



Meeting of the Board of Directors of the
Woodsworth College Students' Association
April 1, 2024, at 7:30 PM EST
In-Person

- 1. Agenda**
- 2. Previous Executive Meeting Minutes**
 - a. March 28, 2024
- 3. Previous Board of Directors Meeting Minutes**
 - a. February 28, 2024
- 4. Board Reports**
- 5. Appendix**

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

AGENDA:

1. Call to Order: 7:37 PM EST

a. **Moved:** Atique

Seconded: Usman

This motion passes.

2. Land Acknowledgement

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

3. Roll Call

4. Approval of the Agenda

a. **Moved:** De Nicola

Seconded: Nebesny

This motion passes.

5. Approval of the Previous Executive Committee Meeting Minutes

a. **Moved:** De Nicola

Seconded: Jahan

6. Approval of the Previous Board of Directors Meeting Minutes

a. **Moved:** De Nicola

Seconded: Nebesny

This motion passes.

7. Approval of the Board Reports

a. **Moved:** De Nicola

Seconded: Jain

This motion passes.

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

8. Assembly of Publication Review Committee

BIRT, the WCSA Board of Directors appoints Soban Atique, Haadiya Usman, Harshit Jain, and Harmanpreet Pahwa to the Publications Review Standing Committee, to be chaired by Nebesny.

a. **Moved:** Nebesny

Seconded: Jahan

This motion passes.

9. Ratification of Orientation Coordinators' Hiring

BIRT The WCSA Board of Directors appointed Luca Giavedoni and Sneha Bansal as Orientation Coordinators for the 2024 Orientation.

a. **Moved:** Lamba

Seconded: Atique

This motion passes.

10. Assembly of Orientation Executive Committee Hiring Committee

BIRT, the WCSA Board of Directors appoints Luca Giavedoni, Sneha Bansal, Mehak Lamba, Soban Atique, Faria Jahan, Claire Gao, and Haadiya Usman to the Orientation Executive Committee Hiring Committee, to be chaired by Giavedoni and Bansal.

a. **Moved:** Lamba

Seconded: Jahan

This motion passes.

11. Addition of Policy Review Committee

BIRT, the WCSA Board of Directors appoint Jacob Freedman to the Policy Review Committee, to be chaired by Atique.

b. **Moved:** Atique

Seconded: Kelash

This motion passes.

12. Gala Coordinator Update → Grace & Angela

13. Orientation Coordinator Update → Giavedoni & Bansa

14. Yearbook Payment Reminder → Wang

15. Donation to Charitable Indulgence Announcement → Jain

16. Job Fair Alternative Discussion → Jain

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17. Other Business

- a. AGM Proxy Reminders → Atique
- b. Policy Recommendations → Atique
- c. Internal Reminders → Lamba
 - i. Transition report
 - ii. CCR
- d. Board Social → Jahan
- e. Tax Clinic → Souchet

18. Adjournment: 8:36 PM EST

- a. Moved: Atique

Seconded: Jain

This motion passes.

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

PREVIOUS BOARD OF DIRECTORS MEETING MINUTES:

Meeting of the Board of Directors of the
Woodsworth College Students' Association
Wednesday, February 28, 2024
Zoom

1. Call to Order: 8:14 PM EST

a. **Moved:** Atique

Seconded: Persaud

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: Persaud

This motion passes.

5. Approval of the Previous Executive Meeting Minutes

a. **Moved:** De Nicola

Seconded: Jain

This motion passes.

6. Approval of the Previous Board of Directors Meeting Minutes

a. **Moved:** De Nicola

Seconded: Persaud

This motion passes.

7. Approval of the Board Reports

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a. **Moved:** De Nicola

Seconded: Usman

This motion passes.

8. Gala 2024 Budget Ratification

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

a. **Moved:** Souchet

Seconded: Jain

This motion passes.

Zhou:

- The budget total is projected to be \$3,641, under the \$4,100 budgeted. This includes, but is not limited to, the venue, the photo booth, the 360-degree camera, and the food and beverages.
 - The venue was free because of the total cost of food and beverage (\$31,393. 21).
 - All food is halal.
 - The entre will be a salad. Salad to be confirmed to ensure vegetarian salad.
 - The main dishes will be chicken, potatoes, and vegetarian options such as falafel and chickpea.
 - White chocolate cheesecake with strawberry sauce is for dessert.
 - Eventbrite's one-time event listing fee, including their commission, was \$65.99.
- A budget margin of \$1000 for extenuating circumstances.
- (10) Financial aid tickets were provided at a subsidized cost for Woodsworth students.
 - (2) financial aid tickets for 25% of the ticket price.
 - (2) financial aid tickets for 50% of the ticket price.
 - (2) financial aid tickets for 75% of the ticket price.
 - (4) financial aid tickets for 100% of the ticket price.

