



Meeting of the Board of Directors of the  
Woodsworth College Students' Association on  
Wednesday, January 31, 2024  
Kruger Hall & Zoom

- 1. Agenda**
- 2. Previous Executive Meeting Minutes**
  - a. December 6, 2023
  - b. January 24, 2024
- 3. Previous Board of Directors Meeting Minutes**
  - a. November 26, 2023
- 4. Board Reports**
- 5. Appendix**
  - a. Winter 2024 Budgets

# WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

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## AGENDA:

### 1. Call to Order: 7:16 PM EST

a. Moved: Atique

Seconded: Gao

*This motion passes.*

### 2. Land Acknowledgement

*The sacred site on which we stand has been a site of human activity for 15,000 years. This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory is the subject of the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Confederacy of the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. Today, the meeting place of Toronto is still the home to many Indigenous people from across Turtle Island, and we are grateful to have the opportunity to work on this land. We are also mindful of broken covenants, and the need to strive to make right with all our relations.*

### 3. Roll Call

### 4. Approval of the Agenda

a. Moved: De Nicola

Seconded: Nebesny

*This motion passes.*

### 5. Approval of the Previous Executive Committee Meeting Minutes

a. Moved: De Nicola

Seconded: Jahan

*This motion passes.*

### 6. Approval of the Previous Board of Directors Meeting Minutes

a. Moved: De Nicola

Seconded: Jahan

*This motion passes.*

### 7. Approval of the Board Reports

a. Moved: De Nicola

Seconded: Usman

*This motion passes.*

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### 8. Striking the Woodsworth Cooperative Tax Clinic Hiring Committee

BIRT the WCSA Board of Directors, strike the Woodsworth Cooperative Tax Clinic Hiring Committee.

a. **Moved:** Souchet

**Seconded:** Kelash

*This motion passes.*

### 9. Assembly of the Woodsworth Cooperative Tax Clinic Hiring Committee

BIRT the WCSA Board of Directors appoint, Soban Atique, Julie Souchet, Mehak Lamba and Sareena Kelash to the Woodsworth Cooperative Tax Clinic Hiring Committee for the Winter 2024, chaired by Souchet.

a. **Moved:** Souchet

**Seconded:** Kelash

*This motion passes.*

### 10. Approval of the Winter 2024 Executive Operating Budget - President

BIRT the WCSA Board of Directors ratify the Presidents Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Atique

*This motion passes.*

### 11. Approval of the Winter 2024 Executive Operating Budget - Internal Affairs

BIRT the WCSA Board of Directors ratify the Internal Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Lamba

*This motion passes.*

### 12. Approval of the Fall 2024 Executive Operating Budget - Financial Affairs

BIRT the WCSA Board of Directors ratify the Financial Affairs Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Kelash

*This motion passes.*

### 13. Approval of the Winter 2024 Executive Operating Budget - Social Affairs

BIRT the WCSA Board of Directors ratify the Social Affairs Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Jahan

*This motion passes.*

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### **14. Approval of the Winter 2024 Executive Operating Budget - Public Relations**

BIRT the WCSA Board of Directors ratify the Public Relations Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Wang

*This motion passes.*

### **15. Approval of the Winter 2024 Executive Operating Budget - External Affairs**

BIRT the WCSA Board of Directors ratify the External Affairs Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Nebesny

*This motion passes.*

### **16. Approval of the Winter 2024 Executive Operating Budget - Athletic Affairs**

BIRT the WCSA Board of Directors ratify the Athletic Affairs Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Persaud

*This motion passes.*

### **17. Approval of the Winter 2024 Commissioner Operating Budget - Equity**

BIRT the WCSA Board of Directors ratify the Equity Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Usman

*This motion passes.*

### **18. Approval of the Winter 2024 Director Operating Budget - Community Outreach & Sustainability**

BIRT the WCSA Board of Directors ratify the Community Outreach and Sustainability Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Fesal

*This motion passes.*

### **19. Approval of the Winter 2024 Director Operating Budget - First Year Students'**

BIRT the WCSA Board of Directors ratify the First Year Students' Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Fesal

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*This motion passes.*

### **20. Approval of the Winter 2024 Director Operating Budget - Academic Bridging Students'**

BIRT the WCSA Board of Directors ratify the Academic Bridging Students' Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** O'Connor

*This motion passes.*

### **21. Approval of the Winter 2024 Director Operating Budget - Professional Development**

BIRT the WCSA Board of Directors ratify the Professional Development Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Padwa

*This motion passes.*

### **22. Approval of the Winter 2024 Director Operating Budget - Woodsworth Residence**

BIRT the WCSA Board of Directors ratify the Woodsworth Residence Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Gweon

*This motion passes.*

### **23. Approval of the Winter 2024 Director Operating Budget - Upper Year Students'**

BIRT the WCSA Board of Directors ratify the Upper Year Students' Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Jain

*This motion passes.*

### **24. Approval of the Winter 2024 Director Operating Budget - International Students'**

BIRT the WCSA Board of Directors ratify the International Students' Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Koga

*This motion passes.*

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### 25. Approval of the Winter 2024 Director Operating Budget - Off-Campus

BIRT the WCSA Board of Directors ratify the Off-Campus Portfolio's Winter 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Fesal

*This motion passes.*

### 26. Ratification of Gala Coordinators' Hiring

BIRT the WCSA Board of Directors appoint Grace Zhou and Angela Su as Gala Coordinators for the 2023-24 Gala.

a. **Moved:** Lamba

**Seconded:** Jain

*This motion passes.*

### 27. Ratification of Gala Committee

BIRT the WCSA Board of Directors appoint Jasmine Lin, Melanie Gillo, and Sneha Bansal as part of the Gala Committee for the 2023-24 Gala.

a. **Moved:** Lamba

**Seconded:** Kelash

*This motion passes.*

### 28. Assembly of the Gala 2024 Awards Committee

BIRT the WCSA Board of Directors appoint Soban Atique, Faria Jahan, Nadia Persaud and Harshit Jain, for the 2024 Gala Awards Committee, to be chaired by Atique.

a. **Moved:** Atique

**Seconded:** Pahwa

*This motion passes.*

### 29. Assembly of Hiring Committee for Orientation Coordinators

BIRT the WCSA Board of Directors appoint Soban Atique, Mehak Lamba, Faria Jahan, Claire Gao, Iris Li, and Natalie Morning (Student Life Coordinator) to the Hiring Committee for Orientation Coordinators for 2024 Orientation, chaired by Lamba.

b. **Moved:** Atique

**Seconded:** Jain

*This motion passes.*

### 30. Gala Coordinator Update (Grace & Angela)

### 31. Orientation Proposal (Atique)

### 32. Ad-Hoc Committee (Lamba)

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### 33. Student Spaces Update (Lamba)

- a. Inventory
- b. After event clean-up
- c. New Office Furniture

### 34. Other Business

- a. Short Leave of Absence
- b. WCSA Composite + Graduating Students
- c. Noise
- d. Camera

### 35. Adjournment: 8:28 PM EST

- a. **Moved:** Atique

**Seconded:** Gao

*This motion passes.*

## PREVIOUS EXECUTIVE MEETING MINUTES

Meeting of the Executive of the  
**Woodsworth College Students' Association**

Wednesday, January 24, 2023

In-Person

### **In Attendance:**

Soban Atique (President)

Mehak Lamba (Vice President of Internal Affairs)

Julie Souchet (Vice President of Financial Affairs)

Michael Nebesny (Vice President of External Affairs)

