

# University of Toronto Students' Union

Local 98, Canadian Federation of Students

## Board of Directors Package #7

Tuesday, October 30, 2012  
UTM

## RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker?	Must You be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item....	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read....	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

## Board of Directors, University of Toronto Students' Union

LAST NAME	FIRST NAME	CONSTITUENCY or POSITION	
<input type="checkbox"/>	Ackbarali	Fazia	Woodsworth College
<input type="checkbox"/>	Arif	Nabil	University of Toronto Mississauga
<input type="checkbox"/>	Baig	Noor	Vice-President Equity
<input type="checkbox"/>	Bello	Ali Mustafa	New College
<input type="checkbox"/>	Bollo-Kamara	Yolen	Vice-President Campus Life
<input type="checkbox"/>	Brown	Cullen	St. Michael's College
<input type="checkbox"/>	Chester	Laurel	New College
<input type="checkbox"/>	Choksi	Madiha	St. Michael's College
<input type="checkbox"/>	Cudjoe	Abigail	Vice-President External
<input type="checkbox"/>	Delwar	Mo	Faculty of Engineering
<input type="checkbox"/>	Ding	Jonathan	Faculty of Medicine
<input type="checkbox"/>	Easterbrook	Gregory	Faculty of Kinesiology & Physical Education
<input type="checkbox"/>	Emadi	Yasmeen	Woodsworth College
<input type="checkbox"/>	Farah	Farhia	University College
<input type="checkbox"/>	Galipoli	Alessia	Faculty of Nursing
<input type="checkbox"/>	Gamponia	Stephanie	Faculty of Music
<input type="checkbox"/>	Gobert	Shak	Victoria College
<input type="checkbox"/>	Guo	Grace	UTMSU Representative
<input type="checkbox"/>	Hassan	Dania	University of Toronto Mississauga
<input type="checkbox"/>	Havili	Hassan	University of Toronto Mississauga
<input type="checkbox"/>	He	Chen	University of Toronto Mississauga
<input type="checkbox"/>	Khan	Khalid	New College
<input type="checkbox"/>	Kurusamy	Gowthaman	Victoria College
<input type="checkbox"/>	Levy	Mark	University of Toronto Mississauga
<input type="checkbox"/>	Lomax	Virginia	University College
<input type="checkbox"/>	Lunianga	Kevin	Arts & Science At-Large
<input type="checkbox"/>	Mathur	Sanchit	Faculty of Engineering
<input type="checkbox"/>	Mezengwe	Brine	Transitional Year Program
<input type="checkbox"/>	Mitchell	Calvin	Trinity College
<input type="checkbox"/>	Pardhan	Fatema	Woodsworth College
<input type="checkbox"/>	Pecoskie-Schweir	Kassandra	University of Toronto Mississauga
<input type="checkbox"/>	Phan	Helen	Professional Faculty At-Large
<input type="checkbox"/>	Qu	Kathleen	St. Michael's College
<input type="checkbox"/>	Roxas	Mark	Ontario Institute for Studies in Education
<input type="checkbox"/>	Saafan	Ro'a	University of Toronto Mississauga
<input type="checkbox"/>	Sajjad	Munib	Vice-President University Affairs
<input type="checkbox"/>	Scott	Corey	Vice-President Internal and Services
<input type="checkbox"/>	Seto	Seann	Faculty of Pharmacy
<input type="checkbox"/>	Shepherd	Shaun	President
<input type="checkbox"/>	So	Agnes (Wing Yan)	Innis College
<input type="checkbox"/>	Staibano	Anthony	Faculty of Dentistry
<input type="checkbox"/>	Ulaganathan	Nimalan	Arts & Science At-Large
<input type="checkbox"/>	Unnithan	Vijay	Professional Faculty At-Large
<input type="checkbox"/>	Zhang	Will (Wenhao)	Faculty of Engineering

**NB: Vacant seats and non-voting members are not listed.**

**Last updated:2012-04-27**

## **NCA Credo for Ethical Communication**

*Approved by the NCA Legislative Council in 1999*

Questions of right and wrong arise whenever people communicate. Ethical communication is fundamental to responsible thinking, decision making, and the development of relationships and communities within and across contexts, cultures, channels, and media. Moreover, ethical communication enhances human worth and dignity by fostering truthfulness, fairness, responsibility, personal integrity, and respect for self and others. We believe that unethical communication threatens the quality of all communication and consequently the well-being of individuals and the society in which we live. Therefore we, the members of the National Communication Association, endorse and are committed to practicing the following principles of ethical communication:

- We advocate truthfulness, accuracy, honesty, and reason as essential to the integrity of communication.
- We endorse freedom of expression, diversity of perspective, and tolerance of dissent to achieve the informed and responsible decision making fundamental to a civil society.
- We strive to understand and respect other communicators before evaluating and responding to their messages.
- We promote access to communication resources and opportunities as necessary to fulfill human potential and contribute to the well-being of families, communities, and society.
- We promote communication climates of caring and mutual understanding that respect the unique needs and characteristics of individual communicators.
- We condemn communication that degrades individuals and humanity through distortion, intimidation, coercion, and violence, and through the expression of intolerance and hatred.
- We are committed to the courageous expression of personal convictions in pursuit of fairness and justice.
- We advocate sharing information, opinions, and feelings when facing significant choices while also respecting privacy and confidentiality.
- We accept responsibility for the short- and long-term consequences for our own communication and expect the same of others.

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Source: <http://www.natcom.org/policies/External/EthicalComm.htm> (1/19/2005 8:24:42 PM)

# AGENDA

Board of Directors Meeting #7 of the University of Toronto Students' Union  
Tuesday, October 30, 2012 | 6:00 pm | UTM

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1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

MOTION Moved: Scott Seconded:

Be it resolved that the agenda for the October 30, 2012 UTSU Board of Directors meeting be approved as presented.

3. EXECUTIVE REPORTS

MOTION Moved: Shepherd Seconded:

Be it resolved that the UTSU Board of Directors approve the Executive Report as presented at the October 2012 Board meeting.

4. APPROVAL OF MINUTES

MOTION Moved: Scott Seconded:

Be it resolved that the October 30, 2012 minutes package including the following documents be approved by the UTSU Board of Directors:

- i. Board of Director Minutes (09.27.2012)
- ii. Executive Committee Minutes (09.28.2012, 10.01.2012, 10.09.2012)
- iii. Campus Life Commission Minutes (10.22.2012)
- iv. Community Action Commission Minutes (09.26.2012)
- v. Social Justice and Equity Commission Minutes (09.17.2012, 10.10.2012)
- vi. Sustainability Commission Minutes (09.24.2012)
- vii. Budget Committee Minutes (10.05.2012)
- viii. Clubs Committee Minutes (10.24.2012, 10.26.2012)
- ix. Organizational Development and Services Minutes (10.12.2012)
- x. Policy and Procedures Committee Minutes (10.04.2012, 10.19.2012)
- xi. World University Service Committee (10.11.2012)

5. RECEIPT OF AUDITED FINANCIAL STATEMENTS

MOTION Moved: Scott Seconded:

Be it resolved that the audited financial statements for the 2011-2012 fiscal year be received by the Board of Directors.

6. BY-ELECTIONS 2012 REPORT

MOTION Moved: Scott Seconded:

Be it resolved that the By-Elections 2012 Report be approved as presented.

## AGENDA

Board of Directors Meeting #7 of the University of Toronto Students' Union  
Tuesday, October 30, 2012 | 6:00 pm | UTM

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### 7. ORIENTATION 2012 REPORT

MOTION Moved: Bollo-Kamara Seconded:

Be it resolved that the Orientation 2012 Report be approved as presented.

### 8. ANNUAL GENERAL MEETING

MOTION Moved: Scott Seconded:

Be it resolved that the Annual General Meeting be held on Thursday, November 15, 2012.

### 9. STRIKING OF AD HOC COMMITTEES

MOTION Moved: Sajjad Seconded:

Be it resolved that the U.T.S.U. Board of Directors strike an ad hoc open committee on UofT Wireless Access with an open membership.

MOTION Moved: Bollo-Kamara Seconded:

Be it resolved that the U.T.S.U. Board of Directors strike an ad hoc open committee for the UofT History/Spirit Week Planning Committee with an open membership.

MOTION Moved: Bollo-Kamara Seconded:

Be it resolved that the U.T.S.U. Board of Directors strike an ad hoc open committee for the Unity Ball Planning Committee with an open membership.

MOTION Moved: Baig Seconded:

Be it resolved that the U.T.S.U. Board of Directors strike an ad hoc open committee on the Sustainability Audit with an open membership.

### 10. SMC UPDATE

### 11. FYI - NEXT BOARD OF DIRECTORS' MEETING

### 12. OTHER BUSINESS

### 13. ADJOURNMENT

Minutes of the  
Board of Directors  
Thursday, September 27,  
2012  
6:30pm  
OISE 5260

# MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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## IN ATTENDANCE

Fazia Ackbarali, Woodsworth College  
Nabil Arif, University of Toronto Mississauga  
Noor Baig, Vice-President Equity  
Ali Mustafa Bello, New College  
Yolen Bollo-Kamara, Vice-President  
Campus Life  
Abigail Cudjoe, Vice-President External  
Gregory Easterbrook, Faculty of Kinesiology  
& Physical Education  
Yasmeen Emadi, Woodsworth College  
Farhia Farah, University College  
Grace Guo, UTMSU Representative  
Dania Hassan, University of Toronto  
Mississauga  
Chen He, University of Toronto Mississauga  
Khalid Khan, New College  
Virginia Lomax, University College  
Sanchit Mathur, Faculty of Engineering  
Brine Mezengwe, Transitional Year Program  
Kassandra Pecoskie-Schweir, University of  
Toronto Mississauga  
Helen Phan, Professional Faculty At-Large  
Kathleen Qu, St. Michael's College  
Mark Roxas, Ontario Institute for Studies in  
Education  
Munib Sajjad, Vice-President University  
Affairs  
Corey Scott, Vice-President Internal &  
Services  
Seann Seto, Faculty of Pharmacy  
Shaun Shepherd, President  
Agnes So, Innis College

Anthony Staibano, Faculty of Dentistry  
Nimalan Ulaganathan, Arts & Science At-  
Large  
Vijay Unnithan, Professional Faculty At-  
Large  
Will Zhang, Faculty of Engineering

## PROXY

Cullen Brown, St. Michael's College to  
Kathleen Qu, Seconded to Madiha Choksi  
Laurel Chester, New College to Ali Mustafa  
Bello, Seconded to Shaun Shepherd  
Madiha Choksi, St. Michael's College to  
Kathleen Qu, Seconded to Cullen Brown  
Farhia Farah, University College to Virginia  
Lomax  
Alessia Gallipoli, Faculty of Nursing to Corey  
Scott, Seconded to Anthony Staibano  
Stephanie Gamponia, Faculty of Music to  
Corey Scott, Seconded to Abigail Cudjoe  
Shak Gobert, Victoria College to Yolen  
Bollo-Kamara, Seconded to Abigail Cudjoe  
Hassan Havili, University of Toronto  
Mississauga to Grace Guo  
Gowthaman Kurusamy, Victoria College to  
Noor Baig, Seconded to Shaun Shepherd  
Kevin Lunianga, Arts & Science At-Large to  
Brine Mezengwe, Seconded to Kathleen Qu  
Fatema Pardhan, Woodsworth College to  
Corey Scott  
Ro'a Saafan, University of Toronto  
Mississauga to Grace Guo

### 1. CALL TO ORDER

The meeting is called to order at 6:40pm.

### 2. APPROVAL OF THE AGENDA

MOTION

Moved: Qu

Seconded: Lomax

Be it resolved that the agenda for the September 27, 2012 UTSU Board of Directors meeting be approved as presented.

CARRIED

### 3. EXECUTIVE REPORTS

MOTION

Moved: Emadi

Seconded: Phan



## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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Be it resolved that the UTSU Board of Directors approve the Executive Report as presented at the September 2012 Board meeting.

### DISCUSSION

Shepherd provides an overview of the report. He states that the Union has been invited to join the Access Copyright Hiring Committee. He explains the Presidential Search Committee, and states that the UTSU was able to provide input at the meeting on Thursday, September 27<sup>th</sup>.

Baig provides an overview of the No Means No campaign and states that there are new postcards available. She states that the Equity Commission has launched the Say What You Mean campaign to fight oppressive language on campus and circulates copies of the campaign posters.

Shepherd provides an overview of the Accessibility Tour on campus. He states that the executive committee provided information on services and campaigns, and that the feedback was positive.

Sajjad provides updates on the Task Force on Food Services. He states that the UTSU had a productive meeting with Campus Food Services, and that they offered to provide volunteers for the UTSU Food and Clothing Bank. He states that materials have been created for Access Copyright, and that the ancillary fee report will address both category five and six ancillary fees, as well as Access Copyright. He states that the University continues to refuse to provide Work Study positions to campus organizations. He states that he and Scott attended a Ministry of Training, Colleges and Universities roundtable, and that the meeting was very unproductive, as Glen Murray, the Minister of Training, Colleges and Universities took up most of the space and discussion time that was intended for students. He states that the UTSU held a successful town hall on September 25<sup>th</sup>, and provides an overview of attendees and panelists. He provides information on why the Minister did not attend, stating that past precedent showed that the Minister did not allow for student discussion, and that while we wanted to include the Minister in our discussion, we did not want him to dominate the conversation. He states that the submission paper will be submitted on September 30<sup>th</sup>. He provides updates on the NDP Researcher meeting, including discussions around increasing tuition fees, and flat-fees. He states that the UTSU looks forward to conversations with all political parties regarding student issues.

Shepherd provides an update on membership outreach. He states that there are sign up sheets available for Directors to join in outreach strategies. He provides an update on the tri-campus meeting. He states that issues discussed included building tri-campus unity, commission priorities, and ways to build bridges throughout the year.

Bollo-Kamara provides an update on the CIUT Board of Directors meeting. She provides an update on Levy Group training.

Shepherd provides an update on media requests, and states that we are working with campus media to ensure that the UTSU is well-known throughout our campus.

Scott provides an update on commission meetings. He states that committees were not able to meet in September, but that a committee schedule has been set, and encourages Directors to check the schedule so that we can move forward with committee meetings. He encourages Directors to let their constituents know about the commission meetings as well.

## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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Cudjoe provides an update on disOrientation. She states that the keynote speaker was great, and that all events were well attended.

Scott states that the UTSU will be attending an Activists' Assembly on October 12<sup>th</sup> and 13<sup>th</sup>. He states that the Assembly is similar to Skills, and provides an overview of the assembly's agenda. He encourages Directors to attend and to invite their constituents. He states that the registration deadline is Friday, September 28<sup>th</sup>.

Baig provides an overview of the upcoming eXpression Against Oppression (XAO) events. She states that all events are in collaboration with other campus groups.

Bollo-Kamara provides updates on the I <3 The Blues campaign. She states that we are working with PHEUA to continue the campaign and promote campus athletics. She provides an update on the Oohlala game, and encourages Directors to remind their constituents to get involved in the game.

Baig provides an update on the AIDS Walk for Life, including the lunch on the UTSU lawn. She states that the Canadian Foundation for AIDS Research joined the UTSU contingent in the Walk. She states that many groups participated in fundraising. She provides an update on the planning committee for the December 6<sup>th</sup> Memorial. She states that it is a collaborative effort that includes many campus groups. She provides an update on the Great Barrier Hunt, and encourages Directors to get involved.

*Arif, Guo, Hassan, He, Pecoskie-Schweir and Ulaganathan enter the meeting at 7:07pm.*

Bollo-Kamara provides an update on the Sustainability Commission's Meatless Monday campaign and states that there will be a vegan barbecue on Monday, October 15<sup>th</sup> outside of the UTSU office.

Scott provides an update on the Lunch and Learns. He states that these events were a great opportunity to provide our professional faculty members with more information on the Health & Dental Plan, as well as the services and campaigns of the Union. He states that the UTSU is looking into targeting services towards Engineering students as well.

Scott provides an update on services. He states that September has been quite busy, especially for students wanting handbooks and metropasses. He states that our first bulk purchases from the CFS were delivered, and that we are looking to begin the service earlier in the year to allow more clubs to take advantage of it. He states that the Summer Mailing was sent out in early September, and that we were able to get wall calendars to hand out to students during Orientation and the Street Festival. He provides an update on the Health & Dental plan, and asks Directors to remind their constituents that they will not be able to make claims until November, when the blackout period is complete. He states that the opt-out and opt-in period both end on October 5<sup>th</sup>, and asks Directors to remind their constituents of these dates. He provides an update on the TTC post-secondary Identification cards, and states that Trans-ID Services will be on campus on October 29<sup>th</sup> to make cards. He states that Halloween Haunt tickets are now available. He states that the 2-cent print/copy service is very popular, and that the UTSU has done over 37,000 copies for the month of September. He states that the Book Bursary forms are now online. He introduces Sandra Hudson, the UTSU's new Executive Director, and encourages Directors to introduce themselves to her.

Bollo-Kamara provides an update on clubs directories and clubs training sessions. She states that approximately 150 club representatives attended the last training session, and that the UTSU will be holding another session in January. She states that the long term

## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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funding deadline is October 19<sup>th</sup>. She provides an update on the hiring of our new Clubs and Events Coordinator, Kate MacMillan. She provides an update on Orientation events, and states that we were able to speak to thousands of students, and that overall the events went very well. She discusses the problems that we had with the parade, including the safety issues around blocking and splitting up the parade. She states that the Orientation Concert was great, and very well received. She states that the Street Festival went very well, and that it shows a good possibility for the pedestrianize St. George Street campaign. She states that the Quad Party and Blue and White Spirit game were both fun events. She states that the UTSU attended the Mature Students Orientation, and thanks Ackbarali for the invitation.

Baig provides an update on the Transitional Year Program orientation, and states that it was a great opportunity to discuss campaigns and services with our TYP members. She states that Queer Orientation continues until next week, and that the UTSU has been actively involved in Queer Orientation events.

Bollo-Kamara states that the UTSU was happy to work with the Centre for International Experience on International Students' Orientation, and thanks the Directors who assisted with the tours. She states that the UTSU also attended the international students welcome barbecue.

Scott states that we were able to outreach at various division orientation days, and thanks Directors for helping out.

Cudjoe provides an update on the Semi-Annual CFS-O meeting. She states that the workshops were a highlight of the meeting, and provided a lot of information on important issues in post-secondary education, including a workshop on Access Copyright and one on the Bologna Process.

*Farah exits the meeting at 7:28 pm.*

Lomax asks if more notification can be given for commission meetings.

Baig states that most dates have been set for the rest of the semester, and so ample notification will be provided.

Zhang asks where the Lunch & Learns occurred, and when one could happen for engineers.

Scott states that the Lunch and Learns were hosted for some of the smaller faculties, and that we are working on a larger event that would be geared towards Engineers and other larger faculties.

Hassan thanks Executives and Directors who attended the UTM town hall.

Chester asks if college councils can be added to the commission listservs.

Shepherd states that he has been trying to send commission dates to the college councils, but will look into permanently adding them to the listservs.

Pecoskie-Schweir thanks the Executive Committee for their support and collaborative efforts this year.

## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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Emadi asks if there is anything that is going to happen around the impending TTC fare hike.

Shepherd provides an overview of the fare increase, and states that this initiative would be fall under the Community Action Commission's portfolio. He states that we can begin an initiative.

Qu asks how the Faith and Spiritual Leaders dinner was advertised.

Baig states that the event was hosted by the Multifaith Centre, and that the Centre advertised and hosted the event. She further states that the Multifaith Centre invited the UTSU to attend and speak at the event.

Qu asks for details on the CIUT collaborations.

Bollo-Kamara states that they collaborated for clubs day, and they had discussed collaborating on their upcoming programming.

CARRIED

### 4. APPROVAL OF MINUTES

MOTION

Moved: Hassan

Seconded: Chester

Be it resolved that the September 27, 2012 minutes package including the following documents be approved by the UTSU Board of Directors:

- a. Board of Directors (2012-2013), *August 13*
- b. Executive Committee, *August 22, August 27*
- c. Academic & Student Rights Commission, *August 29*
- d. Sustainability Commission, *August 20*
- e. Campus Life Commission, *August 22*
- f. Community Action Commission, *August 21*
- g. Social Justice & Equity Commission, *September 17*
- h. Professional Faculties Committee, *August 28*

CARRIED

### 5. ST. MICHAEL'S COLLEGE UPDATE

DISCUSSION

Qu states that Directors held a UTSU 101 at Brennan Hall on Wednesday, September 26<sup>th</sup>, to bring information on the UTSU services to St. Michael's College students. She states that the event went well, that Dan Gillespie, the UTSU Health & Dental Coordinator attended to discuss the Health & Dental plan, and that there was a lot of positive feedback. She states that St. Michael's intends to hold another event like this one in the second semester.

Qu states that St. Michael's College does not have bottled water taps, and while they support the campaign, they were wondering if any there are other ways to be

## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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involved, or ways in which the College can push the University to build public water infrastructure in St. Michael's College.

Sajjad states that the Sustainability Commission intends on doing a public water audit, and encourages interested Directors to get involved in the commission.

Qu asks if there is funding specifically for this infrastructure and who operates the budget.

Sajjad states this issue is being addressed in his next meeting with President Naylor.

Scott provides a background on the Bottled Water-Free campaign. He states that the University decided to be ahead of the game, and instead of phasing out bottled water, they eliminated it immediately without building infrastructure on campus to ensure access to public water sources. He states that meetings continue to happen to discuss building public water infrastructure. He states that we will bring it up with the Office of Student Life in our next meeting.

Qu asks if access to water is under the UTSU's scope.

Scott explains how the agreements process works, and states that there is another level of governance that we need to go through.

Lomax states that we cover this issue in the Sustainability Commission. She states that University College only has one water fountain in the building, and that it is in ill repair.

Shepherd states that seeing as there is a lot of interest, Directors should attend the Sustainability Commission meeting to discuss how to go about this campaign. He states that capital purchases happen at Governing Council.

Ben Coleman (guest) states that we have a say on what Vic does with their operation money.

Bollo-Kamara thanks Qu for bringing this issue to our attention, and states that there are a lot of problems with public water on campus.

Sajjad asks for more information on the St. Michael's Writing Centre's hours being cut.

Qu states that there was an issue with funding. She states that SMCSU doesn't have a say over this, and that there is miscommunication between SMCSU and the larger St. Michael's College body.

Chester states that the Writing Centre issue came up at the SGRT, and that there are fewer hours being devoted to the writing section, and that services are being divided.

Sajjad states that the Writing Centre was closed for the summer.

Chester suggests that students try accessing writing centres at other colleges.

## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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### 6. CAMPAIGNS AND INITIATIVES SIGN-UP

#### DISCUSSION

Cudjoe states that sign-up sheets have been distributed for Directors to join in outreach, events, and meetings. She states that there are sign-up lists for services, campaigns, and events input.

Baig states that Directors choose one service, one campaign, and one event at the very least.

### 7. FALL BOARD MEETING DATES

#### DISCUSSION

Scott states that the next dates for the fall term are October 30<sup>th</sup> from 6-9pm at UTM, and November 15<sup>th</sup> from 6-9pm on the St. George campus. He states that there may be a meeting called in December, and that the October date is set late to allow for clubs funding applications to be processed.

Chester asks if the next term's dates can be spread throughout the week, and not held on the same day of the week.

Scott states that restrictions in the fall meant that meetings had to be held on these particular days, but that he can look into spreading the second term meetings out throughout the week to allow for more Directors to attend.

Qu asks if there is a reason why the Board does not hold the meetings on weekends.

Scott states that past experience has shown that it is more difficult to get people to attend meetings on weekends.

### 8. FYI - NEXT BOARD OF DIRECTORS' MEETING

Scott states that the next Board of Directors' meeting will be on Tuesday, October 30<sup>th</sup>, 2012. He states that the meeting will be at UTM, and that the UTSU will provide transportation.

### 9. OTHER BUSINESS

#### DISCUSSION

Hassan asks if health insurance covers accidents.

Scott states that hospital stay time is covered, and encourages Directors to contact the Health & Dental Coordinator to discuss the issue in more detail.

