

CSU Regular Council Meeting – Agenda Wednesday, April 13th, 2016 H-767, 18h30, S.G.W. Campus

- 1. Call to Order
- 2. Roll Call
- 3. Approval of the Agenda
- 4. Consent Agenda
 - a) Approval of the Minutes February 10th (RCM), March 9th (RCM) & April 7th (SCM)
 - b) Reports from Committees
 - c) Executive Reports
 - d) Chairperson's Report
- 5. Presentations and Guest Speakers
 - a) UTILE
- 6. Appointments
 - a) Burritoville
 - b) Senate
 - c) Finance Committee
 - d) Clubs & Space Committee
 - e) Student Life Committee
 - f) Signing Officer
- 7. New Business Informational



- a) CSU Safer Spaces Policy
- b) Finance Update Q3 + Year-End Projections
- 8. New Business Substantive
 - a) CSU Annual General Meeting
- 9. Question Period & Business Arising
- 10. Announcements
- 11. Adjournment



CSU Regular Council Meeting – Minutes Wednesday, April 13th, 2016 H-767, 18h30, S.G.W. Campus

1. CALL TO ORDER

Meeting is called to order at 18h48.

We would like to acknowledge that Concordia university is on the traditional territory of the Kanien'keha:ka (Ga-niyen-gé-haa-ga), a place which has long served as a site of meeting and exchange amongst nations. Concordia recognizes, and respects the Kanien'keha:ka (Ga-niyen-gé-haa-ga) as the traditional custodians of the lands and waters on which we meet today.

2. ROLL CALL

Council Chairperson: Mat Forget

Council Minute Keeper: Caitlin Robinson

Executives present for the duration of the meeting consisted of *Gabrielle Caron* (Sustainability Coordinator), *Lori Dimaria* (Clubs & Internal Affairs Coordinator), *Adrian Longinotti* (Finance Coordinator), *Marion Miller* (Academic & Advocacy Coordinator), *John Talbot* (Student Life Coordinator), *Gabriel Velasco* (External Affairs & Mobilization Coordinator), *Terry Wilkings* (General Coordinator) and *Chloë Williams* (Loyola Coordinator).

Councillors present for the duration of the meeting consisted of *Sami Beydoun* (ENCS), *Hayley Currier* (Arts & Science), *Rachel Gauthier* (JMSB), *Jana Ghalayini* (ENCS), *Charles Gonsalves* (Arts & Science), *Sanaz Hassan Pour* (Fine Arts), *Lucinda Marshall-Kiparissis* (Arts & Science), *Aloyse Muller* (Arts & Science), *Michael Wrobel* (Arts & Science) and *Rami Yahia* (ENCS).

Councillors absent for the duration of the meeting consisted of *Jenna Cocullo* (Arts & Science), *Hassan Jabri* (ENCS), *Armani Martel* (Arts & Science), *Geneviève Nadeau-Bonin* (Arts & Science), *Marcus Peters* (Arts & Science), *Jason Poirier-Lavoie* (Arts & Science), *Antoine Rail* (Fine Arts), *Fadi Saijari* (JMSB) and *Leyla Sutherland* (Fine Arts).

3. APPROVAL OF THE AGENDA

Terry Wilkings: I just wanted to take a brief second to congratulate Act Together now that the entire executive team is present. They who ran an engaging campaign with the membership, made a solid case and I personally feel that the CSU is in good hands next year. As for the others who ran for Senate and Council, I would like to thank them for their continued engagement in student life, which is great.

Chairperson: I have received one set of regrets to from **Geneviève**. Also, we need to add the approval of the minutes from the Special Council Meeting held on Thursday, April 7th as they are already done.



Gabriel Velasco removes 8. b) Position Book, to be discussed at the next meeting.

Chloë Williams adds under 6. Appointments, c) Finance Committee, d) Clubs and Space Committee, and e) Student Life Committee.

VOTE

In favour : 9 Opposed: 0 Abstentions: 0

Motion carries.

4. CONSENT AGENDA

a) Approval of the Minutes – February 10th (RCM), March 9th (RCM) & April 7th (SCM)

Ratified by consent.

b) Reports from Committees

Ratified by consent.

c) Executive Reports

Ratified by consent.

d) Chairperson's Report

Ratified by consent.

