



Meeting of the Board of Directors of the  
Woodsworth College Students' Association  
on September 30, 2023 on  
Zoom

## AGENDA:

### 1. Call to Order: 11:13 AM

a. Moved: Atique

Seconded: Gao

### 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.*

- **Atique:** On this Orange Shirt Day, in Canada, referred to formally as Truth and Reconciliation Day, it is vital to take a moment to understand the meaning of the Land Acknowledgement Statement as we, and amongst other clubs, form the habit to merely read it rather than understand what it means. It is important to note that the Land Acknowledgement comes from the *Truth and Reconciliation Act*, which the Liberal government brought forth as a step towards reconciliation. Within these reports were countless calls to action, where one was a Land Acknowledgement. This was drafted by indigenous elders as well. Thus, it is important to realize the land that we are on. Orange Shirt Day is not a day to feel sorry, but rather to reflect on the indigenous presence here who are not a people of the past. They are here, and they are present today. Please take some time today to reflect that we are settlers on this land, and there are numerous ways to get involved in various Indigenous initiatives and clubs at Woodsworth and across the University.

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### 3. Roll Call

### 4. Approval of the Agenda

a. **Moved:** De Nicola

**Seconded:** Woo

*This motion passes*

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

a. **Moved:** De Nicola

**Seconded:** Atique

*This motion passes*

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

a. **Moved:** De Nicola

**Seconded:** Woo

*This motion passes*

### 7. Approval of the Board Reports

a. **Moved:** De Nicola

**Seconded:** Woo

*This motion passes*

### 8. Appointment of CRO

BIRT the WCSA Board of Directors, appoint Cuozzo as CRO of the 2023 Fall By-Elections.

a. **Moved:** Atique

**Seconded:** Woo

*This motion passes*

### 9. Ratification of SIA

BIRT the WCSA Board of Directors, ratify the hiring of Khanna as WCSA's SIA for the 2023-24 academic year.

a. **Moved:** Lamba

**Seconded:** Varughese

- **Lamba:** After much deliberation, we have recently hired our new SIA, Khanna. Thank you to the SIA hiring committee for supporting me; your help is appreciated during this process. Krishna, I am excited about this new journey together. We are excited to have you a part of our team!
- **Khanna:** I am excited to meet and join everyone; we will have a great year!
- **Lamba:** A meeting with Khanna will occur to onboard her. She will be assisting with the office, and we will finally be able to open the office five days a week. Thank you!

*This motion passes*

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### 10. SIA Hiring Committee Dissolution

BIRT the WCSA Board of Directors move to dissolve the current SIA Hiring Committee.

a. **Moved:** Lamba

**Seconded:** Atique

*This motion passes*

### 11. Ratification of Expedited Motion

BIRT the WCSA Board of Directors, ratify the expedited motion sent on September 18, 2023, regarding the SIA Hiring Committee.

a. **Moved:** Lamba

**Seconded:** Souchet

*This motion passes*

### 12. Orientation Final Update → Yu

- Orientation occurred during the first week of September, and it was a great success! Both the students and the staff loved it! Thank you to all WCSA members for your support during the Summer and Orientation week. Whether you were a leader or were around to help, we appreciate your help so much! It gets hectic.
- We are completing the final knots, such as completing transition reports reimbursements and communicating with staff to discuss various improvements for future years.
- Overall, the remaining items will be completed in a few weeks.
- If you have not already, you are encouraged to look at the Woodsworth Orientation 2023 Camera Role, produced by photographer Kate; it is a lot of fun!
- If you would like to be a part of Orientation in future years, I highly recommend it. It is a great learning opportunity. Bye!

### 13. Internal Reminders → Lamba

a. Student Spaces

- The student spaces have been cleaned. Thank you to all who came to help out!
- Commuter's Lounge has snacks, including juices and granola bars. Please feel free to come to relax there, it will be great.
- Please keep these spaces as clean as possible. Please also put things back in place, especially the recently organized officer drawers.
- For the Director's Lounge, if you use disposal utensils or items, please dispose of them accordingly and that you clean your surfaces.
- Please ensure all windows and doors are closed because it is a considerable safety hazard. It is easy for anyone to come into those spaces.

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### b. Board Reports

- In the summer term, Board Reports were disappointing because many did not submit them consistently. They will now also be publicized on the website.
- It is mandatory to submit your Board Reports to receive your CCR. This will be attended to this term year.
- It can be bullet points of what you have done over the month; it doesn't need to be long. It is about what you did in that given month.
- Please contact Vice President of Internal Affairs Mehak if you require help authoring your Board Report.
- If you require an extension, please contact the Secretary, Julia; she would be happy to provide one.
- Please submit these board reports so that when they are publicized, everyone can see all the hard and fantastic work you do in your portfolios! It is also a great way to reflect on what you did in previous months.

