

**AGENDA**  
**Board of Directors Meeting**  
October 16, 2019  
Niagara-on-the-Lake Campus  
Ventures Training Room, W213-1&2

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Board Chair: Jordan Bingleman  
Board Vice Chair: Emanuelle Atsain  
Board Secretary: Chris Allan  
Scribe: Heather Storey

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| <b>1.</b>  | <b>Call to order</b>   | <b>7:00 p.m.</b> |
| <b>2.</b>  | <b>Reconciliation Statement</b>                                    | <b>7:01 p.m.</b> |
| <b>3.</b>  | <b>Attendance and Quorum Call</b>                                  | <b>7:03 p.m.</b> |
| <b>4.</b>  | <b>Agenda &amp; Motions Approval</b>                               | <b>7:05 p.m.</b> |
| <b>5.</b>  | <b>Conflicts Declared</b>  | <b>7:08 p.m.</b> |
| <b>6.</b>  | <b>Minutes of Last Meeting</b>                                     |                  |
| 6.1.       | Board of Directors Meeting September 18, 2019 – Chris Allan        | 7:10 p.m.        |
| <b>7.</b>  | <b>Ownership Linkage</b>   |                  |
| 7.1.       | Town Hall Report – Tom Price                                       | 7:15 p.m.        |
| <b>8.</b>  | <b>Board Education: Internal &amp; External</b>                    |                  |
| 8.1.       | President’s Report – Tom Price                                     | 7:25 p.m.        |
| 8.2.       | Executive Director’s Report – Steve Kosh                           | 7:30 p.m.        |
| <b>9.</b>  | <b>Risk Limit Monitoring Reports</b>                               |                  |
| 9.1.       | Operating Contingency Budget – Steve Kosh                          | 7:40 p.m.        |
| <b>10.</b> | <b>Board Self-Evaluation</b>                                       |                  |
| 10.1.      | Board Committee Principles (BP #2e) – Tom Price                    | 7:50 p.m.        |
| 10.2.      | Elections (BP #2n) – 6.5 Director Job Description – Chris Allan    | 8:00 p.m.        |
| 10.3.      | Honourarium (BP #2i) – Chris Allan                                 | 8:10 p.m.        |
| <b>11.</b> | <b>Board Decisions</b>   |                  |
| 11.1.      | Strategic Planning Ad Hoc Committee Terms of Reference – Tom Price | 8:20 p.m.        |
| 11.2.      | Committee Chair & Vice Chair Delegation – Tom Price                | 8:30 p.m.        |
| <b>12.</b> | <b>Board Discussion</b>  |                  |
| 12.1.      | Marketing Concerns – Chris Allan                                   | 8:40 p.m.        |
| <b>13.</b> | <b>Meeting Evaluation</b>  | <b>8:50 p.m.</b> |
| <b>14.</b> | <b>Adjournment</b>   | <b>8:55 p.m.</b> |

**Board of Directors Meeting**  
 October 16, 2019  
 Niagara-on-the-Lake Campus  
 Ventures Training Room, W213-1&2

Present: Tom Price                      Jordan Bingleman                      Chris Allan                      Tristen Ritcey  
             Craig Shanks                      Jennie Vallangca                      Landry Wamba Talom                      Gurpreet Singh Sandhu  
             Emanuelle Atsain                      Robert Reid                      Ryan Huckla

Regrets: Himjot Kaur

Absent: Satwinder Singh

Guests: Daniel Gutierrez                      Rachel Cloud

Scribe: Heather Storey

Action Items

<b>SAC 4.1</b>	<p><b>Call to Order</b></p> <p>The meeting is called to order at 7:00 p.m.</p>	
<b>SAC 4.2</b>	<p><b>Reconciliation Statement</b></p> <p>Niagara College acknowledges the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish With One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous peoples.</p>	
<b>SAC 4.3</b>	<p><b>Attendance and Quorum Call</b></p> <p>PRESENT</p> <ol style="list-style-type: none"> <li>1. Jordan Bingleman</li> <li>2. Emma Atsain</li> <li>3. Chris Allan</li> <li>4. Tristen Ritcey</li> <li>5. Landry Wamba Talom</li> <li>6. Jennie Vallangca</li> <li>7. Craig Shanks</li> <li>8. Gurpreet Singh Sandhu</li> <li>9. Robert Reid</li> </ol> <p>REGRETS</p> <ol style="list-style-type: none"> <li>1. Himjot Kaur</li> </ol> <p>ABSENT</p> <ol style="list-style-type: none"> <li>1. Satwinder Singh</li> </ol> <p>According to the NCSAC By-laws Article 6: Meetings of Directors</p> <p>6.4 "Quorum" – A Majority of the Directors constitutes a quorum at any meeting of the Board. For the purpose of determining quorum, a Director may be present in person, or by teleconference and/or by other electronic means. A quorum must be maintained throughout the meeting.</p>	

