



**Humber Students' Federation
Board of Directors 2011-2012
Third Meeting
October 26, 2011
North Campus**

Members Present

Jason Scully
Bradley Watson
Rebecca McKibbon
Bryan Tran
Bhalinder Bedi
Jay Siva
Rosa Figueroa
Kathleen MacLeod
Melissa Mendes
Daniel Hanna
Hansel Menezes
Nishanth Kakkamani
Aisha Islam
Christian Mangar
Eloise Bucais

Guests

Frank Rizzi (Financial Director)
Jon Zettel (Humber Et Cetera Writer)

Excused

**Recording Secretary – Vanessa Silaphet
Chairperson – Nafeeza Kadir**

1. CALL TO ORDER at 6:32pm.

2. APPROVAL OF THE AGENDA

Moved by: B. Bedi

Seconded by: R. Figueroa

CARRIED: YES

“Be it resolved that the Agenda for the Third meeting of the HSF Board of Directors 2011-12 is approved as amended.”

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest was declared.

4. APPROVAL OF MINUTES OF THE SECOND MEETING OF 2011-2012

*Humber Students' Federation
Third Meeting of the Board of Directors 2011-2012
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North Campus*



Amendments made by K. MacLeod. K. MacLeod requested for HSF (Directors) to assist in transitioning students who are not classified as an HSF club to approach Deans of respective schools to become a school specific club or Academic Society prior to approval of Clubs and Associations Policy.

**K. MacLeod, noted abstention.*

Moved by: K. MacLeod

Seconded by: B. Bedi

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Second Meeting of the 2011-2012 Board of Directors.”

5. APPROVAL OF EXECUTIVE COMMITTEE MINUTES

Moved by: N. Kakkamani

Seconded by: D. Hanna

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the minutes of the Executive Committee Minutes”

6. EXECUTIVE COMMITTEE REMARKS (EXECUTIVE COMMITTEE)

R. Figueroa informed Board of 10,000 can food drive of non-perishable foods. Internal and External event, internal, members draw for \$200 Cadillac Fairview gift card and Toronto Maple Leafs tickets. External prize is President B. Tran will wax his legs for everyone.

R. McKibbon posed question of how Orangeville can participate – Nick Farnell, Community Manager, will update further and be available for Orangeville to submit their cans.

Drive runs until November 14th. Everyone 100th can, will be entered into the draw.

B. Tran updated Board about the HSF Survey pertaining to the Customer Satisfaction strategic plan. Encouraged Directors to fill survey out and advise others to as well – approaching each school to do so.

M. Mendes Halloween Party October 31st, Directors encouraged to attend and bring canned items.

7. EVENT PROPOSAL PRESENTATION (A. VILLEGAS & ASHAF)

Ashaf informed the Board of their initiative to develop a relationship between students, the school and the Project Management Institute. All students may participate within the Business School based on first come, first serve – receiving support/assistance from faculty but not financially.

Wish to hold 3 events throughout the year, informing students about Project Management while students benefit by networking and receiving more information. Benefit for the school as it promotes cross discipline education and bringing outside organizations in for students to approach for career choices.



The following Directors, M. Mendes, N. Kakkamani, B. Bedi, B. Tran, J. Scully, H. Menezes, R. Figueroa, D. Hanna, posed questions pertaining to issues of: proposed supplies, external assistance/sources, external financial assistance, continuation of the initiative in future years, encouragement to be a School initiative under Dean/Program Coordinators, overall benefits of the event, venue/location.

Motion to grant A. Villegas and Ashaf \$235.00 and to seek/approach other outlets such as faculty, Board of Governors, etc. for assistance, if no success to re-approach the Board of Directors.”

Moved by: R. Figueroa

Seconded by: C. Mangar

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves \$235.00 for the ‘PMP and Career’ Event while seeking other forms of financial assistance and if none are successful, to re-approach the Board of Directors.”

