

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION



Meeting of the Board of Directors of the

Woodsworth College Students' Association

Wednesday, February 28, 2024

Zoom

- 1. Agenda**
- 2. Previous Executive Meeting Minutes**
 - a. February 14, 2024
- 3. Previous Board of Directors Meeting Minutes**
 - a. January 31, 2024
- 4. Board Reports**
- 5. Appendix**

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

AGENDA:

1. Call to Order: 8:14 PM

a. Moved: Atique

Seconded: Persaud

This motions 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: Persaud

This motions passes.

5. Approval of the Previous Executive Meeting Minutes

a. Moved: De Nicola

Seconded: Jain

This motions passes.

6. Approval of the Previous Board of Directors Meeting Minutes

a. Moved: De Nicola

Seconded: Persaud

This motions passes.

7. Approval of the Board Reports

a. Moved: De Nicola

Seconded: Usman

This motions passes.

8. Approval of the Gala 2024 Budget

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

BIRT the WCSA Board of Directors ratify the Gala 2024 Operating Budget as outlined in Appendix A.

a. **Moved:** Souchet

Seconded: Jain

This motions passes.

9. Transition reports: preliminary discussion of needs and expectations → Atique

10. Awards Discussion → Atique

11. Letter from the President Discussion → Atique

12. Internal Reminders → Lamba

- a. Ad-Hoc Committee Chairs Follow-Up
- b. New Office Furniture
- c. Board Reports & Expectations
- d. Planning events

13. Gala Coordinator Update

- a. Gala Seating Form & Dance → Soban

14. Other Business

- a. Yearbook
- b. Town Hall Inquiry

15. Adjournment: 8:59 PM

a. **Moved:** Atique

Seconded: Persaud

This motion passes.

PREVIOUS EXECUTIVE MEETING MINUTES:

Meeting of the Executive of the
Woodsworth College Students' Association
Wednesday, February 14, 2024
In-Person

In Attendance:

- Soban Atique (President)
- Mehak Lamba (Vice President of Internal Affairs)
- Faria Jahan (Vice President of Social Affairs)
- Michael Nebesny (Vice President of External Affairs)
- Jessica Wang (Vice President of Public Relations)
- Sarah Varughese (Equity Commissioner)
- Haadiya Usman (Equity Commissioner)
- Julia De Nicola (Secretary of the Board)

Regrets:

- Julie Souchet (Vice President of Financial Affairs)
- Nadia Persaud (Vice President of Athletic Affairs)

1. Call to Order - Commenced 5:15 PM EST

2. Updates

<p><u>Wang</u> <i>Vice President of Public Relations</i></p>	<ul style="list-style-type: none">● The Lunar New Year Recap was posted.● WCSA Wednesday promotion was posted.● The Award Nominations were posted on the Association's Instagram.● The Year Book arrived today.● Replied to direct messages on Instagram.
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	<ul style="list-style-type: none">○ Wang → Highlight Black Notable Woodsworth Alumni to commemorate them for Black History Month.
<p><u>Nebesny</u> <i>Vice President of External Affairs</i></p>	<ul style="list-style-type: none">● Assisted with events, including the Lunar New Year and Bouquet Making events.● Hosted the Super Bowl event as the first-run event of the portfolio.● WiSH has tabled in collaboration with other associations at Sidney Smith, handing out awareness material and safe sex supplies.<ul style="list-style-type: none">○ WiSH also held a Movie Night event that was well attended.● The Howl continues to work on their magazine.<ul style="list-style-type: none">○ Acquired a newspaper rack for Gerstein at no cost to WCSA.● The Woodsworth Review has a team of 20, having concluded hiring.● Meeting weekly with the Associate of External, Freedman, who gathered information and continued creating promotional material while furthering public relations initiatives.● The button maker has arrived for commercial events, which is the more financially prudent option.● On Saturday, March 9, 2024, there will be a collaborative event with the University of Toronto Rock Climbing Club (UTRCC), a Rock Climbing Event at Base Camp on Queen Street, to assist them in achieving their membership quota for status of a Woodsworth club. The cost is \$32.00, but will be subsidized for Woodsworth students for \$10.00 a person. The event is expecting 15 attendants.<ul style="list-style-type: none">○ Atique: It should be subsidized to \$15.00, given the cost of the equipment.