9. Transition Reports: A Preliminary Discussion of Needs and Expectations → Atique

- As the term ends, a transition report follows from every portfolio.
- This year, the Vice President and Associate report will submit one report instead of the previous practice of separate reports from the Vice President and Associate.
 - Vice Presidents will have some support, and a section will be dedicated to the Associates and how they found their experience.
- This also promotes flexibility in future boards of delegating tasks to their associates.
- A transition report has the following key factors:
 - 1. Timeline: When were you onboarded? When did you plan your first event? When did you reach out to specific individuals?
 - 2. Budgets: How much money did you spend? How much money did you plan to spend?

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- 3. Summary of Contacts: Who did you reach out to? Who did you collaborate with, including clubs, vendors, or University organizations?
- 4. Insights: Any tips or advice that you have.
- 5. Events/Initiatives: Any events/initiatives you ran and anything you perceived as a WCSA member.

10. Awards Discussion → Atique

- The awards nominations were closed at 12:05 AM, with a record-setting number of nominations, the last precedent being in 2014.
 - Previously, they never considered motivation a required question.
- As an emphasis, awards are for those who go above and beyond their role instead of those who fulfill their constitutional responsibility in their role.
 - Information regarding nomination has been sent to various channels, including the Newsletter and the Administration.
 - The awards nominations will be holistic this year, as reflected in the nominations, including individuals in the Woodsworth One Program, Mature Students, Dean's Office and Woodsworth Residence.
- If you do not win an award, please do not request further information; that is a privacy issue and not a constitutional right. We ask for your trust that the Awards Committee is objective and unilaterally agrees that the winner is fit for their award.

11. Letter from the President Discussion → Atique

- Context: This year, Nebesny has encouraged transparency regarding what WCSA does throughout the year.
 - In doing so another way to relay the work done within the organization is to create an End-of-the-Year Letter.
 - This letter will encompass all the special things done this year, intending that every Board member will be represented in this letter in some way.
- A couple of things that were done this year that contribute to lasting change in the community:
 - WCSA Wednesdays was revived.
 - The Executive Team created a new scholarship.
 - The Individual Initiative Grant was expanded.
 - The Subsidiary TTC Pass.
 - The Toronto BikeShare subsidiary.
 - Brought back lockers.

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- Expanded honorariums for the Orientation team.
- The Executive and Board Meeting Minutes were published on the website.
- Created a ListServ and Director position for Mature Students, a first of its kind.
- Brought in a financial aid system, which we did not have before.
- Brought executive office hours and executive summaries to increase accountability, accessibility and transparency.
- Brought back fully in-person elections.
- Largest Ski Trip held by WCSA.
 - We want to finish our term doing something new and innovative and making lasting changes in the community.
 - **Board Members** → **If you cannot think of something you have done, please think of something you can do within the remaining time in your tenure.**
 - The letter will be sent to all board members before publication.
 - This will have a very positive response from the community.

12. Internal Reminders → Lamba

- a. Ad-Hoc Committee Chairs Follow-Up
 - Reached out to Ad Hoc committee chairs (10) days ago regarding reaching out to their committees.
 - A lot of engagement from those interested in being on the committees eager to engage with the committees and various events.
 - **Ad Hoc Committee Chairs** → **Please email your Ad-Hoc committees and plan to meet twice by the term's end.**
 - **Atique:** When individuals ask how to get involved with WCSA, and it is not election season, the answer is Ad Hoc Committee members. The people joining these are interested, and it looks bad for us to provide a way to get involved but never follow up.
 - For example, New College reached out for Commuter Appreciation Week. We should contact the Off-Campus Committee to help coordinate that with various events. The Equity Committee can also assist with many food-related initiatives within the portfolio. Please use the committee committee.
 - Please contact the Vice President of Internal Affairs, Lamba, if you have any questions or concerns about meeting with your Ad Hoc Committee.
- b. New Office Furniture
 - New office furniture will be delivered tomorrow, including a new couch and office chairs.

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- Once information is provided for the old couch pick-up, a Board picture will be taken on the coach.
- Thank you to the Vice President of External Affairs, Nebesny, for coordinating the ordering and shipping. Also, thank you to the Vice President of Finance, Souchet, for helping in the selection process and attending the Ikea trip to test furniture.

c. Board Reports & Expectations

- 20% of the Board submitted their board reports this month; 5/25 board members submitted their reports with a board-wide extension of two additional days. No extensions were requested either.
 - Consistently, board reports have not been submitted, and reminders have been issued at each meeting.
- People have consistently not given in board reports, but this is an all-time low.
- Since these minutes are publicized, please submit them in a timely manner so that others can see all the hard work that was done.
- This is also your responsibility for your CCR.
- If you require an extension, please contact De Nicola, the Secretary of the Board.
 - This does not mean you can submit your board report five minutes before the meeting. An extension permits you to hand in your report a maximum of the morning of the board meeting day.
- It can be as simple as one sentence reflecting on your work for the month. It should take 2-5 minutes.
- If you require assistance writing a board report, please contact the Vice President of Internal Affairs, Lamba or De Nicola, the Secretary.
- **Atique:** Beyond the accountability purpose of board reports, if they are not handed in, board reports will be removed entirely. An oral presentation for 5 minutes of the board reports will commence during the Board Meeting.
 - Board reports are also used to ensure that everyone has the support they require, and other functions like Award Nominations and meetings with the administration are ultimately for your own benefit.

