

**AGENDA**  
**Board of Directors Meeting**  
February 14, 2022  
Virtual Meeting  
Zoom

Board Chair: Fope Akomolafe  
Board Secretary: Karly Mallett  
Board Co-Vice Chairs: Marianna Spivak & Ian Mehlenbacher  
Scribe: Heather Storey

*This meeting was Chaired by Vice Chair Ian Mehlenbacher*

- |            |  |                  |
|------------|--|------------------|
| <b>1.</b>  | <b>Call to order</b>   | <b>7:30 p.m.</b> |
| <b>2.</b>  | <b>Reconciliation Statement</b>  | <b>7:31 p.m.</b> |
| <b>3.</b>  | <b>Attendance and Quorum Call</b>  | <b>7:32 p.m.</b> |
| <b>4.</b>  | <b>Agenda &amp; Motions Approval</b>                                     | <b>7:33 p.m.</b> |
| <b>5.</b>  | <b>Conflicts Declared</b>  | <b>7:34 p.m.</b> |
| <b>6.</b>  | <b>Minutes of Last Meeting</b>   |                  |
| 6.1.       | Presidential Vote of Confidence Meeting January 24, 2022                 | 7:35 p.m.        |
| 6.2.       | Board of Directors Meeting January 24, 2022                              | 7:36 p.m.        |
| <b>7.</b>  | <b>Board Education: Internal &amp; External</b>                          |                  |
| 7.1.       | President's Report – Sam Jemison   | 7:37 p.m.        |
| 7.2.       | Executive Director's Report – Steve Kosh                                 | 7:40 p.m.        |
| 7.3.       | Ownership Linkage Report – Sam Jemison                                   | 7:43 p.m.        |
| <b>8.</b>  | <b>Risk Limit Monitoring Reports</b>                                     |                  |
| 8.1.       | Asset Protection – Steve Kosh  | 7:45 p.m.        |
| 8.2.       | Treatment of Students as Customers – Steve Kosh                          | 7:48 p.m.        |
| 8.3.       | Budget Submission (Proposed Budget Line Transfers) – Steve Kosh          | 7:50 p.m.        |
| <b>9.</b>  | <b>Ends Policy Development &amp; Monitoring</b>                          |                  |
| 9.1.       | Reconsider Ends in Light of Education and Ownership Input – Sam Jemison  | 8:20 p.m.        |
| <b>10.</b> | <b>Board Self-Evaluation</b>   |                  |
| 10.1.      | Chair's Role (BP #2c) – Ian Mehlenbacher                                 | 8:25 p.m.        |
| 10.2.      | Governance Investment (BP #2h) – Fope Akomolafe                          | 8:27 p.m.        |
| <b>11.</b> | <b>Board Decisions</b>   |                  |
| 11.1.      | Extended Presidential Term Limit Investigations – Steve Kosh/Sam Jemison | 8:30 p.m.        |
| 11.2.      | Transit Update – Steve Kosh  | 9:15 p.m.        |
| 11.3.      | Project Brew – Sam Jemison   | 9:20 p.m.        |
| 11.4.      | 2022-2023 Operating Budget Approval – Finance Standing Committee         | 9:25 p.m.        |
| <b>12.</b> | <b>Strategic Plan Monitoring</b>   |                  |
| 11.1.      | Creating an Environment for Student Success – Mellisa Moses              | 9:45 p.m.        |
| <b>13.</b> | <b>Meeting Evaluation</b>  | <b>9:48 p.m.</b> |
| <b>14.</b> | <b>Adjournment</b>   | <b>9:50 p.m.</b> |

**Board of Directors Meeting**

February 14, 2022

Virtual Meeting

Zoom

Present: Steve Kosh                      Sam Jemison                      Urooj Rajput                      Marianna Spivak  
                  Andrew,Dykstra                      Dipal Patel                      Karly Mallett                      Ola Ajileye  
                  Fope Akomolafe                      Kathryn Carandang                      Ian Mehlenbacher                      Heather Morris  
                  Mellisa Moses

