Federation of Students’ Board Agenda

Regular Meeting

Online Meeting
Chair: CHAIR EASTON  Secretary: VICE PRESIDENT GUEVARA

ATTENDANCE

Please convey regrets to the Chair of the Board at chair@wusa.ca.

Expected Attendees:

- Vice President Abouelnaga*
- General Manager Burdett*
- Chair Easton
- Director Eyre
- Vice President Guevara
- Director Hunte

* Non-Voting Resource Member

Expected Absences:

- None

* Regrets

ORDER OF BUSINESS

Public Session

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Public Session

1.0 PRELIMINARIES

Adding items to the agenda requires a two-thirds vote.

1.1 CALL TO ORDER

The Chair calls the meeting to order at 6:00PM EDT.

1.2 APPROVAL OF THE AGENDA

The Chair assumes the Agenda.

1.3 TERRITORIAL ACKNOWLEDGEMENT

Pursuant to Federation Policy 50, Indigenous Engagement and Inclusivity, the Chair acknowledges the territory upon which WUSA operates.

1.4 ORAL CONFLICT OF INTEREST DECLARATION

In accordance with Procedure 2, §II(6), the Chair poses the following question:

"In relation to any of the items of business on the agenda for this meeting, does any Director have an actual, perceived, or potential conflict of interest?"

1.5 REMARKS OF THE CHAIR

Reminder of Board etiquette and how to most effectively carry out our jobs as Directors.

2.0 APPROVAL OF THE MINUTES

2.1 OUTSTANDING MEETING MINUTES

1. 14 May 2020 Regular Board Meeting
2. 9 June 2020 Regular Board Meeting
3. 19 June 2020 Special Board Meeting
4. 6 July 2020 Special Board Meeting
3.0 REPORTS

3.1 EXECUTIVE REPORTS

Each executive will provide an oral report.

1. President (Simpson)

2. Vice President, Operations & Finance (Guevara)

3. Vice President, Education (Town)

4. Vice President, Student Life (Abouelnaga)

3.1 COMMITTEE REPORTS

Each Committee Chair will provide an oral report.

1. Executive Committee (President Simpson)

2. Strategic and Long Range Planning Committee (President Simpson)
   (a) See attached Long Range Plan Spring Timeline.

3. Planning Student Spaces and Works Committee (Vice President Guevara)

4. Executive Structure Review Committee (Director Eyre)

4.0 BUSINESS ARISING FROM THE MINUTES

Business arising from the minutes is business carried on to a meeting from a previous meeting.

4.1 EXECUTIVE TRANSITION PROCEDURE CHANGES

Be it resolved that the Board approves amendments to Board Procedure 12 Executive Salaries and Contracts, as presented.

Be it further resolved that the Board rescinds Board Procedure 23 Executive Transition.

Submitted By: Chair Easton on behalf of Vice President Town

Note: See attached proposed amendments to Procedures 12 and 23.
4.2 Status of Board Procedures

Follow-up on discussion from the May Regular Meeting of Board on Procedures to be reviewed.

Submitted By: Chair Easton

Note: See attached image on status of Board Procedures.

5.0 General Orders

6.0 Other Business

Any Director may raise any item of concern during other business. Generally, long discussions without a specific motion before the Board should be avoided. A one-third (1/3) vote by the Directors present at the meeting is sufficient to postpone consideration of the motion to a future date.

Confidential Session

Be it resolved that the Board enters confidential session.

7.0 Preliminaries

7.1 Approval of the Agenda

The Chair assumes the Agenda.

7.2 Oral Conflict of Interest Declaration

In accordance with Procedure 2, §II(6), the Chair poses the following question:

"In relation to any of the items of business on the agenda for this meeting, does any Director have an actual, perceived, or potential conflict of interest?"