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<p><u>Persaud</u> ↔ <u>Atique</u> <i>Vice President of Athletic Affairs</i></p>	<ul style="list-style-type: none">● Groups of 15-20 people per bus on the ski trip, with volunteer supervisors' main job to take attendance.<ul style="list-style-type: none">○ For volunteers, the beginning and end are your responsibility for attendance.○ The cheque has been cashed for the event.○ There is a spreadsheet with groupings for your reference.○ There will be no supervisor meeting.
<p><u>Jahan</u> <i>Vice President of Social Affairs</i></p>	<ul style="list-style-type: none">● The Open Mic Night was cancelled due to lateness and being last minute, given other events. This is planned and will likely take place in March.<ul style="list-style-type: none">○ There may be a collaboration with the Spirit Singers, as they have space booked in Water's Lounge.○ Usman: Please consider contacting the Organization of Latin American Students (OLAS) and the Indian Student Organization (ISO) with an Open Mic Night, as they are also planning one.○ Atique: Please be cautious of extensive collaborations, as there are difficulties with bureaucratic rules and structures. The main purpose of collaborations is to receive assistance with something we could not go without. If it is possible to continue individually, that is recommended.● The Lunar New Year Event was spearheaded by the Associate of Social Affairs, Goa.<ul style="list-style-type: none">○ Some issues arose regarding the budget and distribution of work. The buffer has been used due to an exceeded budget of \$50.00.○ Many participants attended, and organizers were debriefed accordingly to improve future operations.○ This is a tradition to continue at Woodsworth.

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- The Bouquet Making Event was well received by students, with a continuous reaching of community engagement with having repeat participants.
 - The budget was increased by \$200.00.
- The Super Bowl Event, in partnership with the Vice President of External Affairs, Nebesny, had about ~70 attendees.
 - There were 90 sign-ups.
 - Moving forward, we will be looking
 - People stayed for the entire event.
 - Issues arose with the expediency of food.
- The Chocolate Rose Grams Event has raised almost \$100.00 for charity with 27 sales.
 - Most of the chocolate was purchased under the price it was sold for to give back.
 - **Atique:** How is the breakdown working? Are we absorbing the loss?
 - \$100.00 is for charity, with WCSA absorbing the loss.
- A Black History Month event is planned at the end of the reading week.
 - Suggestions for events include Jamaican Patty Making Night or Excursion to an Exhibition.
 - **Varughese:** The Black Students' Association (BSA) is also a collaborative option. They host successful Poetry Slam Nights with Jamaican patties served.
 - **Nebesny:** A request was made from the Nigerian Students Association (NSA) in collaboration for a simulated African Wedding Banquet in honour of Black History Month in March.
 - These events are a great way to bring the community together.

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	<ul style="list-style-type: none"> ● Coordinated for Gala: \$3,500 was paid for the Omni King venue, similar to last year but more cost-effective than previous pricing. <ul style="list-style-type: none"> ○ Communicated with a photo booth contact who quoted a 360 Booth for \$700, which is lower than budgeted. Will call on Friday to confirm. ○ The social media promotion has been posted, as well as the theme: Grammys. ○ The MC form is also available and open to the College to external hires to increase engagement under the advisement of the President and Gala Coordinators. ● Jahan → Contact the Faculty regarding the Awards Reception. <ul style="list-style-type: none"> ○ The Awards Reception will occur around March 13 or 14, specifically on a weekday evening. ○ Gala is confirmed for March 23, 2024. ○ Atique: Ensure the Awards will be in on time from a logistical standpoint; a date will not be concrete until a quote is provided for the Awards.
<p><u>Souchet</u> ↔ <u>Atique</u> <i>Vice President of Finance</i></p>	<ul style="list-style-type: none"> ● Attended the bank to further the Association's financial needs. ● Continuing to work on the audit, which is almost complete. ● The student fee cheque has been received. ● The Tax Clinic has interviewed and hired 40 personnel.
<p><u>Lamba</u> <i>Vice President of Internal Affairs</i></p>	<ul style="list-style-type: none"> ● Checked in with the SIA, Khanna. <ul style="list-style-type: none"> ○ Created posters for the period initiative. ○ Assisted with inventory for the Directors' lounge in the basement. ● Reviewed and approved the Omni King contract for the Gala.

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	<ul style="list-style-type: none"> ○ Atique: For the future, the President must review the contract as there may be mistakes. The contract will be reviewed. ● Approved events. <p>Atique: What happened with the couch?</p> <ul style="list-style-type: none"> ● Unfortunately, we are unable to get a discount. We are eligible for an Ikea business account for discounted shipping. <p>Usman: Can we purchase couch covers?</p> <ul style="list-style-type: none"> ● Couches have already been budgeted and selected. <ul style="list-style-type: none"> ○ Lamba → Purchase the chairs and email Roger. <p>Atique: Orientation Cordinator updates?</p> <ul style="list-style-type: none"> ● There are currently no applications. <ul style="list-style-type: none"> ○ Wang → Send a message to Discord, repost and create a throwback to Orientation, and update the Instagram to extend deadline of Orientation Cordinator applications. <p>Jahan: Will there be healthy snacks for the initiative in the Commuter's Lounge?</p> <ul style="list-style-type: none"> ● We are looking into other options, like baked chips and raisins, due to organic waste. ● Jahan: Fruits like apples or tangerines can be provided to offer a healthy option, but with covering for fruit flies. <p>Atique: What has been decided regarding the freezer?</p> <ul style="list-style-type: none"> ● We are keeping it. <p>Usman: The idea for the Community Shelf Initiative was to move the freezer to provide healthy snakes. How would we regulate this, and who would be eligible?</p> <ul style="list-style-type: none"> ● This will be further discussed.
<p align="center"><u>Atique</u> <i>President</i></p>	<ul style="list-style-type: none"> ● The Gala Committee has been created. ● The Gala Award time has been shortened to two weeks from one month.

