



**STUDENT ADMINISTRATIVE COUNCIL INC.**

**Annual General Meeting**

**Virtual: Teams Meeting**

**Tuesday April 8, 2025**

**4:00 p.m.**

**AGENDA**

1. Welcome
2. Call to Order
3. Constitution of Meeting
4. Approval of the Minutes of the Meeting held on April 2, 2024 (AGM)
5. Approval of the Minutes of the Meeting held on October 2, 2024 (Special Meeting of Members)
6. Transit Update
7. Enrolment and Operating Budget for 2025-26
8. Appointment of the Auditors
9. CEO Reports
10. Approval of the Acts of the Directors and Officers
11. Set Number of Directors
12. Directors' and Officers' Liability Insurance
13. Ratification of the 2025-2026 NCSAC Board of Directors
14. Adjournment

## STUDENT ADMINISTRATIVE COUNCIL INC.

### Annual General Meeting

### Virtual: Teams Meeting

Tuesday April 8, 2025

4:00 p.m.

#### 1. Welcome – Chris Fullerton

Chris welcomed the membership to the Annual General Meeting (AGM) and explained to the membership the purpose of the meeting. He explained that the Annual General Meeting is the meeting where NCSAC looks to its members, the students of Niagara College and the reason NCSAC exists as an organization, to ensure that NCSAC is still existing for the right reasons, to explain the organization's current standing, what NCSAC have worked on in the last year, in reference to governance, operations, budgeting, and a transit referendum. Chris also outlined the process of reviewing the organizations financials and operations. He also explained how the meeting and reports account for the actions of the Niagara College Student Administrative Council Inc. (NCSAC) to aspire to provide healthy and safe activities, facilities and services while promoting an accessible College environment and contributing to the quality of student life. This report covers the activities of the corporation globally as well as at the campus level.

Chris then introduced the 2024-2025 NCSAC Board of Directors:

Director of Allied Health	Bruin Pol
Director of Business Management	Hish Clifford
Director of Community Services	Krysa McReynolds-Huang (Fall semester)
Director of Culinary	Devin Garrah (Spring Semester)
Director of Environment & Horticulture	Chris Fullerton
Director of Hospitality & Tourism	Mausam Gurung (Fall Semester)
Director of Justice & Fitness	Shreya Shah
	Harmeet Singh (Spring Semester)
Director of Media	Bipul Rai
	Hamza Albashatweh
Director of Nursing & PSW	Mercy Deborah Santhana Krishnan
Director of Technology	Caleb Simoneau
Director of Trades	Sukhpreety Singh Gosal
Director of Wine, Beer, & Spirits	Jon Wallington
	Pramod Shingade (Spring Semester)

#### 2. Call to Order – Chris Fullerton

The meeting was called to order at 4:08 p.m. and chaired by Chris Fullerton.

According to the NCSAC By-laws Article 4: "Meetings of Members", subsection 4.4 "Quorum" it states: A quorum at any meeting of the Members shall be 15 Members. For the purpose of

determining quorum, a Member may be present in person, or by teleconference and/or by other electronic means. A quorum must be maintained throughout the meeting.

At this meeting there are 15 members in attendance, and therefore quorum is achieved.

*\* There were 19 members in attendance after the start of the meeting\**

Chris acknowledged the guests in attendance: Steve Kosh, NCSAC Executive Director; Heather Storey, NCSAC Governance Manager; and Andy Hall, NCSAC Marketing Communications Manager.

### **3. Constitution of Meeting – Chris Fullerton**

According to the NCSAC By-laws, under Article 4: “Meetings of Members”, subsection 4.4 “Notice of Meetings”, it states: A notice shall be provided not less than ten (10) days and not more than fifty (50) days prior to the meeting. Therefore, Chris declared that notice of this meeting having been sent to each member in accordance with the by-laws of the Corporation, and a quorum being present, the meeting was duly constituted for the transaction of business.

### **4. Approval of the Minutes of the Meeting held on April 2, 2024 – Chris Fullerton**

4.1. Motion to approve the minutes from the Annual General Meeting held on April 2, 2024 as submitted.

Motioned by: Jon Wallington

Seconded by: Tanmay Tondwal

In Favour: 13/15

No Response: 2

Motion Carried.

### **5. Approval of the Minutes of the Meeting held on October 2, 2024 – Chris Fullerton**

4.1. Motion to approve the minutes from the Special Meeting of Members held on October 2, 2024 as submitted.

Motioned by: Shreya Shah

Seconded by: Lauryn Cumming

In Favour: 13/15

No Response: 2

Motion Carried.