d. Planning events

- You must plan an event every semester as director.
- Utilize April as a month to plan events, where many students enjoy de-stressor and engaging events during April. Based on your final exam schedule, plan events in April, and utilize the last two months to collaborate with each other and plan events.

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- Assistance is always available from the President, Atique, and the Vice President of Internal Affairs, Lamba.
- **Atique:** For accountability and support purposes, those who have not planned events are as follows: Atique, Lamba, Souchet, Wang, Fesal, Jain, Gweon, Padwa, Varughese, and Kelash.
 - **These Board Members** → **Text Atique what your event is, and a date will be discussed to execute this event.**
 - If you would like help, please ask.
 - As long as you made a substantial contribution, it meant not merely setting up but planning.
 - WCSA is incredibly popular; we stand out amongst the student government. Us and St. Michael's College have a very positive reputation in the University of Toronto community. Let's keep the momentum for the last two months!
 - **Board Members** → **If anyone is available to assist the upper-year students' Directors with attending and hosting Cram Jam.**

13. Gala Coordinator Update → Atique

a. Gala Seating Form

- At the gala, there is assigned seating. No form is necessary if you would like to sit with your WCSA members, as there will be an executive table and other tables for board members. Please fill out the form if you would like to sit with others.
- **Board Members** → **If you are sitting at a WCSA Board or Executive table and are bringing a plus one, please let Atique know.**
- There will be (10) people per table.
- A deadline will be articulated TBA.

b. Dance

- A casual dance will be planned, and a video will be sent to Board Members.
- Groups comprising two or three will open the dance floor.
 - **Board Members** → **If anyone has song recommendations, please let Atique know.**

14. Other Business

a. Yearbook → Wang

- Starting the first ever WCSA Yearbook.
- Currently at (80) pages.
- An order form has been sent out. Please fill it out as soon as possible to determine the price point.

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- Currently, 11-12 copies have been ordered, with a price of \$30. WCSA will subsidize half, so it will cost \$15.00. The more people that order, the cheaper it will become.
- Please come to the office to purchase your copy using either a card or, cash, or e-transfer.
- b. Meeting Minutes Publication → Atique
- The Board Reports are not included in the published meeting minutes. Please have them re-uploaded, including these.
 - De Nicola → Revise the “Public Board Meeting Minutes” to include Board Reports.
 - Wang → Upload revised “Public Board Meeting Minutes” to the WCSA Website.
- c. Town Hall → Usman
- The Town Hall will be from 5 - 6 PM tomorrow.
- It is important for everyone who can attend.
- d. Academic Bridging Class Visit → O'Connor
- A visit to an Academic Bridging class to discuss WCSA will occur tomorrow from 2 - 3 PM.
 - Board Members → If anyone wants to join O'Connor on this visit, please let her know.

15. Adjournment: 8:59 PM

a. **Moved:** Atique

Seconded: Persaud

This motion passes.

WOODSWORTH COLLEGE STUDENTS' ASSOCIATION

PREVIOUS EXECUTIVE MEETING MINUTES:

Meeting of the Executive of the
Woodsworth College Students' Association

Thursday, March 28, 2024

In-Person

In Attendance:

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

Regrets:

- Sarah Varughese (Equity Commissioner)

