowell/AliceMary Nakiwala 5 min
- 7. New Business 2 min

Action Items

- 8. Student Administrative Council Office Policy – Matt Cowell 5 min
- 9. CSA Sponsorship – Shane Malcolm 5 min

Point of Interest Items

- 10. November Food Drive – Nick Appelman 2 min
- 11. Light Up The World Purple – Nick Appelman 2 min
- 12. Ride With Me – Shane Malcolm 5 min
- 13. CSA Conference/NCSAC Video – Shane Malcolm 5 min
- 14. Halloween Pub Night – Charles Burley 5 min

Items for Decision/Discussion

- 15. Halloween Fashion Showcase Prize – Adam Maiolo 5 min
- 16. Budget Adjustment for Niagara Falls Campus – Jenn Howarth 10 min
- 17. Therapy Tails – Shane Malcolm 5 min
- 18. ALS Donation – Shane Malcolm 5 min
- 19. New Business 2 min
- 20. Agenda Items for Next Meeting 2 min
- 21. 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

ncsac.ca

Board of Directors Meeting Minutes

October 9 2014; 7:00 p.m.
Niagara-on-the-Lake Campus
Ventures Training Room, W212

Present: Jenn Howarth Adam Maiolo Myra Pisano Vince Malvaso
 Lesley Calvin Shane Malcolm AliceMary Nakiwala Jasmine Olah
 Charles Burley Jamie-Lynn Gillingham Nick Appelman Matt Cowell
 Brittany Lightheart Nimisha Sumathi Tanvi Dave Megan Paterson
 Gabriela Hernandez Maltos

Regrets: Casey Forgeron

Recording Secretary: Heather Storey

This meeting was called to order at 7:02 p.m. and chaired by Jenn Howarth.

Action Items

<p>SAC 4.1</p>	<p>Declaration of Conflicts The following conflicts were declared: None.</p>	
<p>SAC 4.2</p>	<p>Items for Approval Approval of Agenda Motion made to approve the agenda for the October 9, 2014 Board of Directors meeting as amended. Motioned by: Charles Burley Seconded by: AliceMary Nakiwala All in Favour, Carried.</p>	
<p>SAC 4.3</p>	<p>Items for Approval Approval of Previous Meeting Minutes Motion made to approve the minutes from the September 18, 2014 meeting as submitted. Motioned by: Matt Cowell Seconded by: Brittany Lightheart All in Favour, Carried.</p>	
<p>SAC 4.4</p>	<p>Items for Approval Bills & Income Statements Motion made to accept the Bills and Income Statements as submitted. Motioned by: Nimisha Sumathi Seconded by: Gabriela Hernandez Maltos All in Favour, Carried.</p>	
<p>SAC 4.5</p>	<p>Items for Approval President Report – Shane Malcolm 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. Motion made to accept the President’s Report as submitted. Motioned by: Shane Malcolm</p>	

