



Meeting of the Board of Directors of the  
Woodsworth College Students' Association  
July 30, 2023  
In-Person in Commuters Lounge & Zoom

## **AGENDA:**

### **1. Call to Order: 11:18 AM**

a. **Moved:** Atique

**Seconded:** Woo

### **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:** Woo

*Motion passes*

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

a. **Moved:** De Nicola

**Seconded:** Gao

*Motion passes*

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

a. **Moved:** De Nicola

**Seconded:** Atique

*Motion passes*

### 7. Approval of the Board Reports

a. **Moved:** De Nicola

**Seconded:** Woo

*Motion passes*

### 8. Ratification of CRCSS Appointee

BIRT the WCSA Board of Directors, ratify the appointment of Claire Gao at the CRCSS on behalf of WCSA for the 2023-2024 term.

a. **Moved:** Atique

**Seconded:** Woo

- **Atique:** The CRCSS is a board from Student Life that manages complaints in a bureaucratic process and thus requires a representative from each club. This is a requirement for any club at the University of Toronto because an appointee is selected randomly to sit on the board if a complaint is launched against a club, its staff or members. The time commitment is 1-4 hours over the academic year.

*Motion passes*

### 9. Resignation of the International Students Director

BIRT the WCSA BoD ratify the resignation of Jiang, current International Students' Director effective on July 30, 2023, attached as Appendix A.

b. **Moved:** Lamba

**Seconded:** Atique

- **Lamba:** Our lovely International Students' Director has resigned. However, if you are watching this, thank you for your dedication and commitment to the International Students' portfolio. As much as we are saddened, we are excited for her accomplishment in being confirmed for a Research Project. Thank you for your hard work so far; we will miss you!

*Motion passes*

### 10. Orientation Update → Yin

- The formal venue has been confirmed and booked.
- The first leader training is taking place today, [July 30, 2023](#).
- Ticket sales launched this month; we are selling at a record sales pace. We are on track to sell out at this rate.

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- Staff changes occurred. The previous Co-Marketing Director, Wang, is now Vice President of Sponsorship. The previous Co-Marketing Director, Rue, is now the Sponsorship Director. Other staff changes will be updated at the next Board Meeting when finalized.
  - **Atique:** How many tickets have we sold thus far?
- 252 tickets. We expect to sell out at least 600 tickets at this rate.
  - **Atique:** What is the update regarding the karaoke machine?
  - **Jahan:** My karaoke machine's microphones are not working adequately for the event. I will try my best as the Karaoke event was very popular last year.
- Salsa Dancing has been replaced with the Arts and Crafts events due to a scheduling conflict with Consent Programming.
- KPE has yet to follow up concerning the Skating Event. If Skating is cancelled, Arts and Crafts will be moved to the evening. If the Skating Event occurs, then Arts and Crafts will not be held. Then, we can further discuss whether we host the Arts and Crafts Event or Karaoke.
- The schedule will be posted by the end of August. Given the complications discussed, any changes will be made by this deadline, including adding or removing the Karaoke Event.
  - Jahan → look into purchasing a karaoke machine and details concerning microphones.
    - **Atique:** Karaoke events will occur throughout the year to ensure the machine is sufficiently used, given the cost.
    - **Kayed:** There are microphones for purchase on Amazon that are \$30.00 with the speaker attached to the microphone, but you do not have to use the speaker for the music. Instead, you can use the machine to sing. It also will project well in a room the size of Water's Lounge.
- Excellent. We can definitely try this out and return them worse case scenario.
  - **Atique:** Is the Logistics Package complete?
- Yes, but I can provide all the comments today. However, there is no guarantee that other Committee Members on the board can edit the comments by the Wednesday deadline.
  - Ritema is unable to make it from the Logistics Portfolio.
  - Nebeseny, Leader Relations Director, is not required to attend because a separate meeting with him will occur following the finalization of the Logistics Package. Rene will attend this meeting too to accommodate the time difference. She is also working on registration and will update us on registration during this meeting. Updates will be provided soon after.
  - **Atique:** On Wednesday, all five OECs will attend the meeting. So, please have this completed by Wednesday.
- It likely will not be completed by Wednesday, but updates will be provided by then.

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- **Atique:** Any responses from Sponsors?
- Yes, we will be hearing them today.

### 11. Other Business

#### Graduation Pictures and Composite Pick-Up → Atique

- We will be doing November Graduation Pictures on [October 8, 2023](#). Commuter's Lounge will be unavailable the week before and following this date due to storing the equipment.
  - In the event of scheduling meetings, please do not do so from [October 1, 2023 - October 15, 2023](#).
- Composite distribution will occur today, [July 30, 2023, from 1 - 3 PM](#).

