

**Executive Board Meeting 24-01**  
**Thursday, June 6, 2024 @ 12:40pm**  
**Microsoft Teams, Remote Meeting**

**Called to Order 11:51pm**

**Present** Abbott, Arora, El-Kadi, Long, Mahmoud, Popovic, Schaub, Sweeney

**Late**

**Absent** Hobbs

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

**1. Adopt Agenda**

**Moved** by Long, **seconded** by Mahmoud to adopt the agenda, as presented.

**Amendment**

- El-Kadi – Amend item 7.a. Hiring committee should be for SHEC Director

**Moved** by Long, **seconded** by Mahmoud to adopt the agenda, as amended.

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Mahmoud, **seconded** by Long to adopt the minutes from Executive Board meetings 23-30 – March 27, 2024, as circulated.

**Passes Unanimously**

**3. Open EB/MSU Seats on Committees**

**Moved** by El-Kadi, **seconded** by Long to move motions 3.a to 3.f omnibus.

**Passes Unanimously**

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board open nominations for two (2) Executive Board members on the Space Audit Committee.

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board open nominations for one (1) Executive Board member on the Sponsorship and Donations Committee.

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board open nominations for one (1) MSU member on the Sponsorship and Donations Committee.

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board open nominations for one (1) Executive Board member on the Silhouette Board of Publications.

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board Open Nominations for one (1) Executive Board member on the EFRT Advisory Committee.

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board open nominations for one (1) Executive Board member on the Wage Review Committee.

**Passes Unanimously**

**4. Close EB Seats on Committees**

**a) Space Audit and Allocation Committee**

**Moved** by El-Kadi, **seconded** by Mahmoud that the Executive Board close nominations for two (2) seats on the Space Audit Committee.

**Nominations**

- Long
- Abbott

**Passes Unanimously**

- Abbott and Long won the seats on the Space Audit and Allocation Committee by acclamation.

**b) Sponsorship & Donations Committee**

**Moved** by Long, **seconded** by El-Kadi that the Executive Board close nominations for one (1) Executive Board member on the Sponsorship and Donations Committee.

- El-Kadi stated that this was an important committee, and it was an opportunity to see the different projects students are applying for and trying to fund.

**Nominations**

- Mahmoud

**Vote on Motion**

**Passes Unanimously**

- Mahmoud won the seat on the Sponsorship & Donations Committee by acclamation.

**c) Silhouette Board of Publications**

**Moved** by Sweeney, **seconded** by El-Kadi that the Executive Board close nominations for one (1) Executive Board member on the Silhouette Board of Publications.

**Nominations**

- Schaub

**Passes Unanimously**

- Schaub won the seat on the Silhouette Board of Publications by acclamation.

**d) EFRT Advisory Committee**

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board close Nominations for one (1) Executive Board member on the EFRT Advisory Committee.

**Nominations**

- Arora

**Passes Unanimously**

- Arora won the seat on the EFRT Advisory Committee by acclamation.

**e) Wage Review Committee**

**Moved** by Mahmoud, **seconded** by Sweeney that the Executive Board close nominations for one (1) Executive Board member on the Wage Review Committee.

- Mahmoud asked for more information.
- Sweeney stated that this committee was important as it reviewed wages for PT staff.
- Popovic added that this committee will be active whenever a new PT role has been created or job description has been changed.

**Nominations**

- Sweeney

**Passes Unanimously**

- Sweeney won the seat on the Wage Review Committee by acclamation.

**5. Open nominations for Students of Distinction Awards**

**Moved** by El-Kadi, **seconded** by Mahmoud that the Executive Board open nominations for the

MSU Students of Distinction Award.

- Scott explained what the award was about, and that anyone can be nominated. She referenced the Operating Policy that determines eligibility.
- Wooder stated that debate will always happen during the awarding part and to evaluate what EB defines as 'above and beyond'.

### Vote on Motion

**Passes Unanimously**

### 6. Ratify Pass-Around Motion RE: Budgets

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board approve the results of the following pass around motion:

**"Moved** by Popovic, **seconded** by El-Kadi that the Executive Board ratify the recommendation from the 23/24 Executive Board for the 2024-25 Operating Budget to the Full Members of MSU and CFMU Incorporated.

**In Favour: 5 Opposed: 0 Abstentions: 4  
Motion Passes"**

**Passes Unanimously**

### 7. Strike Hiring Committees

#### a) SHEC Director

**Moved** by El-Kadi, **seconded** by Mahmoud that the Executive Board strike a hiring committee for the SHEC Director, consisting of the outgoing Director, the Vice-President (Administration), and one (1) Executive Board Member.

- El-Kadi stated that the current director has gotten into grad school, so they will need to find a new one. They explained that the job will be closing within the next two weeks and then they will be conducting interviews. El-Kadi added that it shouldn't take more than 3-4 hours of the person's time.

### Nominations

- Arora

### Vote on Motion

**Passes Unanimously**

**b) DRO**

**Moved** by Abbott, **seconded** by Sweeney that the Executive Board strike a hiring committee for the Deputy Returning Officer consisting of the current Chief Returning Officer, the Administrative Services Coordinator, one (1) Executive Board member, and the outgoing 23/24 DRO if available.

- Scott went over the time requirements for the hiring committee.