Guests: Sobhanjana Bose                      Karen Marasco

Scribe: Heather Storey

Action Items

<p><b>SAC 9.1</b></p>	<p><b>Call to Order</b></p> <p>The meeting is called to order at 7:30 p.m.</p>	
<p><b>SAC 9.2</b></p>	<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>	
<p><b>SAC 9.3</b></p>	<p><b>Attendance and Quorum Call</b></p> <p>PRESENT:</p> <ol style="list-style-type: none"> <li>1. Urooj Rajput</li> <li>2. Ian Mehlenbacher</li> <li>3. Andrew,Dykstra</li> <li>4. Dipal Patel</li> <li>5. Karly Mallett</li> <li>6. Marianna Spivak</li> <li>7. Kathryn Carandang</li> <li>8. Fope Akomolafe</li> <li>9. Ola Ajileye</li> <li>10. Heather Morris</li> </ol> <p>ABSENT:</p> <ol style="list-style-type: none"> <li>1. Mellisa Moses (arrived at 7:43 p.m.)</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 7/11 Directors must be present.</p> <p>There were 10 Directors present, and therefore quorum was achieved.</p>	
<p><b>SAC 9.4</b></p>	<p><b>Agenda &amp; Motions Approval</b></p>	

	<p><b>Motion made to approve the agenda for the February 14, 2022 Board of Directors meeting as submitted.</b></p> <p>Motion by: Karly Mallett Seconded by: Fope Akomolade</p> <p>All in Favour, Motion Carried.</p> <p><b>Motion made to approve the prepared motions for the February 14, 2022 Board of Directors meeting as submitted.</b></p> <p>Motion by: Andrew Dykstra Seconded by: Heather Morris</p> <p>All in Favour, Motion Carried.</p>	
<p><b>SAC 9.5</b></p>	<p><b>Conflicts Declared</b></p> <p>No conflicts were declared.</p>	
<p><b>SAC 9.6</b></p>	<p><b>Minutes of Last Meeting</b></p> <p>9.6.1. Presidential Vote of Confidence Meeting January 24, 2022</p> <p><b>Motion to approve the meeting minutes from the Presidential Vote of Confidence held on January 24, 2022 as submitted.</b></p> <p>Motion by: Karly Mallett Seconded by: Dipal Patel</p> <p>All in Favour, Motion Carried.</p> <p>9.6.2. Minutes from January 24, 2022</p> <p><b>Motion to approve the meeting minutes from the January 24, 2022 Board of Directors Meeting as submitted.</b></p> <p>Motion by: Urooj Rajput Seconded by: Marianna Spivak</p> <p>All in Favour, Motion Carried.</p>	
<p><b>SAC 9.7</b></p>	<p><b>Board Education: Internal &amp; External</b></p> <p>9.7.1. President's Report – Sam Jemison</p> <p>The President's Report was sent to the Board at an earlier date for the Board to review.</p> <p>Sam made mention that she has been approached by a provincial advocacy group who is looking to represent all student associations throughout Ontario. This advocacy group is being lead by College's Ontario. Sam has been doing some research on this advocacy group and sitting in on some meetings to learn how NCSAC could benefit.</p> <p>9.7.2. 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>9.7.3. Ownership Linkage Report – Sam Jemison</p>	

