



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room 128 – Saskatoon, SK

Saturday, March 19, 2016

Present: Sam Ojo, VP Prince Albert; Bryce Wilson, VP Finance & Internal Operations; Terry Beaulac, VP Saskatoon; Afrodit Papageorgiu, President; Hailey Jeddry, Director Saskatoon; Emilo Conde, Director Saskatoon, Danika Schofield, Director Prince Albert (teleconference); Stacia Selinger, Director Saskatoon (proxy); Tim Hazen (Staff) and Carol Tetreault (Staff)

Council 2016-17: Danica Moore, Director Prince Albert & John Zhao, Director Saskatoon

Afrodit commended members and thanked them for their work at this morning's General Council Meeting Review Session (9:00 a.m. – 1:45 p.m.).

- 1. Subject: Call to Order**
Afrodit called the meeting to order at 1:55 p.m.
- 2. Subject: Adoption of Agenda**
MOVED by Bryce, SECONDED by Hailey to accept the Agenda as amended.
CARRIED.
- 3. Subject: Adoption of Meeting Minutes**
MOVED by Terry, SECONDED by Sam to accept the January 16, 2016 Meeting Minutes as presented. CARRIED.
- 4. Subject: Executive Reports**
MOVED by Bryce, SECONDED by Terry to accept the March 19, 2016 President's and Vice Presidents' Reports as presented. CARRIED.
- 5. Subject: Campus Council Reports**
MOVED by Sam, SECONDED by Hailey to accept the March 19, 2016 Prince Albert and Saskatoon Campus Councils Directors' Reports of Hailey Jeddry, Danika Schofield and Emilo Conde as presented. CARRIED.
- 6. Subject: Business Arising From Previous Meeting**
6.1 Previous Campus Council Reports
Complete.

6.2 SPSA Position to Policy Review Committee re: SPT Reasonable Accommodation Policy

Afroditi reported that she received a response from Committee Representative, Amy Hutton who informed her that this Committee's Terms of Reference were being amended to indicate that representation will be confidential in nature and that committee representatives will not be required to consult with constituent groups.

Afroditi has since spoken with Dean Johnson who assured her that this issue will be dealt with during the Master Partnership Agreement Meetings. All correspondence pertaining to this issue has been forwarded to new SPT Master Partnership Agreement Lead, AVP Strohan. Afroditi will provide information to members as it becomes available.

ACTION: Afroditi

6.3 Discussion with Administration on Impact of lack of Representation on SPT Committees

These discussions are ongoing at the Master Partnership Agreement Meetings.

ACTION: Afroditi

6.4 General Council Manual

Ongoing.

ACTION: Carol

6.5 SPSA Elections' Committee

Complete.

6.5.1 Timing of Elections

Members reviewed the timeframe of this year's Spring Elections. Both incoming and outgoing members agreed that the change to the timing of the Elections was extremely beneficial in assisting with transition. Members agreed to continue with the practice of holding the Spring Election in early February. Further, Council job descriptions will include language regarding the transition period. This item will be placed on the Transition Retreat Agenda.

ACTION: Executive Council

6.6 Recommendations Review of Annual Services Review

Complete.

6.7 Remuneration & Honorarium Committee Representatives

Complete.

6.8 Remuneration & Honorarium Committee Meeting

6.8.1 Presentation of Proposed Policy Amendments GOV-5 & GOV-6

MOVED by Bryce, SECONDED by Emilo to accept the amendments to GOV-5 Director Honorarium Policy & GOV-6 Executive Remuneration Policy as presented.
CARRIED.

6.8.2 Job Performance Criteria

MOVED by Terry, SECONDED by Sam to accept the Job Performance Criteria for Directors as presented which will be included as an Appendix in the Campus Directors' Job Descriptions. Job performance bonus parameters will directly influence the amounts received by Directors at the end of the term. CARRIED.

6.9 SPSA Rebranding of Operations

Carol reported that staff is in the process of securing samples and quotes for the new operations' signage. While it was originally hoped that the roll out would take place during this academic year, Council agreed to devote the necessary time to ensure the roll out is available simultaneously across our locations. Carol to keep members comprised of timelines.

ACTION: Carol

6.10 Distribution of Academic Model Information

Complete.

7. Subject: Business for Future Discussion

There are no items for future discussion at this time.

