



Meeting of the Board of Directors of the
Woodsworth College Students' Association
on November 26, 2023
In-Person & 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

This motion passes

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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 and 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.

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- 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.
- 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, Jaban, 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 will be sent to respective applicants regarding interviews, 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*, *Pahwa*, *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

15. Assembly of the Offices and Student Spaces Committee

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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 → Atique

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

20. Adjournment: 1:57 PM

a. **Moved:** Atique

Seconded: Varughese

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This motion passes

BOARD REPORTS:

Soban Atique, President

Hi Wolfpack! The following tasks were completed by the President's portfolio during the month of November: Organized Annual General Meeting for previous Board of Directors, including: Inviting past President for speech, working with past VP Finance to develop presentation on last year's audit and financial standing, sending several emails to board regarding proxies, recruiting external Woodsworth students to meet quorum, developing the agenda for the AGM, chairing the AGM, coordinating time alongside our November board meeting; Discussed various food insecurity and engagement initiatives with one of the Equity Commissioner; Met with Carolyn Peralta to be ambassador for Woodsworth College Spring Giving Day; Received feedback regarding intramurals; Met with Dave Lio regarding promotion of tax clinic for Woodsworth students and WCSA; Supported VP Social in the planning of Red Party, including: Deciding logistical details, Helping coordinate the Eventbrite Page, Drafting refund, alcohol, and miscellaneous policies, Signing contract for venue and for photobooth, Helping make goodie bags, Printing registration pages, Facilitating the financial aid process, Drafting/posting its graphic, Providing financial aid to two recipients; Responded to inquiries regarding headshot photoshoot for graduates; Supporting various fundraisers across campus by providing tables; Unable to attend any CCAC meetings this month but kept up to date through minutes; Attended exec meetings; Attended Dean's Office meetings; Signed contract regarding board hoodies for new board members; Attended Remembrance Day ceremony on behalf of Woodsworth; Received Fall 2023 composites and amidst the process of distribution; Began planning for graduation gifts for Spring 2024; Attended Woodsworth Academic Advisory meeting, focus was re-drafting some courses as part of the Academic Bridging Program; Supported VP Finance in completing payments for orientation; Met with Barbara Track regarding potential gift to Woodsworth regarding a new scholarship; Held transition meeting for outgoing WiNC President alongside VP External; Coordinated re-making of WCSA wall with SIA to update it and add new pictures; Coordinated with VP PR to post promotional material for Princeton Review; Finalized sponsorship matters regarding orientation week; Joined WCAA (allumni association) Slack channel, unable to attend their meeting this month; Met with Academic Bridging Director in planning new initiatives to support Mature Students, will be pursuing classroom visits in the Winter; Developed internal Mature Students' ListServ to send out crucial WCSA information via email; Fixed issues regarding WCSA's domain that left website + emails dysfunctional; Reviewed constitution for potentially new WCSA journal (club within external portfolio); Booked Kruger Hall on behalf of numerous WCSA members;

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Booked Water's Lounge for Associate Social event; Booked Multifaith Center for WiNC event; Booked Commuter's Lounge for WISH event; Sent out newsletter content regarding AGM, Red Party, and ListServ to Woodsworth College + Academic Bridging ListServ; Stayed up-to-date with graduation photos for Spring 2024 with Lassman Studios; Connected with Principal's Executive Assistant for Woodsworth merchandise; Planned board social, including: booking the space, purchasing TTC tickets, facilitating travel and overall event; Supported Associate Social in planning of their Christmas event; Connected with Dave Lio regarding WCSA's grant application; Attended mental health workshop event, dance workshop event, Diwali event, Red Party event. As always, if you have any questions or concerns, please do not hesitate to reach out to president@mywca.com!

Mehak Lamba, Vice President of Internal Affairs

No report submitted.

Julie Souchet, Vice President of Financial Affairs

In November, I signed reimbursement and honorarium cheques. I attended exec meetings and meetings with the Dean's Office. I sent out an email for the fall budgets of newly elected portfolios that did not already have a budget. I wrote a report on WCSA's financial standing to help the exec team in their decision making for WCSA's gift to Woodsworth. I have been working on orientation invoices and sponsorship payment for orientation. I had a check-in meeting with my mentee and a feedback meeting with the president. My associate and I have also been logging cheques into our accounting software Quickbooks. I delegated Quickbooks and Squarespace tasks to my associate and the SIA. I have been in contact with the tax clinic head, our grant application has been approved. Lastly, I have been reviewing and approving events or initiatives throughout the month.

Jessica Wang, Vice President of Public Relations

- Designed posts stories and reels for red party
- Designed posts for mature students' email list
- Posted for Princeton Review
- Designed posts and reminders for Grants Application
- Created AGM graphics for instagram and link to website
- Process of ordering Board hoodies for new elected members
- Posted WCSA Wednesday answered DM's and emails
- Delivered Red Party Check
- Designed Meet the team post + taking headshots

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Faria Jahan, Vice President of Social Affairs

No report submitted.

