

Meeting – December 2, 2019 at 6:00 p.m.

Boardroom – Begin Tower – 22nd Floor

Present:

Alex Sutherland	BOD Chair	Voting Member
Jesse Wicks	BOD Vice Chair	Voting Member
Avneet Brar-Sran	Director	Voting Member
Richard Hoang	Director	Voting Member
Tim Holowachuk	Director	Voting Member
Liam Hunter	Director	Voting Member
Shawna LeBlanc	Director	Voting Member
Jessi Leippi	Director	Voting Member
Candy Loo Tong	Director	Voting Member
Charlson Reyes	Director	Voting Member
Tristan Ryan	Director	Voting Member
Ryan Morstad	Saitsa President	Voting Member
Garrett Koehler	Vice President External	Voting Member
Tanya Pittis	Vice President Academic	Voting Member
Jess Beddow	Vice President Student Life	Voting Member
Joy Bowen-Eyre	Neutral Facilitator	Non-Voting
Rigel Raju	Board of Governors Student Representative	Non-Voting
Marc Stromme	Saitsa Executive Director	Non-Voting
Rachel Paris	Saitsa Manager, Governance & Advocacy	Non-Voting
Rio Valencerina	Saitsa Coordinator, Governance	Non-Voting

Regrets:

Yatendra Solanki	Director	Voting Member
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Guests:

Noah MacDonald	Saitsa Controller
Angela Loo	PricewaterhouseCoopers Representative
Jasmine Kwong	PricewaterhouseCoopers Representative
Roy Daykin	SAIT - CFO & VP Corporate Services
Glenn Shepherd	SAIT - Director, Government & Public Affairs

Agenda Item

1.0 Call to Order:

A. Sutherland called the meeting to order at 6:05 p.m.

2.0 Acknowledgement of Traditional Indigenous Territories:

J. Wicks gave the Acknowledgement of Traditional Indigenous Territories.

3.0 Conflict of Interest Check:

A. Sutherland reminded the Board about conflicts of interests, and the importance of declaring any real or perceived conflicts.



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4.0 Approval of the Agenda:

Motion:

To approve the agenda.

T. Ryan/L. Hunter
16-0-0
Motion Carried

5.0 Adoption of Minutes:

5.1 Regular Meeting of the Board from November 4, 2019

The following amendments were proposed:

T. Holowachuk noted needed amendments to the spelling of R. Hoang's name in the minutes.

Motion:

To approve the minutes of the November 4, 2019 meeting as amended.

C. Reyes/L. Hunter
16-0-0
Motion Carried

6.0 Presentation of Saitsa's 2018-2019 Financial Statements

Angela Loo and Jasmine Kwong of PricewaterhouseCoopers presented Saitsa's 2018-2019 Audited Financial statements.

Motion:

To move In-Camera without R. Valencerina and R. Raju.

A. Sutherland/C. Reyes
16-0-0
Motion Carried

Meeting moved in-camera at 6:11 p.m.

Motion:

To move Out-of-Camera.

A. Sutherland/R. Morstad
16-0-0
Motion Carried

Meeting moved out-of camera at 6:47 p.m.

Motion:

To accept the audited financial statements for Saitsa's 2018 – 2019 fiscal year.

R. Morstad/G. Koehler
16-0-0



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Motion Carried

R. Valencerina and R.Raju were invited back to the meeting.

A.Loo and J.Kwong left the meeting.

Motion:

To move In-Camera.

A. Sutherland/T. Holowachuk

16-0-0

Motion Carried

Meeting moved in-camera at 6:52 p.m.

Motion:

To move Out-of-Camera.

G. Koehler/A. Sutherland

16-0-0

Motion Carried

Meeting moved out of camera at 7:02 p.m.

Motion:

Move that PricewaterhouseCoopers LLP are approved as the recognized accounting firm to audit the financial records of Saitsa for the 2019 – 2020 fiscal year

R. Morstad/J. Wicks

16-0-0

Motion Carried

Motion

Move to recommend that Saitsa proceed with an RFP process to select a preferred recognized accounting firm to audit the financial records of Saitsa for the 2020 – 2021 fiscal year.

R. Morstad/T. Holowachuk

14-0-2

Motion Carried

N. McDonald and R. Raju excused themselves from the meeting.

R. Daykin & G. Shepherd were invited into the meeting.

7.0 Mandatory Non-Instructional Fee Proposal Presentation

Motion

To go In-Camera with guests Roy Daykin and Glenn Shepherd present, and without R. Valencerina.

A. Sutherland/C. Reyes

16-0-0

Motion Carried

Meeting moved in-camera at 7:32 p.m



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Roy Daykin and Glenn Shepherd were excused at 8:40 p.m.

Motion

To go Out-of-Camera.

T. Holowachuk/J. Beddow
15-0-1
Motion Carried

Meeting moved out-of-camera at 9:20 p.m.

C. Loo Tong was excused from the meeting at 9:21 p.m.

8.0 Individual Reports:

8.1 President

Report as submitted.

R. Morstad was asked about the Town Hall meetings mentioned in the report. R. Morstad clarified that in January, there will likely be a Saitsa Town Hall in addition to a Town Hall with the Minister of Advanced Education regarding the Provincial budget announcement.

