

Saitsa Board of Directors Meeting Minutes

April 12th, 2021 at 7:15 p.m.
Microsoft Teams



Present:

Tim Holowachuk	Board of Directors Chair	Voting Member
Dawson Thomas	Board of Directors Vice Chair	Voting Member
Fatima Bilal	Director	Voting Member
Arek Gellatly	Director	Voting Member
Macleam Jarvis	Director	Voting Member
Tola Jimoh	Director	Voting Member
Jenifer Nguyen	Director	Voting Member
Krystal Nguyen	Director	Voting Member
Scott Pleavin	Director	Voting Member
Kelly Jeed Sawadan	Director	Voting Member
Ryan Morstad	Saitsa President	Voting Member
Liam Hunter	Vice President External	Voting Member
Jasmin Bhatti	Vice President Academic	Voting Member
Jessi Leippi	Vice President Student Life	Voting Member
Joy Bowen-Eyre	Neutral Facilitator	Non-Voting
Marc Stromme	Saitsa Executive Director	Non-Voting
Rachel Paris	Saitsa Manager, Governance & Advocacy	Non-Voting
Rio Valencerina	Saitsa Coordinator, Governance	Non-Voting
Angela Walgren	Saitsa Coordinator, Administration	Non-Voting

Absent:

Akinjide Akinwale	Director	Voting Member
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Guests:

Hana Hossain	Newly Elected Board Member	Non-Voting
Truc Than Thi	Newly Elected Board Member	Non-Voting
Tomi Aroge	Newly Elected Board Member	Non-Voting

	Agenda Item	Accountability	Time
1.0	Call to Order <i>T. Holowachuk called the meeting to order at 7:18p.m.</i>	T. Holowachuk	2 Min
2.0	Acknowledgement of Traditional Indigenous Territories T. Jimoh gave the acknowledgment of the Traditional Indigenous Territories.	T. Jimoh	2 Min
3.0	Conflict of Interest Check T. Holowachuk reminded the Board of the definition of Conflict of Interest, and to declare any real or perceived conflict of interest. A Conflict of Interest is a situation in which a Member has a private interest which conflicts or competes with or could conflict or compete with the interests of Saitsa.	T. Holowachuk	2 Min

L. Hunter, A. Gellatly, J. Bhatti, D. Thomas, and M. Jarvis declared a conflict of interest due to their roles on the Saitsa 2021-2022 Board of Directors for business item 8.5.

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- 4.0 Approval of Agenda** **T. Holowachuk** **2 Min**
- Motion:**
To approve the agenda as amended.
- L. Hunter/J. Nguyen**
Motion carries
The agenda was approved by general consent
- 5.0 Adoption of Minutes** **T. Holowachuk** **2 Min**
- 5.1 Special Meeting of the Board of Directors from February 23rd, 2021**
- Motion:**
To approve the Special Meeting Minutes of the Board of Directors from February 23rd, 2021 as presented.
- L. Hunter/F. Bilal**
Motion carries
The minutes were approved by general consent
- 5.2 Regular Meeting of the Board of Directors from March 1st, 2021**
- Motion:**
To approve the regular meeting minutes of the Board of Directors from March 1st, 2021 as amended.
- L. Hunter/R. Morstad**
Motion carries
The minutes were approved by general consent
- 6.0 Individual Reports (maximum of 2 minutes each)**
- 6.1 BoG Report** **R. Raju** **2 Min**
- R. Raju noted that the School of Hospitality and Tourism was listed in the top 20 schools in the globe. The School of Business was ranked in the top 52 of business schools.
- R. Raju was asked if anything from SAIT's 2020-2025 Strategic Plan stood out to him. R. Raju stated the plan is forward looking; the plan was being built based on adaptability and change. The strategic plan will have to be reviewed before 2025.
- R. Raju was asked for explanation on preliminary budget. R. Raju stated it was discussed in-camera, therefore he cannot elaborate.
- 6.2 President** **R. Morstad** **2 Min**
- Report as presented.
- R. Morstad participated in business regarding ASEC committees, ASEC's AGM, and ASEC's budgeting process. R. Morstad also participated in the RFP process for ASEC and participated in the Hiring Committee for ASEC. To aid with transition and institutional memory, R. Morstad is working on the Advocacy Positions document; this document will state the position Saitsa stands with a certain advocacy issue and will provide background information. The affordability research project is running smoothly with our

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Saitsa Research Coordinator, Tyler Del Melo (T. Del Melo). R. Morstad explained that the affordability project is supporting a subcommittee of SAIT's Academic Council, the subcommittee was tasked with understanding and potentially defining what it means for post-secondary education to be affordable.

R. Morstad was asked what discussion was had regarding international student concerns. R. Morstad indicated that the concerns of international students and their experience at SAIT have been discussed and the key areas of concern are unique financial circumstances, cultures on campus, and the health and dental plan.