## MINUTES

Board of Directors Meeting #6 of the University of Toronto Students' Union  
Thursday, September 27, 2012 | 6:30 pm | O.I.S.E. 5260

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Staibano introduces Haley Falconer and states that since last spring the Faculty of Dentistry has been meeting with Lucy Fromowitz regarding immunization status, and looking at the possibility of putting an immunization clinic in the school, and providing psychological counseling to Dentistry students. He provides an overview of the issue and asks the Board to consider assisting the Faculty of Dentistry in pushing for the university to provide more psychological counseling for Dentistry students.

Pecoskie-Schweir thanks Scott for coordinating the UTSU Board of Directors meetings with UTMSU.

Ulganathan states that there was a lot of praise from UofT facilities and campus police on how UTSU handled orientation, and that it was the cleanest that we ever returned the campus to them. He states that the street festival was great and that the University has encouraged us to hold the event again next year.

### 10. ADJOURNMENT

MOTION

Moved: Mathur

Seconded: Easterbrook

CARRIED

The meeting adjourns at 8:28pm.

Minutes of the  
Executive Committee  
Friday, September 28, 2012  
6:30pm  
UTSU Office



# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Friday, September 28, 2012 | 6:30pm | U.T.S.U. office

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## IN ATTENDANCE

Noor Baig  
Yolen Bollo-Kamara  
Abigail Cudjoe  
Sandra Hudson (non-voting)

Munib Sajjad  
Corey Scott  
Shaun Shepherd

## 1. CALL TO ORDER

The meeting is called to order at 6:27pm.

## 2. APPROVAL OF AGENDA

### MOTION

Moved: Scott

Seconded: Baig

Be it resolved that the September 28, 2012 Executive Committee be approved as presented.

## CARRIED

## 3. DISORIENTATION

Cudjoe states that disorientation was a success. She states that all events were well attended. She states that the D'bi Young event had a high turnout and we received very positive responses.

## 4. INTERNATIONAL STUDENTS' FESTIVAL

Sajjad states that he will be in attendance at the International Students' Festival hosted by the City of Toronto on Thanksgiving weekend. He suggests inviting international students to participate in the festival.

## 5. ONTARIO POST-SECONDARY TOWN HALL

Sajjad states that feedback from the event has been positive. He states that students were able to listen and discuss criticisms and concerns with the plan in a positive environment.

Hudson states that she has been working with Sajjad and the Policy and Student Rights Coordinator to conduct research relevant to the response paper. She states that students' opinions have been incorporated and have helped guide the direction of the paper.

## 6. OOHLALA MOBILE GAME

Scott states that the campus treasure hunt game will begin on October 1 and run until October 4. He states that the game was popular last year and is largely advertised through social media.

Hudson states that she will have the Communications Coordinator add an additional tab to the website to advertise the event.

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Friday, September 28, 2012 | 6:30pm | U.T.S.U. office

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## 7. EXPRESSION AGAINST OPPRESSION

Baig states that eXpression Against Oppression has been planned for the last two weeks of October. She states that the programs include self-defense classes, a discussion group with LGBTQOUT, a panel with the African Studies Course Union, a trans film series screening, a town hall on campus racism, and a coffeehouse and art exhibition. She states that promotional materials are still in the works, but that online promotions will be up soon.

Scott states that he can help with online promotions and developing an outreach plan.

## 8. CULTURE SHOW

Bollo-Kamara states that it was difficult to confirm a date for the Culture Show, but that we have confirmed that the Culture Show will be held on October 23, 2012 in Isabel Bader.

Scott states that he will look into developing a video teaser for the Culture Show.

## 9. ISLAMIC HISTORY MONTH

Baig states that October is Islamic History Month. She states that she is drafting a statement to commemorate the month, and that it will be available on our website.

## 10. STUDENT INITIATIVE FUND

Scott states that he sits on the Student Initiative Fund Committee. He states that the fund was established out of the Council on Student Services last year. He states that the fund has been created in a short period of time, and that many of the details are still unknown. He further states that the University has been silent on where the funding is coming from and how it will be allocated. He states that he will contact the Office of Student Life for more information before the next meeting.

## 11. WORK-STUDY CAMPAIGN

Sajjad states that he is working with levy groups that have previously received work-study positions on a campaign to oppose the recent decision by the University to remove work-study from student societies.

## 12. STUDENT COMMONS

Hudson states that a meeting between the Union's lawyers and University's lawyers will happen on October 3, 2012. She states that the negotiations on the Operating Agreement are still underway, and that the agreement is close to being ready for signing.

## 13. ADJOURNMENT

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Friday, September 28, 2012 | 6:30pm | U.T.S.U. office

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MOTION

Moved: Sajjad

Seconded: Shepherd

CARRIED

The meeting is adjourned at 9:03pm.

Minutes of the  
Executive Committee  
Monday, October 1, 2012  
10:00am  
UTSU Office

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Monday, October 1, 2012 | 10:00am | U.T.S.U. office

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## IN ATTENDANCE:

Noor Baig

Abigail Cudjoe

Sandra Hudson (non-voting)

Munib Sajjad

Corey Scott

Shaun Shepherd

## 1. CALL TO ORDER

The meeting is called to order at 10:04 am.

## 2. APPROVAL OF AGENDA

### MOTION

Moved: Scott

Seconded: Cudjoe

Be it resolved that the October 1, 2012 Executive Committee agenda be approved as presented.

## CARRIED

## 3. CANADIAN FEDERATION OF STUDENTS-ONTARIO REPORT

Cudjoe states that she is drafting a report for the October Canadian Federation of Students-Ontario Executive meeting. She provides an overview of the content that will be included in the report.

## 4. ACORN REMITTANCE CAMPAIGN

Shepherd states that the Union has been contacted to join a campaign to support unfair remittance payments as regulated by Money Transfer Organizations. He states that the organization is requesting help in distributing information on the campaign and exposing current practices that restrict or penalize the transfer of funds to support families internationally.

## 5. EXPRESSION AGAINST OPPRESSION

Baig states that the list of eXpression Against Oppression events has been set. She states that she is currently working on the promotional materials and hopes to have the events promoted online by the end of the week.

## 6. CLUBS BUDGET MEETINGS

Scott states that clubs budget meetings have been occurring. He states that numerous meetings have been set with himself and the Vice-President Campus Life to go over club budgets before being submitted to the Clubs Committee. He states that the purpose of the meetings is to ensure that the clubs policy is being followed and that clubs have a realistic expectation of clubs funding.

## 7. POST-SECONDARY REFORM DISCUSSION PAPER

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Monday, October 1, 2012 | 10:00am | U.T.S.U. office

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Hudson states that the Post-Secondary Reform discussion paper has been completed and submitted to the Ministry of Training, Colleges and Universities by the Vice-President University Affairs. She states that the discussion paper has also been placed online so that our members can view it.

## 8. CANADIAN FEDERATION OF STUDENTS NATIONAL GENERAL MEETING

Cudjoe states that we have received the registration forms for the National General Meeting in Gatineau, Quebec.

Shepherd states that all executives should consider attending. He states that the executive may want to invite board members, but asks that they be cognizant of the increased costs associated with attending National Meetings.

Hudson states that the executive should begin drafting potential motions for the meeting.

*Sajjad enters the meeting at 11:04 am.*

## 9. HEALTH & DENTAL PLAN

Scott states that the Health and Dental opt-out and opt-in period ends on October 5, 2012 at midnight.

## 10. RAPTORS GAME DISCOUNTS

Scott states that the Union has looked into bulk purchasing Raptors tickets for games on January 16, 2013 against Chicago, and March 17, 2013 against Miami. He states that tickets will be purchased in the Upper Bowl.

Cudjoe states that the January game will occur within the Winter Week of Welcome. She states that more tickets should be purchased for that game, as there will be fewer tests and assignments to worry about.

## 11. PRESIDENTIAL SEARCH COMMITTEE

Shepherd states that he is drafting a submission to the Presidential Search Committee on the relevant qualities and priorities that students hope to see in the future President of the University of Toronto.

Sajjad states that the Union met with the Presidential Search Committee to provide some initial responses to preliminary questions.

## 12. HONOURING OUR COMMUNITIES: MARCH AGAINST RACISM

MOTION

Moved: Baig

Seconded: Shepherd

Be it resolved that the UTSU endorse the November 4, 2012 Honouring Our Communities: March Against Racism and encourage our members to attend.

DISCUSSION

Baig provides an overview of the march. She states that No One Is Illegal is organizing the march to protest the Minister of Citizenship and Immigration's recent policies and

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Monday, October 1, 2012 | 10:00am | U.T.S.U. office

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legislation that have negatively affected immigrants. She states that these policies and legislation have strong racist and xenophobic undertones. She states that the organizers are asking for an endorsement and to encourage members to attend and becoming active in the protests.

CARRIED

13. ADJOURNMENT

MOTION

Moved: Sajjad

Seconded: Scott

CARRIED

The meeting is adjourned at 12:00 pm.

Minutes of the  
Executive Committee  
Tuesday, October 9, 2012  
6:30pm  
UTSU Office



# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Tuesday, October 9, 2012 | 6:30 pm | UTSU office

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IN ATTENDANCE:  
Noor Baig  
Yolen Bollo-Kamara  
Abigail Cudjoe

Sandra Hudson (non-voting)  
Munib Sajjad  
Corey Scott  
Shaun Shepherd

## 1. CALL TO ORDER

The meeting is called to order at 6:27 pm.

## 2. APPROVAL OF AGENDA

MOTION

Moved: Scott

Seconded: Shepherd

Be it resolved that the October 9, 2012 Executive Committee agenda be approved as presented.

CARRIED

## 3. EXECUTIVE RETREAT

Hudson states that the Fall Executive Retreat will be hosted on October 20 and 21, and that a Staff-Executive Retreat will be hosted on October 22.

Cudjoe states that she is composing an agenda for the weekend.

## 4. ANNUAL GENERAL MEETING

Scott states that a request has gone in to book a room in the Medical Sciences Building. He states that a task list has also been drafted for compiling the Annual Report.

Sajjad states that potential keynote speakers could be UofT governors, members from the Indigenous Solidarity Network, or Toronto city councilors such as Adam Vaughn.

## 5. BY-ELECTIONS

Scott states that polling stations have been requested. He states that nomination and voting posters and advertisements in campus media have been sent out.

Sajjad states that he is currently drafting a policy to clarify the inclusion of Professional Employment Year students.

Hudson states that the Deputy Returning Officer has been hired.

## 6. BOARD OF DIRECTORS MEETING RECAP

Baig states that she has meet up with Directors that have indicated interest in having a recap of the September Board Meeting, as they were unable to attend.

## 7. ASSOCIATE POSITIONS

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Tuesday, October 9, 2012 | 6:30 pm | UTSU office

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Scott states that the job descriptions for Associate to the Vice-President Internal & Services and Associate to the Vice-President University Affairs have been posted on the UTSU website and the UofT Career Centre. He further states that the deadline to apply is Tuesday, October 9, 2012.

Hudson states that the hiring committee will be composed of the Executive Director, Vice-President Internal & Services, and Vice-President University Affairs.

## 8. CANADIAN FEDERATION OF STUDENTS-ONTARIO EXECUTIVE MEETING

Cudjoe states that the dates for the National Annual General Meeting are from Monday, November 26 through Friday, November 30. She states that the Ontario Executive discussed student responses to the discussion paper released by the Ontario government. She states that the Ontario Executive also discussed ways to coordinate actions and lobbying efforts over the next few months. Cudjoe states that the Ontario government will likely be releasing another paper in December or January following the responses from stakeholders.

## 9. ACTIVIST ASSEMBLY

Cudjoe states that the Ontario-wide Activist Assembly is being hosted on October 12 and 13 at the Ontario Institute for Studies in Education. She further states that the assembly will be attended by over 400 activists, and will include panels and workshops on skills and issues necessary for engaging members in activist work.

## 10. POWERSHIFT

Shepherd states that the Union is sending several Directors to the Powershift Conference in Ottawa on October 26 through 29.

## 11. BULK PURCHASING SYSTEM

Hudson states that the Orientation Bulk Purchasing system has been set up for year-round purchasing, and that orders will be made on a semester basis.

Bollo-Kamara states that she can circulate the pricing guide once the due dates have been confirmed.

## 12. INTERNATIONAL STUDENT IDENTIFICATION CARD TABLING

Scott states that he has been in conversations with professional faculty Directors to set up dates for ISIC blitzes over the next few weeks. He further states that additional blitzes have been scheduled for Bahen and Sidney Smith locations.

## 13. EXPRESSION AGAINST OPPRESSION WEEK

Baig states that eXpression Against Oppression Week has been planned for October 22 through November 2, 2012. She states that volunteers have been recruited to help with events, and that partnerships have been confirmed with various campus groups.

Scott states that the events have been posted online and requests that the executive committee post events on social media outlets.

# MINUTES

Executive Committee Meeting of the University of Toronto Students' Union  
Tuesday, October 9, 2012 | 6:30 pm | UTSU office

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## 14. CULTURE SHOW

Bollo-Kamara states that clubs have begun registering for the Culture Show. She states that she is meeting with a graphic designer to create promotional materials for the event. She further states that volunteers will be required for the event.

## 15. WINTER WEEK OF WELCOME

Scott states that the Varsity Dome has been requested for a clubs day during the Winter Week of Welcome. He states that the Faculty of Kinesiology and Physical Education is interested in collaborating on joint programming for a Winter Week of Welcome event.

## 16. MONTREAL READING WEEK TRIP

Bollo-Kamara states that the Union has confirmed hosting a Montreal Reading Week trip. She states that the Union was offered a kick-back on sales, and that we have decided to invest any profits gained from the trip into further discounts for our members.

## 17. UTSU'S GOT YOU

Bollo-Kamara states that the Union has scheduled UTSU's Got You dates at Robarts for the exam period. She states that she will be coordinating with Directors and smaller libraries to organize additional UTSU's Got You events.

## 18. PROVOST ADVISORY COMMITTEE

MOTION

Moved: Sajjad

Seconded: Baig

Be it resolved that Munib Sajjad, Vice-President University Affairs, sit on the 2012-2013 Provost Advisory Committee.

DISCUSSION

Sajjad states that a representative from the Union has been requested to sit on the Provost Advisory Committee. He states that he would like to sit on the committee.

CARRIED

## 19. ADJOURNMENT

MOTION

Moved: Shepherd

Seconded: Sajjad

CARRIED

The meeting is adjourned at 9:03 pm.

Minutes of the  
Campus Life Commission  
Monday, October 22, 2012  
6:00pm  
UTSU Office

# MINUTES

Campus Life Commission of the University of Toronto Students' Union  
Monday, October 22, 2012 | 6:00PM | UTSU Office

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## IN ATTENDANCE

Adedoyin Adams  
Jaime Barriga  
Yolen Bollo-Kamara  
Josh Bronveld  
Marcus Grant

Kevin Lunianga  
Medhi Oihahi  
Mauska Patang  
Igor Samardzic  
Corey Scott  
Will Warnica

### 1. CALL TO ORDER

The meeting is called to order at 6:05 pm.

### 2. APPROVAL OF AGENDA

#### MOTION

Moved: Medhi

Seconded: Warnica

Be it resolved that the agenda for the Monday, October 22, 2012 Campus Life Commission be approved as presented.

#### CARRIED

### 3. INTRODUCTIONS

Attendees take a moment to introduce themselves.

### 4. RATIFICATION OF NEW MEMBERS

#### MOTION

Moved: Bollo-Kamara

Seconded: Scott

Be it resolved that the following members be ratified as Campus Life Commission members for the 2012-13 year:

- Will Warnica
- Jaime Barriga
- Marcus Grant
- Josh Bronveld
- Igor Samardzic
- Mauska Patang
- Adedoyin Adams

#### CARRIED

### 5. DISCUSSION OF EVENT IDEAS

#### WINTER WEEK OF WELCOME

Bollo-Kamara states that the Winter Week of Welcome is coming up in January. She states that the Union has worked to secure Raptors tickets and court time for Wednesday, January 16, 2012. She states that the Union has also started looking into booking the Varsity Dome for a larger clubs and university fair, and to have a clubs executive Meet and Greet. She states that the Union

## MINUTES

Campus Life Commission of the University of Toronto Students' Union  
Monday, October 22, 2012 | 6:00PM | UTSU Office

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has also looked into the potential of hosting a concert on the Friday and women's and men's hockey on the Saturday.

Oihahi states that free food is always helpful.

Samardzic states that teaming up with UeaT would be a fun opportunity to engage students. He suggests food such as maple syrup snowcones and beavertails. He states that it might be interesting to have an NHL team play against the Varsity Blues if the lockout continues.

Patang asks how many club executives will come out to the event.

Scott states that the event's size will determine how many clubs executives attend.

Samardzic asks what the differences are between a clubs executive meet and greet and the clubs day.

*Barriga and Grant exit the meeting at 6:21pm.*

*Lunianga enters the meeting 6:21pm.*

Scott states that the meet and greet is less of a tabling opportunity and more of a networking and social opportunity.

Oihahi states that hosting a club night is always popular.

Patang states that the Royal Ontario Museum and the Bata Shoe Museum might be great locations to make the event more upscale.

Lunianga suggests that the event have a structure that helps facilitate networking.

## HALLOWEEN

Warnica states that the Sustainability Commission is considering a candy event that encourages people to sign pledges to reduce water consumption.

Bollo-Kamara states that the Union is also considering hosting a costume party that focuses on having people in costumes sign up for a contest.

Patang states that it may be difficult to encourage people to come to campus in costume.

Scott states that it is possible to be at other campus events that have contests such as the FAUT/OLAS/ BRAZUCA event on Friday, and the numerous college council events.

*Adams enters the meeting at 6:44pm.*

## CULTURE SHOW

Oihahi asks what it is happening for the event.

Bollo-Kamara states that event is scheduled for Friday, November 23, 2012 and will run for two and a half hours. She states that many clubs have signed up to perform. She states that OLAS, FAUT, MESA, Silhouettes and other clubs have registered.

Lunianga states that the event should end with a performance based on Canadian culture.

## MINUTES

Campus Life Commission of the University of Toronto Students' Union  
Monday, October 22, 2012 | 6:00PM | UTSU Office

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Scott states that it might be difficult to have a performance based on Canadian culture because Canada is on colonized land and is made up of immigrants. He states that it would be appropriate to have a performance at the beginning or end by First Nations House.

Oihahi asks if there will be free food at the event.

Bollo-Kamara states that Bader Theatre will not allow external food to be brought into the event.

Lunianga suggests that it might be possible to book space through Victoria College to provide free food beside Isabel Bader.

### UTSU'S GOT YOU

Bollo-Kamara states that the Union is looking at hosting the exam de-stressors during the winter exam period, but also during the November midterm season.

### 6. OTHER BUSINESS

Oihahi invites the Campus Life Commission to attend the FAUT/OLAS/BRAZUCA Halloween club night.

### 7. ADJOURNMENT

MOTION

Moved: Oihahi

Seconded: Lunianga

CARRIED

The meeting adjourns at 6:57 pm.

Minutes of the  
Community Action  
Commission  
Wednesday, September 26,  
2012  
5:00pm  
UC 148



# MINUTES

Community Action Commission Meeting #4 of the University of Toronto Students' Union  
Wednesday, September 26, 2012 | 5pm | UC148

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## IN ATTENDANCE:

Josh Bronsuedl  
Abigail Cudjoe  
Yasmeen Emadi

Alex Evangelista  
Peter Liakhov  
Igor Samardizic

### 1. CALL TO ORDER

Meeting called to order at 5:08 pm.

### 2. APPROVAL OF THE AGENDA

#### MOTION

Moved: A. Cudjoe

Seconded: Y. Emadi

Be it resolved that the September 26<sup>th</sup>, 2012 Community Action Commission Agenda be approved as presented.

### 3. INTRODUCTIONS

### 4. RATIFICATION OF NEW MEMBERS

#### MOTION

Moved: Y. Emadi

Seconded: A. Cudjoe

Be it resolved that the following be ratified as voting members of the Community Action Commission for the 2012-2013 year:

- Josh Bronsuedl
- Alex Evangelista
- Peter Liakhov
- Igor Samardizic

#### CARRIED

### 5. TOWN HALL RECAP

#### MOTION

Moved: A. Cudjoe

Seconded: Y. Emadi

Cudjoe provides a recap of the Emergency Education Town Hall that took place on September 25. She states that it is unfortunate that Glen Murray did not attend the Town Hall Meeting. She states that Glen Murray has a tendency to dominate conversations, and at the UTSC town hall he spoke for over 40 minutes, which meant that students were unable to address their concerns. She states that Murray was asked to attend the St. George town hall to listen and respond to students' concerns, but that he chose not to attend.

Evangelista asks if the proposed changes are strictly directed towards Ontario post-secondary education, or Canada as a whole.

Cudjoe answers that the changes are geared towards post-secondary institutions in Ontario. She states that the UTSU's response to the MTCU's proposal is currently being drafted, and that it will be available on the UTSU website for members read.

*Liakhov enters the meeting at 5:18 pm.*

## MINUTES

Community Action Commission Meeting #4 of the University of Toronto Students' Union  
Wednesday, September 26, 2012 | 5pm | UC148

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Samardizic asks Cudjoe to further explain the posts regarding a lack of student voice and the emphasis on the executive voices in the town hall.

Cudjoe explains that that the purpose of the town hall was to garner student input for our response, and that the response to the discussion paper was built on the student's concerns that were raised.

Bronsueld states that the evening went better than he expected and that students were active.

Liakhov states his disappointment in the lack of attendance at the town hall meeting.

Evangelista states that his involvement with the UTSU has led him to see how students are not always aware of the affairs that Government figures propose.

Bronsueld states that often first and second year students are not aware of political issues.

Emadi adds that with a University like the University of Toronto, there are many international students who may not even be aware of Canadian politics.

Bronsueld asks Cudjoe about outreach and what the UTSU did to promote the town hall meeting, and how students were informed.

Cudjoe states that there was a lot of outreach done throughout orientation and the first two weeks of classes, including postcards and posters, class speaks, and having discussions with students, and that a flying squad occurred on the day of the town hall to try to bring as many members out to the event as possible.

Liakhov states that he thinks that outreach in front of campus buildings can sometimes be less effective than using banners to promote events.

Cudjoe states that the UTSU did paint a banner for the town hall, and that it was hung in the Sidney Smith lobby.

### 6. PEDESTRIANIZE ST. GEORGE

Cudjoe provides an overview of the campaign, and states that the campaign is aimed to mobilize student life and to create a safe space where students can get to class, socialize, and even do outreach or hold events. She states that there have been some concerns raised about cyclists using the street, and that we are looking into a proposal to put bike lanes on Huron so that St. George can be fully pedestrianized.

Evangelista states that the University of Toronto Settlement House has also been part of the discussion and that they support the campaign.

Samardizic asks Cudjoe about specific steps in moving forward with the campaign.

Cudjoe states that steps would include research, lobbying, and mobilization. She states that social networking for the lobbying phase would be really helpful.

Cudjoe asks if there are any other ideas for this campaign.

Bronsueld asks how efficient it would be to have the street closed to traffic during the winter.

## MINUTES

Community Action Commission Meeting #4 of the University of Toronto Students' Union  
Wednesday, September 26, 2012 | 5pm | UC148

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Cudjoe states that it would continue to provide a safe space for students to get across campus during the winter months, and that events such as the Winter Week of Welcome could be held on St. George.

Samardzic states that St. George is one of the busiest cyclist streets in the city and suggests more research to be done on cyclist and pedestrian relationships in the event of a pedestrianized street.

Evangelista states that it would be difficult to suggest safety laws in a situation like this.

### 7. NEXT MEETING

Cudjoe states that the next meeting will be on Wednesday, October 17, 2012.

### 8. OTHER BUSINESS

Bronsueled states that there is a Quebec solidarity event taking place on October 3, and that it is hosted by Ryerson Students' Union. He provides an overview of the difference between Ontario and Quebec tuition fees.

Cudjoe outlines a list of speakers for the event. She mentions that this event will coincide with the Ryerson Social Justice Week. Cudjoe asks Bronsueled to post the event on the commission page to inform more students.

Liakhov asks about advertising of the Quebec Solidarity event.

Cudjoe states that she will email commission members with more information.

### 9. ADJOURNMENT

MOTION

Moved: A. Cudjoe

Seconded: Y. Emadi

CARRIED

The meeting adjourns at 6:31pm.