### **6. Transit Update – Steve Kosh**

The current U-Pass agreement is set to expire on August 31, 2025. In preparation for this, negotiations with Niagara Regional Transit began in January 2025. By February, both parties believed they had reached a solid agreement. The new deal included improved service on four routes, reducing wait times from 15 minutes to 20 minutes, which helped balance the U-Pass budget while maintaining reasonable service levels for students.

However, shortly after finalizing the agreement, it was announced that the cost of the Regional monthly transit pass would be reduced from \$160 to \$100. This change significantly impacted the value proposition of the U-Pass. Originally, at a cost of \$280 per semester, the U-Pass offered students a 60% discount compared to the regular \$640 semester cost of the monthly pass. With the price drop, the U-Pass now only reflected a 30% discount, raising concerns about its affordability and fairness.

In response, NCSAC staff presented the revised agreement and implications to the NCSAC Board of Directors on March 18, 2025. After careful consideration, the Board decided to host a student referendum, ensuring that the final decision would be made by the students who use the service. The educational component of the referendum took place from March 25 to April 2, providing students with the information needed to make an informed choice. Voting occurred over three days, from Monday, March 31 to Wednesday, April 2, 2025.

**Turnout:** 2834 (26.9%) of 10531 electors voted in this ballot.

Option	Votes
YES, I support the U-Pass	2287(80.8%)
NO, I do not support the U-Pass	544(19.2%)

Following a majority YES vote in the referendum, the mandate was clear: students supported the continuation of the U-Pass program. As a result, the agreement will be signed, and the U-Pass program will continue in its current format at a cost of \$280 per semester, as it has since 2023.

## **7. Enrolment and Operating Budget for 2025-2026**

The Minister of Immigration recently announced a major policy change regarding international student visas, resulting in a substantial reduction in the number of visas being issued to international students attending Canadian colleges and universities. This new directive outlines an approximate 30% decrease in visas nationally. However, Ontario colleges are expected to be hit even harder, facing an effective reduction of over 40%. This policy shift will have a significant impact on enrollment numbers and, by extension, student associations and campus services across the province.

At Niagara College, this change is already reflected in projected membership numbers for the Niagara College Student Administrative Council (NCSAC). The fiscal year for NCSAC runs from April 1 to March 31. During the 2024-2025 fiscal year, NCSAC served a total of 24,593 student members. However, for the 2025-2026 fiscal year, the projected student membership is expected to drop to 20,209 students. This includes approximately 3,100 students in Summer 2025, 8,400 in Fall 2025, and 8,600 in Winter 2026. This represents a decrease of roughly 4,384 students from the previous year. On average, NCSAC anticipates being down about 1,500 students per semester, with approximately 20% fewer students on campus overall next year.

Despite the anticipated drop in enrollment, the NCSAC Board of Directors approved the 2025-2026 operating budget during their March 18, 2025, meeting. The approved budget projects a total revenue of approximately \$2.96 million, primarily generated through student ancillary fees. This funding supports a wide range of student-focused services, events, activities, and campus spaces. Projected expenses for the year are slightly over \$3 million, resulting in an anticipated net loss of \$116,500. To ensure continuity of service and operations, the board approved the use of \$116,500 from the capital reserve to cover the shortfall. The budget covers the period from April 1, 2025, to March 31, 2026, and was developed with significant input and guidance from the board.

## **8. Appointment of the Auditors - Steve Kosh**

Steve explained that NCSAC would propose to use KPMG again for the fiscal year ending on March 31, 2025. It was stated that Niagara College also uses KPMG, and it simplifies the process if NCSAC uses the same auditing firm. Steve mentioned KPMG is a highly recognized professional firm and that this expense has already been accounted for in the budget.

8.1. Motion to approve KPMG as the Auditors of the Corporation to hold office until the next annual meeting of members or until their successors are duly appointed, at a remuneration to be fixed by the directors, the directors being authorized to fix such remuneration, for the 2025-2026 year.

Motioned by: Colton Hess

Seconded by: Lauryn Cumming

In Favour: 16/19

No Response: 3

Motion Carried.

## **9. CEO Report - Dipal Patel, Steve Kosh**

### **Governing Documents:**

NSAC is a non-profit corporation and as such, governed by the not-for-profit act. The not-for-profit act was updated this past year and the compliance date for all organizations was October 19, 2024.

NCSAC made the necessary changes to our corporate documents and these changes were approved at a Meeting of Members held on October 2, 2024. NCSAC is fully compliant with the update not-for-profit act and would like to thank our NCSAC Directors and our Governance Manager, Heather Storey, for working through those detailed changes to ensure corporate compliance.

### **Human Resources:**

NCSAC continued growth in the 2<sup>nd</sup> quarter of 2024 and maxed out with a staff of 85 members, between FT, PT and students.

