

SA BOARD OF DIRECTORS ANNUAL GENERAL MEETING MINUTES

DATE: April 15, 2021

TIME: 7:00 PM

LOCATION: Remotely from Microsoft Teams

Attendance

SA Board of Directors

Board Chair:	Tyler Payne-Renaud
Board Secretary:	Melissa Morton
Board Treasurer:	Benjamin Prager
Director:	Brett Whaley
Director:	Henry Dollar
Director:	Dania Dhaw
Board Scribe:	Karman Wong

SA Staff

Executive Director:	Beth Insley
Mgr. of Accounting & Admin:	Brian Foley
Office Coordinator:	Aly McCaughen
President:	Elle McFeeters
Mgr. of Student Engagement:	Terry McGinn
Communication and Events Assistant:	Shannon Godin
St. Larry's Pub Manager:	Chris Cyr
Graphics and Technical Production Coordinator:	Ashley Goodwin
Spiritual Care Facilitator:	Kathy Doering
Placement Student:	Daniel Pelletier

Guests

Athletics Coordinator:	Brandon Brown
Special Honorarium recipient:	Shannon Godin
Special Honorarium recipient:	Kourtne Farrell
Special Honorarium recipient:	Carly Payne
Special Honorarium recipient:	Sukhmanpreet Singh
Board Member-Elect:	Henry Dollar
Board Member-Elect:	Luis Aguilar
Board Member-Elect:	Bryan Hearn
Board Member-Elect:	Kalli McLaughlin
Board Member-Elect:	Makenna Carmichael

Regrets

Mgr. of Athletics & Student Engagement:	Kevin Biggs
Communication and Events Assistants:	Maria Lopes



STUDENT ASSOCIATION OF ST. LAWRENCE COLLEGE (KINGSTON CAMPUS)
YOUR STUDENT GOVERNMENT AT WORK

Call to Quorum**7:00 PM****Declaration of Conflict of Interest****7:00 PM**

N/A

Motion to Approve Agenda**7:00 PM**

Be it resolved that the membership of the SASLCK Board of Directors approve the Meeting Agenda as presented.

Motioned by Tyler

First by Melissa

Second by Ben

Votes: 14 yes/0 no

Motion to Minutes of the Last Meeting**7:00 PM**

Be it resolved that the membership of the SASLCK Board of Directors approve the Meeting Minutes of May 28th, 2020 AGM.

Motioned by Tyler

Votes: 16 yes/0 no

President's Report**7:05 PM**

- Elle was the Interim President since September 2019 and switched from being a manager of student engagement into this role
- Responsible for ensuring the ends of the organization are being met and operations are conducted with students' best interests in mind

- Student Association Staff Descriptions
 - o Terry McGinn: Manager of Student Engagement
 - Responsible for clubs, planning events, funding requests
 - o Shannon Godin & Maria Lopes: Communications & Events Assistants
 - Work with Raquel for promotions and events for students
 - o Emily Sebesta: Manager of Student Engagement
 - Managed Voice Podcast
 - o Dan Pelletier: Human Resources Placement Student
 - Helped with job analysis to ensure positions are set up for success
 - o Beth Insley: Executive Director
 - Full-time staff directly reports to this position
 - Oversees position
 - Ensure all responsibilities align with ENDS
 - o Raquel Paredes: Marketing and Events Coordinator

- Works with Shannon, Terry, Emily, sometimes Elle
 - Promoting SA properly to students
 - Get students out of their shells
- Aly McCaughen: Office Coordinator
 - Keeps everyone organized and on task
 - Ensures that everyone is doing what they need to do when they need to do them
- Ashley Goodwins: Graphic and Technical Production Coordinator
 - Creates graphics that are seen on Instagram, connected through Voice Podcast, and via emails
- Brian Foley: Manager of Accounting and Administration
 - Ensures organization is financially stable and sound
 - Making proper decisions when it comes to finances to remain equitable
- Kathy Doering: Spiritual Care Facilitator
 - Meets with students to provide guidance and support
- Chris Cyr: Manager of St. Larry's Pub
 - Shifted roles over the last year due to COVID-19
 - Promotes food security to students on campus
- Chris Moreland: Coordinator of Services and Operations
 - Also works with food security, lockers, and graduation photos
- Student Life Initiative
 - Collaborated with Brockville and Cornwall campus
 - Created a box with other campuses to engage students and get them excited to start their year at SLC
 - Swag items, information packages
 - Positive feedback
- Bus Pass no longer included in tuition and could purchase a pass directly through Kingston Transit which is continuously being offered
 - Collaborated with Kingston Transit and Alma Mater Society of Queen's University
 - To be re-evaluated at a later time
- 14 committees, 60 virtual meetings
 - Facilitated 2 brand new committees
 - Purpose: connect with every area of the College as well as the Student Government, Academics, Fee Protocol, Equity/Diversity, Residence, International Department
 - Healthy Campus and Sustainability Committee have been popular to help students with their physical/mental health
- Two large services to engage students and stay in contact through social media
 - Encouraging them to attend different events
 - Ie. Yoga Wednesdays (Wellness Wednesdays)
 - 67 virtual events
 - \$17,000 spent
- Clubs
 - \$35,294 spent on events, prizes, engagement pieces
 - Hosted 63 individual events

