



THE SECOND MEETING OF THE FOURTH BOARD OF DIRECTORS OF DURHAM COLLEGE STUDENTS  
INCORPORATED  
JUNE 23, 2020 at 3:00 p.m.  
Video conference

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1. Call to Order and Roll Call
2. Adoption of the Agenda

**RESOLUTION 2020-02-01**

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

3. Declaration of Conflict of Interest
4. Adoption of the Minutes of the previous meeting

**RESOLUTION 2020-02-02**

***That the Minutes of the First Meeting of the Board of Directors held on May 15, 2020 be adopted.***

5. Delegations/presentations  
None
6. Motions

**RESOLUTION 2020-02-03**

***That the Board:***

- a) recognises the work of Meri Kim Oliver as Vice President Student Affairs of Durham College from 2013 and until June 1, 2020, including her unique role in support DCSI during its founding;***
- b) expressed thankfulness on behalf of the Students of Durham College for the work of Meri Kim Oliver in enhancing the student experience at Durham College; and***
- c) wishes Meri Kim Oliver all the best as she moves on to her new role as the Vice President Students Okanagan College.***

7. Report of the General Manager and other Executive Officers
8. Reports of Committee

**RESOLUTION 2020-02-04**

***That the report of the Standing Committee held on June 16, 2020 be received.***

**RESOLUTION 2020-02-05**

*That the Board now proceeds to a Committee of the Whole, Chairperson shall be able to preside over the Committee, and that the recommendation of the committee be dealt with upon the rising and reporting of the Committee.*

**RECOMMENDATION CW2020-01-01**

*That the Committee takes note of the Fall 2020 Semester Fees.*

**RECOMMENDATION CW2020-01-02**

*That the Committee recommends .... And that this recommendation shall be reported to board without delay.*

**RECOMMENDATION CW2020-01-03**

*That the Committee rises and report.*

**RESOLUTION 2020-02-06**

*[recommendation of the Committee of the Whole]*

**RESOLUTION 2020-02-07**

*That the Board authorises and directs the Management Committee to hold a request for quotation process for renewed corporate branding for DCSI.*

9. Financial Reports

None

10. Other Reports

None

11. Statements or Questions by Members

12. Supplemental agenda

None

13. Closed Session

None

14. Next Meeting

July 21, 2020 at 3:00 p.m.

15. Adjournment

**RESOLUTION 2020-02-08**

*That this meeting do now adjourn to July 21, 2020 or to the call of the Chair.*



**DURHAM COLLEGE STUDENTS INCORPORATED  
BOARD OF DIRECTORS MEETING MINUTES  
May 15, 2020**

***The First Meeting of the Fourth Board of Directors of the Durham College Students Incorporated met on May 15, 2020 at 1:00 p.m. via videoconference.***

**Fourth Board of Directors**

Present: Director Taneisha Jordon  
Director Michelle Conn  
Director Eduardo Akesson  
Director Aleecia Lugossy

(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  
Matthew Joseph, General Counsel  
Yvonne Armstrong, Board Observer (Durham College)

Regrets: Director Kristen McKinnon

**CALL TO ORDER**

The Chairperson called the meeting to order at 1:10 p.m.

**OVERVIEW OF THE ELECTION PROCESS**

The Secretary of the Board reviewed the Elections Process.

**SPECIAL ORDER CONSTITUTING THE MEETING:**

**RESOLUTION 2020-01-01**

**Moved by: Director Taneisha Jordan**

**Seconded by: Director Eduardo Akeson**

***That notwithstanding the Rules of Order and Procedure or Usual Practice, the Board shall proceed as follows:***

***a) the Board shall proceed immediately to the report of the Secretary of the Board regarding members seeking the office of Managing Director according to the usual procedure, and then proceed to an electronic ballot. The balloting shall proceed as follows:***

***i) the ballot shall be a ranked ballot with "1" indicating the members first choice, and "2" indicating the members second choice and so on, until the member has ranked all the candidates or no longer wishes to vote for a candidate. The ballot shall be open for 10 minutes or until all the directors have voted.***

***ii) The Secretary of the Board shall count the number of first preferences recorded on the ballots for each candidate, and, if a candidate has received a two-thirds majority of first preferences, at which point the Secretary of the Board shall announce the name of elected candidate.***

***iii) If, after the count referred to in sub clause (ii) of this order, no candidate has received a two-thirds majority of first preferences, the Secretary of the Board shall:***