7.3 Remarks of the Chair

8.0 Approval of the Minutes

8.1 Outstanding Meeting Minutes

1. 14 May 2020 Regular Board Meeting
2. 9 June 2020 Regular Board Meeting
3. 19 June 2020 Special Board Meeting
4. 6 July 2020 Special Board Meeting

9.0 REPORTS

9.1 EXECUTIVE REPORTS
Each executive will provide an oral report.

1. President (Simpson)
2. Vice President, Operations & Finance (Guevara)
3. Vice President, Education (Town)
4. Vice President, Student Life (Abouelnaga)

9.2 COMMITTEE REPORTS
Each Committee Chair will provide an oral report.

1. Executive Committee (President Simpson)
2. Audit and Risk Management Committee (Director Hunte)
3. Personnel Committee (Vice President Guevara)
4. Health Plan Oversight Committee (Vice President Guevara)

10.0 BUSINESS ARISING FROM THE MINUTES

Business arising from the minutes is business carried on to a meeting from a previous meeting.

10.1 STAFF SATISFACTION SURVEY
Review of staff satisfaction survey

11.0 GENERAL ORDERS

11.1 ROUGE MEDIA GROUP AGREEMENT
Space rental agreement.
12.0 OTHER BUSINESS

Any Director may raise any item of concern during other business. Generally, long discussions without a specific motion before the Board should be avoided. A one-third (1/3) vote by the Directors present at the meeting is sufficient to postpone consideration of the motion to a future date.

Public Session

Be it resolved that the Board leaves confidential session.

13.0 ANNOUNCEMENTS

14.0 ADJOURNMENT

Be it resolved that the Chair adjourns the meeting at 8:30PM EDT.
Timeline for Spring 2020

The following document outlines the proposed timeline for a Spring 2020 timeline for the SLRPC. This timeline includes the timeline for approval and timeline for operating plans.

Committee Tasks (Ongoing)

1. Analysis of themes and responses (June 16\textsuperscript{th} – July 14\textsuperscript{th})
   Each committee member will review the survey data, consultation notes, and draft commitments to identify themes. These themes will be discussed during the “commitment compiling” stage. Members should be able to provide feedback on the draft commitments before the committee meets the week on July 14\textsuperscript{th}.

2. Drafting (August 4\textsuperscript{th} – August 27\textsuperscript{th})
   Members of the committee will have an opportunity to review each draft and the final review of the documents presented by President Simpson. Timelines for different draft periods are outlined in “drafting, proofing, and reporting”.

3. Committee meetings (June – August)
   This committee will meet by-weekly to review the timeline and provide updates on the planning process. The committee will meet on Tuesdays on the following dates:
   - June 16\textsuperscript{th}, 5:30 – 6:30 (Review TOR, Timeline review and approval);
   - June 30\textsuperscript{th}, 12:00 – 1:30 PM (Annual Plan meeting);
   - July 14\textsuperscript{th} 12:00 – 1:30 PM (Commitment discussion);
   - July 28\textsuperscript{th}, 5:30 – 7:30 PM (Review of department SWOTs);
   - August 11\textsuperscript{th}, 5:30 – 7:30 PM (Finalizing direction of draft commitments);
   - August 25\textsuperscript{th}, 12:00 – 1:00 PM (Review of draft commitments and direction).

Staff Consultation (July)

Staff consultation will include two steps and provide staff with opportunities to evaluate their own department and have organization wide conversations. The General Manager, Suzanne Burdett, will support this process.

1. Department SWOT meetings (July 3\textsuperscript{rd} – July 17\textsuperscript{th})
   This process will include a SWOT analysis exercise, directed by the Senior Leadership Team (SLT). Departments will meet to review the SWOT and questions, similar to questions asked in consultation. Please see the additional questions we will ask below and provide feedback:
   a) Where do you see your department in five years?
   b) How does your department work well within the organization?
   c) In which areas could your department improve collaboration with other departments to meet your goals?

