

MINUTES

North Island Students' Union

British Columbia Federation of Students, Local 15

Annual General Meeting, April 21, 2020 - Zoom Meeting Delivery

Attendance – Rickinson, Dalton, Wilson C, Goodwin, Jesser, Stephen, Hope, Pandey, Martin, Belanger, Vasan, Hanson-Ellis, Singh, Babu, Gibson, Chakraborty, Meyer, Saji-Nair

Acknowledgement of Traditional Territory

CALL TO ORDER – 12:15pm

1. ADOPTION OF AGENDA

The agenda, as presented by the Board of Directors, will be presented for adoption.

20/04/02:AGM01 MOTION

(Saji-Nair/Gibson)- Carried

Be it resolved that the agenda be adopted as presented.

2. PRESENTATION OF THE ANNUAL REPORT

The outgoing Board of Directors will present an annual report of activities that took place during the reporting period, which ran from October 15, 2019 to March 31, 2020. Members are invited to ask questions about the operations of the Students' Union during the reporting year.

19/04/02:AGM02 MOTION

(Meyer/Rickinson) -Carried

Be It resolved that the Annual Report of the Board of Directors for the 2019/20 year be received.

3. MOTIONS SERVED WITH NOTICE

At the March 10, 2020 Board of Directors meeting, the Board of Directors recommended the following motion.

20/04/02:AGM03 MOTION

(Hanson-Ellis/Stephen) - Carried

Be it resolved that Bylaw III, section 2 be amended to read:

2. Fees

The regular fees for the Students' Union shall be the lesser of

a. 14.12/month

b. 56.47/semester

c. 4.28/credit

Be it further resolved that Bylaw III, section 7 be amended to read:

7. Annual Adjustment

The Fees described in this bylaw may be increased on August 1 of each year by the rate of change in the Canadian Consumer Price Index for the preceding calendar year. The base year for this calculation is 2020.

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North Island Students' Union

British Columbia Federation of Students, Local 15

Annual General Meeting, April 21, 2020 - Zoom Meeting Delivery

20/04/02:AGM04 MOTION

(Rickinson/Meyer) - Carried

Whereas as per Bylaw II Section 2, the Union may recognize meritorious service and confer Honorary Membership to exemplary members. Whereas former Director, Sheldon Falk worked diligently in years 2015 - 2019, further Director Falk inspired by example in interpersonal and policy matters. Be it resolved, former Director Sheldon Falk, be recognized as an Honorary member of North Island Students' Union.

4. ELECTION OF THE BOARD OF DIRECTORS

Elections for the Board of Directors will occur at this Annual General Meeting. The term of office for these elections shall begin May 1, 2020 upon the ratification of the elections at this meeting and shall terminate as per Bylaw VII, April 30, 2021.

4.1 Election of the College Relations Director

4.2 Election of the External Relations Director

4.3 Election of the Internal Relations Director

4.4 Election of the Campbell River Campus Director

4.5 Election of the Comox Valley Campus Director

4.6 Election of the Port Alberni Campus Director

4.7 Ratification of the Election Results

20/04/02:AGM05 MOTION

(Saji-Nair/Babu) - Carried

Be it resolved that the following members be ratified as elected to the Board of Directors, in the positions so noted:

Bestin Babu - Director of College Relations

Mary Rickinson - Director of External Relations

Shane Meyer - Director of Internal Relations

Sujith Stephen - Campbell River Campus Director

Echo Hope - Comox Valley Campus Director

Vacant - Port Alberni Campus Director

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North Island Students' Union

British Columbia Federation of Students, Local 15

Annual General Meeting, April 21, 2020 - Zoom Meeting Delivery

5. **NEW BUSINESS ARISING**

Members may discuss new business arising at this meeting under this agenda item.

6. **ADJOURNMENT 1:20pm**

The meeting will adjourn at the conclusion of business.

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North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, May 4, 2020

Attendance: Rickinson, Babu, Hope, Sujith, Meyer, Jesser, Wilson. C., Dalton

Acknowledgment of Traditional Territory

CALL TO ORDER – 15:01

• ADOPTION OF AGENDA

The Board will adopt the agenda.

04/05/20 : N01 MOTION

(Rickinson/Babu) – Carried

Be it resolved, that the agenda be adopted, as presented.

• ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The Board will adopt minutes from previous meetings.

04/05/20 : N02 MOTION

(Rickinson/Babu) – Carried

Be it resolved, that minutes from the April 21, 2020 Annual General Meeting, be accepted as presented.

• NEW BUSINESS

Whereas, as per Bylaw XII, Portfolio Positions, the Board of Directors shall annually select at its first meeting in May, one (1) member to hold each Portfolio Position.

Further, self motivation of each portfolio shall be open, that members may self motivate for one to two (1-2) minutes, ahead of secure voting for each portfolio.

Available Portfolios: Staff Relations Officer
 Chairperson
 Federation Executive Representative
 Women Students' Representative
 Indigenous Students' Representative
 Accessibility Students' Representative

04/05/20 : N03 MOTION

(Babu/Hope) – Carried

Be it resolved, the following Directors be ratified as holding Portfolios, in the positions so noted

Shane Meyer	Staff Relations Officer
Shane Meyer	Chairperson
Mary Rickinson	Federation Executive Representative
Vacant	Women Students' Representative
Vacant	Indigenous Students' Representative
Vacant	Accessibility Students' Representative

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North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, May 4, 2020

Whereas as per Bylaw VII, section 2. f, the term schedule of Board of Directors meetings shall be set within two (2) weeks of the Board Election

04/05/20 : N04 MOTION

(Babu/Hope) – Carried

Be it resolved, the meetings of the 2020/21 Board of Directors, be as follows:

Wednesday, June 3
Wednesday, June 24
Wednesday, August 12
Wednesday, September 9
Wednesday, October 7
Wednesday, November 4
Wednesday, December 2
Wednesday, January 6, 2021
Wednesday, February 3
Wednesday, March 3
Wednesday, April 7

Whereas, as part annual staff contract review, a Labour Committee be struck, to support this work. This committee shall consist of the Executive Director, the Staff Relations Officer and at least one other Board Member

04/05/20 : N05 MOTION

(Babu/Hope) – Carried

Be it resolved, Andrew Dalton, Mary Rickinson, and XXXX form the Labour Committee and report to this Board, its work.

