

May 2017 board meeting minutes



Board of Directors Meeting

May 23, 2:30pm EDT

Minutes

Draft: May 24, 2017

Accepted: June 19, 2017

Attendees

V. Lopes
R. Verwoord
R. Lapp
R. Sproule
G. Watson
M. Van Bussel
J. McDonald
T. Howard
D. Kiceniuk
E. Kustra (joined after 3:00pm)
C. Gaucher (joined after 3:00pm)
D. Bateman (joined after 3:00pm)
D. Stockley (joined after 3:00pm)

Regrets

E. Enns
L. Kinderman

Reference Material

- 1 April 2017 minutes
 - 2 Bilingualism Policy
 - 3 Document: Bilingualism by portfolio
 - 4 Student Advocacy Report
 - 5 Results of the April 27-28 BoD online vote
 - 6 Draft audited financial statements
 - 7 Management letter
 - 8 Representation letter
 - 9 Process for selecting awards coordinator
 - 10 2016 AGM agenda
-

Notes

Agenda

1. Call to order and welcome

Leader: R. Lapp

- With quorum of 7 reached, meeting called to order at 2:34pm EDT

2. Approval of the agenda

Time: 1 min

Purpose: make a decision

Leader: R. Lapp

Preparation: Review agenda

- Agenda approved by consensus

3. Approval of minutes of April 2017

Time: 5 minutes

Purpose: make a decision

Leader: R. Lapp

Preparation: Review April 2017 minutes

- Minutes of April 2017 passed with 1 abstention

4. Results of April 27-28 online vote

Time: 5 minutes

Purpose: share information

Leader: G. Watson

Preparation: Results of the April 27-28 BoD online vote

- G. Watson shared details of the 27-28 BoD online vote. As a result:
 - Policy 3 has been formally approved; and
 - Nomination period was re-opened for the single board vacancy.

5. Report: Standing Committee for Student Advocacy

Time: 15 minutes

Purpose: share information

Leader: R. Verwoord

Preparation: review

R. Verwoord shared the details of the submitted report.

- R. Verwoord notes that the 3-year Standing Committee for Student Advocacy term is seen as long by some potential nominees.
- Reducing the length of term for the Chair, Standing Committee for Student Advocacy could be considered.

Floor opened to questions

- R. Lapp notes that the transition work that R. Verwoord is planning is appreciated.

6. Review of the draft audited financial statements, management letter and representation letter

Time: 30 minutes

Purpose: make a decision

Leader: R. Sproule

Preparation: Review: 1) draft audited financial statements 2) management letter and 3) representation letter

- R. Lapp thanks R. Sproule for his work pulling this material together; the board has come a long way in terms of being prepared with this information in a timely manner.
- R. Sproule first speaks to management letter; is a letter that lists to specific changes that STLHE should consider regarding fiscal affairs provided by auditor.
 - This year's management letter identifies no changes going forward to 2017
- Representation letter notes that STLHE has provided all information to auditors so that they can complete financial audit; submitting this representation is a formal step that R. Sproule undertook on the board's behalf.

MOTION (Robert Sproule, seconded by Robert Lapp): I move that the STLHE board of directors recommends the approval, at the 2017 AGM, of the audited financial statement for the year ending December 2016. Motion passes unanimously.

Yes: 12, No: 0, Abstentions: 0

- R. Sproule makes reference to the auditor's draft statement included as link to the agenda.
- Cash flow statement shows the change in the Society's investment strategy, where 250K is now invested in a non-cash account.
- R. Sproule notes that the included notes are typical and nothing unusual is noted.
- R. Sproule proud that financial statements have only 2 adjustments noted from auditors; a significant improvement in number of notes from 2015.
- R. Sproule is comfortable going forward membership with these numbers.

Floor opened to questions

- R. Sproule notes board members have an obligation to organization that these financial statements are an accurate reflection on the affairs of the organization.
- D. Stockley concerned about money spent on travel, would like to come up with a way to allocate a limit of funds to board members.
 - R. Sproule notes that the number in the statement includes travel for award programs in addition to board member travel; 15K of 29K is spent on board member travel; this item includes travel costs for board members exercising their duty to the Society.
- D. Stockley notes her discomfort and would rather have an explicit policy for travel expenses
- V. Lopes suggests that once she understood that this line item includes travel for awards, travel for conference site visits she is more comfortable with the number; knows from award portfolio that there is significant cost with travel for award winners.
- R. Sproule notes that he can prepare some commentary and break-down of travel expenses in preparation for AGM.
- D. Bateman suggests that we ask that all STLHE board members use home-institution professional development funds to travel for board business, with the Society filling the gap of funding.
 - A discussion about a travel expense policy has been added to list of potential agenda items for the upcoming June F2F
- R. Lapp notes that the continuing surplus could be a larger concern to the general membership.

