

Meeting – 6th February 2023

Time – 5:00 PM

Location – Begin Tower Penthouse 22nd Floor

Present:

Aaron Ramos	President	Voting Member
Jayden Baldonado	Director	Voting Member
Karanpreet Singh Gill	Director	Voting Member
Ha Phuong Anh Nguyen	Director	Voting Member
Oluwatomisin Aroge	Director	Voting Member
Paul John Martinez	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:

J. Switzer	Lawyer	Non-Voting
P. Trudel	Lawyer	Non-Voting
P. Tucker	Consultant	Non-Voting
O. Ralph	Consultant	Non-Voting
R. Poerba	Manager, Student Experience	Non-Voting
N. Nazhat	Coordinator, Student Benefit Plan	Non-Voting

Agenda Item

1.0 Call to Order:

A. Ramos called the meeting to order at 5:13 pm.

2.0 Acknowledgement of Traditional Indigenous Territories:

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

3.0 Conflict of Interest Check:

A. Ramos 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:

A. Ramos called for an approval of the agenda.

R. Valencerina mentioned an amendment for Academic Allowance to be moved under 7.3, under Governance process.



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Motion:

To approve the agenda as amended.

J. Baldonado/K.S. Gill

Motion Carries

The motion was approved as amended.

5.0 Adoption of Minutes:

5.1 Regular Meeting of the Board from 9th January 2023.

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 Minutes from 17th January 2023.

Motion:

To approve the minutes as presented.

P.J. Martinez/ J. Baldonado

Motion Carries

The motion was approved by general consent.

6.0 Presentations

6.1 Lawyers

Motion:

To go in camera with staff and guests at 5.18pm

J. Baldonado/K.S. Gill

Motion Carries

Motion:

To go out of camera with staff and guests at 6:29pm

J. Baldonado/K.S. Gill

Motion Carries



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Recess for 5 minutes at 6:30 pm, meeting reconvened at 6:35 pm

R. Poerba, N. Nazhat and O. Ralph joined the meeting at 6:30 pm

P. Tucker joined the meeting online at 6:33 pm.

7.0 Items for Decision:

7.1 Ends

7.2 Executive Limitations

a.) **H&D** – P. Tucker shared his screen and a PPT. He mentioned that there are two reports. One is utilization reports which helps you inform about future. Two key points from last year: It was a year of increases, we have only been 4 years with Campus Trust and every year enrollment into benefits and their use is increasing, that's good & is mainly because of international students. Counseling has also increased.

Health plan – nearly 3 quarters of it has gone to prescription (80% max of \$3000) which is normal, second vision care (one of the only schools combining eye wear and eye exams which is \$100, most schools have this differently) and third is counselling (coverage has been changed, \$600 per year, no exclusive tabs, used a lot and maximum people hit the cap). Most schools are increasing this one for students, as it gets used more and more with successive years.

ADHD and anti-depressants on an increase and next is contraceptives.

\$25 per visit for massage/physiotherapy, 12 visits a year.

O. Ralph informed the Board, that the more money you collect the more money you can spend on students, so your plans are self-funding.

J. Baldonado said, I believe that we introduced a program at SAIT that will allow students to access free counselling, is it the same things?

O. Ralph informed that, it's called the Student Wellness program, this is different as our counselling benefit is for external use.

The Board decides what you want to charge, and we are consultants, said P. Tucker.

Usually, the amount you pay in claims is going up, and so rates need to be adjusted to balance this out. Rates need to keep up with expenses, said Paul T.

No coverage has changed on dental last couple of years, though rates have slightly, and claims are increasing. Our recommendation is increasing the health plan to 40-50 and dental to 10-25

N. Nazhat mentioned here that our biggest sell is vision care and students want them separately, but if we do coverage enhancement, we also need to remember the cap is hitting maximum. So, we might want to look at an increase in charge or we are losing money.

O. Aroge asked for recommendation - \$40 dollars increase in health and \$20 increase in dental said O. Ralph, \$312 would be a better number as opposed to \$262 that it is currently, the idea here is to set them up for success.

J. Baldonado asked who makes the decision, M. Stromme said the Board gives us the budget and then we do the distribution based on recommendations.

P.J. Martinez said I'd suggest \$50 and \$25 respectively. Even though the negative part is the student reaction to the fee increase, but that gives them more coverage.



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K.S. Gill asked what percentage are uses for Dental plan, P. Tucker said 22.8% use it - 1 in 4 students.

K. S. Gill remarked that he supports what O. Ralph recommended.

H.P.A Phuong and J. Baldonado said they agreed with P.J. Martinez.

O. Ralph recommended; the more money you have more money you must use.

Vision - everyone agreed is more important.

N. Nazhat said in case of abrupt increase please note it is going to be shared between two semesters. No student has complained about the increase ever, they remarked, the opt out has gone down by 40%.