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	<ul style="list-style-type: none">○ The committee determining awards seeks diverse reasons for nomination rather than multiple nominations with the same information.○ Will speak to the individuals to make the Awards to receive an estimate.● Finalized dates for the Election Session, in conversation with the CRO starting next week.<ul style="list-style-type: none">○ Wang → Finalize posts for elections.● Collaborating with the Registrar's Office for the 50th Anniversary of Woodsworth College and several Donor Events.● Booking Kruger Hall for Director events.● Responded to numerous emails concerning inquiries about involvement.● Supporting gala, with a meeting this Friday for an update.
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3. Executive Office Hours

- Vice President of External Affairs, Nebesny: Thursday, February 15, 2024, 7 - 9 PM
- Vice President of Internal Affairs, Lamba: Monday, February 29, 2024, 4 - 6 PM
 - Wang → Post Executive Office Hours for February.

4. Other Business

Basement and Building Access → Nebesny

- There is a reoccurring issue and ongoing process with retrieving items in the Basement as there are a limited number of keys. There have been multiple situations where Woodsworth Clubs have been unable to attain supplies and spent unnecessary amounts to purchase more because key-holding individuals were unavailable.
- A proposal to have more executives with basement access or leave a key in the office.
 - **Atique**: The concern is that keys will take an extended period to acquire.
- That being said, issues for mitigating problems for the future should be addressed as there have been persistent issues with key discrepancies, including building access, basement access and key distribution.
 - **Lamba**: Planning is a way to prevent problems while keys are available to a select few.

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- **Atique:** It is a good idea to have a manual key shared by executives and stored in the office to address these concerns.
 - **Atique** → Contact Roger to ask about acquiring a communal executive basement key and further instruction regarding this key discrepancy.

5. Adjournment - 5:57 PM EST

PREVIOUS BOARD OF DIRECTORS MEETING MINUTES:

Meeting of the Board of the
Woodsworth College Students' Association
Wednesday, January 31, 2024
In-Person & Zoom

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.

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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.

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.

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

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

Atique: The largest portion of this budget is allocated to the newly established Woodsworth Scholarship created by the Executive Team in the Winter of 2023 (\$50,000).

- The President will plan a Ramadan Event in late March or early April (\$1,500.00).
- A contribution of \$1,142.01 will be donated to the Gaza Fundraiser.

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

Lamba:

- Office supplies, including tape, staples, note pads and pens, were budgeted at \$200.00.
- To further the Menstrual Product Initiative, which the SIA Khanna oversees, \$200.00 was budgeted to purchase menstrual products.
- In light of an upcoming potential event, \$500.00 was budgeted.
- \$1,000.00 was budgeted to purchase office furniture, including a new couch and two office chairs.
- \$300.00 is allocated to stock student spaces with paper plates, napkins and snacks.
- \$1,000.00 was budgeted under a miscellaneous section if the portfolios require additional funds exceeding their approved budget.

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

Souchet:

- \$162.72 was budgeted to pay for QuickBooks. This price is subject to change as a change in software may occur.

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- \$200.00 was budgeted in response to The Woodsworth Cooperative Tax Clinic requiring promotional material.
- \$100.00 was budgeted to plan a future event, which will likely be a Book Exchange. The spending primarily will consist of purchasing snacks and extra second-hand books for the event.
 - **Kelash:** \$1,000.00 is budgeted for an event run by the Associate of Financial Affairs, Kelash, in collaboration with the President, Atique.

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

Jahan: Multiple events are planned throughout this term, with one having occurred - the Cupcake Decorating Event (\$200.00). Other budgeted items include the Awards Reception (\$3,000.00), which is a counterpart to the annual Woodsworth Gala, but new this year.

- A contribution to other portfolio events includes the Super Bowl Pub Night (\$500.00) in collaboration with the External Portfolio and the WCSA Lunar Year Event (\$1,5000.00).
- Events planned under the Vice President of Social Affairs, Jahan, include:
 - Bouquet Making Event (\$800.00)
 - Rose Grams Event (\$250.00) - chocolate rose for a significant other, with a charity initiative.
 - Jahan and Atique → Discuss the set up of donate@mywcsa.com as an e-transfer option for the Rose Gram Event.
 - Open Mic Night/Woodsworth College Talent (\$1,000.00)
 - Tote Bag Painting (\$200.00)
 - Dance Workshop (\$300.00)
- \$300.00 was budgeted for currently unplanned events.

