**Executive Board Meeting 20-24**

**Thursday, February 11, 2021 @ 9:30am**

**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 9:34am**

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| **Present** | Anderson, Au-Yeung, Chui, Da-Ré, Dixit, Fraser, Noble, Singh, Tse |
| **Late** |  |
| **Absent** |  |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), M. Salciccioli (AVP (Services)), Sydney Cumming (SHEC Coordinator) |

**1. Adopt Agenda**

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

**Motion Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Anderson, **seconded** by Au-Yeung to adopt the minutes from Executive Board meeting 20-22 – January 28, 2021, as circulated.

**Motion Passes**

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

* Cumming summarized the report.

**Questions**

* Wooder stated that it was always great to hear from Cumming, and that this was an excellent report. He asked if the free Linktree was meeting SHEC’s needs vs what the subscription could offer. Cumming stated that the service was already using the free version, as the loss of the website was so big. They explained that they wanted everything to be organized better and while it’s fine with the free version they would prefer the subscription.
* Wooder stated that they can modify the content online as the only loss was supposed to be the weekly event information. He let Cumming know that if there was more content to be put online to let him know. Cumming stated that they were trying to figure it out, but it was very overwhelming.
* Noble asked if it was possible to do more promotions as a general supply line for the Collective Care program, if the other peer support services don’t have the capacity to host. Cumming stated that it was about facilitation as the other services don’t have the capacity or focus to do them. They added that they thought about linking up with FCC but it wasn’t working out logistically. Cumming stated that they didn’t understand the questions about general promo. Noble explained that they were looking for static general promotion. Cumming explained that this was discussed in the summer and the fall, and then talks broke down.
* Noble stated that they thought the question of sharing supplies was already dealt with. Cumming stated that it was included in the report as they were still waiting on an answer. Noble stated that they didn’t see there being an issue as long as it was coordinated with staff in the main office. Anderson added that they will send a follow-up email, and was more than happy to help with the handing off of supplies.
* Au-Yeung stated that this was an amazing report and it was amazing to hear of all the things SHEC was doing.

**5. Spark Report – report circulated**

* Noble presented the report.

**6. FCC Proposal**

**Moved** by Noble, **seconded** by Dixit that the Executive Board approves the Food Collective Centre's proposal for the operation of the Good Food Box program for the Winter 2021 term, as circulated.

* Noble went through the updated information. They explained that the Good Food Box Coordinator would be the only one doing deliveries and provided insurance for the vehicle in question. Noble added that deliveries will only be in Westdale and any exceptions will be dealt with on a per case basis.
* Da-Ré appreciated that this has been dealt with.
* Tse explained that they would be more comfortable if someone could speak about insurance if the Coordinator got into an accident.
* McGowan stated that they didn’t have specifics for insurance but if it’s a one-off isolated case then it should be fine, but might have to look at the policy for using a vehicle for business if used more.

**Vote on Motion**

**Motion Passes**

**7. Campus Events – Promotions & Marketing Coordinator Job Description**

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

* Da-Ré went over the memo with the Board.
* Wooder gave the history of the position.
* The Board discussed the job description. Anderson stated that they still hadn’t had a chance to speak with the Programming Coordinator or Campus Events Director about this position. The Board decided to push this to the next meeting.

**Moved** by Anderson, **seconded** by Fraser to postpone to EB 20-25.

* Fraser stated that good points were made about postponing and making sure everything was sorted for the next meeting.

**Vote to Postpone**

**Motion Passes**

**8. Recommendations from Wage Review Committee**

**Moved** by Anderson, **seconded** by Da-Ré that the Executive Board approve the recommendations from the Wage Review Committee for the PCC Director, SHEC Director, WGEN Director, Maccess Director, Diversity Services Director and Spark Director roles, graded at C5, effective for the 2021-2022 incumbents beginning March 18th, 2021, as circulated.

* Anderson went over the memo with the Board. They explained that for most roles it was an increase in hours, and once the Committee grades the Assistant Directors it looks like there might be 25 hours of dedicated time per week for paid staff.
* Da-Ré added that the job descriptions were very similar, which was why they came out at the same grade.
* Noble stated that the intent of the template was so that they would be ranked similarly.
* Tse asked about WGEN.
* Da-Ré stated that they couldn’t speak to disparities in wage grades or why previous positions were higher. They explained that WGEN typically sat on a number of University Committees.
* Anderson added that they don’t have access to why or how the previous wage was graded the way it was. They explained that this was meant to help going into the process with the least biased view as possible.
* Wooder stated that there may be potential blowback when someone sees the reduction in hours, but the Board needs to reinforce that it’s not a reduction in service hours due to the Assistant Directors being added. It will be a net increase in each of the services.
* Noble stated that it might get complicated as the Assistant Directors are replacement for the Volunteer Coordinators, and in human capital it’s the same. They explained that it might get difficult to communicate even though technically some of the positions already existed and they’re investing more in the services.

**Vote on Motion**

**Motion Passes**

**9. Closed Session**

**Moved** by Tse, **seconded** by Noble that the Executive Board move into Closed Session.

**Motion Passes**

**10. Return to Open Session**

**Information and Questions**

* Scott announced that MSU Awards are open, as well as SRA nominations, and to please promote. She also stated that she will be off the following week.
* Singh stated that the SRA information session was happening today from 12:45-2pm.
* Noble stated that the service review for Macademics was in the editing stage and will be sending to the next meeting, and hopefully EFRT as well. Noble stated that they and the other VPs will be doing a video with Comms to help promote VP Elections.
* Wooder announced that hiring was still open for OUSA GA. Mac Pride Week is this week and Awards promo continues. Wooder announced that the MSU Advocacy account on Instagram is having a contest.
* Anderson stated that FCC’s budget looks good to be buying gift cards for Lockers of Love, in case anyone had any concerns. Anderson updated the Board that they have sent out a mass email to PTMs about volunteer appreciation and what mailing logistics look like.
* McGowan reported that there have been meetings with senior admin with the University, and that the Spring and Summer terms will be primarily online, but no confirmation about when September will be decided on. McGowan stated that if anyone has any passion projects or questions to not hesitate to reach out.

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

**Time of Next Meeting:**

**Thursday, February 25, 2021**

**9:30am**

**Remote Meeting, Microsoft Teams**

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

**Passes Unanimously**

**Adjourned at 11:30am**

/vs