

**AMENDED AGENDA**  
**Board of Directors Meeting**  
September 18 2014; 7:00 p.m.  
Welland Campus  
SAC Boardroom, SA208

**Chairperson:** Chris Williams

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

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|---|--------|
| 2. Approval of Agenda                                     | 1 min  |
| 3. Auditor's Report – Janet Allen, KPMG                   | 20 min |
| 4. Approval of 2014/15 Ex-Officio Members – Shane Malcolm | 2 min  |
| 5. Approval of Previous Meeting Minutes – August 15, 2014 | 2 min  |
| 6. Bills & Income Statements – Karen Marasco              | 2 min  |
| 7. New Business   | 2 min  |
| 8. President Report – Shane Malcolm                       | 10 min |

**Action Items**

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|------------------------------------|--------|
| 9. Promotion Kiosk – Shane Malcolm | 10 min |
|------------------------------------|--------|

**Point of Interest Items**

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|---|--------|
| 10. November Food Drive – Nick Appelman   | 5 min  |
| 11. Capital Vision Update – Shane Malcolm | 10 min |

**Items for Decision/Discussion**

- |   |        |
|---|--------|
| 12. Financial Management Policy – Jenn Howarth                    | 5 min  |
| 13. SAC Office Policy – Jenn Howarth                              | 5 min  |
| 14. Halloween Haunt Excursion (Canada's Wonderland) – Adam Maiolo | 5 min  |
| 15. Creation of NCSAC Snap Chat Account – Jasmine Olah            | 5 min  |
| 16. Terry Fox Donation – Matt Cowell                              | 5 min  |
| 17. CSA Sponsorship – Jennifer Howarth                            | 5 min  |
| 18. U-Pass Data – Jennifer Howarth                                | 10 min |
| 19. New Business  | 2 min  |
| 20. Agenda Items for Next Meeting                                 | 2 min  |
| 21. Next Meeting  | 2 min  |

**AGENDA**  
**Board of Directors Meeting**  
September 18 2014; 7:00 p.m.  
Welland Campus  
SAC Boardroom, SA208

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

Guest: Janet Allen

Recording Secretary: Heather Storey

This meeting was called to order at 6:58 p.m. and chaired by Chris Williams.

Action Items

<b>SAC 3.1</b>	<p><b>Declaration of Conflicts</b>  The following conflicts were declared:</p> <p>None.</p>	
<b>SAC 3.2</b>	<p><b>Items for Approval</b>  <b>Approval of Agenda</b></p> <p><b>Motion made to approve the agenda for the September 18, 2014 Board of Directors meeting as amended.</b></p> <p>Motioned by: Brittany Lightheart  Seconded by: Casey Forgeron</p> <p>All in Favour, Carried.</p>	
<b>SAC 3.3</b>	<p><b>Items for Approval</b>  <b>Auditor’s Report – Janet Allen, KPMG</b>  <b>2013-14 SAC Audited Financial Statements</b></p> <p>Janet Allen from the NCSAC auditing firm, KPMG, reviewed copies of the Draft Financial Statements for NCSAC for the year ending March 31<sup>st</sup> 2014. These Draft Financial Statements must be approved by the Board before the final report can be issued. KPMG had no disagreements with management on how to report things in the Financial Statements nor did they find any evidence of fraud, errors, or illegal acts.</p> <p><b>Motion made to approve the 2013-14 Draft Financial Statements as presented by Janet Allen of KPMG.</b></p> <p>Motioned by: Casey Forgeron  Seconded by: Charles Burley</p> <p>All in Favour, Carried.</p>	
<b>SAC 3.4</b>	<p><b>Items for Approval</b>  <b>Approval of 2014-15 Ex-Officio Members – Shane Malcolm</b></p> <p><b>Motion made to approve Vince Malvaso and Lesley Calvin as the 2014-15 Ex-officio Members.</b></p> <p>Motioned by: Shane Malcolm  Seconded by: Nimisha Sumathi</p>	