5. PRESENTATIONS & GUEST SPEAKERS

a) UTILE

Terry Wilkings: I just wanted to inform councillors that given the sensitive information concerning land procurement that we will be discussing, the presentation will be made in closed session. I have communicated with campus media and let them know that as of mid-May, we plan on sharing all of the developments, positive or negative.

Lucinda Marshall-Kiparissis moves to enter closed session. Seconded by **Aloyse Muller**.



VOTE

In favour: 9 Opposed: 0 Abstentions: 0

Motion carries.

Meeting enters closed session at 18h54.

Aloyse Muller moves to enter open session. Seconded by **Sanaz Hassan Pour**.

Motion carries.

Meeting enters open session at 19h28.

Terry Wilkings:

BE IT RESOLVED THAT Council approve the loan agreement as included in the proposal demonstration for the purpose of providing short term bridge financing to UTILE as requested for land procurement, in accordance with Special Bylaws I and J, to be expensed from the Student Space, Accessible Education and Legal Contingency Fund (SSAELC).

BE IT FURTHER RESOLVED THAT the CSU enter the above transaction, should it be necessary, within the delays of the current purchase offer.

Seconded by Michael Wrobel.

Terry Wilkings: This is pretty straightforward and I am looking forward to making a more public announcement about what we have been discussing in mid-May, so if folks could please appreciate the need for confidentiality it would be highly encouraged. Nonetheless, I think that the fact that we were here around a year ago talking about creating the groundworks for this and that we have come this far speaks volumes to the support we have been receiving from our partners and the motivation we have at the CSU for this project to start refining and redefining the municipal discourse around student housing.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

6. APPOINTMENTS

a) Burritoville



Chloë Williams: The CSU has a support member seat on the Burritoville board of directors, and the Burritoville representative resigned so if anyone is interested, this is the opportunity to nominate yourself. Your nomination would be until June 1st.

Aloyse Muller: What is the time commitment?

Chloë Williams: There is one meeting this month then if you are on Council next year, you can can nominate yourself again.

Aloyse Muller nominates himself. Seconded by **Sanaz Hassan Pour**.

Aloyse Muller: I like Burritoville.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

b) Senate

Marion Miller: Unfortunately we have lost another senator, who was the Engineering and Computer Science (ENCS) senator from the elections, so there is something I might propose or invite. We have a councillor here, Jana, who was elected to the Senate next year so, it might be interesting for her to nominate herself to start a few months early. There are two (2) months left to this current Senate session.

Jana Ghalayini nominates herself to the Senate.

Seconded by Lucinda Marshall-Kiparissis.

Jana Ghalayini: I think that it is very important to fill the ENCS seat.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

c) Finance Committee



Chloë Williams: Now that **Adrian** has moved from councillor to Finance Coordinator, we are down to one (1) councillor on the committee so there are three (3) vacant spaces.

Rachel Gauthier nominates herself.

Seconded by **Terry Wilkings**.

Rachel Gauthier: It is a great opportunity to learn more about finances

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

Terry Wilkings: Do we have additional Finance Committee seats open?

Chloë Williams: Yes, two (2).

d) Clubs & Space Committee

Chloë Williams: We have two (2) seats open. You would sit on the committee for the remainder of year helping **Lori** out with clubs and space issues.

e) Student Life Committee

Chloë Williams: For the Student Life Committee, there is one (1) seat available if anyone is interested.

f) Signing Officer

Chairperson: I received **Rami**'s resignation, but forgot it in the Chairperson's Report.

Adrian Longinotti: There is one (1) opening for the signing officer position. For those who do not know about the responsibilities, you would be responsible for meeting weekly with myself and the General Manager to assist with the process of contracts and cheques from the bank and internal accounts within the CSU. This is a great opportunity to get involved with finances and become valuable asset.

Terry Wilkings: For those of you interested who sit on the Finance Committee, that might be an overlap of roles, however it is really important to have third signing officer. Currently, there is myself and **Lucy**, but essentially only there are only two (2) of us and if one of us is not available, we still need two (2) signatures to release cheques. It would be really appreciated if someone could volunteer. The time required is quite periodic and we could set fixed times to show up in office and you could practice your signature or autograph.



