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2023 ANNUAL MEETING OF THE MEMBERS

Mohawk Students' Association  
ANNUAL MEETING | OCTOBER 4, 2023



## ANNUAL MEETING AGENDA

TIME/ DURATION	ITEM	TOPIC	LEAD	INFORMATION	DISCUSSION	DECISION
5:00pm		<b>Part I – Welcome</b>				
30 min		Meet n’ Greet <ul style="list-style-type: none"> <li>• MSA Members sign in and receive meal voucher</li> <li>• Meet MSA Board of Directors</li> </ul>	MSA Staff/Board	X	X	
30 min		Opening Ceremony with Elder	TBD	X	X	
6:00pm		<b>Part II – Open Session</b>				
	<b>1.0</b>	<b>INTRODUCTION</b>				
5 min	1.1	Opening Remarks & Call to Order		X		
	1.2	Land Acknowledgement		X		
	1.3	Attendance and Quorum Call		X		
	1.4	Declarations – Conflict(s) of Interest		X		
6:05pm	<b>2.0</b>	<b>ITEMS FOR APPROVAL</b>				
10 min	2.1	Agenda of Annual Meeting – October 4, 2023			X	X
	<a href="#">2.2</a>	Minutes of Previous Annual Meeting – November 7, 2022			X	X
6:15pm	<b>3.0</b>	<b>OLD BUSINESS</b>				
10 min	3.1	Business Arising from the Minutes				
6:25pm	<b>4.0</b>	<b>NEW BUSINESS</b>				
65 min	4.1 (25 min)	MSA – Who, What, Where, Why, How <ul style="list-style-type: none"> <li>• Overview of Association</li> <li>• 2021-2025 Strategic Plan</li> </ul>	E-J. Phillips/ M. Iturriaga	X	X	
	<a href="#">4.2</a> (10 min)	MSA Bylaws <ul style="list-style-type: none"> <li>• Overview of Bylaw Changes</li> <li>• Motion to approve</li> </ul>	E-J. Phillips	X	X	X
	<a href="#">4.3</a> (10 min)	2022-2023 MSA Audited Financial Statement & Report <ul style="list-style-type: none"> <li>• Overview of report</li> <li>• Overview of financials</li> <li>• Motion to approve the 2022-2023 Audited Financial Statements</li> </ul>	M. Falletta/ MacGillivray Chartered Accountants	X	X	X
	<a href="#">4.4</a> (5 min)	Appointment of Auditors <ul style="list-style-type: none"> <li>• MacGillivray Chartered Accountants</li> <li>• Motion to appoint for the 2023-2024 MSA Audit</li> </ul>	M. Falletta	X	X	X
	4.5 (15 min)	MSA Advocacy Impact	E-J. Phillips/ Various BOD	X	X	
7:30pm	<b>5.0</b>	<b>CONCLUSION</b>				
2 min	5.1	Concluding Statements and Appreciation		X		
	5.2	Adjournment				X
7:32pm		<b>Part III – Town Hall</b>				
	<b>1.0</b>	<b>OPEN FORUM SESSION FOR STUDENTS</b>				
30 min	1.2	Generative Discussion <ul style="list-style-type: none"> <li>• Questions and concerns submitted by students</li> </ul>	Various	X	X	
7:57pm	<b>2.0</b>	<b>CONCLUSION</b>				
15 min	2.1	Concluding Statements and Closing Ceremony	TBD	X		
	2.2	Adjournment + SWAG				X

**Item 2.2 – Previous Minutes of the Annual General Meeting – November 7, 2022**

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Mohawk Students' Association

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November 7, 2022

**Mohawk Students' Association**

**ANNUAL GENERAL MEETING**  
**Monday, November 7<sup>th</sup>, 2022**  
**5:30 p.m. – via Zoom/In Person**

**MINUTES**

<b>BOD Present:</b>	Ashik Ashik, President Rikki Gray Philip Anekwe Hugo Munoz Better Ian Moore Alyssa Outerson Elizabeth-Joy Phillips Paola Gomez	<b>Executive Director:</b>	Marc Iturriaga
		<b>Recording Secretary:</b>	Melanie Exance
<b>Regrets:</b>	Sunshine Noel	<b>Speaker:</b>	Samantha Hoover
<b>Ordinary Members Present:</b>	24 (excluding BOD)	<b>Guests:</b>	Wendy Rolfe Katie Burrows Sandy Tepsic Hibo Ahmed Montana Hunter Louisa Drost Dorthan Bruce Emma He Jessica Ridenour Ty Howie Broadcasting/TV Crew Jackie McCollom Ron McKerlie Jamie Mitchell Paige Petrovsky Non-voting Members