Minutes of the  
Social Justice and Equity  
Commission  
Wednesday, September 19,  
2012  
4:00pm  
UTSU Office

# MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, September 19, 2012 | 4:00 pm | UTSU Office

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## IN ATTENDANCE

### VOTING MEMBERS

Noor Baig  
Banefsheh Beizaei  
Madiha Choksi  
Farhia Farah  
Teresa Gomes  
Naveeda Hussain  
Abdiwahab Moalim

### NON-VOTING MEMBERS

Katharine Ball  
Aliya Bhatia  
Gravisian Kana  
Daniel Pinto  
Hong Yang

## 1. CALL TO ORDER

The meeting was called to order at 4:23 pm.

## 2. APPROVAL OF THE AGENDA

### MOTION

Moved: F. Farah

Seconded: M. Choksi

Be it resolved that the September 19, 2012 Social Justice and Equity Commission Agenda be approved as presented.

### CARRIED

## 3. RATIFICATION OF NEW MEMBERS

### MOTION

Moved: M. Choksi

Seconded: N. Baiq

Be it resolved that the following be ratified as voting members of the Social Justice and Equity Commission of the 2012-2013 year:

- Katharine Ball
- Aliya Bhatia
- Gravisian Kana
- Daniel Pinto
- Hong Yang

### CARRIED

## 4. OVERVIEW OF THE COMMISSION

Baig states that the Commission has been working on a number of projects, and provides members with an overview of the Commission's projects.

## 5. AIDS WALK FOR LIFE

Baig provides a background of the event and the proposed fundraising model for the UTSU team.

Gomes states that she has not received any emails back from the people contacted.

*Hussain enters the meeting at 4:37pm.*

## MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, September 19, 2012 | 4:00 pm | UTSU Office

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Pinto states that the Canadian Foundation for AIDS Research (CANFAR) is hosting a fundraiser on Thursday, September 20, at Sidney Smith.

Baig states that clubs and councils can register their organization as a part of UTSU's team.

### 6. QUEER ORIENTATION & ALLY NIGHT

Baig states that the Queer Orientation events begin on Thursday, September 20, and end on Friday, September 28. She further states that the UTSU is hosting an ally night on Thursday September 20, from 5pm to 7 pm, and that a venue has not been booked yet.

### 7. GREAT BARRIER HUNT

Baig states that the Great Barrier Hunt is on September 28, and that the UTSU is co-hosting the event with Students for Barrier-free Access (SBA). She provides a background on the upcoming event.

*Qu enters the meeting at 4:57pm.*

*Pinto exits the meeting at 4:57pm.*

Baig asks if anyone is interested in volunteering for the event.

Hong expresses interest in volunteering.

Baig states that she will send Commission members an email with all of the relevant information.

*Bhatia exits the meeting at 5:02pm.*

### 8. NIGHT OF EXPRESSION – EXPRESSION AGAINST OPPRESSION (XAO)

Baig provides a background on the event.

Moalim asks if the performers can be alumni or non-UofT students.

Qu states that the Visual Arts Department may want to be involved in the event.

Ball states that the Fine Arts Association (FASU) should be contacted.

*Gomes exits the meeting at 5:07pm.*

Moalim volunteers to help out with planning XAO events.

*Moalim exits the meeting at 5:10pm.*

### 9. SAY WHAT YOU MEAN (LANGUAGE CAMPAIGN)

## MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, September 19, 2012 | 4:00 pm | UTSU Office

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Baig provides a background on the campaign. She asks if anyone is interested in helping with the campaign.

Ball expresses interest in assisting with the campaign.

Qu asks where the posters are being displayed.

Baig states that the posters are currently only on the streets around campus, and that we should be trying to post them in indoor spaces, offices, lounges, and residences.

Ball suggests talking to the person organizing the residence dons.

*Hussain exits the meeting at 5:19pm.*

### 10. RACISM FREE ONTARIO

Baig explains that this is an initiative by CASSA, and is a 100-day campaign. She further states that our involvement with this is open-ended.

### 11. CHALLENGE HOMOPHOBIA & TRANSPHOBIA

Baig distributes the postcards and provides information on the Challenge campaign. She states that the Trans Day of Remembrance is coming up on November 20, and the National Coming-Out Day is on October 11. She states that the Challenge campaign could be combined with these events.

Qu asks whether we are working with Lesbian, Gay, Bisexual, and Trans People of the University of Toronto (LGBTOUT) on the Challenge campaign.

Baig states that we are.

### 12. IDEAS & INITIATIVES

Qu states that she is here on behalf of CANFAR, which is hosting an event on December 1 for World Aids Day. She further states that in the last year CANFAR hosted a scavenger hunt in collaboration with the UTSU. She states that CANFAR is interested in collaborating with the Social Justice and Equity Commission on events this year.

Baig states that this definitely falls under the Commission's umbrella.

Qu states that she can provide an update on the plans at the next Commission meeting.

Ball states that Decolonizing Our Minds is an initiative that the UTSU usually collaborates with the Equity Studies Students' Union (ESSU) on. She further states that Kayla Carter is the president of ESSU, and suggests that the Commission gets in touch with her.

### 13. NEXT MEETING

Baig states that the next meeting is scheduled for 4:00pm on Wednesday, October 10, 2012.

### 14. ADJOURNMENT

## MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, September 19, 2012 | 4:00 pm | UTSU Office

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MOTION

Moved: Qu

Seconded: Baiq

CARRIED

The meeting is adjourned at 5:42.



Minutes of the  
Social Justice and Equity  
Commission  
Wednesday, October 10,  
2012  
4:00pm  
UC 148

# MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, October 10, 2012 | 4:00 pm | UC 148

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## IN ATTENDANCE

### VOTING

Noor Baig  
Banafsheh Beizaei  
Farhia Farah  
Abdiwahab Moalim  
Munib Sajjad  
Corey Scott  
Shaun Shepherd  
Will Warnica

### NON-VOTING

Amy Chen  
Sara Jabir  
Janice Jion  
Cindy Liu  
Taylor Stinson  
Muzhgan Wahaj

## 1. CALL TO ORDER

The meeting is called to order at 4:17pm.

## 2. APPROVAL OF THE AGENDA

### MOTION

Moved: B. Beizaei

Seconded: M. Sajjad

Be it resolved that the agenda for the October 10, 2012 Equity and Social Justice Commission Meeting be approved.

### CARRIED

## 3. RATIFICATION OF NEW MEMBERS

### MOTION

Moved: A. Moalim

Seconded: C. Scott

Be it resolved that the following members be ratified as members of the 2012-2013 Social Justice and Equity Commission:

- Amy Chen
- Sara Jabir
- Janice Jion
- Cindy Liu
- Taylor Stinson
- Muzhgan Wahaj

### CARRIED

## 4. JOURNALISTS FOR HUMAN RIGHTS

Wahaj states that the upcoming Conference for Human Rights on the issue of the lack of a Palestinian state and sovereignty will be on November 14. She states that JHR is looking for approval and funding for a venue. She further states that they hope to host the event in the Great Hall in Hart House, which costs \$788, and is the main cost of the event.

## MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, October 10, 2012 | 4:00 pm | UC 148

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Moalim asks whether the event is a panel discussion or a group discussion.

Wahaj states that there will be three speakers and one moderator. She further states that each speaker will have the chance to speak and respond to one another, and that the audience will have a chance to write their questions on a notepad.

*Warnica enters meeting at 4:26pm.*

*Sheppard enters meeting at 4:27pm.*

Sajjad states that this is a good event to take part in as long as it is a healthy and even-handed dialogue.

Scott states that the topic falls under solidarity and xenophobia and global issues, and suggests allocating up to \$500 towards the event.

MOTION

Moved: Scott

Seconded: Sajjad

Be it resolved that the social justice and equity commission support the 2012 conference for human rights and contribute up to \$500.

CARRIED

### 5. REPORT-BACKS

#### **Queer Orientation – Ally Night**

Baig states that Queer Orientation went on for about a week and was a series of very successful events.

#### **Great Barrier Hunt**

Baig states that this event took place on the last Friday of September, followed by a scavenger hunt for barriers, co-hosted by SBA. She further states that this is part of a broader campus wide accessibility audit that is currently happening.

### 6. UPCOMING EVENTS

#### **eXpression Against Oppression**

Baig states that this year's fall XAO is running from Oct. 22<sup>nd</sup> to Nov. 2<sup>nd</sup>.

Beizaei and Baig provide an overview of the planned events.

Scott suggests looking into the possibility of hosting a speaking event at Spice.

Warnica states that we could look into bringing Clayton Thomas Muller to speak later on in the year in collaboration with other GTA campuses.

Baig asks whether anybody would like to volunteer for any of the events.

Sajjad states that he will contact Kumari and Yusra to perform at the night of expression.

## MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, October 10, 2012 | 4:00 pm | UC 148

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Wahaj states that she knows two people who are spoken-word artists.

Chen states that she will contact musicians she knows.

Baig states that she has contacted the Hart House photography club to display their work.

*Warnica exits the meeting at 5:01pm.*

Moalim asks whether alumni would be able to perform.

Baig states that she will look into it.

### **Trans Day of Remembrance**

Baig states that in the past there has been a trans week of remembrance. She states that the next planning meeting will be on Thursday Oct. 11 at 1pm. She asks whether anybody is interested in being part of the working group.

Moalim and Chen express interest in being part of the working group.

*Jabir enters the meeting at 5:01pm.*

*Moalim exits the meeting at 5:02pm.*

### **December 6<sup>th</sup>**

Baig provides a background on the National Day of Remembrance and Action on Violence Against Women. She asks if anyone is interested in joining the working group on behalf of the commission.

Liu and Chen express interest in joining the working group.

### **World Aids Day**

Baig provides a background on World Aids Day and asks whether anybody is interested in joining the working group.

Jion and Stinson express interest in joining the working group.

## 8. CAMPAIGNS

### **Racism Free Ontario**

Baig states that this campaign is organized by CASSA, and that the event begins on Dec. 10, which is International Human Rights Day, and ends on March 10, making it a 100-day campaign.

Sajjad states that CASSA is looking to collaborate with the UTSU, and is hoping to do an event on December 10 to kick off the campaign. He further states that the hope is to build a community amongst the South Asian local community as well as the broader city, and initiate a discussion on racism and promoting cultural diversity.

## MINUTES

Social Justice and Equity Commission Meeting of the University of Toronto Students' Union  
Wednesday, October 10, 2012 | 4:00 pm | UC 148

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Baig states that in addition to the inaugural event the commission also has the opportunity to host an event as part of this campaign. She further states that we can form a sub-committee to brainstorm ideas about this event and bring it back to the next commission meeting. She asks if anyone is interested in joining this sub-committee.

Jabir and Sajjad express interest in joining the sub-committee.

*Jion exits the meeting at 5:13pm.*

### **Challenge Homophobia & Transphobia**

Baig states that we have been working on this campaign since May, which was the International Day Against Homophobia. She states that we have enough cards on action against homophobia to display them on a board.

Scott states that October 11 is National Coming-Out Day so we can take the board to the Kinesiology and Physical Education button-making event.

Jabir states that we could move the board around campus.

Sajjad states that we could display it in front of Queen's Park.

Shepherd states that we could make photocopies of the cards and display them at different locations on campus.

Sajjad states that we could go to Dundas Square and have people to fill up cards and put them on the board.

Sheppard states that we could also use Tumblr for the campaign.

Scott states that we could have people take photos with their cards and post them on Tumblr.

Baig asks if there are people interested in volunteering for tabling and displaying the board.

Jabir, Liu, and Chen express interest in volunteering.

Baig states that we could also table on the Trans Day of Remembrance on November 20, 2012. She states that she will start the Tumblr account to post photos on.

### 9. ADJOURNMENT

MOTION

Moved: F. Farah

Seconded: Wahaj

CARRIED

The meeting adjourns at 6:34pm.

Minutes of the  
Sustainability Commission  
September 24, 2012  
5:30pm  
UC 248

# MINUTES

Sustainability Commission of the University of Toronto Students' Union  
September 24, 2012 | 5:30 pm | University College 248

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## IN ATTENDANCE:

### VOTING MEMBERS:

Noor Baig  
Banafsheh Beizaei  
Will Warnica  
Phoebe Yang

## NON-VOTING MEMBERS:

Ben Coleman  
Melissa Ge  
Tegan Hansen-Hoedeman  
Sean Manners  
Tiffany Sung  
Connie Tam  
Taufiq-uz-Zaman

## 1. CALL TO ORDER

The meeting is called to order at 5:40 pm.

## 2. APPROVAL OF THE AGENDA

### MOTION

Moved: Warnica

Seconded: Coleman

Be it resolved that the agenda for the September 24, 2012 Sustainability Commission be approved as presented.

### CARRIED

## 3. INTRODUCTIONS

Attendees introduce themselves in turn.

## 4. RATIFICATION OF NEW MEMBERS

### MOTION

Moved: Warnica

Seconded: Hansen-Hoedeman

Be it resolved that the following members be ratified as voting members of the Sustainability Commission for the 2012-2013 year:

Ben Coleman  
Connie Tam  
Melissa Ge  
Tegan Hansen-Hoedeman  
Sean Manners  
Tiffany Sung  
Taufiq-uz-Zaman

### CARRIED

## 5. MEATLESS MONDAY BARBECUE

Warnica provides an overview of the Meatless Monday Barbecue. He states that planning for the barbecue is well in progress. He further states that we need volunteers for banner-painting, prep work, and the event itself to ensure the event's success.

*Baig enters the meeting at 5:50 pm.*

## MINUTES

Sustainability Commission of the University of Toronto Students' Union  
September 24, 2012 | 5:30 pm | University College 248

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### 6. RESIDENCE CHALLENGE

Sung provides an overview of SIFE and its campaigns, including the Greenspire campaign. She states that a water conservation residence challenge is going on from now until the end of February, with seven colleges participating. She further states that one of the challenges of the campaign is a lack of awareness of the event, and that we should encourage participation. She further states that she hopes that the Sustainability Commission can help run events and advertise, potentially with a promo video.

Zaman states that last year's focus was on taking shorter showers, but this year we intend to focus on broader issues.

Warnica states that we should talk to dons and issue a don resource book that describes event and activity ideas. He further states that we will form a working group to work on the residence challenge.

Coleman suggests the possibility of having a one-month competition, so that colleges can really advertise for that month and get in the spirit.

Zaman states that he wants to develop habits with students and see what works from month to month.

Hansen-Hoedeman states that the problem with a longer timeframe is that we could potentially lose student interest.

Coleman states that having one month focusing on promotion would work well in terms of helping to promote the event in the college.

Warnica states that the month before the competition month could be a practice month, to let students know how it works.

Zaman states that SIFE was planning on doing monthly updates to let people know who is winning.

Yang states that in previous years, the event was held one month per semester, with a promotional period beforehand and updates on Facebook. She further states that they would like to see a bigger impact this year.

Hansen-Hoedeman asks if SIFE has spoken with Physical Plants.

Sung states that SIFE has spoken with Physical Plants, and they are on board.

Warnica asks for ideas for promotional events for the Residence Challenge.

Coleman suggests a water fight.

Hansen-Hoedeman suggests a water fight without water. She further states that a drama society could perform this in a dining hall.

Sung suggests a snowball fight, perhaps on front campus.



## MINUTES

Sustainability Commission of the University of Toronto Students' Union  
September 24, 2012 | 5:30 pm | University College 248

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Baig suggests a water balloon fight where students get water balloons for conserving a certain amount of water.

Warnica suggests having a speaker, either a UofT professor or someone from outside the campus at an event about water conservation.

Sung suggests holding a panel event, something more intimate so that more students come.

Yang asks what kinds of events Victoria College did last year.

Hansen-Hoedeman states Victoria College did not do much, and that they focused on print advertising and a documentary night.

*Tam exits the meeting at 6:02 pm.*

### 7. MOVIE NIGHT

Warnica states that he would like to host a movie night soon. He suggests showing Blue Gold to compliment the public water campaign, or Food Inc. to compliment Meatless Mondays. He further states we should consider holding the movie during Nuit Blanche, which is coming up very quickly.

Coleman states that Hart House does a lot for Nuit Blanche, so people are always walking by.

Yang states she does not think we need to do too much advertising because it will be outside.

Manners states that his friends check events on Facebook, so just online advertising would probably be enough.

Beizaei asks if we've looked into getting movie rights. She suggests Forks Over Knives as another good movie screening.

*Zaman exits the meeting at 6:07 pm.*

Warnica suggests we hand out materials to promote the Sustainability Commission and maybe the Toronto Vegetarian Association.

### 8. EXPRESSION AGAINST OPPRESSION

Baig gives a background of Expression Against Oppression, a series of events hosted by the Social Justice and Equity Commission.

Beizaei states that the Social Justice and Equity Commission is hoping to cohost an event on food justice with the Sustainability Commission. She suggests hosting a free lunch in partnership with the Hot Yam! and the Sustainability Commission, or hosting a lecture or panel on sustainability issues. She further suggests streaming parts of the Powershift conference.

Warnica suggests inviting someone to speak about the tar sands and how they affect Canada's Indigenous peoples.

*Coleman exits the meeting at 6:12 pm.*

# MINUTES

Sustainability Commission of the University of Toronto Students' Union  
September 24, 2012 | 5:30 pm | University College 248

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Yang suggests talking to the Aboriginal Studies department to find a speaker.

Beizaei states that she wants to get in touch with Dig-In Campus Agriculture to work with them.

Warnica states that we could hold the vegan lunch before Powershift, and a tar sands discussion afterwards.

## 9. WATER FOUNTAIN CAMPAIGN

Warnica states a new Public Water Initiative Director has recently been appointed, which has resulted in a setback on our plans to lobby for more water fountains on campus. He further states that he sent an email to the new Director a week ago, and that they haven't replied.

## 10. FREECYCLING CHALLENGE

Warnica provides an overview of the freecycling challenge.

Manners states that there are a few groups doing freecycling work online and it seems to work.

Warnica states that he emailed Tyler Hunt from the Sustainability Office and got resources from past free market events.

Manners states that the event may work better when people show up in person as opposed to holding it online.

Warnica states he will continue to look into the document and try to figure out what kind of challenge would be possible.

## 11. OTHER BUSINESS

Baig states that there is an Emergency Education Town Hall tomorrow at 4 pm, and invites everyone to attend.

## 12. ADJOURNMENT

MOTION

Moved: Warnica

Seconded: Beizaei

CARRIED

The meeting is adjourned at 6:23 pm.

Minutes of the  
Budget Committee  
Friday, October 5, 2012  
2:00pm  
UTSU Office

# MINUTES

Budget Committee of the University of Toronto Students' Union  
Friday, October 5, 2012 | 2:00pm | University of Toronto Students' Union Office

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## IN ATTENDANCE:

Fazia Ackbarali, Woodsworth College Director  
Moinrul Delwar, Faculty of Applied Sciences & Engineering Director  
Sandra Hudson, Executive Director (non-voting)

Adnan Najmi, Operations Coordinator (non-voting)  
Corey Scott, Vice-President Internal & Services  
Shaun Shepherd, President

## 1. CALL TO ORDER

The meeting is called to order at 2:15pm.

## 2. APPROVAL OF THE AGENDA

### MOTION

Moved: Delwar

Seconded: Ackbarali

Be it resolved that the October 5, 2012 Budget Committee agenda be approved as presented.

### CARRIED

## 3. REVIEW OF BUDGETING PLANNING PROCEDURE

Scott reviews the Budgeting Planning Procedure set out in the Union's policies. He states that the Budget Committee is currently on step four.

## 4. REVIEW OF PRELIMINARY BUDGET

Scott reviews the revenue and expense line items listed in the preliminary budget. He invites committee members to inquire about line items that need clarification or further explanation.

Delwar asks if the Union is required to be audited.

Scott states that the Union is a registered not-for-profit and is required to be audited in accordance with Canadian not-for-profit corporation legislation.

Najmi states that the Union is also required to have the audit approved at an Annual General Meeting. He states that legislation also requires the Union to register board members with Industry Canada.

Ackbarali asks if the communications schedule includes service fees.

Scott states that the communications schedule includes professional service fees for communications tools such as the monthly Mailchimp listserv and Offshoot website maintenance. He states that the schedule also covers some printed materials, video production, and other communication tools that the Union uses from time-to-time.

Delwar asks about revenue received from Orientation sponsorship. He asks if the revenue line can anticipate an increase in the next year.

Ackbarali asks if Orientation revenue is listed anywhere else in the budget.

Scott states that Orientation revenue may increase next year. He states that this was the first year the Union hosted UTSUFest and that sponsorship is difficult to secure without proof of the event's success. He states that sponsors were very pleased with the event and have indicated

# MINUTES

Budget Committee of the University of Toronto Students' Union

Friday, October 5, 2012 | 2:00pm | University of Toronto Students' Union Office

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interest in being sponsors next year. Scott states that Orientation revenue was included in the Orientation schedule to particularly indicate that the Orientation revenue was intended to offset Orientation expenses solely.

Ackbarali asks if printing costs can be saved through printing double-sided.

Scott states that the Union has a policy on printing double-sided whenever possible. He states that students utilizing the printing service are also encouraged to print double-sided. He states that printing double-sided saves the Union on paper costs.

Ackbarali asks if Health and Dental funds are based on last year's expenses and revenues.

Najmi states that the numbers are based on the plan's usage over the past few years. He further states that any changes are typically in administrative funds based on enrollment and the number of full-time students that move to part-time status.

Ackbarali asks about the legal expenses the Union anticipates.

Scott states that the Union often acquires legal advice for things such as changes to not-for-profit law, tax law, and negotiations with the University on the Student Commons.

## 5. REVIEW OF BUDGET PROPOSALS

Scott presents the budget proposals and recommendations received from commissions and committees. He states that each of the commissions has submitted in-depth proposals. He asks committee members to ask questions and be critical of proposals.

Scott states that the Sustainability Commission may want to consider other options for prizing that may already exist post-Orientation rather than purchasing new prizing. He states that partnerships may reduce costs as well.

Delwar asks why funds are required for freecycling.

Ackbarali states that freecycling funds are for prizing, web communications and administration.

Delwar asks why funds are required for the language campaign.

Scott states that the campaign is looking into potentially holding events.

Ackbarali asks what the cost is for the Community Garden.

Scott states that the purchase of seeds and plants are the cost. He further states that this is covered in the Sustainability Commission and does not need to be included under the Equity Commission.

Delwar asks if materials will be created for the Pedestrianize St. George street campaign.

Scott states that the Community Action Committee is interested in creating a lobby document.

Scott states that some of the costs for the Education is a Right campaign for materials is covered through the Canadian Federation of Students and may be able to be reduced.

Delwar asks what is included in the Membership Appreciation days.

## MINUTES

Budget Committee of the University of Toronto Students' Union

Friday, October 5, 2012 | 2:00pm | University of Toronto Students' Union Office

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Scott states pancake brunches, barbecues and other such initiatives.

Delwar states that the concert allocation is very high and we should consider shaving some money off the Campus Life Commission.

Scott states that the Drop Credit campaign is interested in creating a lobby document.

Scott states that the Food Committee is interested in hosting events centered on access to food on-campus.

Ackbarali asks if the governance guide is an in-house print job.

Scott states that the governance guide will be produced out-of-house.

Ackbarali states that the Equity Garden item under the equity commission can be consolidated under the Sustainability Commission.

Delwar asks if the Education is a Right campaign budget has changed over time.

Scott states that the amounts allocated by the Budget Committee to the Community Action Commission have differed from year-to-year.

Scott states that the Sustainability Commissions' advocacy line item can be reduced to \$500.

Delwar asks what the costs were for the 2011 Winter Week of Welcome ski trip.

Scott states that the trip was sold at cost.

Delwar states that the ski trip could generate revenue by increasing the ticket price.

Najmi states that subsidizing events increases access to events for members. He states that the ski trip is subsidized as a response the UTSU not funding clubs' ski trip events.

Delwar states there is an overlap between the UTSU's Got You event and the Membership Appreciation events.

Scott states that UTSUs Got You can be reduced to \$1000.

Scott suggests reducing Unity Through Diversity to \$2000.

Scott suggests reducing costs for the language campaign as most of the printing can be done in-house.

Ackbarali suggests eliminating the Equity Garden line item as it is already covered under the Sustainability Commission.

Scott suggests reducing the \$300 initiative line items to \$250 in the Social Justice and Equity Commission to save on costs. He suggests reducing the \$400 line item to \$350.

Ackbarali states that any extra funds should be given to these items, because it is very difficult to do work for \$250.