R. Morstad was asked about surveys being conducted on campus. R. Morstad clarified that the new surveys mentioned in his report will be surveys of staff, and not students.

R. Morstad was asked for an update regarding his work plan. R. Morstad stated he will send his updated work plan upon request.

8.2 Vice President Academic

Report as submitted.

T. Pittis highlighted that the ombudsman proposal is in progress, and that work on the Saitsa mobile kiosk will be starting in February 2020. T. Pittis explained that the purpose of the kiosk is to give students an opportunity to engage with Saitsa in a front-line setting and that currently the project will come at no cost to Saitsa.

T. Pittis was asked if she has spoken to any Saitsa faculty or staff regarding the Student Feedback Questionnaire. T. Pittis stated that the Academic Chairs and faculty will not see the results until final grades are posted.

T. Pittis was asked if there is a reason OERs are being adopted by certain programs more than others. T. Pittis clarified that OERs are more often tailored for programs that are less-susceptible to change (e.g., Mathematics and Sciences).

8.3 Vice President External

Report as submitted.

G. Koehler highlighted the activities he and R. Morstad engaged in at ASEC's advocacy week; the sexual violence policies developed by G. Koehler were passed on to the Minister of the Status of Women. G. Koehler also highlighted the \$22 million increase in mental health funding announced by the government.

8.4 Vice President Student Life



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Report as submitted with the following additions:

J. Beddow and M. Thususka (Saitsa Director of Operations) had a meeting with a representative from Chartwells regarding how to connect better with students and interact better with Chartwells.

J. Beddow was asked to send out an updated work plan. J. Beddow stated she is intending to send one to the Board after meeting with the Chair and Vice Chair.

J. Beddow indicated that she was asked, and accepted, a seat on the Calgary Pride Board of Directors.

T. Pittis was excused from the meeting at 9:34 p.m.

Motion:

Move to require that the Executive Council report their hours worked per week at each meeting of the Board of Directors.

T. Holowachuk/A. Brar-Sran
13-0-1
Motion Carried

Motion:

Move to refer the development of In-Camera note taking procedures to the Governance Committee.

L. Hunter/T. Holowachuk
14-0-0
Motion Carried

8.5 BOG Student Representative

R. Raju verbally reported that the most recent Board of Governors Meeting took place on Nov. 21st, 2019 and covered the following topics:

- SAIT's draft strategy framework
- A meeting with the Minister, Premier, and SAIT's President and Chair.
- SAIT will be making an announcement on Dec. 3, 2019.

R. Raju stated that a full written report will be submitted with the January BOD Meeting agenda.

**R. Raju's had reported prior to SAIT's MNIF presentation and was then excused.*

9.0 Committee Reports:

9.1 Finance Committee

R. Morstad reported that the Finance Committee has not met yet. R. Morstad notes that the committee will meet within 2 weeks, as per the Saitsa Bylaws.

Motion:

To ratify the following individuals as members of the Finance Committee:

- Richard Hoang
- Charlson Reyes



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- Jessi Leippi
- Garrett Koehler
- Sam Sabey (Student-at-Large)
- Derek Yip (Student-at-Large)

R. Morstad/R. Hoang
13-0-1
Motion Carried

9.2 Governance Committee

Alex Sutherland reported that the committee met and completed a Finance Policies and Procedures document review for the Board’s approval at the January meeting.

Motion:

To ratify the following individuals as members of the Governance Committee:

- Avneet Brar-Sran
- Shawna LeBlanc
- Tim Holowachuk
- Candy Loo Tong
- Tristan Ryan

A. Sutherland/T. Holowachuk
14-0-0
Motion Carried

9.3 Nominations Committee

J. Wicks reported that the Nominations Committee has not met yet.

Motion:

To ratify the following individuals as members of the Nominations Committee:

- Tanya Pittis
- Jess Beddow
- Yatendra Solanki
- Liam Hunter

J. Wicks/L. Hunter
14-0-0
Motion Carried

10.0 Information/Discussion:

10.1 ED Report

M. Stromme presented his report to the Board.

10.2 In-Camera

Motion:

To move In-Camera.

R. Morstad/J. Wicks
14-0-0
Motion Carried

R. Paris and R. Valencerina were excused at 10:02 p.m.



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A. Brar-Sran left the meeting at 10:07 p.m.

J. Beddow left the meeting at 10:14 p.m.

M. Stromme was excused at 10:15 p.m.

R. Hoang left the meeting at 10:17 p.m.

Motion:

To move Out-of-Camera.

T. Ryan/L. Hunter
4-7-0
Motion Failed

T. Ryan left meeting at 10:23 p.m.

R. Morstad and G. Koehler were excused at 10:24 p.m.

Motion:

To move Out-of-Camera.

A. Sutherland/S. LeBlanc
3-5-0
Motion Failed

R. Morstad and G. Koehler returned to the meeting at 10:26 p.m.

Motion:

To move Out-of-Camera.

T. Holowachuk/L. Hunter
10-0-0
Motion Carried

11.0 Questions/Adjournment:

Motion:

To adjourn at 10:26 p.m.

T. Holowachuk/S. LeBlanc
Motion Carried

Meeting adjourned at 10:26 p.m.