



Annual General Meeting Agenda  
Monday, November 20<sup>th</sup>, 2017  
5:30pm – 7:30pm  
SE2 – 324, Council Chambers

1. Call to Order
2. Acceptance of the Agenda
3. Report on Audited Financial Statements
4. [Click here to see 2016-2017 Financial Statements](#)
5. Auditor Appointment for 2017/2018
6. President's Report: Sergey Bukharov
7. Proposed Bylaw Changes
8. Meeting Adjournment

Supporting documents can be found on the SA website: <https://www.bcitsa.ca/agm/>

**Annual General Meeting  
Monday, November 20<sup>th</sup>, 2017  
Minutes**

**Executives:** Wafaa Barakat – VP Student Affairs  
Sergey Bukharov – President  
Timothy Cheng – VP Finance & Administration  
Christian Colquhoun – Chair, School of Business  
Timothy David – VP External  
Mark Malczewski – Chair, Aerospace Technology Campus  
Moshtagh Mohammadi – Chair, Schools of Transportation, Construction & the Environment  
Spencer Pollock – Chair, School of Computing & Academic Studies  
Sophia Romero - VP Campus Life  
Adbiel Tabaco– Chair, School of Health Sciences  
Dean Tamboline – Chair, School of Energy

**Satellite Councillors:** Emilio Da Silva – Downtown Campus  
Justin Lamarche – Marine Campus  
Robert Whitting – Annacis Island Campus

**Staff:** Roland Gagel, Controller  
Caroline Gagnon, Executive Director  
Sameer Ismail, Government Relations Strategist  
Darla Williscroft, Administrative Coordinator

<b>Councillors:</b>	Massoud Baghalha	Nikita Nayak
	Vivian Chen	Max Omelianiec
	Riley Druskin	John Perry
	Emily Galloway	Justin Perry
	Kevin Hong	Jessica Santos
	Michael Hui	Candy Tran
	Rahul Kumar	Konstantin Vassev
	Luiza Leal	Mariana Veras
	Julie Lee	Matthew Vickars
	Phillip Lee	Katrina Wong
	Stephanie Mulder	Winston Yuen

<b>Absent:</b>	Megan Euverman	Shubhi Singh
	Japneet Johal	Meghan Tius
	Alysha Mayenburg	Ronny Yuet

<b>Members:</b>	Kate Chan	Kelsey Mantle
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Linnea Langford  
Nicole Gentile  
Cameron Ginn

Nancy Huey  
David Kyle

**Guests:** Renee Martin, Smythe LLP  
Kristine Del Rosario, Smythe LLP

### **1.0 Meeting Called to Order**

The Chairperson, Sergey, calls the meeting to order at 17:45 (44 voting members, including Chair).

### **2.0 Acceptance of the Agenda**

**Motion:**

Be it resolved that Sergey Bukharov be chair for the Annual General Meeting.

*Moved by: Timothy Cheng*

*Seconded by: Timothy David*

**38/4/1 Carried**

**Motion:**

Be it resolved that BCITSA accept the agenda as distributed.

*Moved by: Stephanie Mulder*

*Seconded by: Adbiel Tabaco*

**42/0/1 Carried**

### **3.0 Report on Audited Financial Statements**

- Sergey introduces Roland Gagel, BCITSA Controller. Roland and Sergey present to Council the 2016/2017 Audited Financial Statements and financial highlights from the previous year.
- Sergey introduces Renee and Kristine, Auditors from Smythe LLP, our contracted auditors.
- Audit was conducted in accordance to applicable standards. Renee briefly overviews the auditor's report and affirm that the audit was conducted without any issues.
- [Click Here for Financial Report](#)

*18:02 Councillor joins. Count is 45.*

**Discussion:**

- Can alumni access Entrepreneurial Services?
  - Yes.
- Was the auditing process smooth?

- Yes. Every year they focus on different areas, this year they focused on the compensation items. Everything was done in a reasonable timeline.

**Motion:**

Be it resolved that BCITSA accept the 2016/2017 Audited Year-End Financial Statements as presented.

*Moved by: Mark Malczewski*

*Seconded by: Moshtagh Mohammadi*

**43/0/1 Carried**

**4.0 Auditor's Appointment for 2017/2018**

**Motion:**

Be it resolved that BCITSA appoints for a 7<sup>th</sup> year Smyth CPA as their auditors for fiscal year 2017/2018.

*Moved by: Timothy Cheng*

*Seconded by: Matthew Vickars*

**Discussion:**

- Who else could it be if not Smythe?
  - Before them, the SA had a different firm. There are many firms which could do the job. It used to be that every 5 years the SA changed auditing firms; last year the Bylaws were amended to make it every 10 years, as long as there was a change in the audit partners reviewing the financial statements to ensure that there was not too much familiarity.
- Should the audit teams be reselected each year?
  - Never had the same audit team for more than 2 years in a row.

**Motion:**

Be it resolved that BCITSA appoints for a 7<sup>th</sup> year Smyth CPA as their auditors for fiscal year 2017/2018.

*Moved by: Timothy Cheng*

*Seconded by: Matthew Vickars*

**42/2/0 Carried**

**5.0 President's Report**

- Sergey Bukharov, President, goes over highlights provided by the President from the 2016/2017 year.
- See attached.