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**Part I – Welcome**

The doors of the Arnie opened at 5:30pm and people were able to register and mingle amongst each other. Food was served, ambient music was playing in the background – students and staff were having lively conversations. All board members were able to introduce themselves to other voting members and

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create connections. TV Broadcasting Crew (Professor and 6 student staff) had set up the Arnie to be a hybrid AGM event to encourage larger participation and increase accessibility. Students and staff were encouraged to take any unfinished food or drink to their seats as the AGM was starting

## **Part II – Open Session**

### **Item 1.0 – Introductions**

#### **1.1 Call to Order & Opening Remarks**

The Open Session of the Annual General Meeting was called to order at **6:04 p.m.**

Samantha Hoover, Past MSA President welcomed everyone to the meeting. Samantha stated it was an honour to be invited back to the MSA to be the speaker for the 2022 AGM and she noted that the last time she facilitated the MSA AGM was back in 2017. Samantha noted the purpose and intent of an AGM is to review the business conducted on behalf of the elected Board of Directors over the previous fiscal year. Therefore, the business that would be viewed on November 7, 2022 would be from the 2021-2022 fiscal year.

Samantha noted some housing keeping items for the AGM, stating this was the second time the MSA has held the AGM as a hybrid event and asked that people be patient with the TV Broadcasting Crew in the event there are technical errors or glitches. Samantha went on further to explain that if people (whether attending in person or on zoom) had questions, please raise their hand (raised hand feature) and wait to be acknowledged by an MSA Moderator.

#### **1.2 Land Acknowledgement**

Samantha Hoover stated that "as part of Mohawk Students' Association commitment to truth and reconciliation, we want to acknowledge and show respect to the land in which Mohawk College and Mohawk Students' Association is situated on. These lands are the traditional territories of the Haudenosaunee and Anishnaabeg Nations, within the lands protected by the Dish with One Spoon Wampum Agreement, and is currently home to many Indigenous peoples from across Turtle Island. We honour and pay respect to these lands, and to all First Nations, Inuit and Metis Peoples throughout Turtle Island."

#### **1.3 Attendance & Quorum Call**

Samantha stated before attendance and quorum is called, she would like to acknowledge all of the elected student leaders of the MSA for their attendance this evening. Samantha introduced each board member and stated their respective position on the board and which campus they attend. All board members present stood, waved, and thanked Samantha and the audience for the introduction and applause.

Samantha then noted that Melanie Extance, Governance & Advocacy Specialist, will be announcing the official attendance and quorum for the AGM.

Melanie Extance reported that there were 32 voting members in attendance, either in person or on Zoom. She noted that for motions to be carried, it is required to have a simply majority vote (50% + 1 eligible

voters) to vote in favour. Therefore, 17 voters are needed.

Samantha thanked Melanie for the update and reminded everyone in order for a motion to carry, 17 voters present at the AGM need to vote in favour. Samantha also proceeded to explain the voting system for both in person and virtual attendees. It was stated that motions have already been moved and seconded by Board so the Ordinary Members can directly vote on items from the agenda post-discussion. It was further explained that when the motion is announced, the Ordinary Members will be asked to vote in one of the following ways that they most align with.

- **IN FAVOUR** – meaning you agree and support the motion at hand and have no doubt in your mind that this ask is not an unreasonable item to approve
- **OPPOSED** – meaning you do not agree or support the motion at hand and have doubts in your mind that this is an unreasonable item to approve
- **ABSTAIN** – meaning you do not feel you have enough information in order to cast your vote in favour or opposed to the motion

Samantha also reminded all in attendance, if for at any time you are unsure what is being asked of you or would like more clarity or something to be rephrased, do not hesitate to ask. MSA Moderators are walking around to support all in attendance if there is a concern; identifiable by MSA Lanyards.