Ackbarali also states that she is concerned about student poverty and that the Commuter Appreciation days should also be topped up should any extra funds be found.

# MINUTES

Budget Committee of the University of Toronto Students' Union

Friday, October 5, 2012 | 2:00pm | University of Toronto Students' Union Office

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Scott suggests reducing the Education is a Right line item, as materials have been provided by the Canadian Federation of Students.

Scott suggests reducing solidarity and the other forms of advocacy by \$500.

Ackbarali states that she is concerned about reducing a safety net for advocacy. She suggests reducing other forms of advocacy to \$750 and reducing screenings to \$250.

Delwar suggests moving \$5000 in funding to long-term clubs funding from start up term clubs funding

Ackbarali states that she thinks there are other sources of funding on campus that clubs may not be considering.

The committee agrees that if more funding becomes available to commissions in the next steps of budgeting, priority for funding distribution should be given to the Social Justice and Equity and Community Action Commissions.

## 6. RECOMMENDATION OF LARGE ALLOCATIONS

MOTION

Moved: Delwar

Seconded: Ackbarali

Be it resolved that the following items be recommended for large allocations:

Academic and Student Rights Commission: \$5,500

Campus Life Commission: \$20,000

Community Action Commission: \$7,000

Social Justice and Equity Commission: \$6,500

Sustainability Commission: \$2,000

Start-Up Funding: \$7,000

Long-Term Funding: \$145,000

CARRIED

## 7. NEXT MEETING

Scott states that the next Budget Committee meeting needs to happen between the October and November Board Meetings. He states that the Operating Budget should be adopted at the November Board Meeting. He states that the next Budget Committee will be hosted on Friday, November 9 at the same time.

Scott states that the next meeting will be an opportunity to determine where additional funds could be reallocated so that commissions and other bodies of the Union can receive more funds.

## 8. OTHER BUSINESS

No other business

## 9. ADJOURNMENT

MOTION

Moved: Ackbarali

Seconded: Scott

## MINUTES

Budget Committee of the University of Toronto Students' Union

Friday, October 5, 2012 | 2:00pm | University of Toronto Students' Union Office

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The meeting is adjourned at 5:03pm.



Minutes of the  
Clubs Committee  
Wednesday, October 24, 2012  
6:00pm  
UTSU Office

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

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## IN ATTENDANCE:

Yolen Bollo-Kamara  
Corey Scott  
Agnes So  
Yasmeen Emadi

## PROXIES:

Shaun Shepherd to Yolen Bollo-Kamara

### 1. CALL TO ORDER

The meeting is called to order at 6:21pm.

### 2. APPROVAL OF THE AGENDA

#### MOTION

Moved: So

Seconded: Scott

Be it resolved that the Wednesday, October 24, 2012 Clubs Committee agenda be approved as presented.

#### CARRIED

### 3. REVIEW OF CLUBS POLICY

Scott reads over the major changes proposed in the new Union Clubs Policy the Policy and Procedure Committee has proposed to the Board of Directors. He states the new terms for Start-Up Funding and Reconsideration Funding. He reviews the terms of reference for allocating clubs funding.

Emadi asks who the committee will determine funding.

Scott states that funding will be determined based on standards that the Clubs Committee establishes from year-to-year. He states that the terms of reference the Clubs Committee has used in the past have been incorporated into the new policy. He states that clubs were informed of these criteria at Executive Training Sessions.

### 4. SUMMER-TERM FUNDING – COGNITIVE SCIENCE AND ARTIFICIAL INTELLIGENCE STUDENTS' ASSOCIATION

#### MOTION

Moved: Emadi

Seconded: So

Be it resolved that the Cognitive Science and Artificial Intelligence Students' Association receive \$250.00 in UTSU summer-term clubs funding.

#### Discussion

Scott states the nature of the club and the details of the funding request for the event. He states that the club has been waiting for a response since the application was tabled in the summer. He states that the club has sufficient revenue to compete against expenses.

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

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So states that she remembers the application and thinks that the club deserves the full allocation with the received information.

CARRIED

### 5. LONG-TERM FUNDING - SOCIALIST ACTION UOFT CLUB

MOTION

Moved: So

Seconded: Scott

Be it resolved that the Socialist Action UofT Club receive \$600.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has an event listed for May. She states that the conference in question will not be eligible for clubs funding.

Scott states that the club can apply for summer funding for that particular event.

So states that the club hosts inaugural events that seem to be well promoted and have decent turnout.

CARRIED

### 6. LONG-TERM FUNDING – SILHOUETTES DANCE COMPANY

MOTION

Moved: Emadi

Seconded: So

Be it resolved that the Silhouettes Dance Company receive \$1000.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that a large portion of clubs expenses is for a final production that is hosted at the end of the year.

So states that the club participated in Orientation Week at each performance stage. She states that the club hosts a lot of events throughout the year. She states that the club does a good job reducing expenses during the year.

Emadi states that the club has a low membership but has a high turnout for members who view the productions.

Scott states that the club was diligent in submitting receipts from last year.

CARRIED

### 7. LONG-TERM FUNDING – UNIVERSITY OF TORONTO ETIQUETTE CLUB

MOTION

Moved: Scott

Seconded: Emadi

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

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Be it resolved that the University of Toronto Etiquette Club receive \$200.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is newly formed and has a lot of big ideas that cost a lot of funds.

Scott states that he spoke to the club to review the application. He states that the club will likely reduce programming and that the Union should help the club start up as best as possible.

CARRIED

## 8. LONG-TERM FUNDING – ONTARIO WATER WORKS ASSOCIATION STUDENTS CHAPTER

MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the Ontario Water Works Association Students Chapter receive \$350.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is applying for numerous campus funds to offset costs. She states that club is asking for a small sum to help offset the deficit in their budget. She states that the club is hosting several seminars.

So states that the club indicates a strong knowledge of the Union's Clubs Policy.

Scott states that the club is hosting a number of seminars for low costs.

CARRIED

## 9. LONG-TERM FUNDING - USPEAK

MOTION

Moved: So

Seconded: Scott

Be it resolved that USPEAK receive \$100.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the majority of the costs are related to hosting a raffle.

So states that the club is not raising any funds and is spending quite a bit on fundraisers.

Scott states that the promotions plan and application is weak. He states that the speaker event relates directly to the clubs focus.

CARRIED

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

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## 10. LONG-TERM FUNDING – UNIVERSITY OF TORONTO CONCRETE TEAM

MOTION

Moved: Scott

Seconded: Emadi

Be it resolved that the University of Toronto Concrete Team receive \$250.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club had a student levy from the Engineering Society last year.

Scott states that the club is a project-based club and has high expenses related to building the project and entering it into competitions.

CARRIED

## 11. LONG-TERM FUNDING – DOCTORS WITHOUT BORDERS

MOTION

Moved: Scott

Seconded: Bollo-Kamara

Be it resolved that the UofT Chapter of Doctors Without Borders application for long-term funding be tabled until a membership list is received.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, and the variety of events. She states that the club has stated a membership but did not include a membership list.

CARRIED

## 12. LONG-TERM FUNDING – GREEK STUDENTS ASSOCIATION

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the Greek Students Association receive \$4500.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is really engaged on campus and is unique at grouped events. She states that the club was a huge attraction during the Street Festival. Bollo-Kamara states that the club is very focused on promoting Greek culture in the broader UofT community, while also building a tight-knit Greek community on campus.

So states that the application is detailed and has had a lot of work put into it. She states that the club has also expanded to a larger membership.

Scott states that the club restarts its membership list each year. He states that the club is one of the most diligent he has seen on campus.

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

---

CARRIED

13. LONG-TERM FUNDING – LESBIANS, GAYS, BISEXUALS AND TRANS PEOPLE OF THE UNIVERSITY OF TORONTO

MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the Lesbians, gays, Bisexuals and Trans people Of the University of Toronto receive \$4500.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the stated membership list. She states that the club is not required to submit a membership list due to privacy concerns. She mentions the advantage of having a detailed event list under each executive member, and their various amount of events.

So states that the events have a diverse range and reach different demographics of people.

Scott states that the club is asking for a reduction in funding from last year due to changes in programs and savings in costs.

CARRIED

*Scott abstains*

14. LONG-TERM FUNDING – MEDICAL SCIENCES STUDENTS' UNION

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the Medical Sciences Students' Union receive \$150.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is hosting a few seminars and a meet and greet. She states that the membership list is detailed.

So states that the club is focused on particular types of events. She states that the club has indicated realistic costs that are likely not inflated.

CARRIED

15. LONG-TERM FUNDING – FILIPINO STUDENTS' ASSOCIATION

MOTION

Moved: Scott

Seconded: Bollo-Kamara

Be it resolved that the Filipino Students' Association receive \$2000.00 in UTSU long-term clubs funding.

### Discussion

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

---

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has a large variety of events that range from socials, community engagement and social justice. She states that the promotions plan is very detailed.

Scott states that Filipino Awareness Week is a very large and prominent event on campus.

CARRIED

### 16. LONG-TERM FUNDING – UNIVERSITY OF TORONTO DRAMA COALITION

MOTION

Moved: Bollo-Kamara

Seconded: Scott

Be it resolved that the University of Toronto Drama Coalition receive \$2000.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the membership list is particularly large. She states that the club hosts a large Drama Festival on campus. She states that the club also has prizes that are covered by donations and sponsorship.

Scott states that the club has a prominent role on campus during the drama festival. He states that the club also has a role in assisting smaller drama clubs. He states that the club should also be marked down for potentially getting reconsideration funding if needed.

Emadi states that the club has a huge presence during one week and deserves substantial funding. She states that it will be difficult to allocate more until more information is provided on additional events and programs.

CARRIED

### 17. LONG-TERM FUNDING – BULGARIAN STUDENTS' ASSOCIATION

MOTION

Moved: So

Seconded: Emadi

Be it resolved that the Bulgarian Students' Association receive \$200.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is fairly new and has a few community building events.

Scott states that a lot of the events are co-hosted with the Ryerson community due to a small smaller Bulgarian population on campus.

CARRIED

### 18. LONG-TERM FUNDING – UNIVERSITY OF TORONTO ENGINEERING TOASTMASTERS

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

---

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the University of Toronto Engineering Toastmasters receive \$150.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that part of the membership fees go to a chapter organization. She states that the club did not pick up their second installment of funding.

So states that the membership is not that large.

CARRIED

## 19. LONG-TERM FUNDING – CHINESE MAGAZINE AT THE UNIVERSITY OF TORONTO

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the Chinese Magazine at the University of Toronto receive \$750.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club did not pick up its second installment of funding. She states that she spoke with the executive and has been informed that the executive is not related to the executive from the previous year. She states that the club has committed to better financial practices.

Scott states that the club is more than just a publication and includes socials, seminars and networking. He states that the club has had a large turnover.

So states that the club is large and has collected a detailed membership list.

Bollo-Kamara states that the club has a discrepancy in the expenses and revenue section due to a typo.

So states that the new club executive should receive the benefit of the doubt. She states the executive should be followed up with to ensure receipts are received.

CARRIED

## 20. LONG-TERM FUNDING – WEST INDIAN STUDENT ASSOCIATION

MOTION

Moved: Scott

Seconded: Emadi

Be it resolved that the West Indian Student Association receive \$500.00 in UTSU long-term clubs funding.

### Discussion



## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

---

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list.

Scott states that most of the events are difficult to generate revenue from. He states that costs are kept relatively low.

So states that the club should attempt to develop some revenue sources from the club night.

Scott states that the club night is a collaboration with the black Students Association and some of the other events are collaborative in nature.

CARRIED

### 21. LONG-TERM FUNDING – INDONESIAN STUDENT COMMUNITY

MOTION

Moved: So

Seconded: Emadi

Be it resolved that the Indonesian Student Community receive \$150.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is applying for funding for three events that are the same in nature. She states that the membership is relatively low.

So states that the events are small in nature and the application is weak.

CARRIED

### 22. LONG-TERM FUNDING – AFRICAN STUDENTS ASSOCIATION

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the African Students Association receive \$8000.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club hosts a wide variety of events. She states that Afrofusion is happening soon and that many large events are happening throughout the year. Bollo-Kamara states that the clubs promotion plan indicates that many of the events the club has indicated in their application actually happen in the scope the club has presented.

So states that the club is eligible for the amount of funding they had received the previous year.

Emadi states that the club deserves receiving the full amount of funding. She states that the events the club hosts are high quality.

CARRIED

### 23. SHORT-TERM FUNDING – UNDERGRADUATE CHEMICAL ENGINEERING COUNCIL

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

---

MOTION

Moved: Scott

Seconded: So

Be it resolved that the Undergraduate Chemical Engineering Council receive \$400.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is applying for funding for the annual dinner dance.

So state that the application is thorough and includes a lot of detail.

Scott states that the budget breakdown could be further detailed.

CARRIED

## 24. LONG-TERM FUNDING – ISMAILI STUDENTS ASSOCIATION

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the Ismaili Students Association receive \$750.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club does numerous events for very low costs.

Scott states that the club has submitted receipts for their full funding. He states that the Ismaili community is very tight-knit on campus.

So states that the application is concise and detailed. She states that the costs are low and there are a lot of events.

CARRIED

## 25. LONG-TERM FUNDING – SPARK DESIGN CLUB

MOTION

Moved: Scott

Seconded: Emadi

Be it resolved that the Spark Design Club receive \$500.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is applying for Union funds for the first time. She states that the club is high profile and was recently featured in the Varsity.

So states that the club has a large public profile by creating big public art scenes.

Scott states that the club has not been through the funding process before. He states that the funding should not exceed \$500 so that they can prove good financial procedures.

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

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CARRIED

## 26. LONG-TERM FUNDING – BANGLADESH STUDENT ASSOCIATION

MOTION

Moved: Scott

Seconded: So

Be it resolved that the Bangladesh Student Association application be tabled till the proper budget template has been submitted.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the budget template is not used in the application.

Scott states that the application should be tabled until the template is followed.

CARRIED

## 27. LONG-TERM FUNDING – JUXTAPOSITION GLOBAL HEALTH MAGAZINE

MOTION

Moved: Scott

Seconded: So

Be it resolved that Juxtaposition Global Health Magazine receive \$500.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has a circulation of 500 copies twice a year. She states that the club also hosts two guest speakers a year.

Scott states that the club has picked up the full allocation of their funding last year.

Emadi states that the club is not expanding their mandate. She states that there is no justification for an increase in funding.

CARRIED

## 28. LONG-TERM FUNDING – HABITAT FOR HUMANITY AT THE UNIVERSITY OF TORONTO

MOTION

Moved: Bollo-Kamara

Seconded: Scott

Be it resolved that Habitat for Humanity at the University of Toronto receive \$250.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club did not pick up their full allocation of funding from the previous year.

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Wednesday, October 24, 2012 • 6pm • University of Toronto Students' Union Office

---

So states that the club is projecting a profit for the year.

Scott states that the club is likely generating a profit to donate to the branch charity.

Bollo-Kamara states that the club is looking to subsidize member's participation in the organization, which has a high membership fee.

Scott states that the club should not receive more than what they picked up last year.

Bollo-Kamara states that the club is not maximizing the potential of clubs funding. She states its important to help get students involved in the organization but that its not the role of the Union.

CARRIED

### 29. LONG-TERM FUNDING – ENGINEERS WITHOUT BORDERS

MOTION

Moved: Scott

Seconded: Agnes

Be it resolved that Engineers Without Borders receive \$650.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is hosting a number of fundraisers and is planning on expanding their programming.

Scott states that the club has expanded programming and has a really detailed application. He states that application indicates actual costs from the previous years and how the club plans to reduce costs.

CARRIED

### 30. OTHER BUSINESS

There is no other business.

### 31. ADJOURNMENT

The meeting is adjourned at 9:17pm.

Minutes of the  
Clubs Committee  
Friday, October 26, 2012  
1:30pm  
UTSU Office

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

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## IN ATTENDANCE:

Yolen Bollo-Kamara  
Corey Scott  
Agnes So  
Yasmeen Emadi

## PROXIES:

Shaun Shepherd to Yolen Bollo-Kamara

### 1. CALL TO ORDER

The meeting is called to order at 1:31pm.

### 2. APPROVAL OF THE AGENDA

MOTION

Moved: Scott

Seconded: Bollo-Kamara

Be it resolved that the Friday, October 26, 2012 Clubs Committee agenda be approved as presented.

CARRIED

### 3. LONG-TERM FUNDING – UNITY AT U OF T

MOTION

Moved: Scott

Seconded: So

Be it resolved that Unity at U of T receive \$600.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has participated in Orientation with performances on the clubs stage and is very active within the UofT community despite a large off-campus focus.

Scott states that the club is very diligent in minimizing expenses and getting as many people involved as possible.

Emadi states that the club focuses on off campus activities and is not planning on increasing programming. She states that the club has no reason to have a reduction in funding.

CARRIED

### 4. LONG-TERM FUNDING – UNIVERSITY OF TORONTO CHINESE ENGINEERING STUDENTS' ASSOCIATION

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the University of Toronto Chinese Engineering Students' Association receive \$2000.00 in UTSU long-term clubs funding.

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

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## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the membership list is fairly large and that the club continues to host a lot of events. She further states that the club has large revenue items for large-scale events.

Scott states that the club has not planned to modify its programming from last year. He states that the club continues to host a lot of events.

## CARRIED

### 5. LONG-TERM FUNDING – BRAZUCA

#### MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that BRAZUCA receive \$200.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has been inactive for the past year. She states that the executive is new and has had conversations with the Union regarding lack of communication last year.

So states that the club has attached a decent promotions package.

Scott states that the club has a lot of collaborative events with the Organization of Latin American Students. He states that the club is hosting language classes.

Emadi states that the club should not be held accountable for the previous year's executive. She states that the club still needs to prove good financial practices to receive more funding in future years.

## CARRIED

### 6. LONG-TERM FUNDING – MUSLIM STUDENTS' ASSOCIATION

#### MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the Muslim Students' Association receive \$17,500.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is one of the most active on campus with one of the largest membership participation. The club hosts fairly large events throughout the year. She states that the organization is made up of many committees and has an elaborate structure, which is conducive to hosting a lot of programs at once.

Scott states that the club provides a lot of services advocacy for Muslim students on campus. He states that the club hosts an Orphan Sponsorship Program and raised funds for a UofT Muslim Chaplain. He states that the club has also been active in advocating for more prayer space on campus.

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

---

Emadi states that the club deserves a large amount of funds. She suggests that a small increase is necessary to help develop new programs.

So states that the club has had large successes in its advocacy work. She states that the events have also been successful with a diverse body of students attending.

Bollo-Kamara states that the club has received national recognition for some of its incentives developed over the years.

CARRIED

## 7. LONG-TERM FUNDING – NAWRANJ IRANIAN ASSOCIATION

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the Nawranj Iranian Association receive \$1500.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has a lot of large events that bring in members of the Iranian community from across Toronto. She states that the club has been active in building a Iranian community on campus.

So states that the cost of food is expensive. She states that the club pulls in some revenue for each event.

Emadi states that the cost of Iranian food is expensive. She states that the events seem focused more on the Iranian community as opposed to the student Iranian community. She states that other clubs charge larger participation fees for events with more expensive food.

Scott states that the club has a small membership list, but has a strong Facebook presence. He states that the club is still relatively new since the amalgamation of several Iranian-based clubs.

So states that the club should be contacted to charge more for events to help cover the deficit.

CARRIED

## 8. LONG-TERM FUNDING – UNIVERSITY OF TORONTO VIETNAMESE STUDENTS' ASSOICATION

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the University of Toronto Vietnamese Students' Association receive \$650.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has been receiving steady increases over the past years and has shown an increase in programming. She states that the club has a lot of potential for growth.



## MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

---

Scott states that the club is hosting a diverse set of events that fosters Vietnamese community and culture on campus. He states that the club is not large but that it is growing.

CARRIED

### 9. LONG-TERM FUNDING – THE CLUB FOR BIOMEDICAL ENGINEERING

MOTION

Moved: So

Seconded: Emadi

Be it resolved that the Club for Biomedical Engineering receive \$400.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has submitted a detailed application that indicates large expenses for attending conferences and competitions.

Scott states that outside the conferences and competitions, the clubs primary costs are gifts and food for events. He states that the club is also including contingency and a general promotions line item.

So states that the club has compiled a good application but that the costs are limited outside of certain events.

CARRIED

### 10. SHORT-TERM FUNDING – HEART AND STROKE FOUNDATION AT THE UNIVERSITY OF TORONTO

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the Heart and Stroke Foundation at the University of Toronto application be tabled until a full-membership list is received.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the membership list only has 20 members.

CARRIED

### 11. LONG-TERM FUNDING – OXFAM U OF T

MOTION

Moved: Scott

Seconded: So

Be it resolved that Oxfam U of T receive \$600.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has added a detailed

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

---

promotion plan and has given buttons for each of the committee members. She states that the club has also added Facebook insight information. She mentions the abundant sources of funding they receive through various other organizations.

Scott states that the Hunger Banquet event is always a huge success.

CARRIED

### 12. LONG-TERM FUNDING – UNIVERSITY OF TORONTO SPORTS AND BUSINESS ASSOCIATION

MOTION

Moved: Scott

Seconded: So

Be it resolved that the University of Toronto Sports and Business Association receive \$400.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is relatively new. She further states that the club has been present across campus during Orientation. She states that the club has significant revenue sources.

Emadi states that the club is new but was very popular during orientation. She states that the club has not had the opportunity to prove their financial responsibility but that the club deserves some funds to start up.

CARRIED

### 13. LONG-TERM FUNDING – CHINESE UNDERGRADUATE ASSOCIATION AT THE UNIVERSITY OF TORONTO

MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the Chinese Undergraduate Association at the University of Toronto receive \$4000.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is one of the biggest groups on campus. She states that the club hosts a variety of events including seminars, conferences, socials and cultural celebrations.

Scott states that the club has several umbrella clubs that function similarly to the Muslim Students Association. He states that the club has a variety of programs with over two hundred executive and director members involved in the group.

Emadi states that the club has a lot of revenue sources and very detailed expenses. She states that the club has submitted receipts for expenses made so far in the year.

Scott states that the club only started applying for funding last year. He states that the club is very active and has been very involved on reaching out to members early this year.

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

---

So states that the club hosts really large events that have very large turnouts.

CARRIED

14. LONG-TERM FUNDING – KOREAN CANADIAN UNIVERSITY OF TORONTO STUDENTS' ASSOCIATION

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the Korean Canadian University of Toronto Students' Association receive \$200.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list.

Scott states that the club did not pick up the second installment of funding that they received in the previous year.

So states that the club does not host a lot of events and has a small membership. She states that the club needs to show better financial practices.

CARRIED

15. LONG-TERM FUNDING – UNIVERSITY OF TORONTO ITALIAN-CANADIAN ASSOCIATION

MOTION

Moved: Bollo-Kamara

Seconded: Scott

Be it resolved that the University of Toronto Italian-Canadian Association receive \$3500.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has several large events and small events. She states that the club hosts a week-long series of events that are very popular.

Scott states that the club was penalized in funding last year for violating the Orientation Clubs Day standards. He states that the club executives were diligent with communicating sponsorship and commitments this year.

Bollo-Kamara states that the club is very active and hosts numerous events that bring cultural clubs together.

CARRIED

16. LONG-TERM FUNDING - BLOGUT

MOTION

Moved: So

Seconded: Scott

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

---

Be it resolved that BlogUT receive \$250.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that a lot of the work the club does has been mimicked by the University's Student Life Ambassadors.

Scott states that the club should be supported so that students have an independent blog program.

So states that the club did not pick up their full funding from the previous year.

CARRIED

## 17. LONG-TERM FUNDING – PAN-ASIA STUDENT SOCIETY

MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the Pan-Asia Student Society application be tabled until the new Clubs Policy is adopted.

## Discussion

Bollo-Kamara states that the club has applied for long-term funding but has indicated an interest in start-up funding if the policy is approved.

CARRIED

## 18. LONG-TERM FUNDING – U OF T SWING DANCE CLUB

MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the U of T Swing Dance Club receive \$600.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has been diligent in hosting events and creating performance space for students on campus. She states that the club hosts weekly events and occasional large-scale performances.

Emadi states that the club should continue to be supported due to high booking fees for dance space on campus.

