



**THE EIGHTH MEETING OF THE FOURTH BOARD OF DIRECTORS OF DURHAM COLLEGE  
STUDENTS INCORPORATED  
DECEMBER 17, 2020 at 6:00 p.m.  
Video conference**

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1. Call to Order

2. Adoption of the Agenda

***RESOLUTION 2020-08-01***

***That the Agenda of the Eighth Meeting of the Board of Directors be adopted.***

3. Declaration of Conflict of Interest

4. Adoption of the Minutes of the previous meeting

***RESOLUTION 2020-08-02***

***That the Minutes of the Seventh Meeting of the Board of Directors held on November 26, 2020 be adopted.***

5. Motions

**RESOLUTION 2020-08-03**

***That the by-laws be amended to replace section 3.1 as follows:***

***Members***

***3.1 (a) All Members, regardless of Member Class, shall be individuals registered as Full-time students with the College.***

***(b) Individuals shall cease to be Members, regardless of Member Class, when they cease to meet the requirements of Section 3.1(a).***

***(c) For the purpose of these By-laws, only Full-time students shall be Members and no other student registered at the College shall be considered a Member, except if a Referendum is passed in accordance with the Elections and Referenda Policy and any other Ministerial protocols.***

***(d) An External Director is exempt from being a Member.***

***(e) Notwithstanding section 3.1 (a), a Member of the Corporation who:***

***(i) is fulfilling a term of office as a Director; and***

***(ii) completes their program of study or takes a Leave of Absence from their program of study during their term of office as a Director;***

***shall not cease being a Member until they complete term of office for which they were elected. However, a member who is a member by virtue of this section, shall not be eligible to run as a candidate for a position either as a Director or Executive Office in an election which takes place while they are a member solely by virtue of this subsection.***

***(f) the maximum amount of time which a director may be a member by virtue of subsection (e) is five months after they cease to be a full-time student.***

***(g) For the greater certainty, a regularly scheduled break in the instruction is not a Leave of Absence in accordance with subsection (e), and a Member of the Corporation who is a Director or Executive Officer shall remain a Member of the Corporation during a regularly scheduled break in the instruction.***

***(h) For the purposes of subsection (e) and subject to subsection (g), the term “Leave of Absence” means a period of time where a student has decided not take a full time course load but intends to return to a full time course load in same program at a later date.***

**RESOLUTION 2020-08-04**

***That the Board of Directors:***

- (1) recognize the right of the General Manager to “determine the Corporation’s requirements and create and approve such paid and volunteer positions as are deemed necessary” (By-laws 14.2(a)); and***
- (2) grants and delegate to the Management Committee, to act on behalf of and in the name of the Board of Directors the authority to make changes to the budget by adjusting such budget lines as necessary and to appropriate from the reserves such funds to create a budget line for the creation of an academic advocacy and support office for a period of time from January to August 2021.***

**RESOLUTION 2020-08-05**

***That the Board of Directors:***

- (1) recognize the mental health challenges caused by the COVID-19 Coronavirus pandemic and the use of online instruction;***
- (2) takes note of that Durham College is the earliest start date in January 2021 of all Colleges of Applied Arts and Technologies in Ontario;***
- (3) calls upon Durham College to extend the winter break in order to support student mental health; and***
- (4) directs that this motion be engrossed and sent to the President of Durham College.***

6. Report of the General Manager and other Executive Officers
  - General Manager’s Report
  - Chairpersons

7. Financial update

8. Standing Committee Report

**RESOLUTION 2020-08-06**

***That the Report of the Standing Committee be received.***

**RESOLUTION 2020-08-07**

***That:***

- (1) resolution 2020-03-04 be rescinded, and resolution 2020-07-07 be taken from the table and withdrawn;***
- (2) creates an endowment of \$100,000 to create the DCSI General Emergency Bursary which shall be taken from the following sources: (i) \$40,000 from the following budget lines; \$7,000 to be taken from Conferences budget line; \$5,000 to be taken from the Committee/Meetings & Training budget line; \$20,000 to be taken from the Building Reserve Fund Transfer budget line; \$2,000 to be taken from the Mileage and Travel budget line; \$2,000 to be taken from the Part Time Staff – Clubs budget line; and \$2,000 to be taken from the Part Time Staff – Societies budget line; and \$60,000 from the Health Plan Reserves;***
- (3) the bursary shall be open to all full time post secondary students of Durham College, regardless if they are domestic or international students who are experiencing financial emergencies and have exhausted other financial aid options available through the Durham College Financial Aid office (or successor office); and***
- (4) directs the management committee to finalise the details of the endowment.***