Jessica Wang (Vice President of Public Relations)

Sarah Varughese (Equity Commissioner)

Julia De Nicola (Secretary of the Board)

### **Regrets:**

Faria Jahan (Vice President of Social Affairs)

Nadia Persaud (Vice President of Athletic Affairs)

Haadiya Usman (Equity Commissioner)

### **1. Call to Order - Commenced 5:14 PM EST**

### **2. Updates**

<p><b><u>Wang</u></b> <b><i>Vice President of Public Relations</i></b></p>	<ul style="list-style-type: none"><li>● Created PR requests for the first-year portfolio and External Portfolio, and the Lunar New Year event.</li><li>● Printed the headshots for the board.</li><li>● Uploaded the Board Meeting Minutes to the website.</li></ul>
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	<ul style="list-style-type: none"> <li>● Updated the website and changed all photographs of board members to their headshots.             <ul style="list-style-type: none"> <li>○ Information such as office hours and services that are no longer offered was removed and replaced with accurate information.</li> </ul> </li> <li>● One copy of yearbook has been ordered.</li> <li>● <b>Atique:</b> When?</li> <li>● This week.</li> <li>● <b>Atique:</b> how many pages will it be?             <ul style="list-style-type: none"> <li>○ 70 pages, which is likely too many to print. It will begin with 10 pages.</li> </ul> </li> <li>● The billboard will be ready by tonight.</li> <li>● <b>Atique:</b> When will the minutes be posted on the website?             <ul style="list-style-type: none"> <li>○ The Board Meeting Minutes are on the website, and the Executive Meeting Minutes will come shortly.</li> </ul> </li> <li>● <b>Nebesny:</b> Will the financial statements be published to the public?             <ul style="list-style-type: none"> <li>○ <b>Atique:</b> No, but the link is publicly available. Conversations have occurred with Souchet about posting budgeting on the website. These will not be published.</li> </ul> </li> </ul>
<p align="center"><b><u>Nebesny</u></b> <i>Vice President of External Affairs</i></p>	<ul style="list-style-type: none"> <li>● The Individual Initiative grant was given to a worthy applicant, for the first time in the Fall. The recipient went to San Francisco to present his research to the American Geophysics Union Conference.</li> <li>● Working on collaborations, including the Lunar New Year event.</li> <li>● Discussed with the President that if the club WCSA is collaborating with is affiliated to the university and no money is changing hands, then a contract is not required. Otherwise, a contract is required.</li> <li>● Meeting with the Undergraduate Research Association for a potential event for a career fair event, which many individuals on the Board expressed interest in.</li> </ul>

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	<ul style="list-style-type: none"><li>○ The Upper Year and Professional Directors will be present in this meeting.</li><li>● The University of Toronto Climbing Club is interested in becoming a Woodsworth affiliate club. However, they do not currently meet the 30% membership criteria to become a club. They are seeking collaborations and initiatives to boost Woodsworth involvement in the club to have a greater presence in our community and qualify for affiliate status.</li><li>● Met with mentees.</li><li>● Met with the President, to discuss how club elections will operate to ensure they are set up for success.</li><li>● Winc is no longer operational, but the Woodsworths Review Club has opened.</li><li>● Met with the Founder of the Woodsworth Review, a literary journal in-house for Woodsworth, and discussed policy and operations.</li><li>● Trek for Teens held a successful donation drive raising many charitable goods for Covenant House.</li><li>● The Howl continues to meet weekly to prepare for their magazine launch.</li><li>● There should be an outline, policies and procedures for collaborations.</li><li>● Working on a Super Bowl Event, which is a long-standing tradition and will come back this year. Given feedback, this will be a popular event.<ul style="list-style-type: none"><li>○ Previously, it was hosted at the Duke of York, and we will potentially look into that venue rather than Waters Lounge.</li><li>○ Nebesny → Let Atique know if the Duke of York booking is going ahead to cancel the Water Lounge Booking.</li></ul></li><li>● Cleaned the basement.</li></ul>
<p><b><u>Persaud ↔ Atique</u></b></p>	<ul style="list-style-type: none"><li>● Organizing ski trip.<ul style="list-style-type: none"><li>○ 40 tickets have been sold.</li></ul></li></ul>

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<p><i><b>Vice President of Athletic Affairs</b></i></p>	<ul style="list-style-type: none"> <li>○ Executives will assume the role of coordinating and ensuring attendees are collected and brought back for attendance purposes.</li> <li>○ The capacity has been doubled from last year. Approximately 160 attendees.</li> <li>○ (4) coaches will be present.</li> <li>○ Due to space, (2) coaches will be out front of the College and (2) on Devonshire Ave.</li> <li>○ Liabilities are mandatory for attendees.</li> <li>● Submitted the Athletics Budget for the Fall.</li> <li>● Intramurals are going well, and continued collaborations with St. Michael's College to promote more sport availabilities and engagement.             <ul style="list-style-type: none"> <li>○ <b>Persaud</b> → <b>Please provide a list to join the Intramural team, if possible.</b></li> </ul> </li> </ul>
<p><u><b>Jahan ↔ Atique</b></u> <i><b>Vice President of Social Affairs</b></i></p>	<ul style="list-style-type: none"> <li>● Scheduled meeting with the gala coordinators.</li> <li>● Attended meetings with coordinators to discuss early stages of planning such as dates and venues.</li> <li>● Working with Goa for the Lunar New Year Event, which is a collaboration with the Contemporary Asian Studies Student Union (CASSU). The event is on <b>February 8, 2024</b>.</li> <li>● Will submit the Social budget tonight.</li> <li>● The Pub Night will no longer take place, but the vibe will be provided at another event.</li> <li>● Looking to collaborate with the Spirit Singers on an open mic night event.             <ul style="list-style-type: none"> <li>○ <b>Jahan</b> → <b>Reach out to Principal Chin to discuss Spirit Singers Open Mic collaboration.</b></li> </ul> </li> </ul>
<p><u><b>Souchet</b></u> <i><b>Vice President of Finance</b></i></p>	<ul style="list-style-type: none"> <li>● Wrote cheques.</li> <li>● Sent out the email with the Winter Budget Information, instructions, templates and a tutorial made by Kelash.</li> <li>● Meeting with Associate of Finance, Kelash.</li> <li>● Continuously updating the Fall budget.</li> </ul>

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	<ul style="list-style-type: none"><li>● Attended an audit meeting where invoices were provided, clarified expenses and we discussed fixed QuickBooks.<ul style="list-style-type: none"><li>○ Souchet → Complete “Bank Reconciliation.”</li></ul></li><li>● Potentially look into a change in auditors and QuickBooks.</li><li>● Attended a tax clinic meeting.<ul style="list-style-type: none"><li>○ The tax clinic has met, and hiring will commence shortly.</li><li>○ At the beginning of January, applications opened with many applicants.</li></ul></li><li>● Approved events.</li><li>● Reviewed Dave’s email.</li><li>● Attended a meeting with the bank where Lamba is now a signing authority.</li><li>● Sent emails to individuals who have yet to retrieve their cheques.<ul style="list-style-type: none"><li>○ Please try to get cheques in within (10) days and cheques are valid to cash up to (6) months.</li></ul></li><li>● <b>Atique:</b> Have you discussed insurance with Josh Hass?<ul style="list-style-type: none"><li>○ The Dean’s Office has not reviewed it.</li><li>○ Josh Hass is the central University of Toronto administrator for student experience.</li></ul></li><li>● <b>Nebesny:</b> DAO (Directors and Officers Insurance) protects corporation officers from lawsuits, which is good insurance in addition to Liability Insurance.<ul style="list-style-type: none"><li>○ Souchet → Email Josh Hass about changing auditors and inquire into Board insurance.</li></ul></li></ul>
<p style="text-align: center;"><b>Lamba</b> <i>Vice President of Internal Affairs</i></p>	<ul style="list-style-type: none"><li>● Gala coordinator hiring is complete.</li><li>● All information for the gala coordinators, such as the intake form, has been sent. The gala coordinators have filled out the form.<ul style="list-style-type: none"><li>○ Lamba → Organize a meeting with gala coordinators for next week.</li></ul></li><li>● Created the office hours of operations for Executives</li><li>● Delegated tasks to the SIA.</li></ul>