This motion passes.

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.

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

a. **Moved:** Souchet

Seconded: Wang

Wang: The largest expense is the Yearbook Project (\$3,000.00), which is a high overshoot of its cost. The Yearbooks will be subsidized, but please let the Vice President of Public Relations, Wang, know through the form in your email if you would like to purchase one to determine a price point. Based on how many students order, the price will be lower.

- WCSA stickers (\$250.00) will be ordered with 2-3 designs.
- Printing costs are budgeted at \$150.00.
- Currently looking into purchasing WCSA pins (\$200.00) for Board Members and to hand out for free to students.
 - **Lamba:** More funds should be budgeted towards pins to ensure there is promotional material to provide students who come to the office.

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

Nebesny: This budget is large as all of the five Woodsworth Club's budgets are within this External Portfolio Budget.

- Flagship club events include the Woodsworth Journal Launch Party (\$300.00) and the Howl Magazine Launch Party (\$1,000.00).
- As well as larger collaborative events, such as:
 - The Super Bowl LVIII Event (\$1,750.00),
 - The External Portfolio staple Multicultural Event (\$1,250.00), and
 - The newly announced Career Fair (\$2,000.00) in collaboration with the Undergraduate Student Research Association and multiple portfolios of WCSA including the Upper Year Students' Directors, the Director of Professional Development and the Associate of External Affairs.
- The remainder of the budget includes smaller events and budgeting for promotional supplies for Woodsworth Clubs, such as website, social media and subscriptions, which are yearly expenses. As well as larger supplies such as stickers and tote bags, especially in preparation for next semester with events like upcoming Club Fair.

This motion passes.

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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

Persaud: Most of the funds are allocated to the Ski Trip (\$35,000), which is a large budget event with over 160 participants this year excluding volunteer supervisors.

- \$1,500.00 was budgeted in the event that additional incurred costs arise from Intramural Bonds/Fees, partly due to the likelihood of a lack of attendance, especially during the exam period.
- \$300.00 was budgeted for general equipment for Woodsworth students who are unable to afford the equipment necessary to play certain sports, such as shin guards to play field hockey. Students may email Vice President of Athletics Persaud to request equipment on the basis of financial need, and items are purchased if they are not currently available at the College. These items are on loan and must be returned to the College.
- A budget of \$1,000.00 was budgeted for the Varsity Skating Trip to cover skate rental costs. Conversations with KPE are ongoing to ensure ice time.

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

Usman:

- \$60.00 was budgeted for the WCSA Town Hall for snacks, hot chocolate and Tim Bits.
- A budget of \$2,400.00 was budgeted for the TTC Pass Subsidory to subsidize TTC passes for three months. If February is successful, we will move on to continuing this initiative for March and April. Otherwise, it costs \$800.00 monthly.
- The Community Shelf is budgeted for \$500.00, with the idea of the initiative of having non-perishable food items available to students to encourage cooking at home and assist in the cost of groceries, as opposed to the higher cost of ordering take-out food.
- The Lunch and Learn Evenet (\$500.00) aims to connect students with on and off-campus resources to teach them about mitigating food waste.

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- In collaboration with the Latin Students Organization (OLAS), the Indian Students Organization (ISO) and potentially the West Indies Students Association (WISA), a Cultural Open Mic (\$85.00) is planned.

Varghese: The events listed include those budgeted last semester, which did not occur, including:

- A collaborative Yoga Event (\$100.00) with Healthy Minds, which entails hiring a yoga instructor to teach a class in Water's Lounge.
 - **Gweon:** A club under the External Portfolio is hosting a yoga event as well if collaborations are an option.
 - **Nebesny:** Wish is hosting a Yoga Event surrounding Trauma-Informed Yoga. The contact information to collaborate will be sent to Varghese.

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

Cazabon: Some of the events listed were entailed in the Fall Budget, but will be carrying over into the Winter.

- One new successful event, the Professor Roast (\$250.00), was budgeted to book the space, provide gift bags to professors who volunteered, and potentially purchase snacks.
- The Community Pollinator Garden (\$500.00) is also a new initiative, with other clubs like Trinity Food Labs, to make urban green spaces.
- Since the Meatless Monday Event was successful in the Fall, about two more Meatless Monday (\$600.00) will take place this semester.

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

Eluvathingal: First is the Arts & Crafts Event (\$200.00), which has occurred and cost substantially less given that most supplies were found in the basement.

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- Future events that are currently undecided are budgeted at \$250.00.

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

O'Connor: This budget is wholly for the Academic Bridging Social Event (\$150.00), which is currently being planned. This event will include Academic Bridging Alumni as guest speakers to build a sense of community among current students. The cost of the event includes food, refreshments and supplies for interactive activities.

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

Padwa: An event (\$325.00) similar to last semester is planned in collaboration with the Woodsworth College Alumni Association (WCAA), which was successful and some students expressed that they received referrals for internships in the summer through alumni at this event. If you are interested in internships or job opportunities, it is a great way to network in a coffee and chat environment.

