

Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

Present:

| | | |
|-----------------------|---|---------------|
| Dawson Thomas | President | Voting Member |
| Aaron Ramos | Vice President | Voting Member |
| Jayden Baldonado | Director | Voting Member |
| Oluwatomisin Aroge | Director | Voting Member |
| Karanpreet Singh Gill | Director | Voting Member |
| Anh Nguyen | Director | Voting Member |
| Paul John Martinez | Director | Voting Member |
| Marc Stromme | Saitsa Executive Director | Non-Voting |
| Rachel Paris | Director, Student Services | Non-Voting |
| Rio Valencerina | Manager, Governance & Advocacy | Non-Voting |
| Sunra Sunra | Administrative Coordinator, Governance & Advocacy | Non-Voting |

Guests:

| | | |
|------------|--------|------------|
| P. Trudel | Lawyer | Non-Voting |
| J. Switzer | Lawyer | Non-Voting |

Agenda Item

1.0 Call to Order:

D. A. Thomas called the meeting to order at 5:02 pm.

2.0 Acknowledgement of Traditional Indigenous Territories:

K. S. Gill gave the Acknowledgement of Traditional Indigenous Territories.

3.0 Conflict of Interest Check:

D. A. Thomas reminded the Board to declare any real or perceived conflict of interest. A conflict of interest is defined as any situation where a director could directly benefit or appear to benefit from business conducted by the Board.

4.0 Approval of the Agenda:

D. A. Thomas called for an approval of the agenda.

Motion:

To approve the agenda as presented.

P. J Martinez/J. Baldonado

Motion Carries



Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

The motion was approved by general consent.

5.0 Adoption of Minutes:

5.1 Regular Meeting of the Board from 8th August 2022

Motion:

To approve the minutes as circulated.

**J. Baldonado/ P. J Martinez
Motion Carries**

The motion was approved by general consent.

Motion:

To go into an In-Camera session

**J. Baldonado/ P. J Martinez
Motion Carries**

Into an In-Camera session at 5:04 pm

6.0 Presentation by Lawyers

Motion:

Out of Camera session

**J. Baldonado/ P. J Martinez
Motion Carries**

Out of Camera session at 6:30 pm

Motion:

Be it hereby resolved that the Executive Director be instructed to retain SAITSA's professional advisors, including legal counsel and such other advisers as deemed necessary, to continue the work necessary for the transition of the operating entity of SAITSA, being the Society known as the Southern Alberta Institute of Technology Students' Association (SAITSA), to the corporation created pursuant to section 46 of the Technical Institutes Act and continued under the Post-Secondary Learning Act, also known as the Southern Alberta Institute of Technology Students' Association (SAITSA).

D.A. Thomas thanked the lawyers for coming & presenting.

Recess for 10 minutes at 6:30 pm and resumed at 6:40 pm.
Director Oluwatomisin Aroge joined at 6:45pm

7.0 Items for Decision:



Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

7.1 Ends

J. Baldonado asked if R. Valencerina if advocacy projects can be tied to the ends policy,

R. Valencerina asked them to kindly discuss it during the Board huddle.

M. Stromme also clarified for the Board that ends are directions to staff from the Board and what they must do, interpretation however is for the staff to carry them out.

7.2 Executive Limitations

a.) Content review for EL-8 (Communication & support to Board)

R. Valencerina said we have a recommendation for the Board:

In the Policy Manual,

EL 2.1 down to 3 - all that can be an Elections Policy, so, we suggest that it be a new section.

It may be done probably in the October BOD meeting, he also clarified that it ties in with Andrew's recommendations.

7.3 Governance Process

No business was conducted in the current meeting.

7.4 Board-Executive Director Delegation

No business was conducted in the current meeting.

7.5 Board Advisor Appointment

D.A Thomas declared that the Board has decided the best candidate for this position, and we voted based on resumes and interviews, **Christina Matisons** is who we selected as she is an alumnus of Saitsa and knows the workings of the Board closely and has even emailed to us a road map of how she plans to support the Board.

J. Baldonado asked when we shall be able to meet our new Board advisor, R. Valencerina clarified that the Board must delegate M. Stromme to appoint them. P.J. Martinez & K.S. Gill inquired about the hiring process, D. A Thomas reiterated what he had mentioned about C. Matisons and informed that there was another good candidate in the running - J. Bhatti, who is also an old Alum, they were a strong candidate but had less experience in comparison. D. A Thomas also mentioned that all the candidates were from very different educational backgrounds, but we took a cumulative decision based on qualification & experience. P. J Martinez and J. Baldonado showed support of the Board's decision.

