

## **Annual General Meeting Agenda**

*Monday, November 18, 2019*

*5:30 pm – 7:30 pm*

- 1.0 Call to Order
- 2.0 Acceptance of the Agenda
- 3.0 Report on Audited Financial Statements
- 4.0 Auditor Appointment for 2019/2020
- 5.0 Presidents Report
- 6.0 Proposed Bylaw Changes

**Annual General Meeting**  
**Monday, November 18<sup>th</sup>, 2019**  
**Minutes**

- Executives:** Danny Cameron – Chair, Aerospace Technology Campus  
 Miranda Campbell – VP Student Experience  
 Justin Cervantes – President  
 Brin Farrell – Chair, Schools of Transportation, Construction & the Environment  
 Raynen Jamieson – Chair, School of Energy  
 L.T. Le – Chair, School of Health Sciences  
 Adam Nguyen – VP Equity & Sustainability  
 Steven Palfrey – VP External  
 Louis-Philippe Rivest Giguere – Chair, School of Computing & Academic Studies  
 Rose Salm – VP Finance & Administration  
 Hunter Sones – Chair, School of Business  
 Dawson Verboven – Chair, Downtown Campus
- Satellite Councillors:** Myka Gowler – Annacis Island Campus  
 Ashley Obeck – Marine Campus
- Staff:** Roland Gagel – Director of Finance  
 Caroline Gagnon - Executive Director  
 Stewart McGillivray  
 Darla Williscroft - Administrative Coordinator
- Councillors:**
- |                          |                  |
|--------------------------|------------------|
| Muhammad Abdullah        | Gary Moon        |
| Mina Arab Khedri         | Macus Ong        |
| Kayla Arbez              | Emma Raine       |
| Ophelia Bar-Lev-Wise     | Jordan Robinson  |
| Lloyd Carleton           | Felix Ruttan     |
| Adriana de Oliveira Lima | Grant Smith      |
| Craig Goodison           | Andrea So        |
| Ruby Hsu                 | Anika Tabaschum  |
| Delaney Hunt             | Monique Tan      |
| Cailo Kapronczai         | Kaitlyn Thompson |
| Takeshi Keber            | Kay Yeh          |
| Brianne Lee              | Hunter Van Dyke  |
| Baldeep Litt             |                  |
- Regrets:** Parm Dhaliwal  
 Andrey Goryelov  
 Paige Purcha  
 Weylin Waters  
 Kai Zhang

**Members:** 1 Student

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

### 1.0 Meeting Called to Order

The Chairperson, Justin, calls the meeting to order at 17:43 (40 voting members, including Chair).

### 2.0 Acceptance of the Agenda

**Motion:**

Be it resolved that Justin Cervantes be chair for the Annual General Meeting.

*Moved by: Justin Cervantes*

*Seconded by: Raynen Jamieson*

**39/0/0**

**Carried**

**Motion:**

Be it resolved that BCITSA accept the agenda as distributed.

*Moved by: Justin Cervantes*

*Seconded by: Ashley Obeck*

**38/0/1**

**Carried**

### 3.0 Report on Audited Financial Statements

- Justin introduces Roland Gagel, BCITSA Director of Finance. The 2018/2019 Audited Financial Statements and financial highlights from the previous year are presented.
- Roland 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 affirms that the audit was conducted without any issues.
- See attached.

**Discussion:**

- Are there more banking covenants which were not shown?
  - There are other ones in there, but from a financial perspective, this is all.
- There was rent shown twice, why is this?
  - There is one rent figure that we pay, but it is allocated to different operations. There is also the pre-paid rent which is being amortized.
- What does it mean that it is a fixed cost for pre-paid rent to BCIT?
  - When we acquired the 3<sup>rd</sup> floor of SE2, we paid BCIT \$2.6 million for the space. The renovations to the area were paid for by the Student Association.
- What is the capital levy fund?
  - It is one fund separated into two smaller funds: student spaces which are non-academic areas for students, and the new building fund which is to fund a new building on campus for students. The investment income is what our building fund is passively collecting through investments.

- What percentage of the capital levy fund comes from part-time students?
  - It is not insubstantial, cannot recall at the moment; it is less than 50%.
- What would the numbers look like in a year from now?
  - Would try to improve performance of the pub to increase revenues and provide best service-to-value for students. Would like to see Pavilion bring in a good return to keep BCIT, our partner in it, happy as well. In the following years, we will start spending money on the new building for things like an architect. Childcare will be doing well.
- When is Pavilion anticipated to be in the black?
  - After a full year of operations, it should be close to if not in the black this year. We learn throughout the year what exactly students are looking for and will adjust throughout the year. By the following year, it should be improved. Labour costs are going up due to the market we are in.

18:01 member leaves. Count is 39.

**Motion:**

Be it resolved that BCITSA accept the 2018/2019 Audited Year-End Financial Statements as presented.

*Moved by: Rose Salm*

*Seconded by: Miranda Campbell*

**36/0/2 Carried**

**4.0 Auditor's Appointment for 2019/2020**

**Motion:**

Be it resolved that BCITSA appoints for a 9<sup>th</sup> year Smyth CPA as their auditors for fiscal year 2019/2020.