	<p>Seconded by: Tanvi Dave</p> <p>All in Favour, Carried.</p>	
<p>SAC 4.6</p>	<p>Items for Approval Verbal Executive Vice Presidents Update</p> <p>Matt Cowell, Niagara-on-the-Lake campus Matt updated the Board about the various events that have taken place at the Niagara-on-the-Lake campus. The Grand Opening for the SAC Shack Student Café was very successful. Students were offered free coffee from 11:00 a.m. until 1:00 p.m. which provided a lot of student traffic. Dan Patterson, President of Niagara College, attended the event and cut the ceremonial grand opening ribbon. The Niagara-on-the-Lake campus also took part in the Yellow Umbrella Project campaign, with Brittany taking the lead. There were several interactive activities for students to participate in, including SWAT the Stigma, music therapy, the Wall of Yellow, and Confessional Pictures, in addition to partaking in the Mental Health Fair. Several of the Directors also attended Green Day where they showcased compostable containers and utensils used in The Armoury, as well as showed students the U-Pass. Gabriela ran a Volunteer Fair where she engaged with students and spoke with them regarding potential volunteer opportunities at the Niagara-on-the-Lake campus, as well as how to start a club. Gabriela has also had four (4) clubs financially sanctioned, they are: Students 4 Life, Dance Club, Civics Club, and the Film Club. There was a pub pong tournament held in the Armoury and there were sixteen (16) teams who participated; the event ran very smooth with winners receiving gift cards. The Rise & Shine Breakfast Program continues to be a success with students coming out to enjoy a free continental breakfast every Tuesday and Thursday from 8:00 a.m. – 9:00 a.m.</p> <p>AliceMary Nakiwala, Welland campus AliceMary highlighted the main events that have been happening at the Welland campus so far this year. Charles hosted the first NC Fashion Showcase where students were invited to have their photo taken, and then all of the photos were posted on the NCSAC Facebook page; the student with the most ‘likes’ had their choice of prize, and overall there was a very high participation rate. She also discussed how the Rise & Shine Breakfast Program has been positively received by the students of Niagara College. In addition, AliceMary spoke about the Yellow Umbrella Project, which was spearheaded by Jasmine. All of the activities that were planned were very well received by students, including the What Hurts/What Heals activity, Stomp the Stigma, Time Capsule Letters to Self, and the Wall of Yellow. Overall, the Welland campus was pleased with the planning and executing of these activities and the team really came together to make it a successful campaign to promote mental health awareness. The Welland team also had a booth at the Mental Health Fair. In addition, Jasmine has purchased a docking station in order to grab student’s attention walking by; so far the docking station was used during the Yellow Umbrella Project activities. AliceMary explained that Jamie-Lynn has received multiple Club Applications, however there are two (2) financially sanctioned clubs currently: The Geeks and Nerds of Niagara College and the NCSAC Broadcasting Movie Club. There have been more Club Applications that have been submitted, and will be financially sanctioned at the following Welland Executive meeting.</p>	
<p>SAC 4.7</p>	<p>Items for Approval New Business</p> <ul style="list-style-type: none"> • NCSAC (Prefix to Clubs) – Gabriela Hernandez Maltos • L.E.A.D. – Lesley Calvin • SACTastic News – Shane Malcolm • Promo Kiosk Update – Shane Malcolm <p>Motion made to approve New Business.</p> <p>Motioned by: Nick Appelman Seconded by: Megan Paterson</p> <p>All in Favour, Carried.</p>	

<p>SAC 4.8</p>	<p>Action Items Student Administrative Council Office Policy – Matt Cowell</p> <p>It was explained that there has been a section added to the policy that speaks to computers and tablets being allowed during Board of Directors, Executive, or any other Corporation meetings for supporting materials only.</p> <p>Motion made to approve the amendments to the Student Administrative Council Office Policy to the Policies and Procedures Manual.</p> <p>Motioned by: Matt Cowell Seconded by: Charles Burley</p> <p>All in Favour, Carried.</p>	
<p>SAC 4.9</p>	<p>Action Items CSA Sponsorship – Shane Malcolm</p> <p>Motion made to approve \$500.00 for Sponsorship of CSA October Conference allocated from the SAC Cares budget.</p> <p>Motioned by: Shane Malcolm Seconded by: AliceMary Nakiwala</p> <p>Discussion: It was decided that NCSAC will sponsor the Saturday breaks in between sessions for the October CSA Conference.</p> <p>All in Favour, Carried.</p>	
<p>SAC 4.10</p>	<p>Point of Interest Items November Food Drive – Nick Appelman</p> <p>Nick reminded the Board about the upcoming November Food Drive and encouraged them all to raise awareness in hopes of making this a successful event. He has asked all members to stay connected and to share this initiative on social media platforms. Nick also mentioned organizing a clothing drive, which would require a third party to wash and store the items. Nick will keep the board updated via e-mail.</p>	
<p>SAC 4.11</p>	<p>Point of Interest Items Light Up The World Purple – Nick Appelman</p> <p>Nick provided the Board with an update on the progress of the Light Up The World Purple campaign commemorating the death of Amanda Todd. Nick and Jamie-Lynn organized a volunteer night to make purple ribbons to be given away on Friday October 10th, 2014 to raise mental health awareness, as well as conclude the week-long events for the Yellow Umbrella Project. There were approximately ten (10) volunteers who participated for a 3 hour period and were able to assemble over 800 ribbons. Nick also informed the Board that he and Shane were present for a web conference call held with Amanda Todd’s mother, Carol, along with a large group of Niagara College students. Carol shared the story of her daughter and also had a question and answer period. Carol encouraged students to reach out if they are feeling lost or are being bullied.</p>	
<p>SAC 4.12</p>	<p>Point of Interest Items Ride With Me – Shane Malcolm</p> <p>The Ride With Me transit advocacy campaign took place on Wednesday October 8, 2014 and was highly successful. There was a morning run that left from the Niagara Falls downtown terminal, and an afternoon run that departed from the Niagara College Welland campus. Shane explained that he felt as though the candidates understood the challenges that students face every day while trying to get to school. In addition there was a lot of media coverage on the event and people now understand that transit is not only a student issue, but a community wide issue.</p>	
<p>SAC 4.13</p>	<p>Point of Interest Items CSA Conference/NCSAC Video – Shane Malcolm</p>	

