



Meeting of the Board of Directors of the
Woodsworth College Students' Association
August 27, 2023
Zoom & Kruger Hall

1. Call to Order: 10:19 AM

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.

3. Roll Call

4. Approval of the Agenda

a. **Moved:** De Nicola

Seconded: Jahan

This motion passes

5. Approval of the Previous Board of Directors Meeting Minutes

a. **Moved:** De Nicola

Seconded: Woo

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This motion passes

6. Approval of the Board Reports

a. **Moved:** De Nicola

Seconded: Gao

This motion passes

7. Finance Committee

BIRT the WCSA Board of Directors, appoint Spagnolo and Kelash to join the Finance Committee chaired by Souchet.

a. **Moved:** Atique

Seconded: Kelash

This motion passes

8. Publications Review Committee

BIRT the WCSA Board of Directors, appoint Spagnolo and Brar to join the Publications Review Committee chaired by Nebesny.

a. **Moved:** Atique

Seconded: Kelash

This motion passes

9. Athletics Committee

BIRT the WCSA Board of Directors, appoint Kelash to join the Athletics Committee chaired by Persaud.

a. **Moved:** Atique

Seconded: Kelash

This motion passes

10. External Committee

BIRT the WCSA Board of Directors, appoint Brar to join the External Committee chaired by Nebesny.

a. **Moved:** Atique

Seconded: Gao

This motion passes

11. Elections and Referenda Committee

BIRT the WCSA Board of Directors, appoint Giavedoni to join the Elections and Referenda Committee chaired by Atique.

a. **Moved:** Atique

Seconded: Jahan

This motion passes

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12. Assembly of the Ad-Hoc Mature Students' Committee

BIRT the WCSA Board of Directors, strike the Mature Students' Committee chaired by Woo.

a. **Moved:** Atique

Seconded: Woo

- **Woo:** This Ad Hoc Committee was formed to receive feedback from the mature students' community concerning events and for those who do not identify as a mature student but would like to learn more about it. Primarily, this Committee integrates the mature student community's voices to ensure feedback and action are more effective.
 - **Atique:** To what extent are the other Board Portfolios involved or integrated in this committee?
- **Woo:** Since the students that comprise the body of Mature Students range from part-time students, commuter students, academic bridging students and graduates, any such portfolios that fall under those jurisdictions can be involved in the Committee if they wish. Those directors are encouraged to join the Committee, as mature students have diverse needs that sometimes the Mature Students' Portfolio does not specialize in; rather, it serves as the broader umbrella.
- On a case-by-case basis, directors from other portfolios will be brought in to assist mature students' diverse needs when something specific to their portfolio comes up.
 - **Atique:** How will this Committee be advertised to Mature Students?
- Pending approval, promotion for the Committee will be sent to newsletters such as the Woodsworth Newsletter and the Apex Newsletter since this Committee is college-specific. Also, other forms of promotion include an Instagram post, the Woodsworth Discord and in-person classroom visits for the Bridging Program students in late September or early October. The hope is to keep the Committee's promotion ongoing throughout the year, both in social media and interactions.
 - **Woo** → if the Mature Students' Committee cements and becomes popular sometime in the mid-winter semester, please let Soban know so that he can add the Committee to the official policy to make it a part of the constitution.

This motion passes

13. Orientation Update → Xu

- Ticket sales continue to grow, with 515 tickets sold to date. The goal is 600 ticket sales in total.
- Varsity Stadium has been secured for the Block Party, which will occur on Monday.
- Two "Flame Goer" meetings with the OMC to refine the orientation logistics package; now all orientation events are finalized, including their locations, dates, and the number of staff.
- Snacks and beverages were purchased at a successful Costco Haul, which is currently in the Directors' Lounge. Please do not eat too many of them!

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- Challenges included boosting ticket sales given inconsistent daily sales, such as some days, one to two tickets were sold, and others, more than ten to twelve tickets were sold. Much of the Orientation staff was also unavailable this month.
 - **Atique:** Given initial projections, how far behind are we on ticket sales given the three brackets: early bird, regular and late goer?
- The early bird tickets were sold out in record time. The total number of tickets on Wix is 700. 100/100 early bird tickets, 407/500 regular tickets and 8/100 late tickets.
 - **Atique:** Is everything prepared for Friday's in-person Leader and Head Leader training?
- Yes.
 - **Atique:** What is the training structure, such as a PowerPoint or going over the package?
 - **Xu** → **Get back to Soban regarding the in-person Leader and Head Leader training structure.**
 - **Board Members** → **If anyone is free this Wednesday, Thursday or Saturday, please contact Rico or Hannah to help pack the Orientation kits.**
- **Lamba:** regarding the flag for Woodsworth, unfortunately, the selected vendor cannot deliver the flag until the middle of September. Hence, other vendors have been contacted to see whether a flag can be delivered within the next 10 - 12 days. An update will be provided.

