



Present:

Liam Hunter	President	Voting Member
Dawson A Thomas	Vice President	Voting Member
Oluwatomisin Aroge	Director	Voting Member
Jasmin K Bhatti	Director	Voting Member
Arek Gellatly	Director	Voting Member
Hana Hossain	Director	Voting Member
Macleon Jarvis	Director	Voting Member
Truc Thanh	Director	Voting Member
Jaira Velasco	Director	Voting Member
Marc Stromme	Saitsa Executive Director	Non-Voting
Rachel Paris	Saitsa Director, Student Services	Non-Voting
Rio Valencerina	Saitsa Manager, Governance & Advocacy	Non-Voting
Sunra Sunra	Saitsa Coordinator, Administration	Non-Voting
Neil Little	Board Advisor	Non-Voting

Agenda Items

1.0 Call to Order:

L. Hunter called the meeting to order at 5.32 pm.

2.0 Acknowledgement of Traditional Indigenous Territories:

J. Velasco gave the acknowledgement of Traditional Indigenous Territories.

3.0 Conflict of Interest Check:

L. Hunter reminded the Board to declare any real or perceived conflicts of interest they may have. A Conflict of Interest is defined as any situation in which a Director may benefit or appear to benefit from business of the Board.

A. Gellatly declared a conflict of interest regarding academic allowance.

R. Valencerina clarified that all members of the Board receiving an academic allowance is not necessarily a conflict of interest, under Robert's Rules.

4.0 Approval of the Agenda:

Motion:

L. Hunter set a motion to approve the Agenda.

**A. Gellatly/J. Velasco
Motion Carries**

The agenda was approved as circulated by general consent.



5.0 Adoption of Minutes:

5.1 Regular Meeting of the Board, December 6, 2021.

Motion:

To approve the minutes of the December 6, 2021 meeting as circulated.

A. Gellatly/M. Jarvis

Motion Carries

The motion was approved by general consent.

6.0 President Reports:

6.1 President

A. Gellatly asked L. Hunter if SAMRU has changed their stance regarding the U-Pass, L. Hunter confirmed that, yes SAMRU are now in agreement with Saitsa regarding the U-Pass. L. Hunter also reported that he shall soon be meeting with the director of Calgary transit.

R. Paris asked L. Hunter if there were any updates regarding CAUS. L. Hunter confirmed that the University of Calgary has left CAUS. R. Paris asked if there has been any conversation with Alberta Student Executive Council. L. Hunter said yes and that the contents of the conversation are discreet.

6.2 Vice-President

Report as submitted.

7.0 Individual Reports:

7.1 Open Report Discussion

J.K Bhatti asked A. Gellatly about his meeting with Sonja Chamberlin, Dean of School of Health & Public Safety, regarding online proctoring. A. Gellatly said they discussed about the online privacy policy. S. Chamberlin expressed that SAIT has put their privacy policy and the checklist online to prepare for proctored exams and it this should be sufficient for students.

J.K Bhatti also asked about SAIT's Student Leave policy. A. Gellatly stated that he followed up with R. Valencerina on the issue to provide S. Chamberlin with the information.

L. Hunter requested O. Aroge for information regarding change of surname. She confirmed that she has changed her last name from Aroge to Seriki.

L. Hunter also asked if she had heard back from ITC. O. Aroge responded saying that there has been no communication yet, but she has a meeting with the faculty on Wednesday (12th January 2022).

L. Hunter asked H. Hossain about the sustainability committee she is a part of.



H. Hossain explained that she had a brief meeting with the committee, and they discussed, engagement with sustainability at food outlets on campus, and an app they want to use to engage students with the same.

L. Hunter also asked A. Gellatly about the Integrative (Hybrid) Learning Development subcommittee of Academic Council and if he may provide a brief update. A. Gellatly stated that he was absent in the previous meeting and met with J. Velasco to combine their notes to submit to the committee and academic council.