1. Call to Order - Commenced 7:10 PM EST

2. Updates

<p><u>Wang</u> <i>Vice President of Public Relations</i></p>	<ul style="list-style-type: none">● Posted multiple events on socials such as Sweets for Soul, Mental Health & Safety Kit Event, and the Cupcake Event.● Attended the Cupcake Event.● Uploaded gala pictures to a Google Drive, and released them to the public.● Posted the Award winners.● Posted Orientation Committee hiring for Orientation, and photos from the Therapy Dog Event.
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	<ul style="list-style-type: none">● Completed the yearbook, with 107 pages with a final two pages to be completed at events next week for finalization.● Took pictures at Gala.<ul style="list-style-type: none">○ Atique: Did you receive payment from Cullhaj for the yearbook?<ul style="list-style-type: none">■ She is currently on vacation.■ Wang → Reach out to Cullhaj for yearbook payment.○ Atique: When will the updated Board Meeting Minutes be uploaded?● This weekend.<ul style="list-style-type: none">○ Souchet: Can we hire a yoga instructor for an event?○ Persaud: Yes, in past Athletic portfolios it has been done, but it is typically in collaboration with Hart House.
<p><u>Nebesny</u> <i>Vice President of External Affairs</i></p>	<ul style="list-style-type: none">● Club elections where (3) elections have or will take place, with Wish election being completed, having the same appeal period at the WCSA election.<ul style="list-style-type: none">○ Their winner has been tentatively elected.○ Great turnout, with a voter turnout of 190 people over 3% of the Woodsworth population.○ Having the election during the WCSA election significantly aided in high voter retention.● The Woodsworth Review (TWR) election did not occur because no individuals for the sole vacant position applied.<ul style="list-style-type: none">○ As a result, this will become a hired position.● The HOWL election has been pushed back, but has been moved.<ul style="list-style-type: none">○ The election is planned to start a week from Friday.● Publication Review has been struck, where publications for TWR and the HOWL were reviewed and approved.<ul style="list-style-type: none">○ The TWR has gone to print.○ The HOWL will be brought to print soon.

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	<ul style="list-style-type: none"> ● The Individual Initiative grant has been open for (2) weeks and will close tomorrow at midnight. <ul style="list-style-type: none"> ○ There is currently (1) submission. ○ Everyone → Please encourage Woodsworth Students to run if they have an initiative that requires funding. ● Took photos for Public Relations. ● Met with a student seeking to start a new club - Black Woodsworth Student Club. ● Ran the Resume Workshop with 33 attendants in collaboration with the various WCSA portfolios and the Woodsworth Alumni Association. <ul style="list-style-type: none"> ○ The Alumni Association President suggested monthly event collaborations. ○ Relationship to be maintained to ensure the continuation of great events. ● Attended meetings with club presidents. ● Replied to emails.
<p style="text-align: center;"><u>Persaud</u> <i>Vice President of Athletic Affairs</i></p>	<ul style="list-style-type: none"> ● Got pied at the Charity Fundraiser. ● Completed mandatory Board-wide equity training. <ul style="list-style-type: none"> ○ Persaud → Update Laura to let her know the cheque for the Ski Trip at Lakeridge has been sent, and update accordingly upon confirmation of receipt. ● Attended the Cupcake Event.
<p style="text-align: center;"><u>Jahan</u> <i>Vice President of Social Affairs</i></p>	<ul style="list-style-type: none"> ● Reviewed the Associate of Social Affairs, Gao, official event proposal. ● Proposing a Board Reunion with the new board where options are being brainstormed. ● Requested that the SIA send an email to Board Members to pick up their certificate and follow up on the reprint request. ● Discussing transition with the Associate of Social Affairs, Gao. ● Approved events. ● Received the update regarding the Orientation Meeting.

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Souchet
***Vice President of
Finance***

- Reviewed the audit, sent in comments, and signed the audit alongside the President, Atique.
- Wrote numerous cheques.
 - **Souchet** → **Order chequebooks.**
 - Ordered 100 cheques at the beginning of March, and there are currently 25 cheques left.
 - Double the reimbursement requests compared to last year.
- Mailed cheques for gala, awards, and Lakeridge for Ski Trip.
 - There will be funds returned for the Gala.
- Underwent mandatory Board-wide Equity Training.
- Submitted baby picture and quote for the yearbook.
- Approved events.
- Attended the Orientation Committee Meeting, explaining how the budget and reimbursement operate.
- Tax Clinic has commenced this week. They opened in Mini Kruger and are now stationed in the Commuter's Lounge, was Souchet opened for them this morning.
 - **Atique:** What is the schedule for next week?
- Same schedule as the previous week.
 - **Atique:** Will you be opening Commuter's Lounge for them daily?
- Not on Wednesdays due to work.
 - **Atique** → **Request that the Woodsworth caretakers leave the Commuter's Lounge unlocked for the Tax Clinic.**
 - **Atique:** Will the accountants send the information to you regarding the audit?
- They will reach out directly to Souchet.
 - **Souchet** → **Let Atique know when the accountants reach out regarding the audit to facilitate the AGM.**
 - **Nebesny:** Will the Annual General Meeting (AGM) be at the April Board Meeting?
 - **Atique:** Yes.