*Moved by: Rose Salm*

*Seconded by: Brin Farrell*

**Discussion:**

- We have already signed our second 5-year contract with them, why are we deciding this here?
  - The Association still has to formally appoint them. It is recommended in the contract that we do so.
  - There was a change of team at Smythe following the first 5-year contract.
- How do you evaluate the performance of an auditor?
  - It would come from internal staff who work with them during the auditing process to determine if service and expectations are met.

- How was Smythe chosen?
  - We did a Request for Proposals for auditors to apply and submit proposals within our requirements. We chose them through a combination of value and service. One of our banking covenants is a requirement for audited financial statements each year. It is not a contract; it is an agreement and expectation that we will continue to be their clients. If we find that for some reason we do not want their services we can change companies.
  - As a non-profit, we must be audited as required in the Societies Act.
- What would happen if we vote no?
  - We would have to go through an Request for Proposals process and call a Special General Meeting to appoint an auditor and redo the audit.
  - There is no reason we would vote no, as there were no issues with the audit or process; if there were, Council would have known about it before now.

**Motion:**

Be it resolved that BCITSA appoints for a 9<sup>th</sup> year Smyth CPA as their auditors for fiscal year 2019/2020.

*Moved by: Rose Salm*

*Seconded by: Brin Farrell*

**36/0/2 Carried**

**5.0 President's Report**

- Justin Cervantes, President, speaks on progress to-date in 2019/2020 year.
- Caroline Gagnon, Executive Director, refers to the 2018/2019 Annual Report and summarizes what the Student Association was able to achieve in the previous year.
- See attached.

**Motion:**

Be it resolved that BCITSA accept the 2018/2019 Annual Report as presented.

*Moved by: Justin Cervantes*

*Seconded by: Felix Ruttan*

**Discussion:**

- How was this report distributed?
  - It was emailed and will live on our website.

**Motion:**

Be it resolved that BCITSA accept the 2018/2019 Annual Report as presented.

*Moved by: Justin Cervantes*

*Seconded by: Felix Ruttan*

**37/0/1 Carried**

## 6.0 Proposed Bylaw Changes

- Rose Salm, VP Finance and Administration and Chair of the Bylaw Committee, presents the proposed changes to the Bylaws.
- Summary of changes are attached.

### **Motion:**

Be it resolved that the word "Residence" be replaced with "Housing".

*Moved by: Rose Salm*

*Seconded by: Grant Smith*

### **Discussion:**

- This change is in accordance with BCIT's renaming of the housing department.

### **Motion:**

Be it resolved that the word "Residence" be replaced with "Housing".

*Moved by: Rose Salm*

*Seconded by: Grant Smith*

**38/0/0 Carried**

### **Motion:**

Be it resolved that amendments to sections 12.1, 12.8, 12.13, 12.18, 12.42, 12.45, and 7.3 be accepted as distributed.

*Moved by: Rose Salm*

*Seconded by: Ophelia Bar-Lev-Wise*

### **Discussion:**

- This is to consolidate and make Vice-Chair positions equitable; removing a specific VP from each Vice-Chair role so that any executive can put their name forward for it. Some committees previously had this wording, so it is now becoming consistent throughout.
- Why were specific VP's linked to Vice-Chair roles in the first place?
  - It was mainly the VP Student Affairs as Vice-Chair on these committees that were closely related to the role. When the VP Equity and Sustainability role came in their portfolio changed and this role became over-burdened.

### **Motion:**

Be it resolved that amendments to sections 12.1, 12.8, 12.13, 12.18, 12.42, 12.45, and 7.3 be accepted as distributed.

*Moved by: Rose Salm*

*Seconded by: Ophelia Bar-Lev-Wise*

**37/0/1 Carried**

**Motion:**

Be it resolved that amendments to section 7.1 be accepted as distributed.

*Moved by: Rose Salm*

*Seconded by: Felix Ruttan*

**Discussion:**

- This change provides more precise wording on how Chairs and VP's are to select councillors and requirements surrounding the subsequent report.

**Motion:**

Be it resolved that amendments to section 7.1 be accepted as distributed.

*Moved by: Rose Salm*

*Seconded by: Felix Ruttan*

**37/0/1 Carried**

**Motion:**

Be it resolved that amendment to section 4.6 be accepted as distributed.

*Moved by: Rose Salm*

*Seconded by: Mina Arab Khedri*

**Discussion:**

- Ensures the executive board maintains an up to date transition document so transitions can become smoother every year.
- This transition document will list names of important people and previous interactions with them. Should someone step down, this document will provide some reference to aid in continuity.

**Motion:**

Be it resolved that amendment to section 4.6 be accepted as distributed.

*Moved by: Rose Salm*

*Seconded by: Mina Arab Khedri*

**37/0/1 Carried**

**8.0 Meeting Adjournment**

It was moved by Justin Cervantes and seconded by Steven Palfrey that the meeting be adjourned.

**36/1/1**

18:57 **Carried**