8. Subject: New Business

8.1 Council Job Descriptions Amendments

Members agreed to amend the Directors' Job Descriptions to include an appendix outlining the criteria for job performance sums as approved by General Council (reference Item 6.8.2). Proposed job description amendments will then be reviewed in their entirety at the upcoming Transition Retreat.

ACTION: Carol

8.2 Strategic Plan Review and Approval

MOVED by Sam, SECONDED by Bryce to approve the SPSA Strategic Plan as amended. CARRIED.

8.3 SPSA Operating Budget 2016 - 2017

MOVED by Emilo, SECONDED by Sam to accept the SPSA Operating Budget 2016 – 2017 as presented. CARRIED.

Members will review Capital Asset requests and determine the Capital Asset Budget at the upcoming Transition Retreat April 29 – 30, 2016.

ACTION: Carol

8.4 Bylaws Amendments

MOVED by Hailey, SECONDED by Terry to present the proposed Bylaws' amendments to the SPSA membership at the upcoming Annual General Meeting in November 2016. CARRIED.

9. Subject: Announcements

9.1 Committee Representatives

Danica Moore and John Zhao have agreed to act as representatives on the SPSA Student Affairs Committee.

9.2 SPT Program Council - Committee Representatives

Bryce announced that Program Council has completed their meeting schedule for this academic year. Members will determine representatives for Saskatchewan Polytechnic Committees at the upcoming Transition Retreat.

ACTION: Afroditi

10. Subject: Next Meeting

The next meeting date is slated for September, 2016 and will be finalized in the near future.

11. Subject: Adjournment

MOVED by Emilo, SECONDED by Hailey to adjourn the meeting at 2:17 p.m.
CARRIED.

Date Accepted:

Signature:



SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Room 165 – Saskatoon, SK

Saturday, January 16, 2016

Present: Sam Ojo, VP Prince Albert; Bryce Wilson, VP Finance & Internal Operations; Terry Beaulac, VP Saskatoon; Afrodit Papageorgiu, President; Hailey Jeddry, Director Saskatoon; Emilo Conde, Director Saskatoon, Danika Schofield, Director Prince Albert; Stacia Selinger, Director Saskatoon; Daniel Wirsta, Director Prince Albert (Proxy) and Carol Tetreault (Staff)

Absent: Leslie Tilden, Director Prince Albert

Afrodit commended members and thanked them for their work at this morning's General Council Meeting Review Session (9:00 a.m. – 12:30 p.m.).

- 1. Subject: Call to Order**
Afrodit called the meeting to order at 12:43 p.m.

- 2. Subject: Adoption of Agenda**
MOVED by Hailey, SECONDED by Bryce to accept the Agenda as amended.
CARRIED.

- 3. Subject: Adoption of Meeting Minutes**
MOVED by Emilo, SECONDED by Danika to accept the October 17, 2015 Meeting Minutes as presented. CARRIED.

- 4. Subject: Executive Reports**
MOVED by Hailey, SECONDED by Sam to accept the January 16, 2016 President's and Vice Presidents' Reports as presented. CARRIED.

- 5. Subject: Campus Council Reports**
MOVED by Bryce, SECONDED by Hailey to accept the January 16, 2016 Campus Council Reports as presented. CARRIED.

ACTION: Daniel & Leslie

- 6. Subject: Business Arising From Previous Meeting**
6.1 SPSA Position to Policy Review Committee re: SPT Reasonable Accommodation Policy

Deferred.

ACTION: Afroditi

6.2 Discussion with Administration on Impact of lack of Representation on SPT Committees

Deferred.

ACTION: Executive Council

6.3 Committee Meeting/Compilation of Meeting Notes Governance & Policy Committee

- Bryce Wilson, Chairperson
- Sam Ojo
- Emilo Conde
- Danika Schofield

Student Affairs Committee

- Terry Beaulac, Chairperson
- Hailey Jeddry
- Daniel Wirsta
- Stacia Selinger
- Afroditi Papageorgiu

Afroditi reminded Chairpersons that it is their responsibility to ensure the Committee's meeting notes are posted on the network drive so all members have access to view.

5.4 General Council Manual

Executive Council will review the revisions to the Manual at the upcoming Budget Retreat.

ACTION: Carol

7. Subject: Business for Future Discussion

There are no items for future discussion at this time.

8. Subject: New Business

8.1 Financial Statements – 2nd Quarter Ending December 31, 2015

MOVED by Terry, SECONDED by Emilo to accept the Financial Statements 2nd Quarter Ending December 31, 2015 as presented. CARRIED.

