

Meeting – 5<sup>th</sup> December 2022

Time – 5:00 PM

Begin Tower, 22nd Floor

**Present:**

Dawson Thomas	President	Voting Member
Jayden Baldonado	Director	Voting Member
Karanpreet Singh Gill	Director	Voting Member
Ha Phuong Anh Nguyen	Director	Voting Member
Paul John Martinez	Director	Voting Member
Oluwatomisin Aroge	Director	Voting Member
Aaron Ramos	Vice President	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, G&A	Non-Voting
Christina Matisons	Board Advisor	Non-Voting

**Guests:**

T. Zehl	Auditor	Non-Voting
R. Daykin	SAIT Consultant	Non-Voting
T. Bornhorst	SAIT Consultant	Non-Voting
N. MacDonald	Saitsa Controller	Non-Voting

**Agenda Item**

**1.0 Call to Order:**

D. A. Thomas called the meeting to order at 5:01 pm.

**2.0 Acknowledgement of Traditional Indigenous Territories:**

H.P.A Nguyen 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.

M. Stromme suggested an amendment to add appointment of the auditors for 2022-2023, to the existing agenda.

**Motion:**

To approve the agenda as amended.



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J. Baldonado/A. Ramos

Motion Carries

*The motion was approved as amended, by general consent.*

**5.0 Adoption of Minutes:**

**5.1 Regular Meeting of the Board from 7<sup>th</sup> November 2022**

**Motion:**

To approve the minutes as presented.

P.J. Martinez/ J. Baldonado  
Motion Carries

*The motion was approved by general consent.*

**5.2 Special Meeting of the Board from 16<sup>th</sup> November 2022**

**Motion:**

To approve the minutes as presented.

J. Baldonado/ H.P.A Nguyen  
Motion Carries

*The motion was approved by general consent.*

**6.0 Presentations**

**6.1 Saitsa Audited Financial Statements**

**Motion:**

To go In Camera with T. Zehl, Staff, and Board advisor at 5:05 pm

P.J. Martinez/ J. Baldonado  
Motion Carries

Out of camera at 6: 02pm with Staff, T. Zehl and Board advisor.

J. Baldonado/ A. Ramos  
Motion Carries

**Audited Financial Statements**



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WHEREAS Saitsa Bylaw 13.5 requires Saitsa to provide audited financial statements to the SAIT Board of Governors, and shall make these financial statements available to Voting Members; and WHEREAS Grant Thornton, LLP, has completed the Audit of Saitsa's financial statements, and has provided the Board of Directors with its final report on December 5, 2022.

BE IT RESOLVED that the Board of Directors accepts the audited financial statements for the fiscal year ending June 30, 2022, as presented.

J. Baldonado expressed that the audit was clean & that's great, the problem regarding academic allowance was highlighted and maybe we should reword it. A. Ramos asked R. Valencerina that the policy reads, as "voting members", is it an assumption. R. Valencerina said, it according to the By-Laws.

H.P.A. Nguyen asked if we can we talk about investment statement now to which, M. Stromme responded saying that, right now we are looking at audits and if audit has been performed properly. We can discuss it on another occasion.

**J. Baldonado/ P. J. Martinez**

**6-0-1**

**Motion carries**

Appointment of the Auditors – TO BE MADE IMMEDIATELY AFTER APPROVING THE AUDITED FINANCIALS

**Motion:**

WHEREAS Saitsa Bylaw 13.6 states that the Board shall appoint a recognized accounting firm annually to audit Saitsa's financial records.

BE IT RESOLVED that the Board of Directors appoints Grant Thornton LLP as the auditors for the 2022 – 2023 fiscal year.

**J. Baldonado/ P. J. Martinez**

**7-0-0**

**Motion carries**

D.A. Thomas thanked T. Zehl for coming and presenting, she left at 6:08pm and a recess was called.

Reconvened at 6:21 pm.

**7.0 Items for Decision:**

**7.1 Ends: Will be reviewed In January**



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**7.2 Executive Limitations: Position Statements - Updated recently.**

**7.3 Governance Process: Global Governance Commitment**  
**No business was conducted in this meeting.**

**7.4 Board-Executive Director Delegation**  
**No business was conducted in this meeting.**

**8.0 Required Approvals**

**a.) Election PnP**

R. Valencerina mentioned the election table which had changes, read out the table shared prior to the meeting with the Board on SharePoint, to go through then changes made for the Board.

P.J. Martinez asked why there were changes made and were there any issues, Valencerina, responded saying changes were made to make reading better.

K.S. Gill asked if there was better clarity now on using Credit cards or cash backs or discounts as students?