Student labour continues to be an important aspect of the NCSAC team with over 65 students employed by NCSAC in 2024-2025 from food and beverage staff, street team members, graphic design students, social media creators, and more.

Given the financial restraints that will be placed on NCSAC in 2025-2026, FT and PT labour will likely decrease in 2025-2026 while we find a new balance in efficiencies.

### **Budgets and Enrolment:**

Earlier in this AGM, I provided a detailed report of enrolment and subsequent budget restraints. With the Ministers announcement of a decrease of International students, we are beginning to recognize the full impact of that announcement and government change.

It is projected that NC enrolment will decrease by approximately 4,400 students in 2025-2026 compared to 2024-2025 and with that comes significant budget challenges.

To deal with this budget decrease, the NCSAC Board of Directors approved ancillary fee increases of just over %8 for 2025-2026 and also approved the use of over \$100,000 in capital reserve funds in order to balance the budget.

NCSAC will continue to provide meaningful services, activities and spaces during the 2025-2026 and will find a new normal for operations moving forward.

We are confident that even with budget constraints for the upcoming year, we will be able to over-deliver on our promises to students.

### **Elections:**

NCSAC hosted our elections for the 2025-2026 NCSAC Board of Directors from March 10-13, 2025. As a whole, election participation decreased drastically this year compared to last.

During COVID, many organizations including NCSAC had to change the methodology of elections and forgo some mechanisms within elections, such as gathering endorsement signatures. This meant for that the past 4 years, candidates did not have to collect endorsement signatures and made it easier for students to run as candidates.

Based on some struggles with last year's election, this years NCSAC Board of Directors approved some changes to the elections process. NCSCA re-introduced the fact that each candidate had to collect 50 endorsement signatures in order to run. We also instituted mandatory meetings with the CRO and DRO of our elections to ensure that candidates were qualified prior to running. In addition, we removed the printing and posting of physical posters on campus for the 2025 election.

All of these changes were meant to increase the stability of our elections, but in some cases acted as a deterrent for students to run as candidates.

All of the factors above definitely contributed to NCSAC experiencing a decrease to less than 20 candidates on the ballot and a voter turnout of only 13%.

I can assure you on behalf of NCSAC, that we are looking at some alternative ways to conducting some elements of next year's elections that will hopefully swing momentum back towards increased participation.

Thank you to all who ran in the 2025-2026 election for stepping upon behalf of your fellow students and congratulations to all the elections winners.

NCSAC would also like to thank our DRO, Nimish Sumatha and our CRO of elections, Tom Price, for your continued great work!

NCSAC is also happy to report that we have concluded the appointment process for any "schools of" that did not have a candidate. This results in NCSAC having 11 of 12 student Board member roles in place.

### **Ownership Linkage:**

A lot of focus for the NCSAC Directors this year has been on engaging with the ownership- which is the students. Throughout the year, student voices have been kept at the top of decision-making process with different opportunities to connect with the NCSAC Board at their monthly booths and a chance to answer questions directors might be making decisions in the boardroom about. Student feedback was also welcomed with the End of semester surveys to ensure students can communicate any feedback to NCSAC Services.

### **Provincial and Federal Advocacy:**

NCSAC has been a part of ONTARIO STUDENT VOICES which is a provincial advocacy organization advocating for students. With the changing landscape of post-secondary institution, we are strengthening our presence at provincial level. This year, Dipal had the opportunity to work as the Vice Chair of the organization and be the student voice. NCSAC board members and President had meetings with several MPP's at the Queen's Park at Toronto.

NCSAC also has an observer status with CANADIAN ALLIANCE OF STUDENT ASSOCIATIONS, which is a federal advocacy organization to ensure our NC student voices are heard when the important decisions are taken. This year, Dipal had the opportunity to meet many MP's and Ministers including Minister Marc Miller to talk about issues impacting students at Parliament Hill in Ottawa.

We also launched 2024-2027 Strategic Plan of NCSAC as well as made a pledge of \$20 million towards new Student and Alumni Center at DJP campus.

## **10. Approval of the Acts of the Directors and Officers – Chris Fullerton**

10.1. Motion to approve all acts, contracts, by-laws, proceedings, appointments, elections and payments acknowledged, made, done and taken by the directors and officers of the Corporation since the last AGM April 2, 2024 as recorded in the proceedings of the directors or on the books or records of the corporations.

Motioned by: Peter Almounauar

Seconded by: Shreya Shah

In Favour: 14/19

No Response: 5

Motion Carried.

