

**ST. CLAIR THAMES STUDENTS INCORPORATED**  
**MINUTES**  
**Of The**  
**BOARD OF DIRECTORS MEETING**  
**Held on April 4<sup>th</sup>, 2016**

**MEMBERS PRESENT:**

Danica Quenneville	President (Recording)
Paul Ward	Vice President, TSI
Janny Lau	Director, TSI
Kennedy Shadd	Director, TSI
Matthew Patterson	Director, TSI (Meeting Chair)
Esaba Chowdhury	Director, TSI
Derek Harvey	Director, TSI

**IN ATTENDANCE:**

Stephanie Woodall	Projects Coordinator
Madison Coutts	Student Observer
Oliva Casaletto	Student Observer
Carly Auger	Student Observer
Andrea Brown	Operations Manager – VIA Conference Call

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**1.0 CALL TO ORDER**

**1.1 Attendance**

The meeting was called to order by Matt Patterson at 5:46pm and attendance was taken per above.

**2.0 ADDITIONS TO THE AGENDA**

-7.12 Director of the month  
-7.13 Honorariums

**3.0 ADOPTION OF THE AGENDA**

The agenda was distributed and was approved as amended.

**Motion:** To approve the agenda of the April 4<sup>th</sup>, 2016 meeting of the Board of Directors of Thames Students Inc., as amended.

**Moved by:** Derek Harvey

**Seconded by:** Janny Lau

**MOTION CARRIED**

**4.0 Declaration of Possible Conflict of Interest**

None declared.

## **5.0 APPROVAL OF THE PREVIOUS MINUTES**

Approval of the minutes of the Board meeting that took place on March 22<sup>nd</sup>, 2016.

**Motion:** To approve the minutes from the March 22<sup>nd</sup>, 2016 meeting of the Board of Directors of Thames Students Inc.

**Moved by:** Janny Lau

**Seconded by:** Kennedy Shadd

**MOTION CARRIED**

## **6.0 OLD BUSINESS**

### **6.1 CSA Update**

- Update on Ted.
- Dane read the email forwarded to her and CSA members
- We would like to send something to the CSA office for Ted (retirement gift)

### **6.2 Changeover – Day Change**

- TSI had to change the date to April 28, 2016.
- Please let Stephanie know by the date that is on the invitation how many people you will be bringing and if you have any dietary restrictions.
- Stephanie has had many staff and faculty rsvp to the TSI changeover.
- People attending from SRC are:  
Sandy Taylor, Don France, Miranda Underwood, Jeff Rousseau, Holly Nicholson, Emily Staley, William Weurch and Katja, Colin Topliffe, Cierra Bray and Connor Soulliere.
- SRC would like to know if they can bring three of their new hires.

### **6.3 Presidents Retreat (April 1<sup>st</sup> – 3<sup>rd</sup> – Follow Up)**

- Esaba and Matthew attended.
- Esaba has been asked to run for VP for CSA.
- Matt would like to start a board Facebook group to communicate, as well as a class rep group. This is a convenient and professional way to communicate and keep in touch. Matt also thinks it would be a good idea to start holding class rep meetings once a month.
- Matt said they had a big push on Mental Health Awareness and that we need to incorporate much more during our next YUP Campaign.
- Esaba told Ted that Vice President's should also be invited to the Presidents Retreat.
- Derek asked if KPI data is available and thinks it should be readily available to students

-Miranda Underwood (SRC) mentioned a grade appeal workshop, and Esaba and Matt would like to attend with Andrea.

#### **6.4 Pig Fest (Prizes and Video)**

-SOLD OUT!!!

-April 15<sup>th</sup>, 2016 (before finals).

-plan for indoors start 4:30-5:00pm.

-Ticket cost will include dinner \$10.00/ticket.

-Pub to follow.

-Food trucks will be booked.

-Stephanie will gather prices for food trucks.

-Midnight snacks will be offered for students.

-Games to be played are:

- Towel balloon volleyball
- can jam
- slip and flip
- life-size Jenga game
- slip and slide/baseball
- water balloon fight
- twister/paint

-Tarps are in.

-Blazin' BBQ will provide the dinner for Pigfest.

-JP contacted

-DJ and the band have been booked

-Andrea has booked two off duty officers and four security guards.

-Smokers will be asked to go out front and will have their ID checked again when they enter back into pub.

-Drink tickets will be used at Pigfest.

-Janny created a promotion video for PIGFEST.

-Steph has purchased \$600 worth of prizes to give away gradually over the course of the night

-We are considering buying one more grand prize such as a flat screen TV

-We are currently sitting at \$8800 not including security. The budget is \$13,000.

-We absolutely must buy the helium pig balloon from the party store on Keil Dr.

-We're going to be selling massive pickles on spears from behind the bar for \$1.00

#### **6.5 Increase Pub Drink Prices**

-TSI will increase the pub prices for Pigfest. This will be done in order to cover some of the loss that is occurring by hosting these special events.

-Prices will also include the bartenders tips since there will be no cash at the bar.

Current Prices are as follows:

Domestic Beer (Bud, Bud Light, Canadian) – \$3.00

Somersby \$3.75

Coolers \$3.75

Shots \$4.00

Well Drinks \$3.50

PIGFEST = 5 tickets for \$20.00 for beer = \$4.00

= 4 tickets for \$20.00 for liquor = \$5.00

#### **6.6 Open House April 2, 2016**

-Derek, Kelsey, Carly, Janny, Danica, Paul and Olivia attended the open house.

-Matthew and Esaba attended the Presidents retreat in Toronto.