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	<ul style="list-style-type: none"> <li>● Updated Khanna, the SIA's keycard to update access.</li> <li>● In contact regarding key cards with the President and the Dean's Office.</li> <li>● Keeping up with mentees.</li> <li>● Assisting with WCSA Wednesday</li> <li>● Met with De Nicola, the Secretary of the Board, for a check-up meeting and to discuss formatting for the publication of Board and Executive Meeting Minutes.             <ul style="list-style-type: none"> <li>○ <b>Atique:</b> A meeting with Dean's Office will occur tomorrow at 11AM, and key distribution will be discussed.</li> </ul> </li> </ul>
<p style="text-align: center;"><b><u>Atique</u></b> <b><i>President</i></b></p>	<ul style="list-style-type: none"> <li>● Sent an email in mid-December regarding WCSA's response to the conflict in Israel-Palestine.</li> <li>● Communicated with Woodsworth students inquiring about bursaries, which WCSA does not offer.</li> <li>● In contact with Barb to finalize the scholarship paperwork, which is now confirmed and created.</li> <li>● Booking rooms for directors' events.</li> <li>● Met with Princeton Review for collaborations.</li> <li>● In contact with St. Michael's for collaborative vacancy for Instramurals.</li> <li>● Gala hiring occurred.</li> <li>● Supported several directors with their events.</li> <li>● All portfolios are expected to plan an event this semester to put on the WCSA shared Google Calender, and collaborations are favourable.</li> <li>● We have begun completing lockers. Despite numerous inquiries, there are currently no sign-ups for lockers. Please share the promotion on social media.             <ul style="list-style-type: none"> <li>○ <b>Atique</b> → Send promotional material for locker rental to the College and the Dean's Office.</li> </ul> </li> <li>● In contact with Lassman Studios for graduation composites. There will also be a WCSA Composite for the board.</li> </ul>

### 3. Orientation Proposals → Atique

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- Grave concerns have been expressed. A change in structure to Orientation is currently being proposed.
- The proposal is currently being written.
- WCSA does not have capacity by the same means that it has in the past, namely (630) ticket sales.
  - Greater integration from the Dean's office is proposed, where given research, other Colleges have more support.
  - Previous presidents have discussed this as well given.
  - Met with Natalie, with support from Lambda, to express there is a need for greater support from the Dean's Office by hiring an additional person on a temporary basis for Orientation/through a work-study student or a 50% decrease in Orientation's capacity is needed.
  - This pattern of growth is not substantial due to both the construction of Kruger and the size of the team overseeing Orientation.
- A comprehensive report will follow and be presented to Dean Liza.
  - The meeting will be next week to present this proposal.

**Nebesny:** Further to the discussion of the document provided, outline your thoughts in this regard.

- This year, space was also an issue, and especially with the loss of Kruger, we require a new space or a complete rethinking of the structure.
- Space will be an ongoing issue, including for leader training.
- Reducing the number of attendees and further support from the Dean's Office may not assist in that problem.
- Access to Kruger is beginning to become more rudimentary. Soon there will be no heating or air conditioning, and then no chairs or tables.
- Engineering can also be seen as inspiration through the space it uses for Orientation, such as Nathan Phillips Square and in-streets.

**Atique:** In a strictly number sense, Woodsworth is the third biggest College at the University, with just about (6000) students. The previous Executive Orientation and WCSA team comprised of about (40) volunteers with a team of over (100) leaders, which was not enough.

- This decision cannot be left to the next Board on whether Kruger can be used for Orientation.
- The last resort is to decrease the number of attendees.
- To draw a comparison St. Michael's has doubled their salaries from \$5,000 to \$10,000, and Victoria's Orientation is primarily run by the Dean. Ultimately, we need our Dean.

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**Lamba:** The general feedback from Orientation is to diversify events, especially to fix it up and make it more accessible to commuter students. Lighter events are in the morning, and heavier events are in the evening. This feedback was provided by incoming students and leaders.

### 4. Officer Furniture → Lamba

- Souchet, Nebesny and Lamba went to Ikea. The furniture items include (4) chairs and (1) office chair. The “leg chair” may be donated.
- The main chair will be a black office chair for the WCSA Office, which will cost \$329.00. This chair is more ergonomic and offers a 30% discount.
- The additional chairs are \$99 each, which is also 30%.
- A couch with a capacity of (3) and fabric material will be purchased for the Office for \$349. Another option is \$249 with a capacity of (2) and less comfortable arms.
  - Lamba → Make measurements for the couch.

**Atique:** Before purchasing furniture, I highly recommend finding a place where the to-be-replaced couch will go.

- Lamba → Speak to Jojo about removing the to-be-replaced couch.
- Lamba → Send the pictures of the discussed furniture in the executive chat for further review.

### 5. Other Business

Basement → Souchet

- The basement has been organized
- Stickers, pop sockets, phone holders, lanyards and condoms were retrieved. They can be used as giveaways and goodies for events and for Commuters to grab and go.
  - Make an announcement for the “box of goodies” in the Board group chat.
- **Atique:** An inventory is not necessary. Please have a general idea. As it is constantly used, it will become messy quickly after a new board is created.
- **Nebesny:** We need to be more conscious about purchasing for the environment, as many items are not sustainable.
- **Lamba:** A director can be in charge of sustainability for Orientation; an additional director can be added to facilitate this need. General inventory can be skipped, as it does become messy after events, making it difficult to keep track.
- **Atique:** The issue is enforcement to ensure organization.
- **Nebesny:** It is an issue of enforcement. It is not permitted to leave the basement unorganized and messy. A better standard needs to be set for basement cleanliness. There are fairly easy ways

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to set the standard; it is potential to tell people that if they leave the Director messy, they will not receive their cheque. If there is no identifying information, stickers, lanyards, and backpacks, without years, can be reused.

- **Lamba:** Khanna is facilitating the creation of an Inventory for Directors, which will also be put on the agenda.
- **Nebesny:** Signage is a good idea to keep organized, such as “Glue.”
  - **Souchet** → Change reimbursement policy through an announcement to include that if an individual volunteering for Orientation does not put back their items in an organized manner, then they are not entitled to their cheque.

