

Meeting Minutes

Board of Directors Meeting

Ryerson Commerce Society (RCS) – Business Management Board Room, TRS 1-010

Tuesday, July 5th, 2011 – Ryerson University, Toronto, Ontario

Board of Directors Meeting

Prepared by: Bushra Jawed

Location: TRS 1-010

Date: Tuesday July 5, 2011

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CALL TO ORDER – 6:45 PM

BOARD MEMBERS EXPECTED TO ATTEND:

Angelo Piroz	President
Samantha Almeida	Vice President Administration and Operations
Darren Shivraj	Vice President Corporate Relations
Laura Grisolia	Vice President Finance
Natasha Campagna	Vice President Events and Marketing
Michael Jor	Vice President Engagement and Outreach
Amir Golbazi	Business Management Director
Christina Gobran	Retail Management Director
Ife Osemeke	Retail Management Director
Bushra Jawed	Secretary

ABSENT WITH REGRETS:

Sal Anania	Hospitality and Tourism Management Director
Nina Tavakoli	Hospitality and Tourism Management Director
Mustafa Amer	Business Management Director
Hitansh Nanda	Business Management Director
Prateek Bajaj	Information Technology Management Director
Faiza Hussein	Information Technology Management Director
Gerald Mak	Information Technology Management Director
Abdul Snobar	General Manager

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Item 1 CALL TO ORDER – 6:48 PM

Item 2 APPROVAL OF THE AGENDA

BE IT RESOLVED THAT the **AGENDA** be accepted as presented.

Moved: *Samantha Almeida*

Seconded By: *Michael Jor*

Result: *Passes Unanimously*

For	Against	Abstentions
9	0	0

Item 3 APPROVAL OF THE MEETING MINUTES

BE IT RESOLVED THAT the **Meeting Minutes** from **May 31st, 2011** be accepted as presented.

Moved: *Samantha Almeida*

Seconded By:

Result: *Passes unanimously*

For	Against	Abstentions
9	0	0

BE IT RESOLVED THAT the **Meeting Minutes** from **June 11th, 2011** be accepted as presented.

Natasha: I'd like to motion to table the June 11th, 2011 minutes to next meeting, as there are some current issues with the approval that need to be taken care of.

Moved: *Natasha Campagna*

Seconded By: *Michael Jor*

Result: *Passes unanimously*

For	Against	Abstentions
9	0	0

Item 4 Street Team Committee Selection (Co-Chair)

Angelo: Item number 4 starts with the Street Team committee. We selected Prateek at the last board meeting as the chair, however we didn't take a significant issue into consideration.

Michael: It was only after we realized that Prateek has an internship in the fall, and therefore he will be unable to contribute to his role as much as he'd like to and is required by the roll of the Street Team Chair.

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Angelo: We've had success with a co-chair position in the past on the Street Team committee. And we've gotten some interest as well, I have gotten one response back from in advance. If anyone would like to nominate themselves or nominate someone else who is here, please feel free to do so. The floor is now open for nominations.

Darren: I'd like to nominate Ife.

Angelo: And I got a self nomination from Nina.

Angelo: Ife, do you accept your nomination?

Ife: No

BE IT RESOLVED THAT Nina Tavakoli and Prateek Bajaj be ratified the as the as cochairs of the Street Team Committee.

Moved: *Samantha Almeida*

Seconded By: *Amir Golbazi*

Result: *Passes unanimously*

For	Against	Abstentions
9	0	0

Item 5 RCS Cares Chair Selection

Angelo: Item number 5 requires a little bit more background. As you guys know Gerald Mak was voted on as the chair of RCS cares. For personal reasons, unfortunately, he will not be able to fulfill his role. We're going to hire out for an ITM director and open the floor for RCS Cares chair.

With that being said, our RCS Cares chair position is usually opened up to only board members. But in these extreme situations because we haven't been able to get anything rolling with RCS Cares. I would propose to have it open to committee members and our secretary as well. Judging from the interest we got at the retreat from board members, we might have trouble filling it if we don't open to others. I'd like to ruling as chair to open it up to committee members as well as board members. This would have to be changed in our bylaws by our governance committee. But we were thinking of doing that anyway, because there is a lot of stress put on the board members as is, and committee members should be able to apply for these roles if they want to help out.

At this point, I'd like to open the floor for nominations.

Natasha: I'd like to nominate Christina.

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Samantha: I'd like to nominate Bushra.

Angelo: Christina, do you accept your nomination?

Christina: I do

Angelo: Bushra, do you accept your nomination?

Bushra: I do

Michael: Technically speaking, because Christina is a board member, if she accepts the nomination, unfortunately Bushra will be unable to go for the role, seeing as there is interest shown from a board member.

BE IT RESOLVED THAT Christina Gobran be ratified the as the 2011-2012 RCS Cares chair.

Moved: *Angelo Pirosz* **Seconded By:** *Samantha Almeida*

Result: *Passes unanimously*

For	Against	Abstentions
9	0	1

Item 6 Goal Setting

Angelo: If you turn to the last page on your agenda, you'll find a consolidated list of all the goals from the retreat. However, since most of our board members are not present, I think there are only 3 board members present at this time. So, I think the best way to make this work would be for people to sign up for these goals through the Google doc that was created by Sam. She will be sending that out to the entire board. I just think that because right now so many of the board members are not here, that would be a lot more organized of a process. Any discussion towards that?

Also, if you feel like something falls under your portfolio, feel free to sign up for it right now if you want to. Depending on the size of the goal, we'll have a project manager and then one to two people working alongside with them.

Natasha: If this list of goals consisting with the shortened list from the retreat goal session?