***(a) eliminate the candidate who received the least number of first preferences from any subsequent counts and in all subsequent counts, treat each second or lower preference as if it were a first preference for the next highest candidate in the order of preference who is not eliminated; and***

***(b) repeat the process of vote counting described in subclause (a) until one candidate has received a two-thirds majority of first preferences, at which point the Secretary of the Board shall announce the name of elected candidate.***

***(c) in the event that no candidate has a two-thirds majority of the votes casted, a second ballot shall be taken and between the two***

*candidates with the most votes casted, and a majority of the votes casted shall determine the results, and the Secretary of the Board announce the name of the elected candidate.*

- iv) Upon the results being announced, resolution 2020-01-03 shall be deemed to be moved, seconded, read, debated, and carried with a two thirds majority of the total votes casted.*
  
- b) upon the appointment of the Deputy Chairperson, the elections shall proceed in the manner described in clause (b), however:*
  - i) the words “two-thirds majority” shall be replaced with “majority” and subclause (iii(c)) shall not be applicable;*
  - ii) the resolution referred in subclause (iv) shall be resolution 2020-01-04; and*
  - iii) the office “Managing director” shall be replaced with “Deputy Chairperson”*
  
- d) two members be elected to the Standing Committee now and one at a board meeting in the month of October 2020.*
  
- e) appointments to the Standing Committee shall be handled as follows:*
  - i) nominations do not have to be seconded;*
  - ii) if more than two candidates are nominated, then the elections shall proceed in the manner described in clause (b), however:*
    - i) the words “two-thirds majority” shall be replaced with “majority” and subclause (iii(c)) shall not be applicable;*
    - iii) subclause (iv) shall not apply; and*
    - iv) the office “Managing director” shall be replaced with “Member of Standing Committee”*
  - iii) Upon the conclusion of the nominations of all committee, resolution 2020-01-05 shall be called and the question shall be put without debate.*
  
- f) appointments to external committees handled as follows:*
  - i) nominations do not have to be seconded;*
  - ii) if more candidates are nominated than the number of student which can sit on that committee, then the elections shall proceed in the manner described in clause (b), however:*
    - i) the vote for all committees shall be taken together;*

- ii) *the words “two-thirds majority” shall be replaced with “majority” and subclause (iii(c)) shall not be applicable;*
  - iii) *subclause (iv) shall not apply; and*
  - iv) *the office “Managing director” shall be replaced with “Member of \_\_\_\_\_ Committee”*
- iii) *Upon the conclusion of the nominations of all committee, resolution 2020-01-06 shall be called and the question shall be put without debate.*
- g) *the greetings of the Board be extended by the Secretary of the Board in the form established by tradition.*
- h) *that Charles Wilson be appointed as Secretary of the Board.*
- i) *the Chair shall interrupt proceedings at 2:00 p.m. and proceed directly to item 12 on the agenda, and upon the disposal of that item, the agenda shall continue at the point where it was interrupted at 2:00 p.m.*

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

The Secretary of the Board accepted his role and took his seat at the Board table.

#### **ELECTION OF THE MANAGING DIRECTOR**

According to the Board Procedural Policy, the Secretary of the Board reported that four candidates did not remove their names from consideration from the office: Director Eduardo Akeson; Director Taneisha Jordon; Director Kirsten McKinnon; and Director Aleecia Lugossy. Director Kirsten McKinnon sought unanimous consent to remove her name from the ballot, it was given. Director Eduardo Akeson sought unanimous consent to remove his name from the ballot, it was given. The Secretary of the Board advised that a Director not present during the meeting was not eligible for seeking election. By unanimous consent, the board dispensed with the ballot and proceeded directly to the resolution.

#### **RESOLUTION 2020-01-03**

*It was deemed to be moved and seconded in accordance with resolution 2020-01-01*

*That Director Taneisha Jordon be appointed as Managing Director of Durham College Students Inc.*

**- CARRIED WITH 2/3rds MAJORITY (2020-01-03)**

#### **ELECTION OF THE DEPUTY CHAIRPERSON**

According to the Board Procedural Policy, the Secretary of the Board reported that three candidates did not remove their names from consideration from the office: Director Eduardo Akeson; Director Kirsten McKinnon; and Director Aleecia Lugossy. Director Kirsten McKinnon sought unanimous consent to remove her name from the ballot, it was given. The Secretary of the Board advised that a Director not present during the meeting was not eligible for seeking election. By unanimous consent, the board dispensed with the ballot and proceeded directly to the resolution.

