

Saitsa Board of Directors Meeting Minutes

January 11th, 2021 at 6:00 p.m.
Microsoft Teams



Present:

Tim Holowachuk	Board of Directors Chair	Voting Member
Akinjide Akinwale	Director	Voting Member
Fatima Bilal	Director	Voting Member
Arek Gellatly	Director	Voting Member
Macleon Jarvis	Director	Voting Member
Tola Jimoh	Director	Voting Member
Krystal Nguyen	Director	Voting Member
Kelly Jeed Sawadan	Director	Voting Member
Dawson Thomas	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
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
Angela Walgren	Saitsa Coordinator, Governance	Non-Voting

	Agenda Item	Accountability	Time
1.0	Call to Order <i>T. Holowachuk called the meeting to order at 6:02p.m.</i>	T. Holowachuk	2 Min
2.0	Acknowledgement of Traditional Indigenous Territories F. Bilal gave the acknowledgement of Traditional Indigenous Territories.	F. Bilal	2 Min
3.0	Chair Address T. Holowachuk notified the Board of Directors that S. LeBlanc has sent her resignation with her position with the Board. This opens the position of Vice Chair and a Board seat. Later in the agenda we will be addressing these vacancies with items 9.1 and 9.2.	T. Holowachuk	2 Min
4.0	Conflict of Interest Check T. Holowachuk reminded members of the Board to declare any real or perceived conflict of interest. A conflict of interest is defined as any situation where an individual may benefit, or appear to benefit, from a decision made by the Board.	T. Holowachuk	2 Min

T. Holowachuk stated he has a conflict of interest with business item 9.5; he will not be participating in the conversation and the vote.

K. Sawadan has a perceived conflict of interest with item 7.1 President report; K. Sawadan is a part of the Affordability Committee.

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5.0 Approval of Agenda

T. Holowachuk 2 Min

Motion:

To approve the agenda as presented.

R. Morstad/K. Sawadan
Motion carries

The motion was approved by unanimous consent.

6.0 Adoption of Minutes

T. Holowachuk 2 Min

6.1 Regular Meeting of the Board of Directors from December 7, 2020

Motion:

To approve the meeting minutes from the December 7th, 2020 Board meeting.

F. Bilal/T. Jimoh
Motion Carries

The motion was approved by unanimous consent.

6.2 Special Meeting of the Board of Directors from January 4th, 2021

Motion:

To approve the meeting minutes from the January 4th, 2021 Special Board meeting.

A. Gellatly/L. Hunter
Motion Carries

The motion was approved by unanimous consent.

7.0 Individual Reports (maximum of 2 minutes each)

7.1 President

R. Morstad 2 Min

Report as submitted.

Saitsa was on winter break from December 16th – January 4th.

R. Morstad highlighted the Minister of Advanced Education held a Town Hall reporting on the new upcoming Strategic Plan for the Alberta Advanced Education 2030 plan. They are excited about their commitment to work integrated learnings for every single educational program for Alberta – future students will all graduate with some work experience and connection.

The Legacy 88 E-Gaming proposal was approved. This event will provide a gaming tournament for SAIT Students; this grant will be used to purchase gaming consoles for the tournament and to provide more student jobs.

R. Morstad has a lot of projects on the go; the Affordability committee, the Fall Reading Week committee, the Student Adversity Assurances Funds program, the Governance review, the Saitsa Awards program, and the Saitsa Dragons Den initiative.

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A. Gellatly asked when the Affordability committee report will be available to review. R. Morstad stated the report is estimated to be complete by the last Academic Council meeting of the year, which will be around May.

K. Sawadan and F. Bilal emailed R. Morstad with questions regarding his report.

K. Nguyen asked when the gaming tournament will happen, she is under the impression that there is no reading week during the Spring semester. *In R. Morstad's report it says it will be hosted in the Spring reading week.* R. Morstad informed K. Nguyen that there is a Reading Week, this reading week is in the Winter Semester - not Spring.

T. Holowachuk asked about the MLA meetings he's been attending; to elaborate on expectations/outcome of those meetings. R. Morstad replied these meetings are to go through the ASEC Advocacy Priorities document for this year and to make sure MLA's know student priorities.