14. Summer Budget Discussion → Kelash

- The primary purpose of this discussion is to ensure Board Members know how WCSA finances are being allocated and remind Portfolio how many remaining funds remain until September 30, 2023, when the next budget is due for the new academic year.

Portfolio	Budget	Spent	Expenses
President	\$3,585.00	\$1,869.13	<ul style="list-style-type: none"> ● Woodsworth Students' Association ● WCSA Summer Socials
Internal	\$2,970.00	\$37.08	<ul style="list-style-type: none"> ● Extra purchases for the WCSA office.
Finance	\$3,598.32	\$294.93	<ul style="list-style-type: none"> ● QuickBooks payments.
Social	\$1,540.00	\$440.97	<ul style="list-style-type: none"> ● Pride Parade Party ● Other social events

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*Athletics	\$7,920.00	\$2,601.55	● The Blue Jays Game Sporting event
External	\$0.00	\$0.00	N/A
*PR	\$10,554.50	\$1,657.54	● Board Merchandise
Equity	\$0.00	\$0.00	N/A
Community Outreach & Sustainability	\$4,664.00	\$12.06	● Atlist Subscriptions
Mental Health	\$0.00	\$0.00	N/A
Professional Development	\$852.50	\$0.00	N/A
Off-Campus	\$2,475.00	\$0.00	N/A
Upper Year	\$1,507.00	\$681.51	● Two Cram Jams, including snacks.
Academic Bridging	\$110.00	\$0.00	N/A
Mature	\$0.00	\$0.00	N/A
International Student	\$0.00	\$0.00	N/A

* This is a copy of the original Finance Spending Spreadsheet and solely conveys the crucial information for portfolio spending, budgeting and expenses. Please contact the Finance Portfolio if you require the original.

- *The Athletics portfolio's budget included the costs of Summer Intermurals, which were cancelled.
- *The Public Relations budget included an additional batch of merchandise.
- These numbers were last updated two days ago.
 - **Atique:** All items, such as the U-Line dolly and mailing tubes and the freezer, should be under Internal's budget. Internal's spending is short; there should be approximately \$1,000.00 more spent on the Internal Budget.
 - **Lamba:** Equity budgeted \$600.00 for the Summer term.

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- Board Members → If you would like to amend your budget, please reach out to finance over email, and a motion will take place in the following Board Meeting to do so.
- Reimbursement is the main way the spending has been tracked. There is no deadline to submit reimbursement requests. There is a form to request such, which requires proof of receipts.
- Thank you to Sareena and Julie!

15. Vice President of External Affairs Summer 2023 Budget Amendment

BIRT the WCSA Board of Directors amended the Vice President of External Affairs Summer 2023 Budget by \$250.00.

a. **Moved:** Atique

Seconded: Gao

This motion passes

16. Ad-Hoc Committee Chair Reminders → Lamba

- This is a reminder to our Chairs of Ad Hoc Committees that an email was sent out regarding guidelines for chairing your Committees. Please look over that email since we are seeking more in-person engagement, beginning a new year and are about to publicize the Ad Hoc Committee sign-up.
 - **Ad Hoc Committee Chairs** → Please meet with your committee members by the end of August, but if you are unable to hold a Zoom meeting, please send an email to them outlining the criteria of the committee, what is planned and expectations from members for the Fall term.
- As chairs, you are the bridge between WCSA and other students, as non-WCSA students become involved in these committees.
 - **Board Members** → Please join an Ad Hoc Committee if you have not done so already.
 - **Giavedoni:** How many Ad Hoc Committees are we required to join?
 - **Atique:** Board Members are required to join one Ad Hoc Committee.
 - **Kelash:** Do all directors have to plan a minimum of one event to receive CCR?
- Yes, you must plan one event and attend two events that are not your own to receive CCR.

17. Locker Discussion → Atique

- Pre-COVID, Woodsworth offered locker services, which are located by the bathrooms. Due to construction, many of the lockers seem to have disappeared.
- Upon discussion with Principal Chin, we want to bring this locker service back to the community because it is quite the commodity on campus.

