



**DURHAM COLLEGE STUDENTS INCORPORATED  
BOARD OF DIRECTORS MEETING MINUTES  
December 17, 2020**

***The Eight Meeting of the Fourth Board of Directors of the Durham College Students Incorporated met on December 17, 2020 at 6:00 p.m. via videoconference.***

**Fourth Board of Directors**

Present:

Director Andrew Nunez-Alvarez

Director Alex Harvey

Director Eduardo Akeson

Director Christine Kozminski (arrived 7:47 p.m.)

Director Kristen McKinnon

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 7:48 p.m.)

Regrets:

Director Aleecia Lugossy

Director Taneisha Jordan

**CALL TO ORDER**

The meeting was called to order at 6:18 p.m.

**ADOPTION OF THE AGENDA**

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

***Moved by: Director Eduardo Akeson***

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

***That the Agenda of the Eighth Meeting of the Board of Directors be adopted, as amended to bring the financial statements up to after the adoption of the minutes of the previous meeting.***

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

**DECLARATION OF CONFLICT OF INTEREST**

None were declared

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

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

***Moved by: Director Alex Harvey***

***Seconded by: Director Eduardo Akeson***

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

***-CARRIED (2020-08-02)***

**FINANCIAL UPDATE**

The Financial Controller presented the Financial Update as attached as appendix I.

**MOTIONS**

***RESOLUTION 2020-08-03***

***Moved by: Director Eduardo Akeson***

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

***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.***

***-CARRIED WITH 2/3 MAJORITY (2020-08-03)***

**RESOLUTION 2020-08-04**

**Moved by: Director Eduardo Akeson  
Seconded by: Director Kristen McKinnon**

**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.**

**-CARRIED (2020-08-04)**

**RESOLUTION 2020-08-05**

**Moved by: Director Eduardo Akeson  
Seconded by: Director Kristen McKinnon**

**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.**

**-CARRIED (2020-08-05)**

## **REPORT OF THE GENERAL MANAGER AND OTHER EXECUTIVE OFFICERS**

The General Manager and the Executive Chairperson presented their respective reports.

### **STANDING COMMITTEE REPORT**

#### ***RESOLUTION 2020-08-06***

***Moved by: Director Eduardo Akeson***

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

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

***-CARRIED (2020-08-06)***

#### ***RESOLUTION 2020-08-07***

***Moved by: Director Eduardo Akeson***

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

***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.***

***-CARRIED WITH 2/3 MAJORITY (2020-02-07)***

**RESOLUTION 2020-08-08**

**Moved by: Director Alex Harvey**

**Seconded by: Director Christine Kozminski**

**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 periotic menstrual cycles;**
  - (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.**
- CARRIED UNANIMOUSLY (2020-08-08)**

**STATEMENTS OR QUESTIONS BY MEMBERS**

Statements were made by members and questions were asked.

**Next Meeting**

January 2021

**ADJOURNMENT**

**RESOLUTION 2020-08-09**

**Moved by: Director Michelle Conn**

**Seconded by: Director Christine Kozminski**

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

**-CARRIED (2020-08-09)**

## Appendix I

### Durham College Students Inc

#### Income Statement 05/01/2020 to 12/31/2020

|  | YTD 2020/21<br>ACTUAL | YTD 2020/21<br>BUDGET | YTD 2020/21<br>VARIANCE | FRCST 20/21<br>BUDGET |
|--|-----------------------|-----------------------|-------------------------|-----------------------|
| <b>REVENUE</b>                             |                       |                       |                         |                       |
| <b>Membership and Health Revenue</b>       |                       |                       |                         |                       |
| Total Student Fees                         | 994,895.56            | 979,052.50            | 15,843.06               | 979,052.50            |
| Total Health Revenue                       | 2,023,216.27          | 1,988,980.00          | 34,236.27               | 994,490.00            |
| <b>Total Membership and Health Revenue</b> | <b>3,018,111.83</b>   | <b>2,968,032.50</b>   | <b>50,079.33</b>        | <b>1,973,542.50</b>   |
| <b>Other Revenue</b>                       |                       |                       |                         |                       |
| <b>Total Other Revenue</b>                 | <b>-</b>              | <b>151,000.00</b>     | <b>(151,000.00)</b>     | <b>75,500.00</b>      |
| <b>TOTAL REVENUE</b>                       | <b>3,018,111.83</b>   | <b>3,119,032.50</b>   | <b>(100,920.67)</b>     | <b>2,049,042.50</b>   |
| <b>EXPENSE</b>                             |                       |                       |                         |                       |
| <b>Health Related</b>                      |                       |                       |                         |                       |
| Total Health Salaries & Benefits           | 45,531.61             | 47,740.67             | (2,209.06)              | 23,870.33             |
| Total Health Plan Costs                    | 1,674,863.05          | 1,906,710.00          | (231,846.95)            | 953,355.00            |
| <b>Total Health Related Expenses</b>       | <b>1,720,394.66</b>   | <b>1,954,450.67</b>   | <b>(234,056.01)</b>     | <b>977,225.33</b>     |
| <b>Governance</b>                          |                       |                       |                         |                       |