R. Valencerina responded saying not right now as no such situation was met with till now but that they could look forward to doing it & talking to the CRO about it.

J. Baldonado shared that they had faced the same issue but had not have to get the discount as the Board at the time were elected as a bye.

C. Matisons asked if there is a cap on the gift or value, R. Valencerina informed everyone that it cannot exceed the \$300 total.

J. Baldonado asked if like honorarium, Academic Allowance could be added to charity too. The Board was informed that Academic Allowance is a reimbursement so it cannot be treated as charity.

P.J. Martinez added, Honorarium comes from nonprofit and Academic Allowance can be taxed, ethics wise.

**Election Policies and Procedures Update**

BE IT RESOLVED that the Board of Directors approves the amended Election policies and procedures, as presented.

**J. Baldonado/P.J. Martinez**  
**7-0-0**  
**Motion Carries**

**b.) 2023/2024 Saitsa Fees**

D.A. Thomas informed the Board that they shall have to make a change in the Saitsa fee, whether increase or decrease, as part of the system at SAIT.



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J. Baldonado asked if last year Saitsa fee was increased and if the intention was to decrease it post covid, to which M. Stromme responded saying that the fee was increased not because of operations or any other reason but because it had not been increased for a long time. J. Baldonado recommended that the Saitsa fee should be decreased.

A. Ramos asked M. Stromme if the fee be increased, what were some opportunities for the use of \$15,000 to do better for students.

M. Stromme mentioned that the Board's honorarium will technically increase in 2023 academic year because of CPI increase, so that's \$12,000 right there.

M. Stromme also informed the Board that changing fee from \$171 to \$172, by law that money is for the Board in terms of increase in their honorarium so either they can change the policy for their honorarium or else that money, \$15,000 which is a sum due to the fee increase, shall compensate for their honorarium.

A. Ramos asked R. Paris if her department can benefit from \$15,000, R. Paris responded saying that they could always use the money.

J. Baldonado asked if we decrease the fee from \$171 to \$170 would that not help students and then they can spend on whatever they wish to which could also include Saitsa services and then we can earn more money, plus we'll also save from ASEC this year.

D.A. Thomas informed him that for ASEC, it is not final yet that the Board will disassociate, it's the next Board to decide, so that money we can't count. D. A Thomas also said that they agree with A. Ramos and hence we should look at By-Laws in January and then at AGM. So, if the Board wants to spend \$15000 for students, we should look into changing that.

H.P.A Phuong asked if \$4000 out of that sum can go to clubs, M. Stromme confirmed that everything goes back to students eventually but that is the Board to decide.

R. Paris said this is a decision every Board must make. Often what comes up is if you increase the fee, how do you justify to membership and if it is decreased how do you justify the cost. So, either way there are considerations to be kept in mind.

J. Baldonado repeated saying that he would like to see a decrease in the fee because he feels that we can spend little money on events which are unnecessarily lavish and that way there is less financial stress on students.

A. Ramos shared, that to justify what we increase, I would like to suggest, as I work with a lot of satellite campuses, I find there is a community disconnect maybe we can do something for them with this \$15000, bringing Sait and Saitsa services to them.

P.J. Martinez expressed that his understanding is that when the Board makes these changes what we need to keep in mind is how does it affect our stakeholders, whether it is ease or burden for them; and if we make changes to honorarium also it's not a lot. M. Stromme and team are already always focusing on budgeting, it's good to have that \$15000, but it's not going to impact massively, he said.



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C. Matisons added saying \$15000 is when it's \$1 dollar increase, consider the cost differential if you don't change policy. Also, how much will students appreciate a \$1 saved, instead may be do something amazing for them with that money.

D. A. Thomas echoed what C. Matisons, and A. Ramos said and mentioned that the Board can put that money from the fee increase to good use for student related services.

**2022/2023 Saitsa Fees**

WHEREAS Board of Directors policy EL-10 states that the Executive Director shall not change Saitsa fees.

BE IT RESOLVED that the Board of Directors sets the Saitsa membership fee at \$170 for the 2023/2024 academic year.

**J. Baldonado/K.S. Gill**

A. Ramos said that they understand there is support for this motion, but we will miss out on doing something for the students.

P. J. Martinez said that they think they'd rather increase than decrease so we may use that money to invest somewhere rather than removing existing funds.

K.S. Gill said being a non-profit a dollar will not matter and that we need to understand that but we have operation costs to cover the losses so we should decrease the amount and that he requests that the Board votes for this.

J. Baldonado said not everyone can afford to lose a dollar so I don't wish for the increase. H.P.A. Phuong insisted that she is in favor of increase so we may spend money on students. She also added that she knows we feel bad about increasing the fee but it's important that we spend money on students.

