**Executive Board Meeting 20-13**

**Thursday, October 22, 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 1:04pm**

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| **Present** | Anderson, Au-Yeung, Da-Ré, Dixit, Nakua, Noble, Tse |
| **Late** |  |
| **Absent** | Mesic, Singh |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Yimeng Wang (WGEN Coordinator), Blessing Akinniranye (Diversity Services Assistant Director) |

**1. Adopt Agenda**

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

**Amendment**

* Noble – Add Closed Session

**Moved** by Noble, **seconded** by Dixit to adopt the agenda, as amended.

**Motion Passes Unanimously**

**2. Diversity Services Report – report circulated**

* Blessing Akinniranye summarized the report.

**Questions**

* Da-Ré asked Akinniranye to go over the volunteers that the service has. Akinniranye explained that they have 6-7 volunteers for each section.
* Noble thanked Akinniranye for giving a great report. They asked if there were any updates on the chats with Incite Magazine and collaboration potential there. Akinniranye responded that they had the chance to meet with the coordinator of Incite, but it was more of an introduction meeting though they did discuss a potential collaboration.
* Noble asked what discussions have been had with CFMU so far about the podcast. Akinniranye responded that they weren’t personally in the meeting when it was discussed but Wooder was. Wooder stated that they reached out to CFMU to see how the podcasts could be done via Spotify. Wooder stated that Diversity now has an account with anchor.fm and that will help out with the podcast.
* Noble asked if Akinniranye could share the AOP training materials with other services so that all the hard work that was put into it by Diversity wasn’t wasted. Akinniranye responded that they just have a document that they’ve been building over time, and that they haven’t had a chance to touch on all the professional aspects of it. They added that once it was done they no problems sharing it.
* Noble noted that they have been asking all PTMs to submit their hour trackers and that the Assistant Directors will be receiving them too. They also stated that job descriptions were being circulated to be worked on as well.
* Anderson thanked Akinniranye for the report. They stated that it would be valuable to have Akinniranye at the meeting at 3pm today with the Director of Diversity services to discuss compensation for the ‘Zine.

**3. EFRT Report – report circulated**

* Noble went over the report.

**Questions**

* Noble added that there was the service review and discussions are on-going with the service.
* Da-Ré asked if they knew what kind of proctoring tools they used for their SFA testing, as they didn’t see it in EFRT’s budget. Noble responded that they didn’t hear anything about proctoring. Anderson added that when PTMs submit their reports they are supposed to have updated accurate budget information so that EB knows where the service was at for spending.
* Da-Ré asked for those results to be in the next report.

**4. WGEN Report – Yimeng Wang presented**

* Wang summarized the report.

**Questions**

* Da-Ré stated that Wang outlined a lot of challenges about online communication and wasn’t sure if Anderson wanted to touch on that with the website about what PTMs could expect to see and how it would impact the sharing of links and promoting events.
* Noble stated that Wang did a wonderful report and could tell there was a lot of time put in creating this. Noble updated Wang on the hourly tracker and stated that it was malleable and that it was a work in progress. They stated that they understand that there are challenges with a work/life balance and that the organization was working on trying to find balance and fix this culture. Noble added that they appreciated the feedback they received about training and will be adding to that. They added that for advocacy works, to check in with Da-Ré or Tse and they would be able to help.
* Da-Ré stated that they didn’t know if this would be helpful but could set up a meeting with Tse and other PTMs to discuss the advocacy front as it would be easy for everyone to duplicate work when trying to work towards similar goals. They added that they’re also looking at potential compensation from the University for those sitting on working groups for the University.
* Noble stated that Wang mentioned a huge workload with the Volunteer Coordinator managing, and that SHEC just hired another promo exec. They asked if this was something that would be helpful. Wang responded that the bulk of the workload is getting past training the volunteers and that once the space starts running it should be more manageable.
* Noble asked if it was possible to get the social media stats in a table for future reports.
* Anderson stated that this was a great report. They stated that they had a brief update on the website, and that it was supposed to go live last week but MPS has had people off sick so they’re hoping that it will be getting launched this week. Anderson stated that they will let the PTMs know what’s going on with the soft launch as they know that services have more permanent links that need to be accessed on a regular basis. Wang stated that this was helpful to know as they felt in the dark about what was going on with the website.
* Da-Ré thanked Wang for their work on the Courage to Act article.

**5. Closed Session**

**Moved** by Noble, **seconded** by Au-Yeung that Executive Board move into Closed Session.

**Passes Unanimously**

**6. Return to Open Session**

**Information and Questions**

* Noble stated that the peer support services have been setting an excellent example for reports and they were hoping to have that set out in future EB reports in terms of standards.
* Wooder stated that they did their contest winner today. He reported that the Maroons has posted their statement on social media. He added that in addition to the regular content from accounts there will be content about encouraging students to get the flu shot as the message all year has been about health and wellness. Wooder reported that the Engineering by-election is taking place. He added that two service review surveys are now online.
* Anderson stated that the long-awaited financial audit will be wrapped up tomorrow and will be submitting a summary of that to an SRA meeting in the future. They reported that McGowan, the Director of Finance, and they are continuing to look into a reduction of the fee for winter 20/21 and that should be finished up early next week at the latest. Anderson added that this will include the Bylaw 5 groups, as they have asked for assistance in letting the University Finance Committee know they would like a fee reduction. They reported that they have been working with the Clubs Accounting Clerk on clubs funding allocations and have already been at it for four hours and only made it through 50 clubs. Anderson announced that the HSR reimbursements from April to July of 2020 should be credited back to students in early November.
* Da-Ré asked if the clubs requests were by deadline or if they were rolling requests. Anderson responded that there was a deadline of right before reading week. They explained that these were to outline the events for the year and the approximate budgets.
* Noble asked Anderson if this was something the CAS could handle. Anderson responded that it was in the policy that it is the VP Finance and the Clubs Accounting Clerk. They added that they wouldn’t want to put this on the CAC as they wouldn’t have the past documents, and with budgeting all the factors need to be looked at.
* Da-Ré reported that they had their initial General Assembly planning meeting this morning, with Wooder, the Speaker, and Trish Vardon from Campus Events. They stated that it was a good first meeting and the meetings will be bi-weekly, and that the group is aiming to have a decent outline by the last day of classes to make sure everything that they’re doing is legal.
* Scott suggested looking into what other associations were doing since they have the same requirements. Da-Ré responded that they are working on that.
* Da-Ré reported that they are working with the AVP University Affairs to get an international student taskforce going, to start in January. They stated that this will have a representative from all faculties to identify issues and the hope was that the recommendations and concerns will be directly put into the University Affairs student brief. They added that this brief will be sent to University Admin.

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

**Time of Next Meeting:**

**Thursday, October 29, 2020**

**1:00pm**

**Remote Meeting, Microsoft Teams**

**Moved** by Noble, **seconded** by Dixit that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 2:30pm**

/vs