	<p>Majority = 50% +1 which is 6/11 Directors must be present.</p> <p>There were 9 Directors present, and therefore quorum was achieved.</p>	
<b>SAC 4.4</b>	<p><b>Agenda &amp; Motions Approval</b></p> <p><b>Motion made to approve the agenda for the October 16, 2019 Board of Directors meeting as submitted.</b></p> <p>Motion by: Craig Shanks Seconded by: Emma Atsain</p> <p>All in Favour, Motion Carried.</p> <p><b>Motion made to approve the prepared motions for the October 16, 2019 Board of Directors meeting as submitted.</b></p> <p>Motion by: Jordan Bingleman Seconded by: Jennie Vallangca</p> <p>All in Favour, Motion Carried.</p>	
<b>SAC 4.5</b>	<p><b>Conflicts Declared</b></p> <p>No conflicts were declared.</p>	
<b>SAC 4.6</b>	<p><b>Minutes of Last Meeting</b></p> <p>4.7.1. Minutes from September 18, 2019</p> <p><b>Motion made to approve the minutes from the September 18, 2019 meeting as submitted.</b></p> <p>Motion by: Chris Allan Seconded by: Tristen Ritcey</p> <p>All in Favour, Motion Carried.</p>	
<b>SAC 4.7</b>	<p><b>Ownership Linkage</b></p> <p>4.7.1. Town Hall Report – Tom Price</p> <p>The Town Hall Report was sent to the Board at an earlier date for the Board to review.</p> <p>Tom stated that the Niagara-on-the-Lake Town Hall took place last week, and the Welland Town Hall took place today, October 16. The topic for each Town Hall was Health and Wellness in order to educate students on the different supports and services available to Niagara College students, especially with mid-terms coming up and students possibly feeling overwhelmed and dealing with stress and/or anxiety. Tom co-hosted the Town Hall with Jay Burdon, Associate Director for Health, Wellness, and Accessibility Services. Tom mentioned that the Town Hall that took place today was the most well attended Town Hall to date; approximately 15 students attended and asked engaging questions. Tom mentioned that Craig attended the Town Hall in Niagara-on-the-Lake while Chris and Tristen attended the Welland Town Hall.</p>	
<b>SAC 4.8</b>	<p><b>Board Education: Internal &amp; External</b></p> <p>4.8.1. President's Report – Tom Price</p> <p>The President's Report was sent to the Board at an earlier date for the Board to review.</p>	

	<p>Tom talked about the Open House that took place on October 7, 2019 to celebrate the opening of the new NCSAC offices in Niagara-on-the-Lake; Tom mentioned that he will address the Open House in his next President's Report. In addition, Tom made special mention of the "Positive Space" messaging that was created. These posters will appear in all of the NCSAC spaces to signal to the LGBTQ2+ community that all of our spaces are welcoming, inclusive, and positive.</p> <p>4.8.2. Executive Director Report – Steve Kosh</p> <p>The Executive Director's Report was sent to the Board at an earlier date for the Board to review.</p> <p>Tom called attention to the Transit portion of Steve's Report:</p> <p><i>"Future conversations regarding transit financials and service will be a focus with the NCSAC Board as there are still hurdles to overcome in the next two years while the Linking Niagara Transit Committee amalgamates the Welland, St. Catharines, Niagara Falls, Pelham, and Regional services."</i></p> <p>Tom stated that there has been conversations with the College Executive Team in regards to increased transit fees; there has been preliminary discussions about possibly holding a referendum to increase the fee, as the Region has proposed a new costing model for the U-Pass. Tom expressed his concerns about holding a referendum, as the timing is not ideal and he worries that the referendum may fail, since there was already a large increase this past year. Tom mentioned that there may be an opportunity to attend a Regional Council meeting to discuss NCSAC's concerns. Tom and Steve will provide an update to the Board once available.</p>	
<p><b>SAC 4.9</b></p>	<p><b>Risk Limit Monitoring Reports</b></p> <p>4.9.1. Operating Contingency Budget – Steve Kosh</p> <p>The Operating Contingency Budget was sent to the Board at an earlier date for the Board to review.</p> <p>In terms of the financial position of NCSAC, it looks as though the organization will be in a healthy surplus position at the year ending in 2020 fiscal. This is largely due to the 2019-2020 budgeting processes and the fact that NCSAC budgeted at a 30% effective opt-out rate through the Student Choice Initiative process. With the Winter 2020 semester still to come, Karen and Steve will have to save final comment and await the results of the SCI opt-out percentage.</p>	
<p><b>SAC 4.10</b></p>	<p><b>Board Self-Evaluation</b></p> <p>4.10.1. Board Committee Principles (BP #2e) – Tom Price</p> <p>Tom reviewed the Board Committee Principles Policy with the Board. The policy states the purpose, function, composition, and importance of committees. Tom also states that NCSAC has primarily standing committees and that all committees are advisory, meaning that they do not hold any decision-making power. Committees exist to provide recommendations to the Board, however it is up to the Board to approve or deny any recommendations.</p> <p>4.10.2. Elections (BP #2n) – 6.5 Director Job Description – Chris Allan</p> <p>Chris reviewed the Job Description portion of the Elections Policy. He stressed the importance of engaging with the membership and fulfilling the duties listed in the Job Description. Ryan provided some historical background stating that when the Directors had operational-based roles, the Board members used to have</p>	