6.3 VP Academic **J. Bhatti** **2 Min**
Report as submitted.

J. Bhatti raised awareness of OERs during OER week; she wrote a letter to the SAIT VPA B. Donaldson (and cc'd Dr. Ross and J. Norman) to support OERs. J. Bhatti collaborated with the Saitsa MarCom team to create a video highlighting the success of OERs. J. Bhatti received recognition from the Minister of Advanced Education regarding Saitsa's work with OERs. J. Bhatti participated on the Saitsa Snake Pit Panel.

J. Bhatti was asked about the Culture Week turnout. J. Bhatti stated the turnout for the *Intercultural Communication workshop* was good, while *Cooking with Hana* did not have as high of a turnout.

J. Bhatti was asked to elaborate on the projects that received funding for the Saitsa Snake Pit. J. Bhatti and R. Morstad mentioned they are looking to follow up with the applicants on feedback and to spearhead this more in the future. The decision to choose a project to invest in is pending

6.4 VP External **L. Hunter** **2 Min**
Report as submitted.

L. Hunter participated in the ASEC and CASA Annual General Meetings (AGM). L. Hunter worked on the Federal Student Alliance Advocacy report.

6.5 VP Student Life **J. Leippi** **2 Min**
Report as submitted.

J. Leippi has been using her remaining vacation days. J. Leippi reviewed her role as VPSL with A. Walgren. J. Leippi has been reviewing grant applications with the Executive. J. Leippi has been attending monthly Saitsa/LAS monthly meetings.

J. Leippi was asked if anyone used the Saitsa Grant Program contest hashtag and was also asked where the grant funds are coming from. J. Leippi informed the Board that unfortunately no one has used the contest hashtag, and the grant funds come from the Governance budget.

J. Leippi was asked why they didn't choose the stained-glass option for the pride display. J. Leippi stated it's a vinyl wrap on an existing window; it would be the north side of the

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Stan Grad Centre. The decision was made because of more visibility and less access for vandalism.

7.0 Committee Reports (maximum of 5 minutes each)

- 7.1 Finance Committee** **R. Morstad** **5 Min**
R. Morstad noted that the Finance Committee has not met since February due to conflicting schedules.
- 7.2 Governance Committee** **T. Holowachuk** **5 Min**
T. Holowachuk informed the Board that the Governance Committee met three times last month due to the business items the Board will be reviewing later this meeting.
- 7.3 Nominations Committee** **D. Thomas** **5 Min**
D. Thomas reported that the Nominations Committee has not met since February 25th, 2021.

8.0 Business Items

- 8.1 Saitsa HR Policies and Procedures** **R. Valencerina** **5 Min**
R. Valencerina reviewed the proposed Saitsa HR Policies and Procedure (P&P) HR-1A and HR-1B with the Board.

Motion:

BIRT the Board approves the Business Conduct Policies as presented.

BIFRT the Executive Director shall return to the Board a revised copy of the Business Conduct Policies amended to account for the new structure of the Board of Directors prior to June 30th, 2021.

L. Hunter/J. Nguyen
14 – 0 – 1
Motion carries

The Board discussed the aspects of this P&P and discussed the transition from the Executive Council to the Policy Board. This P&P does support that switch. Saitsa is hoping to have the final copy of this P&P to be complete by June 30th, 2021.

Motion:

BIRT the Board approves the Conflicts of Interest Policy as presented.

BIFRT the Executive Director shall return to the Board a revised copy of the Conflicts of Interest policy amended to account for the new structure of the Board of Directors prior to June 30th, 2021.

L. Hunter/M. Jarvis
13 – 0 – 2
Motion carries

A. Akinwale exited the meeting after this motion.

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- 8.2 Whistleblower Policies and Procedures** **R. Valencerina** **5 Min**
R. Valencerina reviewed the Whistleblower P&Ps with the Board. This was prepared by an external HR firm. The Governance Committee reviewed and amended this policy. R. Valencerina was asked is there a specific contact at Salopek designated to Saitsa. R. Valencerina informed the Board that within the supporting documents of this meeting folder, there was a document that listed the Salopek hotline number along with our contact from Salopek to handle complaints.

Motion:

BIRT the Board approves the Whistle Blowing Policy as presented.

BIFRT the Executive Director shall return to the Board a revised copy of the Whistle Blower Policy amended to account for the new structure of the Board of Directors prior to June 30th, 2021.

L. Hunter/K. Sawadan
14 – 0 – 0
Motion carries

- 8.3 Saitsa Banking** **M. Stromme** **5 Min**
M. Stromme is looking to close our US bank account; this account has not been used since roughly February 2018, it is only used when the bank charges the account \$6.00 as an account fee. M. Stromme is looking to take the funds from this account and put it in our general savings account.

Motion:

To authorize the Executive Director be authorized to close the Saitsa Alberta Treasury Branches (ATB) US Account XXXX-XXXX-400 and transfer the remaining funds to the Saitsa Alberta Treasury Branches (ATB) savings account.

R. Morstad/T. Jimoh
14 – 0 – 0
Motion carries

- 8.4 President and Vice President Selection Policy** **R. Valencerina** **5 Min**
R. Valencerina presented the Saitsa President and Vice President Selection Policy and Procedure to the Board as revised by the Governance Committee.