	All in Favour, Carried.	
<b>SAC 3.5</b>	<p><b>Items for Approval</b>  <b>Approval of Previous Meeting Minutes</b></p> <p><b>Motion made to approve the minutes from the August 15, 2014 meeting as submitted.</b></p> <p>Motioned by: Brittany Lighthouse  Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
<b>SAC 3.6</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: Megan Paterson</p> <p>Discussion: Karen explained that the numbers provided in the bills and income statements were not up-to-date and therefore reflected a loss. Karen explained to the Board that once she inputs all of the September numbers the bills and income statements will show a significant gain. Karen informed the Board that they will see that gain in the October bills and income statements.</p> <p>All in Favour, Carried.</p>	
<b>SAC 3.7</b>	<p><b>Items for Approval</b>  <b>New Business</b></p> <ul style="list-style-type: none"> <li>• Niagara College Info Fair – Shane Malcolm</li> <li>• Transit Advocacy Update – Shane Malcolm</li> <li>• Capital Projects – Jenn Howarth</li> <li>• Student Engagement – Lesley Calvin</li> <li>• Pumpkin Carving – Casey Forgeron</li> <li>• Light Up the World Purple – Nick Appelman</li> </ul> <p><b>Motion made to approve New Business.</b></p> <p>Motioned by: Gabriela Hernandez Maltos  Seconded by: Nick Appelman</p> <p>All in Favour, Carried.</p>	
<b>SAC 3.8</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 submitted.</b></p> <p>Motioned by: Jasmine Olah  Seconded by: Tanvi Dave</p> <p>All in Favour, Carried.</p>	

<p><b>SAC 3.9</b></p>	<p><b>Action Items</b> <b>Promotion Kiosk – Shane Malcolm</b></p> <p>Shane explained to the Board that after obtaining quotes from different companies the amount that was motioned at the August Board of Director’s Meeting does not cover the cost. The first company provided a quote of \$5,802.55, and the second company provided a quote of \$7,060.24. Shane stated to the Board that he would like to purchase the Promotion Kiosk from the first company. Shane displayed visual renderings of what the Promotion Kiosks look like and explained that it is 8 foot wide with custom branded wrapping, a countertop, as well as built in storage.</p> <p><i>August 15, 2014 Motion:</i></p> <p><b>Motion made to approve \$4,000.00 for the Promotional Kiosks allocated form the Capital Expenditures budget.</b></p> <p><i>Amended Motion:</i></p> <p><b>Motion made to increase the monetary amount not to exceed \$6,000.00 for the Promotional Kiosks allocated from the Capital Expenditures budget.</b></p> <p>Motioned by: Shane Malcolm Seconded by: Nimisha Sumathi</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 3.10</b></p>	<p><b>Point of Interest Items</b> <b>November Food Drive – Nick Appelman</b></p> <p>Nick explained that the November Food Drive is an annual event that SAC runs annually; he believes that it is a wonderful time to spread awareness in addition to preparing for the Christmas season. Nick stated that he would like to maximize SAC’s efforts this year by running different activities throughout the month of November to encourage students to donate in order to stock the shelves in the Food Banks. In addition, Nick would like to run another campaign in October called “Haunt for Hunger”. Nick welcomed feedback from the other directors and asked for their support.</p>	
<p><b>SAC 3.11</b></p>	<p><b>Items for Decision/Discussion</b> <b>Capital Vision Update – Shane Malcolm</b></p> <p>Shane updated the Board on the Capital Vision projects. He explained that SAC received a Services Template that had to be completed in regards to physical space needs, as well as staff needs. Across the college each department submitted their Services Template and they are now in possession of the architects. Drawings will begins in December/January with consultations occurring regularly to complete these plans. The Niagara-on-the-Lake space has had a lot of discussion regarding non-bookable “student related space” that be will governed by SAC. Shane will update the Board as new information becomes available.</p>	
<p><b>SAC 3.12</b></p>	<p><b>Items for Decision/Discussion</b> <b>Financial Management Policy – Jenn Howarth</b></p> <p><b>Motion made to approve the amendments to the Financial Management Policy to implement cash controls to reflect the addition of the SAC Shack 2.0 safe located at the Niagara-on-the-Lake campus.</b></p> <p>Motioned by: Nimisha Sumathi Seconded by: Megan Paterson</p> <p>All in Favour, Carried.</p>	
<p><b>SAC 3.13</b></p>	<p><b>Items for Decision/Discussion</b> <b>SAC Office Policy – Jenn Howarth</b></p> <p>Agenda item has been tabled until the October 9<sup>th</sup>, 2014 Board of Directors meeting in order to allow</p>	<p>Jenn</p>