|   |                  |                  |                    |                  |
|---|------------------|------------------|--------------------|------------------|
| Insurance - Directors and Officers              | 5,490.72         | 5,000.00         | 490.72             | 2,500.00         |
| Elections                                       | 607.28           | 10,000.00        | (9,392.72)         | 5,000.00         |
| Board Member Honorariums                        | 2,500.00         | 4,500.00         | (2,000.00)         | 2,250.00         |
| Committees/Meetings/Training                    | 0.00             | 6,666.67         | (6,666.67)         | 3,333.33         |
| Legal Fees                                      | 6,050.60         | 26,666.67        | (20,616.07)        | 13,333.33        |
| Audit Fees                                      | 0.00             | 10,000.00        | (10,000.00)        | 5,000.00         |
| <b>Total Governance Expenses</b>                | <b>14,648.60</b> | <b>62,833.33</b> | <b>(48,184.73)</b> | <b>31,416.67</b> |
| <b>Member Services (Executive)</b>              |                  |                  |                    |                  |
| Total Board, Executive Salaries, Wages & Ben    | 30,358.75        | 30,113.33        | 245.42             | 15,056.67        |
| <b>Total Membership Services Expenses</b>       | <b>30,358.75</b> | <b>30,113.33</b> | <b>245.42</b>      | <b>15,056.67</b> |
| <b>Management, Finance &amp; Administration</b> |                  |                  |                    |                  |
| Total Management Team Salaries                  | 191,991.31       | 203,644.00       | (11,652.69)        | 101,822.00       |
| Payroll Service Fees                            | 1,005.49         | 2,666.67         | (1,661.18)         | 1,333.33         |
| Bank Charges/Credit Card Fees                   | 585.98           | 2,400.00         | (1,814.02)         | 1,200.00         |
| Conferences, seminars                           | 446.35           | 6,666.67         | (6,220.32)         | 3,333.33         |
| Staff recruitment/Training/Team Building        | 3,150.40         | 10,000.00        | (6,849.60)         | 5,000.00         |
| Insurance - Commercial General                  | 18,110.16        | 20,000.00        | (1,889.84)         | 10,000.00        |
| License Fees                                    | 11,116.37        | 12,000.00        | (883.63)           | 6,000.00         |
| Memberships/Professional fees                   | 3,400.00         | 5,000.00         | (1,600.00)         | 2,500.00         |
| Office Supplies                                 | 8,788.45         | 7,666.67         | 1,121.78           | 3,833.33         |
| Total Administrative Expenses                   | 46,603.20        | 66,400.00        | (19,796.80)        | 33,200.00        |
| Occupancy Expense [DC]                          | 104,980.91       |                  |                    |                  |
| Total Expenses [DC]                             | 104,980.91       | 146,666.67       | (41,685.76)        | 73,333.33        |
| Total Building & Services Expenses              | 339.00           | 125,333.33       | (124,994.33)       | 62,666.67        |