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<p><u>Lamba</u> <i>Vice President of Internal Affairs</i></p>	<ul style="list-style-type: none">● The date for the Mental Health Workshop has changed to April 2, 2024, at 5:30 PM, and Kruger Hall has been booked to reflect this change.● Signed cheques.● Attended the Orientation Committee meeting.● Approved events.● Submitted yearbook quote and baby picture.● Planning a colouring event.● Board Members → A reminder that if event approval is taking longer than expected, rather than circumvent approval and going directly to Public Relations, please message those who have not responded to the approval request by message.
<p><u>Atique</u> <i>President</i></p>	<ul style="list-style-type: none">● Planning and hosting the Iftar event occurring next Wednesday:<ul style="list-style-type: none">○ Catering has been finalized.○ Sending the event approval tonight.○ 80 attendees anticipated, which is larger than last year.○ The Associate of Finance, Kelash, is heavily assisting in the preparation and planning.● Headed the Orientation Committee meeting last week, and they are on track to commence hiring soon.● Completed the mandatory Board-wide equity training.● Communicated with the Vice President of External Affairs, Nebesny, to assist with the HOWL due to communication and election concerns.● Headed the Iftar Box organization at the Gala.● In touch with the Chief Returning Officer regarding election results, which have been finalized.● Booked numerous Kruger Hall bookings for events.● Up-to-date regarding the audits.● Reviewing the yearbook for approval.● The Gaza Relief Fundraiser cheque was dropped off by the Equity Commissioner, Usman.

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	<ul style="list-style-type: none">○ Executives → If there has been a professional grievance within the portfolio, please message the president with details for his transition report.
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3. Gala Concerns → Atique

- (4) of the medals at the Gala, including the one won by Wish, are lost. The staff at Omni King Edward were asked and are unaware of their whereabouts.
 - (6) medals were ordered.
 - Only the executives of Wish won awards, though many individuals comprise the club, including Peer Supporters.
- About (10) remaining iftar boxes went missing. The staff were asked, and Atique was told that on one had entered the room.
- (2) gluten-free individuals reported having stomach aches following the meals. The gravy was noted to be suspiciously gluten-free but possibly made with flour.
 - Concerns about cross-contamination should be raised in the future, with caution about being more stringent regarding food sensitivities.

4. Other Business

5. Adjournment - 7:37 PM EST

BOARD REPORTS:

Soban Atique, President

Hi Wolfpack! The following tasks were completed by the President's portfolio for the month of March: Oversaw entirety of awards process for WCSA Gala, including facilitating awards selection meeting, answering questions regarding awards distribution, connecting with awards winners, distributing awards codes for winners, drafting speeches for winners at Gala, overseeing the nomination for, selecting and ordering the awards, and picking up awards; Supported VP External in managing The Howl, including facilitating their elections, communicating with their Editor-In-Chief, resolving certain grievances, managing their elections-related policies, and coordinating their magazine-specific awards; Supported VP External with other club elections; Reached out to Dean's Office to verify Woodsworth-statuses for bouldering event; Sent food insecurity content to newsletter; Booked Kruger Hall and Water's Lounge for several events; Connected with past WCSA members for yearbook opportunity; Oversaw, alongside the CRO, the entirety of the Spring General Election, including posting marketing material, sending out email to the Board regarding their election responsibilities, reaching out to current members for clips to promote WCSA, developing a reel encouraging Woodsworth students to nominate themselves, selecting election dates, leasing with VP PR to ensure proper information is published, coordinating with nominees, answering elections-related questions, monitoring campaign material, supporting CRO at all-candidates meeting, facilitating the speeches event; Supported VP Social in planning for private WCSA reception; Supported Gala Coordinators in planning the annual Gala, including facilitating the entirety of the iftar initiative, meeting with Charitable Indulgence, coordinating food distribution at the venue, in addition to meeting with Gala Coordinators regarding itinerary, budget, decorations, and other events-related inquiries, inviting administration, slightly amending seating arrangements, booking Lassman Studios to take pictures at event, following up with venue regarding grievances with dietary restrictions and removed items; Managed potential conflict between WCSA's policies and hiring practices for Orientation Coordinators; Unable to attend any CCAC meetings due to class conflict; Supported several WCSA members in the planning, budgeting, and promotion of their events; Supported Equity Commissioner in packaging meals and drafting release of liability document for their food insecurity initiative; Attended Dean's Office meetings and chaired Executive meetings; Supported VP Finance in completion of the audit, notably through confirming categorization of funds, audit is complete, awaiting final copy pending payment to firm; Attended Equity training; Attended WCSA Wednesday; Signed Orientation Coordinator contracts; Supported tax clinic through booking space; Supported Equity Commissioner in planning meal program with St. Mikes dining hall; Booked Commuter's Lounge for LinkedIn photo session; Coordinated with Lassman Studios regarding WCSA composite and graduation photos; Communicated with graduate regarding

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composite delivery; Supported the Woodsworth Review in approving their constitutional amendment and approving the final draft of their journal, with feedback; Coordinating check delivery to St. Mikes for Gaza fundraiser; Connected prospective club leader with VP External; Connected residence team with Woodsworth Residence Director for residence event; Planned Iftar event scheduled for April 3rd alongside Associate Finance, including booking space, promotion, selection of menu, overseeing registration, collaborating with other team members; Led onboarding meeting with Orientation Coordinators; Began drafting transition report; Coordinated table pick up for Charitable Indulgence bake sale; Stayed updated with Orientation Executive Committee hiring through VP Internal; Attended pie event fundraiser; Attended meeting with Woodsworth staff held by alumni office to promote Giving Day; and Attended WCSA's 50th anniversary event. As always, if you have any questions or concerns, please do not hesitate to reach out to president@mywcsa.com.