Gabrielle Caron nominates Sanaz.

Seconded by Aloyse Muller.

Sanaz accepts.

Gabrielle Caron: Sanaz is very active and on campus often.

Sanaz Hassan Pour: I live at Concordia and have beautiful signature.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

Chair: I received a request for excusal from **Jenna**. She forgot to email the Chair, but she has to finish writing a take-home exam due tomorrow at 9h00.

Aloyse Muller moves to excuse **Jenna Cocullo**'s absence from this meeting of Council. Seconded by **Sanaz Hassan Pour**.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

Chloë Williams moves to take a fifteen (15)-minute recess for food. Seconded by **Charles Gonsalves**.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

Meeting enters recess at 19h45.

Meeting reconvenes at 19h59.

7. NEW BUSINESS - INFORMATIONAL



a) Safer Spaces

Marion Miller: There is no motion here, but the Policy Committee was mandated last year after the ASFA situation to look at its internal structures and implement a policy relating to sexual violence, which we named the Safer Spaces policy. We have been working on this and consulting with many groups on this so we arranged it by the different themes that we hope to tackle. A lot of the discussion was about the scope of the policy and whether it should be focused on CSU events or everything that happens on campus and what we can achieve. When we talked to the Centre for Gender Advocacy, they warned us not to be too ambitious and to go after something easily applicable because if our goals are too broad, are we getting anywhere? In terms of places we can effect change, we are basically launching a draft and giving ourselves a month to get feedback. We are going through clubs and student life in general and seeing how it affects their activities. We are consulting with other partners like sexual assault resources and the Centre for Gender Advocacy. Some of these issues came up at Congress and we think that something which might be interesting would be to create a template policy and then create similar structures for other groups on campus. This was expressed on campus, having policy at the CSU and other groups. On Friday, the university's stand-alone policy on sexual assault is coming out and so far it is looking good. I am impressed with the language, and that will be another sphere with which we can have an impact and influence. There is a part where we talk about responsibility and creating a culture shift to promote safer space and events and creating opportunities for education. We have to look at what spaces we have an impact on, and how we can see ourselves as having the tools to make them safer. We talk about ideas and about what committee members can do to build a safe, educational environment like learning about issues, modelling behaviours, and speaking out against things like sexism, ableism, racism, transphobia and things like rape jokes or gender jokes, along with intervening in situations. In terms of training, the board of the CSU should do so many hours, and there is a way to get clubs involved, and we also talk about how the CSU can use its megaphone to help visibility and access to information on campus around preventing and reacting to situations of sexual violence. There is a whole section about events and safer spaces guidelines and events at the CSU and its subsidiaries. There are directives on how you can make a safer spaces commitment at events and resources and where the gender neutral washrooms are. There is also a section on accessibility for events which ties in with the accessibility audit we did with CURE who came and audited all the CSU spaces. For hosting events in the CSU lounge, we took the measurements of doors and things and this information was collected and will be used. When promoting events, promotional material should be inclusive and it should not promote a culture of excessive alcohol consumption and should include accessibility information. There are suggestions for guidelines for events involving alcohol like a checkout survey where people can talk about their feelings about the event. We wanted to show the hard work, of those on the Policy Committee before we launch into consultation period. In May we should have a revised version to be integrated into the Standing Regulations, which can be modified by next year's Policy Committee. This is not set in stone, but should be integrated at that point.

Terry Wilkings: I just think that it is important to recognize hard work when hard work is being done. Speaking as the former chair of Policy Committee last year, the set of events which led to the motion adopted by the previous year's Council was during a time of transition, so I did not have time to develop this policy and it was placed in the hands of **Marion**. They have been working hard to develop something comprehensive and adoptable to changing circumstances. In its implementation, I am sure that the kinks could be worked out but that is the importance of a living document. In our regulations that pertain to



fee levy groups, we have also included a new provision which requires groups to submit a policy which pertains to complaints. Some of the language **Marion** is speaking about in terms of other groups adopting policies like these, that work is already starting to filter down, so thank you so much **Marion**.