7.2 VP Academic **J. Bhatti** **2 Min**
Report as submitted. J. Bhatti asked the group if her report was detailed, they replied with yes.

T. Holowachuk asked what the dates of Culture Week are. J. Bhatti replied with March 15th-18th 2021.

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

L. Hunter noted he attended a 14th Ave NW consultation session with the City of Calgary; they are looking to rework the stretch of road from Crowchild to SAIT – L. Hunter and J. Leippi attended this session to provide student focused feedback. Alberta Health Services hosted a discussion with college students regarding Covid-19 and the impacts for students. L. Hunter has been setting up meetings with MLA's and attending said meetings.

K. Sawadan asked if L. Hunter works around his schedule or the MLA's schedule when it comes to scheduling these meetings; does L. Hunter have a goal number of MLA's to meet with? L. Hunter replied the goal number of meetings is 22 and L. Hunter works with their schedule.

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

T. Holowachuk asked J. Leippi about her having time to sit in the 14th Ave rework consultation session but not sit on the Pride Committee. J. Leippi replied the Pride committee expects members to do extra work outside of the meetings, she was unsure if she had time to take on that commitment. She will be assisting J. Bhatti with anything she needs.

L. Hunter asked about the Grant Program. J. Leippi said it rolled out today and the program will be advertised next week.

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7.5 BOG Student Representative **R. Raju** **2 Min**
Report as submitted.

R. Raju thanked R. Morstad, L. Hunter, R. Paris, and R. Valencerina for the approval to sit on an ASEC working group for student representatives.

R. Morstad highlighted how important it is that R. Raju is on a working group with ASEC, we've never had a BOG Student Representative step up to join a committee like this – R. Raju is going above and beyond in his role.

T. Holowachuk asked about the motion that was made at this working group. R. Raju cannot speak to it, the first two points in the report is what he is allowed to state – the rest of the meeting was in-camera.

8.0 Committee Reports (maximum of 5 minutes each)

8.1 Finance Committee **R. Morstad** **5 Min**

R. Morstad notified the BOD that the Finance Committee met last week to discuss a recommendation to present to the BOD regarding the Saitsa 2021-2022 fee. The committee was not provided additional information from SAIT to make their recommendation; the recommendation was based on the current global pandemic and the unknowing of the future. The financial statements were circulated to the Finance Committee today.

8.2 Governance Committee **T. Holowachuk** **5 Min**

T. Holowachuk notified the BOD that the Governance Committee has not met yet due to the Governance restructuring of the organization.

8.3 Nominations Committee **F. Bilal** **5 Min**

The new BOD Vice Chair will be Chair of the Nominations Committee. The last meeting was November 27th for new BOD candidates.

9.0 Business Items

9.1 Vice Chair Selection **T. Holowachuk** **30 Min**

S. LeBlanc stepped down in her role as Vice Chair to the Saitsa Board of Directors. The committee is now calling for nominations for the role; you can nominate yourself, be nominated by another BOD member, or not nominate yourself at all.

R. Paris entered the meeting at 6:27p.m.

Nominations are now in order for the position for Saitsa BOD Vice Chair:

- L. Hunter nominated D. Thomas. D. Thomas accepts the nomination.
- J. Nguyen nominated K. Sawadan. K. Sawadan accepts the nomination.
- F. Bilal nominated herself.

T. Holowachuk allowed the candidates to present why they would be a good fit for this role:

- F. Bilal presented to the Board.
- K. Sawadan presented to the Board.
- D. Thomas presented to the Board.

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Members of the Board asked questions of the nominees regarding their greatest weakness and how they are working on it, how they would create a good working relationship with the Chair and being comfortable voicing their thoughts, and what they believe the BOD/Saitsa biggest issues are and how they are going to working on said issues. The nominees each answered the questions on the table.

Motion:

To move in-camera without the nominees for Vice Chair, with staff and J. Bowen-Eyre at 6:45p.m.

A. Gellatly/T. Jimoh
Motion carries

The motion was approved by general consent.

Motion:

To move out-of-camera at 6:54p.m.

T. Holowachuk/L Hunter
Motion carries

The motion was approved by general consent.

R. Paris explained to the Board how the voting will work; each BOD member will vote by anonymous ballot through an email – R. Paris and J. Bowen-Eyre will count the votes and announce the new Saitsa BOD Vice Chair.