Mehak Lamba, Vice President of Internal Affairs

Hello, Woodsworth! Hope you're all doing wonderful. The following tasks were completed during the month of march by the VP Internal portfolio. Firstly, I've taken over the Mental Health portfolio, thus I've reached out to the Ad-Hoc, kept in check with any emails and discussions, and I've also planned the mandatory mental health workshop for the board. The workshop will be an overview of the resources Health & Wellness has to offer, thus a collaboration with their team. I've also been in contact with all chairs of Ad-Hoc committees to ensure they are in communication with their respective committees and in case they need to update me on new member information. This month was heavy in regards to Orientation 2024. I created an Orientation hiring committee groupchat which included myself, President, VP Social, Associate Social, and Off-Campus. I chaired the hiring for the orientation coordinators, thus I adjusted various interview questions, scheduled interview times and dates with applicants and the hiring committee, and coordinated the whole interview process as a whole. By the end of this, our new Orientation Coordinators are Luca Giavedoni and Sneha Bansal. I sent them their contracts and facilitated their onboarding. I spoke with Natalie from the Dean's Office of Students about JOLT training for the OCs and we discussed on facilitation for the trainings. We've been in discussion for hiring the Orientation Executive Committee and all applicant information has been forwarded to the OCs. I've created a new folder with adjusted template questions for the future interview process. With the help of VP External, we finally got our Office Furniture. We have new chairs and a new couch, thus please feel free to stop by the office to chat and enjoy the new additions. I reached out to Campus Movers to initiate the process in removing damaged furniture items in the office. My SIA, Krisha, and I have also updated the Commuter's Lounge with a new mini-fridge. I assigned tasks to Krisha, including grocery hauls, menstrual products restock, and beginning the healthy snack initiative. This month I've met with the Equity Commissioners and facilitated a quick meeting on the board's mandatory Equity Training. This meeting was an overview on how to administer training

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sessions to the board and how to keep in check with attendance, various scheduling issues, etc. I also took in part of my equity training session. I was reached out by Jagrat, working for the Dean's Office of Students, who sent me a Library Proposal for the Commuter's Loung. I looked over the proposal and spoke with the President about it, where we were in agreement to this wonderful addition. The library is underway! I attended the Equity Town Hall event, where I presented my portfolio, the cupcake decorating event in collaboration with SMILE, helped out with the Cram Jam, WCSA Wednesday, and the pie event fundraiser. As our tenure is about to end, I've set up important deadlines for the board regarding transition report due-dates and requesting for CCR. I received a timesheet of my SIA's hours and her final week of work was last week. We are very proud of you Krisha, you've cultivated a warm space for The Office! I signed and wrote cheques. I also approved events. I am helping out in the soon-to-take-place Iftaar event. I also attended Dean's Office X WCSA meetings, Executive meetings, and our very first OC x OMC meeting. Looking forward to a great April; thank you, Woodsworth!

Julie Souchet, Vice President of Financial Affairs

In March, I signed reimbursement and honorarium cheques. I attended exec meetings, dean's office meetings, and an OC x OMC meeting. I followed up with the auditors, reviewed the draft of our audited financial statements, asked for revisions, and then signed the audit. I attended Equity's Town Hall and talked about the Finance portfolio. I've been handling budget amendments and approving events and initiatives. I went to the bank with the VP Athletics, who is a signing authority, to order more cheques. I dropped off a cheque for intramurals at Athletic Centre and mailed cheques for the Gala, the awards, and the ski trip. I had a meeting with my associate and I assigned Quickbooks tasks to her. I added a sustainability aspect to the event approval forms and have been working on a sustainability guide for event planning. I've also been helping out with the tax clinic which started mid-March. Appointments have been occurring online and in person in Commuter's Lounge. Lastly I attended equity training on microaggressions.

Jessica Wang, Vice President of Public Relations

- Yearbook in final stages currently at 107 pages will send to print April 3rd
- Designed four sticker designs and glow in the dark pins, they were ordered and shipped and given away at events and to alumni/ event helpers
- Made 100 buttons using button maker machine
- Collected yearbook quotes and photos
- Attended and photographed multiple events such as cupcake event, gala, therapy dogs, wcsa pie fundraiser, academic bridging social, wcsa wednesday, meatless monday, wcsa reception
- Updated website election errors
- Posted General election and Club election

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- Posted about initiative grants, posted gala
- Answered DM's about TTC subsidy and meal pickups and gala refunds
- Uploaded gala pictures
- Posted reels such as last wcsr wednesday, gala recap, join wcsr
- Did equity training
- Posted event reminder and deadline stories

Faria Jahan, Vice President of Social Affairs

No report submitted.