8.2 Spring Election Campaign

Bryce announced that General Council nominations open January 25, 2016 and close February 5, 2016. The All-candidates Meeting will be held on Monday, February 8, 2016 and Election Day Wednesday, February 10, 2016. As per Bylaw 7, Electoral Regulations, an Election Committee will be established: the Committee is defined as follows:

- CRO – Bryce Wilson
- PA DRO – Danika Schofield
- Saskatoon DRO – Hailey Jeddry
- One representative from each Campus Student Advisory Council

Sam and Terry will coordinate a representative from their respective Campus and forward the representative's name and contact information to Bryce.

ACTION: Sam & Terry

8.3 Annual Services Review

Carol will compile the comments from the Review and distribute to members for additional input. Recommendations will be taken into consideration during the budgeting process for AY 2016-2017.

ACTION: Executive Council

8.4 Remuneration & Honorarium Committee

As per Bylaw 12 – Boards and Committees, a Committee will be formed to set the Council honorarium and salary amounts for the upcoming term. The Committee will also review and provide recommendations for any amendments to the GOV-6 Executive Remuneration Policy and GOV-5 Directors' Honorarium Policy. The Committee shall be comprised on VP Finance & Internal Operations (Chair), one member from each Campus Council, one member from each Student Advisory Council, President (ex-officio) and General Manager (ex-officio). Campus Council representatives are Sam Ojo, VP Prince Albert and Emilo Conde, Director Saskatoon.

Sam and Terry will coordinate a representative from their respective Student Advisory Councils and forward the representative's name and contact information to Bryce.

ACTION: Sam & Terry

Bryce will schedule the Committee meeting for the week of January 25, 2016.

ACTION: Bryce

8.5 Renaming of Operations

Campus Shops

- SPSA 2 North

Coffee Shops

- SPSA Express

Staff will coordinate the design of the logos and a marketing campaign for Council's review and approval. The target date for the rebranding is slated for the beginning of April.

ACTION: Carol

9. Subject: Announcements

9.1 Upcoming Meetings Minister of Advanced Education – Saskatoon Expansion
Executive Council has secured a meeting date with Minister Moe, Minister of Advanced Education February 9, 2016 2:30 p.m. in Regina.

9.2 SPT/SA Quarterly Meeting

The next quarterly meeting with Saskatchewan Polytechnic Administration and the SAs is scheduled for January 22, 2016. Afroditi and Carol will be in attendance.

9.3 Master Partnership Agreement

The next meeting to negotiate the Master Partnership Agreement will be held Wednesday, January 20, 2016. Afroditi and Carol will be in attendance.

9.4 New Academic Model

The update of the proposed new academic model for Saskatchewan Polytechnic will be provided at the upcoming SPT/SAs' Meeting January 22, 2016. Documentation will be forwarded to members for review.

ACTION: Afroditi

10. Subject: Next Meeting

The next meeting dates will be March 18 & 19, 2016, Prince Albert, Saskatchewan.

11. Subject: Adjournment

MOVED by Danika, SECONDED by Hailey to adjourn the meeting at 1:20 p.m.
CARRIED.

Date Accepted:

Signature:

SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GENERAL COUNCIL MEETING MINUTES

Saturday, October 17, 2015

Room H104, Prince Albert Campus, Prince Albert, SK

Present: Sam Yaholnitsky, President/Chairperson; Bryce Wilson, VP Finance & Internal Operations; Afroditi Papageorgiu, VP Saskatoon; Erin Kirton, VP Prince Albert; Joseph Maggrah, Director Prince Albert; Hailey Jeddry, Director Saskatoon; Sam Ojo, Director Prince Albert; Daniel Wirsta, Director Prince Albert; Khushbu Koshti, Director Saskatoon; Terry Beaulac, Director Saskatoon; and Carol Tetreault (Staff)

1. Subject: Call to Order

Sam called the meeting to order at 2:03 p.m.

Sam commended members and thanked them for their work at this morning's General Council Meeting Review Session (9:00 a.m. – 12:30 p.m.).

2. Subject: Adoption of Meeting Agenda

MOVED by Bryce, SECONDED by Hailey to accept the Agenda as amended. CARRIED.

3. Subject: Adoption of Meeting Minutes

MOVED by Afroditi, SECONDED by Erin to accept the April 30, 2015 Meeting Minutes as presented. CARRIED.

