

Board Meeting – Feb 1 2018

Attendance: Carmella, Jen, Natalia, Cristina, Frank, Kelly, Zoe (on the phone)

### **check-ins**

#### **staff reports**

Carmella

Sexual assault policy – draft created  
supporting different events – ex SNARC,  
occupational therapy projects – map database  
gender and women's studies placement – feminist art show  
volunteer training  
workshop with eyelevel  
faith and queerness event  
NSRAP – sending folks to meet Carmella  
panel on bystander intervention  
of heart and history and civic, youth summit in March  
work with Khyber, community navigational things  
Feminist hangout crew  
anti-o with nocturne  
soho just us clothing swap  
DSU NSCAD – screening of gay episode of Black Mirror in March  
Soho art night

#### **opt-out review**

we successfully did it for the first time  
no one opted out  
Board transitions – summer semester, we don't have to do it in Kings in the summer

#### **Budget review – kelly**

we have a ledger that gets updated  
some changes have been made  
no way to reconcile checks written with checks cashed, etc  
ledger is off from the bank account  
looking to get some software to keep track  
have some wiggle room  
haven't recieved any levy money from DSU, need to ask them to say “yes”  
Zoe will send an email  
Carmella says as soon as we submit the winter audit we will get a check

#### **kings levy increase - Zoe**

It was too late to change amount, still charnging \$3  
for this fall we can correct that  
we can do an inflation calculation  
rather not change students a lump sum for the money that hasn't been paid  
Zoe will put in to next person changing over, that it should be increased every year  
Zoe motions to increase levy in 2018/19 year and continue to increase from there  
Jen seconds  
motion passes

### **Technology spending and budgeting**

Jen is looking at desktops, towers, etc

Kelly asks about laptops, having accessories (monitor, keyboard, etc)

Kelly thinks using an online bookkeeping system would be useful

Carmella proposes hiring a part-time person to do finance things?

Kelly is ok with doing up guides to help with changeover

Jen to follow up with staff about computers

### **staff performance evaluations/community evaluations**

#### **what are they? Why do they happen?**

many community consultations when change name to soho, restructuring

meetings were very transphobic

Board said they would take on community consultations, but never have

Carmella never received feedback last year

the idea is for the board to compile feedback from the community and give it to the staff

Natalia – why is it not feedback about soho? Why is it individual staff evaluation

Carmella says that both would be useful

zoe – having mechanisms to give feedback would be useful rather than a formalized review process

Jen – constitutions says refers to hiring policy, but it is not listed there

Kelly – have a way to have participants to give feedback, also folks that are getting soho to give workshop – email? Google form?

Update the hiring policy to reflect that

List this in board responsibilities, who will check and compile this info

Kelly volunteers to make the form

### **employee handbook**

does it exist?

### **board evaluations feedback sessions**

setup in the constitution

write up a blurb about your year

have an end of the year wrap-up feedback session with the chair and an outgoing board member

Talk about a mid-year feedback session instead of an end of the year formal “interview”

not have those sessions this year

### **possible policy responsiveness/ vacancies on the board**

how do we address when people are unresponsive

impeachment – when someone violates the spirit of the board

vacancies – when someone isn't present

talking about creating a separate policy to follow up with someone who isn't responsive

Natalia - possibly making it detailed – prewritten email responses etc

we could all agree beforehand so we know that that is the process

jen - it would replace the language of voting someone off of the board

Kelly -giving someone the option to have a break

zoe – talks about KSU, missing meetings led to impeachment but has been taken out

Board Gov committee to make that policy

### **Anything else?**

Kelly – instead of employee handbooks, having a resource document – where to go, where to buy things?

What about the folks who were interested in being on the board? Jen reached out to folks and no one responded

Frank – thinks there should have to be an SGM each year, but having quorum lowered

Quorum – Jen will contact VPI and get back to board

Bursary – 14 applications so far, 70 in the fall

Frank – bought decorations to put up for Rebecca

Motion to adjourn

motion passes

etc things

meeting times? 6pm is better

February 15 might need to change due to VE event that folks want to go to