8. CONSTITUTIONAL RECOMMENDATIONS PART I (E.PERRONE)

E. Perrone presented Part I of Constitutional recommendations made for approval and subsequent adoption at the March BAGM. Constitutional changes will be presented in sections. Summaries attached below.

CONSTITUTIONAL RECOMMENDATIONS SUMMARY:

- Replaced previous Mission Statement with recently approved Mission, Vision, and Values Statements.

HSF Mission Statement: As the official student government at Humber Institute of Technology and Advanced Learning, we provide essential services, significant leadership development, and engaging social opportunities to actively support and enrich student life.

HSF Vision Statement: A unified community where students achieve their fullest potential while experiencing the greatest time of their lives.

HSF Values

1. Accountable Governance
 - Take ownership of both our actions and results
 - Make every decision in the best interest of the student body
 - Be fiscally responsible
2. Exceptional Quality
 - Commit to professionalism
 - Provide individual attention and care
 - Deliver value-added programs and services
3. Proactive and Responsive
 - Anticipate the needs and difficulties of life as a student
 - Act on the concerns and ideas of the student body
 - Champion the interests of the collective student body
4. Collaboration and Respect



- Work with students to achieve their goals
 - Build partnerships to benefit students
 - Work with Humber to maintain a positive environment for every student
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- Deletion of Bi-Annual General meeting provision for October and subsequent purposes thereof
 - Removed entire reference. Has now become a HSF Policy.
 - Updated the number of times the Executive Committee shall meet to twice a month instead of monthly (as per Board of Directors recommendation)
 - Added “**expenditure of funds not budgeted**” into the following: “Quorum. Three (3) members of the Executive Committee shall constitute a quorum at all meetings of the Executive Committee, with the exception of meetings held to succession vote, budget approval and expenditure of funds not budgeted where four (4) will be the required quorum.”
 - Removal of entire Article relating to “Referenda” as it is dealt with in an HSF Policy already
 - Removal of the entire article pertaining to Appointed Positions and Establishment of Ad Hoc Committees
 - Addition of “Community Outreach Committee” and its corresponding “Purpose,” “Composition,” and “Expectations.”
 - **Purpose.** The Community Outreach Committee will work to help strengthen the Humber community by fostering awareness, and deciding and allocating funding to Member initiatives within the following themes:
 - a. HSF Food Program;
 - b. Community Building;
 - c. Students at Risk; and
 - d. World Events
 - **Composition.** The Community Outreach Committee shall be composed of ten (10) people: a maximum of three (3) HSF Full-Time staff, a maximum of two (2) Executives, a maximum two (2) Directors, and three (3) volunteer Members. The Chairperson shall be determined by secret ballot at the first regularly-scheduled meeting and must be a Full-Time staff member.
 - **Expectations.** The Community Outreach Committee shall meet at least once a month from September to April of each year. Such meetings will be scheduled in advance once the Committee members are selected. Any member of the Community Outreach Committee absent, with an unexplained or unacceptable excuse from three (3) meetings will be removed from the Committee.
 - Addition of “This review shall be presented on an ongoing basis at board meetings, and the Governance Review Committee shall report its findings in writing, along with recommendations, to the HSF Board of Directors no later than January 31st of each year” under “Expectations for the Governance Review Committee.”
 - Restatement of “Purpose,” “Composition,” and “Expectations” for **all** “Standing Committees”
 - Changes made to HSF Signing Authorities, in particular:



- Approval by the Board. For the protection of the Directors, all contracts, acts and transactions, with the exception of routine cheques clearly allocated in the approved budget of HSF, the Board of Directors must approve a) consulting services in excess of twenty-five thousand dollars \$25,000, b) capital development in excess of one hundred thousand dollars (\$100,000), and c) withdrawal or commitment against the Student Development Fund and d) miscellaneous items in excess of one hundred thousand dollars (\$100,000).

Motion to approve the Constitutional Recommendations Part I as amended.