#### 1.4 Conflicts of Interest

None declared.

### **ITEM 2.0 – Items for Approval**

#### 2.1 Agenda of Annual General Meeting – November 7, 2022

**Moved by Ashik Ashik, seconded by Ian Moore, to approve the agenda of the Mohawk Students' Association's Annual General Meeting dated November 7, 2022 as circulated.**

***CARRIED***

#### 2.2 Minutes of the Previous Annual General Meeting – November 9, 2021

**Moved by Ashik Ashik, seconded by Ian Moore to approve the minutes of the Mohawk Students' Association's Annual General Meeting dated November 9, 2021 as circulated.**

***CARRIED***

### **ITEM 3.0 – Old Business**

#### 3.1 Business Arising from the Minutes

None declared.

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## **ITEM 4.0 – New Business**

### **4.1 MSA Annual Report**

Samantha Hoover introduced Ashik Ashik, MSA President to present the MSA Annual Report for the 2021-2022 year.

Ashik Ashik thanked everyone for being in attendance, along with the staff who made this hybrid event possible, and to the board for their dedication towards supporting students.

Ashik then began presenting the Annual Report in a short PowerPoint presentation, along with a speech. He explained that the MSA is a non-profit organization built for and led by Mohawk College students. The MSA empowers students to create communities they can lean on for positive experiences, relevant supports, a listening ear, and a strong voice, ensuring students can achieve personal success in their College journey and beyond. Ashik also noted that the MSA, while within Mohawk College, is a separate entity from the College and operates as such.

Ashik went on to say that all students are members of the MSA and each student at Mohawk College is represented through advocacy efforts across many areas within the College, municipal government, provincial government and the federal government. The MSA is also made up of a variety of full-time and part-time staff, student staff, volunteers, and board members.

Ashik noted and thanked the resiliency of the staff and their ability to pivot due to pandemic restrictions. All staff and board were working from home for over a year and were still able to "be there for students and continue to support them." He also thanked the student staff who have been hired most recently and the vital role they have in the day to day operations. Ashik stated that during the last year, the MSA was unable to hire the amount of student staff it normally has but was excited to say that is no longer the case.

Ashik noted that getting involved with the MSA is easier than people think as every single student at Mohawk College is already a part of the MSA, whether they are a full-time student, part-time, continuing education, apprenticeship, and beyond. Every student has access to the services and supports the MSA offers and hopes that each of the people in the audience utilizes the services available to them.

The MSA strongly believes in its vision, mission, and values, and is an entirely values driven organization. Our values provide examples to lead by and give directions to propel us forward. Our values are: Student Driven, In This Together, Believe It's Possible, Foster Belonging, and Storytelling. Our values have helped further shape the MSA Strategic Plan. The MSA strat plan provides a guide for the organization to circumvent any road blocks or hurdles we may experience, for example, the pandemic was a massive road block for us but we looked to our strat plan, and engaged with students, listened to their thoughts and concerns, and executed accordingly. Ashik went on to explain some of the achievements of the MSA over the 2021-2022 year.

- Increased number of MSA educational and professional development workshops including ESL, cooking, and legal
  - MSA elections were made hybrid to increase turn-out
  - Increased mental health supports and outreach
  - Re-opened food services on campus; the only food service provider across multiple campuses
  - Introduction of a menstrual product program; free menstrual and hygiene products available in
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all MSA bathrooms in G-wing

- Over 100 virtual or hybrid events for students either planned by or in collaboration with students
- Increased diversity and representation of the different campuses through our elected and appointed student leaders
- Providing a living wage to all student staff; all student jobs start at \$17/h
- Restructured the Board of Directors to better engage all the satellite campuses
- Expanded the Clubs & Communities program with the inclusion of communities as official bodies of the MSA
- Hired a Governance & Advocacy Specialist
- Many student driven drives and initiatives that engaged many students (e.g., scrub drive, PJ drive)
- Donations to charitable organizations

Ashik thanked the audience for their attention and asked if there were any questions. There were no questions from the audience. Ashik thanked the audience again and took his seat.