b) Finance Update Q3 + Year-End Projections

Terry Wilkings: Adrian was appointed as Finance Coordinator on Tuesday and the finances of the CSU are expansive, so I will be presenting today, but Adrian will be contributing to the year-end report. Over a twelve (12)-month period, the finances are cut into four (4) quarters and we have been providing quarterly reports. The numbers you see here are the result of the annual budget adopted by Council on June 10th, 2015. The reason why there are so many columns is because we are headed towards the end of the year and we are reporting on the actuals, which is the actual money spent, up until the end of March. This is when Q3 was completed and the next column is a projection of how the fourth quarter spending will look like. Next to that, you see what is budgeted for in the fourth quarter, as opposed to what is projected. The projections provide a glimpse as to how we feel we will end the year, along with aggregates of previous quarters. The last column is what was approved and the variance is what was the gap between what was budgeted for and where we currently stand.

Rachel Gauthier: If the variance is between the annual budget and where we currently stand, is that Q1 and Q2 separate or added together?

Terry Wilkings: No, there are projections and where we currently stand.

Terry Wilkings: The revenues that we generate are purely from student fees and handbook revenues from advertising. We used no corporate advertising, however there are odds and ends where we can procure revenue like Orientation sales. The health plan and administrative line delineates the amount we can charge for the health and dental plan. Generally, the overwhelming proportion of revenues received are from student fees. This part is quite straightforward, but if people have questions they can ask. You can see that the variance for a total of over \$1.5 million is quite negligible, less than a single percentage point, so we are quite happy with the revenue. There are outstanding revenues like the Community Orientation Initiative (COI) grant which has been submitted and is for \$16 000. The Dean of Students had this initiative which has been terminated moving forward, but we were able to gain \$16 000 in revenue for Orientation. We will make sure to collect on this before the end of our mandate. The first category in expenses is executive salaries and expenses. You would not want to see high variance in this section, as this would mean that something was out of the ordinary or unplanned. The highest dollar amount is salaries because we get paid to do the work we do. These salaries were set by Council in June. Essentially, there is very little discussion on this point given the small variance. Next we have council and electoral expenses. For the elections, given that the period just ended now and the deadline for the expense forms to be submitted was last week, we are still in the middle of paying out all of the polling clerks, DEOs, etc. As such, these are projections as opposed to absolutes. We have a positive total here of a few thousand dollars, but this line typically does not have a high degree of fluctuation. The ballots are done at the same time every year an it is quite formulaic.

Rachel Gauthier: Can you explain the difference between elections and referendum and electoral expenses?



Terry Wilkings: Electoral expenses could be like booking spaces or things that are kind of outside of the immediate operation of the elections. Elections and referendums are less of a fixed cost as they depend on the number of people running and the number of ballots to be produced. We have a collective agreement with the union so the wages paid out have been negotiated and next year's executive will be renegotiating this, so there might be fluctuations. Right now we are just adhering to a binding agreement signed in 2012. For instance, under reception salaries we have a positive variance. Over the summer, we started closing the CSU offices a bit earlier on Fridays given the lack of students on campus on Fridays. It was a cost saving measure and when we passed the annual budget, we did not want to presume the impact, but you see the outcome here. All information will be feeding into Adrian's new budget for the upcoming year, so this is all positive stuff. The next line is administrative and office expenses and there is nothing too stylistic here, just expenses like phones, office expense and photocopiers. There is a \$5 000 variance in photocopier service as we did not budget enough in photocopy services, though we over-budgeted in terms of photocopier supplies so we actually have a net difference of positive \$2 000. That is an adjustment which will be made in next year's budget, but we cannot predict the number of times that there will be issues with the photocopier. The photocopier at the CSU sporadically has issues and then we have people from Xerox bring in a maintenance worker to fix it. We have called them more often than not to fix it. In terms of IT expenses, we went over that budget line a lot more than expected, but we made up for this in other areas. Essentially some measures are being implemented right now which will ensure that this overall budget line falls within what is being projected for next year. Internal IT labour is being modified to better adapt to the operational needs of the union. Internal labour will be reduced in IT so we are opening up financing for external labour, for which we did double what was projected, and I am sure that some of you know that over the winter break there was a substantive set of technical difficulties and we needed a lot of external labour at the start of winter. This is the first year that we had new website, so there were some website and internet expenses which will not be necessary for recurring years. For financial and legal fees, we have been in communications with RSS, our legal firm, to provide us with invoices. Until we get invoiced, we cannot provide payments. At the time this went to print, the legal fees here were a bit below what we know is the case, but until we are invoiced, we cannot change what is in the model. Normally, there is not a legal fees collective bargaining budget line, however since the collective agreement is being renewed in 2016, we have preemptively placed an amount of funding in that line in case we need to consult with our legal team. If not, that surplus will be absorbed by legal fees. Some fees are fixed like accounting fees and audit fees. We have an in-house accountant, Vikan, who is very friendly, does his job well and reduced our accounting fees. In terms of banking insurance and interest, the total annual budget's predominant amount is insurance, and we normally have non-profit board insurance and various insurances related to our subsidiaries. Given the increased activity of students when it comes to major project planning and implementation, this results in an increase in total exposure/insurance to higher ceilings in order to ensure that the organization not exposing itself to undue risks. That is why you see what is written in that little section. You can see the difference between what is budgeted for and projected for. The next item is the biggest negotiable set of budget lines, which is under student engagement initiatives, and different executives are responsible for different budget lines in this category.

