

Annual General Meeting Agenda  
Monday, November 26<sup>th</sup>, 2018  
5:30pm – 7:30pm  
SE2 – 324, Council Chambers

1. Call to Order
2. Acceptance of the Agenda
3. Report on Audited Financial Statements
4. Auditor Appointment for 2018/2019
5. President's Report: Timothy David
6. Proposed Bylaw Changes
7. Meeting Adjournment

Supporting documents can be found on the SA website on 2018-11-13: <https://www.bcitsa.ca/agm/>

**Annual General Meeting**  
**Monday, November 26<sup>th</sup>, 2018**  
**Minutes**

- Executives:** Justin Cervantes – Chair, School of Computing & Academic Studies  
 Christian Colquhoun – VP External  
 Timothy David – President  
 Carina Dung – Chair, Aerospace Campus  
 Matt Hardwick – Chair, School of Business  
 Jordan Holden – VP Campus Life  
 Cory Pope – Chair, School of Energy  
 Chris Samra – Chair, Schools of Transportation, Construction & the Environment  
 Eiryll Sanchez – VP Student Affairs  
 Henry Vo – VP Finance & Administration  
 Sasha Voznyuk – Chair, School of Health Sciences
- Satellite Councillors:** Spencer Glodek – Downtown Campus  
 Ravi Herath – Annacis Island  
 Justin Lamarche – Marine Campus
- Staff:** Roland Gagel - Controller  
 Caroline Gagnon - Executive Director  
 Stewart McGillivray – Government Relations Strategist  
 Carly Watson – Clubs Program Coordinator  
 Darla Williscroft - Administrative Coordinator
- Councillors:**
- |                     |                  |
|---------------------|------------------|
| Tyler Alfreds       | Michael Martins  |
| Annabelle Angle     | Max Melling      |
| Cindy Chang         | Evan Morrow      |
| Michael Girard      | Stephanie Mulder |
| Hala Hassan         | Nikita Nayak     |
| Raynen Jamieson     | Paige Purcha     |
| Nic Johnson         | Rose Salm        |
| Jean Marc Lafleur   | Quinton Silzer   |
| Adam Langenstein    | Don Starck       |
| Luna Liang          | Philip Struthers |
| Marizelle Magpantay | Lauren Venhola   |
- Absent:** Ophelia Bar-Lev-Wise  
 Dan Boisvert  
 Sani Dzafic
- Alysha Mayenburg  
 Eli Shields

**Members:** James Koop  
Wing San Tse  
**Guests:** Renee Martin – Smythe LLP  
Kristine Del Rosario – Smythe LLP

### 1.0 Meeting Called to Order

The Chairperson, Tim, calls the meeting to order at 17:45 (39 voting members, including Chair).

### 2.0 Acceptance of the Agenda

**Motion:**

Be it resolved that Tim David be chair for the Annual General Meeting.

*Moved by: Henry Vo*

*Seconded by: Carina Dung*

**38/0/0 Carried**

**Motion:**

Be it resolved that BCITSA accept the agenda as distributed.

*Moved by: Michael Martins*

*Seconded by: Michael Girard*

**38/0/0 Carried**

### 3.0 Report on Audited Financial Statements

- Tim introduces Roland Gagel, BCITSA Controller. Roland and Tim present to Council the 2017/2018 Audited Financial Statements and financial highlights from the previous year.
- Tim 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:**

- Why is childcare so expensive compared to how many students it serves?
  - It is presented here as a percentage of our operational expenses. It is cash positive.
  - It does not include the revenues we receive in return for the expense. It is self-funded, so it does not cost students outside of the initial upfront building cost which will be repaid in time.
- How many BCIT staff have children in there?

- Not sure, would need to look into our records. It was a part of the agreement we struck to open the centre where 5 spots are guaranteed for BCIT staff. If any of those slots are not filled by BCIT staff, they will be open to students.
- Is this \$500,000 grant for childcare a one-time grant from the BC government?
  - Yes. They have announced a new capital funding program and it is possible that we could do it again, but we would need BCIT to provide us more space. We would need to be sure that we could execute it financially as well.
  - We have a good reputation for a childcare centre.
- We have \$3 million cash in the bank account. How do we find out where this excess comes from? If we were to look at what requires new funding, are we in a good position to take on new initiatives to grow?
  - The cash in the operating fund is \$1.4 million.
  - Aside from Pavillion which is in progress, we are in a space where we could take on new projects, depending on their requirements.
- Is there a way to get more out of the idle money we have in the bank?
  - At the next council meeting we will be looking at moving funds from the capital levy into investments, so they can grow more.
- We have paid \$2.6 million in pre-paid rent to BCIT, does that make us own the space? Is it possible that BCIT could prevent us from accessing the buildings?
  - We do not own the space, but it is built into the lease which is in perpetuity, that it cannot be canceled by BCIT without specific reasons. The lease is explicit in what they can and cannot do. On a whim, there is no provision that allows them from blocking us out.

