**Executive Board Meeting 20-29**

**Thursday, March 25, 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 9:38am**

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

**1. Adopt Agenda**

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

**Amendment**

* Anderson – add approval of AVP (Finance), AVP (PFA), AVP (UA), and AVP (MA) job descriptions to Associate Vice-Presidents Job Descriptions.

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

**Motion Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Noble, **seconded** by Fraser to adopt the minutes from Executive Board meetings 20-27 – March 11, 2021 and 20-28 – March 18, 2021, as circulated.

**Motion Passes**

**Chui arrived at 9:42am**

**3. Diversity Services Report – not submitted**

**4. EFRT Report – submitted**

**Questions**

* Noble stating that EFRT will be in limbo for Fall/Winter but they will be working at 50% capacity in the summer.
* Anderson stated that the flooring will be going in soon. They added that they will be going in to the office next week to see what needs to be moved.
* Scott stated that they should ask MUSC if it’s possible to move the furniture into an empty meeting room. She added that this report wasn’t well done for a final report.

**5. FCC Report – not submitted**

**6. Macademics Report – submitted**

**Questions**

* Noble stated that they have spoken to the service since the SRA meeting, and is hoping that everything will be approved at the next meeting.
* Da-Ré felt that there wasn’t a lot of detail in this report either, but was happy the budget tracker and social media mapping was there.

**7. Maccess Report – submitted**

**8. Maroons Report – submitted**

**Questions**

* Da-Ré stated that the report was pretty detailed.
* Noble explained that executive hiring was underway and the new Coordinator was helping.

**9. SHEC Report – not submitted**

**10. PCC Report – submitted**

**Question**

* Wooder stated that this was a strong report. He stated that the issues with Underground were resolved and everything worked out.
* Da-Ré stated that he hoped that things wind down for Underground with the year wrapping up.
* Noble recognized Barborini’s work. They explained that the transition was rough but Barborini came out of this with bold ideas and great programming.

**11. Spark Report – submitted**

**Questions**

* Noble stated that Lovejoy did an excellent job of adapting all year and it was amazing to see the work coming out of Spark. They stated that they were looking forward to seeing Horizons and summer programming happen.
* Da-Ré asked if the new Director have the transition information for Horizons. Noble responded that they did.

**12. WGEN Report – submitted**

**Questions**

* Wooder stated that the group might have seen the reference in the report, but Wang had a personal connection at Facebook and this friend let them share Facebook dollars for ads. He explained that it didn’t have implications on the budget and this person is now being removed from the WGEN role as the credits have expired.
* Da-Ré stated that there wasn’t a huge section on social media in the report but knew from past years the WGEN account got a lot of traction on their posts. Da-Ré said it was nice to see it improved further with this connection.

**Dixit arrived at 9:52am**

**13. Maroons Job Descriptions**

**Moved** by Noble, **seconded** by Dixit that the Executive Board approve the proposed changes to the following Maroons Job Descriptions, as circulated, effective May 1, 2021:

* Athletics and Recreation Coordinator
* Events Coordinator
* Fundraising Coordinator
* Promotions Coordinator
* Volunteer Coordinator
* Noble went over the memo with the Board. They explained that the purpose of the change was to split events and fundraising to support the system.

**Vote on Motion**

**Motion Passes**

**14. Budget Presentation**

**a) Committee of the Whole**

**Moved** by Anderson, **seconded** by Fraser that the Executive Board move into Committee of the Whole to go over the proposed 2021/22 Budgets.

* Anderson stated that they would love to use the time to talk about the budget.

**Vote on Motion**

**Motion Passes**

**Singh arrived at 9:58am**

**Moved** by Anderson, **seconded** by Fraser that the Executive Board move out of Committee of the Whole and to Rise and Report.

**Motion Passes**

**Rise and Report**

* Anderson reported that the documents for the budget were circulated a week ago. They stated that the Board reviewed the budget and asked questions, which were addressed. Anderson explained that Wooder explained that expenditures from this past year weren’t bought so it has been brought forward again to the Full Members.

**b) Recommendation**

**Moved** by Anderson, **seconded** by Singh that the Executive Board recommend the 2021-2022 Capital and Operating Budgets to the Full Members of MSU and CFMU Incorporated.

* Anderson stated that there were a few points to follow up with, and will circulate in an email to Executive Board. They added that as noted there are rationales listed in the budget as to why changes may be needed, and they hope to start the year off with a solid budget.

**Vote on Motion**

**Motion Passes**

**15. Employment Policy – Employment**

**Moved** by Noble, **seconded** by Fraser that the Executive Board approve the proposed changes to Employment Policy – Employment, as circulated, effective May 1, 2021.

* Noble went over the memo with the Board.

**Vote on Motion**

**Motion Passes**

**16. Associate Vice-President Job Descriptions**

**Moved** by Noble, **seconded** by Tse that the Executive Board approve the proposed changes to the following Associate Vice-President Job Descriptions, as circulated, effective May 1, 2021:

* AVP (Services)
* AVP (Internal Governance)
* AVP (Finance)
* AVP (University Affairs)
* AVP (Provincial & Federal Affairs)
* AVP (Municipal Affairs)
* Noble thanked Tse and Anderson for putting up with the new template. They explained that they were updating the roles as the AVP positions have existed for four years and would like to make sure everything was accurately reflected in the duties.
* Tse stated that they look better and are more accurate.

**Amendment**

**Moved** by Anderson, **seconded** by Tse to amend the AVP MA, UA & PFA job descriptions to remove the direct supervisor function listed.

* Anderson stated that this was an easy fix.

**Vote on Amendment**

**Motion Passes**

**Vote on Motion**

**Moved** by Noble, **seconded** by Tse that the Executive Board approve the proposed changes to the following Associate Vice-President Job Descriptions, as amended, effective May 1, 2021:

* AVP (Services)
* AVP (Internal Governance)
* AVP (Finance)
* AVP (University Affairs)
* AVP (Provincial & Federal Affairs)
* AVP (Municipal Affairs)

**Motion Passes**

**17. Closed Session**

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

**Motion Passes**

**Return to Open Session**

**Rise and Report**

* Da-Ré reported that Salciccioli took the Board through the Service Reviews for SHEC and WGEN. Questions were asked, answers were given, and the Board was in agreement about the recommendations presented.

**Moved** by Singh, **seconded** by Noble that the Executive Board approve the recommendations from the Services Committee for the Women and Gender Equity Network (WGEN), as circulated.

**Motion Passes**

**Moved** by Singh, **seconded** by Noble that the Executive Board approve the recommendations from the Services Committee for the Student Health Education Centre (SHEC), as circulated.

**Motion Passes**

**18. Information and Questions**

* Noble thanked everyone for giving their perspectives and their time to Executive Board and that it was much appreciated.
* Anderson announced that their roles were still open and to feel free to nominate themselves for the meeting on April 10 & 11. Anderson stated that they took a quick look for the cubical in the main office, and found it quoted for $11,500 so they will be adding it to the budget for $12,500 as a buffer.
* Singh stated that the past two years were a good learning experience and that they enjoyed their time. They thanked everyone for the work that was done and hoped that they continue to cross paths in the future.
* Da-Ré stated that this was a great year and that everyone got a lot done.

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

**Time of Next Meeting:**

**TBD**

**Remote Meeting, Microsoft Teams**

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

**Passes Unanimously**

**Adjourned at 11:33am**

/vs