	<p>The October CSA Conference will be taking place in Niagara this year. Shane has expressed his desire to create a collaborative 'welcome video' for attendees. The video will feature the NCSAC council members.</p>	
<p>SAC 4.14</p>	<p>Point of Interest Items Halloween Pub Night – Charles Burley</p> <p>Charles and Tanvi have decided to host a global Halloween Pub Night that will take place on Wednesday October 29th, 2014 at The Core. There will be an open invitation for Niagara College students who DJ to enter an on-line contest with a sample of their mixes. The student DJ that has the most 'likes' will open up the Halloween Pub Night. James Patrick, the DJ who performed at the Orientation Glow Party, will DJ for the rest of the event. Voting will begin on Monday October 13, 2014 and closing on Monday October 20, 2014. There will be a grand prize for the student winning "Best Costume" for a trip to Montreal for New Year's Eve.</p>	
<p>SAC 4.15</p>	<p>Items for Decision/Discussion Halloween Fashion Showcase Prize – Adam Maiolo</p> <p>Adam explained to the Board that the Welland executive hosted a Fashion Showcase that took place on September 26, 2014. Students were invited to have their photo taken, and then all photos were posted on the NCSAC Facebook page; the student whose photo had the most 'likes' received a prize. This event was wildly successful and the NCSAC Facebook page received lots of traffic. Due to the successfulness of this event, Adam would like both campuses to host a Halloween themed Fashion Showcase on October 31, 2014 from 10:00 a.m. until 2:00 p.m. at their respective student centres. For this event, students will be encouraged to come to school wearing their Halloween costume and have their photo taken. Adam would encourage each executive council to hire three (3) special effects make-up artists from 10:00 a.m. – 2:00 p.m. for students to have their 'zombie' makeup done. Students would have to 'opt in' if they would like this service by donating three (3) non-perishable food items to the NCSAC Student Emergency Food Bank or by donating \$3.00. Students would not be required to have their make-up done to enter the photo contest. The student whose picture receives the most "likes" by Friday, November 7th at 4:00 p.m. will win their choice of: 16 GB iPad, X-Box 1, PS4, Wii U with 2 games or a \$500 shopping spree to The Seaway Mall or The Pen Centre.</p> <p>Motion made to approve \$500.00 for a Halloween Fashion Showcase Prizes allocated from the Web Maintenance budget.</p> <p>Motioned by: Shane Malcolm Secoded by: Jamie-Lynn Gillingham</p> <p>Discussion: It was suggested that Adam contact the Counselling office, Student Success Centre, and Security to inform them of this contest.</p> <p>All in Favour, Carried.</p>	
<p>The Chair was passed from Jenn Howarth to Shane Malcolm.</p>		
<p>SAC 4.16</p>	<p>Items for Decision/Discussion Budget Adjustment for Niagara Falls Campus – Jenn Howarth</p> <p>Jenn expressed the need for creating a Niagara Falls campus budget so that Sandy Mocsan, the Student Services Assistant, is able to organize programming for the students attending the Niagara Falls campus. Jenn was able to reallocate money from both the Welland and Niagara-on-the-Lake Utilities budget lines in order to accommodate a Niagara Falls budget. There is a proposed programming budget of \$1,500.00 that will be available for the rest of the fiscal year (ending March 31, 2015). There is a large campus-wide review of all of the budgets that will take place in January, and there will be a specific budget line created for the Niagara Falls campus. As for now, all Niagara Falls campus students are encouraged to attend any event that interests them that is held at the Niagara-on-the-Lake or Welland campuses.</p> <p>Motion made to approve \$1,500.00 for a Niagara Falls campus budget.</p>	