Whereas, the signing authorities of NISU see annual renewal

04/05/20 : N06 MOTION

(Babu/Hope) – Carried

Be it resolved the signing authorities be updated to

Shane Meyer, Internal Relations Director
Mary Rickinson, External Relations Director
Echo Hope, K'òmoks Valley Campus Director
Andrew Dalton, Executive Director
Carissa Wilson, Organiser, College Relations
Taryn Goodwin, Organiser, Events

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North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, May 4, 2020

Whereas, the British Columbia Federation of Students has appointed Fairware for the 2020/2021 Bulk Purchase program.

04/05/20 : N06 MOTION

(Babu/Hope) – Carried

Be it resolved, \$5000 before tax and fees, be made available for the bulk purchase of Federation swag, such as water bottles, pens and more.

Whereas, as part of fair compensation of Union staff, the three (3) Organisers are covered by an extended health and dental plan.

Further, the Federation Health Consortium first presented about Employee Assistance Plans (EAP) 2 years ago, showing the benefits to student members. EAPs are most typically a toll-free number available that serves as portal to professional supports, such as psychological, addiction, family and job & vocational counselling, personal finance guidance and health care navigation support. EAPs are a common addition to health and dental plans across the country. This work moved from the Consortium, to working with the provincial government to provide such a plan to all post secondary students in the province, not just those afforded coverage on existing extended health and dental plans, seeing these services available to part time students, as well. This plan was unveiled last week and is being promoted by the Union to our members. Further, recently the Consortium investigated the costs to add an EAP to the staff health and dental plan, and report this addition costing \$3.31 per month, per member.

04/05/20 : N07 MOTION

(Rickinson/Hope) – Carried

Be it resolved, the staff extended health and dental plan be expanded to include the EAP, as investigated by the Federation Consortium.

• REPORTS

- Report from College Committees

Report from the Education Council: none

Report of the Board of Governors: Wilson - challenges accessing meetings.

Report from Planning and Standards Committee: Wilson - good work.

Report from Federation Representative: Wilson - Meetings happen over zoom. Good work. Rickinson - BCFS will facilitate training as best as possible during this time. More work toward online learning.

Campaigns Report: Wilson - keep Knock out Interest Campaign going, pushing here2talk, health care to go app. Focusing more on services.

- **Reports from Staff**

- Executive Director
- Organiser, College Relations
- Organiser, Campus Relations

• OTHER BUSINESS

MINUTES

North Island Students' Union

Local 15 British Columbia Federation of Students

Board of Directors Meeting, May 4, 2020

- **ADJOURNMENT: 15:42**

AGENDA

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, **June 10, 2020**

Attendance: Rickinson, Meyer, Hope, Stephen, Babu, Dalton

CALL TO ORDER - 3:15

Acknowledgment of Traditional Territory

North Island Students' Union is honoured to acknowledge territories of 35 First Nations; Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish nations, on whose unceded lands we learn, live and play.

1. ADOPTION OF AGENDA

The Board will adopt the agenda.

20/06/10: N01 MOTION

(Babu/Hope) - Carried

Be it resolved, that the agenda be adopted, as presented.

2. IN- CAMERA SESSION*

*As per motion N05 of the May 2020 meeting of this Board, the Labour Committee shall make their report.

3. MOTIONS ARISING FROM IN-CAMERA SESSION

20/06/10: N02 MOTION

(Rickinson/ Hope) - Carried

Be it resolved, that the Labour Committee be empowered to review and update the job descriptions for three (3) Organiser positions.

20/06/10: N03 MOTION

(Babu/ Hope) - Carried

Be it resolved, that the Labour Committee be empowered to engage in a hiring process for two (2) Organiser positions to be completed no later than August 15, 2020.

20/06/10: N04 MOTION

(Hope/Babu) - Carried

Be it resolved, that the Labour Committee be empowered to investigate Professional Development opportunities for new and returning staff.

4. ADJOURNMENT: 3:52

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North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, July 9, 2020

Attendance: Babu, Hope, Meyer, Stephen, Rickinson

Acknowledgment of Traditional Territory

North Island Students' Union is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories we learn, live and play.

CALL TO ORDER – 4:09

• ADOPTION OF AGENDA

The Board will adopt the agenda.

07/09/20 : N01 MOTION

() – Carried,

Be it resolved, that the agenda be adopted, as presented.

• NEW BUSINESS

Health and Dental Renewal

Whereas the Students' Union is a member of the BCFS Student Health Consortium and procures student health and dental insurance and other connected services as a group with other Consortium members;

Whereas the service providers have offered revised pricing for the 2020/21 year and that this pricing and service offering has been evaluated and negotiated by the BCFS and Students' Union brokers, with supporting advice from the BCFS; therefore:

07/09/20 : N02 MOTION

(Rickinson/Babu) - Carried

Be it resolved that the 2020/21 health and dental renewal be accepted as presented by the BCFS Student Health Consortium and Prosum Health Benefits Inc. with all the rates and services described therein.