	<p>Sam met with Andy and Myra from the Marketing department to work out the logistics of the NCSAC "DM US!" campaign. Sam continues to receive inquiries regarding transit, the bursary, as well as the U-Pass.</p>	
<p><b>SAC 9.8</b></p>	<p><b>Risk Limit Monitoring Reports</b></p> <p>9.8.1 Asset Protection – Steve Kosh</p> <p>This agenda item was tabled to the March Board of Directors meeting.</p> <p>9.8.2 Treatment of Students as Customers – Steve Kosh</p> <p>NCSAC exists for the betterment for students. NCSAC's mission statement is "Creating a supportive and inclusive environment through exceptional activities, relevant services, and ethical advocacy that meets the needs of our student community". Steve called attention to the different ways NCSAC pivoted during the pandemic and reimagined many services and events to be offered to students virtually. Additionally, NCSAC is currently the only food provider on campus, ensuring students who are on campus have the access to food on campus. Finally, NCSAC listens to student feedback to ensure that we are servicing NC students to the best of our ability.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><i>Mellisa Moses joined the meeting at 7:43 p.m.</i></p> </div> <p>9.8.3 Budget Submission (Proposed Budget Line Transfers) – Steve Kosh</p> <p>Steve explained that there are some budget lines that are overbudget. To remedy this, some funds can be reallocated within the operating budget and adjustments can be made to ensure the budget balances before the end of the fiscal year.</p> <p>Steve informed the Board of the following budget adjustments:</p> <p>Reduced 5260 – Insurance from \$42,000 to \$26,000 (frees up \$16K)</p> <ul style="list-style-type: none"> <li>- Move \$14k of that over to 5150-Board Travel and Conference to make that line balance</li> <li>- Move \$2k of that over to 5100-Board Wear to make that line balance</li> </ul> <p>Reduce 5160 – Retreats from \$12,000 to \$8,000 (frees up \$4k)</p> <ul style="list-style-type: none"> <li>- Move \$3k to 5170-Office Equipment to make that line balance</li> <li>- Move \$1k to 5360-Misc to make that line balance</li> </ul>	
<p><b>SAC 9.9</b></p>	<p><b>Ends Policy Development &amp; Monitoring</b></p> <p>9.9.1 Reconsider Ends in Light of Education and Ownership Input – Sam Jemison</p> <p>Sam reviewed the Strategic Ends in the Board Policies. She reminded the Board that it is the Board's right to review and amend the Strategic Ends of the organization in order to suit their mission and direction. After review, the Directors agreed that the Strategic Ends are still relevant and speak to why NCSAC exists for students.</p> <p>Ends Policy –</p> <p>Level #1</p> <p style="text-align: center;">Because the Niagara College SAC exists: <b><i>Students enjoy an improved quality of life</i></b></p>	

	<p>Level #2</p> <p>Students will enjoy:</p> <ol style="list-style-type: none"> <li>2.1. <b>Good Health</b> (health services, affordable products, nutrition, etc.)</li> <li>2.2. <b>Social Interaction</b> (involvement, travel, access, etc.)</li> <li>2.3. <b>Skills Development</b> (employment, leadership, etc.)</li> <li>2.4. <b>Are heard/have a voice</b> (with the College and other external bodies)</li> </ol>	
<p><b>SAC 9.10</b></p>	<p><b>Board Self-Evaluation</b></p> <p>9.10.1. Chair's Role (BP #2c) – Ian Mehlenbacher</p> <p>Ian reviewed the Chair's Role Policy with the Board.</p> <p>9.10.2. Governance Investment (BP #2h) – Fope Akomolafe</p> <p>Fope reviewed the Governance Investment Policy with the Board.</p>	
<p><b>SAC 9.11</b></p>	<p><b>Board Decisions</b></p> <p>9.11.1. Extended Presidential Term Limit Investigations – Steve Kosh/Sam Jemison</p> <p>Steve and Sam presented the findings from their investigations looking into extending the Presidential term of office from a maximum of 2 to 3 years. Steve and Sam consulted several other Student Associations, including: Cambrian Student Council, Fanshawe Student Union, and the Frost Student Association. Additionally, Sam and Steve met with Sean Kennedy, NC President to gain his perspective, Catherine Raso, Governance Consultant, and Tom Price, past NCSAC 2-year President.</p> <p>Throughout the investigations there were some prevalent themes that were discussed, including:</p> <ol style="list-style-type: none"> <li>1. A candidate may be hesitant to run against a returning 2-year President (running for their third)</li> <li>2. The President's connection to students may become weaker the further they are from graduation</li> <li>3. A third year President may face difficulty finding a job in their industry after a third term</li> </ol> <p>Sam stated that she believes that there are more positives than negatives to increasing the President's term limit, due to the Vote of Confidence requirement set out in the NCSAC by-laws, as well as introducing possible caveats, such as a 2-year President can only run for a third year in a second call out, if no one from the NCSAC Board nominate themselves in the first call out. This would make a third year President an exception, and not the norm. Sam also stated that she is aware that she does hold some bias, and she does not feel strongly enough about either side to offer a firm opinion. Sam expressed her hope for the Directors to vote through their own lens and in the interest of the students. Additionally, Sam reminded the Board that if this motion does pass, that the Board is only able to make recommendations of amendments to the By-laws, and that any changes must be approved by the members at the Annual General Meeting in April.</p>	