CARRIED

## 19. LONG-TERM FUNDING – STUDENTS FOR OPTIMIZING AND ADVOCATING PHARMACY ENDEAVOURS

MOTION

Moved: So

Seconded: Bollo-Kamara

# MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

---

Be it resolved that Students for Optimizing and Advocating Pharmacy Endeavours application be tabled until more information is received.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list.

Scott states that the club is also applying for two students to attend a conference. He states the students should be encouraged to utilize Individual Academic Endeavors.

So states that the committee needs more information on past funding to process the request.

CARRIED

## 20. LONG-TERM FUNDING – UNIVERSITY OF TORONTO IRON DRAGONS

MOTION

Moved: Scott

Seconded: So

Be it resolved that the University of Toronto Iron Dragons receive \$500.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is participating in a lot of competitions that cost large sums of money.

Scott states that the committee typically allocates the same amount of funds for each dragon boat team that is applying.

So states that the club should receive the same amount of funds as the previous year.

CARRIED

## 21. LONG-TERM FUNDING – EYES OF HOPE

MOTION

Moved: Scott

Seconded: Bollo-Kamara

Be it resolved that Eyes of Hope receive \$300.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is doing numerous fundraisers and attempts to get students involved in community-based projects.

Scott states that the club has some overlap with other clubs that focus on specific charity-based organizations.

CARRIED

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

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### 22. LONG-TERM FUNDING – UNITED NATIONS DEVELOPMENT PROGRAM – UNIVERSITY OF TORONTO

MOTION

Moved: Scott

Seconded: So

Be it resolved that the United Nations Development Program – University of Toronto receive \$500.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has had a divide with other UNDP clubs. She states that the club is active in outreach and hosting numerous events.

So states that the club is very active in promoting events. She states that she likes the regularity of events with different topics.

CARRIED

### 23. LONG-TERM FUNDING – CHAPTER FOR HEALTHCARE IMPROVEMENT AT THE UNIVERSITY OF TORONTO

MOTION

Moved: Emadi

Seconded: Scott

Be it resolved that the Chapter for Healthcare Improvement at the University of Toronto receive \$300.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list.

Emadi states that some of the expenses are very high without justification. She states that a lot of funds are spent on food that is unnecessary.

CARRIED

### 24. LONG-TERM FUNDING – LGBTQ & ALLIES IN SCIENCE AND ENGINEERING

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the LGBTQ & Allies in Science and Engineering receive \$200.00 in UTSU long-term clubs funding.

#### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is relatively new and has built a reputation in the Engineering Faculty. She states that the club has a lot of small events with larger events being collaborations.

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

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Scott states that it is unfortunate that the Engineering Society only has limited funds to support the club. He states that the club should be supported because it has grown substantially over the past year.

CARRIED

### 25. LONG-TERM FUNDING – ONLY HUMAN DANCE COLLECTIVE

MOTION

Moved: Scott

Seconded: So

Be it resolved that the Only Human Dance Collective be tabled until information on past funding is received.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list.

Scott states that the club is the only dance club that does not do auditions. He states that any member can participate to their fullest capacity.

So states that there is a discrepancy in past funding. She states that it should be looked into before making an allocation.

CARRIED

### 26. LONG-TERM FUNDING – UNIVERSITY OF TORONTO TAEKWONDO ORGANIZATION

MOTION

Moved: Bollo-Kamara

Seconded: Emadi

Be it resolved that the University of Toronto Taekwondo Organization receive \$400.00 in UTSU long-term clubs funding.

Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the clubs main expenses are travel and accommodations for participating in competition.

Scott states that the competitions are attended by only a few students out of the organization.

Bollo-Kamara states that the club hosts a numerous events that cost minimal funds but draw large memberships.

CARRIED

### 27. LONG-TERM FUNDING – COMMUNION AND LIBERATION ASSOCIATION

MOTION

Moved: Scott

Seconded: So

## MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

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Be it resolved that the Communion and Liberation Association application be tabled until the new Clubs Policy has been adopted.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is requesting access to start-up funding if the program is adopted.

CARRIED

## 28. LONG-TERM FUNDING – MIDDLE EASTERN STUDENTS' ASSOCIATION

MOTION

Moved: Bollo-Kamara

Seconded: So

Be it resolved that the Middle Eastern Students' Association application be tabled until the adoption of the new Clubs Policy.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is new but has a large membership. She states that the club has a large sum of funds for revenue.

Scott states that the application should be tabled and considered under Start-Up funding. He states that the club will receive more funding in another fund.

CARRIED

## 29. LONG-TERM FUNDING – U OF T MANDARIN CHINESE CHRISTIAN FELLOWSHIP

MOTION

Moved: So

Seconded: Bollo-Kamara

Be it resolved that the U of T Mandarin Chinese Christian Fellowship receive \$300.00 in UTSU long-term clubs funding.

### Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club has weekly gatherings that spread expenses over a numerous weeks.

Scott states that the club submitted receipts for reimbursement, but have not picked up the funding from last year.

CARRIED

## 30. LONG-TERM FUNDING – ORGANIZATION OF LATIN AMERICAN STUDENTS

MOTION

Moved: Bollo-Kamara

Seconded: Emadi



# MINUTES

Clubs Committee of the University of Toronto Students' Union

Friday, October 26, 2012 • 1:30pm • University of Toronto Students' Union Office

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Be it resolved that the Organization of Latin American Students receive \$3800.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club is very active on campus. She states that the club has a dance team, monthly socials and numerous other events. She states that the club has

Emadi states that the membership list is likely bigger than what has been submitted.

Scott states that the club's budget is very detailed and straightforward.

So states that the club has been very active this year. She states that the club should get a slight increase to help further expand programming.

CARRIED

## 31. LONG-TERM FUNDING – EGYPTIAN STUDENTS' ASSOCIATION

MOTION

Moved: Emadi

Seconded: So

Be it resolved that the Egyptian Students Association receive \$400.00 in UTSU long-term clubs funding.

## Discussion

Bollo-Kamara states the nature of the club and indicates the total expenses, revenues, variety of events and the size of the membership list. She states that the club does events throughout the year.

Scott states that the club does a lot of collaborations with other campus groups. He states that the club did not receive funding last year but that the club does usually apply for funding.

CARRIED

## 32. OTHER BUSINESS

There is no other business.

## 33. ADJOURNMENT

The meeting is adjourned at 4:37pmpm.

Minutes of the  
Elections and Referenda  
Committee  
Tuesday, October 23, 2012  
6:00pm  
UTSU Office

# MINUTES

Elections and Referenda Committee Meeting #2 of the University of Toronto Students' Union  
Tuesday, October 23, 2012 | 6:00pm | UTSU Office

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## IN ATTENDANCE

Sandra Hudson, Executive Director (non-voting)  
Anthony Staibano, Faculty of Dentistry Director  
Munib Sajjad, Vice-President University Affairs

Corey Scott, Vice-President Internal and Services

PROXY

Yolen Bollo-Kamara, Vice-President Campus Life, to Munib Sajjad

## 1. CALL TO ORDER

The meeting is called to order at 5:58pm.

## 2. APPROVAL OF AGENDA

### MOTION

Moved: Staibano

Seconded: Sajjad

Be it resolved that the Tuesday, October 23, 2012 Elections and Referenda Committee agenda be approved as presented.

## CARRIED

## 3. REPORT FROM THE CHIEF RETURNING OFFICER

Scott reads through the Final Report of the Chief Returning Officer. He states that the by-elections were relatively uneventful. He states that all candidates were acclaimed. He states that the initial poll locations for Knox College and OISE were unable to be booked due to issues with the Office of Space Management. He states that the director position at OISE will be left vacant for the year.

Hudson states that the Office of Space Management was difficult to work with during the election. She states that the concern over booking space should be raised with the University administration.

Sajjad asks what the process is to fill the OISE position.

Scott states that the Union will post a volunteer opportunity to sit as a non-voting member on the Board of Directors. He states that the position will provide the opportunity to sit and vote on committees and speak to issues brought up at the board. He states that he will coordinate with the Student Teachers Union to fill the role. He states that the Student Teachers Union elections were held late this year and most OISE students focused on running in the student association elections.

## 4. ERC POLICY ENDORSEMENT

### MOTION

Moved: Sajjad

Seconded: Staibano

Be it resolved that the Elections and Referenda Committee endorse the policy recommendation to utilize constituency-based campus publications during for non-campus-wide elections.

## DISCUSSION

Hudson states that the campus-wide publications were not useful in reaching the smaller faculty demographics. She states that the Union was obligated to spend large resources in publicizing the elections and nominations in the paper despite the increasing cost to do so. She suggests

that it may be useful to target faculty-specific campus publications for by-elections that do not stretch over the larger campus. She states that the campus-wide newspapers are very useful to reaching larger masses during the general elections.

Scott states that a motion has gone forward to the Policy and Procedures Committee to add constituency-specific publications to the definition of campus publications.

CARRIED

4. OTHER BUSINESS

No other business.

5. ADJOURNMENT

MOTION

Moved: Staibano

Seconded: Scott

CARRIED

The meeting adjourns at 6:18pm.

Minutes of the  
Organizational  
Development and Services  
Committee  
Friday, October 12, 2012  
10:30am  
UTSU Office

# MINUTES

Organizational Development Services Committee Meeting #2 of the University of Toronto Students' Union  
Friday, October 12, 2012 | 10:30am | UTSU Office

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## IN ATTENDANCE:

Cullen Brown, St. Michael's College Director  
Grace Guo, UTMSU Representative  
Chen He, University of Toronto Mississauga  
Director  
Corey Scott, Vice-President Internal and  
Services  
Kathleen Qu, St. Michael's College Director

## PROXY

Shaun Shepherd, President, to Corey Scott

## NON-VOTING:

Dan Gillespie, Health and Dental Plan  
Coordinator  
Terri Nikolaevsky, Member Services Coordinator

### 1. CALL TO ORDER

The meeting is called to order at 10:23am.

### 2. APPROVAL OF AGENDA

#### MOTION

Moved: Scott

Seconded: Qu

Be it resolved that the Friday, October 12, 2012 Organizational Development Services Committee agenda be approved as presented.

#### CARRIED

### 3. SERVICES UPDATE

Scott states that the Union's office has been busy for the first month of the new academic term. He provides an update on sales and volume of traffic for services through the front desk. He states that the photocopying service has been particularly busy, with over 40,000 pages printed. He states that TTC metropass sales have increased substantially. He states that the Health and Dental Plan opt-out period was well advertised in campus papers and poster campaigns. He states that the ISIC is being expanded to include personalized UTSU cards with Greenshield identification.

Brown asks what the OSC refers to.

Scott states that OSC refers to Ontario Science Centre tickets. He states that we no longer sell these tickets, and that they were posted to the sales sheet in error.

### 4. PHOTOCOPYING SERVICE

Scott states that the photocopying service has been extremely popular. He states that the office is busy on a daily basis with traffic from 9am to 6pm. He states that while the staff wants to continue the service, there are concerns with the maintenance of the machine, noise, heat and odour produced by the machine, and the amount of staffing the program requires. He provides an overview of the terms of the copier lease that is currently in place. He states that staff and management have indicated that potentially having set hours and limiting amounts of printing may help alleviate some of these issues.

Brown states that limiting the timeframe of the service might encourage a rush of traffic for the service.

# MINUTES

Organizational Development Services Committee Meeting #2 of the University of Toronto Students' Union  
Friday, October 12, 2012 | 10:30am | UTSU Office

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Nikolaevsky explains the process that staff uses to implement the program. She states that the staff that currently runs the program are being monopolized by it, and other services such as ISIC, ticket sales, service development, the UTSU Book Exchange, and answering questions effectively are suffering as a result.

Scott states that the staff is recommending operating hours of 12pm to 4pm for the program.

Qu asks if an additional time such as 9am to 10am is possible so that students with early classes and labs can be served.

Nikolaevsky states that whatever is decided should be consistent.

Scott states that the times suggested are useful because part-time staff relief is scheduled for 1pm onwards.

Brown asks if board members and volunteers could do the work.

Scott states that board members or volunteers, due to cash handling procedures, liability, reliability of board member commitment and obligations listed in the collective agreement with CUPE1281, cannot do the work conducted at the front desk.

Brown asks what effect changing the price of the service would have.

Scott states that a one cent increase is minimal in raising revenue and would affect the reputation and advertising the Union has already done.

The committee agrees that reducing hours from 12pm to 4pm and having a cap of 250 pages printed would be acceptable.

Scott states that prior to any changes, at least one week's notice will be given to members.

## 5. MOBILE SERVICE KIOSK

Scott states that he has looked into the prices of different types of mobile service kiosks. He states that the different options include small kiosks that are foldable and can be carried or a large kiosk that must be pushed and stored. He states that the size and bulk of the kiosk will also determine the number and types of services that can be provided.

Qu states that college unions should be consulted to see what types of service kiosk they would like to see in their divisions.

Scott states that he has had some discussions with colleges, such as Victoria. He states that a large barrier to implementing the kiosk is determining a sustainable system that has appropriate cash handling procedures and liability coverage.

Brown states that the kiosk should focus on reaching out to members by being visible at different colleges and areas of campus.

Qu states that Union should not incur a large cost to purchase a kiosk. She states that the kiosk should focus on the students' union.

Scott states that he will set up a meeting for members of the committee to visit Ryerson to ask their students' union about the kiosks that they have purchased and currently operate.

# MINUTES

Organizational Development Services Committee Meeting #2 of the University of Toronto Students' Union  
Friday, October 12, 2012 | 10:30am | UTSU Office

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*Qu exits the meeting at 10:58am.*

## 6. CLUBS BOX OFFICE

Scott states that he has begun drafting a clubs box office policy with members of the staff.

Nikolaevsky suggests guidelines to help facilitate the program. She lists some potential responsibilities of both clubs and the Union in facilitating the program.

Brown asks if tax will need to be collected on the tickets sold to members.

Scott states that he does not think that taxes need to be charged. He states that he will contact the financial coordinators of the Union to confirm this. Scott states that the policy should include a section that states that clubs should not be able to casually pick up tickets because it will affect the inventory at the front desk. He further states that the clubs should be able to provide more tickets if sales are popular.

Brown asks if cheques will be mailed or picked up at the office.

Scott states that the cheque should be picked up so that clubs can sign off on receiving funds from the Union.

Nikolaevsky states that it was suggested at the last meeting that we should provide a ticket template for clubs.

Scott states that he can create a template that will include ticket numbers. He states that the application to sell tickets should only be available in the office as there are financial matters to discuss with clubs before going ahead with selling their tickets.

He states that some clubs have members and non-members. He asks if clubs can submit multiple types of tickets to be sold.

Scott states that a process can be facilitated as long as there is a photocopy of a membership card, and instructions that indicate how to process the different types of tickets. He states that he will take the recommendations to the Policy and Procedures Committee for further analysis.

*Guo and He enter the meeting at 11:14am.*

## 7. GOOD FOOD BOX

Nikolaevsky states that the program has seen a huge increase in usage during September. She states that she is looking into expanding the program across the campus to multiple locations or having a pick up system with different locations.

Scott suggests choosing a particular residence to work with on a launch program. He suggests Woodsworth or Innis as they do not have food plans.

Nikolaevsky states that she will look into collecting statistics on residence students who are utilizing the program to determine which residences have the highest number of users.



# MINUTES

Organizational Development Services Committee Meeting #2 of the University of Toronto Students' Union  
Friday, October 12, 2012 | 10:30am | UTSU Office

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## 8. COMMUNICATIONS/PROMOTIONS

Scott presents some of the materials and strategies used to promote services to its members. He asks for suggestions to expand services and promotion plans.

Brown states that on-site service promotion by staff is useful.

He states that clubs listservs are effective at getting information about services out to members.

Scott states that we can also drop off materials at Sussex Clubs House.

## 9. OTHER BUSINESS

Nikolaevsky states that the clubs banner printing service procedure has been finalized. She states that the Zumbathon Food Bank Fundraiser has been planned for November 11, 2012. She states that the TTC photo identification cards are being made on October 29, 2012.

## 10. ADJOURNMENT

MOTION

Moved: Scott

Seconded: Brown

CARRIED

The meeting adjourns at 12:47pm.

Minutes of the  
Policy and Procedures  
Committee

Thursday, October 4, 2012

2:00pm

UTMSU

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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IN ATTENDANCE:  
Grace Guo, UTMSU Designate  
Dania Hassan, University of Toronto  
Mississauga Director

Virginia Lomax, University College Director  
Corey Scott, Vice-President Internal & Services  
Shaun Shepherd, President

## 1. CALL TO ORDER

The meeting is called to order at 6:41pm.

## 2. APPROVAL OF THE AGENDA

MOTION Moved: Scott Seconded: Lomax

Be it resolved that the October 4, 2012 Policy and Procedures Committee agenda be approved as presented.

CARRIED

## 3. ADOPTION OF THE UNION BOOK BURSARY AND INDIVIDUAL ACADEMIC ENDEAVOR GRANTS POLICY

MOTION Moved: Seconded:

Be it resolved that the Book Bursary and Individual Academic Endeavour Grants Policy be adopted to read:

### PREAMBLE

*The Union recognizes that in addition to tuition fees, there are costs associated with post-secondary education such as increasing textbook costs and costs associated with academic and academic-related projects and events. Therefore, the Union shall provide assistance to members who show significant financial need to meet these requirements through needs-based book bursaries and Individual Academic Endeavour (Hereafter referred to as "IAE") grants.*

*A limited amount of book bursary and IAE funds will be administered through the Bursary and Grants Committee.*

### CRITERIA

*The Book Bursary will be distributed by the Bursary and Grants Committee based on the following criteria:*

- i. Membership in the Union (as defined by the UTSU By-Laws)*
- ii. Access to financial resources, estimated expenses and calculated debt*
- iii. Submission of textbook receipts*
- iv. Other criteria as determined by the Bursary and Grants Committee from time-to-time*

*The IAE Grant will be distributed by the Bursary and Grants Committee based on the following criteria:*

- i. Membership in the Union (as defined by the UTSU By-Laws)*
- ii. Access to financial resources and estimated expenses*
- iii. Diversity and scope of endeavour*
- iv. Other criteria as determined by the Bursary and Grants Committee from time-to-time*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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## ANONYMITY

*Applicants and recipients of the book bursary and IAE will remain anonymous in minutes submitted to the Board of Directors for ratification. Minutes will indicate recipients by student number.*

*Book Bursary Committee members are responsible for ensuring the anonymity of applicants is maintained in all discussions of the committee."*

## DISCUSSION

Scott states that the policy presented attempts to accomplish three tasks. He states that the first task is to set up principles, guidelines and criteria for the Book Bursary that the Union currently provides. He states that the second task is to set similar guidelines for Individual Academic Endeavour Grants (IAE). He states that the third task is to establish a committee to oversee the implementation of grants.

Shepherd asks for clarification regarding "diversity and scope of endeavour."

Lomax asks if the IAE grant is only for academic endeavours.

Scott states that the IAE grant does not need to be directly related to an academic degree.

Lomax states that the policy should request textbook receipts with a grant application.

Shepherd states that some grammatical changes are required.

Scott states that the "diversity and scope of endeavour" should be clarified to indicate that the number of applicants applying for the same endeavor should be part of the criteria of the grant criteria. He further states that diversity is misleading.

Lomax suggests creating a headline for Applications and Deadlines. She states that deadlines should be near the course drop date, which is near the end of October.

Scott states that the deadline for the Book Bursary should be on the last Friday of October in order to not conflict with clubs funding deadlines.

Shepherd states that the deadline for IAE should be the first Friday of March.

Shepherd states that the Union's responsibilities of creating a form should be listed.

Scott states that the policy should not specify the semesters that are listed.

Lomax asks if the policy should list the Union's responsibility to remitting funds after application periods.

## MOTION

Moved: Guo

Seconded: Lomax

Be it resolved that the Book Bursary and individual Academic Endeavour Grants Policy be adopted to read:

### "PREAMBLE

*The Union recognizes that in addition to tuition fees, there are costs associated with post-secondary education such as increasing textbook costs and costs associated with academic and academic-related projects and events. Therefore, the Union shall provide assistance to members*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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*who show significant financial need to meet these requirements through needs-based Book Bursaries and Individual Academic Endeavour (hereafter referred to as "IAE") grants.*

*A limited amount of book bursary and IAE funds will be administered through the Bursary and Grants Committee.*

## CRITERIA

*The Book Bursary will be distributed by the Bursary and Grants Committee based on the following criteria:*

- v. Membership in the Union as defined by the UTSU By-Laws*
- vi. Access to financial resources, estimated expenses and calculated debt*
- vii. Submission of textbook receipts with application*
- viii. Other criteria as determined by the Bursary and Grants Committee as they see fit*

*The IAE Grant will be distributed by the Bursary and Grants Committee based on the following criteria:*

- v. Membership in the Union as defined by the UTSU By-Laws*
- vi. Access to financial resources and estimated expenses*
- vii. Scope of the endeavour*
- viii. The number of individuals applying for the same endeavour*
- ix. Other criteria as determined by the Bursary and Grants Committee as they see fit*

## APPLICATIONS AND DEADLINES

*It is the responsibility of the Union to post Book Bursary and IAE applications by the first week of September.*

*The application deadline for the Book Bursary will be the fourth Friday of October in any given year. The application deadline for the IAE Grant will be the first Friday of March in any given year. The Bursary and Grants Committee shall award funds in such reasonable time as allowed by the volume of applications received.*

## ANONYMITY

*Applicants and recipients of the book bursary and IAE will remain anonymous in minutes submitted to the Board of Directors for ratification. Minutes will indicate recipients by student number.*

*Book Bursary Committee members are responsible for ensuring that the anonymity of applicants is maintained in all discussions of the committee."*

CARRIED

## 4. RENAMING OF BOOK BURSARY COMMITTEE

MOTION

Moved: Lomax

Seconded: Shepherd

Be it resolved that the Book Bursary and Individual Academic Endeavour Grants Policy be amended to rename the Book Bursary Committee as the Bursary and Grants Committee.