- Other events included in the budget were also budgeted last term but were not hosted. These events include a LinkedIn workshop called How to Remain LinkedIn (\$125.00) in conversation with LinkedIn officials who will provide information for this event.
- Interview Tip Tuesday (\$50.00) will begin next week as a weekly social media initiative, with the cost related to gift card giveaways.
- Lastly, the Resume Workshop (\$75.00), is with individuals who are currently employed in hiring and recruitment. A conversation can occur with the Upper Year Students' Portfolio to collaborate with their Resume and Cover Letter Building Workshop.
 - **Atique:** Yearly WCSA offers free LinkedIn photos with Lassman Studios at an event run by the Professional Development Portfolio. Where is the budget for this event?

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- She was unaware of this but planned to offer free LinkedIn photos at the LinkedIn Workshop.
 - Padwa → Get back to Atique regarding LinkedIn Photos Event.

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

Kelash: The Woodsworth Residence Director is planning a Mid-Semester Cool Down (\$700.00), and an End of Year Event (\$850.00).

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

Gweon: The budget primarily consists of budgeting for (2) Cram Jams (\$2,000.00) with a projection of 100 attendees each event. One Cram Jam will occur before reading week to accommodate midterm study times, and the other following reading week shortly before final exams.

- Resume and Personal Statement Workshop (\$150.00).
- Upper Year will contribute \$200.00 to the Job Fair in collaboration with the Undergraduate Research Students' Association (URSA).
- A Hot Chocolate/Coffee Social (\$150.00) will also be held.

Jain: For the Resume and Personal Statement Workshop and the Job Fair are currently planning to invite alumni. If the buffer of \$200.0,0 is not necessary for the event, it will be used towards thank-you gifts for alums who attend the event. Also, since the Professional Development Portfolio is also planning a resume workshop, this event may become limited to personal statements.

- **Jahan:** A good way to bridge the gap is to reach out to the Woodsworth College Alumni Association (WCAA), which has expressed interest in collaborating with WCSA and becoming further involved in the Woodsworth community.

This motion passes.

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

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

Koga: The Lunar New Year collaborative event is budgeted for \$300.00, and the event will take place on February 8, 2024.

- Additionally, the International Photography Gallery (\$200.00) is an event for international students to submit their photos from their home country and exchange photos in conversation with other international students. The budget is intended for 30 participants. However, Fifty individuals have shown interest in attending.
- Another event that is being planned is the Latin American Food Event (\$500.00) in collaboration with the Latin Students Association (OLAS). However, a change is proposed to ensure inclusivity, and a cookie decorating event may replace this idea at a lesser cost.

This motion passes.

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

Li: The most substantial cost is due to budgeting for WCSA Wednesdays (\$600.00), which is for the cost of fruits.

- Commuter's Appreciation Week (\$1,000.00) is currently being planned.
- Miscellaneous events (\$900.00), which are currently in the process of planning.
- \$400.00 is budgeted for Commuter's Lounge Add-Ons, which is currently being planned.

This motion passes.

26. Ratification of Gala Coordinators' Hiring

BIRT The WCSA Board of Directors appointed 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

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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

Atique: We are striking the Awards Committee for the Gala this year, which consists of the individuals who will be going through all of the nominations for gala awards, such as the Lifetime Membership Awards, the JS Woodsworth Service Award and the WCSA Exemplary Member Award. The only requirement to join this committee is to be a graduating student on the WCSA Board of Directors or Executives.

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

Lamba: As part of the Hiring Committee, you must attend all of the interviews that you can attend, look over applications, and participate in internal meetings to further discuss the applicants.

- **Nebesny:** Why is the Student Life Coordinator involved?
- **Atique:** To clarify, policies, by-laws, and other governing documents are how WCSA is governed, but much of these are past precedence. It is the president's role and responsibility to recount and implement these precedents. Just because something is not outlined in the policy, that is a shortcoming of a policy, and it does not necessarily negate the practice itself.

This motion passes.

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30. Gala Coordinator Update → Zhou & Su

Su: The Gala is scheduled for March 23, 2024, from 6 PM to 12 AM.

- The venue is between the Hyatt Regency Hotel and the Chelsea Hotel. Zhou and Su have visited the Hyatt and hope this will be the venue.
- The cost will be \$25.00 per person for Woodsworth students.

Zhou: Looking into other options as back-up to the current venue options. They will tour the Chelsea Hotel tomorrow morning, ensuring many pictures are uploaded for both venue options.