**RESOLUTION 2020-08-08**

*That the Board of Directors:*

- (1) affirms that menstrual equity is a human right;*
- (2) commits DCSI to do whatever it can to reduce the stigma surrounding periods;*
- (3) calls upon Durham College to provide free menstrual hygiene products in all washrooms through the College;*
- (4) directs the General Manager to place dispensers for free menstrual hygiene products in all washrooms in the student centre; and*
- (5) directs the General Manager through Outreach Services to investigate options for the provision to Durham College students of reusable menstrual hygiene products including but not limited to menstrual cups, either at free of charge or at cost.*

9. Statements or Questions by Members

10. Agendum

11. Next Meeting

January 2021

12. Adjournment

**RESOLUTION 2020-08-09**

*That this meeting do now adjourn to the call of the Chair.*



**DURHAM COLLEGE STUDENTS INCORPORATED  
BOARD OF DIRECTORS MEETING MINUTES  
November 26, 2020**

***The Sixth Meeting of the Fourth Board of Directors of the Durham College Students Incorporated met on November 26, 2020 at 6:00 p.m. via videoconference.***

**Fourth Board of Directors**

Present: Director Andrew Nunez-Alvarez (left at 7:23 p.m.)

Director Alex Harvey

Director Eduardo Akeson (arrived at 6:33 p.m.)

Director Christine Kozminski (left at 7:03 p.m.)

Director Aleecia Lugossy

Director Kristen McKinnon

Director Taneisha Jordon (left at 9:00 p.m.)

Director Michelle Conn

(non-voting) Jenna Peace, Executive Chairperson and Chief Elected Officer

Faris Lehn, General Manager

Charles Wilson, Operations Manager and Secretary of the Board of Directors

Joshua Reece, Financial Controller (left at 7:38 p.m.)

Laura Wilson, Baker Tilly KPM LTD. (left at 7:10 p.m.)

Megan Hanzel, Baker Tilly KPM LTD. (left at 7:10 p.m.)

**CALL TO ORDER**

The meeting was called to order at 6:16 p.m.

**ADOPTION OF THE AGENDA**

**RESOLUTION 2020-07-01**

***Moved by: Director Kristen McKinnon***

***Seconded by: Director Michelle Conn***

***That the Agenda of the Seventh Meeting of the Board of Directors be adopted.***

***-CARRIED (2020-07-01)***

**DECLARATION OF CONFLICT OF INTEREST**

None were declared

**ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING**

**RESOLUTION 2020-07-02**

***Moved by: Director Taneisha Jordon***

***Seconded by: Director Kristen McKinnon***

***That the Minutes of the Fourth Meeting of the Board of Directors held on October 29, 2020 be adopted.***

***-CARRIED (2020-07-02)***

**COMMITTEE OF THE WHOLE – REPORT OF THE PUBLIC ACCOUNTANT**

**RESOLUTION 2020-07-03**

***Moved by: Director Christine Kozminski***

***Seconded by: Director Taneisha Jordon***

***That the Board of Directors now sits as a Committee of the Whole for the purpose of receiving the report of the Public Accountant for the fiscal year ending April 30, 2019 and the Management Letter Report for the fiscal year ending April 30, 2019 and the Executive Chairperson and Chief Elected Officer shall preside at that meeting. At the conclusion of the presentation and question session the Chairperson shall conclude the business of the Committee of the Whole and the Committee shall Rise and Report.***

***-CARRIED (2020-07-03)***

The Committee met, and at the conclusion the chair of the committee rose and reported.

**RESOLUTION 2020-07-04**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Alex Harvey**

***That the Audited Financial Statements for the Fiscal Year Ending April 30, 2020 prepared by Baker Tilly KPM LLP, the Public Accountant of Record for Durham College Students Incorporated be adopted, and that the Executive Chairperson and Deputy Chairperson be authorized to sign the statement on behalf of the Board of Directors.***

**-CARRIED (2020-07-04)**

**RESOLUTION 2020-07-05**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Michelle Conn**

***That the Board Letter Report for the fiscal year ending April 30, 2020 prepared by Baker Tilly KPM LLP, the Public Accountant of Record for Durham College Students Incorporated be received, and that the Executive Chairperson and Deputy Chairperson be authorized to sign the letter.***

**-CARRIED (2020-07-05)**

**MOTIONS**

*Holiday foodbank program*

**Background**

Typically there is a Durham College Holiday Hamper program offered to Durham College students. Due to the COVID-19 Coronavirus pandemic this is not possible at this time. Outreach Services has decided to launch a gift card program to provide food support to food insecure students during the holiday season. In order to ensure that the program is properly funded, there is a request for the allocation of \$30,000 from the Health Plan Reserve Fund to support the Holiday Food Bank program.