Broker Renewal

Whereas Prosum Health Benefits Inc. is the broker for the BCFS Student Health Consortium of which the Students' Union is a member;

Whereas Prosum Health Benefits Inc. is also the agent of record for the Students' Union, serving as its broker for the past number of years;

Whereas the original appointment was for a term of two years and was to continue beyond that unless cancelled and whereas that two year initial term concludes in August 2020; and

Whereas the continued appointment of Prosum Health Benefits Inc. is contingent on their being the brokers for the BCFS; therefore:

07/09/20 : N03 MOTION

(Rickinson/Hope) - Carried

Be it resolved that Prosum Health Benefits Inc. be appointed as the broker for the health and dental plan, and other related services for a period of three years commencing September 1, 2020.

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, July 9, 2020

TPA Participant Agreement

Whereas BCFS was directed by the member students' unions of its Student Health Consortium to procure, on behalf of the members, a data administration service;

Whereas in response to that direction, BCFS retained the services of J&D Benefits and established a service agreement on behalf of all Student Health Consortium member students' unions;

Whereas, as a member students' union of the Student Health Consortium, Students' Union representatives were part of the decision-making on the recruitment and retention of J&D Benefits; and

Whereas a motion has already been passed appointing J&D Benefits as a service provider for a period of three years; therefore:

07/09/20 : N04 MOTION

(Babu/Hope) - Carried

Be it resolved that a Participant Agreement be signed with BCFS confirming the retention of the firm J&D Benefits for data administration and connected services for the period of September 1, 2020 to August 31, 2023, and agreeing to adhere to the terms of the service contract between J&D Benefits and BCFS.

• **OTHER BUSINESS**

• **ADJOURNMENT:**

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, July 22, 2020

Attendance: Rickinson, Hope, Stephen, Meyer, Dalton, Wilson

Acknowledgment of Traditional Territory

North Island Students' Union is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories we learn, live and play.

CALL TO ORDER – 4:13

• ADOPTION OF AGENDA

The Board will adopt the agenda.

07/09/20 : N01 MOTION

(Hope/Rickinson) – Carried

Be it resolved, that the agenda be adopted, as presented.

• NEW BUSINESS

Report from the Labour Committee

Moving forward with posting two positions, Organiser, Campus & Community Relations, to be hosted on the K'ómoks Valley campus, and Campus Coordinator for the Port Alberni campus. Organiser Wilson's job description has seen revisions and will spend several days a week on the Campbell River campus and includes the other two positions reporting to her.

Report from Federation Representative

Report from the BCFS July AGM, remote delivery

• OTHER BUSINESS

• ADJOURNMENT: 5:04

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, August 19, 2020

Attendance: Hope, Rickinson, Babu, Stephen, Meyer, Dalton, Wilson C.

Acknowledgment of Traditional Territory

North Island Students' Union is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories we learn, live and play.

CALL TO ORDER – 4:03

• ADOPTION OF AGENDA

The Board will adopt the agenda.

08/19/20 : N01 MOTION

(Hope/Babu) –

Be it resolved, that the agenda be adopted, as presented.

• NEW BUSINESS

Technology of the Union

Whereas the Students' Union has been using the workplace communication tool, Slack for well over 5 years, as no-cost user. No-cost user accounts have 5 GB of storage for the entire workplace. With the ongoing service of Executive Director Dalton as remote, with ongoing work of the Union done most often remote, with the staff structure of the Union that will see 3 staff available to members several days per week, 5 GB of storage sees historical messages locked behind a pay wall.

Whereas, seeing the work of the Union will remain in a digital realm, having access to historical files will provide important context to work moving forward.

Whereas, currently 6 users are active, while recognizing this will grow as staff and engagement grows. This could see a maximum of 30 users.

Whereas, annual subscription sees \$6.67USD per user per month, while monthly accounts see \$8USD per user per month.

08/19/20 : N02 MOTION

(Rickinson/Babu) - Carried

Be it resolved that the Union move to a paid user account with Slack, the workplace communication tool, with an annual subscription.

Labour Committee Report *in camera* 4:16 *out of camera* 4:31

Whereas the Labour Committee hosted 6 interviews, over 2 business days. In the course of this work, the Labour Committee makes the following recommendations

08/19/20 : N03 MOTION

(Babu/Hope) - Carried

Be it resolved that Emma Warren be hired as Organiser, Campus & Community Relations, 44 week contract, to June 30, 2021

Ariella Waddell be hired as Organiser, Digital Communications on a 44 week contract, to June 30, 2021

Rebecca Lennox be hired as Campus Coordinator, 44 week contract, to June 30, 2021

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, August 19, 2020

Fall Office restart

Whereas as part of the start up costs of new employees, like name badges & business cards,
Whereas the set up of all three offices to be able to run independently and open concurrently,
Whereas in our current COVID safety plan work including increased cleaning, some office supplies will need to be stocked, therefore

08/19/20 : N04 MOTION

(Rickonson/Hope) - Carried

Be it resolved that \$2000 be made available for regular office supplies, including increased cleaning supplies and supports including providing masks for staff and Board.

• OTHER BUSINESS

NISU Training and Connections, September 2 & 3?

Mary Doodle Poll

Board on campus days in August?

• ADJOURNMENT: 4:42

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, September 14, 2020

Attendance: Meyer, Babu, Stephen, Hope, Waddell, Wilson C

Acknowledgment of Traditional Territory

North Island Students' Union is honoured to acknowledge the traditional territories of the combined 35 First Nations of the Nuu-chah-nulth, Kwakwaka'wakw and Coast Salish traditions, on whose traditional and unceded territories we learn, live and play.

CALL TO ORDER – 5:38

• ADOPTION OF AGENDA

The Board will adopt the agenda.