**RESOLUTION 2020-01-04**

*It was deemed to be moved and seconded in accordance with resolution 2020-01-01  
That Director Eduardo Akeson be appointed as Deputy Chairperson of the Board of  
Directors of Durham College Students Inc.*

**-CARRIED (2020-01-04)**

**ELECTION TO THE STANDING COMMITTEE**

The Chairperson asked for nominations to the Standing Committee. The Secretary of the Board advised that the Executive Chairperson, General Manager, Managing Director, and Deputy Chairperson were members by virtue of their office.

Director Eduardo Akenson nominated Director Michelle Conn. She accepted.

By unanimous consent, the nominations closed.

**RESOLUTION 2020-01-05**

*It was deemed to be moved and seconded in accordance with resolution 2020-01-01  
That Michelle Conn be appointed to the Standing Committee of Durham College  
Students Inc.*

**-CARRIED (2020-01-04)**

**APPOINTMENT TO EXTERNAL COMMITTEE (SUBJECT TO CONFIRMATION)**

The Secretary of the Board advised that it is the usual practice that the Executive Chair have one of the seats on the Academic Council and College Council. The Board agreed to continue the usual practice.

The nominations were received as follows:

Academic Council	Director Aleecia Lugossy
College Council	Director Taneisha Jordon Director Eduardo Akeson Director Aleecia Lugossy
DC/DCSI Joint Committee	Director Eduardo Akeson
Student Conduct and Appeals	Director Michelle Conn
Ancillary Fees Protocol Committee	Director Aleecia Lugossy
Healthy Campus Taskforce	Director Taneisha Jordon Director Michelle Conn

A ballot was taken for the seat on the Healthy Campus Taskforce. The results were as follows:

Michelle Conn	3
Taneisha Jordon	1

**RESOLUTION 2020-01-06**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Taneisha Jordan**

**That:**

- 1) Jenna Peace and Aleecia Lugossy be appointed to the Academic Council of Durham College of Applied Arts and Technology;**
- 2) Jenna Peace, Taneisha Jordan, Director Eduardo Akeson, and Director Aleecia Lugossy be appointed to the College Council of Durham of Applied Arts and Technology;**
- 3) Director Eduardo Akeson be appointed to the DC/DCSI joint Advisory Committee of Durham College of Applied Arts and Technology;**
- 4) Michelle Conn be appointed to Student Conduct and Appeals Committee of Durham College of Applied Arts and Technology;**
- 5) Aleecia Lugossy be appointed to the Ancillary Fees Protocol Committee of Durham College of Applied Arts and Technology;**
- 6) Michelle Conn be appointed to the Healthy Campus Taskforce of Durham College of Applied Arts and Technology;**

**For a term of May 1, 2020 to April 30, 2021 or until replaced by resolution of the Board of Directors.**

**-CARRIED (2020-01-06)**

**ADOPTION OF THE AGENDA**

The Secretary of the Board advised that the previous items should be seen as “privileged business” meaning that it takes precedence over the normal business of the house, the Adoption of the Agenda is placed here since it’s the first piece of business during the meeting which does not take precedence over the normal business of the board.

**RESOLUTION 2020-01-08**

**Moved by: Director Michelle Conn**

**Seconded by: Director Taneisha Jordan**

**That the agenda for the first meeting of the fourth board of directors held on May 15, 2020 be adopted.**

**-CARRIED (2020-01-08)**

**DECLARATION OF CONFLICT OF INTEREST**

None were declared.

**Adoption of Minutes of the previous meeting**

**RESOLUTION 2020-01-09**

**Moved by: Director Michelle Conn**

**Seconded by: Director Eduardo Akeson**

**That the minutes of the Board Meeting held on April 23, 2020 be adopted.**

**-CARRIED (2020-01-09)**



## MOTIONS

### **RESOLUTION 2020-01-10**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Taneisha Jordan**

***That Faris Lehn, Jenna Peace, Charles Wilson, and [name of managing director] be appointed as signing officers for all bank account held at Royal Bank of Canada, and further that they be empowered to bind the corporation in all contracts, promissory notes, deeds and other documents which shall from time to time require to be enacted, executed or done in the name of Durham College Students Incorporated and in accordance with the by-laws and policies of the Corporation and subject to instructions from the Board of Directors.***

**-CARRIED (2020-01-10)**

## SENIOR MANAGER REPORTS

The General Manager's Report was presented.