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- Initially, the presidential thought was to place the lockers in the Commuter's Lounge. However, the Executive team brought up some great points regarding the need for a space to hold events since Water's Lounge is heavily booked and Kruger Hall will be under construction.
- Principal Chin does not know who the lockers in the basement belong to. However, they likely do not belong to WCSA since there is no contract in previous Internal contracts.
 - **Board Members** → Please let Soban know if you have any ideas for substitutions or alternatives or general thoughts about lockers.
- Everything from the west wing of the building, from the Second Cup area to the elevator, including the Writing Center, will be closed for construction. Everything before the Director's Lounge will be preserved, including the classrooms and WCSA's space.
- We cannot place the lockers in residence or Rotman because then the lockers abide by their rules rather than merely the rules outlined in the WCSA's locker contracts.

18. Other Business

Academic Bridging Orientation

- **Woo:** In discussion with Bruno from the Academic Bridging Office, within the next month, an announcement will be made regarding when the visits to the academic bridging classrooms will take place if you would like to come along to the classrooms to promote WCSA. He also requested to announce that there is a designated Academic Bridging Orientation on [September 8, 2023, from 2 PM - 4 PM](#) in Kruger Hall, with an open house from 3 - 4 PM where individuals can mingle.
 - Woo → send an email to the Board to request who will attend the Academic Bridging Orientation to represent WCSA.
- **O'Connor:** I will be in attendance for this orientation and speaking at the event. A few WCSA representatives will be present, too, if others would like to join.

19. Adjournment: 11:07 AM

a. **Moved:** Atique

Seconded: Kelash

This motion passes

BOARD REPORTS:

Soban Atique, President

Hi Wolfpack! The following tasks were completed by the President's portfolio for the month of August: Attended CCAC meeting with UTSU. Connected with Lassman Studios regarding November grad pictures - cancelled due to lack of sign ups. Coordinated another composite pick-up date for August. Helped make/posted office hours graphics. Held office hours. Signed contracts for Orientation. Facilitated leader training for orientation. Responded to leader inquiries. Attended meeting with UTSU regarding Tri-Campus parade. Forwarded Summer Abroad Working Group invitation to team. Spoke with Principal's Office regarding elevator at Woodsworth - en route to be fixed ASAP. Met with Principal of Woodsworth regarding focuses of the year, notably the creation of a multi-faith space and bringing back lockers. Oversaw termination for orientation committee member. Connected with WiNC President, VP Finance, and VP External regarding contentions with reimbursements. Supported Dean's Office through providing griddles for their event. Attended meeting with Dean's Office. Supported Upper Year Directors in planning of Cram Jam + dodgeball tournament. Contacted alumni team to forward email regarding composite pick up. Connected with Alumni Association at Woodsworth. Received mailing tubes + dolly for composite distribution. Got estimates regarding composite deliveries - will send out ASAP. Attended orientation meetings. Attended executive meetings. Held feedback meetings with executive team. Attended Blue Jay's event to support VP Athletics. Oversaw leader manual. Gave feedback for orientation handbook. Drafted fun facts sheet for orientation tour. Responded to inquiries regarding November grad pictures. Responded to invitations for various Woodsworth and UofT events. Attended flamethrower meeting/oversaw logistics package for orientation. Received additional composites for previous years. Prepared WCSA jeopardy for board meeting "social." If you have any questions or concerns, please feel free to email me at president@mywcsa.com.

Mehak Lamba, Vice President of Internal Affairs

Hello hello Woodsworth! This past month as V.P. Internal I've spoken with the mental health director about her upcoming event and giving suggestions on planning it out. I reached out to Equity regarding their drag brunch. I attended the second leader training for head leaders and leaders for orientation. I've created photographer contracts for orientation and looked over block party contracts and adjusted them as well. I met with the secretary for a feedback meeting and introduced a new summary style for transcribing minutes. I've also met with the chair of the board for a feedback meeting and went over Robert's Rules as well as tips for chairing board meetings and analyzing board packages. I ordered mailing tubes for our graduate composites and a dolly for easy transport of goods. I've looked into

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custom flags for WCSA and will be sending out a quote with our logo design. I've approved events and helped directors with the planning of their events. I spoke with our Mature Students' Director about striking a Mature Students' Ad-Hoc Committee. I've met with our Part Time Students' Director for a check-in meeting. I've been a part of the voting board for our Off-Campus Director's photography event. I've forwarded contracts to be signed by the signing authorities. I've sent out emails regarding the Events Approval and Board Reports forms along with reminders. I've sent out details pertaining to the August Board Meeting. I've looked into and found first aid kits and supplies for orientation and for WCSA use in general. And finally, I've attended weekly OMC meetings and answered any questions the OCs had. Thank you, Woodsworth!