### 6. Adjournment - 6:14 PM EST



## PREVIOUS EXECUTIVE MEETING MINUTES

Meeting of the Executive of the  
**Woodsworth College Students' Association**

Wednesday, December 6, 2023

Zoom

### **In Attendance:**

Soban Atique (President)

Mehak Lamba (Vice President of Internal Affairs)

Julie Souchet (Vice President of Financial Affairs)

Faria Jahan (Vice President of Social Affairs)

Michael Nebesny (Vice President of External Affairs)

Jessica Wang (Vice President of Public Relations)

Haadiya Usman (Equity Commissioner)

### **Regrets:**

Nadia Persaud (Vice President of Athletic Affairs)

Sarah Varughese (Equity Commissioner)

### **1. Call to Order - Commenced 5:14 PM EST**

### **2. Updates**

<p><b><u>Wang</u></b> <b><i>Vice President of Public Relations</i></b></p>	<ul style="list-style-type: none"><li>● Posted and designed Cram Jam promotional material.</li><li>● Posted the Meatless Monday promotional material.</li><li>● Retrieved pictures from the Mug Painting Event and added them to the yearbook.</li></ul> <p><b>Atique:</b> We should meet the following exams regarding substantial things to be discussed. Firstly, the meeting minutes are to be</p>
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	<p>published on the websites. Secondly, there is various information on the website that is incorrect. For example, last year's executive reporting form is on the website. The old election policies should be taken down.</p> <ul style="list-style-type: none"> <li>● Wang → Update the website.</li> <li>● Wang → Update the Board of Director's board with new pictures.</li> <li>● Wang → Replace the "Meet the Team" pictures on the website with the board hoodie pictures for consistency purposes.</li> </ul>
<p align="center"><b><u>Nebesny</u></b> <i>Vice President of External Affairs</i></p>	<ul style="list-style-type: none"> <li>● The Individual Initiative Grant, which was completed as the recipient, was selected. The recipient, Aiden Armstrong, has received his cheque. <ul style="list-style-type: none"> <li>○ He is being funded to participate in the American Geophysical Union Conference in San Francisco next week because he was invited to present his research regarding the technology used in finding unmarked graves, specifically at residential school sites.</li> </ul> </li> <li>● Interviewed WiNC candidates for president and have decided with the President, Atique, to move forward with a candidate.</li> <li>● Reviewed the constitution of the Path to Club, which is currently awaiting revision to move for approval from the Woodsworth student organizer, Singhanian.</li> <li>● Sent out emails to mentees.</li> <li>● Reached out to an individual who inquired about the Individual Initiative Grant for the Albanian Student's Association. Replied with the paths for that. The club is looking towards collaborations.</li> <li>● Various club events are occurring this week, such as WiNC's holiday event and Wish's event for exam mindfulness.</li> </ul>
<p align="center"><b><u>Persaud</u></b></p>	<p align="center">N/A</p>

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<p><i><b>Vice President of Athletic Affairs</b></i></p>	
<p><u><b>Jahan</b></u> <i><b>Vice President of Social Affairs</b></i></p>	<ul style="list-style-type: none"> <li>● Told the Associate of Social Affairs, Gao, to plan an event by the end of the year as per the timeline, which was completed and planned successfully. <ul style="list-style-type: none"> <li>○ Encouraged to host an event, with support throughout, but she took the lead.</li> <li>○ During the event, surveys were taken to tailor events to the student body moving forward.</li> </ul> </li> <li>● Reflecting on events to plan for the coming January. <ul style="list-style-type: none"> <li>○ Drafting ideas for Chinese New Year events and collaborations with clubs and/or directors.</li> </ul> </li> </ul>
<p><u><b>Souchet</b></u> <i><b>Vice President of Finance</b></i></p>	<ul style="list-style-type: none"> <li>● Helped set up and attended the Mug Painting Event.</li> <li>● Attended the Dean's Office Meeting.</li> <li>● Dropped off the cheque for KPE Rentals at the Athletic Center.</li> <li>● Reviewed the First Year Students' Directors budget and provided feedback to make the necessary revisions.</li> <li>● Approved various events.</li> <li>● Signed honorarium and reimbursement cheques.</li> <li>● The audit is moving along, where access was requested to QuickBooks to fix issues and further documentation, such as contracts and invoices, was requested.</li> <li>● Communicating with the BookStore to pick-up the cheque for Orientation sponsorship.</li> </ul>
<p><u><b>Lamba</b></u> <i><b>Vice President of Internal Affairs</b></i></p>	<ul style="list-style-type: none"> <li>● Created the Gala Cordinator post and the Gala Cordinator hiring group chat.</li> <li>● Discussed TTC tickets for the Sustainability Director, Cazabon's event, with additional clarification discussed with the President, Atique.</li> <li>● Spoke with the Equity Portfolio regarding their Town Hall, which will not be occurring due to various reasons, including communication issues.</li> </ul>

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- One Town Hall will take place this year at the end of January 2024, which will be bigger and require more planning given its large scale.

- Spoke to the Upper Year Students' Directors, Gweon and Jain, regarding their Cram Jam Event to recommend a new capacity and pizza place spots to cater the event.
- Attended the CCA meeting on behalf of the President.
- Attended the Dean's Office meeting.
- Reached out to Grace to inquire about crucial cards to speed the process up.

**Atique:** Will we receive the key cards before the end of the semester?

- Likely the beginning of the 2024 Winter semester.

**Atique:** What is the capacity for Meatless Monday?

- (12) people are taking the TTC to attend the event, and others will meet there. It reached capacity quickly as the capacity is (14) people.

**Jahan:** There has been an ongoing problem with the Social portfolio when concluding events due to not having access to Woodsworth in the evening, making it challenging to organize and plan. Is it possible to have access?

- It falls under Security in general; three keys are provided, but please contact me for access.
- **Atique:** Moving forward, planning is essential to avoid putting that hardship on you to provide building access when needed. In the future, it can also be looked at to grant building access to the Vice President of Social Affairs.
- **Nebesny:** There are other key-related concerns especially related to Orientation with limited summer access in the Summer where someone else's key was provided, which defeats the purpose of one person holding the key. This issue should be brought up with Roger.
- **Jahan:** It makes the job much harder, but if the opportunity presents itself to bring that up, it would be helpful to discuss.

**Jahan:** Is the healthy snack initiative beginning in the Commuter's Lounge?

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	<ul style="list-style-type: none"> <li>● Yes, we have stocked granola bars and baked chips.</li> <li>● <b>Atique:</b> There are also current discussions concerning putting a mini fridge in Commuters for snacks like yogurt. It is a good thing to have a fridge.</li> <li>● <b>Usman:</b> Apples do not need to be refrigerated and last some time.</li> <li>● <b>Nebesny:</b> Fruit is a great initiative, like bananas and oranges with peels. Popcorn, as well.</li> <li>● <b>Lamba:</b> We can sell the freezer on Facebook Market Place to contribute to purchasing a mini fridge.</li> <li>● <b>Atique:</b> The freezer can be put into storage; it does not need to be sold.</li> <li>● <b>Nebesny:</b> The freezer was purchased for Orientation, specifically for meat. As a Student Union, another BBQ will likely occur at some point.</li> <li>● <b>Jahan:</b> Purchasing a smaller freezer and larger fridge makes more sense. Small amounts can be stored in the staff lounge. The large freezer was purchased for a specific reason, and it is unlikely that it will occur again.</li> <li>● <b>Nebesny:</b> The re-sale cost of appliances is not significant.</li> <li>● <b>Lamba:</b> We can look to store the freezer and on-the-floor style mini-fridges.</li> <li>● <b>Atique:</b> I do not think we should sell the freezer; keeping the freezer does not mean we are not purchasing a fridge, an appliance for the future.</li> </ul>
<p align="center"><b><u>Atique</u></b> <b><i>President</i></b></p>	<ul style="list-style-type: none"> <li>● Recently received information that all the lockers in the basement belong to WCSA.             <ul style="list-style-type: none"> <li>○ Will be taking the winter break to revive this initiative.</li> <li>○ Roughly, by the beginning of January, promotions can begin, and contracts can be drafted.</li> </ul> </li> <li>● The Vice President of Internal Affairs, Lamba, will become the new signing authority.</li> </ul>