#### 4.2 MSA Strategic Plan

Samantha Hoover thanked Ashik for his presentation and then introduced Marc Iturriaga, Executed Director of the MSA to present on the MSA Strategic Plan.

Marc Iturriaga thanked everyone for the introduction and presented via PowerPoint the MSA Strategic Plan updates for the 2021-2022 year.

Marc noted that Ashik wonderfully touched upon some strategic plan pieces and the AGM is the place to do a fulsome recap of the previous fiscal year. Marc went on to explain that an AGM is an organization's "accountability measure – it's a time for the membership of organizations to get deep insights into the happenings of the organization they belong to and who represents them. It's a time for people to ask questions and get answers from experts. An AGM is a time for transparency and engagement."

Marc continued that a strategic plan for any organization, but particularly for MSA, provides opportunities to identify gaps in the student experience and investigate how we can amend those gaps and make things better for students. For example, in the next 3 years, if we did not address the pieces we had set out to do, would we be satisfied with the outcome of what we accomplished over the year? The answer would most likely be no therefore, having identified areas in place that were known to be gaps assists us in planning, prioritizing, and executing initiatives that ensures our values are considered. Unfortunately, the pandemic affected much of what we do here however, it was through resiliency, adaptability, and the reimagining of success through our priorities that led to great achievements.

Marc noted that the MSA Strategic Plan has an end date of 2025 to ensure we achieved all that we set out to achieve. Marc went on to discuss the MSA Priorities, as described in the MSA Strategic Plan. Marc also went on to explain how each of those identified priorities are doing thus far and how some of them have already been achieved and we are amending them to improve other identified gap areas. Marc explained that

- **Empowering Mohawk Students** shall be achieved through recruitment, training and closing the feedback loop between students and the MSA

- Hired Governance & Advocacy Specialist, Governance Model revamp, setting annual goals for recruitment (yearly increase in elections turnout and AGM), better invitations (email, social media), increased student staff (hired over 70 since September 1, 2022), student generated initiatives (events, services), outside training (conflict resolution, mental health first aid), and closing the feedback loop (trans-inclusive medication options through the Health & Dental plan, townhalls, initiatives for intentional feedback gathering)
- **Developing MSA Work Culture** shall be achieved by ensuring staff, board members and student staff have a voice, have access to the tools, information and resources needed to perform their accountabilities, and having fun, celebrating and sharing together
  - created intentional and measurable work culture program, created new leadership positions and administrative support positions to better meet the needs of the organization and across the satellite campuses, developed more board and staff involvement in feedback sessions, enhanced focus and resources towards professional development for staff, board, student staff and volunteers, implemented software and applications that support efficiency, implemented recruitment and retention programs
- **Equity, Diversity, and Inclusion** shall be achieved through increased representation across board members, staff, student staff, programs, offerings, and services and supports. Also, by ensuring the MSA is a safe, inviting, and welcoming place for everyone
  - Restructure of Governance model (board of directors) that increased representation of student leaders and emphasized better understanding the larger student population, getting feedback from historically excluded groups, new website that is accessible (AODA compliant) and diverse, land acknowledgement, more equitable hiring and engagement practices, Equity Sequence Training for staff and board, Trans-Inclusive Policy, non-punitive language in policies, program focus changes (educational workshops for students), trans and indigenous focused areas throughout our Health & Dental plan, prayer room at IAHS campus, Career Closet for students, hygiene products
- **Humanizing the MSA Brand** shall be achieved by ensuring students know WHO we are, WHAT we do, and HOW to access us. Also, by ensuring they feel they ARE the MSA
  - Engagement through student blogs and social media platforms, student artwork throughout MSA spaces, student designed business cards, new website, orientation and outreach programs, fulltime staff hired at satellite campuses, co-creating programs with students, increase in Clubs & Communities, virtual engagement, recruiting students with mindset that they can contribute not only in terms of service but also in terms of advocacy

As Marc explained a few of these areas have already seen large improvements, exceeding the 2025 deadline, and the MSA has started to explore other areas that were identified as gaps. One being student leadership opportunities (developing co-curricular competencies and work-ready skills, providing additional professional development opportunities and workshops, setting student leaders up for success, getting feedback, and ensuring that programs foster a sense of belonging through student leader encouragement amongst peers). Second, investigating MSA spaces more fulsomely (creating a plan for the student centre, making the student centre "the" place for students on campus through imagery, sounds, representation, food, intentional facilitation of activities that meet the social, mental, physical and academic wellbeing of students, and integrating hybrid models of engagement at every step).