014/09/20 : N01 MOTION

(Babu/Hope) – Carried

Be it resolved, that the agenda be adopted, as presented.

• ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The Board will adopt minutes from previous meetings.

014/09/20 : N02 MOTION

(Babu/Hope) – Carried

Be it resolved, that minutes from the August 19 Meeting, be accepted as presented.

• NEW BUSINESS

Whereas as the signing officers of the Union need to see regular housekeeping, the signing officers must be available to sign on behalf of the Union in staffing and executive functions. Current signers are:

Abhay Bakshi
Bill Sugden
Carissa Wilson
Andrew Dalton

014/09/20 : N03 MOTION

(Babu/Hope) – Carried

Be it resolved, the following be ratified as signing authorities

Mary Rickinson
Shane Meyer
Carissa Wilson
Andrew Dalton

Whereas, as part of the annual elections cycle of the Union, and as per Bylaw VIII 1. B. *By-election for Campus Representatives may be held between September 1 and October 15 of each year and shall be subject to the following schedule:*

- i. Not less than five weekdays of nominations;*
- ii. Not less than one calendar week of campaigning;*
- iii. Not less than fourteen hours (14 hours) of voting held over not less than two days, neither of which may be a Friday*

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, September 14, 2020

14/09/20 : N04 MOTION

(Hope/Babu) – Carried

Be it resolved, notice of by-election be provided by email and electronic notice September 21, 2020, seeing nomination period open September 28 9 am - October 2, 4 pm. Campaigning shall be October 4 - 10 and in the need voting is required, October 13 - 15.

Whereas, while delivery of notice of by-election can be provided to members via current licence with Constant Contact, in the event more Campus Representatives are nominated than vacancies to fill, the services of Election Buddy will be required to host the election function, October 13 - 15.

014/09/20 : N05 MOTION

(Stephen/Hope) – Carried

Be it resolved, staff be empowered to engage Election Buddy for services, providing report to the Board, via Slack October 4th, of how many nominations have been received. Estimate for services will be difficult without first knowing how many nominations are received, for reference, the AGM election services cost the Union \$840USD

• REPORTS

- Report from College Committees

Report from the Education Council - Meetings not yet posted online

Report of the Board of Governors - Upcoming meeting September 24, 1 pm

Report from Planning and Standards Committee - Meeting schedule not yet published

Report from Federation Representative - Director Rickinson

Campaigns Report - Organiser Wilson

- Reports from Staff

i. Organiser, College Relations - elections, nomination forms. Budget 2020/21, Clubs

• OTHER BUSINESS

• ADJOURNMENT: 4:56

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, October 7, 2020

Attendance: Rickinson, Hope, Meyer, Stephen, Lennox, Warren, Dalton, Wilson C, Babu

Acknowledgment of Traditional Territory

CALL TO ORDER – 4:32

1. ADOPTION OF AGENDA

20/10/07 : N01 MOTION

(Hope/Rickinson) – Carried
Be it resolved that the agenda be adopted as presented.

2. ADOPTION OF MINUTES FROM THE PREVIOUS MEETING

20/10/07 : N02 MOTION

(Rickinson/Stephen) –
Be it resolved that the minutes from the September 14, 2020 meeting, be accepted as presented.

3. SEMI-ANNUAL GENERAL MEETING

20/10/07 : N03 MOTION

(Hope/Stephen) – Carried
Be it resolved that the Semi-Annual General Meeting of the North Island Students' Union be set for November 6, 2020 at 3pm through Zoom.

4. FINANCES

20/10/07 : N04 MOTION

(Hope/Stephen) – Carried
Be it resolved that the 2020/2021 North Island Students' Union budget be approved.

5. FOOD BANK

Whereas the local community Food Banks have seen a massive increase in demand since the beginning of the pandemic; and
Whereas students within the communities are not only accessing the NISU Food Bank, but also accessing the local community Food Banks; and
Whereas NISU recognizes the financial hardships that students are facing; and
Whereas the Port Alberni Food Bank has reported a large number of students accessing the service; therefore,

20/10/07 : N05 MOTION

(Hope/Stephen) – Carried
*Be it resolved that the Students' Union prioritize high protein and basic carb food for the Food Bank to be dispersed to members facing financial hardships, by spending \$50 per month, per community and
Be it further resolved that NISU create a monthly donation of \$50 to each community Food Bank, for the remainder of the 2020/21 academic term. This sees \$1400 total donation to K'ómoks Valley, Campbell River, Port Alberni and Mixalakwila community Food Banks*

ZOOM ACCOUNTS

Whereas Zoom accounts do not allow for concurrent meetings being held; and
Whereas a significant amount of the work flow for staff and directors continues to be held through digital formats like Zoom; and
Whereas with the increase in staff, there is an increase in need for multiple meetings to be held concurrently as staff work on separate projects; therefore,

20/10/07 : N06 MOTION

(Hope/Stephen) – Carried

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, October 7, 2020

Be it resolved that a secondary Zoom membership be approved.

6. LABOUR COMMITTEE

Dalton will report on the contract MOUs for Dalton and Wilson.

20/10/07 : N07 MOTION

(Babu/Hope) –

Be it resolved that the contract MOUs for Dalton and Wilson be ratified.

7. REPORTS FROM COLLEGE COMMITTEES

- **Education Council** Election just completed
- **Board of Governors** Election just completed, recent meeting was poorly executed, looking to see more leadership in technology access
- **Planning and Standards Committee** Organiser Wilson will sit for another term, with Director Rickinson
- **Federation Representative** Director Rickinson reported about recent meeting

8. REPORTS FROM STAFF

- **Emma Warren**
- **Rebecca Lennox**
- **Andrew Dalton**
- **Carissa Wilson**

9. ADJOURNMENT: 5:26

AGENDA

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, October 28, 2020

Attendance: Hope, Babu, Stephen, Meyer, Rickinson, Wilson C, Dalton, Warren, Waddell, Lennox, Allas(Guest)

Acknowledgment of Traditional Territory

CALL TO ORDER – 4:35

1. ADOPTION OF AGENDA

20/10/28 : N01 MOTION

(Hope/Babu) – Carried

Be it resolved that the agenda be adopted as presented.

2. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The board will adopt minutes from previous meetings.

20/10/28: N02 MOTION

(Babu/Hope) – Carried

Be it resolved that minutes from the October 7, 2020 meetings of the Board of Directors be accepted as presented.

3. 2019 AUDITED FINANCIAL STATEMENTS

Erik Allas, CPA, of Thompkins Wozny LLP will be joining the meeting to present the Audited Financial statements to the Board of Directors.

20/10/28: N03 MOTION

(Babu/Hope) – Carried

Be it resolved that the 2020 Financial statements be received and recommended for adoption at the Semi-Annual General Meeting.

20/10/28: N04 MOTION

(Stephen/Hope) – Carried

Be it resolved that Thompkins Wozny LLP be recommended to the general meeting as the auditor for the 2021 fiscal year.

4. REPORTS

4.1 Report from College Committees

- **Education Council**
- **Board of Governors**
- **Planning and Standards Committee**
- **Federation Representative**

4.2 Reports from Staff

- **Emma Warren**
- **Rebecca Lennox**
- **Ariella Waddell**
- **Andrew Dalton**
- **Carissa Wilson**

AGENDA

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, October 28, 2020

5. ADJOURNMENT: 5:40

MINUTES

North Island Students' Union, Local 15 British Columbia Federation of Students
Semi-Annual General Meeting, November 6, 2020, 3:00PM ZOOM Meeting

Attendance: Hope, Babu, Stephen, Meyer, Rickinson, Toribio, Paranich, Singh, Pandey, Prakash, Thomas, Chakraborty, Dunbar, Wilson, Dalton, Warren, Waddell, Lennox, Samuel Laurent

ACKNOWLEDGEMENT OF TERRITORY

CALL TO ORDER – 3:18pm

1. ADOPTION OF AGENDA

The agenda, as prepared by the Board of Directors, will be presented for adoption.

20/11/06 SAGM01 MOTION

(Hope/Stephen) - Carried

Be it resolved that the agenda be adopted as presented.

2. PRESENTATION OF THE ANNUAL REPORT

The Board of Directors will present an annual report of activities that took place during the reporting period, which ran from May 1, 2020 to October 31, 2020. Members are invited to ask questions about the operations of the Students' Union during the reporting year.

20/11/06 SAGM02 MOTION

(Hope/Dunbar) - Carried

Be it resolved that Semi-Annual Report of the Board of Directors for the 2020 year be received.

3. MOTIONS SERVED WITH NOTICE

REVIEW OF THE ORGANIZATIONAL FINANCES

The meeting will review and accept the 2019/2020 audited financial statements as prepared by the auditing firm Tompkins Wozney LLP. Members are invited to ask questions about the finance of the Students' Union during the reporting year PLEASE SEE APPENDIX 1 FOR FULL REPORT

20/11/06 SAGM03 MOTION

(Rickinson/Hope) - Carried

Be it resolved that the Report of the Auditor and audited financial statements for the 2019/20 fiscal year be accepted.

4. APPOINTMENT OF AUDITORS FOR THE 2020/21 FISCAL YEAR

The Board of Directors is recommending that the auditing firm Tompkins Wozney LLP be reappointed for the coming year.

20/11/06 SAGM04 MOTION

(Hope/Stephen) - Carried

Be it resolved that the auditing firm of Tompkins Wozney LLP be appointed for the 2020/21 fiscal year.

5. ELECTION OF THE BOARD OF DIRECTORS

By-election for the vacant Board of Directors seat will occur at this Semi-Annual General Meeting. The term of office for these elections shall begin November 6, 2020 upon the ratification of the elections at this meeting and shall terminate as per Bylaw VII.

5.1 Election of the Port Alberni Director

5.2 Ratification of Election Results

MINUTES

North Island Students' Union, Local 15 British Columbia Federation of Students
Semi-Annual General Meeting, November 6, 2020, 3:00PM ZOOM Meeting

20/11/06 SAGM05 MOTION

(Babu/ Hope) - Carried

Be it resolved that the following member be ratified as elected to the Board of Directors, in the position so noted:

Amanjot Singh- Port Alberni Director

5.3 Destruction of Ballots

20/11/06 SAGM06 MOTION

(Hope/Rickinson) - Carried

Be it resolved that the ballots used in the election of Port Alberni Director be destroyed.

6. NEW BUSINESS ARISING

Members may discuss new business arising at this meeting under this agenda item.

7. ADJOURNMENT – 3:55PM

AGENDA

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, December 2, 2020

Attendance:

Acknowledgment of Traditional Territory

CALL TO ORDER – 4:35

1. ADOPTION OF AGENDA

20/10/28 : N01 MOTION

(Hope/Rickinson) – Carried

Be it resolved that the agenda be adopted as presented.

2. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The board will adopt minutes from previous meetings.

20/10/28: N02 MOTION

(Rickinson/Hope) – Carried

Be it resolved that minutes from the November 3, 2020 Semi-Annual General meeting of the Union be accepted as presented.