### c. Ad Hoc Committees

- **Chairs of Ad Hoc Committees** → Please send another round of emails to new sign-ups when you receive the updated list.
- Many additional students have signed up for Ad Hoc Committees; a listserv will be sent soon.
- If you have a group chat, all updated committee members must be added.
- An update will follow once there is a complete updated list.

## 14. Other Business

### Mishra → Photo Challenge Prizes

- Since there is an SIA in the Office to distribute gift cards to those who won the Photo Challenge, how would we go about that?
  - **Lamba:** when you would like to give those gift cards, please reach out, and the SIA will be made aware.

### Atique → Fall Elections

- You cannot engage in anyone's campaign.
- For Equity Commissioners, you must abstain. This also includes Intrinsic Directors, except the Secretary and Chair of the Board.
- Please contact the President, Soban, if you require clarification about what is expected of you as a Board Director during the election.
- Interim Directors are expected to attend the October Board of Directors meeting.

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- If you are an interim director, your job still applies during the election, even if you are running.
- The only people who cannot sign the Nomination Forms are Atique, Lamba, Jahan, Giavedoni, Gao, Nebesney, and Persaud. Otherwise, everyone who pays the Woodsworth fees can sign a Nomination Form.
  - **Atique** → update Yin on whether the pdf version of the Nomination Form is acceptable, given contradictory information on the website stating solely docx. Nomination Forms are eligible for submission.

### Fall Budgets → Souchet

- A longer October Meeting will occur due to ratifying the budgets of each portfolio, given that there will be a full board following the election.
- Please watch out for a budget email for the Fall semester.
  - **Atique:** if there is a large-scale budget discrepancy that requires immediate action, please reach out to the President, Soban, to coordinate an expedited motion.

### **15. Adjournment: 11:39 AM**

a. **Moved:** Atique

**Seconded:** Woo

*This motion passes*

## **BOARD REPORTS:**

### **Soban Atique, President**

Hi Wolfpack! The following tasks were completed by the President's portfolio in the month of September; Attended orientation and supported the team for all events. Attended Leader training. Facilitated WCSA presence at Academic Bridging orientation and WCAA meeting. Responded to general WCSA inquiries. Connected with UTSU's CCAC group on numerous occasions. Connected with The Princeton Review, will have a meeting in October. Facilitated meeting room for The Howl. Met with WiNC's President regarding financial transparency and structural challenges. Supported VP Social during Tye-Dye event via purchasing items and booking courtyard. Responded to numerous external club inquiries regarding club space at Woodsworth. Continued looking for alternatives for lockers. Signed checks and contracts. Participated in SIA hiring + interviews. Connected with MatSA's Co-President regarding funding. Met with the Dean's Office to recap orientation + provided recommendations for next year. Connected with Sustainability Director regarding issues with BikeShare. In the process of switching signing authorities with the bank. Connected with Carolyn Peralta regarding messages sent to last year's graduates. Attended debrief meeting with the Orientation team. Provided tables for external club's charity bake sale. Facilitating last minute orientation prize pick ups. Handled several election tasks, notably: setting up election dates, connecting with CRO and submitting letter of confirmation, making/posting numerous elections-related material, facilitating election Information Session, completing Instagram takeover to answer questions, publishing Elections Policy on website, responding to inquiries regarding election, monitoring nomination submissions, supporting VP PR in publishing election information on website, etc. Completed all feedback meetings with execs. Provided minor support to VP Internal with cleaning of office spaces. Connected with Mature Students' Director to relay election information to Mature/Academic Bridging students. Connected Trek4Teens + other external clubs to VP External. Oversaw orientation grievances - in process of sorting out the final one. Oversaw numerous executive tasks. Attended OMC and exec meetings. Composite pick-ups/deliveries have been put to a halt during election season. Noted numerous changes for policy amendments. As always, if you have any questions or concerns, please do not hesitate to reach out to [president@mywcsa.com](mailto:president@mywcsa.com).