	the Policy Committee the opportunity to review the amendments to the SAC Office Policy.	
<b>SAC 3.14</b>	<p><b>Items for Decision/Discussion</b>  <b>Halloween Haunt – Adam Maiolo</b></p> <p>Adam told the Board that SAC does an annual excursion to Canada’s Wonderland for their “Halloween Haunt” season, and every year Niagara College students look forward to going to this event. He explained that on October 10<sup>th</sup>, 2014 a coach bus will pick up students at the Welland campus at 5:00 p.m. and then pick up the students at the Niagara-on-the-Lake campus at 5:30 p.m. The bus will arrive at Canada’s Wonderland at approximately 7:00 p.m. for students to enjoy the haunted theme park, and the bus will depart Canada’s Wonderland at midnight. Adam stated that the Coach bus will take 52 Niagara College students; 25 from Welland, 25 from Niagara-on-the-Lake, and 2 SAC bus captains. SAC will purchase admission tickets to Candada’s Wonderland on consignment at \$32.50 (52 tickets X \$32.50 = \$1,690.00) as well as book a coach bus for the excursion which will cost approximately \$1,334.00.</p> <p><b>Motion to approve \$3,500.00 for the Excursion to “Canada’s Wonderland Halloween Haunt” on October 10<sup>th</sup> 2014 allocated from the Excursions budget.</b></p> <p>Motioned by: Megan Paterson  Seconded by: Gabriela Hernandez Maltos</p> <p>Discussion: Some of the directors felt that it may be beneficial to book two coach busses and more tickets for Canada’s Wonderland, however, it was explained to the Board that the budget would be doubled and then would take away from the other excursions that SAC may offer throughout the year.</p> <p>All in Favour, Carried.</p> <p><b>Motion made to approve tickets be sold for \$25.00 to students only for the “Canada’s Wonderland Halloween Haunt” excursion as well as coach bus transportation to and from the venue.</b></p> <p>Motioned by: Brittany Lighthouse  Seconded by: Matt Cowell</p> <p>All in Favour, Carried.</p>	
<b>SAC 3.15</b>	<p><b>Items for Decision/Discussion</b>  <b>Creation of NCSAC Snap Chat Account – Jasmine Olah</b></p> <p>Jasmine expressed her desire to create a NCSAC Snap Chat Account. She believes that this would be a new and innovative way to instantly reach students in regards to events, promotions, contests, share campus life experience, and/or initiatives SAC is running. Jasmine also pointed out that this would be a great way for students to get to know their council members. It was suggested that it may be beneficial to speak with Brock University’s student union to see how they operate their Snap Chat Account and to ask what has worked for them vs. what has not worked. Legalities were also discussed and Jenn clarified that in SAC’s Liability Insurance Policy has a clause regarding social media, website, etc.</p> <p><b>By consensus it was agreed that NCSAC will create a Snap Chat Account.</b></p>	
<b>SAC 3.16</b>	<p><b>Items for Decision/Discussion</b>  <b>Terry Fox Donation – Matt Cowell</b></p> <p>Matt told the Board that some members of the Niagara-on-the-Lake executive team took part in the Terry Fox Run that was held on September 14, 2013.</p> <p><b>Motion made to donate \$250.00 to the Terry Fox Foundation allocated from the SAC Cares Donations budget.</b></p> <p>Motioned by: Matt Cowell  Seconded by: Shane Malcolm</p>	