3. Donations

North Island Students' Union has a history of making planned donations to the North Island College Foundation, responsible for the administration of awards to North Island College students. Most recently, in 2016, NISU pledged \$5,000 each year for 5 years, in recognition of 25 years of service to NISU members. Foundation Executive Director did speak to the semi-annual general meeting delegation, regarding the increased need for donations, in the face of the COVID-19 pandemic. The Foundation currently turns away over 200 award eligible students each year. 2021 will also mark 30 years of service for NISU. Therefore;

20/10/28: N03 MOTION

(Hope/Rickinson) – Carried

Be it resolved that the North Island Students' Union hereby commit a total of \$30 000 to the North Island Foundation. This donation shall be so disbursed;

January 2021, \$10 000

June 2021, \$10 000

June 2022, \$10 000

4. Purchases

North Island Students' Union has decentralized our offices, especially in the wake of COVID-19. This work will continue, even once learning returns to on campus delivery. Printing of office materials is part of usual work of the office of the Union, while acknowledging the best practices of reduced printing, at all times.

The infrastructure of the institution makes sharing technology a barrier to services.

Currently, pandemic pricing of office equipment is fluctuating, and spending for Port Alberni is dependent on appropriate pricing for that service level. This spending proposal will stay open until the end of Board term, April 30, 2021

Therefore;

20/10/28: N04 MOTION

(Hope/Stephen) –

Be it resolved that spending be made available for toner based printers for Campbell River, up to \$1200 and up to \$750 for Port Alberni.

North Island Students' Union uses Apple products for all Union work. The campuses each have a cell phone afforded to the offices, to support Zoom meetings, event photos, discussions on campus

AGENDA

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, December 2, 2020

and in community. The supportive work of the Organiser, Digital Connections would be best served if this position also had an iPhone, therefore;

20/10/28: N05 MOTION

(Rickinson/Hope) – Carried

Be it resolved that the current iPhone SE be acquired for the Organiser, Digital Connections position. This phone is \$600 before taxes.

North Island Students' Union produces swag each term, to build solidarity and support teambuilding. The Union works with Fairware Products, to ensure fair and equitable products are attained. Without being on campuses this year, the usual second swag order was not required this Fall. In recognition of the extra efforts of 2020, the staff would like to recognize the current Board with hoodies, at no cost to the Board.

20/10/28: N06 MOTION

(Hope/Stephen) – Not Carried

Be it resolved that the Union move forward with either Union made Hoodies for \$900/Or Canvas brand for \$600 for Board and staff.

5. Governance

The registered name of the Union is North Island Students' Union Local 72 Canadian Federation of Students. Having seen successful expulsion from the CFS in 2018, therefore

20/10/28: N07 MOTION

(Hope/Rickinson) – Carried

Be it resolved that the BC Societies Act name of the Union be recommended for review to the next general meeting. The BC Societies requires three names be suggested, in order of preference. Therefore;

North Island Students' Union

North Island Students' Union, Local 15 British Columbia Federation of Students

North Island Students' Union, British Columbia Federation of Students Local 15

The constitution and bylaws of the Union face usual review each three years, as per bylaw XVIII therefore;

20/12/02: N08 MOTION

(Hope/Stephen) – Carried

Be it resolved that a Constitution and Bylaws committee be struck and make report to the scheduled January 6 meeting of the Board. Be it further resolved, in order to facilitate these changes, a Special General Meeting be called for January 22, 2 pm

4. REPORTS

4.1 Report from College Committees

- Education Council
- Board of Governors
- Planning and Standards Committee
- Federation Representative

4.2 Reports from Staff

- Emma Warren -

AGENDA

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, December 2, 2020

- **Rebecca Lennox -**
- **Ariella Waddell -**
- **Andrew Dalton -**
- **Carissa Wilson -**

5. **ADJOURNMENT: 5:34 pm**

Next meeting of the Board, January 6, 2021

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, January 13, 2021

Attendance: Meyer, Rickinson, Stephen, Hope, Babu, Dalton, Waddell, Lennox, Dalton, Wilson, Warren

Acknowledgment of Traditional Territory

CALL TO ORDER – 4:32pm

1. ADOPTION OF AGENDA

21/01/13: N01 MOTION

(Rickinson/Hope) – Carried

Be it resolved that the agenda be adopted as presented.

2. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The board will adopt minutes from previous meetings.

21/01/13: N02 MOTION

(Babu/Hope) – Carried

Be it resolved that minutes from the December 2, 2020 meeting of the Board of Directors be accepted as presented.

3. Labour Committee

The Labour Committee will present to the Board, *in camera*.

21/01/13: N03 MOTION

(Rickinson/Babu) – Carried

*Be it resolved that the meeting move in camera * Moved in camera at 4:38pm, out of camera 5:19 pm*

21/01/13: N04 MOTION

(Hope/Babu) – Carried

Be it resolved the Board of Directors accept the recommendation of the Labour Committee to increase the Organiser – Campus and Community Relations to 35 hours per week

21/01/13: N05 MOTION

(Hope/Stephen) – Carried

Be it resolved the 2020/2021 Budget of Board of Directors be revised to allocate \$4000 to office supplies for staffing infrastructure needs

Whereas primary social media engagement is with Instagram. Posts with the most engagement are often more than one image. The current social media scheduling tool, Buffer lacks great Instagram support, while Later offers integrations best suited for the current work of the Union.