## CLOSED SESSION

### **RESOLUTION 2020-01-11**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Taneisha Jordan**

***That the Board now proceeds to a closed session to deal with matters which are:***

- (a) a matter which is regarding litigation or potential litigation which the solicitor client privilege applies in accordance with section 4.2 (e) and 4.3 (f) of the Board Procedural Policy;***
- (b) a matter which is regarding a position, plan, procedure, criteria, or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the DCSI which is subject to the Solicitor-Client Privilege in accordance with section 4.2 (f) and (g) of the Board Procedural Policy.***

**-CARRIED (2020-01-11)**

### **RESOLUTION 2020-01-12**

**Moved by: Director Eduardo Akeson**

**Seconded by: Director Taneisha Jordan**

***That the Board resumes an open session.***

**-CARRIED (2020-01-12)**

The Secretary of the Board reported that the Board went into closed session to discuss a matter of litigation or potential litigation and position, plan, procedure, criteria, or instruction to be applied to any negotiation carried on or to be carried on by or on behalf of the DCSI which is subject to the Solicitor-Client Privilege. There were no motions passed.

## STATEMENTS OR QUESTIONS BY MEMBERS

Members of the Board made statements and asked questions.

**NEXT MEETING**

May 21, 2020 at 1:00 (Training with Durham College)

**ADJOURNMENT**

***RESOLUTION 2019-01-17***

***That the board do now adjourn to May 21, 2020 or to the call of the chair.***

Report of the Standing Committee  
June 16, 2020  
1:00 p.m.

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Present: Eduardo Akeson (Acting Chair)  
Michelle Conn  
Jenna Peace  
Faris Lehn  
Charles Wilson (recording Secretary)

Regrets: Taneisha Jordan

**Call to order**

The Committee was called to order.

**Adoption of the Agenda**

By consensus, the agenda was adopted.

**Declaration of Conflict of Interest**

None was declared.

**Overview of Standing Committee's mandate and role**

The Secretary of the Committee reviewed the Committee Mandate and role

**Informal consideration of matters**

The committee reviewed items including fees for the fall 2020 semester, organizational rebranding, and other items. By consensus, it was agreed to bring both matters to the board for further discussion, and that the budget be included in the report presented to the board regarding the fall 2020 semester fees.

**Motions**

There were no motions brought forward at this meeting.

**Rise and Report**

By consensus, the committee rose and reported.

Durham College Students Inc.

MASTER BUDGET FOR 2020/2021

	Previous FY	
	TOTAL	TOTAL
	BUDGET 2019/20	BUDGET 2020/21
<b>REVENUE</b>		
<b>Membership and Health Revenue</b>		
Health Plan (Base and Reserve)	2,125,000	1,844,535
Health Plan (Internal Overhead)	80,250	-
Dental Plan (Base and Reserve)	1,365,000	1,138,935
Dental Plan (Internal Overhead)	52,750	-
Health and Wellness Services	562,500	553,725
Societies	150,000	140,760
Clubs	150,000	140,760
Student Centre	763,625	716,565
Events	125,000	134,550
Membership (DCSI)	125,000	117,300
Riot Radio	142,875	154,445
Sundry Sales	1,500	1,500
Locker Rental Services	80,000	60,000
Graduation Photography	15,000	15,000
Business services department (sales)		150,000
<b>Total Membership and Health Revenue</b>	<b>5,738,500</b>	<b>5,168,075</b>
<b>TOTAL REVENUE</b>	<b>5,738,500</b>	<b>5,168,075</b>
<b>LESS: EXPENSE</b>		
<b>Health Related</b>		
Health Plan fees (broker and management fees)	388,750	326,550
Health Plan Claims / Reserve Transfer	1,736,250	1,456,283
Dental Plan fees (broker and management fees)	129,125	108,465
Dental Plan Claims / Reserve Transfer	1,235,875	968,768
Administration Allocation	91,682	123,405
	-	-
<b>Total Health Related Expenses</b>	<b>3,581,682</b>	<b>2,983,470</b>
<b>Governance</b>		
Administrative Costs	750	
Board Honorariums	6,750	13,950

Durham College Students Inc.