31. Orientation Proposal → Atique

- To provide context, several people over the past months have expressed a desire to amend the approach to Orientation. The most significant concerns are related to staffing, some concern regarding capacity, and much concern concerning structure.
- Given this, a change is proposed to how Orientation is operated, with the main focus of involving the Dean's Office more with how Orientation is approached.
- Lamba and Atique have compiled a report, which was presented to the Executives to take into account testimonials of individuals who worked in the previous Orientation to express that this proposal is coming from a place of genuine community.
- In speaking to previous presidents and reviewing previous transition reports, these concerns appear as a reoccurring theme that we do not feel supported by our Dean's Office during Orientation Week.
- The most significant issue among those involved was the lack of support from the Dean's Office. In speaking to other College presidents and continuing this open dialogue with other presidents, they all have far more support from their Dean's Office than Woodsworth does.
- In practice, this involves more work for the Student Life Coordinator, who is already significantly overwhelmed with her work.
- As such, proposals for additions to make Orientation serve the same purpose without compromising the mental and emotional well-being of the team.
- The proposal of the President is as follows:
 - 1. Hire a full-time professional staff member to support Orientation.
 - A past precedence for this proposal is the Wolf Coordinator, who was hired with the Dean's Office and WCSA to hold academic programming following Woodsworth Orientation.

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- 2. This employee must be hired either as a student through the Work Study Program or their budget while supporting WCSA through the grassroots of Orientation.
- If these needs are not met, advisement will be given to the next board to significantly decrease the capacity for Orientation by as much as 50%, given logistical considerations as well.
- Kruger will be under construction and unavailable for use, which is a maximum of 50 people who must be relocated for Orientation with no other space in the College to go.
- The orientation schedule will be changing next year, as school begins on a Monday as opposed to change due to this, events will be more spread instead of helping decrease burnout for Orientation staff. Decreasing capacity is not an ideal situation as fewer students will be introduced to their College, but it cannot come at the expense of the team's well-being as much of the burnout is tied to a lack of support given a large number of incoming students at Orientation.
- The Woodsworth community will suffer due to this decrease in capacity, but this is a shortcoming of the dean's office. All requested thus far is grassroots on-hand support from the Dean's Office.

32. Ad-Hoc Committee → Lamba

- This semester, we are working on activating Ad-Hoc Committees again to ensure that students who are not part of WCSA can take part in some responsibilities from WCSA.
 - **Chair of Ad-Hoc Committees** → Every Friday by 11:59 PM, inform Lamba if anyone has signed up for the Ad-Hoc Committee, entailing their information from the sign-up form.
 - **Atique:** Individuals have contacted WCSA through Instagram, indicating that they signed up for an Ad-Hoc Committee months ago and have not received further information. If you are an Ad-Hoc Committee Chair, it is your responsibility to check every week, and please try to involve those on the committee as much as possible.
- Please send introductory emails, take some event ideas from them and have them involved with planned events.

33. Student Spaces Update → Lamba

a. Inventory

- The basement is no longer a fire hazard due to the help of individuals cleaning the basement.

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- An inventory is being created for (i) the Director's Lounge and (ii) the Basement, which means that each inventory will list sub-topics of items such as Arts & Crafts Materials, Orientation Items, and Decorations.
 - The inventory will be general and not specific, meaning that, for example, the amount of paint will not be provided as a quantity.
 - If you require supplies for an event, a poster will identify available supplies stored in the basement.
 - You will be provided where in the basement upon request. An email will be provided outlining further information.
 - As for the Director's Lounge Inventory, if you are taking any item out of the Lounge to add to your event, please let Khanna know so she can add or remove the item from the inventory because it will be counted by quantity.
- b. After-event clean-up
- Please clean up after your events. For example, if you have hosted an Arts and Crafts Event, no supplies should be left in the Director's Lounge.
 - This is an ongoing issue, where supplies were left in Director's Lounge for weeks on end.
 - If you require the basement to store your supplies, please attend office hours while Khanna puts the material(s) in the basement.
 - Supplies and materials can be in the Director's Lounge for 48 hours maximum, where your reimbursement will not be signed due to not cleaning up your materials from the Lounge.
 - If you want to store any personal items in the Director's Lounge, please let Lamba know.
- c. New Office Furniture
- WCSA is getting a new couch.
 - An email will be sent regarding the updates herein.

34. Other Business → Atique

- a. Short Leave of Absence
- Atique, the President, will take a short leave of absence from WCSA for the next two weeks.
 - If you require presidential assistance during this time, please contact Executives for assistance.
- b. WCSA Composite + Graduating Students

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- This year, the composite for graduating classes will occur. There will also be a composite for WCSA 2023 - 24.
 - Graduating students who are a part of WCSA receive \$300 for graduating photos and a custom bobblehead of their face.
 - Please let Atique know by today.
- c. Noise
- There have been several noise complaints from the Dean's Office. If you are in the office, they can hear what is being said verbatim, including swear words and stories.
 - Please control your volume, especially in the morning.
 - If you are in the office, especially from 9 AM - 5 PM, please control your volume.
- d. Camera
- A WCSA property camera went missing last Wednesday or Thursday.
 - Please return it if you accidentally took it.