CARRIED

## 5. AMENDMENTS TO CLUBS POLICY

MOTION

Moved:

Seconded:

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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Be it resolved that the Clubs Policy be amended to read:

## PREAMBLE

*The Union must maintain a policy and mechanism for the recognition of campus organizations. For the purpose of this policy, all such organizations, wishing to use "University of Toronto Students' Union" or "UTSU" in their names, and all groups wishing to access Union services and to participate in Union sponsored events, must first be recognized by the Union.*

*Union "members" are defined as University of Toronto Students' Union (UTSU) members as outlined in UTSU By-Laws, unless otherwise specified. Campus club(s), group(s), and campus organization(s) are used interchangeably and only refer to St. George campus-recognized clubs.*

## RIGHTS AND RESPONSIBILITIES

*The responsibility for the implementation of this policy is delegated to the Vice-President Campus Life, and/or their designate, as well as the St. George Clubs Committee (hereafter known as "Clubs Committee"). All administrative decisions to deny or withdraw recognition or funding will be reported regularly to the Clubs Committee for discussion and ratification. In the case of denial or withdrawal of recognition, a statement of reasons will be provided.*

*The Union will host at least one (1) Clubs Executive Training session in both the Fall and Winter terms and at least two (2) Club Executive Training sessions in the Summer term.*

*The Clubs Committee has the right to request an independent evaluation of the budget or conduct an audit if it wishes. Union sponsorship recognition on all promotional and advertising materials regarding the event may be requested by the committee. Minimum fulfillment of the requirement, if requested, will be the following: the display of the Union logo and the words "Sponsored in part by the UTSU, your Students' Union" and the display of a Union banner at the event. It is the responsibility of the campus club to obtain the banner from the Union.*

## RECOGNITION GUIDELINES

*Union recognized clubs must apply for recognition annually to maintain clubs status. The UTSU recognition period begins on May 1 and ends on March 1 of any given year. Recognition requires clubs to submit a completed clubs recognition form, a copy of the club's current constitution and confirmation of having received Office of Student Life recognition.*

*Recognition of campus groups shall be assessed annually according to the following constitutional criteria:*

- 1. The objectives and activities of groups seeking recognition should be seen as attempting to contribute to the educational, recreational, social or cultural values of the University of Toronto community.*
- 2. Recognized clubs must uphold the Canadian Human Rights Code. This includes policies that uphold discrimination against race, national or ethnic origin, colour, status, creed religion, sex, sexuality, gender identity, gender presentation, age, class, mental or physical ability or political orientation. This is not an exhaustive list.*
- 3. Campus clubs must obtain recognition by the Office of Student Life prior to applying for UTSU recognition.*
- 4. Recognized campus groups may not engage in activities that are commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the organization, charges for specific activities, programs or events, or to prohibit groups from*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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*engaging in legitimate fundraising and sponsorship. However, a recognized campus group cannot:*

- i. Have as a major activity a function that makes it an on-campus part of a commercial organization.*
  - ii. Provide services and goods at a profit when that profit is used for purposes other than to benefit the organization.*
  - iii. Provide individual financial compensation to some or all of its officers/executives*
5. *Union recognized groups must have a minimum of 30 members, comprised of at least 50% Union members.*
6. *The Union requires a club's constitution to include:*
- i. An organizational name*
  - ii. An mandate/purpose*
  - iii. An organizational structure (including executive structure)*
  - iv. An definition of membership*
  - v. An election procedure*
  - vi. An financial and administrative procedures*

*The Union will provide constitution templates to groups on the Union website.*

7. *Union members must fill at least 75% of leadership positions of a campus club.*
8. *If a club acts in a manner that is inconsistent with its constitution, the Union may revoke its recognition. The club may apply for recognition status at the start of the next academic year. Clubs will be given at least one month's notice to make any necessary changes to avoid removal of recognition from the Union.*
9. *The Union will not recognize a club that replicates the function, principle, or name of another recognized club as determined by the Clubs Committee. A proposed club that bears similarities to another recognized club, but can provide proof of difference for the purpose of recognition, may appeal to the Clubs Committee as to why the proposed club should be recognized and be considered to receive funding.*
10. *Union recognized clubs should aim towards implementing the Union's Sustainability Policy during club events.*
11. *Student levy groups automatically receive club status with access to clubs services excluding clubs funding.*

## CLUBS FUNDING GUIDELINES

*Preamble: The UTSU disperses clubs funding to campus clubs to cover operational costs for host campus activities. The Clubs Committee determines clubs funding. The UTSU offers five types of clubs funding: short-term, long-term, summer-term, start-up and reconsideration.*

## CLUBS FUNDING REQUIREMENTS

*The Union's Clubs Committee will assign funds to clubs in accordance with the established guidelines outlined below.*

- 1. Any groups applying for funding must be a UTSU recognized club.*
- 2. Groups receiving student levies are ineligible for clubs funding.*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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3. *Initiatives that receive funding shall be done in such a way that they adhere to section 4 of the UTSU Clubs Recognition policy, are not aimed at generating profit, and that they maintain a limited amount of corporate involvement.*
4. *A group has attended 100% of at least one Clubs Executive Training session.*
5. *Clubs funding is determined on a case-by-case basis. Relevant criteria include, but are not limited to:*
  - i. *Projected participation rate of Union members*
  - ii. *The existence and/or significance of other funding sources*
  - iii. *Diversity of activities and programs*
  - iv. *Levels of outreach and promotion*
  - v. *Past funding and receipts received*
  - vi. *Other criteria as determined by the Clubs Committee from time-to-time*
6. *Each grant request shall include:*
  - i. *A completed application funding form.*
  - ii. *An itemized budget and expense statement. The submitted budget must follow the UTSU budget template.*
  - iii. *Descriptions of events including sample promotional material, if available, from current or previous years.*
  - iv. *The current membership list of the group. This includes, but is not limited to, name, e-mail, student number, university status, program and/or faculty of each campus club member.*
  - a. *When a campus club can demonstrate the need for anonymity of its members, a campus club can request bypassing membership lists.*
7. *The Union will generally not subsidize the following expenditures:*
  - i. *alcoholic items and/or beverages*
  - ii. *capital assets including, but is not limited to:*
    - a. *Electronic equipment*
    - b. *Furniture*
  - iii. *business cards*
  - iv. *club apparel*
  - v. *honoraria and personal compensation*
8. *Union funding cannot be used to cover more than 50% of the total expenses for a campus club's long-term or start-up application's operating budget, or more than 50% of the total campus club's short-term or summer-term applications event budget.*
9. *Failure to comply with the above guidelines in full will result in a group being ineligible for funding for a term determined by the Clubs Committee.*

## SHORT-TERM FUNDING

*Preamble: Short-term funding aims to help support for campus clubs that either host one activity a year or host multiple activities but are applying for funding of one predominately larger activity. Short-term funding is intended for campus clubs that operate specific events, campaigns or services that have specified costs such as conferences, publications or fundraisers.*

*Criteria: To be eligible for short-term funding the club must be recognized for the current year and have attended a Clubs Executive Training prior to submitting a funding application. The application must be received at least two weeks prior to the scheduled activity or event.*

*Allocation: Short-term funding may not exceed \$500.00.*



# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

---

*Deadline: The deadline to request short-term funding is the first Friday of February in any given year.*

*Funding Distribution: Refer to Schedule A*

*Restrictions: Cannot apply for long-term clubs funding and start-up clubs funding.*

## LONG-TERM FUNDING

*Preamble: Long-term funding is intended for campus clubs that operate throughout the year. Funding is intended for campus clubs that host multiple events with varying expenses and revenues.*

*Criteria: To be eligible for long-term funding the club must be recognized for the current year and have attended a Clubs Executive Training prior to submitting a funding application.*

*Allocation: Long-term funding has no maximum allocation.*

*Deadline: The deadline to request long-term funding is the third Friday of October in any given year.*

*Funding Distribution: Refer to Schedule A*

*Restrictions: Cannot apply for short-term clubs funding and start-up clubs funding.*

## SUMMER-TERM FUNDING

*Preamble: Summer-term clubs funding is intended for campus clubs that host events during the summer term. Funding is intended to provide an early reimbursement for clubs that are applying for long-term funding later in the year.*

*Criteria: To be eligible for summer-term funding the club must be recognized for both the previous and current clubs recognition period and have attended the previous year's Club's Executive Training.*

*Allocation: Summer funding allocations will not exceed more than \$250.*

*Deadline: The deadline to request summer funding is the first Friday of July in any given year.*

*Funding Distribution: Refer to Schedule B*

*Restrictions: Expenses must occur between May 1 and August 31 of any given year.*

## START-UP FUNDING

*Preamble: Start-up funding is intended for campus clubs that have not applied for clubs funding in the previous two (2) years. Funding is intended for campus clubs that have recently been established or have a small operating budget.*

*Criteria: To be eligible for start-up funding the club must be recognized for the current year and have attended Clubs Executive Training prior to submitting a funding application. A campus club applying for start-up funding cannot have applied for UTSU clubs funding for the past two (2) years.*

*Allocation: Start-up funding may not exceed \$500.00.*

*Deadline: The deadline to request start-up funding is the third Friday of January in any given year.*

*Funding Distribution: Refer to Schedule A.*

*Restrictions: Cannot apply for short-term clubs funding and long-term clubs funding.*

## RECONSIDERATION FUNDING

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

---

*Preamble: Upon reviewing all applications received in good standing the Clubs Committee may revisit long-term, and short-term applications from clubs already allocated funding for the purpose of allocating additional funding for the same academic year.*

*Criteria: To be eligible for reconsideration funding, campus clubs must have produced receipts for the total funding allocated through previous UTSU clubs funding.*

*Allocation: Reconsideration funding has no maximum allocation.*

*Deadline: The deadline to request or be considered eligible for reconsideration funding is the first Friday of March in any given year.*

*Funding Distribution: Refer to Schedule B.*

*Restrictions: Campus clubs that access start-up funding are not eligible for reconsideration funding.*

## FUNDING DISTRIBUTION

*Upon the approval of the Board of Directors, funding distribution will occur according to the following schedule and criteria:*

### SCHEDULE A

#### \$1-\$500

*70% of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 30% of the grant. However, should the group fail to comply with any of the guidelines in this policy; the second installment of the grant will be withheld.*

#### \$500-\$2000

*50% of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 50% of the grant. However, should the group fail to comply with any of the guidelines in this policy; the second installment of the grant will be withheld.*

#### Over \$2000

*40% of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. The second installment shall be issued once receipts have been submitted for 40% of the allocation. The final and remaining 30% of the installment will be received once all receipts are submitted. However, should the group fail to comply with any of the guidelines in this document; the second installment of the grant will be withheld.*

### SCHEDULE B

*Distribution of funds is contingent upon the campus club providing 100% of the receipts for their funding allocation.*

## UNITY THROUGH DIVERSITY

*The Clubs Committee will also fund Unity Through Diversity (a cultural diversity event). Unity Through Diversity will focus on campus engagement with different cultures and communities through collaborations that showcase our campus clubs."*

## DISCUSSION

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

---

Scott states that the Union's clubs policy has been frequently amended over the past few years. He states that the Union's role in fostering a clubs community has changed drastically, and that past amendments have been implemented within the framework of the Union's previous role. He states that it is necessary to do an entire overhaul of the policy so that the policy reflects the current needs of clubs and can be better understood by clubs and the clubs committee. He states that the policy cleans up the format and the structure of the policy, while also clarifying sections that clubs have typically misread. Scott states that the policy also establishes start-up funding.

Lomax states that the Union's responsibility to remind faculty societies, such as the Arts and Science Students' Union and Engineering Society, to apply for recognition should be listed.

Scott states that the policy is clarifying that all Union recognized groups must be accessible to all Union members. He states that all discipline students' unions should be applying for Office of Student Life recognition if this mandate is to be fulfilled.

Lomax states that gender presentation should read gender expression.

Scott states that the policy has added requirements to indicate election procedures and financial procedures.

Lomax states that the formatting is clear and makes the document easier to read compared to the current clubs policy.

Scott states the proposed policy clarifies the type of information membership lists could include.

Lomax proposes some grammatical changes.

Hassan proposes some formatting changes.

Shepherd states that the eighth point in clubs funding requirements needs clarification. He suggests splitting the sentence into two sentences.

Scott states that the new policy clarifies reconsideration funding.

Lomax states that reconsideration funding should be further clarified to ensure clubs do not rely on it year-to-year.

MOTION

Moved: Scott

Seconded: Hassan

Be it resolved that the Clubs Policy be amended to read:

"PREAMBLE

*The Union must maintain a policy and mechanism for the recognition of campus organizations. For the purpose of this policy, all such organizations, wishing to use "University of Toronto Students' Union" or "UTSU" in their names, and all groups wishing to access Union services and to participate in Union sponsored events, must first be recognized by the Union.*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

---

*Union "members" are defined as University of Toronto Students' Union (UTSU) members as outlined in UTSU By-Laws, unless otherwise specified. Campus club(s), group(s), and campus organization(s) are used interchangeably and only refer to St. George campus-recognized clubs.*

## RIGHTS AND RESPONSIBILITIES

*The responsibility for the implementation of this policy is delegated to the Vice-President Campus Life, and/or their designate, as well as the St. George Clubs Committee (hereafter known as "Clubs Committee"). All administrative decisions to deny or withdraw recognition or funding will be reported regularly to the Clubs Committee for discussion and ratification. In the case of denial or withdrawal of recognition, a statement of reasons will be provided.*

*The Union will host at least one (1) Clubs Executive Training session in both the Fall and Winter terms and at least two (2) Club Executive Training sessions in the Summer term.*

*It is the responsibility of the Union to notify the previous year's clubs listserv, the Arts and Sciences Students' Union and the Engineering Society to reapply for recognition.*

*The Clubs Committee has the right to request an independent evaluation of the budget or conduct an audit if it wishes. Union sponsorship recognition on all promotional and advertising materials regarding the event may be requested by the committee. Minimum fulfillment of the requirement, if requested, will be the following: the display of the Union logo and the words "Sponsored in part by the UTSU, your Students' Union" and the display of a Union banner at the event. It is the responsibility of the campus club to obtain the banner from the Union.*

## RECOGNITION GUIDELINES

*Union recognized clubs must apply for recognition annually to maintain clubs status. The UTSU recognition period begins on May 1 and ends on March 1 of any given year. Recognition requires clubs to submit a completed clubs recognition form, a copy of the club's current constitution and confirmation of having received Office of Student Life recognition.*

*Recognition of campus groups shall be assessed annually according to the following constitutional criteria:*

- 1. The objectives and activities of groups seeking recognition should be seen as attempting to contribute to the educational, recreational, social or cultural values of the University of Toronto community.*
- 2. Recognized clubs must uphold the Canadian Human Rights Code. This includes policies that uphold discrimination against race, national or ethnic origin, colour, status, creed religion, sex, sexuality, gender identity, gender expression, age, class, mental or physical ability or political orientation. This is not an exhaustive list.*
- 3. Campus clubs must obtain recognition by the Office of Student Life prior to applying for UTSU recognition.*
- 4. Recognized campus groups may not engage in activities that are commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the organization, charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising and sponsorship. However, a recognized campus group cannot:
  - iv. Have as a major activity a function that makes it an on-campus part of a commercial organization.*
  - v. Provide services and goods at a profit when that profit is used for purposes other than to benefit the organization.*
  - vi. Provide individual financial compensation to some or all of its officers/executives**
- 5. Union recognized groups must have a minimum of 30 members, comprised of at least 50% Union members.*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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6. *The Union requires a club's constitution to include:*

- vii. An organizational name*
- viii. An mandate/purpose*
- ix. An organizational structure (including executive structure)*
- x. An definition of membership*
- xi. An election procedure*
- xii. An financial and administrative procedures*

*The Union will provide constitution templates to groups on the Union website.*

- 7. *At least Union members must fill at least 75% of leadership positions of a campus club.*
- 8. *If a club acts in a manner that is inconsistent with its constitution, the Union may revoke its recognition. The club may apply for recognition status at the start of the next academic year. Clubs will be given at least one month's notice to make any necessary changes to avoid removal of recognition from the Union.*
- 9. *The Union will not recognize a club that replicates the function, principle, or name of another recognized club as determined by the Clubs Committee. A proposed club that bears similarities to another recognized club, but can provide proof of difference for the purpose of recognition, may appeal to the Clubs Committee as to why the proposed club should be recognized and be considered to receive funding.*
- 10. *Union recognized clubs should aim towards implementing the Union's Sustainability Policy during club events.*
- 11. *Student levy groups automatically receive club status with access to clubs services excluding clubs funding.*

## CLUBS FUNDING GUIDELINES

*Preamble: The UTSU disperses clubs funding to campus clubs to cover operational costs for host campus activities. The Clubs Committee determines clubs funding. The UTSU offers five types of clubs funding: short-term, long-term, summer-term, start-up and reconsideration.*

## CLUBS FUNDING REQUIREMENTS

*The Union's Clubs Committee will assign funds to clubs in accordance with the established guidelines outlined below.*

- 1. *Any groups applying for funding must be a UTSU recognized club.*
- 2. *Groups receiving student levies are ineligible for clubs funding.*
- 3. *Initiatives that receive funding shall be done in such a way that they adhere to section 4 of the UTSU Clubs Recognition policy, are not aimed at generating profit, and that they maintain a limited amount of corporate involvement.*
- 4. *A group has attended 100% of at least one Clubs Executive Training session.*
- 5. *Clubs funding is determined on a case-by-case basis. Relevant criteria include, but are not limited to:*
  - vii. Projected participation rate of Union members*
  - viii. The existence and/or significance of other funding sources*
  - ix. Diversity of activities and programs*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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- x. *Levels of outreach and promotion*
  - xi. *Past funding and receipts received*
  - xii. *Other criteria as determined by the Clubs Committee as they see fit*
6. *Each grant request shall include:*
- i. *A completed application funding form.*
  - ii. *An itemized budget and expense statement. The submitted budget must follow the UTSU budget template.*
  - iii. *Descriptions of events including sample promotional material, if available, from current or previous years.*
  - iv. *The current membership list of the group. This includes, but is not limited to, name, phone number, e-mail, student number, university status, program and/or faculty of each campus club member.*
    - a. *When a campus club can demonstrate the need for anonymity of its members, a campus club may request bypassing membership lists.*
7. *The Union will generally not subsidize the following expenditures:*
- vi. *alcoholic items and/or beverages*
  - vii. *capital assets including, but is not limited to:*
    - a. *Electronic equipment*
    - b. *Furniture*
  - viii. *business cards*
  - ix. *club apparel*
  - x. *honoraria and personal compensation*
8. *Clubs must rely on non-Union funding sources for at least 50% of their total expenses for long-term or start-up application's operating budget. Clubs must also rely on non-Union funding sources for at least 50% of the total campus club's short-term or summer-term application's event budget.*
9. *Failure to comply with the above guidelines in full will result in a group being ineligible for funding for a term determined by the Clubs Committee.*

## SHORT-TERM FUNDING

*Preamble: Short-term funding aims to provide support to campus clubs that either host one activity a year or host multiple activities but are applying for funding of one predominately larger activity. Short-term funding is intended for campus clubs that operate specific events, campaigns or services that have specified costs such as conferences, publications or fundraisers.*

*Criteria: To be eligible for short-term funding the club must be recognized for the current year and must have attended a Clubs Executive Training prior to submitting a funding application. The application must be received at least two weeks prior to the scheduled activity or event.*

*Allocation: Short-term funding shall not exceed \$500.00.*

*Deadline: The deadline to request short-term funding is the first Friday of February in any given year.*

*Funding Distribution: Refer to Schedule A*

*Restrictions: Short-term funding excludes:*

- i. *Long-term funding*
- ii. *Start-up funding*
- iii. *Multiple short-term funding*

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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## LONG-TERM FUNDING

*Preamble: Long-term funding is intended for campus clubs that operate throughout the year. Funding is intended for campus clubs that host multiple events with varying expenses and revenues.*

*Criteria: To be eligible for long-term funding the club must be recognized for the current year and must have attended a Clubs Executive Training prior to submitting a funding application.*

*Allocation: Long-term funding has no maximum allocation.*

*Deadline: The deadline to request long-term funding is the third Friday of October in any given year.*

*Funding Distribution: Refer to Schedule A*

*Restrictions: long-term funding excludes:*

- i. Short-term funding*
- ii. Start-up funding*

## SUMMER-TERM FUNDING

*Preamble: Summer-term clubs funding is intended for campus clubs that host events during the summer term. Funding is intended to provide an early reimbursement for clubs that are applying for long-term funding later in the year.*

*Criteria: To be eligible for summer-term funding the club must be recognized for both the previous and current clubs recognition period and have attended the previous year's Club's Executive Training.*

*Allocation: Summer funding allocations shall not exceed more than \$250.*

*Deadline: The deadline to request summer funding is the first Friday of July in any given year.*

*Funding Distribution: Refer to Schedule B*

*Restrictions: Expenses must occur between May 1 and August 31 of any given year.*

## START-UP FUNDING

*Preamble: Start-up funding is intended for campus clubs that have not applied for clubs funding in the previous two (2) years. Funding is intended for campus clubs that have recently been established or have a small operating budget.*

*Criteria: To be eligible for start-up funding the club must be recognized for the current year and must have attended Clubs Executive Training prior to submitting a funding application. A campus club applying for start-up funding cannot have applied for UTSU clubs funding for the past two (2) years.*

*Allocation: Start-up funding shall not exceed \$500.00.*

*Deadline: Start-up funding excludes:*

- i. Short-term funding*
- ii. Long-term funding*

*Funding Distribution: Refer to Schedule A.*

*Restrictions: Cannot apply for short-term clubs funding and long-term clubs funding.*

## RECONSIDERATION FUNDING

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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*Preamble: Upon reviewing all applications received in good standing, the Clubs Committee may revisit long-term, and short-term applications that have submitted receipts totaling their allocation. Funding is intended to provide additional funds to clubs that have shown responsible use of Union funds and a need for additional financial resources in the fiscal year. Reconsideration funding is limited and shall not effect the campus clubs application in the following year. Funding is considered limited and not guaranteed to exist year-to-year within the clubs budget.*

*Criteria: To be eligible for reconsideration funding, campus clubs must have produced receipts for the total funding allocated through previous UTSU clubs funding as well as produced additional receipts indicating financial need. Funding is allocated based on the remaining funds in the clubs budget.*

*Allocation: Reconsideration funding has no maximum allocation.*

*Deadline: The deadline to request or be considered eligible for reconsideration funding is the first Friday of March in any given year.*

*Funding Distribution: Refer to Schedule B.*

*Restrictions: Campus clubs that access start-up funding are not eligible for reconsideration funding.*

## FUNDING DISTRIBUTION

*Upon the approval of the Board of Directors, funding distribution will occur according to the following schedule and criteria:*

### SCHEDULE A

#### \$1-\$500

*70% of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 30% of the grant. However, should the group fail to comply with any of the guidelines in this policy; the second installment of the grant will be withheld.*

#### \$500-\$2000

*50% of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. Upon receipt of this documentation, the group shall receive the final 50% of the grant. However, should the group fail to comply with any of the guidelines in this policy; the second installment of the grant will be withheld.*

#### Over \$2000

*40% of the grant will be forwarded to the campus group. Each campus group that receives a grant must submit a final financial statement of account for the project funded, including receipts, pictures of the event if available and a brief description of the event within one month of the completion of the event. The second installment shall be issued once receipts have been submitted for 40% of the allocation. The final and remaining 30% of the installment will be received once all receipts are submitted. However, should the group fail to comply with any of the guidelines in this document; the second installment of the grant will be withheld.*

### SCHEDULE B

*Distribution of funds is contingent upon the campus club providing 100% of the receipts for their funding allocation.*



## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union

Thursday, October 4, 2012 • 2pm • University of Toronto Mississauga Students' Union Office

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### UNITY THROUGH DIVERSITY

*The Clubs Committee will also fund Unity Through Diversity (a cultural diversity event). Unity Through Diversity will focus on campus engagement with different cultures and communities through collaborations that showcase our campus clubs."*

CARRIED

### 6. NEXT MEETING

Scott states that the next Policy and Procedures Committee will be held to review any proposed changes to the Bylaws for the Annual General Meeting.

### 7. OTHER BUSINESS

No other business

### 8. ADJOURNMENT

MOTION

Moved: Lomax

Seconded: Hassan

CARRIED

The meeting adjourns at 9:06 pm.

Minutes of the  
Policy and Procedures  
Committee  
Friday, October 19, 2012  
3:30pm  
UTSU Office

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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## IN ATTENDANCE

Grace Guo, UTMSU Representative  
Virginia Lomax, University College Director  
Corey Scott, Vice-President Internal and Services

Shaun Shepherd, President

## PROXIES

Dania Hassan, University of Toronto Mississauga Director, to Grace Guo, UTMSU Representative

## NON-VOTING

Sandra Hudson, Executive Director

## 1. CALL TO ORDER

The meeting is called to order at 3:49 pm.

## 2. APPROVAL OF THE AGENDA

### MOTION

Moved: Scott

Seconded: Guo

Be it resolved that the agenda for the Friday, October 19, 2012 Policy and Procedures Committee be approved as presented.

## CARRIED

## 3. MOTION TO AMEND BYLAW I

### MOTION

Moved:

Seconded:

WHEREAS the motion to change "campus newspaper" to "campus publication" under Bylaw III was passed at the November 15, 2011 Annual General Meeting; and

WHEREAS the term "campus publication" should be used consistently throughout the University of Toronto Students' Union Bylaws;

BE IT RESOLVED that Bylaw I, 3 and 6 be amended to read:

6. "Definition of Campus Publication  
"Campus publication" shall mean *The Newspaper* or *The Varsity*, or another comparable publication distributed on the University campuses and having comparable circulation."

## DISCUSSION

Scott states that the change proposed is in relation to a motion passed at the previous year's Annual General Meeting, which changed campus newspapers to campus publications. Scott states that this change is helping to define what a campus publication is.

Shepherd asks if the motion determines whether the campus newspaper is online or in print.

Lomax asks what the definition of publication is. She states that a publication could be interpreted in many ways.

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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Scott states that the definition will still refer to the Varsity and the Newspaper as campus publications with a high circulation. He states that the purpose of this motion is to allow the Union to focus resources on the constituencies that the Union is targeting. He states that newspaper advertising expenses are becoming more expensive. He states that for by-elections that only have Transitional Year Program and Ontario Institute of Studies in Education positions to fill it might be more pertinent to focus resources toward classes that have the entire program in one classroom while still advertising elections on campus publication websites. He states that this would not be the case for general elections where every other position is being elected and a broader population is affected.

Hudson states it is necessary to have print media. She states that a large population of students will access print media when it is convenient.

Scott states that "to all relevant constituencies" should be added to the description to clarify the scope of the publication. He states that the term is referenced in the bylaws primarily with regards to elections advertising and that the scope will be a good reference to the terminology of publication.