T. Holowachuk called a recess at 6:57p.m.

T. Holowachuk called the meeting back to order at 7:10p.m.

J. Bowne-Eyre announced that D. Thomas was voted in by the committee as the next Saitsa BOD Vice Chair. The group congratulated him.

Motion:

To approve the results of the Vice Chair nomination; the successful candidate is D. Thomas.

T. Holowachuk/T. Jimoh
14-0-0
Motion carries

The motion was approved by a vote.

9.2 Board Vacancy

R. Paris

10 Min

The Saitsa Board of Directors now has a vacant spot due to S. LeBlanc's departure.

R. Morstad stated the recommendation from the Governance consultant is to not fill the vacant seat. J. Leippi and L. Hunter echoed R. Morstad's point of information.

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Motion:

The Saitsa Board of Directors do not fill the vacancy created by the resignation of S. LeBlanc.

T. Holowachuk/R. Morstad
15/0/0
Motion carries

The motion approved by general consent.

9.3 Student Adversity Assistance Fund Policies R. Morstad 10 Min

The Student Adversity Assistance Fund program is a program where SAIT students in financial crisis can apply to be relieved of their financial stresses. Situations a student can be relieved of can include but not limited to eviction, starvation, etc. This is a short-term fix for students experiencing hardship.

The policies and procedures for the Student Adversity Assistance Fund program have gone through a few working parties; they went through the EC twice, the Senior Manager of Student Experience, M. Stromme, and R. Paris. R. Morstad is asking the BOD to put these policies and procedures forward. If approved, R. Morstad will be asking for a budget addition of \$10,000.00 to have this program funded for this year.

K. Sawadan asked when SAIT campus reopens, will this program continue? R. Morstad said this program will be up to the BOD to fund every year – if the BOD chooses not to fund it, it will not go forward. R. Morstad anticipates this will continue. Last year R. Morstad was approached by a student who was evicted with racist cause, if this program was implemented last year, we could have assisted this student.

L. Hunter asked if the Executive Council would ever be eligible for this program. R. Morstad answered that currently the EC get paid a livable wage, meaning they are not eligible.

J. Bhatti asked how is UofC's program similar to the SAAF going? R. Morstad gave this question to M. Stromme. M. Stromme stated UofC gets approximately 25 applicants and they approve half of them. R. Paris looked into a few other institutions and spoke with an employee from the University of Regina who ran the program every year; their program uses about \$50,000.00-\$100,000.00 per year. If they run out of funds, usually the Board would add more to their budget.

T. Holowachuk brought up a point of procedure; right now, we are in the middle of the debate of the motion on the table; making arguments for or against the topic on the table. The time previous to this motion was the time for questions regarding the topic. Going forward let's ask questions and have discussion before the motion is made; once the motion is made, then the debate will begin.

Motion:

To move to approve the Student Adversity Assistance Bursary policies as presented.

R. Morstad/D. Thomas
15/0/0
Motion carries

The motion was approved by vote.

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R. Morstad stated \$10,000.00 should sufficiently fund this program given the current year. This is a good initial number, and this can be amended in the future.

Motion:

To add \$10,000.00 to the Student Experience budget for the Student Adversity Assistance Bursary program as recommended.

R. Morstad/T. Jimoh
15-0-0
Motion carries

The motion was approved by vote.

9.4 Saitsa Fee 2021-2022 Recommendation R. Morstad 10 Min

The Finance Committee met on January 5th, 2021 to discuss the 2021-2022 Saitsa fee. The committee voted on recommending to the Board to neither increase nor decrease the Saitsa fee due to the unforeseen circumstances of the Covid-19 pandemic.

L. Hunter asked how the committee came to this conclusion. R. Morstad said that due to the current circumstances, it's best to keep things stable.

Motion:

To keep the Saitsa fee stable as it is with a zero percent increase/decrease for the 2021-2022 academic year.

R. Morstad/K. Sawadan
15-0-0
Motion carries

The motion was approved by vote.

9.5 Release of Chair Compensation R. Morstad 10 Min

T. Holowachuk exited the meeting due to a conflict of interest at 7:45p.m. D. Thomas has taken over chairing this meeting.