- SA is the liaison for the clubs, but it is the clubs' responsibility to continue operations
- 2 new clubs that were very active: Outdoor Adventure Club and SLC Karate Club
- Yu-Gi-Oh club has always active
 - Held virtual tournaments throughout the year bi-weekly
 - Welcomed new members
- Funding
 - Always available to students to continue their learning
 - Funding Pitch Day
 - Requested Kingston peer tutors to receive a gift card
 - Partnered with Alumni office to have other peer tutors receive a gift
 - 124 students signed up to get first aid and CPR certification
 - \$35,850 worth of funding spent on 273 students
- Voice Podcast
 - Run and funded by students
 - 39 episodes, 49 guests
 - Great way for students to connect with each other on another level

Executive Director's Report

7:10 PM

- Virtual Services
 - Told to go home with 1 day notice
 - Quickly pivoted almost everything to be online or accessible virtually through website or email
 - Within a couple of weeks, new delivery models were ready
- Orientation events, academic support funding, clubs, community support funding, committee meetings, spiritual support, food pantry, graduation photos
- Delivered 2000+ orientation boxes
- 5 student employees, 3 placement students, 7 full time employees
- Locker Services:
 - SA has always offered this service and will continue to offer
 - Cleared out and managed services effectively
 - Communicated with students continuously to have it cleaned out
 - Cleaned out 1000+ lockers and returned all items to students via an online booking and pick up system on campus
 - Figured out system for students to use lockers on campus free of charge
- Graduation Photos:
 - Challenging for students to access this
 - Allowed students to go to studios last year to obtain portraits
 - Held sessions on campus and was very successful
 - Important for many people and was sold out
- Food Pantry:
 - 9 weeks of daily breakfast for resident students
 - Chris Cyr and Chris Moreland worked collaboratively to deliver this
 - 33% students have experienced insecurity during 2020/2021

- Implemented different strategies to incorporate resident breakfasts, tech/trade wings provided with food, gift cards for those who were unable to come to campus
- 64 students received Freshco gift cards
- \$28,000 spent on food pantry
- Spiritual Support
 - Kathy has transitioned to work with the College as a matrix position
 - Passionate about enriching student life
 - 8 presentations on stress, anxiety, healthy habits, spiritual resilience
 - Support system to students
 - 25 ongoing 1 on 1 meetings with students
- St. Larry's Pub
 - Opened for the Fall, closed the operations later, but as in-person learning is a priority in Fall 2021, it will be re-opening
 - Managed by Chris Cyr
 - Enjoyable space that is excited to be re-opening

Board of Directors Report

7:30 PM

- Very challenging year, academically and professionally
- SA BOD made the most of the challenges we are facing
- Worked hard to connect with the membership with services and programs to help enrich student lives
- Created Equity, Diversion and Inclusion Committee
 - Tremendous efforts by Henry Dollar and Terry McGinn
 - Wants to represent future Board at all times and in all areas
 - Voices and opinions matter
 - Feedback on how SA can be more inclusive is well-received
- Creating an Investment committee and policy to accurately invest SA funds to generate income and be involved with socially/environmentally responsible initiatives
 - Very driven by Ben Prager
- Special Honorarium Program to award 4 stellar students
- Membership to receive compensation for Bus Pass fees and locker fees
- 11 official Board meetings, 8 pub board meetings, 15 sub committee meetings

President Position

7:38 PM

- Terry McGinn

Be it resolved that the membership of the SASLCK Board of Directors approve Terry McGinn as President of the Student Association of St. Lawrence College- Kingston, period which begins April 1st, 2021 until March 31st, 2022 or until the next AGM.

Motioned by Tyler

Votes: 15 yes, 0 no

Be it resolved that the membership of the SASLCK Board of Directors approve the following five students (Luis Aguilar, Bryan Hearn, Kalli McLaughlin, Makenna Carmichael, and Henry Dollar) to the Board of Directors of the Student Association of St. Lawrence College-Kingston, period which begins April 15th, 2021 until March 31st, 2022 or until the next AGM.

Motioned by Tyler

Votes: 15 yes, 0 no

Be it resolved that the membership of the SASLCK Board of Directors approves extending the term of office for directors (Benjamin Prager and Melissa Morton) for the 2021-2022 term as per bylaw 4.2.1.

Motioned by Tyler

Votes: 16 yes, 0 no

Honorarium Recipients

7:43 PM

- Four \$250 honorariums
- Virtual certificates to be sent out and a plaque later on
- Academic Achievement: Carly Payne
 - o Nominated twice
 - o Works hard for herself and for her peers around her
 - o 4.0 GPA for 4/6 semesters
 - o Always willing to help classmates and takes initiative while working on academics
- Newsmaker: Kourtnie Farrell
 - o Nominated on her overall influence for peers
 - o Promotion for events in SLC community
 - o SA recognizes this hard work
- Community Involvement: Shannon Godin
 - o Involvement within SA as Communications/Events assistant
 - o Monthly yoga, coffee & connections
 - Helping physical and mental health
 - o Peer mentor, Best Buddies volunteer
 - o Direct 1-on-1 impact
- Arts and Culture: Sukhmanpreet Singh
 - o New International Student
 - o Attended online school in Fall in different time zones
 - o Active participant in all classes and is ready to share his experiences so that SLC can be more diverse and inclusive
 - o Moved to Montreal

Open Floor

7:49 PM

- Henry Dollar:

- Being a director seems simple, but key to student life and how students experience college
 - Appreciates senior experience to help guide new BOD in a virtual environment
- Online convocation:
- Not a lot of information at the moment
 - Video to be read off names
 - Purchasing caps and gowns to be delivered
 - Mailing address needed to receive a physical diploma

Motion to Adjourn

7:53 PM

Motioned by Tyler

Votes: 13 yes/2 no