D.A. Thomas shared with Board that in the long run that one dollar can procure services to use for students and it might not be fix for them, but it will provide services & resources to them.

J. Baldonado said if all the money goes to clothing them, or food then he would support it but if it's being spent for gyms and events then he doesn't support the idea.

R. Valencerina said if the Board wants to amend the motion there can be a subsidiary motion, to amend amount to \$172.

**J. Baldonado/P.J. Martinez**

**6-1-0**

**Motion Carries**

**For acceptance of amendment**

**2022/2023 Saitsa Fees** (Subsidiary motion)

WHEREAS Board of Directors policy EL-10 states that the Executive Director shall not change Saitsa fees.

BE IT RESOLVED that the Board of Directors sets the Saitsa membership fee at \$172 for the 2023/2024 academic year.



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J. Baldonado/P.J. Martinez  
5-2-0  
Motion Carries

O. Aroge left the meeting at 7:50pm.

**Restricted Building Fund**

WHEREAS Board of Directors policy EL-10 states that the Executive Director shall not change Saitsa fees.

BE IT RESOLVED that the Board of Directors sets the Saitsa Restricted Building Fund fee at \$120 for the 2023/2024 academic year.

J. Baldonado/P.J. Martinez  
5-0-1  
Motion Carries

**6.2 SAIT Tuition Consultation**

**Motion:**

To go In Camera with Staff, and SAIT & Board Advisor at 7:05pm

A. Ramos/ J. Baldonado  
Motion Carries

Out of camera at 7:59 pm with Staff, SAIT & Board advisor.

J. Baldonado/ A. Ramos  
Motion Carries

D.A. Thomas thanked T. Bornhorst & R. Daykin for coming and presenting, they left at 8:00 pm.

Recess for 5 mins at 8:00 pm, reconvened at 8:05 pm.

**9.0 Ownership Linkages**

D.A Thomas expressed that the Board has done good work and that everyone should keep making more efforts. They said, we had promised to make time to discuss in our huddles so let's keep at that and go ahead, plan and let's just let the staff know in reasonable time if we need their support with anything. We received feedback that we should make engagements from the Ends perspective, the governance coach has suggested.

P. J. Martinez said that he followed up with ownership linkages in November in focus groups and came to learn a lot from stakeholder's perspectives.

J. Baldonado shared that just today he has arranged for 3 more classroom talks for January 6, 2023, and then shall see if he can get their concerns heard and addressed. D.A. Thomas informed



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everyone that for comments and feedback the Board may also check the Governance Coaching folder on SharePoint.

R. Paris encouraged the Board by sharing that the Board earlier used to consist of 12 members, then came down to 9 and now they are 7, so they should also keep that in mind and not be hard on themselves.

D. A. Thomas asked if there is anything new in terms of feedback on Ends from the Governance Coach, M. Stromme said for Ends they suggest we ask our stakeholders. Ends are important and that's why we are meeting in January, to talk about it.

## **10.0 Advocacy Linkages**

R. Paris clarified for the board that Ends are for organization and Advocacy is for student movement.

D.A. Thomas expressed that they & A. Ramos wanted to discuss what EMC is for the Board and hence urged that the Board let's them know what they want to be asked or something the Board wants passed onto them.

C. Matisons suggested that there should be talk about more data on bursaries and scholarships and what they doing to removing obstacles for students approaching these services.

R. Paris said she has noticed that there are issues with the marketing team at Sait & that they have issues communicating things to students.

K. S. Gill said that he has confirmed that there are no bursaries for international students only scholarships and that too only 18.

D. A Thomas said that CASA and the participation in it has been valuable and that Saitsa has been on forefront for CPAC – College Polytechnic Advisory Committee, it only thrived because of Saitsa and we need to continue that hard work because we want to keep pushing for advocacy on the federal level. There are more opportunities for university students, but we need to keep pace. There are different asks for different institutions.

## **11.0 Board Education – No business was conducted in this meeting.**

## **12.0 Monitoring Board Performance**

### **a.) Director Reports & Feedback**

H.P.A Phuong shared that her report is not that good cause she skipped a lot of academic council meetings because of her classes. And even in the next semester she is busy with classes. A. Ramos told her that it's alright and that she should deal with her student responsibilities and then





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be a leader. He also suggested her to talk to her committee and see if something can be worked out.

P. J. Martinez mentioned he attended 4 focus groups discussions, learnt a lot more about the disconnect with SAIT and SAITSA for students and that Saitsa should be known to students when we do ownership linkages. Another issue he shared he finds is the unawareness of resources.