2. Organization wide SWOT discussion (July 27\textsuperscript{th} – July 31\textsuperscript{st})
   This process will include presentations from each department occurring in the morning and afternoon. Directly following the presentation, all staff will receive a form to provide feedback and additional ideas.
Strategic and Long Range Plan Committee
Waterloo Undergraduate Student Association

They will have until July 31st to provide feedback. Departments will take feedback and discuss their final ideas. A final draft of their SWOT analysis and questions will be presented to the committee for review.

Drafting, Proofing, and Reporting (August)

1. Commitment compiling (August 4th – August 25th)
The Committee will meet on August 4th to discuss commitments based on staff (any details provided to the committee at that time) and student consultations. All members will have an opportunity to provide feedback, review the current status of the draft commitments, and suggest additional commitments based on current data.

2. Commitment drafting (August 4th – August 25th)
The Committee will begin drafting commitments based on all data compiled, including information from both staff consultation periods. Members of the Committee will have an opportunity to provide feedback, thoughts, and direction for drafting on each document presented throughout the draft period.

3. Proofing (August 4th – August 25th)
The committee will review an official first draft of the Plan. The Committee will have five days to review the document (via email), provide feedback for the President to make revisions before presentation to stakeholders the following week. The following stakeholders will receive presentations on the first draft of the Plan:

   • Committee of Presidents (September)
   • WUSA Full-time Staff (September),
   • Students’ Council (September),
   • Budget and Appropriations Committee (BAC) (September),
   • Board of Directors (September).

Following presentations to the groups above, the Committee will review suggestions and decide on the final direction of the Plan. The President will take this information to create the final draft for review.

Final Approval

The Committee will approve the final draft to be sent to the October Council meeting. Council will then recommend the final draft for adoption by the Board of Directors.
Procedure 12: Executive Salaries and Contracts

Transitional Salaries and Honoraria:
1. Outgoing Executives shall normally be retained for a period of at least two (2) weeks of the succeeding fiscal year as casual part-time employees, with a rate of pay commensurate with their former full-time executive salary, to provide transitional support to incoming Executives. Notwithstanding any other Procedures of the Board pertaining to part-time employment by the Federation, the General Manager shall seek approval from the Chair of the Board prior to hiring the outgoing executives as casual part-time employees or the issuance of any transition honoraria to outgoing executives. Outgoing Executives retained as casual part-time employees may work no more than 20 hours per week without the approval of the Executive Committee. Executives who are retained as casual part-time employees shall be ineligible for any other form of transition compensation or honoraria.

Executive Transition:
The following procedure will govern the conduct of Executive transition and the awarding of honoraria, or other compensation.

A. General
   1. Executive transition shall be comprised of,
      a. Gradual transition activities, commencing no later than April 1.
      b. An intensive transition period, prior to May 1.
      c. Continued transition activities and support through the first two weeks of May.
      d. Additional training, conducted at any time during or after transition, as required.
   2. Outgoing and incoming Executive shall be jointly responsible for ensuring a thorough transition for Commissioners (Associate Vice Presidents).

B. Compensation
   1. Outgoing Executives shall be eligible to receive compensation in the form of part-time employment.
      a. Part-time employment shall normally be for a period of two (2) weeks, with a rate of pay commensurate with their former full-time executive salary, to support continued transition activities.
      b. Outgoing Executives retained as casual part-time employees may work no more than 20 hours per week without the approval of the Executive Committee.
      c. Executives who are retained as casual part-time employees shall be ineligible for any other form of transition compensation or honoraria.
   2. Incoming Executives shall be eligible to receive a transition honorarium, subject to approval by the outgoing Executive Committee.
      a. Transition honorarium shall normally be $500 per Executive.
   3. If an Outgoing Executive is also an Incoming Executive, they shall be ineligible to receive any form of compensation for transition.

C. Gradual transition activities
1. Gradual transition activities shall be the responsibility of each outgoing Executive to coordinate for their successor.