R. Valencerina was asked who the Board Secretary would be. R. Valencerina stated it would either be the Executive Director or a designate.

Motion:

BIRT the Board approves the President and Vice President Selection Policy and Procedure as presented.

BIRT a review of the President and Vice President selection Policy and Procedures is undertaken at the end of the 2021-22 term of the Board of Directors.

M. Jarvis/D. Thomas
12 – 1 – 1
Motion carries

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The concern was brought up that the allotted time of 10 minutes for each candidate to present who wants to run for these positions may not be enough time. It was stated that the Board will be getting to know each other throughout the month of April and May before the selection process takes place; which allowed the Board to get to know everyone before they elect a President and Vice President and that 10 minutes should be sufficient, if not, the Board can amend as appropriate.

8.5 BOD Remuneration Policy R. Valencerina 15 Min

R. Valencerina presented the BOD Remuneration Policy to the Board. This policy was written by Hughes & Risser in consultation of M. Stromme and reviewed/amended by the Governance Committee.

M. Stromme was asked if the Board will be under the staff benefit plan or a student benefit plan. M. Stromme indicated that the Board would be under the student benefit plan. The Board discussed how the newly elected Board are representatives, not staff members; having them under a staff benefit plan could blur the lines.

Motion:

BIRT the Board approves the Board of Directors Remuneration Policy a presented.

J. Leippi/R. Morstad

9 – 0 – 5

Motion carries

8.6 Auditor Appointment M. Stromme 10 Min

R. Morstad and M. Stromme presented a PowerPoint regarding their Request for Proposal (RFP) for an External Auditor. The presentation reviewed the benefits of an RFP, the steps of an RFP, the timelines for the RFP, the schedule of the steps taken, the evaluation committee, the evaluation itself; scoring and ranking, the contract structure, and the final recommendation.

Motion:

WHEREAS on December 7th, 2020, the Saitsa Board of Directors move to recommend that Saitsa proceed with an EFP process to select an accounting firm to audit the financial records of Saitsa; and

WHEREAS a full RFP process was conducted, and a recommendation was presented to the Saitsa Board of Directors for approval by the RFP audit selection committee;

BE IT RESOLVED THAT Grant Thornton LLP are approved as the recognized accounting firm to audit the financial records of Saitsa for the 2020-2021 fiscal year

M. Jarvis/D. Thomas

14 – 0 – 0

Motion carries

8.7 Building Fee R. Morstad 10 Min

R. Morstad asked the Board for another deferral of the building fee for the Summer semester; which will still be delivered on an online platform.

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Motion:

WHEREAS the COVID-19 Pandemic has resulted in significant financial hardships for SAIT Students;

AND WHEREAS in mid-May, Statistics Canada released survey statistics showing post-secondary students have been significantly affected by the COVID-19 Pandemic

BE IT RESOLVED Saitsa implements a temporary waiver of the Saitsa Building Fee for the Summer 2021 term.

D. Thomas/J. Nguyen

13 – 0 – 1

Motion carries

9.0 Information/Discussion

9.1 Federal Student Advocacy Alliance Report L. Hunter 5 Min

L. Hunter discussed the Federal Student Advocacy Alliance (FSAA) Report with the Board. He reviewed the recommendations listed in the report.

L. Hunter was asked if Saitsa should remain a member of CASA and what would the implications be if we left. L. Hunter indicated that CASA gives Saitsa contact opportunities and strengthens Saitsa's ability to advocate for student issues on a federal level. Being a member of CASA also shares costs related to research, media relations, networking and training that prepares them to engage in high-level federal advocacy. CASA is a key player in the student movement – we are the single largest trades school in their organization.

L. Hunter was asked about the choice to choose five years rather than four to evaluate the growth and value of the FSAA. The reason for this number is to allow the time for the FSAA to expand and develop.

9.2 Upcoming Saitsa Events A. Walgren 3 Min

A. Walgren reviewed the April Saitsa events with the Board.

9.3 ED Report M. Stromme 10 Min

Report as submitted.

M. Stromme was asked to review the Risk Report section for the BOD agreements and discuss that more in depth. The agreement/contract for oncoming Board members is being rewritten with consultation from an HR Expert due to the Board not being employees but representatives of Saitsa.

9.4 In-Camera 15 Min

Motion:

To move in-camera without staff except for M. Stromme and J. Bowen-Eyre.

M. Jarvis/T. Jimoh

Motion carries

Approved by general consent at 9:43p.m.

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R. Paris, R. Valencerina, and A. Walgren exited the meeting at 9:43p.m.

M. Stromme was excuse from the meeting at 9:49p.m.

Motion:

To move ex-camera.

F. Bilal/J. Nguyen

Motion carries

Approved by general consent at 10:01p.m.

10.0 Questions/Adjournment

T. Holowachuk 2 Min

Motion:

To adjourn the meeting.

L. Hunter/F. Bilal

13 – 1 – 0

Motion carries

The meeting adjourned at 10:02p.m.