**Motion:**

Be it resolved that BCITSA accept the 2017/2018 Audited Year-End Financial Statements as presented.

*Moved by: Max Melling*

*Seconded by: Ravi Herath*

**38/0/0 Carried**

**4.0 Auditor's Appointment for 2018/2019**

**Motion:**

Be it resolved that BCITSA appoints for an 8<sup>th</sup> year Smyth CPA as their auditors for fiscal year 2018/2019.

*Moved by: Eiryll Sanchez*

*Seconded by: Don Starck*

**37/1/0 Carried**

## 5.0 President's Report

- Tim David, President, goes over highlights provided by the President from the 2017/2018 year.
- See attached.

### **Motion:**

Be it resolved that BCITSA accept the 2017/2018 Annual Report as presented.

*Moved by: Tyler Alfreds*

*Seconded by: Chris Samra*

**38/0/0 Carried**

## 6.0 Proposed Bylaw Changes

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

### **Motion:**

Be it resolved that the word "Aboriginal" be replaced with "Indigenous" and "Disability Resource Centre" be replaced with "Accessibility Services"; and

Be it further resolved that sections 1.1 & 3.1 be amended as presented.

*Moved by: Henry Vo*

*Seconded by: Quinton Silzer*

**38/0/0 Carried**

### **Motion:**

Be it resolved that amendments to section 4.6 & 4.8 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Paige Purcha*

### **Discussion:**

- Section 4 includes clause on office hours for Executives and how honorarium increases are handled.
- Does this solidify an honorarium where there was none before?
  - No, we did not have a statement where the increase is explicit, it was previously included in the larger budget motion. The Finance Committee will need to bring forward the recommendation to Council making it more transparent.
- For people who operate outside of the standard 9:00-17:00, the office hours requirement does not make sense as they would not be accessible to students. For example, during co-op, the executive would not be on campus all day. Not in favour

of mandatory hours as they are rarely used by students and it hinders ability to attend meetings during those set times.

- Schedules for students oscillates a lot. During the past semester no students from Health Sciences ran because of the time commitment.

**Amendment to the Motion:**

Be it resolved that the word "scheduled" be removed from 4.6.

*Moved by: Sasha Voznyuk*

*Seconded by: Justin Cervantes*

- By removing the word "scheduled" it allows the executive flexibility on when they can be in office while maintaining the prescribed time commitment.
- Was there a requirement previously for executives to have office hours?
  - Yes.
- Being an executive is like a job, if you sign up for it you should know what you are getting into and commit the time.
- It does not say the hours need to be the same each week. There is a way to show schedules online which can be changed reflecting availability.
- Interpreting the Bylaws falls on the President. The recommendation makes sense.
- It is deliberately non-prescriptive. It just means they need to be made public which would meet the Bylaw requirement. The concern about a co-op commitment is more concerning, but it could be rectified at a Special General Meeting.
- It was discussed and found that 4 hours is a feasible amount.
- 4 hours a week is less than an hour a day average. If you were to work hourly, it is the minimum that an employer can schedule you.
- Is work not happening outside of the hours?
  - Most of the executives are currently in the office more than 4 hours a week.
- The amendment is to have the executives in the office. It is up to the president how it is executed. Last year the executives were not in the office and it hurt the team. This is to help make the team more cohesive and work to achieve things for the students.
  - If everyone schedules themselves at different times, what is the rationale with increasing team cohesion?

