

**Executive Board Meeting 23-30**  
**Wednesday, March 27, 2024 @ 2:30pm**  
**MSU Boardroom, MUSC 201**

**Called to Order 2:36pm**

**Present** Ahmad, Arora, El-Kadi, Khan, Otchere, Wang, Yang

**Late** Popovic, Samuels

**Absent**

**Others Present** J. McGowan (GM), V. Scott (Recording Secretary), M. Wooder (MCD)

**1. Adopt Agenda**

**Moved** by Wang, **seconded** by Ahmad to adopt the agenda, as presented.

**Amendments**

- El-Kadi – add EFRT Job Descriptions
- El-Kadi - add Sponsorship & Donations Committee Recommendations

**Samuels arrived at 2:39pm**

**Vote to Adopt**

**Moved** by Wang, **seconded** by Ahmad to adopt the agenda, as amended.

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Wang, **seconded** by Ahmad to adopt the minutes from Executive Board meetings 23-28 – March 13, 2024 and 23-29 – March 20, 2023, as circulated.

**Passes Unanimously**

**3. Diversity & Equity Network Final Report – submitted**

**Questions**

- Khan asked what DEN was looking to shift into the Bridges space. El-Kadi responded that the issue that DEN has been running in to is that the space doesn't fall under DEN anymore. They explained that whenever DEN wanted to book an event last minute, they couldn't do so as Bridges was already booked out. El-Kadi added that DEN just has to give an adequate head's up.
- Khan followed up by asking if DEN normally does last minute events. El-Kadi responded that they didn't, and it would most likely be a collaboration event. They added that there is an issue on how this could be balanced if it isn't DEN's space anymore. They suggested that it could look like the Hub policy and nothing is booked out further than

10 days in advance.

#### **4. EFRT Final Report – submitted**

##### **Questions**

- Scott stated that this was quite a bare bones report, especially for end of year.
- Khan asked if the tv was mounted yet. Scott responded that it hasn't.
- El-Kadi gave an update on EFRT execs. They stated that the plan was to reduce exec burnout by increasing the amount of executives hired, and next year the team was aiming to hire seven. El-Kadi explained that this will reduce the amount of hours that the exec are expected to work, as well as burnout.
- Samuels asked if El-Kadi knew about how EFRT was ensuring that volunteer morale was high. They stated that there was always a fear of letting the 'higher-ups' know if volunteers weren't happy. They asked how EFRT was collecting this information. El-Kadi responded that they were under the impression that the Director was checking in with the execs, who would be following up with the volunteers.

#### **5. FCC Final Report – submitted**

##### **Questions**

- El-Kadi stated that FCC was doing well, so EB won't be hearing about any major concerns. They stated that one of the challenges this year has been filling the book bank, and they're trying to get more donations and funding.
- Ahmad asked if the Assistant Director had been hired yet. El-Kadi responded that they re-hired Zoe Yalung.

#### **6. FYC Coordinator Final Report – not submitted**

#### **7. Macademics Final Report – submitted**

##### **Questions**

- El-Kadi stated that Macademics always performs well. They added that the service implemented livestreaming for the Teaching Awards ceremony and it was a big success.

#### **8. Maccess Final Report – submitted**

##### **Questions**

- El-Kadi stated that the Director faced challenges this year with volunteers, but found out that being more firm and putting out guidelines helped with everything.
- Arora stated that Maccess looked like the budget has been stretched out. They asked if the Director asked for more accommodations since there was only four dollars leftover in one line for the year. Arora asked if that budget line will be increasing for next year. Otchere responded that they did speak with the Director, and had spoken to all of the services, to see if they needed more financial support. Otchere confirmed that some

budget lines were asked to be increased.

- Samuels asked if the Director had expressed issues within the budget, as it didn't necessarily mean that the service didn't have enough money. El-Kadi responded that he wasn't made aware of any issues with the budget.

## **9. Maroons Final Report – submitted**

### **Questions**

- El-Kadi gave a shoutout to the incoming Maroons Director, Khan.