Michael Nebesny, Vice President of External Affairs

Hi Woodsworth! There're only a few weeks left in the semester; we've almost made it! November is a busy month in the academic sense, but it was a busy month for the External portfolio too. Following the interim elections at the October board meeting, I've met a few times with Jacob, the new Associate of Director External Affairs; we've discussed our priorities for the rest of the year and started to delegate this work. Clubs continue to thrive: WiNC hosted an arcade social; WISH ran a great Hallowe'en event with over thirty attendees; the Howl continues to meet weekly, and has firmed up their magazine content; and our affiliated club, Trek for Teens, is starting their holiday donation drive. Jacob and I continue to support with all these initiatives, as well as facilitating the WiNC Presidency transition (a preferred candidate has been found, to be interviewed next week), booking room space as Waters Lounge is blocked off during December, and communicating WCSA policies and logistics (including cheque pickup questions, rules for collaborations, and considerations about the upcoming building construction). This month marked the end of my term on the Elections and Referendums Committee, but I've been involved in loads of other committee opportunities, including: representing WCSA on the Bronfman Scholarship Committee; supporting the Social Committee with Red Party prep and setup (shout out to Faria for pulling off flawless flagship event); and event photography for the PR Committee at Red Party and other events. I've also had a meeting of my External Committee. They're currently awarding funding from the Individual Initiative Grant which I'm running in the fall semester for the first time; this is a great success with ten strong applications. They also reviewed the application for a new WCSA literary journal club and provided feedback. This club has submitted a constitution which I'm in the process of reviewing. My goal is to have the WiNC transition, grant, and journal application taken care of by the end of the semester, as long as some club promotional work. Best of luck with exams and Merry Christmas!

Nadia Persaud, Vice President of Athletic Affairs

Hey Woodsworth! During the month of November, Athletics has been maintaining our intramural teams, many of which we have seen one recurring issue in; dwindling attendance rates. As a result, we have been working with U of T's intramural sports council in hopes of adjusting game policy to create a workaround of attendance rates that begin to fall when midterm season begins. We have also been assisting other portfolios in some of their endeavours, but mostly attending to our intramural teams and keeping intramural sports alive.

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Sarah Varughese, Equity Commissioner

- Approved upcoming events for Board members
- Attended weekly executive meetings to ensure EDI standards were being met
- Met with VP Internal about hosting the upcoming town hall in December
- Hosted the first Equity Commissioner Portfolio event for 2023, the Toronto Diaspora Film Festival Event, with success!

Haadiya Usman, Equity Commissioner

- Reviewed and scored applications for the Woodsworth Individual Initiative Grant.
- Attended External Committee meeting.
- Attended an Executive meeting.
- Planning Cultural Open Mic night at Cat's Eye in collaboration with ISO, OLAS, and WISA.
- Planning budget-friendly cooking classes to address food insecurity.
- Planning a Lunch & Learn in collaboration with the UTSU and the app, "Too Good To Go" to discuss the importance of reducing food waste and connecting students that may be food insecure to appropriate resources both off and on-campus.
 - In correspondence with a PR representative from Too Good To Go.
 - In correspondence with Fatima Sohail, VP Equity at UTSU.

Farida Kayed, Chair of the Board

As chair of the board my role is to make sure board meetings run smoothly. Since we have AGM coming up I have been brushing up on my meeting rules. I have also been tirelessly promoting our events to friends during class and social media. Especially with our red party coming up trying to get them sold out!

Julia De Nicola, Secretary of the Board

Hi Wolfpack! I hope you all are surviving the home stretch! Beyond being incredibly excited to attend my last Red Party, the Paintbal Social and the AGM, I completed the following this month. I volunteered to help with the setup of the Red Party, although the setup was quick and was completed by the time I got there. I corresponded with the President, Soban, regarding AGM proxies and clarified certain aspects of this request. I completed the meeting minutes for the last Board of Directors meeting in October and the executive meeting minutes for November. Unfortunately, I will have the executive

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meeting minutes that were to be in the October Board Package done by next month. The October Board Report will be updated accordingly. I transcribed an executive meeting and completed the Board Package - though one meeting this month has not been uploaded, the December Board Package will reflect this addition. Beyond that, I updated the Attendance Tracker and Board Tracker accordingly by creating new sheets to follow with the new board. Given the lack of Board Report submissions and request for extensions this month by the deadline, I requested a board-wide extension of three-days, considering that most of those on the board likely are overwhelmed given the time of year. This request was approved by the Vice President of Internal Affairs, Mehak, and I sent an email outlining such was sent to everyone! Please include when you would like the extension to coordinate my ability to add the report to the package. If you require an extension, please do not hesitate to ask, as I am happy to provide you with one! I also sent clarificatory emails to new board members due to the improper fillage of the board report form, where there was confusion regarding what agenda items were. As well as confusion about the requirement of submitting a board report and its structure. Direction was provided. Lastly, I created and finalized the November Board Meeting Package and communicated often with the Vice President of Internal Affairs, Mehak, to discuss deadlines, progress and updates. Please do not hesitate to email me with any questions or concerns at secretary@mywcsa.com.