MOTION (Robert Sproule, seconded by Robert Lapp): I move that the STLHE board of directors recommends the approval, at the 2017 AGM, of the firm McCay Duff LLP as auditors for the 2017 financial year. Motion passes unanimously by consensus.

- 2nd year we have used this Ottawa firm.
- Firm has been accommodating to meet our earlier deadlines.
- Fees charged reduced for this year.
- R. Sproule has no concerns with continuing to use this firm for financial audit.

7. Award updates

Time: 15 minutes

Purpose: share information; make a decision

Leader: V. Lopes

Preparation: Review material below

Updates items

- 1 Update about the 2017 D2L Award recipients announcement (2 minutes)
- 2 Approving the appointment of the new D2L coordinator (3 minutes)
 - see motion below
- 3 Selection Process for New STLHE Awards coordinators for review (this has been approved by the Executive) (1 minute)
- 4 Update re: calls for coordinators for the 3M NTF and 3M NSF (2 minutes)
- 5 Update re: Christopher Knapper Volunteer Award (1 minute)

MOTION (Valerie Lopes, seconded by Jeanette McDonald): I move that Elaine Khoo, Associate Professor, Teaching Stream, Centre for Teaching and Learning and Coordinator, English Language Development Centre, University of Toronto Scarborough, a previous D2L Innovation in Teaching Award Recipient (2014) and a member of the current Adjudication committee be appointed as the new D2L Innovation Award in Teaching and Learning Coordinator.

Motion passes unanimously.

Yes: 11, No: 0, Abstentions: 0

Item 1:

- Lots of conversation between D2L award coordinator, D2L, V. Lopes & J. McDonald; release of names waiting for national media outlet to announce award winners.
- A detailed outline & plan for announcing award recipients will be negotiated in new contract.
- Came to an agreement with D2L that if media outlet not secured to announce the awards, the awardees will be announced by the end of this week.

Item 2:

- If the motion is approved, current award coordinator has agreed to mentor new D2L award coordinator.
- R. Lapp notes that the potential coordinator seems well-suited.
- G. Watson asked if E. Khoo and P. Lyons have had conversations to ensure that she understands the responsibilities of award coordinator position.
 - V. Lopes says that E. Khoo has done due diligence and understands the expectations.

Item 3:

- See process document linked above.

Item 4:

- Process on-going.

Item 5:

- In the process of reviewing nomination for the award.
- Knapper recipient will be announced at the end of this week.

8. 2016 Annual report

Time: 5 minutes

Purpose: share information

Leader: G. Watson

Preparation: none

- G. Watson thanked board member's work to-date on this item.
- Revised publication to be submitted to graphic designer, with board members' feedback, later today.

9. Nomination committee update

Time: 5 minutes

Purpose: share information

Leader: G. Watson

Preparation: none

- Re-opened nomination window has closed; there are three nominees for the open position (Chair, Student Advocacy) on the board.
- G. Watson & T. Howard working on next steps.

10. Do you want items added or removed from the 2017 AGM agenda?

Time: 5 minutes

Purpose: share information; make a decision

Leader: G. Watson

Preparation: review 2016 AGM agenda (link above) as this will serve as the template

- In the consideration of time, G. Watson will facilitate the conversation about the AGM agenda via Basecamp.
- R. Verwoerd notes that the meeting was pressed for time last year; if items get added, an item should be taken away.

11. Report: Standing Committee for Bilingualism Advocacy

Time: 15 minutes

Purpose: Share information

Leader: C. Gaucher

Preparation: Review Bilingualism policy document; think of something that you do in your portfolio that would benefit a larger bilingual audience.

- See document "Bilingualism by portfolio" (link above)
- C. Gaucher has noted the challenge of the portfolio; wants to work with chairs of portfolios to help with the advocacy of bilingualism in the Society.
- The board could set goals (e.g. percentage of French at the conference) related to bilingualism.
- C. Gaucher suggests that each portfolio would set a goal related to bilingualism.

Floor opened up to questions

- E. Kustra has noted that the EDC has added the cost of translation for elections in French & English

- D. Stockley suggests adding all portfolios, including 3M Fellowship etc. to the Bilingualism by portfolio document
 - Board members should answer: “What is one thing that we will change related to bilingualism” for their respective portfolio

12. Other business

Motion to adjourn passed at 4:00pm EDT

Next board meeting

June 19th, 9:00am-5:00pm Atlantic

Room 302, McCain Centre, [Mount Saint Vincent University](#)

[Full meeting details posted on Basecamp](#)

Decisions

Action items

All portfolios to consider one thing that can be done / that they can change to enhance bilingualism

Items for next meeting
