UNIVERSITY OF WATERLOO  
WATERLOO UNDERGRADUATE STUDENT ASSOCIATION  
“FEDERATION OF STUDENTS”  
MINUTES OF THE REGULAR BOARD MEETING  
200 University Avenue West, Waterloo, N2L 3G1  
Thursday, May 14, 2020 at 5:30 p.m.

Board Members Present
Abbie Simpson      President
Alana Guevara     Vice-President
Megan Town       Vice-President
Nada Abouelnaga    Vice President
Suzanne Burdett    General Manager
Benjamin Easton    Chair
Alexander Eyre     Director
Madison Ng         Director
Kanan Sharma       Director
John Hunte         Director
Edward Yang        Director

By Invitation
Julia Chew        Recording Secretary, INaMINUTE Ltd. (via recording)

Due to the COVID-19 pandemic, this meeting was held by videoconference.

1.0 PRELIMINARIES

1.1 Call to Order

B. Easton presided as Chair and called the meeting to order at 5:34 p.m.

1.2 Election of Officers

On a MOTION by A. Simpson, seconded by A. Eyre, it was resolved to ratify the election of Benjamin Easton as Chair of the Board of Directors, as presented in the Memorandum on Results of Officer and Committee Elections.

The motion was carried.

It was noted that no Director had expressed interest in acting as Secretary of the Corporation and as such, A. Guevara would fulfill the position.
1.3 **Approval of the Agenda**

B. Easton added the following item to the agenda:
- Resignation of Kanan for the ARMC Director seat

*It was the consensus of the Board* to approve the agenda as amended.

Discussion ensued that the meeting was being recorded for minuting purposes. Discussion was documented in the private and confidential minutes.

1.4 **Territorial Acknowledgement**

The Board recognizes that Waterloo Undergraduate Student Association (WUSA) operates on the traditional territory of the Neutral, Anishnaabeg and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, land promised to the Six Nations, which includes six (6) miles on each side of the Grand River.

1.5 **Oral Conflict of Interest Declaration**

In accordance with Procedure 2, S.II (6), the Chair posed 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?"

There were no conflicts of interest declared.

1.6 **Remarks of the Chair**

B. Easton thanked the Board for electing him as Chair.

2.0 **APPROVAL OF THE MINUTES OF THE STUDENT COUNCIL BOARD MEETINGS**

The Chair noted that pursuant to Board Procedure 2(3)(c), all minutes unapproved after April 20 of a given fiscal year may be approved by joint decision of the Chair of the Board, Secretary of the Corporation and President. As such, the remaining minutes from fiscal year 2020 were being approved by outgoing Chair C. Plante, outgoing Secretary B. Easton and President A. Simpson. Ex-Chair Plante was completing the minutes and they would be approved by himself, B. Easton, and A. Simpson.
3.0 REPORTS

3.1 Executive Reports

3.1.1 President
A. Simpson advised that she was settling into the new role and transition was in progress. A. Simpson’s first email was sent to undergrads last Friday and it was well received. A. Simpson was working on responding to messages from the email. A. Simpson noted that the first council meeting occurred and there was an upcoming Senate meeting. A. Simpson was also currently working to schedule committee and Board meetings. B. Easton and A. Simpson were working on a governance calendar for the coming year.

3.1.2 Vice-President, Operations and Finance
A. Guevara reported that transition was going smoothly and on the council meeting, seats were refilled for the committees and A. Guevara was working to coordinate meetings with them. There had been some emails from students regarding dental and health and A. Guevara had been working to answer these.

M. Town advised the Board that they intended to run for OUSA President. M. Town noted that the position had a fiduciary responsibility but the by-laws were written in that there were no conflicts to OUSA and WUSA, and the position was built that any responsibility to WUSA would come before those to OUSA.

E. Yang noted that it would be a good idea to include VPED and VPSL reports in future agendas and the Chair agreed.

3.2 Committee Reports

3.2.1 Executive Committee
A. Simpson noted that two (2) executive committee meetings had been held. Town halls have been put on the priority list for the spring term. While they were unable to sit on the University Working Groups: Chris Read and A. Simpson would meet with President Simpson twice a week to provide updates.