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

Hello, Woodsworth! This past month I assisted with Orientation 2023 as an OMC (Orientation Managing Committee) member. I created all certificates for our leaders and staff, hosted a WCSA table at the Woodsworth Clubs Fair alongside PDD Director, Harmanpreet, and overall assisted the Orientation Executive Committee in any way possible. I attended an orientation debrief meeting, the Academic Bridging Orientation, a WCSA x Dean's Office meeting, and a few Executive meetings

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throughout this month. I've also been in touch with Allan from the Health and Wellness Centre for possible collaboration and connected him with our Mental Health Director, Jaimee. I've also been in touch with the Career Exploration team for possible collaboration. I am in the works of planning a Diwali event and have been in contact with HSC (Hindu Students' Council) for it. In regards to hiring, I've commenced and concluded hiring for our 2023-2024 SIA, Krisha, alongside our hiring committee. To add, I've requested Key Cards, cleaned the Director's Lounge and the Office (alongside my amazing peers), and stocked up the Commuter's Lounge. I hosted an office hour this past month and held (and will be holding) a WCSA merchandise pick-up time for students. And finally, I've approved events and assisted directors in their event planning process. Thank you, Woodsworth!

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

In September, I have signed reimbursement cheques and coordinated cheque pick up. I've been monitoring spending from the Board and from Orientation. I attended a meeting with Woodsworth Inclusive to set out the rules of WCSA's finance policy and resolved reimbursement issues from last year. As a member of the Services and Initiatives Assistant Hiring Committee, I participated in SIA interviews. Moreover, I attended exec meetings, a meeting with the Dean's Office, and an orientation feedback meeting. My associate and I have also been logging cheques into our accounting software Quickbooks. Lastly, I have been reviewing and approving events or initiatives throughout the month.

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

This month was quite busy for the PR portfolio. First and foremost all execs have had their executive summaries posted, designed by me. The BOD 23-24 board is in the works with headshots and nameplates being placed. Headshots printed at Staples on a poster. The first WCSA event took place and my PR committee and I took pictures. I also fulfilled PR requests for Mental Health and VP internal for WCSA merch pick-up dates. Most notably in communication with the President regarding election posts. They have been going up, all designed by me. Board hoodies are finally finalized with Target and are being delivered. The PR committee is in the process of onboarding, a server has been created, and emails have been sent out. The yearbook for WCSA is in the makes, and orientation pages are about complete and just missing text.

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

- assist with Orientation Week (help with food serving, Costco run, clean up, organize and execute WCSA Wednesday breakfast, and overall help with whatever was needed to get done)
- attended exec meetings and orientation debrief meetings (provide orientation feedback)
- plan, making promotional material, and host a welcome back event (Tie Dye)
- join the SIA hiring committee, attend hiring meetings with candidates

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- begin the early stages for RED Party venue research
- have check ups with my associate regarding orientation and future plans for the fall

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

Hi Woodsworth, welcome back to campus! Been working hard to kick-off student initiatives, having organized the Woodsworth Clubs Fair during O-Week and helped the PR ad-hoc committee at events like the Welcome Back Tye-Dye Social, not to mention spending a couple of days cleaning up the office and WCSA spaces post-Orientation. On the clubs side of things, I've met with club presidents to support and manage expectations; helped with some of their kick-off events (like WINC's); reviewed financial transactions with Julie; and arranged procedures for club presidents with the Internal, Social, and PR teams. I've also been in contact with numerous clubs seeking funding. Some of the more promising opportunities for WCSA: Paul and I met with the Undergraduate Research Students' Association to discuss a potential event collaboration and we have an additional club with an associated-status application in the works. Of course, there have been admin tasks too, like expedited motions and oh, so many emails; hope y'all are keeping up with your course work too. Best of luck, Wolfpack!

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

*No report submitted.*

### **Reco Xu and Hannah Yin, Orientation Coordinators**

Hi Folks,

So Orientation Week has now come to a close, and before we give out report, we the PCs want to express our gratitude to everyone who played a role in making it a resounding success. Whether you were a leader, staff member, or a supportive participant, your contributions were invaluable— thank you!

Throughout O week, we witnessed the culmination of months of planning and dedication. We believe that Orientation Week exceeded our expectations in numerous ways. From start to finish, all the scheduled events unfolded.

Some of the highlights from Orientation Week include the Block Party, Karaoke Night, Trivia Challenge, and Movie Night.

Now, as we transition from this week, our focus shifts to the final stages of wrapping up any remaining tasks and completing the necessary transition reports.



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

Hello everyone, this month has been a slow month, although I got the opportunity to send out our first expedited motion! This went well and I found myself getting more used to my new role as chair of BOD as I could answer questions more readily. Other than that I have been advertising our fall by election.