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- The ListServ for Mature Students is going well. There are now (16) sign-ups.
  - The first email was sent out as well.
  - Once the mature students' director takes over, these duties will go to them.
- Provided Board Members with Secret Santa matches.
- Worked with the Associate of Social Affairs, Gao, to support her event.
- Conducted a feedback meeting with the Vice President of External Affairs, Nebesny.
- Further discussed the Scholarship with Barbara.
- Posted the Christmas Mug Painting Event on social media.
- Invited to the Provost Meeting but unable to attend due to class.
- Invited to the CCA meeting, the Vice President of Internal Affairs, Lamba, attended on behalf.
- Assisting with Orientation financials.
- Supported Directors as needed.
- Supported WiNC with their booking of the Multi-Faith Center.
- Supported the Dean's Office.

**Souchet:** How will the locker initiative work?

- Some lockers have locks from pre-COVID, but we have the authority to open these lockers and retrieve the items. Individuals will be contacted to retrieve their belongings remaining in the lockers.
- Clean the lockers.
- Create contracts for locker rentals and make a deposit.

**Lamba:** What should be told to students currently looking for locker rentals in the College?

- Beyond letting them know that lockers will be available in the Winter 2024 semester, please forward those questions directly to Atique.

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### 3. Minor Amendments in Scholarship → Atique

- Finalized the scholarship details last week.
- Minor amendments to the scholarship criteria have been requested.
  1. Recommend that the criteria change from “Second-Year Student” to “Student-Year or Higher Student” because if Woodsworth's involvement is emphasized, is two years enough to be fully involved in the College.
  2. It has been changed to a minimum of 10.0 credits. To clarify, it is for Second-year students who have completed their second year and are going into their third year.

**Nebesny:** This scholarship was made specifically for an underrepresented demographic. If the concern is that second years may need more time for involvement, the scholarship will inevitably go to graduating students and not second years, going against the original proposition.

- Other awards are less than this scholarship, which does not make sense that this is one of a higher amount for two years of involvement. Another reason is for eligibility purposes; the award's goal is to have a big eligibility pool, compromising our initial focus.

**Nebesny:** We initially set out to give awards to a lacking demographic, not solely Woodsworth involvement.

- Our focus is first, Woodsworth involvement, and secondly, second year and above.

### 4. Mature Student Inclusion Discussion

**Atique:**

- Hoping to keep the ListServ active and reserve it for all major announcements.
- Classroom visits are ongoing with the Academic Bridging Students Director to meet with each cohort for Academic Bridging.
- Another concern is the accessibility of technology.
  - **Nebesny:** Accessibility to technology is a significant barrier. In some situations, mature students cannot access a phone to scan a QR code. Thus, technology used in this way is difficult for them and off-putting.

**Lamba:**

- Planning to make events more inclusive for mature students, Woodsworth's considering timing and dates to enable those working or with families to attend and be more present and engaged with the community.

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- **Atique:** It would be helpful to discuss this with O'Connor since, for example, she expressed that it is convenient for mature students to attend an event after classes. Perhaps a schedule for mature students could be acquired to facilitate these times.
- **Lamba** → Discuss with O'Connor what mature students look for to attend events and current barriers to attending events.

### Souchet:

- Allow a bigger budget for initiatives towards Mature Students.
  - **Atique:** Through a ListServ, send a survey, with those who submit it entered into a raffle to win a prize. A larger budget will assist with providing a prize that mature students would need.

### Nebesny:

- I want to work on Woodsworth clubs becoming more accessible for all, which is a project that Associate External Affairs would like to take on with the support and guidance from Nebesny. This project will be a main priority in the Winter semester.
- A lot of events are not appealing or accessible to mature students, and events should be targeted to mature students rather than making them known.

### Jahan:

- A lot of events are not geared towards mature students because most engagement stems from first and second-year students.
- The Mature Students Brunch had very low engagement.
- The survey is a great idea to see what mature students like.
- There was a lot of engagement on a Sunday night. Perhaps even away from campus without as many
  - **Nebesny:** in the same way that initiatives target commuters. It would be helpful to run events to foster a sense of community between mature sts. An excellent start to engagement is making them feel like they belong and have a community.

### Wang:

- In-person posters for all events, with QR codes on the poster to sign-up for the event.
- Also, have events posted in the Woodsworth Newsletter.
  - **Executives** → If anyone wants material in the Woodsworth Newsletter, please forward it to Atique to format guidelines.

### Usman:



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- Most events are geared towards undergraduate students, and it is an unrealistic expectation for mature students to attend these events.
- Family-centred events, such as ice cream socials or family movie nights.
- Advertising for children of all ages and mature students' families.
- We should focus less on integrating mature students into undergraduate life.
- The focus should be more on encouraging involvement in their community, not in undergraduate life.
  - **Nebesny:** Professional development opportunities are important as well.

### 5. Other Business

#### Mentee Check-Ins → Atique

- If you do not receive a response from your mentee, please reach out, and a follow-up email will be sent from Atique.
  - **Executives** → **Check-in with mentees.**
- **Lamba:** Please check in with your mentees to assist in the process of event planning.

#### Winter Planning → Atique

- Check-ins will occur in early January for Executives and Board Members for winter planning.
- We have fallen short with event planning when having a consistent run of events is important.

#### Pub Night Event → Jahan

- A more inclusive event for students of all ages.
- We should do it to start the January semester to set the tone for the semester and market WCSA.
- Looking into local pubs.
  - **Souchet:** Many clubs, including academic clubs, do pub nights successfully.

### 6. Adjournment - 6:16 PM EST

## PREVIOUS BOARD OF DIRECTORS MEETING MINUTES:

Meeting of the Board of Directors of the  
Woodsworth College Students' Association  
on November 26, 2023 at 1:00 PM  
In-Person and Zoom

### 1. Call to Order: 1:31 PM

a. **Moved:** Atique

**Seconded:** Kelash

*This motion passes.*

### 2. Land Acknowledgement

*The sacred site on which we stand has been a site of human activity for 15,000 years. This land is the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory is the subject of the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Confederacy of the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. Today, the meeting place of Toronto is still the home to many Indigenous people from across Turtle Island, and we are grateful to have the opportunity to work on this land. We are also mindful of broken covenants, and the need to strive to make right with all our relations.*

### 3. Roll Call

### 4. Approval of the Agenda

a. **Moved:** De Nicola

**Seconded:** Usman

*This motion passes.*

### 5. Approval of the Previous Executive Committee Meeting Minutes

a. **Moved:** De Nicola

**Seconded:** Persaud

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*This motion passes.*

### 6. Approval of the Previous Board of Directors Meeting Minutes

a. **Moved:** De Nicola

**Seconded:** Fesal

*This motion passes.*

### 7. Approval of the Board Reports

a. **Moved:** De Nicola

**Seconded:** Kelash

*This motion passes.*

### 8. The Tax Clinic

#### Background:

- Dave served as the Associate Director of Financial Affairs, then Vice President of this portfolio at WCSA.
- He is the current coordinator of the Woodsworth Cooperative Tax Clinic.
  - It is a clinic Dave started in his capacity as Vice President of Finance.