R. Morstad explained to the BOD that this item is to approve to release the honourarium funds regarding the extra work the Chair has completed. T. Holowachuk has conducted extra work on the Legacy 88 application and on the Governance Review. R. Morstad has calculated that T. Holowachuk has conducted 20 hours of extra work. He will be paid at a minimum wage rate of 20 hours worked.

J. Bowen-Eyre asked if there are any procedures for the release of funds for this extra work conducted by the BOD Chair. R. Morstad states there are no policies or procedures in place regarding these circumstances. R. Morstad said this will not be a problem in the future with the Governance changes. J. Bowen-Eyre suggested creating a process for circumstances of this nature. J. Bowen-Eyre said at the BOD's direction they may approve and assign additional compensation for unique circumstances and situations; this would be a Board discussion and decision. A. Akinwale echoes J. Bowen-Eyre's concern. R. Morstad responds we have the funds budgeted for with this compensation.

L. Hunter had a point of information; S. LeBlanc participated in the ASEC EDI committee and was compensated for her extra work.

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F. Bilal asked if this would be a one-time thing or a monthly thing. R. Morstad does not think extra work will be coming up, this is at the discretion of the BOD.

J. Bhatti asked if we will proactively compensate the BOD Chair in the future. Right now, we are retroactively compensating the Chair. R. Morstad said being proactive is really tough because you cannot predict last minute items that require a lot of attention.

R. Morstad asks M. Stromme and R. Paris what they think about J. Bowen-Eyre's recommendation. M. Stromme said to update the current policy would take some time.

D. Thomas said compensating all the work T. Holowachuk has done is a great idea. He has been a huge mentor to a lot of the first-time board members, and he has gone above and beyond. L. Hunter is inclined to agree with D. Thomas and has seen the results of his work.

A. Gellatly agrees that T. Holowachuk has been conducting a lot of extra work. He worries though if T. Holowachuk volunteered for projects outside of his scope.

Motion:

To move to approve a release of a one-time bonus honourarium of \$300 to Chair T. Holowachuk to compensate for additional work over and above the expectations of the role of the chair.

R. Morstad/L. Hunter
11-2-1

T. Holowachuk was absent from the vote.
Motion carries

The motion was approved by vote.

10.0 Information/Discussion

10.1 Saitsa Awards & Laurence Decore Award

R. Paris

5 Min

R. Paris reminds the group that the deadline to apply for the Laurence Decore award is approaching. The deadline to apply for Saitsa Awards in a typical academic year is February 15th; due to the unforeseen circumstances of the year the deadline to apply for Saitsa Awards is being extended. R. Paris highlights there is an award specifically for the Saitsa Board.

R. Morstad said he believes the Marketing request has been completed to advertise the Saitsa Awards. M. Stromme sent out an email to confirm with N. Lundrigan.

R. Morstad informs the BOD that with the Laurence Decore award it requires a letter of reference. R. Morstad asks the BOD to ask their references for this award right away, to give those chosen people more time to write their reference letter.

10.2 Upcoming Saitsa Events

A. Walgren

5 Min

A. Walgren presented the upcoming Saitsa events to the Saitsa BOD. Every Tuesday, Wednesday, and Thursday there are events happening for students. This week is the Saitsa Polar Jam.

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10.3 ED Report M. Stromme 10 Min

M. Stromme asked the group if they have questions they would like to ask out-of-camera.

T. Holowachuk asked if M. Stromme gathered any information from SAIT regarding the November action item. M. Stromme notified SAIT right away of our request, they are looking into how to implement it into their Banner 9. M. Stromme is supposed to get an update at the end of the month. M. Stromme said the earliest of implementation would be Spring.

10.4 In-Camera 5 Min

Motion:

To move in-camera without staff, with J. Bowne-Eyre and M. Stromme.

R. Morstad/F. Bilal
Motion carries

The motion was approved by general consent at 8:34p.m.

M. Stromme was excused from the meeting at 8:39p.m.

Motion:

To move out-of-camera.

A. Gellatly/T. Jimoh
Motion carries

The motion was carried by general consent at 8:42p.m.

11.0 Questions/Adjournment T. Holowachuk 2 Min

Motion:

To adjourn the meeting at 8:42p.m.

L. Hunter/T. Jimoh
Motion Carries

The motion was approved by unanimous consent.