21/01/13: N06 MOTION

(Rickinson/Hope) – Carried

Be it resolved that the Union move to using Later, over Buffer for social media

The Board shall receive report from the Bylaw Committee, who makes recommendations as follows :
Space reserved to list in order, all recommended changes *will be available near meeting*

21/01/13: N07 MOTION

(Hope/Babu) – Carried

Be it resolved that the following changes be recommended to the membership at the upcoming Special General Meeting:

With the report of the Bylaw Committee received, motion 20/12/02 N07 called a Special General

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, January 13, 2021

Meeting. To provide sufficient notice,

21/01/13: N08 MOTION

(Hope/Babu) – Carried

Be it resolved, a Special General Meeting be called for January 29, 2 pm. This body will approve the agenda no later than Friday, January 15, 4 pm

21/01/13: N09 MOTION

(Babu/Hope) – Carried

Be it resolved a remuneration committee be struck and will report back no more than 2 meetings from now

4. REPORTS

4.1 Report from College Committees

- **Education Council** – Nothing to report
- **Board of Governors** – Nothing to report
- **Planning and Standards Committee** – Nothing to report
- **Federation Representative** -

4.2 Reports from Staff

- **Emma Warren**- Will put report in to Slack
- **Ariella Waddell**- Will put report in to Slack
- **Andrew Dalton**- Will put report in to Slack
- **Carissa Wilson**- Will put report in to Slack
- **Rebecca Lennox**- Will put report in to Slack

5. ADJOURNMENT: 6:51pm

Next meeting of the Board, February 3, 2021

Minutes

North Island Students' Union
Local 15 British Columbia Federation of Students
Special General Meeting, February 5, 2021

ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

Attendance: Rickinson, Hope, Babu, Meyer, Stephen, Toribio, Paranich, Dunbar, Pandey, Chakraborty, Paranich, Singh, Waddell, Wilson, Lennox, Dalton, Warren

CALL TO ORDER: 2:03

1. ADOPTION OF THE AGENDA

The agenda, as prepared by the Board of Directors, will be presented for adoption.

21/02/05: SGM01 MOTION

(Hope/Babu) - Carried

Be it resolved that the agenda be adopted a presented.

2. MOTIONS SERVED WITH NOTICE

At the December 2, 2020 Board of Directors meeting, the Board of Directors struck a Bylaw Review Committee to review the existing bylaws, as per Bylaw XVIII, to ensure the preservation of democratic governance and accountability to the members. The committee presented its findings January 13, 2021 and the Board of Directors approved a motion to submit proposed changes to the Special General Meeting with proper notice and posted the proposed changes as per Bylaw IV.

21/02/05: SGM02 MOTION

(Babu/Hope) - Carried

Be it resolved the proposed changes to the Bylaws of North Island Students' Union submitted by the Board of Directors be approved.

At the December 2, 2020 Board of Directors meeting, the Board of Directors moved to recommend a change of the organisational name as registered with the BC Societies Act, currently *North Island Students' Union Local 72 Canadian Federation of Students*. The Societies Act requires three (3) names be suggested, here in order, as recommended;

North Island Students' Union

North Island Students' Union, Local 15 British Columbia Federation of Students

North Island Students' Union, British Columbia Federation of Students Local 15

21/02/05: SGM03 MOTION

(Hope/Babu) - Carried

Be it resolved the name of the organisation be changed to reflect the recommendations of the Board of Directors.

3. NEW BUSINESS ARISING

Members may discuss new business arising at this meeting under this agenda item.

4. ADJOURNMENT- 2:11

Minutes

North Island Students' Union
Local 15 British Columbia Federation of Students
Special General Meeting, February 5, 2021

The meeting will adjourn at the conclusion of business.

Minutes

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, February 5, 2021

Attendance: Rickinson, Hope, Babu, Meyer, Stephen, Toribio, Paranich, Dunbar, Pandey, Chakraborty, Paranich, Singh, Waddell, Wilson, Lennox, Dalton, Warren,

ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

CALL TO ORDER: 2:13

1. ADOPTION OF THE AGENDA

The agenda, as prepared by the Board of Directors, will be presented for adoption.

21/02/05: N01 MOTION

(Rickinson/Hope) - Carried

Be it resolved that the agenda be adopted a presented.

2. NOTICE OF ELECTION

21/02/05: N02 MOTION

(Rickinson/Babu) – Carried

As per amendment *be it resolved the 2021 term of North Island Students' Union sees elections called as per BYLAW VIII:*

Notice of Election provided February 8

Nomination Period, February 22 to February 26 at 4pm

In the event of more potential delegates then seats campaigning will be held March 1 through March 5 at 4pm

Voting March 9, 10, 11

Be it further resolved an Election Committee be struck, as per BYLAW VIII section 6

3. ADJOURNMENT: 2:24

The meeting will adjourn at the conclusion of business.

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, February 10, 2021

Attendance: Meyer, Hope, Stephen, Babu, Wilson, Warren, Waddell

Acknowledgment of Traditional Territories

CALL TO ORDER – 4:34

• ADOPTION OF AGENDA

The Board will adopt the agenda.

20210210 : N01 MOTION

(Hope/Stephen) – Carried

Be it resolved, that the agenda be adopted, as presented.

• ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The Board will adopt minutes from previous meetings.

20210210 : N02 MOTION

(Stephen/Babu) – Carried

Be it resolved, that minutes from the February 5 Special General Meeting and February 5 Board of Directors meeting be accepted as presented.

• NEW BUSINESS

The Board will form the remuneration committee as per - Motion: 21/01/13 N09

The Board will form the electoral committee as per- BYLAW VIII section 6

The Board will hear about Tyee Hall planning

• REPORTS

- Report from College Committees

Report from the Education Council - nothing to report

Report of the Board of Governors - NIC current President last day Feb 11

Report from Planning and Standards Committee - Institute working on updates

Report from Federation Representative - nothing to report

Campaigns Report - Moose Hide Campaign day Feb 11, Knock out interest week of action- letters to editors, MP Gord Johns, MP Rachel Blaney, interview on the local radio station. Advocacy lobby week

- Reports from Staff

i. Carissa Wilson - Tyee Hall Planning, elections

ii. Emma Warren - Elections, food bank, student engagement

iii. Ariella Waddell - Website content about Student's Union, social media, Discord

• OTHER BUSINESS

• ADJOURNMENT: 5:43

Minutes

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, March 10, 2021

ACKNOWLEDGEMENT OF TRADITIONAL TERRITORIES

Attendance: Stephen, Hope, Meyer, Babu, Rickinson, Warren, Wilson, Waddell

CALL TO ORDER: 4:33

1. ADOPTION OF THE AGENDA

The agenda, as prepared by the Board of Directors, will be presented for adoption.