Marc finished his presentation with a thank you and acknowledgement of the hard work staff and board

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have done over the last year and none of this would have been possible without them. Marc asked if there were any questions. No questions were asked. Marc thanked the audience again and took his seat.

#### 4.3 MSA Bylaws

Samantha Hoover re-introduced Ashik Ashik to present the changes to the MSA Bylaws and to invite the Ordinary Members to vote to approve the changes.

Ashik thanked Samantha again and started by explaining as of May 1, 2022, the MSA Board of Directors implemented a new governance structure, in which prompted necessary changes to a number of MSA policies and bylaws to be better aligned with the newly created structure. Ashik further explained that the purpose of bylaws is to maintain consistency in the running of a business, or in the MSA's case, our non-profit organization. These bylaws communicate organizational rules so internal disputes or conflicts can be avoided. In the simplest of terms, bylaws provide education, rules, and clarity for internal and external bodies regarding all procedures, documentation, accountabilities and responsibilities.

The structural changes allowed the MSA to more meaningfully engage with the satellite campuses. For the first time, the MSA has student leader representation from the Airport campus and Six Nations Polytechnic. There are now dedicated officer positions to assist with the flow of board matters that still ensure all board members are an equal member. Ashik reminded the Ordinary Members that as fee paying members of the MSA, they should ask questions about the changes and invited the audience to do so.

One audience member asked, "how significant will these bylaw changes be to the Fennell campus in terms of representation on the Board of Directors, as the Fennell campus is the largest and main campus at Mohawk?" Ashik thanked the audience member for the question and replied, "the changes to the bylaw will not have negative implications or impacts on the Fennell campus in regards to representation. The changes only had positive affects for the other satellite campuses in that they those students who attend the non-main campus the opportunity to hold student leader positions at the MSA." The audience member thanked Ashik for the response. There were no other questions. Ashik read the motion to approve the changes and took his seat.

Samantha Hoover then asked the audience to vote to approve the changes.

**Moved by Ashik Ashik, seconded by Elizabeth-Joy Phillips to approve the changes to the MSA Bylaws as circulated.**

**CARRIED**

*It was noted that 7 voters abstained from voting however, the motion still passed due to a simple majority of in favour voting.*

#### 4.4 2021-2022 MSA Audited Financial Statement & Report

Samantha introduced Ian Moore, Director at Large, to present the 2021-2022 audited financial report for the MSA on behalf of MacGillivray Chartered Accountants. Normally, the treasurer would present this report however, due to personal reasons, the MSA treasurer (Sunshine Noel) could not be in attendance.

Ian thanked everyone for the opportunity to speak to the audited financial report as an MSA Budget

Committee member. Ian went on to say that MacGillivray Chartered Accountants have prepared an auditors report regarding the financial statements for the year ended April 30, 2022. The audited financial statements include the statement of financial position, statement of operations, statements of changes in fund balances, and statement of cash flow. The Independent Auditors Report concluded that the financial statements present fairly, in all material respects, the financial position of the organization as at April 30, 2022, and results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations ("ANSPO").

Similar to the 2020-2021, the COVID-19 pandemic continued to have a significant impact on the number of in person activities and services offered to students last year. With continued restrictions to access on campus, the MSA was able to safely provide food services through the Urban Fork and Brewed Awakenings throughout the entire fiscal year.

The 2021-2022 audit has confirmed a consolidated net income of \$396, 430 which is comprised of a net operating income of \$407, 236 and a capital loss of \$10, 967. Of the \$407, 397, unrestricted operating income was \$405, 236 and \$2, 161 was the Health & Dental Plan Internally Restricted fund which was the difference between fees collected (\$2, 258, 545) and the premiums paid (\$2, 256, 384). The current Health & Dental Plan surplus is \$849, 828 with plans in place to provide additional enhancements through our health care plan provider, Studentcare.