**RESOLUTION 2020-07-06**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Kristen McKinnon**

***That the amount of \$30,000 be allocated from the Health Plan Reserve Fund to support the Food Bank budget line.***

**-CARRIED (2020-07-06)**



*DCSI Endowment*

Background

Resolution 2020-03-04 was passed on July 12, 2020 to allocate the amount of \$40,000 to assist with student technological needs and directed that the management committee was to work with the college on creating the specifics of this program. After consultation with the college, it was determined that the funds would be better used to support an international student bursary. Further, after consultation with the management committee, it was decided that the best way to proceed is by creating an endowment of \$100,000 for the bursary by international students. Notes from Linda Flynn, the President of the Durham College Foundation and Associate Vice President is attached.

**RESOLUTION 2020-07-07**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Alex Harvey**

**That:**

- (1) resolution 2020-03-04 be rescinded;**
  
- (2) creates an endowment of \$100,000 to provide bursaries for International Students which shall be taken from the following sources:**
  - \$40,000 from the following budget lines;**
  - \$7,000 to be taken from Conferences budget line;**
  - \$5,000 to be taken from the Committee/Meetings & Training budget line;**
  - \$20,000 to be taken from the Building Reserve Fund Transfer budget line;**
  - \$2,000 to be taken from the Mileage and Travel budget line;**
  - \$2,000 to be taken from the Part Time Staff – Clubs budget line; and**
  - \$2,000 to be taken from the Part Time Staff – Societies budget line; and**
  - \$60,000 from the Health Plan Reserves.**
  
- (3) directs the management committee to finalise the details of the endowment.**

**-TIED (2020-07-07)**

**By unanimous consent, resolution 2020-07-07 was reconsidered and referred to the Standing Committee.**

**-REFERRED TO COMMITTEE (2020-07-07)**

*Proceeding past three hours*

**RESOLUTION 2020-07-101**

**Moved by: Director Kristen McKinnon**

**Seconded by: Director Eduardo Akeson**

**That the board proceeds past three hours.**

**-CARRIED (2020-07-101)**

*AGM dates*

**RESOLUTION 2020-07-08**

**Moved by: Director Michelle Conn**

**Seconded by: Director Eduardo Akeson**

**That the Board of Directors sets the date of the Annual General Meeting as February 2, 2021 and directs the Secretary of the Board in conjunction with the Standing Committee to determine the meeting agenda and the dates of the advance polls.**

**-CARRIED (2020-07-08)**

**ADJOURNMENT**

**RESOLUTION 2020-06-05**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Alex Harvey**

**That this meeting do now adjourn to the call of the Chair.**

**-CARRIED (2020-07-08)**

**Report of the Standing Committee  
December 3, 2020  
6:00 p.m.**

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Present: Eduardo Akeson (Acting Chair)  
Jenna Peace  
Kirstin McKinnon  
Faris Lehn  
Michelle Conn  
Alex Harvey  
Christine Kozminski  
Josh Reece  
Charles Wilson (Recording Secretary)

Regrets: Taneisha Jordon

**Call to order**

The Committee was called to order.

**Adoption of the Agenda**

Recommendation

***Moved by: Jenna Peace  
That the Agenda be adopted.***

***-REPORTED***

**Declaration of Conflict of Interest**

None was declared.

**Consideration of matters**

Finance Discussion

The Financial Controller was present to answer any questions the Committee had.

Referred motion from the Board of Directors

**Moved by: Jenna Peace**

***That, the following be reported to the Board of Directors:***

***In regards to resolution 2020-07-07, the Standing Committee having considered the motion, and recommends as follow:***

- a) Resolution 2020-07-07 be taken from the table;***
- b) the resolution be amended to strike in paragraph 2 “to provide bursaries for International Students” with “to create the DCSI General Emergency Bursary”***
- c) to add paragraph 4 which shall read as follows:  
“the bursary shall be open to all full time post secondary students of Durham College, regardless if they are domestic or international students who are experiencing financial emergencies and have exhausted other financial aid options available through the Durham College Financial Aid office (or successor office)”***

**-REPORTED**

**Menstrual Product Availability**

Jenna presented an update on ongoing discussions over the installation of menstrual products in washrooms on campus.

**Academic advocacy**

**Moved by: Michelle Conn**

***That the committee request that the General Manager review options for the creation of an advocacy service for DCSI and report back to this committee.***

**-REPORTED**

**Rise and Report**

**Moved by: Jenna Peace**

***That the Committee Rises and Report.***

**-CARRIED**