#### History:

- During its beginnings, the Tax Clinic was mainly a WCSA initiative with its primary use by Rotman students serving as volunteers, which continues to present.
- This clinic has been operating for four years to date.
- The clinic was founded under the CRA Community Volunteer Tax Program and thus is affiliated with the CRA but volunteers are not considered agents of the CRA.
- From a financial standpoint, the clinic is entirely self-sufficient.
- Volunteers are recruited between December and January, and taxes are filed during the proceeding tax season.
  - The CRA provides an annual grant of \$5.00 a return in addition to a lump sum.
  - The grant this year was \$2,800.00, with 2022 of \$1,500.
  - The tax clinic has been a steady source of revenue for WCSA.

#### Presently:

- Hiring and recruiting begin in late December and early January.
- Some board members will be on an Ad Hoc committee for hiring.
- Regardless of having a background in taxes, for your personal development and to help students in your community and others file their taxes, you are encouraged to apply.

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- This is the single greatest use of student funds; WCSA students pay \$7.50 student fees whereas information is provided to the tax clinic, with, for example, \$500 given back in tax credit after their 30-minute appointment.
- Last year, 275 electronic returns were filed, and numerous paper returns with 300 were made with a small group of 25 volunteers in about 4 weeks.
  - This year's goal is 500 - 600 students, with 40 volunteers.
- While this was originally a WCSA initiative, the tax clinic is partnered with the Rotman Commerce Students' Association and the Rotman Commerce Accounting Society.

**Atique:** The Tax Clinic is one of the best initiatives at WCSA, where this service is not provided elsewhere at Woodsworth. This clinic is on route to constitutionalizing it to be a part of the governing documents.

### 9. Assembly of the Gala Committee

BIRT the WCSA Board of Directors appoint *Atique, Lamba, Jahan, Gao, and Jain* to the Hiring Committee for Gala Coordinators for the Winter 2024, chaired by Lamba.

**a. Moved:** Lamba

**Seconded:** Kelash

**Lamba:** The annual gala will be hosted in March, and to plan for that, coordinators are hired. We are seeking a director to join this committee as it primarily comprises executives. The timeline follows

- Instagram and poster promotions for hiring this week, headed by Public Relations.
- Emails regarding interviews will be sent to respective applicants, which will take approximately (2) days.
- Selecting the coordinators for the role will take ideally 1 - 2 days.
- Hiring will be complete by mid-December (December 19/20, 2023) when coordinators are contracted and confirmed to be able to begin gala planning soon thereafter.

***This motion passes.***

### 10. Standing Committee Review → Atique

- I will briefly discuss what a Standing Committee is. Everyone on the board is required to join (1) Standing Committee. They are used to maintain all the internal works and functions of the board and are within the space of the WCSA's governing documents: the Bi-Laws and Constitution. Each Standing Committee holds (6) individuals, not including the chair. This is mandatory, with the exception that you are chairing a committee.
- All previous Standing Committees have been dissolved, and each board member is required to join a new committee.

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### 11. Assembly of the Elections and Referenda Committee

BIRT, the WCSA Board of Directors, appoint *Jain* and *Li* to the Elections and Referenda Committee chaired by Atique.

a. **Moved:** Lamba

**Seconded:** Atique

**Atique:** During elections, committee members police that the rules are followed, no bias occurs and report any discrepancies in the policy. You are not permitted to join this committee if you plan to run in the next election.

*This motion passes.*

### 12. Assembly of the Policy Review Committee

BIRT the WCSA Board of Directors, appoint *Lamba, Nebesny, Pabwa, Souchet, Usman and O'Connor* to the Policy Review Committee chaired by Atique.

a. **Moved:** Lamba

**Seconded:** Atique

**Atique:** This committee consists of changing any of WCSA's constitutions, by-laws or policies. This consists of any policies or clauses, such as financial and election policies.

*This motion passes.*

### 13. Assembly of the Executive Review Committee

BIRT the WCSA Board of Directors, appoint *Zambo, Kelash, Tara, Cazabon, and Gao* to the Executive Review Committee chaired by Usman and Varughese.

a. **Moved:** Lamba

**Seconded:** Usman

**Atique:** The Executive Review Committee is a committee that oversees all of the Executives; if a complaint is brought forward against an Executive except for the President, the committee reviews it. No executives are permitted to join.

*This motion passes.*

### 14. Assembly of the Athletics Committee

BIRT the WCSA Board of Directors, appoint *Gweon, Koga, Lee and Jain* to the Athletics Committee chaired by Persaud.

a. **Moved:** Lamba

**Seconded:** Jain

**Atique:** This committee involves working with Intramurals, athletic tailored events, marketing for athletic events and attending Intramural Sports Council (ISC) meetings.

*This motion passes.*

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### 15. Assembly of the Offices and Student Spaces Committee

BIRT the WCSA Board of Directors appoint *Gweon, Gouthro and Fesal* to the Offices and Student Spaces Committee chaired by Lamba.

a. **Moved:** Lamba

**Seconded:** Kelash

**Atique:** Oversees all the student spaces at Woodsworth, including the Director's Lounge, the WCSA Office and the Commuter's Lounge.

*This motion passes.*

### 16. Assembly of the Finance Committee

BIRT the WCSA Board of Directors appoint *Padwa, Eluvathingal, Wang, Zambo and Kelash* to the Finance Committee chaired by Souchet.

a. **Moved:** Lamba

**Seconded:** Souchet

**Atique:** Involved in discussions and assisted regarding the Association's finances.

*This motion passes.*

### 17. Approval of the Fall 2023 Director Operating Budget - Off-Campus Portfolio

BIRT the WCSA Board of Directors ratify the Off-Campus Portfolio's Fall 2023 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

**Seconded:** Gweon

**Souchet:** The budget includes supplies for WCSA Wednesdays, add-ons for Commuter's Lounge and an event in said lounge totalling \$1,800.00.

*This motion passes.*

### 18. WCSA Secret Santa → Atique

- Annually, WCSA does a gift exchange with the entire board.
- Secret Santa's will randomly be assigned.
- Please complete the associated form to sign up, and if you wish to help out your Secret Santa with what to select, the form contains a section to insert your wish list.
- Ideally, an in-person meeting will occur to swap gifts in late December.

### 19. Other Business

#### Term Reflection

- The board is halfway through our term. A big congratulations to the Board, and thank you for your service!