3.2.2 Strategic and Long-Range Planning Committee
A. Simpson advised that they had conversations with Suzanne on timelines and starting the committee again. A transition meeting would be set up next week with Suzanne and Melissa for the Committee to begin again by August.

3.2.3 Planning Student Spaces and Works Committee
A. Guevara advised that two (2) seats were elected during the council meeting last week. Construction had resumed in the SLC as of May 4, 2020. A. Guevara reported that the food services area may be opened by the fall.
3.2.4 Executive Structure Review Committee
A. Simpson noted that the transition meeting for the new head of the Committee was scheduled for next Thursday. If Directors were on the Committee, they should have received the readings that would be reviewed during the meeting.

4.0 BUSINESS ARISING FROM THE PREVIOUS MINUTES
The Chair advised there was no new business arising from the previous minutes to report.

5.0 GENERAL ORDERS

5.1 Ratification of Elections to Committees

On a MOTION by B. Easton, seconded by K. Sharma, it was resolved that the elections of Directors to committees be ratified as noted below and presented in the Memorandum on Results of Officer and Committee Election:

- Audit and Risk Management Committee
  Elected: John Hunte and Kanan Sharma

- Strategic and Long Range Planning Committee
  Elected: Benjamin Easton and Alexander Eyre

- Planning, Student Spaces and Works Committee
  Elected: Alexander Eyre and Edward Yang

- Executive Structure Review Committee
  Elected: Alexander Eyre and Madison Ng

- Budget and Appropriations Committee
  Elected: John Hunte and Kanan Sharma

The motion was carried.

Regarding the vacancy on the Audit and Risk Management Committee, J. Hunte nominated E. Yang. E. Yang accepted.

On a MOTION by B. Easton, seconded by A. Simpson, it was resolved to approve E. Yang to the Audit and Risk Management Committee.

The motion was carried.

5.2 Amendments to Board Procedure

On a MOTION by A. Guevara, seconded by J. Hunte, it was resolved that the Board approve amendments to Procedure 31SB(2)(b), such that the Vice President Operations and Finance is noted as the Vice Chair of the Audit and Risk Management Committee.

The motion was carried.
A. Guevara noted that this was recommended as an oversight when the procedures were previously amended.

5.3 **Status of Board Procedures**

B. Easton noted that the status of Board procedures was required to be reviewed every three (3) years. M. Town noted that she did not believe she had the knowledge to complete Item 20: Engagement, Termination, and Evaluation of Part-Time Personnel. K. Sharma expressed interest in doing so.


E. Yang recalled that PPC would be reviewing the Board procedures, however the Board noted that they were concerned about PPC’s workload at the moment.

6.0 **OTHER BUSINESS**

There was no other business to discuss.

**CONFIDENTIAL SESSION**

*On a MOTION by A. Simpson, seconded by J. Hunte, it was resolved to move into a confidential session at 6:11 p.m.*

*The motion was carried.*

7.0 **APPROVAL OF THE AGENDA**

Discussion was documented in the private and confidential meeting minutes.

7.1 **ORAL CONFLICT OF INTEREST DECLARATION**

Discussion was documented in the private and confidential meeting minutes.

8.0 **APPROVAL OF THE MINUTES OF THE BOARD OF DIRECTORS’ MEETING**

Discussion was documented in the private and confidential meeting minutes.

9.0 **REPORTS**

Discussion was documented in the private and confidential meeting minutes.

10.0 **BUSINESS ARISING FROM PREVIOUS MINUTES**

Discussion was documented in the private and confidential meeting minutes.
11.0 GENERAL ORDERS

Discussion was documented in the private and confidential meeting minutes.

12.0 CLOSE OF MEETING

On a MOTION by B. Easton, seconded by A. Simpson, it was resolved to close the meeting at 7:05 p.m. as there was no further business to discuss.

The motion was carried.