-High attendance at the open house for the first couple hours

-TSI was asked to give a lot of tours to incoming students

#### **6.7 Job for TSI Office Assistant (Stephanie's Mat Leave)**

-Steph and Andrea are working on the details of this. If anyone has any suggestions please come to the office and let Andrea or Steph know.

-Currently job descriptions are being worked on.

-The job will be given to a recent St. Clair Grad.

-The job will be posted once the job description is complete.

-Interview process will be similar to director interviews.

#### **6.8 SOG Meeting April 8, 2016**

-The next SOG meeting will be on April 8, 2016 at 8:30 am at the Chilled Cork.

-Items that TSI will be discussing are:

Storage for TSI during the renovation.

Office space for TSI to use during the renovation.

The Staff Lounge

On the Go area

Food Service for students during the summer months.

Thames Student Services

Health Plex System

-Wi-Fi is now working at the HealthPlex.

-Derek requests that we ask for KPI survey data

#### **6.9 Food and Wine Gala April 8, 2016**

-The Food and Wine Gala is on April 8 at St. Clair for the Arts.

-Directors attending are Janny, Paul + Josh, Danica, Alexandra, Esaba, Simon, Kennedy, Dustin, Matt, Holly, Stephanie, James, Andrea and Christine.

-Check in is at 3:00pm, we need to get to Waterfront hotel earlier to check in and get ready before the gala starts at 6:00pm

#### **6.10 SOG Walk Through**

-SOG came to Thames campus for a walk through of our campus and to discuss the details of the expansion.

-SOG has given the "ok" about the Staff Lounge and the On the Go area.

#### **6.11 REZ Fest**

-No Bus for Chatham Students.

-TSI will not advertise this event.

-We are going to let SRC borrow the older set of bubbles for bubble soccer on Saturday

### **7.0 New Business**

#### **7.1 Director Names/Duties**

-Matt and Esaba would like to rename the director titles

-start a checklist/spreadsheet of duties and attendance at all events so that we can look at a physical chart when deciding how much to give for honorariums

#### **7.2 Food Bank Ideas**

-Esaba would like to elaborate on some ideas.

-TSI would like to take over the foodbank

-Kennedy suggested allowing a director (Director of Student Development) to take on the Foodbank

-Notify Mike Silvaggi in Registration to request that we take Foodbank responsibility from the counsellors in Student Services

#### **7.3 Clubs 2016/2017 - Joy**

-Joy has contacted Andrea with regards to the Clubs and Club Manual.

-Andrea has explained to Joy that the club funding will be decreased going forward.

-This is due to the TSI expansion and after discussing funding with other campus' and colleges.

#### **7.4 Lunch and Learn April 5, 2016**

-Tomorrow there is a Lunch and Learn that will be held in the cafeteria.

-Topics are test anxiety and study tips.

-This will start at 11:00am

-Directors are asked to try and attending this lunch and learn to support student services

- 7.5 Death Training – April 7, 2016**  
-All directors wanted to take part in this training.  
-Andrea has registered and paid for all directors to attend.  
-It will take place this Thursday at Thames Campus.  
-6:00pm-9:00pm  
-Room 165  
-This will be presented by Chatham-Kent Victim Services, Lloyd Grahame.
- 7.6 Matthew Internship**  
-Matthew will be accepting an internship starting May. 2, 2016 up in Toronto until Labor Day Weekend.  
-Matt will give more details.  
-If Matt gets offered a full-time position, the board will prepare to take over vacant executive positions in September.
- 7.7 SRC Changeover – April 22, 2016**  
-Directors who will be attending are Danica, Derek, Esaba, Olivia, Madison, Janny, Matt, Andrea, Stephanie, Kelsey, and Carly.
- 7.8 Class Representative 2016/2017**  
-We want to go back to the old recruiting structure and go into classrooms at the beginning of the school term in September to recruit class reps. This year, we recruited students at orientation but we found it did not work out. Class reps have also voiced that they want to meet monthly to talk and discuss what they can do to be better. We would like to remind program coordinators in the summer at the all-academic meeting that they should recruit class reps and answer emails from Stephanie.  
-Stick to only have monthly calendars instead of weekly handouts; easier for everyone
- 7.9 Director's Office Clean Out – Key Return**  
-On April 30, 2016 all directors and executives typically hand in their keys to the offices and clean out their belongings.  
-On May 1, 2016 new directors and Executives obtain their keys to the offices and sign the paperwork.
- 7.10 Exam Schedules**  
-Directors please give exam schedules to Andrea and Stephanie.
- 7.11 Paperwork Updates**  
-Stephanie and Esaba are updating all of the Job Descriptions for next year.  
-Club Manuals are being updated b Stephanie

-The changes will be sent out for review this week. All of the Directors are asked to review and let Stephanie or Andrea know of any further changes that need to be made.

**7.12 Director of the Month**

-There have been two directors chosen for director of the month; Esaba Chowdhury and Janny Lau.

**7.13 Honorariums**

-Danica will be sending out an email for each director's Honorarium this week. It is very important that **all** respond promptly as they need to be submitted to payroll on Monday April 11, 2016. If all respond on time they will be paid on April 22, 2016.

**8.0 NEXT MEETING**

- Next meeting is to be held on April 21<sup>st</sup> 2016 at 2:00 pm in the Board Room.

**9.0 ADJOURNMENT**

**Motion:** To Adjourn the Board of Directors meeting at 7:24pm.

**Moved by:** Janny Lau

**Seconded by:** Kennedy Shadd

**MOTION CARRIED**