## **10. PCC Final Report – not submitted**

## **11. SHEC Final Report – not submitted**

## **12. Spark Final Report – circulated**

### **Questions**

- El-Kadi stated that they felt that Spark was under good leadership this year, and it ran smoothly. They mentioned that Spark has been having issues with retention of the Sparklings. El-Kadi suggested shifting winter semester, as the point of the service was to have the first years get accustomed to university.

## **13. SWHAT Final Report – submitted**

### **Questions**

- Yang asked if there were any other conversations about pushing the timings to be an hour later. El-Kadi responded that they would have to get service and community input, and it would be late to do it for this term. They added that it could be a summer decision. Khan stated that the hours could be adjusted for daylight savings time, as the students would feel more comfortable getting walks when it was dark out.

## **14. WGEN Report – submitted**

### **Questions**

- Ahmad mentioned that WGEN still had some money left in their budgets, and wondered if it was going to be spent before the end of the semester. El-Kadi responded that one campaign was just wrapping up this week.

## **Popovic arrived**

## **15. Budget Presentation**

### **a) Committee of the Whole – Budget**

**Moved** by Otchere, **seconded** by El-Kadi that the Executive Board move into Committee of the Whole to go over the proposed 2024/25 Operating and Capital Budgets.

**Passes Unanimously**

**Samuels left at 3:49pm**

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

**In Favour: 8 Opposed: 0 Abstentions: 1**  
**Motion Passes**

#### **Rise and Report**

- Khan stated that the Vice-President (Finance) went over the budget and memo with the Board. They reported that the Board asked the VP (Finance) to look into increasing the food bank funds for FCC. The Board also looked over EFRT and their uniform lines, the Education portfolio for campaigns being used next year, and discussed increasing the Homecoming budget line. The VP (Finance) was resistant to increasing that budget even more, but the Board asked them to do so.

#### **b) Recommendation to Full Members**

**Moved** by Otchere, **seconded** by Ahmad that the Executive Board recommend the 2024/25 Capital and Operating Budgets to the Full Members of MSU and CFMU Incorporated.

**In Favour: 8 Opposed: 0 Abstentions: 1**  
**Motion Passes**

**Moved** by Khan, **seconded** by Arora to extend the meeting until 5pm

**In Favour: 8 Opposed: 0 Abstentions: 1**  
**Motion Passes**

**Popovic left at 4:26pm**

#### **16. Elections Department Job Descriptions**

**Moved** by Ahmad, **seconded** by Yang that the Executive Board approve the proposed changes to the Chief and Deputy Returning Officers' Job Descriptions, effective May 1, 2024, as circulated and attached.

- Scott spoke to the job descriptions and the need for the changes.

**Vote on Motion**

**In Favour: 8 Opposed: 0 Abstentions: 1  
Motion Passes**

**17. EFRT Job Descriptions**

- El-Kadi went over the memo and job descriptions with the Board. They stated that the updated jobs were just reflecting current practices, and have added the positions to start in May.

**Moved** by Arora, **seconded** by Khan that the Executive Board approve the changes to the following EFRT job descriptions:

- Internal Coordinator
- Public Relations
- Training Coordinator

**In Favour: 6 Opposed: 0 Abstentions: 2  
Motion Passes**

**18. Sponsorship & Donations Committee Recommendations**

**Moved** by Yang, **seconded** by Khan that the Executive Board approve the recommendations from the Sponsorship & Donations Committee, as circulated.

- Otchere went over the memo that was circulated.
- Ahmad asked why there was a difference in funding for those going to the collision tech conference.
- Otchere responded that the maximum amount an MSU can request and receive in one year is \$250. They explained that the members who received less money had already utilized the fund this year.
- Yang asked about the donation for the gender affirming care.
- Wooder stated that he thought it was for the post-surgery binder.

**Vote on Motion**

**Passes Unanimously**

**19. Closed Session**

**Moved** by Khan, **seconded** by Samuels to move into Closed Session.

**Passes Unanimously**

**Return to Open Session**

**Moved** by Samuels, **seconded** by Arora to approve the service reviews circulated.

**In Favour: 7 Opposed: 0 Abstentions: 1**  
**Motion Passes**

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

**Time of Next Meeting:**

**TBD**  
**MSU Boardroom, MUSC 201**

**Moved** by Wang, **seconded** by Yang that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 5:01pm**

/vs