Angelo: Yes, it is a consolidated list. One that is missing is the Back-to-School cookout, which we decided would be a great idea to bring back.

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Item 7 Executive Updates

Vice President Administration and Operations

Vice President Corporate Relations

Vice President Finance

Vice President Events and Marketing

Vice President Engagement and Outreach

President

Angelo: I spoke to all the execs before the meeting and our exec updates are going to be passed similar to the rest of the motions we have during the meeting. This is to further formalize out new structure. The updates will still be made in the same way, except now there will be a motion to pass them.

Samantha: Basically the business cards are completed, we're still trying to finalize a few things. The agenda cover and content are complete as well, we're hoping to get them printed before Frosh, so we can easily distribute them in the Frosh packages. The website will be updated with the pictures from today. Also, please have all your biographies completed, so they can also be added to the website on time. There will be a picture retake day on Thursday July 7th at 6pm for all those who were unable to attend today or for those who want to get their photo retaken.

We've been working on the RCS Bible, which is basically everything you need to know about the RCS, services provided, contact information, events presented at the leadership retreat. We're currently working on the content, but it is going to be similar to the handbook that was handed out last year.

Angelo: To touch on the RCS bible, the RSU gives our a course union handbook to all the course unions under their umbrella. It's really appreciated by student groups – financial policies, how to submit a cheque requests, event contacts for venues, general contacts, basically a go-to guide. This is an initiative that being taken on by Natasha and Sam. And the leadership retreat that we're doing it'll be a step forward for us to get this RCS bible out to the student groups.

Darren: So far since the last update, what we're been doing is putting together a sponsor package. There will be a couple different booklets by program, and every student group is going to have one as well.

Today I met with Adam Kahan, who is the VP of University Advancement. He is a great asset and a very helpful individual. He was pivotal in getting rRgers for TRMC two years ago. He is very supportive, as well as, very successful. Our plan is to get more partnerships for TRSM, one with Rogers and Scotiabank, we're pursuing them for TRMC.

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Laura: So far we have purchased the accounting software, to help us with keeping track of budgets, and we can also use it for CRC. We're going to have the training on that, incorporate my budget committee, so they can input information into it as well. And we can always reference back to previous years if the need be.

We will be presenting the financial policies and processes at the retreat, so people know how they must ask for funding. This is why we're a little hesitant about accepting funding requests before the retreat because we want to enforce that all student groups go through the same established process.

Angelo: We've already noticed that student groups are planning a lot more before they come to us with funding requests, as we have not yet received as much as we had in past years.

Laura: We've also purchased a computer which is to be used ONLY for finances, will be the home of the accounting software.

Angelo: Reason for that purchase is that we need a computer just for Acpac, the program requires a significant amount of space. And it is a non-networked computer, just for the financial purposes, and open only to the budget committee.

Natasha: I'm in the process of confirming the night events for Frosh. They're very lenient and they don't want to sign a contract. It's going to be most likely very similar to last year. Ontario Place is in the process of signing the contract. Casey St. Jones is confirmed. Ife has taken on the responsibility for the amazing race. Last week I had a meeting with Alex Chu and we're working together to do a Jershey Shore themed frosh video.

I will be hiring one new person on the marketing committee. Her name is Nicollette French and she will be hired within the next few days.

I've also been talking to Alex Chu about the RCS video for branding for the RCS, and we're looking to have two videos for that, suggestions for the video are welcome.

I've also had a meeting with Shauna in offering an incentive program for students to come to events. They want students to be able to swipe their OneCard when coming to events to keep track, and they are trying to put some sort of incentive program into place.

Mike: We just had our student group office allocation meeting, within the next week or two, we can get the student offices allocated to student groups. I've been meeting with the student groups one on one trying to get information about events, what the student groups want from themselves, and what they want from us. We've been talking about expectations of them and of us. The information about events will be really helpful for the street team to start planning

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around marketing.

We also just got a new street team cochair today, so we're going to start getting the street team in order by next week.

As for the Frosh setup for the Amazing Race, I've just been feeding all the yes or nos to lfe.

Finally, what I've been doing is basically asking the student groups' presidents to get on soapbox first, and then to grow it from there to the executives and then to the students themselves.

Angelo: We have been working closely with the office allocations committee. The plan is to get that stuff settled in the next little while. For the director of student life positions with George, I've been following up with him and so far and everything that we put in the stipulation for the motion has been followed through with. As a board due diligence is being taken, and expect updates at every board meeting. This is a big project that we're taking on and it's moving well.

I have meetings with Allen Sheppard and Sheldon Levy, just introductory meetings. If at any point, there's something you'd like me to discuss, don't hesitate to give me a shout. It's an intro meeting.

The stakeholders luncheon is postponed indefinitely. Once we have a date that's good for his office, I will definitely let you know. It is definitely happening, we just have to figure out timing. Just make yourself as available as possible because it's a great opportunity for you guys.

Item 8 OTHER BUSINESS

Item 9 ANNOUNCEMENTS, NEXT MEETING and ADJOURNMENT

Angelo: As for the next meeting, there will be a doodle sent out. What do you think is a good amount of time to know in advance for a meeting?

Mike: I think it's a good idea to at least have three weeks in advance, not only for our scheduling purposes, but also, if student groups want to submit funding requests, they have the time to do so.

Angelo: More than likely I can see one happening by the end of July, or the beginning of August.

BE IT RESOLVED THAT the meeting be adjourned at 7:30pm.

Moved: *Michael Jor* **Seconded By:** *Natasha Campagna*

Result: *Passes Unanimously*

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For	Against	Abstentions
9	0	0

ADJOURN THE MEETING at 7:30 PM.

Minute Prepared By: Bushra Jawed (July 5th, 2011)

Approved: _____

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