	<p>mandatory office hours (12.5 hrs/week) and would receive a honourarium based on if they completed their office hours. When NCSAC moved towards a governing Board model, the office hours were eliminated and it was decided that Board members would receive their honourarium if they fulfilled their role as a Director. Chris stressed the importance of engaging with students, attending functions, acting as an ambassador, and representing the students of Niagara College.</p> <p>Jennie mentioned that she met with her Associate Dean who stated that NCSAC is lacking exposure on campus. Some Directors disagreed and feel as though NCSAC is doing a great job connecting with students as well as departments on campus. Tom mentioned that he was contacted by a group of Public Relations (PR) students who have chosen NCSAC as a client for a class project. The PR students will provide recommendations and feedback to Tom in regards to NCSAC. Tom also mentioned that there has been many events held since September including NCSAC events (Orientation, Pub Night, Bahama Relief, Warm Clothing BBQ, Rainbow Crosswalks) NC events (Residence Move-in, Good Neighbour Guides) Town Halls (Transit, Health and Wellness), community events (Grape and Wine), among others. These opportunities for enhanced collaboration are paramount while establishing NCSAC as an essential organization on campus. Tom urged the Directors to attend as many events as possible in order to ensure NCSAC exposure and engagement with the NC community as well as the broader Niagara community.</p> <p>Chris also brought up attendance at committee meetings and mentioned that if a committee does not have quorum, they are unable to make any decisions, which can effect productivity and timelines.</p> <p>Class Rep meetings were also discussed. Ryan provided some historical context explaining that last year NCSAC moved away from specific Class Rep meetings and moved towards campus-specific Town Hall meetings. Tom urged the Directors to connect with the professors to get the word out about the Town Hall meetings to the students in their faculty.</p> <p>4.10.3. Honourariums (BP #2i) – Chris Allan</p> <p>Chris called attention to the fact that the Directors are paid a honourarium that is funded through student fees. In order to receive the honourarium, Directors should be engaged with students. Currently, there is no criteria listed in the Honourariums Policy that stipulates certain requirements needed in order to receive a honourarium. It was mentioned that Directors need to be accountable to the students that they represent.</p> <p>By consensus it was agreed that the Board would like the By-law and Board Policy Committee to review the Honourarium Board Policy and provide recommendations to the Board of Directors.</p>	Chris Allan
<p><b>SAC 4.11</b></p>	<p><b>Board Decisions</b></p> <p>4.11.1. Strategic Planning Ad Hoc Committee Terms of Reference – Tom Price</p> <p>As mentioned in previous meetings, NCSAC lacks a formal Strategic Plan. In order to develop a Strategic Plan that outlines the strategic direction for the organization (as well as discussing short-term and long-term goals, and setting priorities) an ad hoc committee will be created. As an ad hoc committee, once the Strategic Plan is developed and approved by the Board of Directors, the committee will dissolve.</p> <p><b>Motion to approve the Strategic Planning Ad Hoc Committee Terms of Reference as submitted.</b></p>	