MASTER BUDGET FOR 2020/2021

	Previous FY	
	TOTAL	TOTAL
Committees/Meetings & Training	10,000	10,000
Insurance - Directors and Officers	7,500	7,500
Elections	15,000	15,000
Legal Fees	40,000	40,000
Audit fees	15,000	15,000
<b>Total Governance Expenses</b>	<b>95,000</b>	<b>101,450</b>
<b>Member Services</b>		
Total Member Services Compensation	53,085	37,970
Legal Aid Compensation	22,358	22,358
<b>Total Member Services Expenses</b>	<b>75,443</b>	<b>60,328</b>
<b>Building / Student Centre</b>		
Business Services Department		
Franchise fees		50,000
Business Services Salaries		69,000
PT business services Staffing		69,000
Business Services Payroll Benefits (CPP, EI)		-
Business Services WSIB		-
Business Services EHT		-
Business Services Employee Benefits		-
Professional development		-
Total Business Services Department		188,000
Depreciation/Amortization	50,000	50,000
Insurance - Umbrella and Package	30,000	30,000
Occupancy Expense [DC]	160,000	220,000
Capital Renovations	120,000	50,000
Student Centre PT Staffing	60,000	20,000
License Fees/Software	3,000	15,000
Maintenance	40,000	40,000
Administration Allocation	123,848	98,986
Transfer to Building Reserve Fund	72,177	40,935
<b>Total Building/Student Centre Expenses</b>	<b>659,025</b>	<b>752,921</b>
<b>Locker Services</b>		
Locker Supplies	20,000	10,000
Locker operations staffing (PT)	20,000	20,000
Software	10,000	3,000

Durham College Students Inc.

MASTER BUDGET FOR 2020/2021

	Previous FY	
	TOTAL	TOTAL
Transfer to Building Reserve	20,000	20,000
<b>Total Locker Services Expenses</b>	<b>70,000</b>	<b>53,000</b>
<b>Management and Administration Expenses</b>		
Payroll Service Fees	4,000	4,000
Office Supplies	11,500	11,500
Bank Charges/Credit Card Fees	3,600	3,600
Marketing	40,000	80,000
PT Staff Training / Team Building / Recruitment	15,000	15,000
Conferences	10,000	10,000
Professional Fees	7,500	7,500
Mileage and Travel	4,500	4,500
Business Planning	10,000	10,000
<b>Total Management and Administrative Expenses</b>	<b>106,100</b>	<b>146,100</b>
<b>Membership Health &amp; Wellness Services</b>		
Total Membership Health & Wellness Compensation	283,198	288,412
Food Bank	15,000	20,000
LGBTQ	8,000	-
Women's Centre	8,000	-
Whitby Campus	15,000	-
SHRC	5,000	-
Pickering	8,000	-
Program Funding		30,000
Student Exceptional Support Program	15,000	15,000
Health & Wellness Events	55,000	20,000
Staff Training	5,000	2,500
Administration Allocation	121,491	124,799
	-	-
<b>Total Membership Health &amp; Wellness Expenses</b>	<b>538,689</b>	<b>500,711</b>
<b>Riot Radio</b>		
Total Riot Radio Compensation	122,176	132,596
Website Expenses [Riot]	-	-
Office Supplies [Riot]	120	120
Contract Services [Riot]	15,000	15,000
Supplies [Riot]	300	300
Events & Activities [Riot]	500	500
Insurance [Riot]	3,324	3,324

Durham College Students Inc.

MASTER BUDGET FOR 2020/2021

	Previous FY	
	TOTAL	TOTAL
SOCAN Fees [Riot]	400	400
<b>Total Riot Radio Expenses</b>	<b>141,820</b>	<b>152,240</b>
<b>DCSI Clubs</b>		
Funding	68,437	68,437
Training	5,000	2,500
PT Staffing	7,500	7,500
Administration Allocation	61,890	63,706
<b>Total DCSI Clubs Expenses</b>	<b>142,827</b>	<b>142,143</b>
<b>DCSI Societies</b>		
Funding	70,000	57,000
Training	5,000	2,500
PT Staffing	7,500	5,500
Administration Allocation	74,673	76,712
<b>Total DCSI Societies Expenses</b>	<b>157,173</b>	<b>141,712</b>
<b>Events</b>		
Orientation	40,000	40,000
Events	50,000	84,000
PT Staffing	20,000	10,000
Pangea	15,000	-
<b>Total Events Expenses</b>	<b>125,000</b>	<b>134,000</b>
<b>Contingency Expenses</b>	<b>45,742</b>	<b>-</b>
<b>TOTAL EXPENSE</b>	<b>5,738,500</b>	<b>5,168,075</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>(0)</b>	<b>-</b>