Julie Souchet, Vice President of Finance

During the month of August, I have coordinated and picked up WCSA's summer student fees from the university's Registrar Office. I went to the bank to order more cheques and discussed the possibility of opening a cashable GIC for WCSA. I signed contracts and reimbursement cheques and resent cheques for VOIP as they were returned to us. I have also been dealing with reimbursement issues with Woodsworth Inclusive dating from last year and miscommunications about the summer budget. I had meetings with my associate regarding logging cheques into Quickbooks and updating the budget sheet to reflect expenses from this summer. I attended weekly OMC meetings as well as a Flamethrower meeting. Lastly, I have also been reviewing and approving events throughout the month.

Jessica Wang, Vice President of Public Relations

During this month I made posts for Blue Jays games, Office hours, Cram Jam and the Photochallenge in collaboration with Woodsworth Mentorship program. I also helped design and post resume tip thursdays. Filmed and edited reels for Blue Jays game garnering more attention to the event itself. Assigned tasks to both PR directors including prepping templates for Red Party and making templates for the Summer Exec Summary.

- Making PR requests
- Office Hours Posts
- BlueJays Game Promo
- Photo Challenge

Faria Jahan, Vice President of Social Affairs

- mostly working on orientation related items including purchasing of items for WCSA Wednesday as part of the orientation
- meet with Alessandro and Harshita to discuss WCSA Wednesday logistics

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- organize flamethrower meetings and chair the meetings -attend OEC and OMC meetings

Michael Nebesny, Vice President of External Affairs

No report submitted.

Nadia Persaud, Vice President of Athletic Affairs

Hi Wolfpack! During the month of August, the athletics portfolio did a lot! We hosted a baseball game event where we took students to see a Jays game against the Chicago Cubs, and assisted other portfolios with such tasks as composite distribution and orientation preparation. The intramural season will begin in a week or two, so we are also preparing for that! We hope to see everyone come out this year and compete!

Reco Xu and Hannah Yin, Orientation Coordinators

Hi all, here's a quick update on August's progress as Orientation Coordinators.

- Ticket sales are growing, with 453 sold (per August 21). We've secured Varsity Stadium for block party, which was a pretty big deal for us! Hannah and I have been running a lot of errands as we prepare for September.
- A successful Costco haul stocked us with snacks and refreshments for the program.
- 2 flamethrower meetings with OMC refined the logistics package and all orientation events are finalized.
- Challenges this month include boosting ticket sales and integral staff unavailability

Farida Kayed, Chair of the Board

Hey everyone, as I am getting used to Robert's rules I had a meeting with our VP internal to practice for our next meetings, I am proud to say that it went pretty well!

Julia De Nicola, Secretary of the Board

Hi Wolfpack! This month, I met with the Vice President of Internal Affairs to discuss critical components of my role, such as clarifications surrounding deadlines and accuracy. She also introduced a new transcription style - summary style - to increase flow and professionalism to ensure the minutes are prepared for publication on the website to promote transparency. In passing, I also confirmed with the President that this style is preferred for all meeting minutes. Further, I transcribed the Executive Meetings that occurred this July in this new format and had the minutes approved by the President and the Vice President of Internal Affairs to continue using this method for future meeting minutes, including the July Board of Directors meeting. Then, I updated the July Board Package to reflect the

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new minutes. I also updated the Absence Declaration and Board Report Trackers, with board reports being received late primarily from Executive Members and reoccurring non-active Directors, with tardiness decreasing in this regard from Directors, more generally. I also continue to add all Board Reports to the August Board Meeting Package as they come in. I also emailed those who have yet to submit their report the afternoon following the Board Report deadline. Lastly, I have almost completed the Board Report for August 2023, pending some Board Reports and Agenda Items, with the July 2023 Board of Directors meeting pending approval. Due to my being out of town from August 24th - August 27th for a wedding, the Executive Meeting minutes will be approved in the next Board Meeting and added to the August Board Package upon completion. If you have any questions or concerns, please feel free to contact me at secretary@mywcsa.com.