Michael Nebesny, Vice President of External Affairs

Hi Woodsworth! What a month it's been! Let's start with something underrated: I engaged both my committees this month (the External committee to oversee club elections and to adjudicate the Individual Initiative Grant; the Publications Review Committee to approve printing for two different clubs' literature). Another first, I ran two events, which is not only more events than I've run in a month, but it's more events than I'd cumulatively ran in my tenure on the board. Both events were collaborations, so I handled those added complexities too. The Bouldering social with UofT Climbing Club and Resume Workshop with the Woodsworth College Alumni Association were great successes; in total we engaged over seventy unique students across both events. I also contributed to an egregious number of meetings: with a student looking to start a club for Black Woodsworth students; with the president of WISH to discuss elections; with the president of the Howl to discuss elections (thrice); with my associate for regular check-ins; with Soban to discuss club elections (twice); with my successor-elect (congrats) to begin discussing the portfolio's state/needs; with Carolyn from upstairs; with StudentLife to get access to SimplyVoting, and at two sets of election info sessions and candidates' meetings (the later set of which I organized and led for club elections). On that note, the WISH election has been completed, with a President elected by a tremendous showing of 191 votes (3.6% of all Woodsworth students); TWR's election has been converted to a hiring process for Assistant Editor In Chief due to lack of candidates; and the Howl's election remains ongoing, with voting happening in early April. Of course there have been other tasks too: countless emails; support at several other board members' (and clubs') events; helping with Gala set-up; working with the Howl to get an advance copy of the magazine submissions for the Awards Committee and assisting in the adjudication; taking photos for the PR Committee and yearbook; etc. I hope you're all having a much more restful March than I have, as we head into exams again; best of luck, Woodsworth.

Nadia Persaud, Vice President of Athletic Affairs

No report submitted.

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Haadiya Usman, Equity Commissioner

- Hosted the succulent painting workshop
- Hosted Cram Jam
- Hosted the "Pie the WCSA Team" fundraiser
- Helped with various events
- "Ready-to-Learn Meals" initiative took off and has been successful
- TTC reimbursement program still running for March
- Attended exec meetings
- Approved events
- Also hosted equity training for the entire board
- Attended the ABP arts event

Sarah Varughese, Equity Commissioner

- Approved events
- Attended exec meetings
- Hosted Drag Brunch Event
- Hosted Sexual Health and Safety Kit Giveaway
- Planned Yoga Event
- Helped out at pie fundraiser

Julia De Nicola, Secretary of the Board

Hi Wolfpack! I hope everyone is soldiering through the homestretch! Beyond attending the WCSA Gala, the WCSA Award Reception winning an achievement award, the Woodsworths' 50th Anniversary Event as the recipient of awards, the Woodsworth Dean's and Registrar's Office Brunch with Jain as WCSA representatives, and the Cupcake Social, I completed the following this month. I completed the meeting minutes for the last Board of Directors meeting in February. I attended an executive meeting in March and performed a live transcription. During this meeting, I used a fancy professional camera I could not operate. I took pictures of a "live" board meeting on my phone instead. These images have been sent to the Vice President of Public Relations and the Vice President of External Affairs. The meeting minutes are complete and contained within this document. Other executive meeting minutes for March and those incomplete for previous months will be added on a rolling basis to their appropriate document and approved in the final meeting of the Board in April. Beyond that, I updated the Attendance Tracker and Board Tracker accordingly. I sent emails reminding individuals who had yet to submit their Board Reports. In general, there was a great turnout for board report submissions this month! I also formatted and cleaned up recent Board

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Meeting Packages and Executive Meeting Minutes in preparation for publication. The board reports were also added in their entirety to the "Public Board Meeting Minutes" folder, as they were not previously made available to the public. I corresponded with the Vice President of Public Affairs, Wang, to have those completed and re-posted onto the website. I continue to coordinate with the Vice President of Internal Affairs and Public Relations to support the publication. I have also contacted her to post a Happy Easter post, and sent various photos for yearbook consideration. I made some graphics for that, and the President posted them on the Instagram story in her absence as she was sick. I have also been in contact with the Vice President of External Affairs, Nebnesy, regarding ideas to improve the secretary position and make it into a work-study position rather than the present independent contractor legality of the position. Also, I created and finalized the March 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. All the best with exams!

Farida Kayed, Chair of the Board

We had our gala it was an honor to be awarded athlete of the year for woodsworth! It was fun seeing all my friends there and the influence of me telling people about the events WCSA offers. People show up ! I also am currently working with the team to make the Ramadan dinner next week a possibility by securing catering and I also got people to sign up by sending them the links directly and last I checked we were 50% sold out I think probably more now!

