**Executive Board Meeting 20-19**

**Thursday, December 3, 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, Da-Ré, Dixit, Mesic, Nakua, Noble, Singh, Tse |
| **Late** |  |
| **Absent** | Au-Yeung |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), Sydney Cumming (SHEC Coordinator), Yimeng Wang (WGEN Coordinator) |

**1. Adopt Agenda**

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

**Amendment**

* Noble – Add FYC Coordinator, FCC Director, and FCC Good Food Box Coordinator job descriptions

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

**Motion Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Noble, **seconded** by Singh to adopt the minutes from Executive Board meetings 20-16 – November 12, 2020, 20-17 – November 19, 2020, and 20-18 – November 26, 2020, as circulated.

**Motion Passes**

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

* Cumming summarized the report.

**Questions**

* Noble stated that they thought the report was super comprehensive and gave kudos to all peer support services for having outstanding reports.
* Cumming asked if there were new dates or information about the service review. Wooder responded that they are making sure content is online ASAP. Noble added that they and the AVP (Services) spent time on incorporating everyone’s feedback.
* Cumming asked if the payments went through for their purchase orders submitted. Anderson responded that there has been a delay with the shipping of cheques due to COVID-19. They stated that they will follow up with accounting.

**4. Spark Report – report circulated**

* Noble reported that the PTM was not able to make it to the meeting today. They went over the report with the Board.

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

* Wang summarized the report.

**Questions**

* Da-Ré thanked Wang for their report.
* Wooder asked if they sent the information to the Marketing & Comms Assistant or if it was just a follow-up message. Wang responded that they sent a document that was circulated amongst the committee, and stated that they will forward this to Negar.
* Noble clarified that it would be okay to take a few hours of planning to do a social. They stated that it was okay to adapt the plans. Wang thanked Noble for creating the opportunity to do so.
* Wang asked if the email updates could be broken out into smaller emails as the text blurs together in one large update. They also asked about the MSU and timelines for upcoming events, such as hiring and service reviews. They stated that it was similar with social media and who manages it. Noble responded that people have had mixed reviews about the long emails but that there is room to adapt. They explained that it was hard to update about the hiring timelines because they have gone through so many changes, and same with delays on the survey questions for the service reviews. Wooder apologized about not making it clear during promo training that everything was sent to the Marketing and Comms team and can be reached out to at any time.
* Wang also asked about why PTMs are not being involved in services reviews before and why not. They asked when the questions were reviewed as they had a lot of questions and one of them was about potential name changes. Noble responded that they deleted the question about the name change as it was a misinterpretation of the possibility of branching out. They explained that they applied about 90% of the feedback in the reviews. Noble added that the AVP (Services) only reaches out to the PTM to get information for research purposes, as so the survey wasn’t biased. Wang added that they understood that it was difficult to do new things and incorporating PTM consultation earlier in the process would be beneficial.

**6. Campus Events Promo & Marketing Coordinator Job Description**

**Moved** by Dixit, **seconded** by Singh that the Executive Board approve the changes to the Campus Events Promotions & Marketing Coordinator, as circulated, effective May 1, 2021.

* McGowan stated that they didn’t speak to the Campus Events Director directly about the changes, but in the memo it has verbiage about the technical director and that wasn’t what was being brought forward.
* Scott stated that this memo must have been re-used and the bottom part wasn’t deleted.
* Anderson stated that they were speaking to the HR Generalist and found a few grammatical errors and was wondering if they could bring this back as there isn’t a time crunch.
* Scott stated that they can either fail the motion or approve it today with suggested changes.
* Anderson stated that there were a few more things than just grammar, such as a supervisory function and it doesn’t make sense for a part-time staff have oversight on tasks.
* Da-Ré stated that these were fair concerns.
* Scott stated that they should try and work on the job description and bring back to the first meeting in January, so that it could get posted for hiring.

**Vote on Motion**

**Motion Fails**

**7. The Silhouette Production Assistant Job Description**

**Moved**by Dixit, **seconded** by Anderson that the Executive Board approve the creation of the Silhouette Production Assistant job description, as circulated.

* Anderson went over the memo with the Board. They explained that they wanted more support for their Production Coordinator, and this will help balance it out.

**Vote on Motion**

**Motion Passes**

**8. Food Collective Centre (FCC) Director, FCC Good Food Box Coordinator, and First-Year Council Coordinator Job Descriptions**

**Moved** by Noble, **seconded** by Singh that the Executive Board approve the proposed changes to the Food Collective Centre (FCC) Director, FCC Good Food Box Coordinator, and First-Year Council Coordinator as circulated, effective May 1, 2021.

* Noble went over the memo that was circulated with the Board. They explained that these will be the first of many job description changes that will be coming forward.

