



Trent in Oshawa Student Association (TOSA) Inc.
 55 Thornton Road South. Suite 122
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Board of Director Meeting Minutes
 Wednesday, August 31st, 2011
 11:00am-3:00pm

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|---|---|---|
| <p>Members Present: Kelly Phil Sarah Sam Stephanie Allison Ellysa</p> | <p>Members Absent: Lindsay</p> <p>Regrets: Ashley</p> | <p>Chair: Kelly</p> <p>Recording Officer: Rianna</p> <p>Guests: Paul McCann</p> |
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1. **Call to Order**
 Motion to call the meeting to order at 11:02
 Motioned: Allison
 Seconded: Ellysa
 Approve: all in favour

2. **Call for new business**

3. **Approval of Agenda**
 Motion to approve the agenda
 Motioned: Sarah
 Seconded: Sam
 Approve: all in favour

4. **Declaration of Conflict of Interest**
 -Kelly, Phil, Sarah for the HR policies that directly affect them
 -Stephanie, for the sponsorship vote for TC3

5. **Approval of Meeting Minutes**
 Motion to approve the *previous meeting minutes
 Motioned: Phil
 Seconded: Stephanie

Approve: all in favour

6. Executive Updates

-Kelly gave a rundown of the work she has done in regards to the used books, the proposed referendum

-Phil gave an overview of the work he has put into used books as well, along with the clothing and bookstore hours issues

-Sarah discussed her work on the swag bags for Froshfest, and potential incoming funds/sponsorship/student discounting options from local business

-Paul outlined the troubles he has been having as a faculty member of a satellite campus

7. Approvals

a) Budget Revision

-Phil outlined the adjusted budget and the financial allocation of windfall

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Motioned: Sarah

Seconded: Ellysa

Approved: all in favour

Opposed:

b) Executive Plan

- Kelly explained to the Board the issue with the policy, in that it does not explicitly state what executives can and cannot do, and therefore needs to be reworded.

- It is proposed that 75% of required office hours be done in-office, which includes trips related to TOSA business

Motioned: Sam

Seconded: Ellysa

Approved: Sam, Ellysa, Allison, Stephanie

Abstain: Kelly, Phil, Sarah

c) HR Policy Revision

-The issue with the current policy is that the code of conduct applies to “employees” whereas the executive committee is not comprised of employees and therefore does not apply

- Phil made minor changes to the wording of the policy to reflect this

-The concept of “banking hours” is discussed, Kelly wanted to go on record as being against this.

-Ellysa felt that vacation days for part-time employees should be a factor, whereas the executive committee disagrees. Ellysa then retracted this opinion and it was put to a vote

Motioned: Sarah

Seconded: Ellysa

Approved: all in favour

Opposed:

Lunch until 12:02

d) Minute Taker motion

-The motion is proposed to reflect the importance of the minute taker

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Motioned: Sarah
Seconded: Allison
Approved: all in favour
Opposed:

f) TC3 Sponsorship Proposal

-TC3 would like to accept outside support for costs

Motioned: Sarah
Seconded: Ellysa
Approved: Sarah, Kelly, Phil, Sam, Ellysa, Allison
Opposed:
Abstain: Stephanie (conflict)

g) Sarah moves to strike club policy from agenda until next meeting due to time constraints, all in favour

h) By-law XII.1.1- elections

-motion to reword the by-law to prevent scrutiny of the electoral process when it comes to second-term elections
Motioned: Ellysa
Seconded: Sarah
Approved: All in favour

i). By-law XIII.4.1-campaign period

-motion to alter the blackout period during election season, after initial discussion, a window of 18 hours was agreed upon
Motioned: Sarah
Seconded: Ellysa
Approved: all in favour

j) By-law IX.1.5.1 Emergency meetings

-in order to make best use of time, any emergency meetings must be agreed upon by both the speaker/chair and the president
Motioned: Ellysa
Seconded: Sam
Approved: all in favour

k) By-law I.1.4.1 Special meetings

-Phil differentiates for the Board the difference between “emergency” and “special”, after which the Board chooses to adopt the motion
Motioned: Ellysa
Seconded: Stephanie
Approved: all in favour

l) Club Application Package

-motioned to adjust the application to streamline it for ease of use
Motioned: Sarah
Seconded: Allison
Approved: all in favour

m) Club executive agreement

-Sarah wanted to adjust the signing office inclusion in the executive agreement portion of the club application package, which had an issue after the changed in

the executive agreement

Motioned: Sam

Seconded: Ellysa

Approved: all in favour

n) Club event application

-motion to reformat the form for ease of use

Motioned: Sarah

Seconded: Allison

Approved: all in favour

o) Club room application motion

-motion to reformat the room form for ease of use

Motioned: Sarah

Seconded: Sam

Approved: All in favour

12:56 Recess until 1:02

Motion to approve addition of book discussion following the discussion session was unanimous

7. Information/Discussion

a) Standing Committees

-Phil explained the committees, to which all members joined to their liking

- Organizational R& D: Sam and Ellysa

-Finance: Phil, Kelly, Ellysa

-Membership Issues: Kelly, Rianna, Allison

-Clubs: Sarah, Stephanie, Sam

ACTION ITEM: PHIL TO REVIEW THE NEED FOR AN EXECUTIVE STANDING COMMITTEE

b) Referendum

-the preliminary wording of the referendum was discussed

-The issue of enforcing a term cap, supported by Paul, was discussed with the possible inclusion of graduates as executive members after said graduation, a concept that will be researched further

1:45, Stephanie left

c) Merchandise

- Phil and Kelly presented the Trent gear they have set up to be sold in the fall

-the entire Board was very excited!!

- prices were discussed as follows: T-shirts at \$14, pants \$35, track jacket \$50, pullover hoodie \$50, zip hoodie \$64

2:20 Rianna exits

d) Facebook advertising

-Phil stresses the popularity of facebook, and how we can use this to TOSA's advantage for exposure

- Sarah options for just posting on wall, "like" pages you can list at a cost for

favourites and photo album (please see Kelly if this is unclear, I had stepped out for this portion and Kelly's minutes don't mean anything to me since I missed the conversation)

-Kelly suggests putting it aside until next meeting for timing reasons

2:35 Rianna re-enters

e) Froshfest

-Sarah gave a full schedule and outline of Froshfest, advertising and incoming funds

ACTION ITEM: SARAH TO CALL THE OSHAWA THIS WEEK PAPER TO SEE IF THEY ARE INTERESTED IN COVERING FROSHFEST FOR THE PAPER TO INCREASE OUR EXPOSURE

f) Establishment of a TOSA Bursary

- To be tables until next meeting

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g) Financial Update

-A quick overview of TOSA's finances

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h) Books

-Chapters was not interested in giving discounts, but some books may be available there through the link on the website

8. Next Meeting- tentatively Friday the 16th of September, TBA

9. Upcoming Dates

a) Froshfest

b) Shoreline cleanup

c) Funny Money

d) Intercept

e) blood typing session/ donor drive

10. Adjournment

Motion to adjourn meeting at 2:59

Motioned: Kelly

Seconded: Ellysa

Approved: all in favour

Approved: _____

**Ashley Toohley
Chair**