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

Hi Wolfpack! Beyond serving as an Orientation Head Leader earlier this month, I completed the following. I briefly supported WCSA at the Woodsworth Club Fair by answering more general questions about Ad Hoc Committees and WCSA. I also completed the meeting minutes for the last Board of Directors meeting in August and the executive meeting minutes for the meeting in September. Plus, I completed the executive meeting minutes that were to be in the August Board Package. Unfortunately, I could not do them in time due to the timing. Rest assured, they are completed and will be approved at this Board Meeting. Beyond that, I updated the Attendance Tracker and Board Tracker accordingly. The timely submission of Board Reports increased in September. However, no absence declarations were submitted for August despite several absences. Please tell us you are busy so we do not worry. Also, I created and finalized the September Board Meeting Package and communicated often with the Vice President of Internal Affairs, Mehak, to discuss deadlines and progress. I very briefly supported the set-up of the tie-dye event as I happened to be in the area between classes. Lastly, I corresponded with the Vice President of External Affairs, Michael, and granted him access to the meeting minutes folder as well as Mehak. Please do not hesitate to email me with any questions or concerns at [secretary@mywcsa.com](mailto:secretary@mywcsa.com).

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

Hi everyone! This month, the Professional Development portfolio has been very focused on our incoming event: the speed networking event with WCAA!! I ask all of you to join us as an opportunity to meet with alumni and network with them! Carolyn and I have been working hard to book areas and discuss schedules. But beyond that, we've been finalizing guest speakers and what skills they will be talking about. Soon we will start promotion and finalizing the schedule. Additionally, we've wrapped up Resume Tip Tuesdays! This was the portfolio's first event, and it taught me a lot on things to work on and things that went well. The winner will receive their gift card prize soon as well! Moving forward, the focus will be on the networking event and making it a success. If you have any questions about it, please reach out!

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### **Harshita Mishra and Alessandro Spagnolo, Off-Campus Students' Directors**

Hosted/assisted WCSA Wednesday during orientation. Worked on final details for photo challenge such as purchasing gift cards and finalizing votes. Lastly, reached out to the off-campus student's committee.

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

hii! sorry for the late report :( this month we brainstormed for an event we want to do soon. we're thinking of having a social where people can make bead chains for their phones or bracelets. this would be a way of getting to know everybody and letting people interact together! we also helped set up the discord for the pr committee which is up and running now! we have also been brainstorming ideas for red party posts and promotional material. we attended the tie dye event to support and meet other wcsa members or woodsworth students. we've been working really well together and look forward to the semester <3

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

Planning the BikeShare subsidy took up the majority of the time in September. There were some issues from the admin end of Bike Share, but talks are on going and we're hoping to have it soon, despite the obstacles. As well, I'm hoping to plan an outdoor movie night in early October!

### **Jaimee Yu, Mental Health Director**

For this month, I have worked quite hard contacting multiple facilitators who might be willing to host a mental health workshop for us in November. I have been able to contact Health and Wellness for a workshop. I am also contacting different organizations about future events to have. One of the events I'm planning is a Dance to Destress Event, and I am also contacting people in regard to a Therapy Dog Session however I am worried about the fee.

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

- Attended and assisted orientation (all days of orientation)
- Talked with Faria (VP Social) to briefly organize tie-die event
- Attended OCxOECxOMC orientation debrief session and providing insights wherever possible
- Assisted in answering first years' inquiries during orientation

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

This month, I attended and spoke at the Academic Bridging Program's Student Orientation. I also collaborated with Heather in conversation with the Academic Bridging Professors to arrange classroom

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visits and help promote the new Mature Students Ad-Hoc Committee. I attended Woodsworth events where I connected with students from Woodsworth's various Access streams.

### **Heather Woo, Mature Student Director**

This month, I began discussing the promotion of the mature student ad hoc committee, as well as the visits to the Academic Bridging classes, with the Academic Bridging Director. I also attended the Academic Bridging Orientation in order to meet students face to face to discuss WCSA and their involvement in the social aspects of the university. While my life circumstances will prevent me attending the meetings in classes this year, I'm glad to know my fellow bridging grad Mary Jo will be representing us to the students. Still in process is a welcoming message to have sent to the bridging classes (courtesy of the professors) with an invitation to join our committee. I hope to have that done by the time the board meeting is taking place.

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

- I guess helping out the last Orientation event for Tie-Dye
- Sharing and encouraging the WCSA community to attend and participate in the events

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

*No report submitted.*

### **Lea Jiang and Sarah Varughese, Equity Commissioners**

*No report submitted.*

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

*No report submitted.*

### **Paul Lifotra, Associate Director of External Affairs**

*No report submitted.*