#### Standing Committees and Ad Hoc Committees → Lamba

- Everyone currently in attendance has joined a Standing and Ad Hoc Committee. However, there are a few who have yet to do so. I have reached out to these individuals.
  - **Kelash:** Are we automatically enrolled in an Ad Hoc Committee if we belong to that portfolio? For example, if I am a part of the Finance Portfolio, am I automatically added to the Finance Ad Hoc Committee?
- No, please let me know. You will not be automatically enrolled in any Standing or Ad Hoc Committee. You are also not required to request to be in any committee directly relevant to your portfolio.

#### Board Report Reminder → Lamba

- Please submit your Board Reports by the prescribed deadline, as some individuals have consistently not handed in their Board Reports throughout these meetings.
- Board Reports will be accepted until the meeting if you cannot submit it by the deadline due to legitimate reasons.
- Please send an email to De Nicola ([secretary@mywcsa.com](mailto:secretary@mywcsa.com)) with your Board Report if you have passed the deadline or on the occasion that you require an extension.

#### Event Approval → Lamba

- Some issues are still prevalent surrounding event approval despite discussing logistics last Board Meeting. However, we are still adjusting to our roles, and mistakes are a part of the learning process!
- As such, an email for your records discussing essential information about event approvals will be sent out today, [July 30, 2023](#).

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- As a reminder, you must receive (3) approvals from the Event Approval Committee. This committee comprises the Vice President of Internal Affairs, Lambda, the Vice President of Finance, Souchet and (1) of the Equity Commissioners. Once your event is approved, you can book the space and request Public Relations to create and promote your event on social media platforms.
- Please remember that you must receive all (3) “I approve” before all else.
- Please feel free to reach out with questions and concerns at [vp.internal@mywcsa.com](mailto:vp.internal@mywcsa.com).

### Event & Initiative Promotion → Atique

- Several events are scheduled for August, including the Equity Brunch Event, the Upper Year Dodgeball Event, and the Athletics Portfolio Blue Jay’s Game, a Raptor’s Game and Substainibilities Bike Share Subsidy. Please repost and promote on your social media.
  - We have been more active on social media than in previous years, especially in the Summer. We must be active, which also assists with engagement and allows students to take advantage of the amazing opportunities and events.

### Bike Share Subsidiary → Cazabon

- If you are interested in a Bike Share Subsidiary, the form closes tonight, [July 30, 2023, at 11:59 PM](#).
  - **Atique:** How does the Bike Share Subsidiary work? Is it a reimbursement?
- Usually, everyone with a particular email tag received access. Alternatively, we purchase unique promotional codes, and those who have signed up will receive this code from me to receive the subsidiary.
- There are currently 59 sign-ups.
- With the funding provided, Bike Share provides 20% off and then the remaining amount is subsidized based on the budget. Thus, there is an option for either the (a) 30-minute pass or the (b) 45-minute pass, and you can purchase 50% off or 75% off either one, depending on how many individuals.
- It is better to cover more people with the 30-minute ride, meaning that you have 30 minutes until the overcharge begins since individuals are less likely to use the entire 45-minute time. You also receive a discount on the overage fees.
- We can cover 93 students at the 50% subsidiary and 75% subsidiary for 30-minute rides for 62 students. In the likeliest of scenarios, the latter will be put in place.
  - **De Nicola:** It was mentioned on the form that those who currently have a Bike Share pass are still eligible for the program. How would it work in that case?

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- Once their Rideshare membership expires they are welcome to email me for a unique promotional code to receive the subsidiary on their next membership.
  - **Atique:** A round of applause for Cazabon for all his hard work to promote sustainability on campus with the Bike Share initiative, which is the most popular Summer initiative!

### Budgets → Kelash

- At the next Board of Directors meeting, we will discuss every portfolio's remaining Summer Budgets, including what has been spent and amounts remaining in case you have under-budgeted or over-budgeted.