Rachel Gauthier: Why is there a \$16 000 difference under speaker series.



Gabriel Velasco: We are trying to reconfigure what is in the speakers series versus what is in the campaigns. The campaigns one is much lower than it should be, so it is about figuring out which expenses related to the campaigns line and which related to the speakers series line. My internal budget is nowhere near a \$16 000 deficit, we just need to balance them both out.

Terry Wilkings: For photocopy services and supplies, one is over and one is under, which is like the speakers series and campaigns issue and we still have to separate them for clarity. On a side note, we are plus \$16 000 in campaigns and negative \$16 000 in speakers series. That is a good performance, thank you Gab. For bursaries, line 699 has increased from a point of \$15 000 to a historic \$20 000 because we feel that this is a very effective use of student money and those who sit on Academic Caucus like Marion can tell you that the deadline to apply is this Friday. In our annual budget, Council approved 1.545 million as an annual budget for the CSU, and our projection is \$1.521 million. That is a net difference of \$24 000. What I am trying to say is that we are within a range that is below what was projected. Even if we went below what is projected, we still have buffer. This dos not take into account the revenues category, so as more and more revenues come in, this puts the number at a better position. Also, we need to take into account the money the CSU has earned. When it comes to services, given the measures taken by last years finance team, and through approbation of the membership, to clearly delineate each individual service to have its own restricted fund accounting budget line, we can discuss the individual services and budget lines. Overall, at a high level, I can say that each service is operating within budget except for one, which is the Advocacy Centre. However, if you look at the Advocacy Centre, it is behind by between \$7 000 to 8 000, and the reason for this is because it is the first year that they are operating in an expanded office space. Before, they were in a quasi-closet next to the People's Potato and now they are in a central location which has increased traffic ten-fold over the course of the year, and now they have a front-end reception position as well. That position, although coming out of the Advocacy line in this budget, is made up by having a positive \$27 000 from closing the CSU's offices early in summer, so that section is absorbing this deficit. In terms of the cost for labour, this is being factored in here. If you were to net those too, the total costs are still at positive \$20 000 due to the costsaving measures mentioned before. We will provide an update on the finances as the year comes close to an end, but it is important to highlight that we have been adhering to, on aggregate, the accepted annual budget. I am confident that we will be within budget. Given the changes done last year, we will be the first year that the CSU is on budget in quite some time.

8. NEW BUSINESS – SUBSTANTIVE

a) CSU Annual General Meeting (AGM)

Marion Miller moves that the CSU's Annual General Meeting be held Wednesday, April 27th at 18h00. Seconded by **Michael Wrobel**.

