



**Present:**

Alex Dimopoulos	Vice President Academic	Voting Member
Cameron Hodgins	School of Manufacturing and Automation	Voting Member
Tanya Pittis	School of Business	Voting Member
Daniel Caine	School of Business	Voting Member
Mitch Holt	School of Business	Voting Member
Donavin Nichols	School of Construction	Voting Member
Jessica Beddow	School of Hospitality and Tourism	Voting Member
Joshua Bettle	School of Hospitality and Tourism	Voting Member
Ha Nguyen	School of Energy	Voting Member
David Morales	BOG Representative	Ex-Officio
Rachel Paris	SAITSA Manager, Governance and Advocacy	Ex-Officio
Martin Cruz	SAITSA Coordinator, Governance and Compliance	Ex-Officio
Deanna Berry	SAITSA Manager, Staff Experience	Ex-Officio
Blair McCormick	SAITSA Executive Director	Ex-Officio
Jessica Polivchuk	Neutral Facilitator	Ex-Officio

**In Conference Call:**

Gar Gar	President	Voting Member
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**Not in attendance:**

Mikayla Shaffer	Vice President External	Voting Member
Connor Goodfellow	Vice President Student Life	Voting Member

**Guests:**

Lisa Petermann	SAITSA Advisor
Marc Thususka	SAITSA Director of Social Enterprise
Jocelyn Colaiezzi	SAITSA Senior Manager, Social Enterprise

**1.0 Call to order**

J. Polivchuk called the meeting to order at 6:01 pm.

**2.0 Conflict of Interest Check**

No conflicts of interest noted.

**3.0 Approval of Agenda**

**Motion:**

Move to approve the agenda as presented.

**C. Hodgins/ T. Pittis**  
**Motion carried**

**4.0 Adoption of Minutes**

**Motion:**

Move to approve the BOD Meeting Minutes from Monday, October 24, 2016.

**A. Dimopoulos/ D. Nichols**  
**Motion carried**

## 5.0 Operations Presentation

B. McCormick introduced M. Thususka, Director of Social Enterprise and J. Collaiezzi, Senior Manager, Social Enterprise. They provided the members of the Board an overview of the organization's operations, particularly SAITSA's Station Express in Stan Grad, which will undergo renovations soon.

The Board was asked to email to G. Gar if they have any questions or comments regarding the upcoming renovations.

## 6.0 Chair Announcement

M. Holt, BOD Chair, provided an overview of the expectations for Board members. He stressed that recording of conversations in meetings or personal conversation is illegal. He also reiterated that as per SAITSA's Bylaws and Code of Conduct, members of the Board are representing the students and need to act professionally, in particular, to be cognizant about alcohol consumption in official Board business.

## 7.0 Individual Reports

Verbal report was provided by A. Dimopoulos. A report was submitted by members of the Executive Committee and distributed to members.

## 8.0 Committee Reports

No committee reports noted.

## 9.0 Action Items

### 9.1 Change procedures for Programming Fund

R. Paris noted that the changes to the Programming Fund procedures is currently on-going and will be now be under the privy of the Governance Committee.

### 9.2 Correct bylaws 7.7.1 and 10.2

Correction to bylaws 7.7.1 and 10.2 are currently on-going.

## 10.0 Business Items

### 10.1 Executive Director Job Description Approval

M. Holt stated that the Job Description was circulated in advanced and should have been reviewed. He asked if members had any questions. No questions were noted.

#### Motion:

Move to approve Executive Director Job Description as presented.

**M. Holt/ T. Pittis**  
**Motion carried**

### 10.2 Executive Director Compensation Review

L. Petermann, SAITSA Advisor, led the conversation on the process of the Executive Director's Compensation review. She outlined that the review is divided into three parts: Performance Review; Financial Audit; and a review of the other Executive Director positions in other student organizations. She noted that both the Bollard Survey and AMICCUS-C members (National Organization of Students' Association/Union staff) will be the benchmark for the review. The Board will be responsible for making recommendations. The first step, the performance review was ready for presentation at this meeting.

#### Motion:

To move the meeting in-camera.

**M. Holt/T. Pittis**  
**Motion carried**

B. McCormick, R. Paris, D. Berry, and M. Cruz left the room.

#### Motion:

To move the meeting ex-camera

**J. Beddow/C. Hodgins**  
**Motion carried**

B. McCormick, R. Paris, D. Berry, and M. Cruz returned to the room.

**Motion:**

Move for B. McCormick to take action on improving attendance, timeliness, and communication. M. Holt, SAITSA BOD Chair, will be accountable to ensure that anonymous feedback on these actions is collected and presented to the BOD at its December regular meeting.

**T. Pettis/D. Nichols**

**Motion:**

Move to amend the previous motion so that both M. Holt, SAITSA BOD Chair, and Gar. Gar, SAITSA President, are accountable to the action item.

**J. Bettle/T. Pittis  
Motion carried**

**Amended motion:**

Move for B. McCormick to take action to improve his attendance, timeliness, and communication. M. Holt, SAITSA BOD Chair, and G. Gar, SAITSA President, will be accountable to ensure that anonymous feedback on these actions is collected and presented to the BOD at its December regular meeting.

**Motion carried**

**Motion:**

Move for the Board to receive a copy of the Executive Director Contract by the December BOD meeting.

**D. Nichols/ C. Hodgins  
Motion carried**

**Motion:**

Move to table the 11.3 EC Mid-Years Reviews for the next meeting, December 16, 2016.

**J. Beddow/ D. Caine  
Motion carried**

**10.3 Committee Member Ratification**

M. Holt stated that he met with G. Gar to review all committees and to appoint Board members and student-at-large applicants to their committees. G. Gar will forward committees list and membership to all members.

**Finance Committee**

G. Gar  
C. Hodgins  
A. Dimopoulos  
A. Rakhmetova (Student-at-Large)  
B. McCormick (Resource Staff)

**Governance Committee**

G. Gar  
M. Holt  
J. Bettle  
T. Pittis  
A. Dimopoulos  
R. Paris (Resource Staff)

**Campus Life Committee**

C. Goodfellow  
J. Beddow  
D. Nichols  
D. Caine  
M. Shaffer

**Motion:**

Move to ratify committees and members with M. Holt wishing to remove himself from Finance Committee.

**J. Beddow/ C. Hodgins  
Motion carried**

**11.0 Information/Discussion**

**11.1 Creating Ad-Hoc Committees – M. Holt**

M. Holt announced that Ad-Hoc Committees can now be formed. He suggested that if any member of the Board have any ad-hoc committee suggestions to speak to the Chair directly. He also noted that a form has already been circulated via email and he has requested that members use the form for formality.

**11.2 Reminder of special meeting (November 21<sup>st</sup>)**

M. Holt spoke on behalf of the BOD selection committees that there will be a special meeting to conduct presentations/interviews of the candidates applying to be members of the Board. The Board will be responsible for filling in the vacancies through ratification in the Special Board Meeting on Monday, November 21<sup>st</sup>.

**11.3 Executive Council Mid-Year Reviews**

The Executive Council Mid-Year reviews has been tabled for the regular meeting of the Board.

**12.0 Questions/Adjournment**

No questions noted.

J. Polivchuk adjourned the meeting at 8:07 pm.