#### **11. Set Number of Directors - Chris Fullerton**

According to the NCSAC By-laws, under Article 5: "Directors", subsection 5.1 "Powers", it states: The affairs of the Corporation shall be managed by a Board of Directors consisting of six (6) to fifteen (15) Directors. The number of Directors shall be set in accordance with the Act, from time to time, and may be increased or decreased by Special Resolution.

Chris explained that NCSAC is structured in a way that ensures the most diverse, and equally representative group of students possible based on the structure of Niagara College. NCSAC has twelve student director positions which combined make up the Board of Directors, and they are all elected from their individual "school of". It is important to note that all directors equally represent all students, but this model of election ensures a more diverse board year-to-year that can better represent all Niagara College students. As well, when a position is vacant, that position is filled via an appointment process throughout the year.

Director of Allied Health

Director of Business Management

Director of Culinary

Director of Community Services

Director of Nursing & PSW

Director of Environment & Horticulture

Director of Justice & Fitness

Director of Hospitality & Tourism

Director of Media

Director of Technology

Director of Trades

Director of Wine, Beer, Spirits

11.1. Motion to approve the set numbers of directors of the corporation be twelve (12).

Motioned by: Peter Almounauar

Seconded by: Lauryn Cumming

In Favour: 16/19

No Response: 3

Motion Carried.

#### **12. Directors' and Officers' Liability Insurance - Steve Kosh**



Operating as a not-for-profit, NCSAC does have a Board of Directors who are paid an honorarium. This board works on behalf of the students of Niagara College, and therefore requires insurance. In order for NCSAC to maintain the “not-for-profit” status, NCSAC does need to have a Certificate of Liability Insurance for the Directors each year.

In previous years, NCSAC typically spent between \$30,000 and \$35,000 annually on insurance coverage. However, Hub International, the organization's insurance broker, recently informed NCSAC of a significant increase in premiums. The insurance policies are underwritten by Novex Insurance Company, and the cost for the current year has risen to approximately \$44,000.

This insurance package includes a comprehensive commercial policy that provides coverage for NCSAC-operated spaces such as bars and cafés. In addition, a commercial umbrella policy offers protection for valuable assets including computers, furniture, fixtures, and inventory. The organization also maintains Director and Officer (D&O) liability insurance, which safeguards members of the Board of Directors from legal or financial liability stemming from decisions made in the course of their duties.

For the upcoming fiscal year, insurance costs are projected to total \$44,341. The increase in the overall rate has been attributed to the presence and operation of political clubs on campus, which insurers now view as a heightened risk factor. Specific line items have also seen notable increases: commercial property liability coverage has jumped from \$20,000 to \$31,000, the commercial umbrella policy has increased to \$6,600, and D&O liability insurance has risen from \$3,000 to \$3,300. These increases reflect broader industry trends and changing risk assessments within the post-secondary student association landscape.

12.1. Motion to approve that the corporation purchase and maintain insurance for a director or officer of the Corporation against any liability incurred by the director or officer, in the capacity as a director or officer of the Corporation, except where the liability relates to the person's failure to act honestly and in good faith with a view to the best interests of the Corporation.

Motioned by: Colton Hess

Seconded by: Peter Almounaouar

In Favour: 16/19

No Response: 3

Motion Carried.

### **13. Ratification of 2025-2026 NCSAC Board of Directors – Chris Fullerton**

According to the NCSAC By-laws, under Article 4: “Meetings of Members”, subsection 4.3 “Special Meetings”, it states: [...] The ratification of the election of the Board Members will take place at a Special meeting prior to the Board Members taking office.

Chris announced the 2025-2026 NCSAC Board of Directors:

Victoria Goulet, Director of Allied Health  
Tanmay Tondwal, Director of Business Management  
Leighann Longo, Director of Community Services  
Lauryn Cumming, Director of Nursing & PSW  
Vaishnavi Sawant, Director of Environment & Horticulture  
Colton Hess, Director of Justice & Fitness  
Alexis Apps, Director of Hospitality & Tourism  
Peter Almounaaur, Director of Media  
Pimnipa Chotipuksawan, Director of Technology  
Lucas Reid, Director of Trades  
Jon Wallington, Director of Wine, Beer, Spirits

Hish Clifford, President

\*The position, Director of Culinary, remains vacant\*

13.1 Motion to ratify the 2025-2026 NCSAC Board of Directors.

Motioned by: Shreya Shah

Seconded by: Lauryn Cumming

In Favour: 16/19

No Response: 3

Motion Carried.

#### **14. Adjournment - Chris Fullerton**

14.1. Motion to adjourn the meeting at 4:48 p.m.

Motioned by: Jon Wallington

Seconded by: Peter Almounaaur

In Favour: 16/19

No Response: 3

Motion Carried.