Harmanpreet Pahwa, Professional Development Director

Hi everyone! This month the portfolio has kept with its Resume Tip Thursday posts. Furthermore, I met up with Carolyn Peralta, and we are planning a speed networking event with our alumni from Woodsworth. Planning is going well, and we will be meeting soon to decide all specifics so that our post and advertising for the greater scale event can be done as soon as possible. Furthermore, a LinkedIn series is being planned for the near future via our social media platforms!

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

This month, we were very hard at work getting a number of events and initiatives planned out and executed. After several meetings, we were able to plan and begin to execute our Summer Photo Challenge in tandem with the Mentorship team. Some work that went into planning this was: scheduling bi-weekly meetings to plan the logistics, submitting the event approval form, creating a comprehensive document for the event plan, reaching out to the mentorship team, creating submission and voting forms, and creating the voting board. As well, we've been in contact with the Orientation team, detailing how we plan on assisting them with WCSA Wednesday. We've had a meeting on the plan, and are going to be delegating tasks and buying supplies closer to the date.

Paul Lifotra, Associate Director of External Affairs

This month has been a quiet one as we prepare for Woodsworth Orientation 2023. One of the few things I worked on was the reinstatement of the Individual Initiative Grant for summer 2022. There was an issue with the delivery of the cheque to the recipient. Contacted VP Finance to cancel the original cheque and issue another one. Also been looking at an ongoing development with one of the WCSA-affiliated clubs in regards to a financial matter. Efforts are currently being made to de-escalate

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and reach reconciliation between both sides. Other than that, there are no active projects going on in the external portfolio at present. I anticipate the September board report will be full of updates and progress.

Isabella Gouthro and Jane Lee, Associates of Public Relations

Hiiii. For this month we helped our lovely VP PR Jessica, with the weekly photo challenges. We created posters on Canva and we are brainstorming ideas for our future events. We also are planning to make exec summary templates to post on Instagram soon!

Noah Cazabon, Community Outreach and Sustainability Director

This month I've continued talks with the representative from BikeShare Toronto, and their admin has delayed the process a bit, but I'm hoping to get the passes out in early September! I've also initiated talks with Trin Food Labs, Innis Sustainability, and DigIn about the potential of starting a community garden at Woodsworth! I'm also finishing up a resource guide for sustainable and affordable tips while on campus. I'm also working on having a naloxone training workshop in early September! Talking to St. John's Ambulance about facilitating it.

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 keep budget-based discussions an agenda item in this board meeting to keep everyone informed about how WCSA finances are allocated and spent and to gently remind all portfolio handlers of their remaining amounts. If you have any questions, please contact me at associate.finance@mywcsa.com. Thanks

Jaimee Yu, Mental Health Director

I have been planning a Mental Health resource Instagram post for the WCSA Instagram and looking into possible workshops for the upcoming School year.

Claire Gao, Associate of Social Affairs

- Attending orientation flamethrower meetings and providing insights to logistical comments
- Making a Costco trip with the orientation team in preparation for WCSA Wednesday (for orientation)

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- Meeting up with VP Social to plan for WCSA Wednesday
- Helping out with the orientation team when needed

MaryJo O'Connor, Academic Bridging Students' Director

This month I've been in communication with the Mature Students' Director and the head of Bridging regarding potential classroom visits and regarding attending the ABP Orientation. I've also answered questions for an Academic Bridging testimonial in hopes of promoting the program and bringing more students in. I will be emailing the Director of Access Programs in hopes of collaborating on a welcome event for Bridging students as I will be working at Woodsworth as the Access and Transitions Program Assistant starting in September.

Heather Woo, Mature Student Director

Not much update as summer winds down; I've been emailing back and forth with bridging to set up our annual class visits, and have discussed campus tours as well toward the end of the school year. I am attending the Bridging orientation in September. I am setting up a mature student committee in order to engage the incoming (and former) bridging classes but that is to be discussed at the board meeting... otherwise we wait for school to start!

Harshit Jain and Paul Gweon, Upper Year Students' Directors

Arranged a successful Cram Jam Postponed Dodgeball to first week of September (event space co-ordination ghosted us). Gathered dodgeballs for the dodgeball event.

Luca Giavedoni, Associate Director of Athletic Affairs

No report submitted.

Lea Jiang and Sarah Varughese, Equity Commissioners

We met a few times to organize drag brunch. We approved several events.