21/03/10: N01 MOTION

(Babu/Hope) - Carried

Be it resolved that the agenda be adopted as presented.

1. ADOPTION OF MINTUES FROM PREVIOUS MEETING

The Board will adopt minutes from previous meetings.

21/03/10: N02 MOTION

(Babu/Hope) - Carried

Be it resolved that minutes from the February 10th Board of Directors meeting be accepted as presented.

2. NEW BUSINESS

Where planning for the Annual General Meeting should begin,

21/03/10: N03 MOTION

(Babu/Hope) - Carried

Be it resolved the Annual General Meeting of North Island Students' Union be called for April 16, 2021, 2 pm, to be held via Zoom, as per Bylaw IV, Section 2.

Whereas, NISU has historically donated to the North Island College Orientation and Graduation events annually, and this donation has been static for at least 6 years at \$4050.

21/03/10: N04 MOTION

(Babu/Hope) - Carried

Be it resolved the Board of Directors donate \$4100 which includes CPI increase to North Island College for Orientation and Graduation events.

Whereas, staff contracts are due for review

21/03/10: N05 MOTION

(Rickinson/Babu) - Carried

Be it resolved the Labour Committee be struck which includes the Internal Relations Director, External Relations Director, College Relations Director, Campbell River Director, K'ómoks Valley Director

Minutes

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, March 10, 2021

Whereas, the contract of the Executive Director Andrew Dalton has reached it's end

21/03/10: N06 MOTION

(Hope/Rickinson) - Carried

Be it resolved the vacation pay and overtime hours in the time bank be paid out.

Whereas, the authorized signers with Island Savings, including online banking access need to reflect current staffing,

21/03/10: N07 MOTION

(Stephen/Hope) - Carried

Be it resolved the signing authorities of North Island Students' Union be:

Shane Meyer

Mary Rickinson

Carissa Wilson

Emma Warren

21/03/010: N08 MOTION

(Babu/Hope) – Carried

Be it resolved as per Bylaw XIII, Section 1 a, Amanjot Singh failed to report to any meetings of the Board and has been deemed to have resigned their position on the Board of Directors

3. REPORTS

The Board will receive report from:

- **Remuneration Committee** – Organiser Wilson provided full report
- **Planning & Standards** – nothing to report
- **Board of Governors** – nothing to report
- **Education Council** – nothing to report
- **Federation Representative** – nothing to report
- **Campaigns Report** – Big success with the Knockout Interest week of action in Feb, listed in newspapers, radio interview & response from MP's

Staff:

- Organiser Wilson- Staff restructuring, budgets, etc.
- Organiser Warren – General Elections
- Organiser Waddell – BOD Videos, Website

4. ADJOURNMENT: 5:38

The meeting will adjourn at the conclusion of business.

Signed by Shane Meyer
Internal Relations Director

Carissa Wilson
Carissa Wilson
Organiser, College Relations

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, April 07, 2021

Attendance: Meyer, Rickinson, Babu, Stephen, Hope, Lennox, Wilson C.

Acknowledgment of Traditional
Territories

CALL TO ORDER – 4:29

• ADOPTION OF AGENDA

The Board will adopt the agenda.

2021/04/07 : N01 MOTION

(Hope/Stephen) – Carried

Be it resolved, that the agenda be adopted, as presented.

• ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

The Board will adopt minutes from previous meetings.

2021/04/07 : N02 MOTION

(Babu/Stephen) – Carried

Be it resolved, that minutes from the March 10th Board of Directors meeting be accepted as presented.

• NEW BUSINESS

Whereas NISU health and dental fund makes contributions to cover the cost of staff time implementing and maintaining the health and dental plan; and whereas that work load has expanded to include two people and more hours; therefore

2021/04/07: N03 MOTION

(Rickinson/Babu) — Carried

Be it resolved that the health and dental contribution be changed from \$30 000 to \$40 000 for fiscal year 2020/2021

Whereas the Remuneration Committee has reviewed the Directors Stipend policy, noting no change has been made in over 6 years

2021/04/07: N04 MOTION

(Babu/Sujith)— Carried

Be it resolved that Directors Stipend policy 2021 be recommended to the Annual General Meeting, April 16.

MINUTES

North Island Students' Union
Local 15 British Columbia Federation of Students
Board of Directors Meeting, April 07, 2021

Whereas the Remuneration Committee has recommended a Union Representative Remuneration policy,

2021/04/07: N05 MOTION

(Babu/Hope)— Carried

Be it resolved that Union Representative Remuneration policy 2021 be recommended to the Annual General Meeting, April 16.

• REPORTS

- *Report from the Labour Committee - Meets this Friday, offers contract April 23, ratify 30th*
- *Report of the Board of Governors - New programs coming online & open education resources*
- *Report from Planning and Standards Committee - Placement Assessment #4-13, Academic Standing & Progression #3-37*
- *Report from Federation Representative March Exec Meeting recap*
- *Campaigns Report - Knock Out Interest is gaining federal traction, Students' Unions from the Western provinces signing on and sharing campaign*

- Reports from Staff

- i. Rebecca Lennox
- ii. Carissa Wilson

• OTHER BUSINESS

• ADJOURNMENT: 5:22