**Executive Board Meeting 21-02**

**Friday, June 24, 2021 @ 2:00pm**

**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 10:24am**

|  |  |
| --- | --- |
| **Present** | Baig, Chui, Della-Vedova, Devarapalli, Dhiloon, Jayachandran, McCauley, Sajid |
| **Late** |  |
| **Absent** | Teel |
| **Others Present** | J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), S. Singh (AVP (Services)), Sofia Ivanisevic (Maroons Coordinator), Susan Attaei (Maccess Assistant Director), |

**1. Adopt Agenda**

**Moved** by Chui, **seconded** by Baig to adopt the agenda, as presented.

**Amendments**

* Della-Vedova – Strike PCC Report from Agenda
* Della-Vedova – Move Maccess Report after minutes
* Della-Vedova – Add 21-01 Meeting Minutes to agenda

**Moved** by Chui, **seconded** by Baig to adopt the agenda, as amended.

**Motion Passes**

**2. Adopt Minutes**

**Moved** by Baig, **seconded** by Chui to adopt the minutes from Executive Board meeting 21-01 – June 11, 2021, as circulated.

**Motion Passes**

**3. Maccess Report – Susan Attaei presented**

* Attaei summarized the report.

**4. FCC Report – report attached**

* Devarapalli summarized the report.

**5. Maroons – Sofia Ivanisevic presented**

* Ivanisevic summarized the report.

**Questions**

* Jayachandran stated that they liked the Instagram takeover.

**6. F/T Service Updates**

* McGowan stated that he will circulate a document after the meeting, with 22 pages of updates for the MSU’s full-time led services. He stated that everyone has started to strategize on what September will look like with 10,000 people on campus.

**7. Close MSU Seat on Sponsorship and Donations Committee**

**Moved** by Dhiloon, **seconded** by Baig to postpone closing the MSU seat on the Sponsorship and Donations Committee to EB 21-03

**Motion Passes**

**8. Proposed Changes to OP – SHEC & JDs**

**a) Operating Policy**

**Moved** by Devarapalli, **seconded** by Dhiloon that the Executive Board approve the changes to Operating Policy – Student Health Education Centre (SHEC), as circulated.

* Devarapalli went over the changes with the Board. They explained that SHEC was specifically reinstating the Volunteer Coordinators as one of the roles to help out with the Service in collaboration with the new Training and Development Coordinator position.

**Vote on Motion**

**Motion Passes**

**b) Job Descriptions**

**Moved** by Devarapalli, **seconded** by Baig that the Executive Board approve the creation of the Training & Development Coordinator job description, and approve the changes to the following job descriptions, as circulated:

* Events & Programming Coordinator
* Research & Resources Coordinator
* Volunteer Coordinator
* Devarapalli stated that this went hand in hand with the OP changes. They explained that the updates for the other positions are to help meet the services needs and to shape the executive team around the Assistant Director position.

**Vote on Motion**

**Motion Passes**

**9. Proposed Changes to OP WGEN & JD**

**a) Operating Policy**

**Moved** by Devarapalli, **seconded** by Jayachandran that the Executive Board approve the changes to Operating Policy – Women and Gender Equity Network (WGEN), as circulated.

* Devarapalli went over the changes to the policy with the Board. They explained that it needed to be updated to match the needs of the service.

**Vote on Motion**

**Motion Passes**

**b) Job Description**

**Moved** by Devarapalli, **seconded** by Jayachandran that the Executive Board approve the changes to the Events Volunteer job description, as circulated.

* Devarapalli went over the changes of the job description with the Board.

**Vote on Motion**

**Motion Passes**

**10. Food and Beverage Review Ad-Hoc Committee**

* McGowan explained that the MSU’s food and beverage operations are a success with patronage but has been a financial burden for numerous years. McGowan went over the history of the operations with the Board. He explained that they did a organizational review with KPMG and two suggestions that came out of that was an HR department and the other was for food and beverage and look at third part partnerships. He explained that at the end of last year the MSU thought it would be good to look at a third party to see if there was any interest, and an RFP was posted to solicit interest.

**a) Creation of Ad-Hoc Committee**

**Moved** by Jayachandran, **seconded** by Dhiloon that the Executive Board approve the creation of the Food and Beverage Review Ad-Hoc Committee, along with the terms of reference, as circulated.

* Jayachandran stated that it would be good to set this up to look over the proposals and see if this is the direction the MSU wants to go in.
* Della-Vedova asked if this was everyone to help review everything.
* McGowan responded that he thought it best to have a representative from all areas and that EB would represent the SRA. He stated that if there was a want to have additional student representation he doesn’t see it being a problem.

**Vote on Motion**

**Motion Passes**

**b) Open Seats**

**Moved** by Della-Vedova, **seconded** by Jaychandran that the Executive Board open two (2) EB seats on the Food and Beverage Review Ad-Hoc Committee.

**Motion Passes**

**c) Close Seats**

**Moved** by Della-Vedova, **seconded** by Devarapalli that the Executive Board close two (2) EB seats on the Food and Beverage Review Ad-Hoc Committee.

McGowan stated that regardless of the path the MSU takes, these meetings will be impactful. He stated that the meetings will happen in July and August.

**Nominations**

* Sajid nominated themselves
* Della-Vedova nominated McCauley – declined
* Della-Vedova nominated Chui – accepted

**Vote on Motion**

**Motion Passes**

* Chui and Sajid won the EB seats on the Food and Beverage Review Ad-Hoc Committee by acclamation.

**11. Working from Home Allowance**

* McGowan stated that he would like to bring a proposal to the next meeting, but wanted to introduce the concept today. He stated last year the MSU provided an allowance for full-time staff to allow for working from home, and that from speaking with this year’s BoD would like to introduce a monthly allowance. He stated that this would help recognize incidental costs from working from home, such as paying for paper, internet, etc. He explained that it would be supporting full-time and part-time staff for the upcoming year, and would like everyone’s feedback about it.
* The Board discussed the concept.

**12. Closed Session**

**Moved** by Baig, **seconded** by Della-Vedova to move into Closed Session.

**Motion Passes**

**13. Return to Open Session**

**Information and Questions**

* McGowan reported that the University, Campus Store, and Nancy from the HSR are meeting to get an understanding on what the pricing for the pass will look like in the fall.
* Della-Vedova stated that the BoD was working with Wooder to put together a survey to gauge life around campus.
* Baig asked if there were any updates on classes being in person. Della-Vedova responded that there should be updates in mid-July. They stated that the winter term will most likely be in person.
* Singh initiated a discussion about promo work for services and having a calendar for their events. The Board discussed this and Singh stated that they will look further into it.

**McCauley left at 4:02pm**

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

**Time of Next Meeting:**

**Friday, July 8, 2021**

**2:00pm**

**Remote Meeting, Microsoft Teams**

**Moved** by Della-Vedova, **seconded** by Jayachandran that the Executive Board meeting be adjourned.

**Motion Passes**

**Adjourned at 4:06pm**

/vs