MOTION TO AMEND

Moved: Lomax

Seconded: Shepherd

Be it resolved that "to all relevant constituencies" be added to the motion.

CARRIED

MOTION

Moved: Shepherd

Seconded: Guo

WHEREAS the motion to change "campus newspaper" to "campus publication" under Bylaw III was passed at the November 15, 2011 Annual General Meeting; and

WHEREAS the term "campus publication" should be used consistently throughout the University of Toronto Students' Union Bylaws;

BE IT RESOLVED that Bylaw I, 3 and 6 be amended to read:

6. "Definition of Campus Publication  
"Campus publication" shall mean *The Newspaper* or *The Varsity*, or another comparable publication distributed to all relevant constituencies on the University campuses and having comparable circulation."

CARRIED

4. MOTION TO AMEND BYLAW II

MOTION

Moved: Scott

Seconded: Shepherd

WHEREAS Transitional Year Program students are members of the University of Toronto Students' Union but are not specified in the definition of Membership; and

WHEREAS Professional Employment Year students are members of the University of Toronto Students' Union in the years prior to and following their placements; and

WHEREAS Professional Employment Year students should have the opportunity to vote in the UTSU elections during their placement year; and

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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WHEREAS Professional Employment year students should have the opportunity to run in the University of Toronto Students' Union elections for the year following their placement; and

WHEREAS Professional Employment Year students are not considered members of the University of Toronto Students' Union during their placement year and thus are unable to act as elected representatives for their placement year or to run in the following year's elections according to the restrictions on eligibility covered in the Elections Procedure Code; and

WHEREAS membership remains valid throughout the summer term; and

WHEREAS Article 2, a. refers to "suspended" members; and

WHEREAS the University of Toronto Students' Union advocates on behalf of members who are facing suspension unfairly, therefore considering these students to still be members; and

WHEREAS Article 2, b. states that "unless the member qualifies for membership as a full-time undergraduate"; and

WHEREAS the above clause does not refer to membership of the Executive Committee, but to general membership,

BE IT RESOLVED that Bylaw II, Article 1. be amended to read:

"The members of the Union shall be:

- a. All individuals who have registered full-time in a program leading to a degree, diploma, or certificate, are taking the equivalent of a full-time course load at the University of Toronto for the current session, and who have paid membership fees to the Union.
- b. Registered students of the Toronto School of Theology.
- c. Registered students of the Transitional Year Program.
- d. Registered students of the Professional Employment Year program.
- e. Members of the Executive Committee during their respective terms in office, including the Executive Director of the Union."

BE IT FURTHER RESOLVED THAT Bylaw II, Article 2. be amended to read:

- a. "Membership in the Union is terminated when a member withdraws or is expelled from the University of Toronto or upon graduation from the University.
- b. Membership of the Executive Committee is terminated upon resignation, impeachment or dismissal for any reason."

## DISCUSSION

Scott that the amendment focuses on a number of concerns brought up by members. He states that the inclusion of students in the Transitional Year Program into membership is to protect students in the program who are not always enrolled as full-time students, but still belong to the program. He states that the inclusion of Professional Employment Year students ensures that students who participate in a year-long internship program are not penalized in membership of the Union. He states that these two changes ensure that the students in the programs have protections and rights of members and that all members have access and can be representatives for their programs. He states that the removal of

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

---

suspension as a clause to remove membership indicates that the Union will defend the rights of students who have often been wrongfully suspended. He states that the removal of the second line of Executive Committee termination is due to contradictions between general members and Executive members. He further states that the removal clears up the contradiction while maintaining the same purpose.

Lomax asks for clarification on the removal of suspension.

Scott states that several students rightfully challenge suspension due to regressive University policies. He states that the Union's role is to advocate for better policies and students rights. He states that expulsion is still included in the clause because it has larger long-term consequences.

Guo asks for clarification on the situation of Professional Employment Year students.

Scott states that he will use engineering students as an example because large portions of engineering students are in the Professional Employment Year program. He states that for students in their first-year, they will already have representation from the previous year's general elections. He states that they can run in the elections to be a representative in their second year. He states that most Professional Employment Year students are in the program for their third year. He states that second year-students would not be able to represent the faculty when they would be considered part-time. He states that while in the program they would also be ineligible to run because they are registered as part-time even though they would be full-time in the fourth year. He states that the moving between part-time and full-time status is bureaucratic and that the Union should consider students in this program as Union members so that they can participate in representation and participation from their faculty.

Hudson states that the Union has also brought this issue to the University so that Professional Employment Year students are not excluded based on changes in their status.

CARRIED

### 5. MOTION TO AMEND BYLAW V

MOTION

Moved: Shepherd

Seconded: Lomax

WHEREAS the Faculty of Physical Education and Health has changed their program name to "The Faculty of Kinesiology and Physical Education"; and

WHEREAS the University of Toronto Students' Union's Bylaws must be updated to reflect this change; and

WHEREAS the Faculty of Architecture, Landscape and Design has begun the process of moving out of the Faculty of Arts and Sciences to become its own direct entry professional program; and

WHEREAS students in the Faculty of Architecture, Landscape and Design require representation from the Union to reflect this change; and

WHEREAS the University of Toronto Students' Union Sustainability Commissioner is elected by and accountable to the Board of Directors, is required to report to the Board of

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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Directors, and may attend occasional Board of Directors' meetings to report on the Commission's work;

BE IT RESOLVED that Bylaw V, Article c. ix. be amended to read:

- ix. "Faculty of Kinesiology and Physical Health."
- xii. "Faculty of Architecture, Landscape and Design."

BE IT FURTHER RESOLVED THAT Bylaw V, Article e. be amended to include:

- vii. Sustainability Commissioner.

## DISCUSSION

Scott states that this motion creates a new position for the newest professional faculty. He states that it also adjusts the name of the Faculty of Physical Health and Education to its new name. He states that the amendment also puts the Sustainability Commissioner as a non-voting member of the Board of Directors.

Lomax states that the motion should be amended so that the professional faculties can be appropriately numbered and listed.

## MOTION TO AMEND

Moved: Lomax

Seconded: Scott

Be it resolved that Bylaw V, Article c. be amended to read:

- c. Division II Directors: Professional Faculties
  - i. Faculty of Applied of Science and Engineering
  - ii. Faculty of Dentistry
  - iii. Faculty of Medicine
  - iv. Faculty of Music
  - v. Faculty of Nursing
  - vi. Faculty of Law
  - vii. Ontario Institute for Studies in Education of the University of Toronto
  - viii. Leslie L. Dan Faculty of Pharmacy
  - ix. Faculty of Kinesiology and Physical Education
  - x. Toronto School of Theology
  - xi. Faculty of Architecture, Landscape and Design
  - xii. At-large Professional Faculty

## CARRIED

## MOTION

Moved: Shepherd

Seconded: Lomax

WHEREAS the Faculty of Physical Education and Health has changed their program name to "The Faculty of Kinesiology and Physical Education"; and

WHEREAS the University of Toronto Students' Union's Bylaws must be updated to reflect this change; and

WHEREAS the Faculty of Architecture, Landscape and Design has begun the process of moving out of the Faculty of Arts and Sciences to become its own direct entry professional program; and

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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WHEREAS students in the Faculty of Architecture, Landscape and Design require representation from the Union to reflect this change; and

WHEREAS the University of Toronto Students' Union Sustainability Commissioner is elected by and accountable to the Board of Directors, is required to report to the Board of Directors, and may attend occasional Board of Directors' meetings to report on the Commission's work;

BE IT RESOLVED that Bylaw V, Article c. ix. be amended to read:

- c. Division II Directors: Professional Faculties
  - i. Faculty of Applied of Science and Engineering
  - ii. Faculty of Dentistry
  - iii. Faculty of Medicine
  - iv. Faculty of Music
  - v. Faculty of Nursing
  - vi. Faculty of Law
  - vii. Ontario Institute for Studies in Education of the University of Toronto
  - viii. Leslie L. Dan Faculty of Pharmacy
  - ix. Faculty of Kinesiology and Physical Education
  - x. Toronto School of Theology
  - xi. Faculty of Architecture, Landscape and Design
  - xii. At-large Professional Faculty

BE IT FURTHER RESOLVED THAT Bylaw V, Article e. be amended to include:

- vii. Sustainability Commissioner.

CARRIED

### 6. MOTION TO AMEND BYLAW VII

MOTION

Moved: Lomax

Seconded: Guo

WHEREAS some Directors' schedules allow for joining multiple committees and commissions while other Directors' schedules are less flexible; and

WHEREAS the University of Toronto Students' Union's Bylaws should maintain a certain standard of Director engagement whilst recognizing the diversity of Directors' schedules,

THEREFORE BE IT RESOLVED that Bylaw VII, Article 4. c. and d. be amended to read:

- d. "Joining at least one (1) committee;
- d. Joining at least two (2) commissions; Division II Directors are responsible for joining at least one (1) commission;"

DISCUSSION

Scott states that this policy amendment recommends adding language that allows board members to sit on more than one commission or committee.

Hudson states that this is already practiced by board members that have multiple interests in the Union's work.



## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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Lomax states that the Policy and Procedures Committee should look into creating more committees to create more spaces for board members who want to be more involved.

CARRIED

### 7. MOTION TO AMEND BYLAW VIII

MOTION

Moved: Scott

Seconded: Shepherd

WHEREAS the Union currently recognizes more than 300 campus groups; and

WHEREAS the Vice-President Campus Life currently chairs the St. George Clubs Committee and works to develop and implement policy and procedures that support campus groups,

THEREFORE BE IT RESOLVED that Bylaw VIII, Article 3. f. be amended to read:

- a. "Vice-President, Campus Life
  - i. Chairs the Campus Life Commission;
  - ii. Responsible for the oversight of orientation and the Orientation Coordinators;
  - iii. Serve as the chief liaison with Union recognized campus groups."

DISCUSSION

Scott states that this amendment proposes adding the role of clubs liaison to the Vice-President Campus Life's role. He states that the role is significant and should be recognized in the bylaws.

CARRIED

### 8. MOTION TO AMEND BYLAW XI

MOTION

Moved: Scott

Seconded: Shepherd

WHEREAS the agreement between the UTMSU and UTSU indicates that the Union will work to not duplicate services offered on the Mississauga campus; and

WHEREAS the Clubs' Special Projects budget has been expanded and modified to include different types of clubs funding; and

WHEREAS the St. George Clubs Committee submits minutes for ratification including all funds allocated to Start-up clubs funding; and

WHEREAS the Policy and Procedures Committee voted to change the title of the Book Bursary Committee to the "Bursary and Grants Committee" at the October 12, 2012 meeting of the Policy and Procedures Committee; and

WHEREAS the title "Book Bursary Committee" no longer adequately reflects the scope of the Committee; and

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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WHEREAS the Policy and Procedures Committee has voted to include Academic Endeavour Grants within the scope of the Bursary and Grants Committee,

BE IT RESOLVED that Bylaw XI, Article 5, b. and j. be amended to read:

- b. "St. George Clubs
  - i. Membership of the St. George Clubs Committee is defined in the Union's policy;
  - ii. To ensure the fair distribution of club funds as allocated in the Union budget;
  - iii. To recognize, withdraw recognition, assist or otherwise deal with Union clubs;
  - iv. Review the Union Clubs Policy and recommend changes to the Board of Directors.
  
- j. "Bursary and Grants
  - i. To oversee the process of the Book Bursary Program;
  - ii. To oversee the process of the Individual Academic Endeavour Grants Program;
  - iii. To ensure the fair distribution of the funds as allocated in the Union budget."

## DISCUSSION

Scott states that this amendment proposes the renaming of the Clubs Committee to be the St. George Clubs Committee and the Book Bursary Committee to the Bursary and Grants Committee. He states that more responsibilities are being put under the Bursary and Grants Committee as the scope is increasing. He states that responsibilities of the Clubs Committee are being shifted to represent the number of clubs the Clubs Committee oversees.

Guo asks why the fair distribution clause is being added to the Bursary and Grants Committee.

Scott states that the clause is also included in the Clubs Committee section and ensures that the Bursary and Grants Committee allocates in good faith.

## CARRIED

### 9. MOTION TO AMEND BYLAW XIV

#### MOTION

Moved: Scott

Seconded: Shepherd

WHEREAS the Union hires several part-time staff to oversee work of commissions and committees in areas such as Academic and Student Rights, Campus Life, Clubs, Community Action, Equity and Social Justice, Sustainability; and

WHEREAS the Policy of the Union currently indicates hiring procedures for Associates,

THEREFORE BE IT RESOLVED that Bylaw XIV, Article 4. be amended to read:

- 4. "Commissioner

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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Commissioners shall act as assistants to the executive and shall be hired in accordance with the Policy of the Union.”

### DISCUSSION

Scott states that the amendment proposes to rename the part-time staff role as associate to commissioner. He states that the name of the role will not change the fundamentals of the role. He states that the main change is how the role will be perceived as an asset to the Commission or Committee.

Guo states that the change will also be perceived as restrictive to the Commission. She states that the associates work under executives and may be assigned tasks that are not entirely commission related. She states that the role should not be misleading to members.

Shepherd states that the bylaw will still indicate the role as assistant to the executive. He states that he understands where the confusion comes from.

Hudson suggests that there might be a better term to define the position.

Shepherd states that officer, coordinator or deputy are viable options.

Scott states that coordinator is problematic as full-time staff members are also referred to as coordinators. He states that officer has some problematic connections to policing and enforcement.

Lomax states that she can perceive the problematic aspects of the term commissioner.

Scott states that the intention to move away from associate is due to the long title and the perception of working under a Vice-President as opposed to working with the Vice-President.

Guo states that the UTMSU has associates and ministers. Ministers oversee ministries with the relevant executives and associates are assistants to the executives.

Hudson states that organizer might also work.

Scott states that the position needs to be better defined and imagined. He suggests defeating the motion and continuing discussions through changing job roles more thoroughly in policy.

Lomax states that policy would be a better and more flexible way of focusing on this topic. She states that a policy on board member engagement can also be created to relieve work of associates and contribute more.

### DEFEATED

#### 10. CELLULAR PHONE POLICY

Scott states that he has received a request from a board member to develop a new policy on banning of cellular phones during meetings. He states that the board member has indicated the justification of the creation of the policy. He states that the policy is not

## MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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currently in policy format but that the committee can draft language and propose a policy that fits the format.

Scott reads the policy recommendation:

*"Proposed Operational Policy Integration*

*Ratifying various resolutions relating to staff hiring, the union's stance on issues and the striking of committees are all part of our mandate as members of the Board of Directors. To ensure a more transparent and democratic union, I would like to propose that the use of cellular devices be prohibited during board meetings, specifically during the numerous voting processes which we, as a board, undergo. It has been brought to my attention that there is a significant amount of cell phone usage taking place during meetings, particularly during occasions in which voting is involved. This brings forth the notion of 'block voting' in which us members may not necessarily vote on the basis of what is best for the union/the various constituencies we represent, but possibly, may be communicating amongst ourselves to promote particular ideologies of a group of like-minded individuals within the union which raises ethical issues and also interferes with Bylaw VII 4(F) which states that the board is responsible for: "Acting with diligence, fiduciary responsibility, honesty and good faith in the best interest of the union".*

*In addition to the concern raised above, cellular devices act as distractions for board members causing a loss of attention which arguably deteriorates us from fulfilling our mandate in Bylaw VII 4(b) which says: "Reporting activities of the union to their constituencies and their college or faculty council".*

*For the reasons mentioned above, I would like to disallow the use of cellular devices during Board meetings.*

*Yours respectfully,  
Kevin Lunianga  
Director of Arts and Science At-Large"*

Lomax states that the claim of misuse of cellular phones comes without proof. She agrees that board members need to focus at meetings, but that banning cellular phones for this reason will not solve the problem. She states that distraction comes from many places. She states that phones are sometimes necessary during meetings so that emergencies and obligations can be dealt with.

Shepherd states that board members have often used phones during meetings to address family concerns, update people who have sent proxies to other board members and coordinating transportation after the meeting.

Hudson states that students with children might require the use of cellular phones. She states that some members may utilize social media in meetings to distribute information. She states that meetings historically used to be coordinated with "runners" that ran notes with information to other members before cellphones were used. She states that caucuses are also available.

Scott states that Twitter and social media is useful for distributing information. He states that board members are also responsible for making decisions for board members who have sent proxies to them or respectable college or faculty councils that may be seeking information and updates on the meeting. He states that the capabilities of social media and cellular phones make meetings more accessible and simple for board members to fulfill their duties to members. He states that the issue of distraction and misuse of phones and other electronic devices still exist. He states that a policy on a statement of at the beginning of meetings may be more useful in reminding board members regularly of their fiduciary responsibility.

# MINUTES

Policy and Procedures Committee of the University of Toronto Students' Union  
Friday, October 19, 2012 | 3:30pm | University of Toronto Students' Union Office

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Lomax states that a no cellular phone rule is too restrictive. She states that alternative means to addressing distraction would be more effective.

Scott states that the reference to Bylaw VII will actually result in the opposite outcome. He states that technology will result in better communication with people who are not available to be in the room. He states that a statement of the seriousness of paying attention will remind board members that they are required to report information back to members and councils. He states that some board members have also indicated that they would like to avoid printing board packages and utilizing laptops and tablets. He states that options of sustainable practices should remain open and that one less board package saves a lot of paper

Guo states that the enforcement of this rule seems infeasible. She states that the policy should focus on reduction, not elimination.

Lomax states that the motive behind the recommendation indicates that the issue is with voting procedures and a lack of confidence in directors' ability to make decisions on their own. She states that she needs evidence for this issue to be substantive.

Scott states that the action items include following up on the concern addressed and developing a policy on statements at the beginning of meetings.

## 11. OTHER BUSINESS

Hudson states that she has been in contact with the Union's lawyers to determine if there are any changes that are required to the bylaws in accordance with the national not-for-profit corporations act. She states that the lawyers have informed her that no new changes are required to be made this year. She states that proxies will continue to be allowed, but that the ex-officio positions on the Board will be invalid next year. She states that this bylaw change does not need to be made this year.

Scott states that he is currently drafting a policy for a clubs box office.

## 12. ADJOURNMENT

MOTION

Moved: Shepherd

Seconded: Scott

CARRIED

The meeting adjourns at 5:23 pm.

Minutes of the  
WUSC Committee  
October 10, 2012  
6:00pm  
UTSU Office

# MINUTES

WUSC Committee of the University of Toronto Students' Union  
Wednesday October 10, 2012 | 6pm | UTSU Office

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## IN ATTENDANCE:

Noor Baig  
Ali Mustafa Bello  
Calvin Mitchell

Shaun Shepherd

GUESTS:  
Dennis M.  
Fiacre B.

1. CALL TO ORDER  
The meeting is called to order at 6:41pm

2. APPROVAL OF THE AGENDA

MOTION Moved: Shepherd Seconded: Baig

Be it resolved that the agenda for the October 10, 2012 WUSC Committee be approved as presented.

CARRIED

3. INTRODUCTIONS  
Committee members introduce themselves in turn.

4. UPDATES FROM 2011-2012 PROGRAM  
Fiacre B. states that last year's WUSC committee was a success. He highlights areas of improvement for continued support of WUSC students.  
Dennis M. states his expectations for this year's committee.  
The committee tasks itself with securing winter clothing.

5. OTHER BUSINESS  
No other business.

6. ADJOURNMENT  
MOTION Moved: Baig Seconded: Shepherd

CARRIED  
The meeting adjourns at 7:03pm.

**FINANCIAL STATEMENTS**

**STUDENTS' ADMINISTRATIVE COUNCIL  
OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**AS AT APRIL 30, 2012**



**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**AS AT APRIL 30, 2012**

**INDEX**

Management Report	1
Auditors' Report	2
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Operations	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 15

## MANAGEMENT REPORT

### Management's Responsibility for Financial Reporting

The accompanying financial statements of the **University of Toronto Students' Union** have been prepared by management and approved by the board of directors. Management is responsible for the integrity, objectivity and reliability of the data presented. This responsibility includes selecting appropriate accounting principles and making judgments and estimates consistent with Canadian generally accepted accounting principles. Management is also responsible for the development of internal controls over the financial reporting process, which are designed to provide reasonable assurance that relevant and reliable financial information is produced, and that the controls ensure that the assets of the corporation are safeguarded.

The board of directors of the **University of Toronto Students' Union** is responsible for reviewing and approving the financial statements, and overseeing management's performance of its financial reporting responsibilities.

Yale & Partners LLP are the external auditors of the **University of Toronto Students' Union**. The external auditors have audited the financial statements in accordance with Canadian generally accepted auditing standards to enable them to express their opinion on the financial statements. Their report is included on the following page of this report.

On behalf of the **University of Toronto Students' Union**

Sandy Hudson, Executive Director

**PARTNERS**

Howard Detsky, B.Comm., C.A.  
Amarjit (A.J.) Manhas, B.B.A., C.A.  
H. Gordon Lee, B.Comm., C.A.  
Earl S. Weiner, M.B.A., C.A.

**PRINCIPALS**

Max Menezes, C.A.  
M. Ibrar Khan, C.G.A.