### **12. Adjournment: 11:50 AM**

a. **Moved:** Atique

**Seconded:** Kelash

*Motion passes.*

## BOARD REPORTS:

### **Soban Atique, President**

Hi Wolfpack! The following items were completed in the President's portfolio for the month of July. Signed contracts for Orientation. Attended weekly Orientation meetings. Frequently met with and checked-in on OCs. Coordinated and received feedback with Logistics and Marketing committee members, will meet with respective Directors to deliver feedback. Coordinated November graduation pictures from Lassman Studios. Began process of composite distribution to take place in the summer. Took over graduates@mywcsa.com email from predecessor, will look into composite distribution of past years. Frequently checked-in with Natalie Morning regarding Orientation affairs. Attended UTSU x WCSA meeting. Attended meeting with Carolyn Peralta to discuss Woodsworth Alumni x WCSA affairs. Coordinated with Winnie Wong regarding graduation and composite distributions. Oversaw selection of CRCSS appointee on behalf of WCSA. Connected Hart House alumni representative with relevant WCSA board directors. Approved event registration form for Social portfolio. Approved exec and board meeting minutes for July. Reached out to Dean's Office regarding orientation promotion. Attended Dean's Office x WCSA meetings. Connected ACE Club with VP External regarding club recognition. Supported VP PR with WCSA merchandise + board hoodie distribution. Cleaned WCSA Office and Director's Lounge with support from WCSA members. Attended UTSU CCAC meetings. Met with Upper Year Directors to plan dodgeball tournament event. Coordinated check pick-ups for previous Board. Supported VP Athletics in planning Blue Jay's event. Coordinated composite pick-up date for June 2023 graduates. Supported orientation team in termination of Marketing Co-Director. Supported VP Internal in overseeing lack of engagement with Part Time Students' Director + resignation of International Students' Director. Spoke with Josh Hass regarding procedures of referenda and student fee increases. Coordinated with Carolyn Peralta to send email to alumni regarding composite pick up. Continued to oversee all execs as needed. Delivered Spring 2022 composites to Registrar's Office for distribution purposes.

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

Hello Woodsworth! Hope you all are doing well. This month I created listservs for all standing and ad-hoc committees as well as reached out to those who have yet to join their respective committees. I have also kept in track with the members of the committees. I attended the WCSA x Dean Office meeting, alongside the President and the VP Finance, and attended the WCSA x UTSU meeting for a beginning portion of the time on behalf of the President. I sent out the July BoD schedule and worked alongside the secretary to create the board package and guided them through the process of board reports and recording board absences. I have been in contact with our lovely BoD regarding any events

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they have been wanting to plan and assisted them with their planning and answering their questions. With this, I have also approved events. For Orientation 2023, I created Block Party contracts and created new contracts for our sponsorship and marketing co-director switch. I also looked over contracts and their logistics / policies before having our signing authorities sign them. I've been responsive to any and all questions pertaining to WCSA merchandise. And lastly, I have attended OMC and Executive meetings when scheduled and assisted the president in any need be. Thank you, Woodsworth!

### **Julie Souchet, Vice President of Finance**

In July, I signed reimbursement and honorarium cheques. I followed up with our insurance and have been in contact with the insurance broker about signing a new insurance policy. I ordered and set up a squarespace card reader so that we can accept card payments for merch. Moreover, I have been in contact with the Coordinator of Student Policy Initiatives Josh Hass about our summer student fees installments which should be ready soon. I attended a meeting with the Dean's office, another one with the UTSU and OC x OMC meetings. For orientation, I helped the registration director with the Wix payout. I have had check-in meetings with both my mentees. Lastly, I have also been reviewing and approving events throughout the month.

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

- Attended all oec and omc meetings
- Began the process of organizing the meetings with the orientation logistics team to plan the Flamethrower Meeting
- Planned July Event - planning with my associate Claire to plan the Board Game Cafe event that will happen on the 28th of July
- Delegated tasks to Claire in relation to the July event
- Attended meetings regarding internal issues within the Orientation team - discussing with exec and OMC team regarding task delegation issues within the orientation team

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

During this month I made posts for composite pick up and Blue Jays games. I also helped design and post the resume tip Thursdays. We also received the board hoodies from Target with a few errors that need to be corrected. I also answered WCSA's DM's and emails most of which are regarding composite pickup. I have also started taking headshots for directors and created a photo wall outside the commuter's lounge.

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



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*No report submitted.*

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

*No report submitted.*

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

*No report submitted.*

### **Reco Xu, Orientation Coordinator**

Here are updates on the progress of orientation event planning:

- Ticket Sales: We are off to an excellent start with ticket sales for the upcoming orientation. As of July 25th, we have already sold approximately 150 tickets. The early bird tickets were sold out in record time, indicating strong interest and engagement from our audience.
- Merch: The merch designs have been finalized, and we have submitted them to our supplier. We are now just awaiting their response and expect to move forward swiftly in the coming days.
- Personnel Changes: Rue and Jessica have exchanged positions within the team. Rue is now serving as the Sponsorship Director, and Jessica has taken on the role of Marketing Co-Director.
- Block Party Contracts: We have successfully sent out the block party contracts to other colleges. A majority of these contracts have been returned, and we are making good progress on this front
- Venue Confirmation: We have finalized our formal venue for the orientation event: Hart house! The venue meets all our requirements and will undoubtedly be cheaper!