	All in Favour, Carried.	
<b>SAC 3.17</b>	<p><b>Items for Decision/Discussion</b> <b>CSA Sponsorship – Jenn Howarth</b></p> <p>CSA is asking for sponsorship for the upcoming conference that will be held in Niagara in October; Shane and Jenn have discussed making an in-kind donation. Jenn explained to the Board that it is typical to sponsor one event within one conference, and informed the Board that there are several different ways that NCSAC could sponsor the CSA conference.</p> <p>Agenda item has been tabled until the October 9<sup>th</sup>, 2014 Board of Directors meeting in order to contact CSA to discuss what their needs are as well as different ways SAC can sponsor.</p>	Jenn
<b>SAC 3.18</b>	<p><b>Items for Decision/Discussion</b> <b>U-Pass Data – Jenn Howarth</b></p> <p>Jenn explained that with an addition to the database that SAC uses to track students picking up their U-Pass, it is now possible to track where students are living in the region during the school year. This is the first time in SAC's U-Pass history that there is demographic data recorded. This means that ridership can be tracked so we can see the correlation of where students are living and the payment SAC makes to each municipal transit company. Most of these correlations are proportionate, except for Niagara Falls Transit. There was also some discussion in regards to student cards having "chip reading" capabilities embedded in the cards as well as the possibility of chip stickers for the student cards.</p>	
<b>SAC 3.19</b>	<p><b>Items for Decision/Discussion</b> <b>New Business</b></p> <p><b>Niagara College Info Fair – Shane Malcolm</b> Shane informed the Board that Niagara College will be holding their Info Fair on October 22<sup>nd</sup>, 2014 during the October reading week. SAC will have an information booth at the fair and therefore directors will be expected to be present at the event; the Info Fair will be from 9:00 a.m. until 1:00 p.m.</p> <p><b>Transit Advocacy Update – Shane Malcolm</b> Shane and Jenn have been involved in a "Seamless Transit" presentation on behalf of the Transportation Strategy Steering Committee at the Region Headquarters Council Chambers on September 16<sup>th</sup>, 2014 alongside three executive members of the Brock University Student Union (BUSU) to call attention to the issues students have been facing with the transit companies this year. On October 8<sup>th</sup>, 2014 an initiative will be launched entitled "Ride With Me" that will invite SAC and Niagara College staff to spend the day riding the transit buses in the region so they can experience firsthand the challenges the students face every day getting to and from school. This initiative was presented to the Board of Governors and was well received. Niagara TV will document the daylong journey and people will be invited to tweet about their experience with the "Ride With Me" initiative. It was suggested that SAC and Niagara College staff be encouraged to take a bus from their home as opposed to starting at the terminal, as it will show them what students have to go through to get a bus from their home and take it around the region.</p> <p><b>Capital Projects – Jenn Howarth</b> Jenn updated the Board on the Capital projects that were scheduled to be completed at the end of August 2014. The Shack 2.0 located in the Armoury at the Niagara-on-the-Lake campus is almost complete with only a few items needing to be purchased to complete the transformation of the space. The grand opening taking place on Monday September 29<sup>th</sup>, 2014 from 11:00 a.m. until 1:00 p.m. offering those who attend a complimentary small coffee. The Niagara Falls space is complete and the SAC Student Services Assistant, Sandy Mocsan, is able to move in and set up her office space. Once the Welland receptionists' new desk arrives, the old one will be moved to Niagara Falls for Sandy. The implementation of the new Point of Sale (POS) system has been smooth with a few minor glitches that have been worked out. Shane is working on transforming the space outside of the Welland office to make it more student friendly.</p>	

	<p><b>Student Engagement – Lesley Calvin</b>  Lesley provided a brief overview of the upcoming events for the Centre for Student Engagement and Leadership department. The Grape and Wine Float will be on display for the parade in St. Catharines on September 27<sup>th</sup>, 2014; Lesley has invited the Board to sit on the float to represent Niagara College. There is also a community barbeque from 5:00 p.m. until 6:00 p.m. at the Welland campus followed by a game in the gym. The “Get Involved” week will take place from October 1<sup>st</sup> – October 8<sup>th</sup>; there will be a flyer board sent out to students on the portal to inform them of the events and activities that will be running that week.</p> <p><b>Pumpkin Carving – Casey Forgeron</b>  Casey informed the Board that he was contacted in regards to the SAC executive team challenging the College executive staff to a pumpkin carving competition. The winner will be decided by loonie votes. Shane will be in contact with the President’s office to work out the details.</p> <p><b>Light Up the World Purple – Nick Appelman</b>  Nick explained that the Yellow Umbrella Project, a CSA Mental Health Awareness campaign is taking place from October 6<sup>th</sup> – October 10<sup>th</sup> to educate students on mental health issues. Nick informed the board that he was contacted regarding the Amanda Todd tragedy that took place on October 10<sup>th</sup>, 2012. Amanda was a teenager who was bullied and harassed on-line and who eventually took her own life. In her honour and her memory SAC will give out purple ribbons at the Welland and Niagara-on-the-Lake Mental Health Fairs to the students of Niagara College to commemorate Mental Health Awareness Day as well as Amanda Todd’s day of passing.</p>	
<p><b>SAC 3.20</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Therapy Tails – Shane Malcolm</li> <li>• ALS Donation – Shane Malcolm</li> <li>• SAC Office Policy – Jenn Howarth</li> <li>• CSA Sponsorship – Jenn Howarth</li> </ul>	
<p><b>SAC 3.21</b></p>	<p><b>Items for Decision/Discussion</b>  <b>Next Meeting</b></p> <p>The next meeting is to be held on October 9, 2014 at the Niagara-on-the-Lake campus at 7:00 p.m. Room: TBA.</p>	

There being no other business, the meeting was adjourned at 9:00 p.m.

Approved:

Shane Malcolm  
President