35. Adjournment: 8:28 PM EST

a. Moved: Atique

Seconded: Gao

This motion passes.

BOARD REPORTS:

Soban Atique, President

Pending report.

Mehak Lamba, Vice President of Internal Affairs

Hello, Wolfpack! I hope the month of February has been going well for you and midterms season has been decent. This past month as V.P. Internal, I've attended various meetings such as the Dean's Office biweekly meetings, our weekly executive meetings, and a Ski Trip supervisor meeting. As for administrative tasks, new office furniture has been ordered, with the help of our V.P. External. I've reached out to Irene in disposing the current couch will be done by this week. I've tasked our SIA, Krishna, with restarting the snack and drink initiatives in Commuter's Lounge and we will be implementing healthy snacks as we are adding a chic mini-fridge to our list of supplies! Please be expecting lovely fruit, cold juices, and more. I looked over the Gala Venue contract for the Gala Coordinators for our signing authorities to sign. I attended the WCSA Ski Trip 2024 as a supervisor and assisted V.P. Athletics in my capacity. I've booked Water's Lounge for our directors and their events. I answered and assisted a few students and directors with inquiries they had for the President during his brief leave. I assisted directors in event planning and approved their events. I updated our Ad-Hoc Committee listserv members every Friday. After cleaning the basement with our team in January, Krishna and I have agreed on compiling an inventory list for material in both Director's Lounge and the basement, thus google sheets have been made on both inventory lists which Krishna adjusts accordingly. We've received Orientation Coordinator applications, thus I've created an interview schedule for the applicants and our hiring committee. If you have questions, please feel free to contact vp.internal@mywcsa.com. Thank you, Woodsworth!

Julie Souchet, Vice President of Financial Affairs

In February, I signed reimbursement and honorarium cheques. I attended meetings with the tax clinic which will start operating mid-March. I helped to screen candidates and conducted around 20 interviews for tax clinic volunteers. We have extended offers to approximately 50 candidates. As for the audit, I have been in regular contact with the auditors and am continuing to clarify revenues and expenses. I went to the bank with the VP Internal to sign the bank confirmation for the audit. I attended WCSA's ski trip as a supervisor. I have also sent sponsorship documents and an invoice to our sponsor Princeton review. Lastly, I have been reviewing and approving events and initiatives throughout February.

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Jessica Wang, Vice President of Public Relations

- Ordered stickers and pins with my original design and designed numerous tote bags and sticker designs for Woodsworth Review.
- Posted all gala info forwarded by the gala committee and coordinators. Ordered the first copy of the WCSA yearbook and made an order form.
- Designed promotion graphics, videos and banners for award nomination, bouldering event, Super Bowl, Lunar new Year, Spring Elections, Orientation Coordinator, Black History Month, Office Hours, Beading Event, Valentine's Bouquet, and Ski Trip.
- Posted graphics for Equity and Princeton Review. Held office hours and answered emails.

Faria Jahan, Vice President of Social Affairs

For the month of February, I firstly hosted 3 events, assisted with 2 event, joined 3 hiring committees, , assisted Gala Coordinators, joined the awards committee and planned a contest. First, I supported with the hiring of the Gala Coordinators with the hiring committee. Additionally, throughout the month, I attended their meetings to provide them with advice and guidance. Secondly, alongside the VP of External Affairs, we hosted the Super Bowl Watch Party event at the Duke of York. I helped with the menu picking, the decoration, the registration, and the overall management of the event. I also planned two Valentines Day events; the first was the Chocolate Rose Grams and then the Bouquet Making Event. The Chocolate Rose Gram had 27 responses, and along with additional donations, \$100 for Children Aids Foundation of Canada. We also had 50 sign-ups within the first three days for the bouquet making event. One of my main objectives was to support small business and I was able to acquire a majority of the materials form a small business, Flowers at West Hill, who supplied the flowers and all the supplies. Additionally, I helped guide my associate with her Lunar New Year Feast which had an amazing response rate along with attendance rate. I also assisted VP of Athletics by volunteering to be a supervisor on the Ski Trip. Lastly, I organized an Art Contest to continue the conversation regarding Black History and Experiences that will go into March. To wrap up the month, I have joined the OC Hiring Committee and the Awards Committee.

Michael Nebesny, Vice President of External Affairs

Hi Woodsworth! February has been an event heavy-month: I've helped lots at other board members' events (ski-trip, lunar new year, bouquet making, chocolate rose grams, etc.), put together a pretty swell Superbowl party, and worked on upcoming events (including the Career Fair collaboration with

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URSA and the Bouldering social with UTCC where tickets sold out in under five hours!). Preparations for club elections and transitions are now in full swing, including scheduling meetings with Presidents (to discuss timelines, expectations, goals, and to collect feedback), investigating governance issues and procedures with Student Life and the WCSA President, and reviewing club constitutions to ensure compliance. Elections also necessitate my involvement in PR to make our club as prominent as possible, now and forever. I've had lengthy discussions on this note with all clubs and have invested WCSA resources (for example with our new button maker program) to support club PR. As we near the end of the year, I've also given thought to the transition of my office, and have been vigilant about creating documentation for my successor. My associate and I also now meet weekly for planning, organization, delegation, and to verify we're on track to meet our goals before our terms end. Other end-of-term activities this month have included initial prep/planning for the Individual Initiative Grant and engaging the External Committee with respect to External portfolio gala awards.

