



Board of Directors Meeting Minutes

Date	March 29, 2020.
Time	3:00 PM
Location	Zoom Online Meeting Platform
Present	Crystal Witter (Chair), Rami Zokari (Vice-Chair), Azhar Rahman, Daphne Klajman, Joshua Lafond, Rhea Nankani, , Adam Snow, Jason Yi, Henry Peng
Resource	Alison Horton (Board Secretary)
Guests	Bryn De Chastelain (Incoming President), Mary Navas (President and CEO of SMUSA), Denis Amirault (SMUSA Marketing and Communications officer)

1. The meeting was called to order at 3:01 PM, and a land acknowledgement was made.
2. At 3:02 PM, Ms. Witter asked if there were any conflict of interest declarations to both the Board of Directors and the audience in the room. There were no conflict of interest declarations.
3. Ms. Witter asked the Board for approval of the consent agenda as presented. Mr. Snow motioned to approve the consent agenda, seconded by Mr. Yi. *Motion carried.*
4. At 3:03 PM, Ms. Navas, President and CEO of SMUSA, gave the following Presidents Report; (See Appendix One)
5. At 3:24 PM, Ms, Witter, Chair of the Board of Directors, gave the following Chief Governance Report;

Signature: _____
Chair

Crystal Witter, Board



1. The Senate Representatives from the Board of Directors have been attending the senate meetings in order to advocate on the behalf of students.
 2. The society handbook has been completely revised along with all society policies. This was to ensure that policies reflect the current practices of the association and that policies were aligned with the handbook.
 3. The translation of policies to plain english is still in process and the Board is hoping to have this completed at the end of the academic year. After hearing recommendations, one copy of all the policies will be merged and another copy will be separated on the SMUSA website to provide easier access for students.
 4. One goal this year is to engage students in the process of working on policy documents. A virtual 30 minute testing period on the plain english policies will be held for students. Invitations will be sent out for those to participate.
 5. The Board has been working on the conflict resolution policy. They are in the first draft stage and have been working with the university's Conflict Resolution Advisor. The aim of this policy is to improve clarification and direction when dealing with conflicts as they arise. The goal is to have this completed by the end of they year, but if not possible then it will be recommended to next years Board.
6. Committee Reports
- a) At 3:30 PM, Mr. Rahman, Chair of the Finance Committee, gave the following Finance Committee report;
 1. The committee has discussed strategies and plans for next years committee. These include establishing time lines for duties and policies that could potentially be implemented next year.
 2. Mr. Rahman will be in touch with Ms. Navas regarding the final variance analysis.

Signature: _____
Chair

Crystal Witter, Board


b) At 3:31 PM, Mr. Yi, Chair of the Elections Committee, gave the following Elections Committee report;

1. The committee has been reviewing the report from this years election and discussing ways for improvement. The committee has come to an agreement on changes to wages for future CRO and DRO'S. The proposed change is to increase the CRO wage to \$1400 and DRO wage to \$1150.
2. The committee will be creating an elections handbook which will hopefully be done by the end of academic year.

c) At 3:34 PM, Mr. Peng, Chair of the Society Committee, gave the following Society Committee report;

1. The Society Committee has been reviewing and changing the policies of the Society Handbook.
2. The Society Handbook is now called the Society Governance Handbook.
3. There is now a clear definition of the ratification process.
4. Societies are now in one of three categories: Academic, non academic, and levy societies.
5. Societies may not save more than \$2500 in special events funding throughout the academic year.
6. The society summit will be held the third Friday of each semester.

d) At 3:38 PM, Mr. Snow, Chair of the HR and Governance Committee, gave the following HR and Governance Committee report;

1. The committee discussed the implementation of a policy regarding the General Manager and updating the job position. 

7. Other Business and Discussions

1. Ms. Navas discussed the optional pass/fail system for students. SMUSA will be bringing the recommendation forward to university of an optional pass/fail grade.

Signature: _____
Chair

Crystal Witter, Board



8. Motions

1. Mr. Yi motioned to approve the wage adjustment for the positions of CRO and DRO, seconded by Mr. Peng. *Motion Carried.*
 2. Mr. Snow motioned to amend Elections Policy 8.1 so that "Polling Clerks shall be interviewed and hired by the DRO for a maximum of two (2) shifts on voting days paid at current Nova Scotia minimum wage," seconded by Mr. Zokari. *Motion carried.*
 3. Mr. Snow motioned to remove Elections Policy 12.1.12, which states that "Candidates using the University's Print Centre must produce a receipt for the CRO," seconded by Mr. Yi. *Motion carried.*
 4. Mr Snow motioned to removed 4.2.7 under the Board Code of Conduct, stating that "Board members may not run for, apply for, or take on any executive or leadership roles within the Association in the same fiscal year that they served as Board members," seconded by Mr. Zokari. *Motion carried.*
9. The next meeting will be April 26th, 2020.
10. Mr. Snow motioned that the Board go in camera at 4:28 PM, seconded by Mr. Rahman. *Motion carried.*
11. Mr. Lafond motioned to adjourn the meeting at 4:29 PM, seconded by Mr. Yi. *Motion carried.*

Signature: _____
Chair

Crystal Witter, Board

Appendix One



SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION

SMUSA Board of Directors Report
SMUSA President's Report – Mary Navas
March 29, 2020

Internal Affairs

- **Welcome Weeks 2020 - Pack Leaders Hiring**
- **Food Services Contract Negotiation**
- **Residence Town Hall – February 28th**
- **Food Room Grand Re-Opening**
- **COVID19- SMUSA Response**
 - SMUSA started working remotely as of Tuesday, March 17th
 - SMUSA Covid19 web page: smusa.ca/covid19
 - Frequently Asked Questions (FAQs): Academics, Campus & Residence, Symptoms & Treatment, Preventative measures & Staying Healthy, Employment & Financial Assistance, Travelling & Studying Abroad, Services Available
 - Opportunity for students to keep asking us questions daily
 - SMUSA Events and Student Societies Events cancelled as of Tuesday, March 17th
 - SMUSA programming initiatives online:
 - Wellness Videos
 - Staying Productive & Healthy: Easy ways to stay productive and healthy while physically distancing and learning from home.
 - SMUSA stay at home challenge
 - Charter Day online, April 4th
 - Meetings with University Senate Executive
 - Daily meetings with University Officials
 - Live SMUSA Town Hall - Facebook, March 27th
 - COVID19 Need Based Grants for Students

External Affairs

MOU Roundtable with CONSUP – March 5th

Six-month grace period Student Loans – Provincially and Federally



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Events attended on behalf SMUSA:

International Women's Day
Commerce Business Dinner
Student Leadership Recognition Awards