During Steve's presentation, he stated that not that the investigation is complete, and he and Sam interviewed multiple groups to gather their feedback, his opinion is that NCSAC should not extend the Presidential term limit from 2 to 3 years. Steve mentioned that NCSAC extended the Presidential term limit from 1 to 2 years about 10 years ago, and it has proven effective ever since. Additionally, Steve explained that the idea of extending the Presidential term limit was brought to Sam from Tom Price, past NCSAC President, however in a written letter (included in Appendix 4) Tom has retracted his idea after leaving office. Tom states "[...] After careful and deep reflection on the role and term limits and the thought of increasing the NCSAC Presidential term limit to 3 years, I have great hesitations and reservations. I believe a 1-year term limit with a maximum of 2 years is ideal in student government and leadership." Steve noted that this sentiment was echoed by Sean Kennedy who stated, "I believe the sweet spot for NCSAC is a 2-year Presidential term limit". During their research, Steve and Sam also heard from Lynn, the student President at Cambrian College, who mentioned that they had a 3-year term at one time and have since moved back to a 2-year term. This was because they felt the 3-year term excluded many Directors from the opportunity of running for President, it was hard for the President to find an industry job after serving 3 years as President, as well as the fact that the President got too comfortable after 3 years in office. Additionally, Fanshawe Student Union who currently have a 1-year Presidential term limit are now investigating a 2-year term limit. Steve and Sam met with their President and General Manager who both stated their concerns over the lack of fresh, student-focused ideas after 3 years as President and limiting the ability of other Directors to run for President and gain the valuable skills that position provides. Steve and Sam also collaborated with Adam, the Student President at Fleming (Frost Campus). Adam also reiterated the disconnect of a President and their student-focused ideas after 3 years. He also echoed Fanshawe and Cambrian's concerns that a 3-year Presidential term limits the opportunity for Directors to run for President in their graduating year. Lastly, Steve and Sam met with Catherine Raso. Catherine did confirm that this change would not be a conflict of interest for Sam and did mention that she thought it would be a good idea to keep a strong President if you have one in office. As Sean Kennedy mentioned, the potential of the opposite is also true if we have a weak President in office and happens often in student government.

The themes of support for a 3-year President term, stemmed around institutional knowledge and being able to continue the work of the President. Institutional knowledge is extremely important in student government, and NCSAC recognized this by introducing the role of Past Board Member when we restructured a few years ago (to add perspective and continuity). Also, it's important to remember that student government is comprised of governance and operations, including the full-time staff. At NCSAC, your staff have almost 100 years of combined service with over 65 years of that experience right here at NCSAC. It's this deep experience and knowledge that trains Board members each year and trains the incoming President in their first year in office. We also must remember that NCSAC creates a road map every few years in the way of a strategic plan. This plan drives the way we service students and keeps NCSAC on a steady course towards the future.