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**20. Adjournment: 1:57 PM**

**a. Moved:** Atique

**Seconded:** Varughese

*This motion passes.*

### **BOARD REPORTS:**

#### **Soban Atique, President**

Hi Wolfpack! The following tasks were completed by the President's portfolio during the month of December and January: Began process of restarting locker rentals, including looking at past contracts/creating a new one, cleaning out old lockers, reaching out to previous users regarding leftover material, communicating with administration with questions, etc; Conducted Gala Coordinator Interviews; Attended Dean's Office meeting; Attended Executive meetings; Met with Barbara Track for WCSA Scholarship; Went to bank to transfer funds; Planned WCSA Holiday Party and Gift Exchange; Sent out first edition of Mature Students' Newsletter; Supported WiNC for booking venue for event; Supported Dean's Office with final orientation matters; Dealt with Secretary payment grievance; Made edits to The Woodsworth Review's draft Constitution; Posted Intramural and Office closure graphics on Instagram; Unable to attend CCAC meeting but caught up through minutes; Joined VP External in interviewing candidate for WiNC President; Supported Upper Year Directors in their planning of Cram Jam; Attended Woodsworth Council Meeting; Met with VP Social for Gala, reception, and January events planning; Supported VP Internal in Gala Coordinator Hiring; Signed numerous reimbursement checks; Supported the tax clinic through responding to inquiries, booking spaces, and promotion; Supporting directors in the planning, scheduling, and execution of their events; Supported Gala Coordinators in the planning of Gala with having meetings, approving venues, etc.; Received inquiries regarding venues at Woodsworth from external clubs; Reached out to executive team to schedule new weekly meeting time; Attended exec meetings; Attended Dean's Office meetings; Supported First Year Directors in the planning and organization of their event; Worked with other colleges to finance and support Gaza relief fundraiser; Added VP Internal as signing authority; Signed Gala Coordinator contracts; Booked spaces for WCSA events; Supported Outreach Director in BikeShare initiative; Managed some lasting payments from orientation; Facilitated the publication of meeting minutes onto our website; Supported Associate Social in the planning of Lunar New Year's event; Responded to inquiry regarding student healthcare coverage; Posted graphic for cupcake decorating event; Received funding from grant application from CRA (tax clinic); Supported external club by providing tables; Responded to inquiries regarding graduation pictures; Supported VP PR in yearbook initiative; Supported VP Athletics in Ski Trip planning; As always, if you have any questions and concerns, feel free to reach out at [president@mywcsa.com](mailto:president@mywcsa.com)!

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### **Mehak Lamba, Vice President of Internal Affairs**

Hello, Wolfpack! I hope you all had a fantastic Winter Break! We are back in business (periodt)! This past month as V.P. Internal, I attended a bank meeting with VP Finance, Athletics, and the President, to add myself as a signing authority. Following this, I signed reimbursement cheques for directors. I went to Ikea alongside VP Finance & External to look at new office furniture, in which we have decided on new chairs and a new couch. I had a check-in meeting with Krisha, our SIA, and discussed changes to the Office Hours of Operation to better fit her schedule. I cleaned the basement alongside VP Finance, External, SIA, and Off-Campus Director (Iris), where we all agreed on creating an inventory for the basement and the Director's Lounge. Krisha will be adjusting all information and material quantity. I tasked Krisha with purchasing a new shredder for our office and other daily initiatives. I chaired Gala Coordinator Hiring in where I scheduled interview slots for all applicants in regards to my hiring committee. We met with the applicants and ended up agreeing with having Angela Su and Grace Zhou as our lovely Gala Coordinators. We also offered applicants the choice of being on the Gala Committee, thus finalizing a wonderful Gala 2024 team. I attended biweekly Dean's Office meetings and weekly executive meetings. I met with the Secretary, Julia, for a check-in meeting, and we discussed uploading our meeting minutes to the website. Julia has been doing a fantastic job with getting the minutes done efficiently. With the great help of the Dean's Office, we finally got our keys for all board members. I tasked Krisha with key distribution and further distribution will occur during our February BoD meeting. I requested VP Finance to write cheques payable to Gala Coordinators and Secretary. I assisted directors in planning events/initiatives and approved events. I have been planning an event of my own as well (stay tuned). I communicated with Equity on their Townhall event in which we figured out the best date to host it and the further logistics surrounding it.

### **Julie Souchet, Vice President of Financial Affairs**

In December and January, I signed reimbursement and honorarium cheques. I attended exec meetings, meetings with the Dean's Office, and the Board of Directors' meeting. I have been communicating with portfolios about their budget and giving feedback. I helped set up and attended the mug painting event organized by the Associate Director of Social Affairs. I continued working on orientation invoices and sponsorship. I dropped off the cheque for KPE rentals at athletic center and have been in contact with the bookstore about sponsorship payment. I went to Ikea with VP Internal and VP External to find new office furniture. I've sent in most material required for WCSA's annual audit which I estimate will be completed by end of January. I had a meeting with the auditors to clarify some expenses and provided more invoices and receipts. With the help of the SIA and the VP External, I completed the bank reconciliation for both our chequing and savings account. I have submitted the reconciliation reports to the auditors and am waiting to hear back from them about the completion of



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the audit. I went to a meeting at the bank with the President, VP Internal and VP Athletics to switch signing authorities. I attended a meeting for the tax clinic where we discussed hiring volunteers and potential rooms for the tax clinic in April. We have started receiving and reviewing applications for tax clinic volunteers and will conduct interviews in the beginning of February. I had a meeting with my associate and we sent the email for winter budgets together (my associate recorded a fantastic tutorial on how to prepare budgets!). I helped clean and sort the basement with VP Internal, SIA, VP External and Off Campus Director. I helped set up and attended VP Social's cupcake decorating event. Lastly, I have been reviewing and approving events or initiatives throughout December and January.

### **Jessica Wang, Vice President of Public Relations**

*No report submitted.*

### **Faria Jahan, Vice President of Social Affairs**

- planned and executed the Cupcake Decorating event, where we saw significant engagement.
- help assist my associate with her event in collaboration with CASSU (Lunar Year Feast). I assisted with providing guidance and suggestions for her event, help with her budget, and pitch ideas
- planned a bi-weekly meeting time with the Gala Coordinators and attended the meetings to check-in with their progress
- discuss award reception logistics with the President (planning a date and time in accordance with award nominations and Gala Night)
- planning Feb. events - send request in for Bouquet Making Workshop and Chocolate Gram
- reach out to Spirit Singers to collaborate for an Open Mic Night for Feb.
- submit the budget

### **Michael Nebesny, Vice President of External Affairs**

Hi Woodsworth! January is budget month! This means I've been working with each club to develop and refine their plan for the term, including organizing all the socials, projects, and initiatives they'll be working on. In the same way, I've mapped out the business plan for my own portfolio. This involved meeting with clubs to kick-off collaborations (URSA, UTCC, and the Albanian Students' Association) and arranging events (our annual Superbowl extravaganza is officially back; tickets are available, planning and booking are done). Besides budgets and planning, it's been a busy month for odd jobs: I've helped with basement cleaning, reconciling banking transactions, arranging cheque pickups, and with the social portfolio cupcake decorating event. Normal portfolio tasks continue too: I've met with club presidents on three different occasions to review our policies and procedures, oversaw masthead hiring for the Woodsworth Review, and worked with the President to develop

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procedures for collaboration contracts and club elections. And to reiterate, I expect to see each and every one of you at the Duke on Sun, Feb, 11th sporting 49ers colours.

### **Nadia Persaud, Vice President of Athletic Affairs**

*No report submitted.*

### **Haadiya Usman, Equity Commissioner**

- Finished making the Instagram post, Google form, and presentation for Town Hall that is tentatively scheduled for February 2nd @ 5:30 PM
- Finished making the Instagram post and Google form for the TTC subsidy initiative
- Conducted needs based assessment for the community shelf initiative
  - General consensus that rising grocery prices and lack of time are hindering students from cooking at home, causing them to seek alternatives like take out which can be expensive and lead to students skipping meals.
- Currently working on the Instagram post for the community shelf initiative
- Attended executive meetings

### **Sarah Varughese, Equity Commissioner**

- Approved events for the BoD
- Worked and prepared for our January Town Hall
- Attended executive team meetings to ensure execs are being held to the standards as stated in WCSA bylaws

### **Farida Kayed, Chair of the Board**

This term has just started and I have been working on texting my friends and people I know personally to attend our events. I am currently trying to make more time to come to the office just for fun. I consistently post our events and promote if we need more sign ups. It's the beginning of the year and I think one of my main goals is to make sure I got into the WCSA office more to meet more students.