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

I've been promoting WCSA-related things on my stories and talking with friends in addition to trying to get WCSA to collaborate with HOSA in the future.

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

This month, I primarily have been working on transcribing the meeting minutes from Executive Meetings from April to May, to ensure up-to-date Board Packages for WCSA's records. There is quite a bit to transcribe, but I am working on it! Further to this, I transcribed the Executive Meetings that occurred this July, as well as sent out an introduction blurb and a reminder email about the Board Report and Absence Declaration deadlines. I also updated the Absence Declaration and Board Report Trackers to reflect the tardiness and declining deadline meeting for Board Reports while adding all

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Board Reports to the July Board Meeting Package. Given this, I also have almost completed the Board Report for July 2023 pending some Board Reports and Agenda Items.

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

This month I worked with Julie Souchet, VP of Financial Affairs, and have gotten trained and started using QuickBooks. I make sure to input cheques in a timely manner for the current year as that would be beneficial during next year's audit period. Additionally, I am inputting cheques from the past to prepare for the upcoming audit submissions to external authorities. Julie and I have decided to discuss keeping budget-based discussions an agenda item in a board meeting soon. If you have any questions, please contact me at [associate.finance@mywcsa.com](mailto:associate.finance@mywcsa.com). Thanks!

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

Another slow month for the portfolio until we ramp up in August. We've been asked by the Hart House team to help promote their mentorship program and are in the midst of planning out how to implement the newsletter. The Interim Academic Bridging Director and I had a call to discuss the upcoming semester/year's plans and events to see where I could support/engage, and we also laid out a plan for classroom visits in the fall.

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

This month I met with the Mature Students' Director (Heather) over Zoom to discuss collaborative event planning. We also discussed ideas regarding a newsletter that would help let mature students who may not use social media know what is going on at Woodsworth and that would help build a sense of community for those on an unconventional path. We brainstormed different ways to help students engage and become more likely to attend events and connect with one another and all that Woodsworth and UofT has to offer them.

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

This month, a lot of work was done from my end. I attended OECxOC meetings and listened to some input regarding orientation planning. Aside from orientation planning, I have been working on a social event with Faria (Board Game Cafe). In preparation for this event, I brainstormed ideas and snacks as well as a potential giveaway for this event (?) Prize to be determined. Lastly, I created a RSVP form.

### **Meng Qi Jiang, International Students' Director**

No updates yet for this month, but planning programs for the upcoming year soon!

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

This month we had a meeting with our VP to plan out our goals and brainstorm ideas. We decided we wanted to have the instagram page be more interactive so we came up with a few ideas for instagram stories to be posted throughout the month. We created a few templates for this or that posts for people to vote on (mainly places to study and eat on campus so that incoming first years can get an idea of where people like to go). So we'll probably be posting more of those throughout the month to engage people and we also are planning to have a few takeovers to answer questions and let people know how to get involved. We also updated the committee forms on the website so people can join. We're still working on updating the forms on the instagram linktree. We had also worked on designing the wcsa merch earlier in the month, and we're looking forward to getting to work together in person soon and to be more active as more people come back to campus :) have a good day!

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

Hi everyone! This month we've been working on our Resume Tip Thursday segment. We're also changing the style of our posts with interactive bits to attract more audiences in between regular posting. Alongside this, I'm planning our first in-person event: speed networking, once the year starts and everyone is back in Toronto. Details and locations are being chosen, but have not been finalized. With this, LinkedIn Workshop is also being worked on and to be launched a week or two before we return! Moving forward, we want these details to be finalized and approved so that our next events are scheduled and ready to go!

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

Contacted different colleges, namely St Mikes, New College, Trinity, Victoria and Innis, for collaboration on Dodgeball event. Working on finalizing volunteers and any additional funds from those groups. Had a meeting with Harshit and Soban about the Dodgeball event planning. Emailed KPE about space booking and prices.

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

This month I've been working to organize the bike share subsidy program, which included talking with the admin at bike share Toronto to figure out logistics, creating the post promoting it, and handling the responses/questions. There's been great reception so far, and I'm hoping to get everyone registered within 1-2 weeks! I am planning on having the first meeting of the outreach and sustainability committee soon! I also forgot to add in the previous report that I made an infographic for the Toronto municipal election.

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

Planned out two events photo contest and a back-to-school giveaway. Reached out to and booked meetings with Woodsworth mentorship regarding the summer photo contest and orientation executives regarding the back-to-school giveaway. Reached out to the OCs for a discussion regarding our assistance for orientation and finalized our event plans in a document.

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

I have continued researching possible future mental health workshops or events that I can organize during the school year. I have also talked to my Mentor on what I can do for possible virtual events.

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

*No report submitted.*

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

*No report submitted.*