Discussion: A Director stated that they agreed that 2 years is the "sweet spot" for a President's term of office, however it was stated that if this extension to 3 years does get approved, that keeping the Vote of Confidence measure in place is necessary. The Vote of Confidence safeguards the organization and ensures that the Board is in full support of the returning President running. There was a question asked regarding if NCSAC has anything in place if the serving President leaves NCSAC during their term of office. Steve explained that this is addressed in the NCSAC By-laws and noted that this process is not specific for a third year President – but for any serving President. Another question was asked regarding the process if nobody runs for the position of President. Steve explained that of there are no

interested candidates in the first call out to the Board, then there is a second call out that would go to eligible students at large (in their graduating year). Sam reminded the Board that if the extension does pass, then caveats could be introduced which would mitigate some of the concerns. Sam noted that a caveat could be that a 2-year President could only run for a third year in a second call out if no one puts their name forward in the first call out. The Board was asked to consider whether, in the case no one puts their name forward in the first call out, it would be better to have a returning third year President, or if it would be better to have an inexperienced student at large take on the role as President. It was noted that this caveat could be seen as a safety net for NCSAC to ensure a strong candidate for President. Steve commented by saying that NCSAC has 'safety net' supports available in the means of full-time staff. As a strong organization, NCSAC looks to other SA's, governance consultants, and utilizes Retreats to ensure strong training opportunities for the Board, whether they are new or returning members. It was also stated that student government is all about opportunity and bringing in fresh perspectives and a new student lens.

It was explained that the next steps and the process for this agenda item is that a motion will be sent out tomorrow through Aprio and all Directors were asked to submit their vote. If the vote passes, the By-law and Policy Committee will work to create options for the Board to discuss. At that time, NCSAC would employ Catherine Raso to provide her governance focused opinion as well. Once the Board agreed on a version of the amendment, that By-law amendment would be presented at the Annual General Meeting to be approved by the membership in April. If the vote fails, then no further action will be taken. The Directors were urged to vote with the interest of the students of NC in mind.

#### 9.11.2. Transit Update – Steve Kosh

The transit bursary for January and February will be honored to the students who were expected to be on campus, regardless of the campus lockdown. NCSAC is in the midst of developing an online portal, where students can apply for their reimbursement. This portal will be open for a 2-week window and students will be asked to fill out their information and upload jpeg's with photos of their proof of purchase. NCSAC will then collect those submissions over the two weeks and submit to the Finance Department to start the reimbursement process for those students. NCSAC has access to who was expected to be on campus from Enrolment Services. This will save students time from having to come into the office to receive their reimbursement, as well as some clerical time for NCSAC.

In March and April, the monthly pass will still be reduced from \$160/month to \$100/month with eligible students receiving a \$60 reimbursement from NCSAC. Please note that these students need to come into the office to access the bursary and will not be able to purchase their pass online.

Regarding the Transit Referendum, Steve and Sam has been working with several NC personnel including Vince Malvaso, NC Finance Director, Rick Anderson, Vice President of Student Successful, and Marc Nantel, Vice President of Research & External Relations to discuss the possibility of a referendum to re-introduce the U-Pass at NC. The next step to getting pricing for a semester pass from The Region, which has proven to be difficult, since The Region has received the triple majority vote and has put a freeze on the municipal transit systems for the next year (basically like an audit). Therefore, the Region cannot provide a price on a semester pass. At this point, it would be impossible for NCSAC to go to Referendum for March. Therefore, NCSAC has to be creative in coming up with ways to help students. NCSAC will be meeting with The Region again and will propose that NC students receive the high school pass price, which is \$120/month

(\$480/semester). Hopefully by March 2023, the new transit commission would be in place, and NCSAC would be able to run a Referendum.

9.11.3. Project Brew – Sam Jemison

**Motion to approve a sponsorship to Project Brew at the Rhythm & Blues Level in the amount of \$500.00 allocated from the Sponsorship/Donations budget.**

Motion by: Urooj Rajput

Seconded by: Andrew Dykstra

All in Favour, Motion Carried.

9.11.4. 2022-2023 Operating Budget Approval – Finance Standing Committee

Steve stated that this budget has been created through input from the management team, as well as the Financial Standing Committee.

Marianna presented an overview of the proposed 2022-2023 Operating budget.