Paul M said whenever I do classroom talks, students complain about coverage and not the charge.

Riyanti said if you can justify it students, they won't mind.

C.Matisons remarked, coverage needs to go up as prices are going up.

Motion:

Health Plan Motion

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

P.J Martinez/J. Baldonado

6-0-0

Motion Carries

Motion:

Dental Plan Motion

BE IT RESOLVED that the Board of Directors sets the Saitsa Dental Plan fee at \$158 for the 2023-2024 academic year.

K.S Gill/J. Baldonado

6-0-0

Motion Carries

A. Ramos thanked P. Tucker, O. Ralph, and N. Nazhat for joining the meeting. They all left at 7:27pm

b.) Capital Assets

M. Stromme mentioned, that we have requested for \$91,000 from the Board to upgrade the MC107 Resource Center and bigger opening into the space, anything over \$50,000. We do have that money if you look at financial statement, we are upto 3000,000 on our current budget, I'll move over 100,000 and move it to capital asset.

We are at least looking at \$50,000 for revamp, window-op, and accessibility for students.

I have presented a quote that came from SAIT, said M. Stromme

J. Baldonado said I believe that having an open bigger space is an asset for students for inquiries, so I feel it will be a worthwhile investment.

Motion:

Capital Asset

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Whereas BOD Policy EL-5 requires 8 requires the ED to seek approval for capital expenditure of \$50,000 or greater,

BE IT RESOLVED that the Board of Directors approves the Capital Asset expenditure of \$91,000 for the purpose of renovating office space and replacing furniture for the Saitsa Resource Center, MC107.

P.J Martinez/J. Baldonado

6-0-0

Motion Carries

A. Ramos thanked R. Poerba for joining the meeting, she left at 7:36pm

7.3 Governance Process

a.) Academic allowances

Motion:

Academic Allowances

WHEREAS Board of Directors Policy GP-8 entitles Directors who meet eligibility requirements to an academic allowance that shall not exceed the amount of tuition paid for the respective semester; and WHEREAS the below Directors have submitted documentation demonstrating that they have passed their courses, and showing the total amount of tuition paid for the Fall 2022 semester;

BE IT RESOLVED that the Board of Directors approves the academic allowances for the following Directors:

- Aaron Ramos
- Paul John Martinez
- Oluwatomisin Aroge
- Jayden Baldonado
- Karanpreet Singh Gill
- Ha Phuong Anh Nguyen

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

6-0-0

Motion Carries

7.4 Board-Executive Director Delegation

No Business was conducted in this meeting.

8.0 Policy Items for Decision

8.1 Ends

a.) E-1

J. Baldonado asked if the Ends must be approved at the AGM to which M. Stromme responded saying, those are the Bylaws.

Motion E-1

WHEREAS the Board of Directors completed its annual review of its Ends policies on January 14, 2023, under the advice of it's Governance advisors and staff; and WHEREAS the Board of Directors have reviewed proposed amendments to its policy manual and its Ends policies;

BE IT RESOLVED that the Board of Directors approves the following amended wording for Ends-1 of its policy manual:

Students maintain an overall sense of wellbeing throughout their academic career.

- 1. Students experience a sense of positive mental health and wellbeing.*

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2. *Students will have access to safe and welcoming spaces.*

AND BE IT FURTHER RESOLVED that the Board of Directors renounces all previous versions of Ends-1, effective immediately.

P.J Martinez/J. Baldonado
6-0-0
Motion Carries

b.) E-2

WHEREAS the Board of Directors completed its annual review of its Ends policies on January 14, 2023 under the advice of its Governance advisors and staff; and
WHEREAS the Board of Directors has reviewed proposed amendments to its policy manual and its Ends policies;

BE IT RESOLVED that the Board of Directors approves the following amended wording for Ends-2 of its policy manual, and renounces all previous versions of the policy, effective immediately:

Students are able to successfully navigate their post-secondary educational experience.

1. *Students have access to financial resources.*
 - a. *Students have food securities.*

AND BE IT FURTHER RESOLVED that the Board of Directors renounces all previous versions of Ends-2, effective immediately.

J. Baldonado/O. Aroge
6-0-0
Motion Carries

c.) E-3

WHEREAS the Board of Directors completed its annual review of its Ends policies on January 14, 2023 under the advice of its Governance advisors and staff; and
WHEREAS the Board of Directors has reviewed proposed amendments to its policy manual and its Ends policies;

BE IT RESOLVED that the Board of Directors repeals Ends-3 of its policy manual; and

BE IT FURTHER RESOLVED that the Board of Directors renounces all previous versions of Ends-3, effective immediately.