**INDEPENDENT AUDITORS' REPORT**

To the Members  
**University of Toronto Students' Union,**

We have audited the accompanying financial statements of the **University of Toronto Students' Union**, which comprise the statement of financial position as at April 30, 2012, the statement of changes in net assets, the statement of operations, and cash flows statement for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of **University of Toronto Students' Union** at April 30, 2012, and of its financial performance and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Chartered Accountants  
Licensed Public Accountants

Toronto, Ontario  
September 10, 2012

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**STATEMENT OF FINANCIAL POSITION**

**AS AT APRIL 30, 2012  
(With comparative figures as at April 30, 2011)**

**A S S E T S**

	2012	2011
<b>CURRENT</b>		
Cash	\$ 6,214,825	\$ 4,598,959
Accounts receivable	29,333	181,069
Inventory	81,439	94,321
Prepaid expenses	22,905	30,943
Health and dental plan surplus (note 4)	<u>235,459</u>	<u>399,694</u>
	6,583,961	5,304,986
<b>RESTRICTED TERM DEPOSIT</b> (note 5)	500,000	1,070,000
<b>EQUIPMENT</b> (note 6)	16,136	25,875
<b>STUDENT COMMONS LEVY, IN TRUST</b> (Note 7)	<u>1,533,089</u>	<u>1,084,854</u>
<b>TOTAL ASSETS</b>	<u>\$ 8,633,186</u>	<u>\$ 7,485,715</u>

**L I A B I L I T I E S**

<b>CURRENT</b>		
Accounts payable and accruals	\$ 90,727	\$ 102,727
Current portion of deferred student fees (note 8)	1,132,105	1,007,712
Deferred health and dental plan fees (note 9)	3,420,412	2,821,959
Health and dental reserve (note 4)	<u>235,459</u>	<u>399,694</u>
	4,878,703	4,332,092
<b>DEFERRED STUDENT FEES</b> (Note 8)	<u>1,533,089</u>	<u>1,084,854</u>
<b>TOTAL LIABILITIES</b>	6,411,792	5,416,946

**N E T A S S E T S**

Per statement attached	<u>2,221,394</u>	<u>2,068,769</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 8,633,186</u>	<u>\$ 7,485,715</u>

**APPROVED ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

See accompanying notes  
To be read in conjunction with our Auditors' Report dated September 10, 2012

Page 3

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**STATEMENT OF CHANGES IN NET ASSETS**

**FOR THE YEAR ENDED APRIL 30, 2012  
(With comparative figures as at April 30, 2011)**

	2012	2011
<b>BALANCE, BEGINNING OF THE YEAR</b>	\$ 2,068,769	\$ 2,073,133
Surplus (deficit) for the year	<u>152,625</u>	<u>(4,364)</u>
<b>BALANCE, END OF YEAR</b>	<u>\$ 2,221,394</u>	<u>\$ 2,068,769</u>

See accompanying notes  
To be read in conjunction with our Auditors' Report dated September 10, 2012

Page 4

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED APRIL 30, 2012  
(With comparative figures for the year ended April 30, 2011)**

	2012	2011
<b>REVENUES</b>		
Member's health and dental plan fees (note 9)	\$ 7,715,001	\$ 7,497,740
Restricted student fees recognized (note 8)	1,755,871	1,685,066
General student fees	1,306,946	1,248,419
TTC Metropass sales and sponsorship	727,837	3,644,926
Advertising and other income	247,155	337,365
Ticket sales	168,212	219,771
Interest income	<u>17,328</u>	<u>19,976</u>
	<u>11,938,350</u>	<u>14,653,263</u>
<b>EXPENSES</b>		
Health and dental plan disbursements (note 9)	7,715,001	7,497,740
Restricted student fee disbursements (note 8)	1,755,871	1,685,066
Salaries, wages and benefits	734,905	735,260
TTC Metropass purchases	716,332	3,631,013
Clubs and other subsidies	118,774	194,486
Office and general	199,811	187,973
Orientation	169,020	185,085
Ticket purchases	131,472	184,259
Elections and referenda	66,437	64,279
Services handbook	61,853	66,445
Campaigns	51,654	108,577
Meetings	18,957	28,719
TTC program	14,052	25,561
Book exchange	8,830	30,377
Bank, financing, and interest charges	8,767	1,846
Equipment expenses	4,145	8,366
Amortization	<u>9,844</u>	<u>22,575</u>
	<u>11,785,725</u>	<u>14,657,627</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<u>\$ 152,625</u>	<u>\$ (4,364)</u>

See accompanying notes

To be read in conjunction with our Auditors' Report dated September 10, 2012

Page 5

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**STATEMENT OF CASH FLOWS**

**FOR THE YEAR ENDED APRIL 30, 2012  
(With comparative figures for the year ended at April 30,2011)**

	2012	2011
<b>CASH FLOWS FROM (USED IN):</b>		
<b>OPERATING ACTIVITIES</b>		
Member's health and dental plan fees	\$ 10,168,451	\$ 9,949,857
TTC Metropass sales	727,837	3,644,926
Restricted student levies received	1,880,264	1,798,374
General student fees	1,306,946	1,248,419
Other sales and advertising	567,103	437,605
Interest income received	17,328	20,559
Health and dental insurance premiums	(7,329,967)	(7,185,665)
TTC Metropass purchases	(716,332)	(4,328,512)
General operating purchases and payments	(1,571,098)	(2,091,644)
Health and dental plan refunds	(1,868,900)	(1,882,418)
Restricted student levies disbursed	(2,126,999)	(1,685,066)
Interest paid	<u>(8,767)</u>	<u>(1,846)</u>
	<u>1,045,866</u>	<u>(75,411)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of equipment	-	(5,100)
Investments	<u>570,000</u>	<u>-</u>
	<u>570,000</u>	<u>(5,100)</u>
<b>CHANGE IN CASH</b>	1,615,866	(80,511)
Cash at beginning of the year	<u>4,598,959</u>	<u>4,679,470</u>
<b>CASH AT END OF THE YEAR</b>	<u>\$ 6,214,825</u>	<u>\$ 4,598,959</u>

See accompanying notes

To be read in conjunction with our Auditors' Report dated September 10, 2012

Page 6

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

**1. Purpose of the Organization**

The Students' Administrative Council of the University of Toronto, operating as University of Toronto Students' Union (UTSU), was incorporated on April 20, 1977 under the Canada Business Corporations Act as a non-profit corporation without share capital for the purpose of improving the quality of campus life, services and education for the University of Toronto student body and to represent the member students in areas of common interest. Financial operations of the Organization are administered by an executive committee subject to approval by the Board of Directors. As the union's revenues are derived from the University of Toronto student body, it is economically dependent upon the university. Under the Canadian Income Tax Act, UTSU is classified as a non-profit organization and, as such, is not subject to income tax.

**2. Basis of Presentation and Future Accounting Changes**

These financial statements have been prepared in accordance with Part V of the CICA Handbook - *Pre-changeover accounting standards*. Next year the financial statements must be prepared in accordance with Part III of the CICA Handbook - *Accounting Standards for Not-For-Profit Organizations*. Aside from minor additional note disclosures, the adoption of the new accounting standards will not result in any material changes to the presentation or the amounts reported in these statements.

**3. Summary of Significant Accounting Policies**

Revenue Recognition

The collection and amount of non-academic incidental fees charged to students in Ontario is regulated by the Ontario Ministry of Training, Colleges and Universities through its *Ontario Operating Funds Distribution Manual* and *Compulsory Ancillary Fee Policy Guidelines*. Pursuant to these, a change to or introduction of a fee must be done in accordance with a long-term protocol established between the university and its student government. The University of Toronto and UTSU established theirs in October 1996. This protocol requires a referendum of the student body for significant changes to or the introduction of additional fees.

The general 'Society' component of the fee is recognized under revenues as General student fees upon receipt from the University of Toronto's Financial Services Office.

Sales and advertising revenues are recognized, respectively, at the point of sale or when the advertising has been provided. Interest income is recognized on an accrual basis.

Deferral Accounting

All other components of the student fee, which have been collected from students pursuant to referendum and for a specific purpose, are deferred and shown as a liability upon initial receipt from the university. They are recognized as revenues when the related expense is incurred or disbursement is made. Although the Members' health and dental plan fees are shown separately they are recognized using the same deferral method. Some components of the fee are refundable at the request of the students, and the revenue recognized is net of these refunds.



STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION

NOTES TO FINANCIAL STATEMENTS

AS AT APRIL 30, 2012

3. **Summary of Significant Accounting Policies** - continued

Donated materials and services

The Organization does not record the value of donated items and services, such as the provision of space used by the UTSU offices, because of the difficulty in determining their fair market value.

Inventory

Inventory is valued at the lower of cost and net realizable value and determined on a first-in, first-out basis.

Equipment

Equipment is recorded at cost. Amortization is provided for using management's best estimate of the useful life of the property on a straight-line basis over the following number of years:

Computer equipment	3 years
Office equipment	5 years
Furniture and fixtures	5 years

Use of Estimates

The preparation of financial statements in accordance with Canadian GAAP requires management to make estimates and assumptions that affect the amounts reported in the financial statements and the notes to the financial statements. These estimates relate primarily to the estimated health and dental plan surplus and reserves which affect health and dental plan fees and disbursements. Actual results may vary from these estimates.

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

**4. Health and Dental Plan Surplus and Reserve**

The group health and dental plan is administered on an academic year basis, beginning on September 1st of each year.

Where the monthly premiums paid to the insurer during the year exceed:

- The claims made against the plan by students;
- The amount required to fully fund a reserve for future claims submitted by students after the end of the plan's year on August 31st, and;
- The insurer's administrative charges;

The resulting surplus generally becomes refundable in December, approximately three months after the plan's year ends. This surplus may be refunded at UTSU's request, or it can be kept on account with the insurer and used to pay for future deficits that may occur from year to year. In the event that this amount is refunded and a deficit is subsequently generated, the union's monthly premiums would be increased to eliminate it.

The refundable surplus balance shown is the net amount refundable from all plan years up to August 31, 2012. No adjustment has been made for a surplus or deficit for the subsequent plan year as future claims against the plan fluctuate significantly each year, making estimation of the amount too uncertain.

A reserve equal to the refundable balance shown in the assets has been recorded in the liabilities to reflect management's intention to leave this amount on deposit with the insurer to mitigate the risks associated with future deficits created by higher claims against the plan.

**5. Restricted Term Deposit**

Term deposit bearing interest at 1.5% and maturing May 5, 2012. The principal amount is unavailable for current operations because it is security for the letter of credit issued in favour of the Toronto Transit Commission described in note 11. This security is renewed annually in January of each year.

**6. Equipment**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>2012 Net Book Value</u>	
			2012	2011
Furniture & fixtures	\$ 67,116	\$ 64,337	\$ 2,779	\$ 12,623
Computer equipment	65,472	64,918	554	554
Office equipment	<u>29,933</u>	<u>17,130</u>	<u>12,803</u>	<u>12,698</u>
	<u>\$ 162,521</u>	<u>\$ 146,385</u>	<u>\$ 16,136</u>	<u>\$ 25,875</u>

**7. Student Commons Levy**

The student commons levy, which commenced in 2008 pursuant to student referendum, is being held in trust by the University of Toronto for the future development of a building planned at 230 College Street, to function as a student centre on the U of T campus.

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

**8. Deferred Student Fees**

Changes in the deferred contributions balances are as follows:

	2012	2011
<i>Bikechain (Bike share)</i>		
Beginning balance	\$ 1,116	\$ 1,000
Net student fee levies	18,341	18,097
Payments and distributions	<u>(19,457)</u>	<u>(17,981)</u>
Ending balance	<u>-</u>	<u>1,116</u>
<i>Blue Sky Solar Racing</i>		
Beginning balance	61	-
Net student fee levies	12,731	12,460
Payments and distributions	<u>(12,792)</u>	<u>(12,399)</u>
Ending balance	<u>-</u>	<u>61</u>
<i>Canadian Federation of Students</i>		
Beginning balance	3,209	-
Net student fee levies	697,519	661,728
Payments and distributions	<u>(700,728)</u>	<u>(658,519)</u>
Ending balance	<u>-</u>	<u>3,209</u>
<i>Cinema Studies Students' Union</i>		
Beginning balance	116	-
Net student fee levies	18,341	18,097
Payments and distributions	<u>(18,457)</u>	<u>(17,981)</u>
Ending balance	<u>-</u>	<u>116</u>
<i>Hot Yam</i>		
Beginning balance	888	-
Net student fee levies	14,690	14,377
Payments and distributions	<u>(15,578)</u>	<u>(13,489)</u>
Ending balance	<u>-</u>	<u>888</u>
<i>Ontario Public Interest Research Group</i>		
Beginning balance	231	-
Net student fee levies	36,681	36,194
Payments and distributions	<u>(36,912)</u>	<u>(35,963)</u>
Ending balance	<u>-</u>	<u>231</u>
<i>Plan Canada (Foster Children Program)</i>		
Beginning balance	6,917	6,894
Net student fee levies	4,897	4,792
Payments and distributions	<u>(11,814)</u>	<u>(4,769)</u>
Ending balance	<u>-</u>	<u>6,917</u>

To be read in conjunction with our Auditors' Report dated September 10, 2012

Page 10

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

8. <b>Deferred Student Fees</b> - continued	2012	2011
<i>Downtown Legal Services</i>		
Beginning balance	695	-
Net student fee levies	122,329	120,310
Payments and distributions	<u>(123,024)</u>	<u>(119,615)</u>
Ending balance	<u>-</u>	<u>695</u>
<i>Sex Education - St George</i>		
Beginning balance	116	-
Net student fee levies	18,341	18,097
Payments and distributions	<u>(18,457)</u>	<u>(17,981)</u>
Ending balance	<u>-</u>	<u>116</u>
<i>Sex Education - Mississauga</i>		
Beginning balance	1	-
Net student fee levies	24,571	23,455
Payments and distributions	<u>(24,572)</u>	<u>(23,454)</u>
Ending balance	<u>-</u>	<u>1</u>
<i>Students for Barrier-free access</i>		
Beginning balance	464	-
Net student fee levies	73,362	72,389
Payments and distributions	<u>(73,826)</u>	<u>(71,925)</u>
Ending balance	<u>-</u>	<u>464</u>
<i>Student Commons (held in trust by U of T)</i>		
Beginning balance	1,084,854	682,201
Net student fee levies	448,235	402,653
Payments and distributions	<u>-</u>	<u>-</u>
Ending balance	<u>1,533,089</u>	<u>1,084,854</u>
<i>U of T Environmental Resource Network</i>		
Beginning balance	232	-
Net student fee levies	48,967	47,922
Payments and distributions	<u>(49,199)</u>	<u>(47,690)</u>
Ending balance	<u>-</u>	<u>232</u>
<i>Mississauga Students' Union - Membership Fee</i>		
Beginning balance	14	-
Net student fee levies	353,871	327,789
Payments and distributions	<u>(353,885)</u>	<u>(327,775)</u>
Ending balance	<u>-</u>	<u>14</u>

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

<b>8. <u>Deferred Student Fees</u> - continued</b>	2012	2011
<i>Mississauga Students' Union - Orientation</i>		
Beginning balance	1	-
Net student fee levies	9,214	8,796
Payments and distributions	<u>(9,215)</u>	<u>(8,795)</u>
Ending balance	<u>-</u>	<u>1</u>
<i>Mississauga Students' Union - Daycare Subsidy</i>		
Beginning balance	1	-
Net student fee levies	12,286	11,728
Payments and distributions	<u>(12,287)</u>	<u>(11,727)</u>
Ending balance	<u>-</u>	<u>1</u>
<i>Mississauga Students' Union - Student Refugee Program</i>		
Beginning balance	1	-
Net student fee levies	15,920	14,755
Payments and distributions	<u>(15,921)</u>	<u>(14,754)</u>
Ending balance	<u>-</u>	<u>1</u>
<i>Health Initiative in Developing Countries</i>		
Beginning balance	116	-
Net student fee levies	24,483	23,961
Payments and distributions	<u>(10,722)</u>	<u>(23,845)</u>
Ending balance	<u>13,877</u>	<u>116</u>
<i>Women's Centre - St George</i>		
Beginning balance	695	-
Net student fee levies	122,329	120,310
Payments and distributions	<u>(123,024)</u>	<u>(119,615)</u>
Ending balance	<u>-</u>	<u>695</u>
<i>Women's Centre - Mississauga</i>		
Beginning balance	1	-
Net student fee levies	24,571	23,455
Payments and distributions	<u>(24,572)</u>	<u>(23,454)</u>
Ending balance	<u>-</u>	<u>1</u>
<i>Radical Roots</i>		
Beginning balance	39,727	39,727
Net student fee levies	-	-
Payments and distributions	<u>-</u>	<u>-</u>
Ending balance	<u>39,727</u>	<u>39,727</u>

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

<b>8. <u>Deferred Student Fees</u> - continued</b>	2012	2011
<i>Wheelchair Accessibility Projects</i>		
Beginning balance	934,228	835,363
Net student fee levies and interest earned	102,799	98,865
Payments and distributions	-	-
Ending balance	<u>1,037,027</u>	<u>934,228</u>
<i>Orientation</i>		
Beginning balance	-	-
Net student fee levies	39,753	39,126
Payments and distributions	<u>(39,753)</u>	<u>(39,126)</u>
Ending balance	<u>-</u>	<u>-</u>
<i>Day Care Subsidy</i>		
Beginning balance	4,672	8,524
Net student fee levies	36,681	36,194
Payments and distributions	<u>(38,033)</u>	<u>(40,046)</u>
Ending balance	<u>3,320</u>	<u>4,672</u>
<i>Student Refugee Program</i>		
Beginning balance	14,210	2,796
Net student fee levies	47,587	45,577
Payments and distributions	<u>(23,643)</u>	<u>(34,163)</u>
Ending balance	<u>38,154</u>	<u>14,210</u>
<i>Summary</i>		
Beginning balance	2,092,566	1,576,505
Net student fee levies	2,328,499	2,201,127
Disbursements, and fees recognized as revenue	<u>(1,755,871)</u>	<u>(1,685,066)</u>
Ending balance	2,665,194	2,092,566
Long-term portion (Student Commons)	<u>1,533,089</u>	<u>1,084,854</u>
Current portion	<u>\$ 1,132,105</u>	<u>\$ 1,007,712</u>

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

**9. Deferred Health and Dental Fees**

The health and dental group insurance plan portion of the student fee is also accounted for using the deferral method, consistent with the treatment of the restricted fees listed above. The Health and Dental plan is shown here separately due to the magnitude of the plan.

	2012	2011
Beginning balance	<u>\$ 2,821,959</u>	<u>\$ 2,186,112</u>
Health and dental fees collected	10,168,451	10,004,867
Refunds issued to students	(1,868,900)	(1,882,418)
Interest income	<u>13,903</u>	<u>11,138</u>
	<u>8,313,454</u>	<u>8,133,587</u>
Payments remitted to insurer	(7,329,967)	(7,185,865)
Administrative and general expenses	<u>(385,034)</u>	<u>(311,875)</u>
Total disbursements and fees recognized as revenue	<u>(7,715,001)</u>	<u>(7,497,740)</u>
Ending balance	<u>\$ 3,420,412</u>	<u>\$ 2,821,959</u>

**10. Commitments**

UTSU chooses its insurer for the health and dental plan for a one-year period beginning in September of each year. UTSU had an agreement with Green Shield Canada for coverage to August 31, 2012, and subsequently also entered into an agreement for coverage to August 31, 2013. Under the 2012 agreement, UTSU committed to pay monthly premiums of approximately \$600,000 from May through August of 2012 for a total of approximately \$2.4 million.

**11. Contingency**

The union has a \$500,000 letter of credit outstanding in favour of the Toronto Transit Commission to secure the purchase of discounted student passes and other fares. The letter expires on December 31, 2012 and is secured by the restricted term deposit described in note 5.

**12. Financial Instruments**

*Fair value* - The carrying value of the union's cash, accounts receivable, the health and dental plan surplus, the student commons trust balance, the restricted term deposit, and the accounts payable approximate their fair value due to their underlying current nature and their short maturity periods.

*Credit risk* - Effectively all of the union's receivables are due from the University of Toronto and other parties related to the university.

*Interest rate risk* - the union's interest income is tied to the prime rate and therefore subject to fluctuation as determined by the financial institution.

**STUDENTS' ADMINISTRATIVE COUNCIL OF THE UNIVERSITY OF TORONTO  
O/A UNIVERSITY OF TORONTO STUDENTS' UNION**

**NOTES TO FINANCIAL STATEMENTS**

**AS AT APRIL 30, 2012**

**13. Management of Working Capital**

Management of the union's working capital is primarily concerned with controlling cash disbursements such that sufficient cash is on hand at any point in time to cover:

- Payment of operational expenses before receipt of the next student fee payment. Payments are typically received in five installments: three installments for the Fall / Winter term in September, January, and March, and two installments for the Summer term in June and July;
- The purchase of TTC passes and fares;
- The total deferred amount of restricted student fees; and
- To cover upcoming monthly premiums under the Group Health and Dental Insurance Plan to the extent that they exceed the amount of deferred Health and Dental student fees received.

	2012	2011
Cash	\$ 6,214,825	\$ 4,598,959
Accounts receivable	29,333	181,069
Inventory	<u>81,439</u>	<u>94,321</u>
	<u>6,325,597</u>	<u>4,874,349</u>
Accounts payable	90,727	102,727
Deferred student fees	1,132,105	1,007,712
Deferred Health and Dental fees	<u>3,420,412</u>	<u>2,821,959</u>
	<u>4,643,244</u>	<u>3,932,398</u>
Net working capital available for operational expenses	<u>\$ 1,682,353</u>	<u>\$ 941,951</u>



# FINAL REPORT OF THE CHIEF RETURNING OFFICER

University of Toronto Students' Union Fall 2012 Elections

Submitted by: Brian Yoshida, Chief Returning Officer

Monday, October 22<sup>nd</sup>, 2012

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## **Introduction**

This report accounts the events of the U.T.S.U. Fall 2012 By-Elections period. It also provides recommendations for consideration by the Board of Directors and the Elections and Referenda Committee for improving processes and policies in order to facilitate future elections.

The Fall 2012 By-Election period took place at the St. George campus and held by-elections for the Board of Director candidates for the following seats: Transitional Year Program (TYP), Faculty of Law, Toronto School of Theology and OISE. No referenda were held during this period.

## **Activities before Voting Period**

In preparation for the nomination and campaign period, and in accordance with the U.T.S.U. Elections Procedures Code, a number of tasks were completed prior to the start of the nomination and campaign periods:

1. Reviewing all relevant U.T.S.U governing documents.
2. Preparation of nomination and election-related publicity materials for campus newspapers, and the U.T.S.U. website.
3. Preparation of the nomination packages for Board of Director candidates.
4. Hiring of 1 Deputy Returning Officer (DRO) for St. George campus.
5. Site inspections, selection and booking of potential polling locations.
6. Obtaining an up-to-date voters list from the Office of Student Affairs.
7. Arranging the renewal of the online voter eligibility verification system.
8. Scheduling and logistics for the All-Candidates' Meeting.
9. Arranging for the secure storage of ballot boxes between voting days
10. Ordering ballot boxes, voting screens and seals from Elections Canada.
11. Organizing poll clerk hiring, scheduling and logistics for poll-clerk training sessions.
12. Preparation of polling station kits.

## FINAL REPORT OF THE CHIEF RETURNING OFFICER

University of Toronto Students' Union Fall 2012 Elections

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13. Ensuring the U.T.S.U. website was updated with relevant election material.
14. Designing ballots and determining ballot quantities and distribution.
15. Preparing laptops for use at the voting stations

### **Nominations**

Nominations for the U.T.S.U. elections opened Monday October 1, 2012 at 9:00 and closed Friday, October 12 at 18:00. 3 director nomination packages were signed out and 3 were returned before the end of the nomination period. Director nomination packages were submitted for 3 of the 4 constituencies available (TYP, Toronto School of Theology and Faculty of Law). All submitted nomination packages were approved as all required nomination signatures were verified by elections staff. Due to the fact that each position had one or fewer eligible candidates, it was determined by the elections staff that there was no need to hold a full by-election. As a result, each of the three candidates have been acclaimed to their respective seats, pending ratification.

### **All-Candidates Meeting**

The all-candidates' meeting was held on Saturday March 12, 2012 at 14:00 in the U.T.S.U office. Attendance was limited to candidates and elections staff. Present at the meeting were: CRO, DRO and all three candidates. The meeting lasted approximately 30 minutes, as the CRO informed the candidates that they had been acclaimed to their respective seats on the Board of Directors. The CRO briefly reviewed the Elections Procedure Code and the role of the elections staff. Following that, there was a brief question and answer period for candidates who wished to stay.

### **Hiring of Poll Clerks**

10 poll clerks were originally selected to serve as poll station operators during the by-election period. However, due to the fact that each candidate was acclaimed,

## FINAL REPORT OF THE CHIEF RETURNING OFFICER

University of Toronto Students' Union Fall 2012 Elections

Submitted by: Brian Yoshida, Chief Returning Officer

Monday, October 22<sup>nd</sup>, 2012

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there was no need for an election and it was determined that no poll clerks were needed.

### **Campaigning**

The campaign period was slated to open on Monday, October 15, 2012 at 09:00 and to close on the last day of voting on Thursday, October 25, at 18:00.

However, with the cancellation of the election, the campaign period was not necessary.

### **Polling Locations and Voter Eligibility**

As a large campus spread out across downtown Toronto, the University of Toronto St. George campus presents some challenges in ensuring representative distribution of poll stations. The Election and Referenda Committee (ERC) is required to consider a number of factors in allocating poll stations, including but not limited to: cost, wireless access, proximity to other poll stations, accessibility for residence and commuter students, and student traffic. Based on recommendation from previous CRO reports, the ERC determined that polling stations located at the following locations would provide members of the relevant constituencies a convenient and accessible place to vote.

- Sidney Smith Hall
- Flavelle House, Faculty of Law
- Social Work Building
- Alumni Hall

When it was determined that there was no need for an election, all bookings for polling station locations were then cancelled.

### **Storage and Transportation of Ballot Boxes**

Prior to the start of the nomination period, the CRO had made arrangements with the Office of the Ombudsperson to store and secure the ballot boxes in their offices between voting days. However, due to the cancellation of the by-election,

## FINAL REPORT OF THE CHIEF RETURNING OFFICER

University of Toronto Students' Union Fall 2012 Elections

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no storage space was necessary. All unused ballot boxes, voting screens and seals remain in storage at the UTSU office for future use.

### **Voting**

Voting was slated to take place on Wednesday, October 24, 2012 from 09:00 to 18:00, and Thursday, October 25, 2012 from 09:00 to 18:00. However, due to the cancellation of the by-election, no voting days were required and voting did not take place.

### **Reported Discrepancies**

There were no reported discrepancies during the Fall 2012 By-Election period.

### **Ballot Counting**

No ballots were cast and therefore no ballot count was occurred.

### **Appeals**

There are no appeals filed at the date of this report

### **Results: Acclamations**

*Acclamations:*

Faculty of Law: Ella Henry

Toronto School of Theology: Michael Buttrey

Transitional Year Program (TYP): Eric Jadidzadeh

OISE: Vacant

### **Recommendations**

1. Increase advertising and outreach efforts to better inform the student body of upcoming elections or by-elections to generate more interest

### **Acknowledgements**

The CRO would like to thank the DRO, the Elections and Referenda Committee and all UTSU staff who provided logistical support for the Fall 2012 By-Elections.