4. Subject: Executive Reports

MOVED by Khushbu, SECONDED by Daniel to accept the President's and Vice Presidents' Reports as presented. CARRIED.

5. Subject: Campus Council Reports

MOVED by Hailey, SECONDED by Afroditi to accept the Saskatoon and Prince Albert Directors' Reports as presented. CARRIED.

6. Subject: Old Business

6.1 Mass Emails using Saskatchewan Polytechnic System

Carol reported that this system is now operational.

6.2 SPSA Position to Policy Review Committee Regarding SPT Reasonable Accommodation Policy

Sam reported that the SPSA has completed their term as representative on the Policy Review Committee. In order to provide our position on items presented to this Committee, Sam has contacted the new representative, Amy Hutton, Wascana SA and is awaiting her response.

Members discussed concerns regarding the impact of not having a SPSA Representative with at this level. Members directed Executive Council to discuss this concern with the Senior Administration in hopes of coming to a comparable solution to meet the needs of the SPSA membership.

ACTION: Executive Council

6.3 Bylaw 4 Memberships & Membership Fees Revisions

MOVED by Erin, SECONDED by Bryce to present the proposed Bylaw amendments to the SPSA membership at the November 3, 2015 Annual General Meeting. CARRIED.

6.4 SaskPoly Tech Board of Directors Student Representative Review

Sam has requested a meeting with Dr. Rosia and is awaiting a response.

ACTION: Sam

6.5 Building Fee Structure Implementation

Complete.

6.6 Destruction of Building Fee Ballots

MOVED by Daniel, SECONDED by Sam O. to destroy the Building Fee Referendum Ballots. CARRIED.

6.7 SPSA Rebranding Focus Groups

Complete.

6.8 Meeting Request – Minister of Advanced Education

Complete.

6.9 Special Meeting of Membership April 16, 2015 re: SSA Name Change

A Special Meeting of the membership was held at which the SIAST Students' Association Kelsey and Woodland Campuses Inc. membership approved the proposed name change to Saskatchewan Polytechnic Students' Association Inc.

6.10 Reserve Funds Policy Review

The proposed amendments were approved at the April 30, 2015 General Council Meeting.

7. Subject: Business For Future Discussion

There are no items at this time.

8. Subject: New Business

8.1 Audited Financial Statements YE June 30, 2015

MOVED by Bryce, SECONDED by Joseph to present to the SPSA membership, the audited Financial Statements Year Ending June 30, 2015 as presented by Deloitte. CARRIED.

8.2 By-Election Ballot Destruction

MOVED by Sam O., SECONDED by Joseph to destroy the September, 2015 By-Election Ballots. CARRIED.

8.3 Committee Representatives

Governance & Policy Committee Members:

- Bryce Wilson, Chairperson
- Erin Kirton
- Joseph Maggrah
- Khusbu Koshti
- Sam Ojo

Student Affairs Committee Members:

- Afroditi Papageorgiu, Chairperson
- Daniel Wirsta
- Hailey Jeddry
- Terry Beaulac
- Sam Yaholnitsky

The Chairperson for each Committee will be responsible to co-ordinate the compilation of meeting notes.

ACTION: Afroditi & Bryce

8.6 Bylaws Amendments/AGM

MOVED by Bryce, SECONDED by Khushbu to present the Bylaws amendments to the SPSA membership at the November 3, 2015 Annual General Meeting.
CARRIED.

8.5 General Council Manual

An Operations Manual for General Council members' reference will be developed to supplement the SPSA Bylaws and Policies. Carol to coordinate developing the manual which will include procedures for mass email distribution through the SPT email system, office keys, parking, accessing SPSA emails, etc.

ACTION: Carol

8.6 Financial Statements 1st Quarter Ending September 30, 2015

MOVED by Bryce, SECONDED by Sam O. to accept the Financial Statements 1st Quarter Ending September 30, 2015. CARRIED.

9. Subject: Announcements

9.1 Governance and Student Affairs Committee Meetings

Both Committees are scheduled to meet directly after the conclusion of this meeting.

10. Subject: Next Meeting

The next meeting is scheduled for January 15 & 16, 2016 in Saskatoon, SK.

11. Subject: Adjournment

MOVED by Khushbu, SECONDED by Hailey to adjourn the meeting at 2:16 p.m.
CARRIED.