|   |                   |                   |                     |                   |
|---|-------------------|-------------------|---------------------|-------------------|
| Mileage and Travel                                    | 364.91            | 3,000.00          | (2,635.09)          | 1,500.00          |
| Depreciation/Amortization                             | 0.00              | 33,333.33         | (33,333.33)         | 16,666.67         |
| Capital Renovations                                   | 0.00              | 33,333.33         | (33,333.33)         | 16,666.67         |
| Business Planning                                     | 0.00              | 6,666.67          | (6,666.67)          | 3,333.33          |
| Maintenance   | 0.00              | 26,666.67         | (26,666.67)         | 13,333.33         |
| Transfer to Building Reserve                          | 0.00              | 40,623.33         | (40,623.33)         | 20,311.67         |
| <b>Total Management, Finance &amp; Administration</b> | <b>344,279.33</b> | <b>685,667.33</b> | <b>(341,388.00)</b> | <b>342,833.67</b> |
| <b>Marketing and Communications</b>                   |                   |                   |                     |                   |
| Total Marketing Salaries & Benefits                   | 34,583.18         | 37,286.00         | (2,702.82)          | 18,643.00         |
| Total Marketing Expenses                              | 8,728.54          | 53,333.33         | (44,604.79)         | 26,666.67         |
| Sponsorship Outgoing                                  | 500.00            |                   |                     |                   |
| Total Sponsorship Expenses                            | 500.00            |                   | 500.00              |                   |
| <b>Total Marketing and Communication</b>              | <b>43,811.72</b>  | <b>90,619.33</b>  | <b>(46,807.61)</b>  | <b>45,309.67</b>  |
| <b>Outreach Services</b>                              |                   |                   |                     |                   |
| Total Outreach, Legal Aid Salaries & Ben              | 185,260.38        | 207,180.00        | (21,919.62)         | 103,590.00        |
| Wellness / Outreach Events                            | 20,414.52         | 13,333.33         | 7,081.19            | 6,666.67          |
| Food Bank   | 4,829.00          | 13,333.33         | (8,504.33)          | 6,666.67          |
| Student Exceptional Support Program                   | 1,777.52          | 10,000.00         | (8,222.48)          | 5,000.00          |
| Program funding                                       | 0.00              | 20,000.00         | (20,000.00)         | 10,000.00         |
| Training  | 0.00              | 1,666.67          | (1,666.67)          | 833.33            |
| <b>Total Outreach, Legal Aide Services Expenses</b>   | <b>212,281.42</b> | <b>265,513.34</b> | <b>(53,231.92)</b>  | <b>132,756.66</b> |
| <b>Clubs and Societies</b>                            |                   |                   |                     |                   |
| Total Member Service Salaries, Wages & Ben            | 34,154.47         | 45,068.67         | (10,914.20)         | 22,534.33         |

|   |                     |                     |                     |                     |
|---|---------------------|---------------------|---------------------|---------------------|
| Total Club/Societies Expenses               | 1,659.64            | 86,958.00           | (85,298.36)         | 43,479.00           |
| <b>Total Clubs and Society Expenses</b>     | <b>35,814.11</b>    | <b>132,026.67</b>   | <b>(96,212.56)</b>  | <b>66,013.33</b>    |
| <b>Campus Life: Operations &amp; Events</b> |                     |                     |                     |                     |
| Total Campus Life Wages & Ben               | 6,754.80            | 26,666.33           | (19,911.53)         | 13,332.67           |
| Lockers Supplies                            | 5,379.69            | 6,666.67            | (1,286.98)          | 3,333.33            |
| General Programming & Events                | 28,533.53           | 62,666.67           | (34,133.14)         | 31,333.33           |
| Orientation Week / Events                   | 59,469.44           | 26,666.67           | 32,802.77           | 13,333.33           |
| <b>Total Campus Life Expenses</b>           | <b>100,137.46</b>   | <b>122,666.34</b>   | <b>(22,528.88)</b>  | <b>61,332.66</b>    |
| <b>Riot Radio</b>                           |                     |                     |                     |                     |
| Total Riot Radio Salaries, Wages & Ben      | 82,978.86           | 88,397.33           | (5,418.47)          | 44,198.67           |
| Office Supplies [Riot]                      | 486.10              | 280.00              | 206.10              | 140.00              |
| Contract Services [Riot]                    | 4,378.69            | 10,000.00           | (5,621.31)          | 5,000.00            |
| Insurance [Riot]                            | 2,381.76            | 2,216.00            | 165.76              | 1,108.00            |
| <b>Total Riot Radio Expenses</b>            | <b>90,225.41</b>    | <b>100,893.33</b>   | <b>(10,667.92)</b>  | <b>50,446.67</b>    |
| <b>TOTAL EXPENSE</b>                        | <b>2,591,951.46</b> | <b>3,444,783.67</b> | <b>(852,832.21)</b> | <b>1,722,391.33</b> |
| <b>NET INCOME</b>                           | <b>426,160.37</b>   |                     |                     |                     |

Generated On: 12/14/2020