Isabella Gouthro and Jane Lee, Associates of Public Relations

Hi :) This month we worked mainly on taking pictures at wcsa events. We attended the award ceremony and the annual gala and helped take photos at both events, to later be shared with attendees as well as put in the yearbook being planned by our VPPR. We also both completed our equity training this month. We are looking forward to the final board meeting and transitioning into the next year!

Jacob Freedman, Associate Director of External Affairs

- Assisted the Upper Year Portfolio in hosting the Career Kickoff resume workshop and LinkedIn photos event
- Developed a spreadsheet with info on all External Portfolio Initiatives (and some non-External Portfolio clubs/initiatives that are not directly hosted by WCSA – ex. Tax Clinic, Residence Council) for future use on PR
- Assisted with club elections for WISH

Claire Gao, Associate of Social Affairs

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This month, I:

- participated and shared my thoughts on Orientation Coordinator Hiring
- helped out with WCSA reception, made trips to Metro to and Shoppers to assist with catering and other errand runs
- writing event hosting resource for future WCSA team

Thank you! Not much was done this month.

MaryJo O'Connor, Academic Bridging Students' Director

This month I planned and hosted the Academic Bridging Social where past and present bridging students came together and connected whilst enjoying refreshments and painting one big banner! It was so lovely to see the bridging community bond over shared experiences and be inspired by one another. It was also nice to see people from different cohorts getting to know one another. I also helped serve pizza and helped with the set-up and clean-up of the Cram Jam event. I attended the WCSA town hall event where I spoke about my portfolio and helped with clean-up at the awards reception. I met with a current bridging student where I provided tips on the transition into degree studies and shared information about how to get involved at Woodsworth. I participated in the Pie The WCSA Team for Charity event and had a blast at the WCSA Gala! March was filled with joy, connection, and celebration!

Paul Gweon and Harshit Jain, Upper Year Students' Directors

- Conducted several successful events in collaboration with other portfolios.
- Cram Jam on March 1st with the help of Equity Director and VP external
- Therapy Dog Event on March 21st with Off Campus Directors on
- Helped be a part of the Pie the WCSA team on March 25th
- LinkedIn / Professional Photos and Resume Workshop with VP External and Professional Development Director on March 26th
- Held several meetings with Alumni and Development Officer, Carolyn Peralta to build connections with the Woodsworth College Alumni Association and have them be a part of the resume workshop.
- Did Equity, Diversity and Inclusion training facilitated by CLNX and the Equity Directors
- Planning a second Cram Jam on April 10th

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

We hosted our regularly scheduled biweekly WCSA Wednesdays. In addition, we also hosted a therapy dogs session in collaboration with the Upper Year portfolio.

Sareena Kelash, Associate of Financial Affairs

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No report submitted.

Harmanpreet Pahwa, Professional Development Director

Hi everyone! This month the Professional Development portfolio had a huge focus on the LinkedIn Photos x Resume Drop-In event that happened this past Tuesday. Our Resume Drop-In was in collaboration with WCSA (the Upper-Year and External portfolios) and WCAA (the Woodsworth College Alumni Association), where we had members of WCAA join us to be advisors. The event was a success! And we had great feedback from both the advisors and students (with a plan to conduct these more often next year). I also had the pleasure of attending the Equity training, which was very informative and had the chance to be a part of the Publications Committee, where I helped check upon governing documents and give feedback on some of our WCSA afflicted club's phenomenal pieces and publications.

Noah Cazabon, Community Outreach and Sustainability Director

This was a busy month for CO&S. I did a lot of admin work related to the BikeShare Subsidy. I checked to see which codes have not been used but were sent out, and followed up with students to see if they planned to use it. I reorganized the spreadsheets to track the codes so that they can be easy to understand for future CO&S directors. I also processed reimbursements for retroactive subsidies, and for students that purchased helmets. I also planned the second Meatless Monday and it went really well! I put some work into planning another prof roast, but all of the profs that I contacted were busy during April, so I thought it might be better to instead plan it in September if possible.

Luca Giavedoni, Associate Director of Athletic Affairs

No report submitted.

Megumi Koga, International Students' Director

- Collaborated with a U of T mental wellness club called SMILE to host a cupcake-decorating event. This event aimed to help students de-stress before exam season and to help students readily obtain tips and information. It was open not only to international students but to any student seeking mental wellness information.

-Currently planning and discussing event ideas with the WCSA residence director to host a final event for Woodsworth Students most likely will be a Multicultural Mixer with food from different countries.

Willis Yorick Zambo, Woodsworth Residence Director

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As the year comes to a close, I have now been working on organizing my final event in collaboration with Megumi Koga, along with finalizing my 2 initiatives. I plan for these to take place later in the month.

Avanti Tandon and Nathan Eluvathingal, First-Year Director

Currently organizing finals week study session for first year students to offer a fun and snack filled environment to support students as they prepared for their final exams. In the process of submitting a request for the same.

APPENDIX:

No appendices.