**NCSAC Ancillary Fee Revenues:**

The majority of NCSAC revenue comes from Ancillary Fees, which are paid for by NC students. The NCSAC fiscal year occurs from April 1<sup>st</sup>, 2022 and ends March 31<sup>st</sup>, 2023. This means that there are 3 full semesters at NC whereby we collect ancillary fees for students: the May2022 (Spring/Summer semester), the September2022 (Fall) semester and the January2023 (Winter) semester. The college anticipates that over 23,300 charge occasions will occur in our 2022-2023 fiscal year. This means that the anticipates almost 4,000 students in Summer2022, almost 10,000 students in Fall2022 and just short of 10,000 students in Winter2023.

We take this enrolment and multiply enrolment numbers in each semester, thereby giving us our revenue for each ancillary fee category.

The total anticipated ancillary fee revenue for the 2022-2023 fiscal year, is just over \$1.3MM.

NCSAC also has a bit of revenue that comes to the organization via the Nourishing Minds account that the college fundraises for, about \$8,000 in student handbook revenue, \$25,000 in interest income from our investments and approximately \$5,000 in revenue from grad photos.

The total anticipated revenue for NCSAC in the 2022-2023 fiscal year, is \$1,399,000.

**NCSAC Balanced Budget:**

In order for our NCSAC operating budget to be considered “balanced”, revenues and expense have to be within 1% of each other. This means that our expenses for the upcoming year cannot exceed \$1,410,000.

**NCSAC Expenses:**

With NCSAC anticipating a return to “normal” enrolment and on-campus activity by Fall2022, many of the NCSAC budget lines have been increased back to “normal” as well and have increased over the 2021-2022 operating budget year.

*Student Services Line* – The first budget line is an example of just that; the Student Services line is proposed to increase from \$7,000 to \$23,000 total. Most of that



increase is due to the Breakfast Program, which should make it's return to campus in Fall2022. Other budget items in Services, include our NCSAC Legal Service, Online Textbook Sale, Career Closet and Student Tax Clinic.

*Nourishing Minds Line* – Nourishing Minds looks as though the budget line has increased by \$30,000, when in fact it's only proposed to increase by \$5,000. \$25,000 of the increase is covered by the \$25,000 in revenue collected by NC on our behalf and transferred to NCSAC.

*Student Handbook Line* – The net budget line I'd like to draw your attention to is Student Handbooks. With the return of most students by Summer or Fall2022, NCSAC anticipates printing many more handbooks than we have over the past two fiscal years. The increase of \$8,000 strictly covers the cost of printing the additional handbooks.

*Partnerships & Donations Line* – Over the past couple of years, we haven't used the entire \$10,000 in this budget line, so the Finance Standing Committee is recommending a reduction of expenses for partnerships & donations to \$8,000.

*Promotional Items Line* – Directly below Partnerships & Donations, you will find Promotional Items. These are the branded giveaway items the NCSAC produces to hand out to students. From pens and lanyards to lunch boxes and t-shirts, with the majority of our students returning to campus this year, we plan on bringing back this budget line to \$25,000 as it was pre-pandemic.

*Capital Reserve Line* – The Capital Reserve line is money that NCSAC holds in a joint bank account with NC. This money is to be used for renovations or improvements in the Student Centres. Whether this is new patio furniture, a new floor or renovated bathrooms, capital improvements are expense items that we could not take with us if we moved our student centres/pubs.

*Insurance Line* – Insurance was reduced from \$42,000 to \$30,000, because our insurance decreased on 2021 and it is not anticipated to increase past \$30,000 in 2022-2023. We simply haven't used the funds this year, so we will reallocate those funds for next year.

*Professional Fees Line* – Professional Fees is a \$35,000 budget line and a large spend. These fees include our audit which is mandated by the not-for-profit act and any legal or HR services that NCSAC may require throughout the year.

*Merchant Fees Line* – NCSAC has purchased a new Point of Sale system for the front desks in both Welland and the DJP campus. The system uses cloud-based software and also requires less hardware cost than our current system, however, the monthly subscription of the service is more expensive, and hence the reason for the increase from \$2,000 to \$3,000.