Motion:

WHEREAS Saitsa's Bylaws require the Board of Directors to retain the services of a Board Advisor who will act as a parliamentarian and resource person for the Board; and

WHEREAS the Board of Directors has instructed the Executive Director to recommend a replacement for the Board Advisor; and



Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

WHEREAS the Board of Directors has reviewed the shortlist of potential candidates, and identified a suitable candidate for the position of Board Advisor;

BE IT RESOLVED that the Board of Directors appoints Christina Matisons as Board Advisor for Saitsa, for the 2022-2023 Academic Year, effective immediately.

P. J Martinez/J. Baldonado

7-0-0

Motion Carries

ACTION ITEM: The Board of Directors tasks the Executive Director with preparing an employment agreement for the new Board Advisor, to be completed by the next regular meeting of the Board of Directors.

M. Stromme mentioned that the candidates who did not make it will be contacted by the President.

8.0 Required Approvals

No business was conducted in the current meeting.

9.0 Ownership Linkages

a.) Success & Challenges – Upcoming activities

R. Valencerina & S. Sunra appreciated the SE staff for pulling off a successful welcome week.

R. Valencerina also recommended that the Board thinks what about they discussed with the lawyers today.

R. Paris inquired about the Instructor’s Award ceremony on the 21st of September & the Board’s presence.

S. Sunra confirmed about O. Aroge, A. Ramos & H.A Phuong having confirmed their presence for the event.

P. J Martinez asked if they could let their teachers know that cause of events sometimes, they can’t attend classes. Paris responded saying it’s up to the Board, what is comfortable for them to attend and what not; that the Board members are first and foremost students first but what we expect is that they let the staff know, communicate in time so we can arrange for volunteers. However, it is good to note that these opportunities are primarily created for engagement of the Board.

K.S. Gill informed the Board that his dean and he have planned to have a session with students for misconducts; in 2018 the number of misconducts from the School of Construction were 12 and now they have increased to 80, hence we as a Board need to do more classroom talks & that he would request the Board’s support.

Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

R. Paris mentioned that staff can help the Board in preparing 5 minutes classroom talks and during the week of 17th October – as it is the Academic Integrity Week you are more than welcome to ask your instructors if you can do a classroom talk with students. We can discuss ideas, but the punchline is that academic integrity matters. R. Paris also mentioned that they will have marketing develop something consistent for the Board on the Saitsa website.

J. Baldonado mentioned that we have a Get Involved Expo coming and that they want to talk about transit issues and if we can set up a booth where we are can talk to students about it and collect some data, will be great.

R. Valencerina mentioned that we have booths, staff can set them up & the Board can speak to the students there at the Expo. J. Baldonado insisted that we incentivize it. R. Valencerina said, it's a little short notice & the staff needs time to arrange for such things, but the Board may give out candy at the booths as well.

D. A Thomas requested the Board to kindly let R. Valencerina know about their availabilities hence such a thing can be planned & arranged for if anyone is interested. Also, they clarified that we are not asking for more data on U-pass and transit form students during our interactions. N. McInnis (Research Coordinator) has enough data & that she will be sharing it with the Board.

10.0 Board Education (*Presentation on Strategic thinking*)

R. Valencerina presented a PPT on Strategic thinking – prepared by S. Sunra. After the presentation the Board thanked them both, for providing such useful information & helping them learn about Strategic Thinking.

11.0 Monitoring Board Performance

a.) Director Reports & Feedback

H. A. Phuong asked for an extension on the deadline for reports. D. A. Thomas said the Board can discuss it in their next huddle.

R. Paris enquired from the Board, that after the Orientation videos did students come to the Board members and say that they saw them? The Directors said yes and that the entire exercise was very constructive and encouraging.

P. J. Martinez mentioned that during the International Centre Week, K. S. Gill & they interacted with a lot of students and that both encouraged the students to be a part of the Board.

D. A Thomas applauded the Board for such amazing interaction with the students.

P. J. Martinez mentioned that First Aid students even want to perform a free of charge for training for Saitsa. R. Paris also mentioned that we are planning for a free First Aid training to be provided on some days in the month of October, it is still being planned as part of the Grant Program Application. S. Sunra asked for more information as she & R. Valencerina look after the Grant Program, to which R. Paris responded that she would let them know more, later.



Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

12.0 Monitoring CEO Performance

12.1 EL-2 Treatment of Members

12.2 EL-8 Environmental Sustainability

12.3 Ends Interim Monitoring Report

P. J. Martinez asked M. Stromme, what is the timeline for policies to be green rather than yellow. M. Stromme responded saying that they along with R. Valencerina, are coming up with the best plan, but they must provide targets in the reports first.

K.S. Gill/J. Baldonado

7-0-0

Motion Carries

On the environmental sustainability, M. Stromme clarified for the Board that, in this structure of governance and all the post-secondary institutes that follow it - we are the only ones doing so well that when he researched it & found out, he was surprised. Also, this is a brand-new structure and that we have no examples to follow and are still figuring it out as most post-secondary institutes don't have such a structure.

J. Baldonado asked, if we have measurable in place to which M. Stromme said, that he has mentioned everything in the report.

J. Baldonado/P.J. Martinez

7-0-0

Motion Carries

M. Stromme also mentioned that Ends and their revision is due in December/January. He informed the Board that we have been working with A. Bergen (Governance Coach) for the past five months to understand and interpret the Ends.

R. Paris mentioned that Saitsa as an organization has nor had a culture of metrics & we are trying to work on that, so for now we are getting started on that. J. Baldonado asked if we can ask N. MacInnis to send out a survey to students on how Saitsa is doing.

R. Paris responded saying that, lack of data collection and ethical research is what we are trying to work on right now in terms of research. M. Stromme also mentioned here that all this is being done for more clarity in terms of Ends. R. Valencerina added by saying, we are trying to make ends more achievable.

Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

J. Baldonado mentioned that for EL-13, would it be possible to add how we are investing. M. Stromme replied that ethical investment is part of another section & that it already exists.

J. Baldonado said is it not interrelated to which M. Stromme responded saying if the Board wants to move it it's up to all of you, but that would be an agenda for another meeting.

M. Stromme also clarified to the Board that, they decide what ends are based on which policy.

R. Paris said we are trying to build on a culture and a long-term way of how we need to look at Ends.

R. Valencerina informed the Board that, the Ends are not set in stone, based on data we retrieve, the Board can revise them.

J. Baldonado asked that if ends can be reworded, M. Stromme said, we cannot as staff do it, we can interpret it for best results. Also, the Board can look at words of Ends in January, for now the staff works based off the wording we have.

Motion:

BE IT RESOLVED that the Board of Directors has reviewed the Executive Director's interpretation of the Ends policies, and the measurables that shall be applied, and found them to be reasonable within the policy.

J. Baldonado/P.J. Martinez

7-0-0

Motion Carries

13.0 Information Requested by the Board

a.) Board Advisor Position (Completed August 12)

14.0 Information for the Board

a.) Operational Enquiries & Staff

R. Paris informed the Directors that because they are a blend of students and directors they may have questions as well, she requested that kindly take those questions/enquiries to the coordinator concerned and as a student ask them. Please keep in mind though that for operational queries, come to M. Stromme and me. Kindy be mindful of that.

R. Valencerina informed the Board that even policy wise, the Board operates through M. Stromme and R. Paris and no one else on the staff. It's different when you are sitting on operation or strategic committee so lines can be blurred but just be mindful of what hats you are wearing as students and as directors.

H. A Phuong asked R. Paris if she could go to classes and talk to students about academic misconducts as part of classroom talks, R. Paris clarified for her that of course she can as there she is a director.



Meeting – 12th September 2022

Time – 5:00 PM

Location – Begin Tower, 22nd Floor

M. Stromme clarified to the Board, that when they are speaking on behalf of the organization, they are a director, however when & if they commit operationally on behalf of the staff, there is where the lines start getting blurred. M. Stromme requested the Board to kindly be mindful of that distinction.

D. A. Thomas asked the staff, if students come to us for H&D or clubs who should we point them to, R. Paris said it depends on whether it is online or in person so sending them to Saitsa info for online and Resource center for in person inquiries, would be best. R. Paris also mentioned that she will help the Board by making a list for them.

b.) Saitsa – Events

S. Sunra presented the events of the month to the Board.

R. Paris added about the 30th of September & SAIT being operational that day though students will not be on campus as it is Reconciliation Day.

15.0 In-Camera Session

No in camera session.

16.0 Self-Evaluation & Governance Processes

a.) Global Governance Commitment

b.) Board's Role

R. Valencerina requested the Board to kindly focus on these at their weekly huddles.

17.0 Questions/Adjournment

No questions. Adjournment of the meeting at 8.42pm.