	<p>Motioned by: Jamie-Lynn Gillingham Seconded by: Gabriela Hernandez Maltos</p> <p>Discussion: Jenn explained the reasoning behind proposing a \$1,500.00 budget for the Niagara Falls campus; she told the Board that the budget was based on enrolment, and if the enrolment numbers grow, so too will the budget.</p> <p>All in Favour, Carried.</p>	
<p>The Chair was passed from Shane Malcolm to Jenn Howarth.</p>		
<p>SAC 4.17</p>	<p>Items for Decision/Discussion Therapy Tails – Shane Malcolm</p> <p>Therapy Tails was founded to improve the lives of physically, cognitively, emotionally, and socially disadvantaged individuals through regular visitations and therapeutic relief programs. This organization participated for the Yellow Umbrella Project mental health awareness campaign.</p> <p>Motion made to approve \$250.00 to Therapy Tails allocated form the SAC Cares budget.</p> <p>Motioned by: Shane Malcolm Seconded by: AliceMary Nakiwala</p> <p>All in Favour, Carried.</p>	
<p>SAC 4.18</p>	<p>Items for Decision/Discussion ALS Donation – Shane Malcolm</p> <p>Amyotrophic lateral sclerosis is a fatal neurodegenerative disease that causes degeneration of the upper and lower motor neurons in the brain and the spinal cord. Over the past few months, there has been a social media frenzy regarding the “24 Hour ALS Ice Bucket Challenge” that requires a person to dump ice cold water on themselves, donate to ALS, and challenge others. NCSAC was challenged by Niagara College President, Dan Patterson, and some of his executive team. Several NCSAC members completed the challenge, and challenged other colleges.</p> <p>Motion made to approve \$500.00 to ALS Canada allocated from the SAC Cares budget.</p> <p>Motioned by: Shane Malcolm Seconded by: Nimisha Sumathi</p> <p>In Favour: 8 Opposed: 4</p> <p>Motion Carried.</p>	
<p>SAC 4.19</p>	<p>Items for Decision/Discussion New Business</p> <p>NCSAC (Prefix to Clubs) – Gabriela Hernandez Maltos It was brought up that student clubs should be required to incorporate “NCSAC” to their club name; this way, all of the financially sanctioned clubs will be associated with the Niagara College Student Administrative Council organization. Going forward, when clubs are financially sanctioned there will be the prefix “NCSAC” added.</p> <p>L.E.A.D. – Lesley Calvin The Centre for Student Engagement and Leadership Department launched a pilot of a leadership program last year: Leadership Exploration And Development (L.E.A.D.). This program will run again this year with many enhancements. This program, as it was last year, will be broken into four pillars:</p> <ol style="list-style-type: none"> 1. Leadership of self 	

	<ol style="list-style-type: none"> 2. Leadership of team 3. Leadership of community 4. Taking leadership skills as transformational skills into the working world <p>Students are required to be nominated in order to partake in the program, either by a staff member or they can submit a self-nomination. Lesley encouraged all of the Director’s to participate in the L.E.A.D. program this year.</p> <p>SACtastic News – Shane Malcolm SACtastic News is a new social media platform that NCSAC will explore in order be able to communicate with the students of Niagara College using another avenue. This will be an informal news blast that students will receive on a bi-weekly basis from NCSAC with a link that will direct the students to the blog-like webpage. The Directors of Communications will be the leads on this project for their respective campuses – this is meant to eliminate the chance of overlap in stories. This blog will have four (4) primary topics:</p> <ol style="list-style-type: none"> 1. Students life 2. Campus life 3. External News 4. SAC Life <p>The launch date for SACtastic News is October 29th, 2014.</p> <p>Promo Kiosk Update – Shane Malcolm Shane presented the Board with two different designs for the Promo Kiosk, designed by Adam Maiolo – Marketing and Events Manager, and Myra Pisano – Marketing and Events Assistant. The Board was asked which design they preferred, and it was decided that Adam and Myra would work together and combine the best elements of each design to create one final version.</p>	
<p>SAC 4.20</p>	<p>Items for Decision/Discussion</p> <p>Agenda Items for Next Meeting</p> <ul style="list-style-type: none"> • Accessibility Policy – Jenn Howarth • Social Media Policy – Jenn Howarth • Halloween Pub Night Reflection – Charles Burley • Wannabe/’90’s Pub Night – Charles Burley • Budget Reallocation – Adam Maiolo • Movember Comedy Show – Adam Maiolo • Tim Hicks Concert – Adam Maiolo • January Frost Week – Adam Maiolo • Children’s Christmas Party – Adam Maiolo • Staff Christmas Party – Adam Maiolo 	
<p>SAC 4.21</p>	<p>Items for Decision/Discussion</p> <p>Next Meeting</p> <p>The next meeting is to be held on November 13, 2014 at the Welland campus at 7:00 p.m. Room: SA208.</p>	

There being no other business, the meeting was adjourned at 8:25 p.m.

Approved:

Shane Malcolm
President