	<p>Motion by: Jennie Vallangca          Seconded by: Robert Reid</p> <p>Discussion: The following Directors were appointed by the Board to sit on the Strategic Planning Ad Hoc Committee:</p> <ol style="list-style-type: none"> <li>1. Chris Allan</li> <li>2. Craig Shanks</li> <li>3. Jennie Vallangca</li> <li>4. Jordan Bingleman</li> <li>5. Emma Atsain</li> </ol> <p>All in Favour, Motion Carried.</p> <p>4.11.2. Committee Chair &amp; Vice Chair Delegation – Tom Price</p> <p><b>Motion to approve the Committee Chair &amp; Vice Chair Delegation as submitted.</b></p> <p>Motion by: Chris Allan          Seconded by: Emma Atsain</p> <p>All in Favour, Motion Carried.</p>	
<p><b>SAC 4.12</b></p>	<p><b>Board Discussion</b></p> <p>4.12.1. Marketing Concerns – Chris Allan</p> <p>Chris stated that he wanted to have a discussion at the Board level in order to address some marketing concerns. He mentioned that the Board is responsible for holding itself accountable, however he believes it is also the job of the Board to hold the organization accountable as well.</p> <p>Chris addressed several concerns that he has with various marketing materials that include inconsistent or incorrect information:</p> <ul style="list-style-type: none"> <li>• Chris Allan's Director title varies on different platforms. He states that some students have been confused to whether his title is Director of Community Services or Director of Community Studies.</li> <li>• Chris Allan' e-mail signature had his name spelt incorrectly, and his Director title was incorrect.</li> <li>• In the Welland NCSAC office there are photos of some members of last year's Board that are still displayed on the front wall.</li> <li>• Some Directors have still not received business cards.</li> <li>• In regards to the Student Handbook, there are a lot of errors, including: Landry's name is spelt incorrectly, on the calendar the first week of October has three 'Tuesday's', and on the calendar for January the return date is incorrect.</li> <li>• In last year's Student Handbook, the President's message in the handbook read "You are not a part of NC history" instead of "You are now a part of NC history".</li> <li>• There is a poster advertising the Knight Beer in The Core at the Welland campus as \$5.25, but it is actually \$5.75, which Chris believes may be a revenue issue.</li> <li>• The menu boards in The Armoury at the Niagara-on-the-Lake campus have not been updated with the new menus.</li> <li>• During last year's Election a candidate's name was spelt incorrectly on the print materials and NCSAC had to draft a Letter of Apology to the student.</li> <li>• There was a "Taco Tuesday" event that was advertised to students, however the student centres did not sell tacos.</li> </ul>	<p>Tom Price</p>

	<p>Chris stated that he is curious as to what the marketing strategy is going to be moving forward.</p> <p>It was discussed that there needs to be more Director awareness marketing put out to the students on the digital screens, social media, etc. in order to educate the students of Niagara College on what NCSAC is and who the Directors are. It was suggested that the Director profiles should appear on the social media channels periodically throughout the year to remind students who the representatives on NCSAC are.</p> <p>Ryan mentioned that it is important for the Board to not delve too far into operations, as there is a staff compliment that fulfills this role. It was stated however that the Board is responsible for the organization as a whole and how its performance affects students when they are receiving misinformation. Ryan recommended that the Board may want to request department leads to attend a Board meeting to report on the department and answer any questions that the Board may have.</p> <p>Tom stated that he will reach out to Steve to discuss having a member from the marketing department attend a Board meeting to address the concerns.</p> <p>It was also suggested that there be more marketing to educate students that NCSAC is a separate entity from Niagara College. With the Student Choice Initiative, it is paramount that students understand what NCSAC does for the betterment of student life on campus at Niagara College.</p>	
<p><b>SAC 4.13</b></p>	<p><b>Meeting Evaluation</b></p> <p>It is important for the Directors to evaluate each Board of Directors meeting. Each Director received the Meeting Evaluation on their governance portal and were asked to complete it.</p> <p>Tom also announced that an Engagement Survey will be circulated to the Board of Directors next week. The purpose of this survey is for each Director to reflect on their performance in the first seven weeks of the term.</p>	
<p><b>SAC 4.14</b></p>	<p><b>Adjournment</b></p> <p><b>Motion to adjourn the meeting at 8:21 p.m.</b></p> <p>Motion by: Chris Allan Seconded by: Jennie Vallangca</p> <p>All in Favour, Motion Carried.</p>	

Approved:

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Board Chair

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Board Secretary