**Vote on Motion**

**Motion Passes**

**9. Strike Hiring Committees**

**a) PCC**

**Moved** by Anderson, **seconded** by Singh that Executive Board strike a hiring board for the Pride Community Centre (PCC) Coordinator consisting of the Vice-President (Administration), the outgoing Pride Community Centre Coordinator, an Equity and Inclusion Office representative, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Mesic
* Singh - alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**b)  SHEC**

**Moved** by Anderson, **seconded** by Dixit that Executive Board strike a hiring board for the Student Health Education Centre (SHEC) Coordinator consisting of the Vice-President (Administration), the outgoing Student Health Education Centre Coordinator, a Student Wellness Centre Representative, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Tse
* Mesic – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**c) WGEN**

**Moved** by Mesic, **seconded** by Da-Ré that Executive Board strike a hiring board for the Women and Gender Equity Network (WGEN) Coordinator consisting of the Vice-President (Administration), the outgoing Women and Gender Equity Network Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Anderson
* Singh – alternate

**Vote on Motion**

**In Favour: 5 Opposed: 0 Abstentions: 2**

**Motion Passes**

**d) Maccess Coordinator**

**Moved** by Mesic, **seconded** by Singh that Executive Board strike a hiring board for the Maccess Coordinator consisting of the Vice-President (Administration), the outgoing Maccess Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Singh
* Dixit – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**e) Diversity Services**

**Moved** by Mesic, **seconded** by Dixit that Executive Board strike a hiring board for the Diversity Services Director consisting of the Vice-President (Administration), the outgoing Diversity Services Director, an Equity and Inclusion Office representative, a University representative, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Nakua
* Mesic – alternate

**Vote on Motion**

**Motion Passes**

**f) Macademics**

**Moved** by Mesic, **seconded** by Anderson that Executive Board strike a hiring board for the Macademics Coordinator consisting of the Vice-President (Administration), the outgoing Macademics Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Tse
* Da-Ré – alternate

**Vote on Motion**

**Motion Passes**

**g) Food Collective Centre**

**Moved** by Dixit, **seconded** by Singh that Executive Board strike a hiring board for the Food Collective Centre Director consisting of the Vice-President (Administration), the outgoing Food Collective Centre Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Da-Ré
* Singh – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**h)  CRO**

**Moved** by Dixit, **seconded** by Anderson that Executive Board strike a hiring board for the Chief Returning Officer consisting of the Vice-President (Administration), the outgoing Chief Returning Officer, the Administrative Services Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Nakua
* Singh - alternate

**Vote on Motion**

**In Favour: 5 Opposed: 0 Abstentions: 2**

**Motion Passes**

**i)  Spark**

**Moved** by Dixit, **seconded** by Anderson that Executive Board strike a hiring board for the Spark Coordinator consisting of the Vice-President (Administration), the outgoing Spark Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Singh
* Da-Ré – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**j) Maroons**

**Moved** by Dixit, **seconded** by Tse that Executive Board strike a hiring board for the Maroons Coordinator consisting of the Vice-President (Administration), the outgoing Maroons Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Dixit
* Tse – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**k)  FYC**

**Moved** by Dixit, **seconded** by Anderson that Executive Board strike a hiring board for the First Year Council Coordinator consisting of the Vice-President (Administration), the outgoing First Year Council Coordinator, an Executive Board Member, and an alternate Executive Board member

**Nominations**

* Da-Ré
* Dixit – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**l) EFRT**

**Moved** by Anderson, **seconded** by Dixit that Executive Board strike a hiring committee for the EFRT Director, consisting of the Vice-President (Administration), one (1) Executive Board member, the Medical Director, a rep from Security Services and the outgoing EFRT Director

**Nominations**

* Anderson
* Mesic – alternate

**Vote on Motion**

**In Favour: 6 Opposed: 0 Abstentions: 1**

**Motion Passes**

**10. Information and Questions**

* Scott reminded everyone to send over their class schedules as soon as possible.
* McGowan stated that it might be the first time for people to be hiring others, he explained that there was nothing wrong with asking questions if they’re not comfortable with the process. McGowan stated that it’s always great to have someone who applied for the job have a positive experience so that they stay engaged.
* Noble reported that the HR Generalist, the Administrative Team Research Assistant, and they have been working on a video module series for training that will be ready by January. They hoped to get some feedback on this while moving through the process.
* Da-Ré let everyone know that there was an article up on Daily News about the systemic review of PNB, there is a public document that has an executive summary of the report.
* Noble stated that the service review survey questions were done and was excited to see how things will go.
* Da-Ré announced that Presidential Election nominations are now open, and to please let everyone know. They stated that there a lot of plans with Comms about this.
* Tse asked everyone to pass along the email from the Vice-Provost Faculty to their constituents.
* Noble thanked everyone for a great first term.

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

**Time of Next Meeting:**

**TBD**

**Remote Meeting, Microsoft Teams**

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

**Passes Unanimously**

**Adjourned at 2:27pm**

/vs