Give the hybrid operating structure for the 2021-2022 year, the MSA postponed any major capital projects and expenditures until back on campus full-time. Below is an adopted summary of the 2021-2022 Capital Expenditures:

August 2021	Cellar Hallway – Walk-in Freezer	\$58,680
October 2021	Power Generator – Emergency Power Upgrade	\$7,570
March 2022	Pizza Pizza – Grill & Tile Replacement	\$10,480

Total student fees collected in 2021-2022 were \$2, 865, 489. Below is an adopted summary of the various student fees collected and their annual fee.

Fee Description	2021-22	Annual Fee
MSA Administration & Governance Fee	\$1,683,002	\$122.64
MSA Services & Programming Fee	\$1,140,852	\$83.02
Apprenticeship Fee	\$21,782	\$10.60
TriOS Fee	\$8,585	\$61.32
Presto Revenue	\$11,268	.5% of the 2.25% UCTP* Admin Fee

(\*note: UCTP University College Transit Pass)

Ian went on to note that similar to the 2020-2021 fiscal year, the MSA continued to receive various government subsidies totally \$319, 167. The three main programs were the Canada Emergency Wage Subsidy (\$216, 961), the Canada Recovery Hiring Program (\$53, 993), and the Canada Emergency Rent Subsidy (\$48, 193). The additional support allowed the organization to maintain staffing levels, student services, programming, clubs, and food service operations throughout the year.

MacGillivray found that the MSA's financial position continues to be strong with \$7, 549, 478 in cash holdings which will allow the Association to be flexible, and support new endeavors and make enhances

to services and spaces adapting to the challenging needs of students as they return to campus. This strong financial position can be attributed to strong enrollment numbers, increased fees, lower operational spending needs due to COVID-19 and financial supports from various government assistance programs.

The MSA has been committed throughout these unprecedented past two years to continue creating a community student's can lean on for positive experiences, relevant supports, a listening ear, and a strong voice. The MSA has been dedicated to helping all Mohawk Collee students on campus and virtually achieve personal success in their college experience and beyond by unwavering in our ability to deliver service excellence to all students.

Ian thanked everyone for their time and asked if there were any questions from the audience before the motion was asked. There were no questions from the audience. Ian went on to read the motion and thanked the audience one last time before returning his seat.

Samantha Hoover then asked the Ordinary Members to cast their vote.

**Moved by Ian Moore, seconded by Ashik Ashik to approve the 2021-2022 MSA Audited Financial Statements by MacGillivray Chartered Accountants, as circulated.**

**CARRIED**

*It was noted there was 1 opposed and 7 abstentions however, the motion still passed due to a simple majority voting in favour.*

**4.5 Appointment of the 2022-2023 Auditors**

Samantha Hoover reintroduced Ian Moore to re-appoint the auditors for the 2022-2023 year. Ian thanked Samantha for the reintroduction and thanked everyone who voted to approve the 2021-2022 audited financial statements.

Ian went on to say that student voice is truly powerful and we appreciate all of you for using your voice to vote on important issues. Ian explained he was back at the podium again to ask the Ordinary Membership to reappoint MacGillivray Chartered Accountants to perform the 2022-2023 audit on behalf of the MSA. Ian went on to introduce some of the auditors who attended the AGM, both in person and online, and invited them to say a few words.

Jamie Mitchell, partner at MacGillivray Chartered Accountants, thanked Ian for the introduction and said it was a pleasure to work on behalf of the MSA. He noted that the MSA is a wonderful organization to work with and is extremely transparent with all documentation and makes the process easy for the auditors to perform their duties. Jamie thanked the audience for allowing him to speak and also welcomed any questions people might have regarding the process.

Ian thanked Jamie for the introduction and echoed similar niceties, stating that MacGillivray is a wonderful company to work with as they are a student driven company who works with many other student associations and non-profits. Their values align with MSA values and they always offer advice, support, and are able to answer any and all questions. They make the entire auditing process easy, accessible, and ensure every person understands what is being shown or said.

Ian then asked the audience if they had any questions or either himself, Senior Manager Finance, Sandy Tepsic, or Jamie Mitchell. No questions were asked. Ian went on to read the motion and then thanked the audience again for their time.

Samantha Hoover then asked the Ordinary Membership to cast their votes.