D.A Thomas asked H. Hossain about FSAA and she stated they had no update and are waiting for a response from John Bilodeau of ASEC, but there appears to be no progress currently.

8.0 **Business Items:**

8.1 **Equity, Diversity & Inclusion Review**

Motion:

BE IT RESOLVED that the Board of Directors tasks the Executive Director to begin the process of an Equity, Diversity, and Inclusion review for Saitsa, with a cost not exceeding \$15,000, to be completed by September 2022 at the latest.

Motion Tabled

L. Hunter informed the Board that they need to decide regarding a quote on EDI and asked (because we are still going through the pandemic) whether the Board still wants to keep the decision on hold.

M. Stromme stated he discussed with the consultant if the entire audit should be conducted. He requested the Board to do a little something to test out policies. R. Valencerina clarified a policy can be written without the Board's direction but the Board must come in, where the review of the policy is concerned.

L. Hunter confirmed that he would like the Board to decide on the EDI policy.

J.K Bhatti asked why it had been postponed before.

L. Hunter clarified that it was because the Board wanted to take the time to understand policies better and because of the Pandemic.

M. Stromme stated that there was a high staff turnover last semester. He said the Board has the right to review systems and the staff cannot be engaged.



J.K Bhatti asked what the full audit entails. R. Valencerina clarified the whole audit will be a review of the entire organization.

L. Hunter stated he would not want to wait longer to leave it for next year, it's good to get a policy on the book even if the Board only decides on one policy. J.K Bhatti asked if the Board shall be discounted in the future on cost, if at present they decide to only review a couple of policies and later decide for a complete audit.

M. Stromme stated that might be the case and EDI policy and training will likely still happen at 1/3 cost of the full EDI review.

O. Aroge asked, if we have a different set of people next year and we decide now, would that lead to redundancy. L. Hunter confirmed that shall not be the case. The next Board will get the report on the health of the organization, which might be helpful for them.

L. Hunter asked the Board, if they wanted to review a policy, and not the complete audit.

M. Stromme suggested that if the Board wanted, they could postpone the decision, doing this will give the staff more time to outsource it if needed and come up with the whole audit.

R. Valencerina confirmed that M. Stromme could be part of policy writing but not of policy review and that he shall have to outsource it as he is a subject himself.

M. Stromme proposed if the Board would want to table this policy for the April meeting.

L. Hunter asked for a formal vote.

Motion:

To table the Equity, Diversity, and Inclusion Review until the April 2022 Board of Directors meeting.

A. Gellatly/H. Hossain

9-0-0

Motion Carries

8.2 Policy manual Review

Motion:

WHEREAS Saitsa has completed a restructuring of its governance processes to comply with the principles of Carver model Policy Governance; and



WHEREAS the Saitsa Board of Directors had consulted with external experts on the principles of Policy Governance, and determined that a review of the organization's Policy Manual is necessary for the governance of the organization; and

WHEREAS the Saitsa Board of Directors has rewritten its policy manual, to better define the goals of the organization and how the Board shall govern it;

BE IT RESOLVED that the Board of Directors approve the Saitsa Board of Directors Policy Manual, as attached; and

BE IT FURTHER RESOLVED that the Board of Directors rescinds any previous versions of the Board of Directors policy manual, effective immediately.

M. Jarvis/A. Gellatly
9-0-0
Motion Carries

8.3 Proposed Bylaw Amendments

Motion:

BE IT RESOLVED that the Board of Directors recommends the attached Bylaw Amendments for approval at Saitsa's Annual General Meeting on February 15, 2022.

O. Aroge/H. Hossain
9-0-0
Motion Carries

R. Valencerina clarified that section 13.8 has been amended; language has been revised. It has been amended keeping in mind that the Board's authority is not compromised. The amendments have been made for the smooth functioning of the organization.