D.A. Thomas agreed with P.J. Martinez and said that we need to work hard as Saitsa to change that narrative.

R. Paris mentioned to the Board that with ongoing classes for them it is only reasonable to approach & communicate with the chair, discuss their availability in terms of time & request a new time.

A. Ramos asked P.J. Martinez if he could follow up with students regarding their taxation queries, P.J. Martinez responded saying that said no, students were/are not aware that tutoring is available for taxation. A. Ramos confirmed that he asked as he is facing a similar problem with some business classes. P. J Martinez suggested that he goes to the chair and looks for tutoring class for the subject.

D.A. Thomas asked K.S. Gill for a gist about his Academic Council monthly meeting and congratulated him on being nominated for a sub-committee. K.S. Gill accepted his congratulations and informed them that the Director of Community and Safety services wanted to enquire about the safety and community conduct and how it's taken care of, on campus but nothing specific.

D.A. Thomas asked J. Baldonado about his monthly meeting with Dean & the fact that he had mentioned that the HPS students feel they are underrepresented, and what does he think of an increase in engagement, J. Baldonado shared that maybe we can arrange something with their school and that it will be helpful. The issue also is that they have heavy practicums, J. Baldonado said. D.A Thomas expressed that this is something they will want to discuss in detail during the Board huddle.

## **13.0 Monitoring CEO Performance**

### **a.) Ends**

A. Ramos asked M. Stromme about what is the biggest barrier for not going green, M. Stromme said we are halfway around the year and that some ends are not applicable and that he is looking for the discussion on ends in January, say for example - empowering students, how do we measure that? Those are some of things we need to investigate.

P. J. Martinez asked M. Stromme about EL 1 and the mention that we are halfway around the year, but when I was on focus groups it seemed a lot of students need more support from us; maybe we can discuss more to that effect when we discuss ends.

M. Stromme said one is literature review of the industry stand for North America and the second is what we are going to accomplish & we are on it.



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D. A. Thomas asked M. Stromme, that if students are aware their rights, and for empowerment if we use information from Ombud's, I am wondering if some of it could be translated to rights and not empowerment? M. Stromme responded saying, but how do we know how to measure it, if students know their rights doesn't necessarily mean they are empowered, we are doing a survey to identify how many are even aware of their rights.

D.A. Thomas asked as to how are we getting that data?

M. Stromme said students come to us for support and that is a student right, do we have a track to keep how many reach us, we need data on that from Board members. We are thinking for a designated person who can be in that position and hence we can keep a track. M. Stromme also added that the Ends are the Board's directions to us- the staff, and we can't track advocacy; hence a person shall be required.

J. Baldonado said when he meets with students, he puts the data in his report so maybe someone can track that. R. Paris confirmed saying that in keeping with the existing modal we need a staff delegated for it.

J. Baldonado asked if that Board can tie their advocacy to Ends, M. Stromme informed the Board that Ends are for staff to carry out and the directions are provided to them by the Board. M. Stromme also reminded the Board that we shall talk about Ends on the 14<sup>th</sup> of January, 2023.

R. Paris added saying, it's cyclic - Ends come to the staff from the Board and then if we have some impediments that we can't overcome without your advocacy, so we bring them back to you to change the system.

C. Matisons mentioned that she wants to point out here that there are services and then there is awareness and hence it seems that the staff and the Board are working well & together on it.

M. Stromme expressed that when the Board goes out and talks to students, they get feedback that if our initiatives have been helpful, so then they direct us further. Ends are their official instructions to us.

**Monitoring CEO Performance**

**Ends**

BE IT RESOLVED that the Board of Directors accepts the Executive Director's monitoring report relating to the Ends policies and finds it compliant with a reasonable interpretation of the policy.

**J. Baldonado/A. Ramos**

**5-0-1**

**Motion Carries**

**b.) Financial Condition & Activities**

**Financial Condition and Activities**



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BE IT RESOLVED that the board of Directors accepts the Executive Director's monitoring report relating to EL-4, financial condition, and activities, and finds it compliant with a reasonable interpretation of the policy.

**J. Baldonado/A. Ramos**  
**6-0-0**  
**Motion Carries**

**14.0 Information Requested by the Board**

No business was conducted in this meeting.

**15.0 Information for the Board**  
**15.1 Saitsa – Events**

S. Sunra presented the events of the month to the Board. R. Paris informed the Board about the adopt a family initiative and how it has been getting successfully culminated at MC107.

**16.0 In-Camera Session**

No business was conducted in this meeting.

**17.0 Self-Evaluation & Governance Processes**

No business was conducted in this meeting.

**18.0 Questions/Adjournment**

Adjournment of the meeting at 9:05 pm.