### **Julia De Nicola, Secretary of the Board**

Hi Wolfpack! Happy New Year! I hope everyone had a restful break! I completed the following this month. I completed the meeting minutes for the last Board of Directors meetings in November. The Annual General Meeting (AGM) minutes have also been completed and reviewed for internal use. The executive meeting minutes for December and January are complete and have been reviewed to be approved in this Board Meeting. I have meeting minutes from October and November that are currently in progress. I also attended the January executive meeting and performed a live transcription,

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when I am able I will be attending these meetings. Beyond that, I updated the Attendance Tracker and Board Tracker accordingly. I sent emails to those who did not submit their board report by the deadline. I met with the Vice President of Internal Affairs, Mehak, for a check-in meeting to discuss deadlines, tasks, and preparing the meeting minutes for publication. I also formatted and cleaned up Board Meeting Packages from April 2023 to date in preparation for publication. I have coordinated with the Vice President of Internal Affairs and Public Relations to provide support with their publication. I have created and completed "Public Board Meeting Minutes" and "Public Executive Minutes," which entail revised and edited versions of every Board Meeting Minute Package and Executive Meeting Minute from April 2023 to date. Also, I created and finalized the January Board Meeting Package and communicated often with the Vice President of Internal Affairs, Mehak, to update on progress and inquire. Please do not hesitate to email me with any questions or concerns at [secretary@mywcsa.com](mailto:secretary@mywcsa.com).

### **Isabella Gouthro and Jane Lee, Associates of Public Relations**

In January, we've been busy planning our phone beads charm event. We dedicated time to carefully budgeting and exploring various bead options. After careful consideration, we've decided to offer pizza for approximately 30 people. Soon, we'll be sending out a sign-up form to establish attendance limits. We are creating a poster for this event and we will upload this soon on our Instagram page. Also, we attended the cupcake decorating event hosted by WCSA, where we not only captured moments through pictures but also had some cupcakes!

### **Jacob Freedman, Associate Director of External Affairs**

- Worked with External Committee to assist with the launch of new club - the Woodsworth Review.
- Began work with PR to add external clubs and initiatives to the WCSA website.
- Working on a career fair event with the Undergraduate Research Students Association, currently targeting mid-March.

### **Claire Gao, Associate of Social Affairs**

Hello Woodsworth! I have been very busy these past months with event planning and conducting interviews for Gala Coordinators. Within the past months, I have

- Planned and hosted a Christmas Mug Painting event. The turnout was highly successful; I have to amend the budget to accommodate for more interested participants
- Attended gala coordinator interview; was actively involved in the interview and selection process
- Attending bi-weekly Gala meetings
- Planning a Chinese Lunar New Year event, will be held in early February

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- Kept in contact with VP Social and President regarding event ideas and other logistical implications.

### **MaryJo O'Connor, Academic Bridging Students' Director**

This month I attended the Academic Bridging Orientation for the new class that started this winter term. I spoke about WCSA and answered questions from students. I also did a classroom visit where I spoke to Bridging students about the transition from Bridging into first-year studies and beyond. I attended the cupcake decorating event and met with an Academic Bridging student to discuss the transition into first-year studies, providing support and advice. I started planning an Academic Bridging social event and set up another classroom visit for February.

### **Paul Gweon and Harshit Jain, Upper Year Students' Directors**

- Helped out with WCSA Wednesdays, we cooked, we served, we slayed
- With our presence and endorsement, we got more a greater presence of Upper Year students for WCSA Wednesdays and our events
- Collaborated with Charitable Indulgence for Hot chocolate initiative at a WCSA Wednesday
- Planned a job fair with Undergraduate Research Students' Association for our Woodsworth students, in conjunction with the WCSA VP External and Director of Professional Development
- In talks with Woodsworth staff to invite Woodsworth Alumni to attend Job Fair
- Compiled a budget to cover our cram jams and other events and workshops planned for the semester

### **Mahnour Fesal and Iris Li, Off-Campus Students' Directors**

This term, Iris and I, saw significant progress and success with WCSA Wednesdays. Our collective efforts have focused on hosting these events and meticulously working on the budget allocation for them. So far this term, we have successfully hosted two WCSA Wednesday events. These events were not only well-received but also marked an improvement in attendance and engagement compared to previous terms. Our comparative success this term can be largely attributed to the smooth transition into our roles. Having already settled into our responsibilities, Iris and I were better equipped to manage these events effectively. A significant part of WCSA Wednesdays is dedicated to developing a robust budget plan for WCSA Wednesdays which Iris and I have put together. Along with this we will soon be sending an email to all Off Campus Committee members to increase engagement.

### **Sareena Kelash, Associate of Financial Affairs**

This month I worked on winter semester budgets.

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### **Harmanpreet Pahwa, Professional Development Director**

Hi everyone! This month the PDD portfolio focused on working to ensure that all event execution is done well (through pdd budgets and potential dates to host). Whether it be Interview Tip Tuesdays or our in-person workshop, my goal was to run through the details of how we will engage more students to interact with us and ask for what resources they need specifically. Especially as we're in hiring season for the summer. I have also emailed for a few collaborations, and will have to wait to see how that turns out but overall, it's been going good.

### **Noah Cazabon, Community Outreach and Sustainability Director**

This month I prepared for the coming semester. I completed the Winter budget and did some rough planning for the prof roast and another meatless Monday.

### **Luca Giavedoni, Associate Director of Athletic Affairs**

*No report submitted.*

### **Megumi Koga, International Students' Director**

As the International Student Director at our esteemed university's residence my role has been instrumental in fostering a vibrant and inclusive community, focusing on the unique perspectives and cultural richness that our international students bring to our campus. I have dedicated significant efforts towards the ideation of various events and initiatives aimed at enhancing the international student experience. This process involved extensive research, brainstorming sessions, and consultations with students to understand their needs and interests. I have undergone the planning and conceptualization of a novel initiative - a photo gallery and photography competition for international students. This initiative was designed to provide a platform for international students to showcase photographs from their home countries, celebrating the diversity of our student body. This project not only allowed students to share a piece of their culture but also created an opportunity for dialogue and mutual understanding among students of different backgrounds. Understanding the importance of collaboration, I connected with the Contemporary Asian Studies Student Union (CASSU) to organize a joint event to celebrate Lunar New Year, which was a significant cultural event for many of our Asian students. In an effort to further diversify our cultural offerings and promote inclusivity, I initiated discussions with the Organization of Latin American Students (OLAS) to explore potential collaborations in an effort to promote Latin culture and heritage and to provide a platform for Latin

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American students to share their traditions and for others to learn about and appreciate the vibrancy of Latin cultures. In conclusion, my tenure as the International Student Director has been marked by a commitment to enhancing the experience of international students through thoughtful, inclusive, and innovative initiatives. The ongoing discussions for future collaborations reflect my dedication to creating a welcoming and diverse community within our university residence.

### **Willis Yorick Zambo, Woodsworth Residence Director**

*No report submitted.*

### **Avanti Tandon and Nathin Eluvathingal, First-Year Directors**

- Successfully organized an Arts and Crafts Event at Kruger Hall on the January 29th 2024
- Currently brainstorming and planning an event right after reading week.

## **APPENDIX:**

1. *Appendix A:*  *Winter 2024 Budget*