2. Gradual transition must include and is not limited to, the following items:
   a. Preparation and presentation of transition documentation
   b. Introduction to key full-time staff members
   c. Training on day-to-day operational tasks
   d. Review of recent projects
   e. Detailed overview of current projects, including next steps
   f. Detailed overview of all committees and other such regular meetings
      i. Discussion of ongoing topics and next steps
      ii. Guest attendance at meetings, where possible
   g. Training on technical aspects of the job, as required
   h. Consultation on decisions which will markedly affect the incoming Executive or the Corporation during the upcoming year

D. Intensive transition period
   1. Intensive transition period shall be the responsibility of the outgoing President to coordinate.
   2. Active participation in these activities, along with gradual transition activities, shall determine each incoming Executive’s eligibility for transition honorarium.
   3. Training should include the following topics, unless previously covered or, by request of the incoming executive, delayed not more than 2 weeks following May 1:
      a. Executive duties
      b. Organization governance
      c. Organizational history
      d. Organization finance
      e. Key stakeholders
      f. Legal agreements
      g. University committees
      h. Human resources
      i. Commercial operations
      j. Student groups on campus
      k. Ongoing projects
      l. Practice Scenarios
      m. Team building

E. Continued transition and support
   1. Continued transition and support shall be the joint responsibility of the outgoing and incoming executive to coordinate.
   2. Continued transition and support may include,
      a. Supporting introductory meetings
      b. Supporting handover of all necessary physical items, include cleaning the office space
      c. Organizing documentation
      d. Supporting ongoing projects or regular duties, as required
F. Additional training

1. Additional training is the responsibility of the incoming President, or designate, to coordinate.

2. Training must include any of the below items unless previously covered,
   a. Equity, diversity & inclusion training
   b. Mental health training
   c. Media training
   d. Leadership training
   e. Board of Directors transition activities
   f. Students’ Council transition activities
   g. Meet & greet activities will full-time staff
   h. Strategic planning activities

3. Additional training may include, on an as-needed basis,
   a. Management training
   b. Further depth on any item listed above

Procedure 23 Executive Transition

The following procedure will govern the conduct of Executive transition, and the awarding of transition honoraria.

1. Each incumbent Executive member shall be responsible for the transition and orientation of his or her replacement, beginning no later than the month of April in each Executive term of office. Said transition and orientation to include but not be limited to:
   i. Completion of a comprehensive transitional report no later than the first business day of April during incumbent Executive member’s term of office;
   ii. In-person training of the incoming Executive member;
   iii. Consultation on Executive matters at the request of the incoming Executive member for a period beginning no later than one (1) month prior to the conclusion of the outgoing Executive member’s term of office; and
   iv. Organization of the incumbent Executive member’s office and files.

2. Outgoing Executive members, who fulfill the criteria as outlined in Section 1, and in the Executive Evaluation Checklist in Section 9, shall be eligible for a transition honorarium.

3. Prior to the Winter Term, the Board of Directors shall meet to decide the Executive transition honoraria remuneration for the current year, which shall not exceed $500. When considering the amount for the honoraria, the Board shall concern itself with the Federation of Students' financial position for the current fiscal year, the awarded amount in previous years, and the current rate of inflation. All Executive transition honoraria will have an identical maximum value.

4. The incoming member of the Executive who is being transitioned shall evaluate the extent to which the outgoing Executive member has fulfilled the requirements, as outlined in Section 1, in accordance with the Executive Transition Evaluation Checklist in Section 9. Honoraria will be awarded based on breakdown established in the Executive Transition Evaluation Checklist, with each of the 4 categories being worth one-quarter (1/4) of the total allotted honoraria. Completed evaluations shall be submitted to the Federation of Students’ Board of Directors Chair, should the chair be an executive the board votes on a designate, by a date determined by the Board of Directors in the Winter Term.
5. The Board of Directors Chair, should the chair be an executive, the board votes on a designate, shall meet with each outgoing Executive member, and will review their evaluation with them, in addition to disclosing the remuneration each outgoing Executive member has been allotted, as per the requirements of Section 1, and in accordance with the Executive Transition Checklist. If there is a dispute, the outgoing Executive member may appeal to the non-Executive Committee of Directors for redress. The non-Executive Committee of Directors members shall render a decision on the appeal, which will be considered binding.