- Chances are that there is only going to be one or two executives in the office at a time, but it is better than none.
- How much is the executive honorarium?
  - It is \$682.
- Clinical placements for Health Sciences can run for an entire year. Is it possible to schedule the hours online if an executive cannot be in office physically?
  - It is up to the President, but do not see why they could not.
- Few students are taking advantage of these office hours. How many are aware of they exist?
  - The website statistics can be found to see how many view the page. Marketing campaign can be set up. It can be included in the job descriptions.
- Is a co-op a regular term?
  - Yes.
- Need a process like this in place to keep future teams accountable. What is the honorarium divided by 16?
  - The answer is 43.
  - It is not like executives only put in 4 hours a week. As a Chair who is not on the main campus, I spend about 8 hours in my office alone. Not sure how the office hours requirement would apply on a satellite campus.
    - It would just be time in office, would never ask you to come to Burnaby.
- The main objective of a mandatory 4 hours is for accountability. You will not make people more accountable by making them sit in the room for 4 hours. The better way would be to track their objectives.
- The executive team are responsible to students. If you think that a potential executive would see that they are responsible for 4 hours and turn away, you probably do not want them in office.
- If there is a difficulty in the future with a team member would this change help with discipline or keeping the team together?
  - Up to the President.
- How has the increase in hours this year helped team cohesion?
  - In terms of work, the team has been successful.
- The other bylaws speak to the fact that executives need to be accountable for attending meetings.

- This one speaks directly to the fact that they need to be in the office rather than doing the minimum of going to meetings.
- Satellite Councillor is currently doing 4 hours at Burnaby, not to mention the time spent on own campus.
- Why is there resistance if everyone is already spending more than that.
  - It is 4 hours where you cannot do something else if you need to. The office might to be the best place to get actual work done.

**Call the Question**

*Moved by: Cory Pope*

*Seconded by: Tyler Alfreds*

**36/2/0 Carried**

**Amendment to the Motion:**

Be it resolved that the word "scheduled" be removed from 4.6.

*Moved by: Sasha Voznyuk*

*Seconded by: Justin Cervantes*

**10/28/0 Defeated**

**Amendment to the Motion:**

Be it resolved that 4.6 be amended to read:

"(h) each be responsible, except during the Summer Months, for holding during the regular term a minimum of four scheduled office hours on a weekly basis;"

*Moved by: Henry Vo*

*Seconded by: Stephanie Mulder*

**35/2/1 Carried**

19:09 2 Councillors leave. Count is 37.

**Amendment to the Motion:**

Be it resolved that 4.6 be amended to read:

"(h) each be responsible, except during scheduled breaks, for holding a minimum of 4 scheduled office hours on a weekly basis."

*Moved by: Henry Vo*

*Seconded by: Christian Colquhoun*

**33/0/3 Carried**

19:10 2 Councillors join. Count is 39.



**Motion:**

Be it resolved that amendments to section 4.6 & 4.8 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Paige Purcha*

**31/7/0 Carried**

*19:11 Councillor leaves. Count is 38.*

**Motion:**

Be it resolved that amendment to section 6.1 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Nic Johnson*

**35/0/2 Carried**

**Motion:**

Be it resolved that amendments to sections 7.1, 7.2, 7.4, and 7.5 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Justin Lamarche*

**Amendment to the Motion:**

Be it resolved that 7.1 be amended to read:

"(e) it is intended that the selection of Councillors, if possible, reflect the make-up of students within the School or Satellite Campus they are chosen from, and each School Chair or Satellite Councillor, as applicable, shall submit to Council a written report outlining results, as well as steps taken, towards achieving this objective, no later than the second meeting of Council after the Summer Months; and"

*Moved by: James Koop*

*Seconded by: Marizelle Magpantay*

**34/3/0 Carried**

*19:15 Councillor leaves. Count is 37.*

**Motion:**

Be it resolved that amendments to sections 7.1, 7.2, 7.4, and 7.5 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Justin Lamarche*

**34/1/1 Carried**

*19:17 Councillor joins. Count is 38.*

**Motion:**

Be it resolved that amendments to sections 12.8 and 12.13 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Jordan Holden*

**Amendment to the Motion:**

Be it resolved that 12.13 be amended to read:

"12.13 The Bylaw Committee shall conduct a review of BCITSA's Bylaws at least once during each elected term of the VP Finance & Administration [...]"

*Moved by: Christian Colquhoun*

*Seconded by: Max Melling*

**37/0/0 Carried**

**Motion:**

Be it resolved that amendments to sections 12.8 and 12.13 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Jordan Holden*

**36/1/0 Carried**

**Motion:**

Be it resolved that amendments to sections 14.3 and 14.4 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Justin Lamarche*

**Discussion:**

- Is impeachment done by council?
  - Yes.

**Motion:**

Be it resolved that amendments to sections 14.3 and 14.4 be accepted as distributed.

*Moved by: Henry Vo*

*Seconded by: Justin Lamarche*

**35/2/0 Carried**

**8.0 Meeting Adjournment**

It was moved by Michael Martins and seconded by Don Starck that the meeting be adjourned.

**35/2/0**

19:26 **Carried**