Marion Miller: In the Bylaws we have to call the date of the AGM through Council, and basically the AGM is open to all members and we receive the CEO report from the general elections, the audit from the previous year and we appoint the next auditors. There is a tender process for the auditing firm and we also receive the year-end report from the exiting executive team. We figured that we would hold this meeting on a Wednesday since board members are free Wednesday nights. We would encourage board



members to attend and we have a poster prepared so we just have to put in the correct date. We will advertise this advertise across campus.

Terry Wilkings: I just wanted to clarify that at last year's AGM we ratified the auditing firm for three (3) years, and in the Bylaws it talks about opening the tender process every three (3) years. We just appointed them last year so it is just the ratification to continue using the auditors we approved at the last AGM.

VOTE

In favour: 10 Opposed: 0 Abstentions: 0

Motion carries.

9. QUESTION PERIOD AND BUSINESS ARISING

No questions or business arose from this meeting of council.

10.ANNOUNCEMENTS

Gabriel Velasco: There is an interesting conference happening this Saturday called Solidarity in the Street and it is about the rights that people have when getting stopped by the police. We will discuss the difference between arrest and detentions, along with what the police can and cannot search. This is really good knowledge to have if you are just hanging out on the street or if you are going to a protest. We will be going over what happens when you get ticket or get stopped by the police and how to contest it. There will be free food and hopefully good discussion. Please spread this through your networks, it is important information and knowledge to keep passing down.

Lucinda Marshall-Kiparissis: If you are looking for jobs, CJLO is hiring a volunteer coordinator and office assistant. It is a good place to work and I work there. Sustainable Concordia is hiring a web and design coordinator as well. This is kind of a specialized field and if you know someone to do web and design, it is one of the best places to work. The deadline to apply is April 18th and you can find the posting on Sustainable Concordia's website. Also, Earth Day is next Friday on the 22nd, and with Divest Concordia and the Centre for Gender Advocacy, there will be an Earth Day street fair on de Maisonneuve and Mackay with music workshops and talks, and it will end with a projection of a countdown clock to two (2) degrees of heating, which a tipping point to bad things. It will be great and scary.

Marion Miller: I invite all councillors to attend the CSU Annual General Meeting on April 27th at 18h00.

Terry Wilkings: For those of you on next years executive and Council, come to the Annual General Meeting. Traditionally, this is a moment of coming together for the new executive, old executive, new Council and old Council.



11. ADJOURNMENT

Charles Gonsalves moves to adjourn. Seconded by **Jana Ghalayini**.

VOTE

In favour : 9 Opposed: 0 Abstentions: 0

Motion carries.

Meeting is adjourned at 20h46.



CSU Regular Council Meeting Wednesday, April 13th, 2016 H-767, 18h30, S.G.W. Campus

Summary of Motions Carried

5. PRESENTATIONS & GUEST SPEAKERS

a) UTILE

The following motion was carried:

BE IT RESOLVED THAT Council approve the loan agreement as included in the proposal demonstration for the purpose of providing short term bridge financing to UTILE as requested for land procurement, in accordance with Special Bylaws I and J, to be expensed from the Student Space, Accessible Education and Legal Contingency Fund (SSAELC).

BE IT FURTHER RESOLVED THAT the CSU enter the above transaction, should it be necessary, within the delays of the current purchase offer.

- Terry Wilkings (Michael Wrobel)

6. APPOINTMENTS

a) Burritoville

A motion was carried appointing Aloyse Muller to the Burritoville board of directors.

- Aloyse Muller (Sanaz Hassan Pour)

b) Senate

A motion was carried appointing Jana Ghalayini to the Senate.

- Jana Ghalayini (Lucinda Marshall-Kiparissis)

c) Finance Committee

A motion was carried appointing Rachel Gauthier to the Finance Committee.

- Rachel Gauthier (Terry Wilkings)

f) Signing Officer



A motion was carried appointing Sanaz Hassan Pour as a signing officer.

- Gabrielle Caron (Aloyse Muller)

A motion was carried to excuse Jenna Cocullo's absence from this meeting of Council.

- Aloyse Muller (Sanaz Hassan Pour)

8. NEW BUSINESS – SUBSTANTIVE

a) CSU Annual General Meeting (AGM)

A motion was carried to hold the CSU's Annual General Meeting on Wednesday, April 27th at 18h00.

- Marion Miller (Michael Wrobel)