**Executive Board Meeting 20-15**

**Thursday, November 5, 2020 @ 1:00pm**

**Remote Meeting, Microsoft Teams**

**This meeting was done remotely through Microsoft Teams, due to unusual circumstance laid out by the response to COVID19**

**Called to Order 1:03pm**

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| **Present** | Anderson, Au-Yeung, Da-Ré, Dixit, Mesic, Nakua, Noble, Singh, Tse |
| **Late** |  |
| **Absent** |  |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Martino Salciccioli (AVP (Services)), Christian Barborini (PCC Coordinator) |

**1. Adopt Agenda**

**Moved** by Noble, **seconded** by Singh to adopt the agenda, as presented.

**Amendment**

* Da-Ré – add Sponsorship & Donations Committee Recommendation after service reports.

**Motion Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Singh, **seconded** by Noble to adopt the minutes from Executive Board meeting 20-13 – October 22, 2020, as circulated.

**Motion Passes**

**3. Maroons Report – report circulated**

* Noble spoke to the report.

**Questions**

* Noble stated that feedback was given about the original report, and that the new one was circulated. They explained that they have a meeting with the Coordinator next Monday to find out more updates.

**4. PCC Report – Christian Barborini presented**

* Barborini summarized the report.

**Questions**

* Da-Ré thanked Barborini for the report and stated that the Trailblazer campaign was awesome. They stated that having 99 members was great and hoped that the exec who dropped their role is okay. Da-Ré asked Noble to touch on the challenges for PTM hours.
* Noble thanked Barborini for their report as well. They stated that the peer support services have been doing an amazing job with their reports. Noble went over a few items for EOHSS forms and the need for an itinerary, and thanked Barborini for putting their events in the services calendar. They hoped that this will help with community engagement. Noble stated that they appreciated the work that they’re doing and saw the job description submissions and that Scott and the HR Generalist will be helping to look them over before coming back to EB. Noble told Barborini that their services will be going through a service review during the same timeline as WGEN and SHEC. They asked about the rebranding timeline, as the report stated that there were potential holdups from Underground. Barborini stated that the logo process was started by the previous team, and when they started talking to Underground about the logo back in June there were a few back and forths. They explained that they wanted the new logo for September but that never happened. Barborini explained that they were hoping that this gets picked up soon. They added that their other issue was miscommunication about pricing for updating previous promo and costs associated with the updates. Wooder stated that he was involved in the conversations and can navigate the go forward. He explained that there was an ongoing website project that took a lot of time and then they lost a staff member. Wooder added that if Barborini was still having issues with communication to loop him in.
* McGowan stated that he will follow up with Underground to get a better understanding on the backlog of items.
* Noble stated that with the hours tracker they’re still working on the process and appreciates the feedback. They explained that there have been discussions about weekly submissions instead of bi-weekly, and an update will be sent out via email. Noble stated that their hope was that everyone could work together and make it a better system. Barborini agreed that submitting on a weekly basis would be easier for them.

**5. SHEC Report – Sydney Cumming presented**

* Cumming summarized the report.

**Questions**

* Da-Ré thanked Cumming for the report and stated that it was nice to know the complications with the space and consultations.
* Noble thanked Cumming for a great report and hoped that they could use it as a guide for other reports. Noble apologized for his out of office message and explained that it was a jab at himself and didn’t mean to cause offense. Noble asked if there was any communication from the previous VP Admin about service review consultation. Cumming responded that they met early and discussed it when restructuring SHEC and that it would be potentially worked into the service review.
* Noble stated that they will send out a draft of the services review questions before they’re circulated. They asked about the flu shot campaign. Cumming responded that they had issue with the narrative, and it was important to redo some of the communications. Wooder stated that they have content scheduled but can coordinate something.
* Noble stated that with the space audit hopefully the questionnaire will be able to discuss the limitations and address them. Noble stated that as for the Teams issue there have been recent updates from Microsoft about the functions. Cumming explained that the update made things worse for the team as they can’t call into the meetings anymore, which was an accessibility issue.
* Noble stated that the advocacy letter was great and appreciated the updates to the job descriptions.

**6. Sponsorship & Donations Committee Recommendations**

**Moved** by Anderson, **seconded** by Noble that the Executive Board approve the recommendation from the Sponsorship & Dontations Committee, as circulated.

* Anderson went over the memo with the Board.

**Vote on Motion**

**Motion Passes**

**7. Closed Session**

**Moved** by Noble, **seconded** by Mesic to move into Closed Session.

**Motion Passes**

**8. Return to Open Session**

**Information and Questions**

* Noble stated that they will be hiring the Welcome Week Faculty Coordinator position soon. They explained that they are looking for people for the Part-Time Issues Committee, as well as looking at a core competency group for job descriptions.
* Anderson announced that the Clubs Accounting Clerk and they are finishing up the clubs budget allocations, and that there will be an appeal timeframe to apply for more.

**9. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**Thursday, November 12, 2020**

**1:00pm**

**Remote Meeting, Microsoft Teams**

**Moved** by Mesic, **seconded** by Singh that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 2:46pm**

/vs