J. Baldonado/K.S Gill
6-0-0
Motion Carries

8.2 Executive Limitations

a.) EL-1

Motion:

EXECUTIVE LIMITATIONS POLICY MOTIONS:

WHEREAS the Board of Directors completed its annual review of its Ends policies on January 14, 2023 under the advice of its Governance advisors and staff; and

WHEREAS the Board of Directors has reviewed proposed amendments to its policy manual and its Ends policies;

BE IT RESOLVED that the Board of Directors approves the following amended wording for Executive Limitations – 1 of its policy manual:



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With respect to interactions with consumers and members, the Executive Director shall not cause or allow conditions, procedures or decisions that are unsafe, untimely, disrespectful, or unnecessarily intrusive.

Further, without limiting the scope of the above statement by the following list, the Executive Director will not:

- 1. Operate without reasonable protections against hazards or conditions that might threaten the health, safety or well-being of members.*
- 2. Permit violation of member confidentiality and privacy, except where specific disclosure is required by law or legislation.*
 - 2.1 Elicit information for which there is no clear necessity.*
 - 2.2 Use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material.*
- 3. Allow members to be uninformed regarding the privileges and responsibilities of membership.*
- 4. Allow members to be unaware of the process for registering a complaint or concern.*
- 5. Permit unfair, inconsistent, or untimely responses to member concerns or complaints.*
- 6. Allow students requesting support for misconduct proceedings to be unaware of hearing or appeal procedures.*
- 7. Permit conditions that are offensive to a clients' culture and/or identity.*
- 8. Permit emergency support services to operate without special considerations to support students who face systemic barriers.*

AND BE IT FURTHER RESOLVED that the Board of Directors renounces all previous versions of Executive Limitations-1, effective immediately.

J. Baldonado/K.S. Gill
6-0-0
Motion Carries

8.3 Governance Process

No Business was conducted in this meeting.

8.4 Board-Executive Director Delegation

No Business was conducted in this meeting.

9.0 Required Approvals

No Business was conducted in this meeting.

10.0 Ownership Linkages

O. Aroge urged the Board that for classroom talks if everyone can come in black on Feb 27, 2023 as we are celebrating Black History month.

11.0 Advocacy Linkages (Position Statements)

No Business was conducted in this meeting.



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12.0 Board Education

O. Aroge suggested that can we, for the next Board include taxes as part of our education.

R. Valencerina responded saying that he will send an email regarding this. He further clarified saying that Honorariums are technically income even though one is not taxed on it. We however recommend to the Board, to put aside 20% of their income every month.

K. S. Gill asked, Does Saitsa give us a document for taxes, M. Stromme said yes, T4A is given out.

13.0 Monitoring Board Performance

a.) Director Reports

A. Ramos clarified that he was not able to submit his report and that it a work in progress and O. Aroge said that she will be submitting hers by tomorrow. P. J. Martinez acknowledged J. Baldonado and H.P.A Phuong for being the first ones to submit their reports.

14.0 Monitoring CEO Performance

a.) EL-4

M. Stromme asked if there were any questions about the report he submitted.

M. Stromme explained to the Board the first one is about using reserves, he said if you look at the financial statement 260,000 is reserves and I use it only when you permit.

If you look at our savings account, we have a little over \$4 million sitting there. I can use \$260K last of it only if you permit. I would like to ask you all, next time to release this \$260K as it is of no use sitting there. I want to make it unrestricted. So, it falls right back into the rest of the fund.

K.S. Gill asked, why was it done in the first place in 1998?

M. Stromme said that time bank account was much lesser may be that's why, but it doesn't make sense now, it is a blimp on our bank statement.

R. Valencerina mentioned this is an intern report, M. Stromme can come back with a formal report if the Board wishes.

P. J. Martinez said we'll talk about during the huddle, M. Stromme said the board can decide whatever they want.

EL-6 Interim Report

BE IT RESOLVED that the Board of Directors has received the Executive Director's interim report regarding EL-4, Financial Condition and Activities, and finds has assessed it possesses a reasonable interpretation of policy.

J. Baldonado/K.S. Gill
5-0-1
Motion Carries

b.) EL-7

M. Stromme said, I am resubmitting it to the Board, you all have already approved it once in October 2022, kindly let me know if there any questions.

EL-7 Interim Report



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BE IT RESOLVED that the Board of Directors has received the Executive Director's interim report regarding EL-7, Compensation and Benefits to Staff, and has assessed it possesses a reasonable interpretation of policy.

J. Baldonado/K.S. Gill
5-0-1
Motion Carries

15.0 Information requested by the Board

No business was conducted in this meeting.

16.0 Information for the Board

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

17.0 Self-Evaluation & Governance Processes

a.) GP-8

R. Valencerina requested the Board to fill out self-evaluation forms.

18.0 In-Camera Session

Motion: To go into camera with Staff and Board advisor.

19.0 Questions/Adjournment

Adjournment of the meeting at 8:15 pm.