**Motion:**

Be it resolved that BCITSA accept the 2016/2017 Annual Report as presented.

*Moved by: Matthew Vickars*

*Seconded by: Justin Lamarche*

**44/0/0**

**Carried**

## **6.0 Proposed Bylaw Changes**

- Timothy Cheng, VP Finance and Administration & chair of the Bylaw Committee presents the proposed changes to the Bylaws.
- Summary of changes are as follows:
  - administrative changes including formatting, grammar, punctuation, clarity, and capitalization corrections;
  - 1. Interpretation and Definitions: addition of definitions for 'Controller' [proposed 1.1(v)] and 'School' [proposed 1.1(ss)], interpretation of pronouns [1.2];
  - 4. Executives and the Executive Board: course load requirement clarification for part-time students [proposed 4.6(i)(ii)];
  - 6. Council: included *ex officio* members [proposed 6.1(c)], removed 6.5 [proposed 9.10], defined majority for Summer Months [6.4], proposed 6.2(h) Council supervision of the Executive Director;
  - 7. Councillors: removed alternating participation from 7.2(a), modified committee participation of President [7.3(a)(ii)], removed 7.3(a)(xiii) [this is the responsibility of the Executive Director], added VP Finance & Administration responsibilities [proposed 7.3(b)(v) & (vi)], replaced 7.5(f)(i) & (ii) with 7.5(p)(i)-(iv) for resignation conditions for Satellite Councillors;
  - 9. Council Meetings: proposed old 6.5 as proposed 9.10 [Clubs motions];
  - 12. Committees: added Executive Director or designee as *ex officio* member of Bylaw Committee [proposed 12.13(c)], 12.22(e)(i) replaced Human Resources Manager with Government Relations Strategist to better reflect organization, extended Elections Committee duration by one month in case of by-election [proposed 12.23 to align with proposed 14.7];
  - 14. Removal and Replacement of Executives: proposed 14.4 election ineligibility, proposed 14.7 Summer Month vacancy procedure;
  - 19. Clubs: extended 19.2 to include references within Bylaws, 19.5(d) included timeline, 19.7 & 19.10(a) included reference to Bylaws, 19.8(d) included reference to Policies and Procedures; and
  - Created '22. Officers' to explicitly state the Officers of the Association.

**Motion:**

Be it resolved that BCITSA rescinds the existing Bylaws in their entirety and replaces them with the proposed Bylaws as presented.

*Moved by: Timothy Cheng*

*Seconded by: Emilio Da Silva*

**Discussion:**

- Why change alternating participation of Satellite Councillors?
  - Wanted to align the requirements with the responsibilities of Council and the Board.
  - The Bylaw in question refers to Councillors from satellite campuses, not Satellite Councillors. It references ordinary members of Council from satellite campuses; as there will never be two ordinary Councillors from those campuses based on enrollment, it makes the existing Bylaw superfluous. There is another Bylaw that says they can miss two in a row without consequences.
  
- Does 7.4(p)(iv) apply to the Board over the summer?
  - Yes, but it would still be subject to regular Council in the fall.
  - Important that the Executive team can act as Council over the summer as there otherwise would be a 3 month period of inaction.
  - Important to have flexibility because of the way BCIT runs.
  
- Want to recognize that removing anyone from the Board is very serious and the most important decision Council can make. Should more people be involved in the process to make a fair assessment? In the Summer Months there are just the Executives; it feels like Council overacted in their role.
  - Disagree with that statement; serving students is the most important. With the revision, all decisions would have to be brought to Council in the fall for review anyways.
  - The determination in the summer was not brought forward to Council this year. What about the students who voted to bring in that Executive in the first place? Should the students be allowed to be a part of this process?
  - What could the Board do over the summer if they felt it was necessary to remove an Executive, but lacked the power to do so?
    - Suspension of duty is an option.
    - Depends on severity of issues at hand. The Board should have the power to make decisions for the betterment of students, as they are elected to do.

- Great addition that there is a clause over the Summer Months that decisions have to be reviewed by Council in the fall.
  - Proposed 6.4 deals with powers of the Executive Committee over the Summer Months, requiring a higher vote threshold for items to carry.
  - How is this to be presented?
    - Imagine that Council would review minutes from the meetings as any decision needs to be minuted and available for Council. Recommend procedurally that the summer minutes are included in the Council binder.
  - A lot of Councillors do not know about these minutes or decisions over the summer; these need to be delivered to new Councillors.
  
- Satellite Councillors are appointed, and within Bylaws there are ways to remove them; this is different for Executives. Should look at mandating minute review during training.
  
- Bylaw 6.4(d) should encourage Councillors to review minutes.
  - To be included in Councillor training.
  - 6.4(d) says Council 'shall' meaning it is mandated.

18:47 Councillor leaves. Count is 44.

18:59 Councillor leaves. Count is 43.

**Motion:**

Be it resolved that BCITSA rescinds the existing Bylaws in their entirety and replaces them with the proposed Bylaws as presented.

*Moved by: Timothy Cheng*

*Seconded by: Emilio Da Silva*

**40/0/2 Carried**

**8.0 Meeting Adjournment**

It was moved by Mark Malczewski and seconded by Philip Lee that the meeting be adjourned.

**41/1/0**

19:07 **Carried**