**Nominations**

- Mahmoud

**Vote on Motion**

**Passes Unanimously**

**8. Operating Policy – Emergency First Response Team (EFRT)**

**Moved** by El-Kadi, **seconded** by Arora that the Executive Board approve the proposed changes to Operating Policy – Emergency First Response Team (EFRT), as circulated.

- El-Kadi stated that they've been working on this with EFRT for a while. They went over the memo with the Board.

**Vote on Motion**

**Passes Unanimously**

**9. EFRT Job Descriptions**

**Moved** by El-Kadi, **seconded** by Long that the Executive Board approve the proposed new job descriptions of EFRT Inventory Coordinator and EFRT Summer Executive, as circulated.

- El-Kadi stated that they're now approving the job descriptions that were laid out in the operating policy.

**Vote on Motion**

**Passes Unanimously**

**10. Operating Policy – Information Technology Department**

**Moved** by El-Kadi, **seconded** by Arora that the Executive Board approve the proposed changes to Operating Policy - Information Technology Department, as circulated.

- El-Kadi went over the memo with the Board. They stated that the changes being made are to modernize the skills of the IT department.
- McGowan stated that he didn't have much to add as everything was articulated well.
- Scott stated that the formatting of the policy will be fixed after it passes.

### Vote on Motion

**Passes Unanimously**

### 11. Operating Policy – Information Technology Advisory Committee

**Moved** by El-Kadi, **seconded** by Sweeney that the Executive Board approve the proposed changes to Operating Policy – Information Technology Advisory Committee, as circulated.

**Passes Unanimously**

### 12. Transition Report

**Moved** by Sweeney, **seconded** by El-Kadi that that Executive Board approve the 2023-2024 Vice-President (Finance) Transition Report, as circulated.

- Scott explained that transition reports should be following what was outlined in Bylaw 4 – Board of Directors and Speaker.
- Popovic stated that this was all up to Executive Board to approve, and it was based on if the Board felt that it was completed to their satisfaction.
- Sweeney explained that the previous VP Finance delivered the transition report on time, and while it wasn't fantastic it did hit the necessary marks. They added that there was a lack of depth as provided by past transition reports, and wasn't overly satisfied, but felt that it hit the stipulations to receive full transition pay.

### Vote on Motion

**Passes Unanimously**

### 13. Closed Session

**Moved** by Long, **seconded** by Arora to move into Closed Session.

**Passes Unanimously**

## 14. Return to Open Session

### Information and Questions

- Scott asked that the Board members to please post on their socials about the MSU seat on the Sponsorship & Donations Committee. She announced that service reports will start next week. She added that yearplans for services will be due in July.
- El-Kadi informed the Board about Clinic Assist AI for EFRT. They quickly explained that it was software for charting purposes, and the AI will provide a report based on a predetermined template based on the conversation held with the patient. El-Kadi explained that they were hesitant to utilize AI for this but this will help with charting, as the responders will speak to the program after the calls based on their findings in the field. They explained that a contract hadn't been drawn up yet and was bringing it forward to the Board now for questions or thoughts. El-Kadi added that they're looking at some upfront costs to cater it to EFRT, and then it will be around \$6,000 per year with a three-year contract.
- Sweeney added that Clinic Assist has experience working in clinics, and this could be a good project if the MSU could get it done quickly. They added that they could also look into transferability to other areas.
- El-Kadi explained that next steps will be bringing this to EFRT Advisory.
- El-Kadi informed the Board that SWC was looking to close down the community fridge as they're having trouble keeping up and they've been having multiple challenges with running the area despite best efforts. They explained that SWC reached out to the MSU to see if FCC would benefit from having the fridge in the FCC space. El-Kadi clarified that they're not moving the community fridge, and that FCC will get the fridge as they currently don't have one. They stated that this will give opportunities for the volunteers to do more within the space. They added that SWC will be partnering with FCC and contributing to the upkeep of the fridge, and that the MSU will look into other partnering opportunities as well.
- Wooder asked about the Community Fridge to confirm that the MSU wasn't taking over the space in MUSC Mills plaza and that FCC will be taking the actual fridge for their space. El-Kadi responded that they were hesitant at first about the proposal and emphasized that the service will be for undergraduates only. They added that discussions have yet to be had about the Community Fridge space itself. Wooder stated that this sounded reasonable and that it was a good opportunity. He stated that this was a positive step forward. El-Kadi explained that they will definitely be looping in other people to look at the MOU, which will lay out expectations.
- Wooder announced that the MSU golf tournament was happening on June 27, and will be supporting the MSU Child Care Centre.
- McGowan announced that he was still working with Hamilton Bike Share to launch in September. He stated that there are lots of variables on this and still working on space on campus, inventory, marketing, amongst other things. He added that he was cautiously optimistic that things will go well. McGowan added that he would love student feedback on the bike share pass, bus pass, and walking on campus with student

safety in mind. He announced that the MSU is looking into new legal counsel and was hoping to conclude everything in early July.

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

**Time of Next Meeting:**

**Wednesday, June 19, 2024  
Remote Meeting, Microsoft Teams**

**Moved** by Mahmoud, **seconded** by Abbott that the Executive Board meeting be adjourned.

**Passes Unanimously**

**Adjourned at 1:18pm**

/vs