Luca Giavedoni, Associate Director of Athletic Affairs

No report submitted.

Isabella Gouthro and Jane Lee, Associate Directors of Public Relations

This month we've been working hard to create promotional material for the red party. We've made several instagram posts that have been put up and are continuing to make more to update people about the progress of ticket sales. We also are organizing in order to take lots of photos and videos at the red party itself on friday. We're very excited to see everybody's hard work pay off and look forward to the event. We also made a unitive grant poster to spread awareness about that!

Claire Gao, Associate Director of Social Affairs

- Correlated details for red party
- organizing upcoming Christmas event (more details to come)

Jacob Freedman, Associate Director of External Affairs

No report submitted.

Sareena Kelash, Associate Director of Financial Affairs

No report submitted.

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Harmanpreet Pahwa, Professional Development Director

Hi WCSA! This month Professional Development focused on brainstorming ideas and how to implement some of the events we want to do in the future. This includes our LinkedIn and Interview tip events. I also attended the WCAA meeting and am in contact with for a future collaboration in the winter semester (stay tuned!). This month I've also created a list of things that went well and could have been improved from our last event (speed networking with alumni) which I will be implementing in these upcoming events that are being planned. As I end my board report, I want to thank everyone that helped me out for our speed networking event, I really appreciated your help!!

Mahnoor Fesal and Iris Li, Off-Campus Students' Directors

This month was mainly a transition into our new roles as Off Campus Directors for Iris and I. I read up on previous transition reports from the past directors and I am currently working on the budget report with my fellow director Iris.

During the month of November, I got into the swing of things with WCSA Wednesday. I worked on WCSA Wednesday under the supervision of the VP Internal. With Mehak guiding me, I got to familiarize myself with the process and learnt how to take charge and run the event successfully for next time.

Iris and I are currently in the works of planning our next one. We've created a poster on Canva to promote the event and have emailed Jessica to get it approved.

Soon we will be getting in-touch with the BoD for help on the day of the event.

MaryJo O'Connor, Academic Bridging Students' Director

This month I met with Soban (the president of WCSA) to discuss the interests and needs of bridging students and mature students. I will be forwarding information for the bridging student/mature student community onto Soban to be added to the new listserv that has been created for this student population. I have also been in contact with a bridging prof regarding a classroom visit in the winter term to provide a presentation on tips for university life post-bridging. I am also in the process of coming up with a bridging student social/networking event for students to build a sense of community during what the Office of the Dean is calling "frost week" when students return for the winter term.

Paul Gweon and Harshit Jain, Upper Year Students' Directors

No report submitted.

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Noah Cazabon, Community Outreach and Sustainability Director

This month I started working on a few new initiatives. I did some research for a donation matching program and emailed a few places about hosting a meatless Monday. As well, I did more administration work and distribution for the BikeShare subsidy.

Megumi Koga, International Students' Director

- Talked to international students currently living at Woodsworth Residence, who attend WCSA events, and other Woodsworth students in general to identify international students' needs.
- Assembled a list of topics and resources to empower international students' education, wellbeing, and future careers.
- Brainstormed and conceptualized the events and programs for the upcoming academic year.
- Created a budget for the Fall semester.

Willis Yorick Zambo, Woodsworth Residence Director

In correspondence with the commencement of my tenure as Woodsworth College Residence director, I have spent the first month getting familiar with my role and its responsibilities, associated tasks, and span. In addition to learning more about WCSA and its formalities and completing setting up my WCSA email, I have introduced myself and my role at the most recent WRC meeting, and shared my initial plan of creating a system for anonymously sharing suggestions for the residence. Moreover, I have also been in communication with the Upper Year Students' Director regarding the approaching Cram Jam. Over the coming weeks, I hope to be able to progress in all the highlighted endeavors I have begun.

Avanti Tandon, First-Year Director

Met a few times to discuss future events. Currently planning a trivia night similar to last years. Waiting for approval for share-a-skill event.

Nathin Eluvathingal, First-Year Director

We have discussed about various event ideas that would both capture the talents of the first years and pique their interest. A few major events we arrived at was the Trivia night and Share a Skill. At the moment we are in the organizing stage of Share a Skill as we believe that this event would make a meaningful impact on our first years.