Moved by: B. Bedi

Seconded by: E. Bucais

CARRIED: YES

“Be it resolved that the HSF Board of Directors approves the Constitutional Recommendations Part I as amended.”

9. POLICY RECOMMENDATIONS PART I (E. PERRONE)

E. Perrone presented the Executive Committee recommendations relating to the removal of the following 3 policies: Policy 1 House Rules, Policy 2 Directors Boardroom, and Policy 20 Handling of Incoming Mail. This recommendation is based on the superfluous nature of the policies and their minimal impact on organizational operations.

E. Perrone also presented a draft new Purchasing Policy. This draft policy, already presented to the Executive Committee, was being presented for Board approval and adoption. The intent of this policy is to establish the principles and guidelines to be followed for all HSF related procurement activity. This policy stresses the importance having an open and transparent process to ensure integrity when purchasing all HSF goods and services. Highlights of the policy include:

- The HSF’s procurement function shall be performed in an open, fair and transparent manner where goods and services are procured in an open competitive environment and where all transactions yield the optimal benefit to the HSF and student body.
- The method of procurement is based on the total amount the HSF spends on any good and/or service. The method of procurement and level of authority to be used can be found in the section Authority Approval Table.
- Supplies, equipment, and services must be acquired through a competitive process that ensures the best value for the funds expended to meet the specific needs and promote fair dealings and equitable relationships with Vendors.
- The bidder with the lowest quoted price will not necessarily be selected. It is to be clearly understood that there are many other factors that the HSF will consider in examining bid submissions. The evaluation criteria will be clearly defined in any requests for proposals issued for goods and/or services.



- The Authority Approval Table lays out the parameters all expenditure decisions must fall within. All documentation related to the procurement of goods and services shall be executed subject to the signing authority stated in the subsequent Authority Approval Table in conjunction with HSF's Constitution.
- Expenditures up to \$1,000 (not including capital items) = Any Executive or FT Employee
- Expenditures between \$1,001 and \$5,000 = President and Executive Director
- Expenditures between \$5,001 and \$25,000 = Executive Committee and Executive Director and requires a minimum of 3 written quotes
- Expenditures \$25,001 and up = Executive Committee and Executive Director and requires Formal Request for Proposal. Board of Director approval is required if amount exceeds line budget allocation.
- Any new expenditure relating to a good or service not previously existing in the HSF operating budget = Board of Directors
- Conflict of Interest provision included to ensure no HSF employee or Executive can contract with any business entity in which they have direct or indirect interest. Employees and Executives of the HSF shall not give preferential treatment to relatives, personal friends or to organizations in which they or their relatives or friends have an interest, financial or otherwise.

N. Kakkamani questioned potential contradiction of *Conflict of Interest* – clarification between direct interest and HSF selling materials was defined.

E. Bucais leaves at 8:13pm, returns at 8:19pm.

Motion to approve the removal of Policy 1, Policy 2, Policy 20 and approve the addition and adoption of Policy 23 – Purchasing Policy.

Moved by: B. Watson

Seconded by: D. Hanna

CARRIED: YES

**E. Bucais abstain.*

“Be it resolved that the HSF Board of Directors approves the removal of Policy 1, Policy 2, Policy 20 and approve the addition and adoption of Policy 23 – Purchasing Policy.”

10. NEW BUSINESS

BOARD OF GOVERNORS UPDATE (B. BEDI)

B. Bedi updated the Board on the proposed Graduate Certificates approved: Research Analyst and Alternative Dispute Resolution, both programs to start September 2012.

Business School Lakeshore Update – B. Bedi to meet with International student to become a Program Representative for International Business Lakeshore. New program representative for Human Resources at Lakeshore.



11. ADJOURNMENT

Moved by: K. MacLeod

Seconded by: B. Bedi

CARRIED: YES

**E. Bucais abstain.*

“Be it resolved that the Third Meeting of the HSF Board of Directors 2011-2012 is adjourned.”

The meeting adjourned at 8:17pm.

Chairperson

Recording Secretary