M. Stromme stated that the amendments are more in line with policy governance and recommendations made by A. Bergen. L. Hunter added saying that these changes are only at an operational level and will make things easier for the BOD. Also, these have been looked at by auditors as well.

8.4 Academic Allowance

Motion:

WHEREAS Section 2.12 of the Board of Directors Policy manual states that Directors with sufficient grades shall be eligible to receive an academic allowance of up to \$1,000 per Director, and up to \$2,500 for the President and Vice President; and



WHEREAS the following Directors have submitted documentation showing that they have met the requirements to receive the academic allowance:

- *Liam Hunter - \$2500*
- *Dawson A. Thomas - \$2500*
- *Oluwatomisin Aroge - \$1000*
- *Jasmin K. Bhatti - \$1000*
- *Arek Gellatly - \$1000*
- *Macleane Jarvis - \$1000*
- *Truc Thanh - \$1000*
- *Jaira Velasco - \$1000*

BE IT RESOLVED that the Board of Directors approves the academic allowance for the above Directors, for the Fall 2021 semester.

O. Aroge/H. Hossain

8-0-1

Motion Carries as Amended

R. Valencerina stated that the policy is written in a way that allows the Board can be interpret how it is applied. Because there is no clause excluding a Director from receiving the academic allowance, the entire Board is eligible.

L. Hunter asked about the amount and R. Valencerina clarified saying it is \$1000 per director and \$2500 for President & Vice-President of the Board.

Secondary Motion:

To amend the main motion to include the approved amounts for each Director:

- Liam Hunter - \$2500
- Dawson A. Thomas - \$2500
- Oluwatomisin Aroge - \$1000
- Jasmin K. Bhatti - \$1000
- Arek Gellatly - \$1000
- Maclean Jarvis - \$1000
- Truc Thanh - \$1000
- Jaira Velasco - \$1000

A. Gellatly/J. Velasco

9-0-0

Motion Carries



8.5 Asset Protection Policy Review

As the Board has approved a new Policy Manual, the Board has elected to leave the policy unchanged.

9.0 Information & Discussion:

9.1 Academic Allowance Policy Amendment

D.A Thomas asked if the Board may want to consider amending the policy to specify situations where a student may be specifically eligible to receive an academic allowance.

L. Hunter responded that he does not believe the Board should amend the policy at this time as it needs to be reviewed in greater detail. Directors may want to come together to review the wording on a volunteer basis.

“Allowance” has a definition in tax law that has implications for the organization. L Hunter recommends that some Directors review the wording of the policy with R. Valencerina to make recommendations for the Board to consider.

A. Gellatly asked what kind of change the vice-president is referring to, to which D.A Thomas responded that they are referring to the lingual aspect, for more clarity on part of the reader. They also stated that they would like to clarify situation where an individual qualifies but does not exclude any Director from receiving the allowance.

9.2 Upcoming Saitsa Events

S. Sunra presented the upcoming Saitsa events for the month of January 2022.

D.A Thomas asked R. Paris if events/activities should be pivoted online for the Centennial or just be postponed assuming they will be held in person. R. Paris responded saying that her team has the website up and running and it has a lot of fun facts about SAIT and that she is hoping for better and bigger weekend for September.

R. Paris informed the Board about care packages that are being prepared for students living in residence (650 packages) and that they shall be delivered to students on the 14th January by Saitsa staff. She also said that the packages were being made because they could not welcome students back the way it was planned. She informed the Board about two academic integrity sessions that are being held in partnership with the International Centre, Saitsa and the Library.



9.3 ED Report

9.3.1 Motion: To Move In- camera with M. Stromme & without staff at 6.46pm

**A. Gellatly/H. Hossain
Motion Carries**

The motion was approved by general consent.

9.4 In- Camera

In-Camera minutes from yesterday.

Motion:

To Move Ex- Camera

**A. Gellatly/H. Hossain
Motion Carries**

10.0 Questions/Adjournment

Adjourned by general consent at 7:09pm