6. If an Executive member is re-elected to the same position they the incumbent for, said Executive member shall not be eligible for a transition honorarium.

7. If an incumbent Executive member is elected to different Executive position in the following year, said Executive member will be eligible for a transition honorarium.

8. Incoming Executive members are eligible for remuneration during the transition period. Said remuneration levels will be decided at the discretion of the Board of Directors, as outlined in the Federation of Students’ Bylaws.

9. Executive Transition Evaluation Checklist

   i. Further to Section 1.i, the comprehensive transitional report shall be worth one-quarter (1/4) of the amount of the transitional honorarium, and shall include but not be limited to:

   a. A comprehensive description of each committee the Executive member sits on, including discussions of the committee’s work in the previous year, and of the current items on the committee’s agenda, along with suggestions for the direction of the committee in the coming year;

   b. Information about UW and Federation of Students staff, as well as any student positions, directly associated with the Executive member’s portfolio (e.g., business managers, commissioners, assistants), including information on the current roles of each position and suggestions for the relevant positions for the coming year;

   c. A review of important issues that arose throughout the previous year within the outgoing Executive member’s portfolio, including sufficient quantity and quality of information, to make the incoming Executive member familiar with the issues;

   d. A review of the successes and failures of projects and initiatives of the outgoing Executive member, including suggestions for improvements; and

   e. A timeline indicating when events are to take place and by what dates tasks need to be completed, (e.g., necessary appointments, committee nominations, Council meetings).

   f. The transitional report shall be a new document focusing on the events, achievements, and challenges of the previous year and on the outlook for the upcoming year, and must not be simply a copy of a previous year’s transitional report.

   g. The outgoing Executive member shall inform the incoming member how to obtain copies of previous years’ transitional reports.
Further to Section 1.ii, the in-person training of the incoming Executive member shall be worth one-quarter (1/4) of the amount of the transitional honorarium, and shall include but not be limited to:

a. Introduction to the Federation of Students’ staff, especially any staff members with whom the Executive member works particularly closely;
b. Familiarization of the incoming Executive member with day-to-day operational tasks;
c. Attendance of both the incoming and outgoing Executive members at no less than two (2) meetings of each committee chaired by the member, at the first of which the outgoing member shall chair while the incoming member observes and at the second of which the incoming member shall chair while the outgoing member assists as necessary;
d. Attendance of both the incoming and outgoing member at no less than one (1) meeting of each committee the outgoing Executive member sits on but does not chair; and

e. For those Executive members who are also signing officers, arrangement of instruction by the Accounting Department on appropriate procedures for reviewing cheques and the related supporting documentation.

Further to Section 1.iii, consultation on Executive matters, beginning no later than one (1) month prior to the conclusion of the outgoing Executive member’s term of office, shall be worth one-quarter (1/4) of the amount of the transitional honorarium and shall include, but not be limited to:

a. Informing the incoming Executive member of any outstanding issues to be resolved and work to be completed; and
b. A detailed dialogue on all relevant sections of UW, Federation of Students, and any other relevant policies and procedures that direct the outgoing Executive member’s portfolio.

iv. Further to paragraph 1.iv, organization of the office and files shall be worth one-quarter (1/4) of the amount of the transitional honorarium and shall include but not be limited to:

a. Organizing the outgoing Executive member’s paper and computer files, including email files, no later than the first day of the final week of the outgoing Executive member’s term of office;
b. Removing all personal belongings of the outgoing Executive member no later than the last day of the outgoing Executive member’s term of office; and

c. Ensuring the availability of all required keys, passwords, and any other necessary equipment used within the outgoing Executive’s office.
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