*Administrative Fees Line* – Administrative Fees are also another large spend and include our software subscriptions to services like Zoom, Slack, BambooHR and association fees. No increase is being proposed at this time.

*Office Supplies & Office Equipment Lines* – With a larger return to campus, we have proposed increases to these two lines as we will require more paper, stationery, and printing supplies.

*Miscellaneous Line* – The Miscellaneous budget line includes flowers and gifts to support any NCSAC Board or Staff members through times when family members pass away, major accomplishments are achieved or retirements.

*Wages/Honorariums Line* – This is by far the NCSAC's largest budget line. Again, with a larger return to campus, we will increase from approximately 20 employees, to over 40 employees by Fall2022 and therefore require a larger budget to pay staff. Some of the staff positions that will return, include our Student Marketing Coordinators, Student Event Coordinators and Student Clubs Coordinators. Many employees will hopefully return to The Armoury and The Core, many of whom will be students. A major increase from \$550,000 to \$720,000 an increase of \$170,000 will be required to support staffing levels.

*Government Remittances & Benefits Lines* – Both the Government Remittances and Benefits budget lines are connected to the Wages/Honorariums lines. Government Remittances are linked to government deductions like CPP and EI (Employment Insurance). These two lines increase, when NCSAC increases the number of employees, and the wages spend.

*Staff Travel & Conference Line* – Again, with the world returning to normal, it is anticipated that staff will be returning to conferences Nationally. From local regional conferences to national conferences across Canada, approximately 15 staff members take part in some type of conference activity throughout the year. This budget line was at \$25,000 pre-pandemic, but the proposed increase is now from \$4,000 to \$20,000.

*Board Travel & Conference Line* – For the same reason as the Staff Conference line, the Board Conference line is proposed to increase back to \$20,000 and closer to pre-pandemic levels.

*Board Professional Development Line* – This budget line remains the same, but these funds are used for guest speakers and consultants like Catherine Raso, when NCSAC has to use external facilitators to educate and teach the NCSAC Board.

*Board Wear Line* – This item line is proposed to increase by \$1,000 to \$3,000 total, as in this current fiscal, we have already gone over budget.

*Governance Expenses Line* – The majority of this line is to support the use of the Aprio portal and some of it will also support things like books for our governance library.

*Retreats Line* – Fingers crossed that the May and January Retreats occur in person once again, so the budget committee has proposed a return to \$25,000 (pre-pandemic level) for the Retreats line. This line covers all three NCSAC retreats throughout the year, including lodging, transportation, and food for everyone involved.

*Members Meetings Line* – Member Meetings are our Annual General Meeting, Town Hall meetings, etc., and with the return to campus this year, NCSAC anticipates being able to execute these in person, therefore driving up the cost of the budget line from \$1,000 to \$2,000 to support food for attendees.

### **Conclusion**

And with that, NCSAC will have spent \$1.397Million of our \$1.399Million dollars, therefore creating a balanced budget for the 2022-2023 NCSAC fiscal year.

**Motion to approve the 2022-2023 NCSAC Operating Budget as presented.**

Motion by: Urooj Rajput  
Seconded by: Dipal Patel

All in Favour, Motion Carried.

<p><b>SAC 9.12</b></p>	<p><b>Strategic Plan Monitoring</b></p> <p>9.12.1. Strategic Plan (Creating an Environment for Student Success) – Mellisa Moses</p> <p>Each Board meeting, a particular section of the NCSAC Strategic Plan will be reviewed.</p>	
<p><b>SAC 9.13</b></p>	<p><b>Meeting Evaluation</b></p> <p>To ensure “good governance” each Director received a Meeting Evaluation Survey at the end of the meeting. 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><b>SAC 9.14</b></p>	<p><b>Adjournment</b></p> <p><b>Motion to adjourn the meeting at 9:41 p.m.</b></p> <p>Motion by: Kathryn Carandang Seconded by: Karly Mallett</p> <p>All in Favour, Motion Carried.</p>	

Approved:

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Board Chair

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Board Secretary