Nadia Persaud, Vice President of Athletic Affairs

No report submitted.

Haadiya Usman and Sarah Varughese, Equity Commissioners

- Made post for Town Hall
 - Uploaded to Instagram
 - Happening this Thursday (February 29th)
- Made post for Queer Social
 - Uploaded to Instagram
 - Have started ordering materials for event
- Made post for TTC subsidy initiative
 - Uploaded to Instagram
 - Sending sign up details to Julie for the reimbursement cheques
- Food insecurity initiative approved

Farida Kayed, Chair of the Board

This term I have continued to send posts to my friends and am currently working on the advertisement of the gala. I've sent individual texts to woodsworth students I know to help us get sold out! I think the role I take upon myself is to advocate for us and get people to go to events although I might be busy myself the advertisement work I do I believe is a large contributor.

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Julia De Nicola, Secretary of the Board

Hi Wolfpack! I hope you all had a restful reading week! Beyond submitting nominations to many deserving candidates, I completed the following this month. I completed the meeting minutes for the last Board of Directors meetings in January. The executive meeting minutes are currently underway, to be approved in the following Board Meeting. There are currently executive meetings in progress. I also attended a February executive meeting and performed a live transcription; when I am able, I will be attending these meetings. Beyond that, I updated the Attendance Tracker and Board Tracker accordingly. I emailed those who had not submitted their board report by the deadline. I also formatted and revised executive minutes and board meeting minutes in preparation for publication. I have coordinated with the Vice President of Internal Affairs and Public Relations to support their publication. Also, I created and finalized the February 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.

Isabella Gouthro and Jane Lee, Associates of Public Relations

No report submitted.

Jacob Freedman, Associate Director of External Affairs

No report submitted.

MaryJo O'Connor, Academic Bridging Students' Director

This month I met with an Academic Bridging student to discuss the transition from Bridging into first-year studies. I also visited a Bridging class to provide advice for university life after Bridging. I planned an Academic Bridging social which will take place in March.

Paul Gweon and Harshit Jain, Upper Year Students' Directors

- Actively engaged in WCSA Wednesdays, fostering college spirit and flipping pancakes
- Assisted in Chinese New Year event with Associate Director of Social Affairs
- Planned and organized Cram Jam for March 1
- Organized meetings between URSA and WCSA for Job Fair, currently processing conflicts of interest
- Directing with Professional Development director and Woodsworth Alumni Team to host a resume workshop

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- Actively encouraging and engaging Woodsworth members to nominate noteworthy individuals and clubs

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

Since the last report, we have been successfully hosting bi-weekly WCSA Wednesdays. The schedule of biweekly sessions will continue until end of semester, but everything is moving smoothly. Thanks to all the board members that help out!

Sareena Kelash, Associate of Financial Affairs

This month, I worked with the Tax Clinic.

Noah Cazabon, Community Outreach and Sustainability Director

This month I did some planning for two main events. This included another Meatless Monday, which will likely be held at Planta or Fresh, as well as the prof roast, where the majority of work will take place next month.

Luca Giavedoni, Associate Director of Athletic Affairs

No report submitted.

Megumi Koga, International Students' Director

- Hosted and completed the Lunar New Year event along side the people at CASSU
- Talking to many students and interested photographers to plan the "photo from your home country event"

Harmanpreet Pahwa, Professional Development Director

Hi everyone! This month professional development has set up a new format for Interview Tip Thursdays. I've worked on ensuring that this format is the best way to increase interaction. For other initiatives, the portfolio is also working on collaborations with the alumni association and a potential resume event which will incorporate LinkedIn photos too! This will be in collaboration with the Upper Year portfolio so that we can bridge the gap between our academics and future careers :)

Willis Yorick Zambo, Woodsworth Residence Director

I have been working towards hosting my first event, which would have taken place on Saturday February 24, 2024. This process has included purchasing the materials and conducting the advertising. Additionally, I have completed the planning of all my other initiatives, and have begun purchasing the

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materials. Finally, I have been in constant contact with the Woodsworth College Residence Management team and the WRC in terms of relationship management.

Avanti Tandon and Nathin Eluvathingal, First-Year Directors

We asked first years what events they preferred and arrived at the conclusion that we would next be organizing a Trivia night. We are currently in the event formulation stage.

APPENDIX:

Appendix A: [Gala 2024 Budget](#)