**Moved by Ian Moore, seconded by Elizabeth-Joy Phillips that the Ordinary Membership approve the reappointment of MacGillivray Chartered Accountants to perform the 2022-2023 financial audit for Mohawk Students' Association.**

**CARRIED**

*It was noted that 1 opposed and 6 abstained however, the motion still passed due to a simple majority voting in favour.*

**ITEM 5.0 – Conclusion**

5.1 Concluding Statements, Appreciation & Adjournment

Samantha Hoover thanked everyone for their attendance at the MSA's second hybrid AGM and their patience regarding any technical errors or difficulties that arose during the meeting. Samantha wished everyone had gained good insight into how the MSA works on behalf of students, and how the MSA and students can continue working together to ensure time spent at Mohawk College is the best time it can be.

Samantha reminded everyone that after the meeting adjourns, we will be moving into an informal and semi-structured townhall for students to ask questions to our Board of Directors and/or Senior Leadership Team at Mohawk College.

**Moved by Ashik Ashik, seconded by Ian Moore to adjourn the 2022 MSA Annual General Meeting.**

**CARRIED**

Meeting adjourned at 7:07pm.

**Part III – Town Hall**

**ITEM 1.0 – Introductions**

1.1 Open Student Forums

Samantha Hoover thanked everyone for staying post-meeting adjournment for the town hall. She noted that town halls are a wonderful place to ask questions and get real time answers from the experts. Samantha did note some house keeping items and ground rules regarding the town hall. It was noted that respect and decorum from all persons in attendance must be maintained and any vulgar language, defamation, or violence of any kind, will not be tolerated. All persons are entitled to their opinion and

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freedom of expression however, when those opinions and freedoms of expression oppress, discriminate, or further marginalize certain individuals, or goes against our vision, mission, values of the MSA, there will be zero tolerance. Samantha then invited audience members to come to the microphone (or raise their hand if attending virtually) to ask questions.

There were 10 students who had questions, both in person and online, for the Board of Directors and/or Senior Leadership Team from Mohawk College. The questions asked are as follows:

**1. What events are planned for Christmas or the holidays?**

- a. Ty Howie, Programming Manager, answered this question by letting students know all events will be posted on the online calendar on [www.mohawkstudents.ca](http://www.mohawkstudents.ca). He also went on to list some of the upcoming events, noting there will be a variety of pop-ups around the holidays and that they would not be Christmas specific but holiday themed to acknowledge and represent the diversity of celebrations during this time of the year. He noted there will be many activities and cultural events for the remainder of the semester, including a FIFA event that will run for 2 weeks. Ty noted there will be a holiday market the week leading up to exams with lots of activities and treats, from local community vendors. Lastly, Ty noted that during the first week of school in January, "Frost", there will be a variety of winter themed activities including a skating rink in the Arnie, more sporting events, bus trips, and a variety of student centric pop-ups.

**2. In the first presentation, you briefly mentioned the mental health branch of the MSA student services. Do you have any plans to improve or widen the amount of service offered?**

- a. Ashik Ashik, along with Wendy Rolfe, Director of Student Experience, answered this question. They both answered yes, and that this year, the MSA Board of Directors approved a pilot program for uncapped mental health therapy through a Studentcare supported application called Dialogue. This allows students to access as many mental health sessions as they want with no caps on appointments and free of charge. They both noted students should review the website for more information.
- b. Louisa Drost, Dean of Students, and Katie Burrows, VP Students, International, and Alumni also answered this question from a college perspective. They both noted that the college offers a wide variety of mental health supports and services and encouraged students to reach out to Mohawk Counselling if they are in need.

**3. Students that are doing co-ops or placements, are still being charged for the bus pass, even though some of them cannot use it. Can something be done about this?**

- a. Wendy Rolfe answered this question. She noted that with regards to the issuing of the HSR/Presto transit pass, all full-time students are automatically issued the bus pass, unless they attend a campus outside of Hamilton (e.g., Six Nations Polytechnic and Mississauga). With respect to students doing co-op or placements, it is dependent on the location of their placement. The college lets the MSA know which students are still eligible for the bus pass and which are not. This student in particular was invited to review their fee statement with an MSA staff member to ensure they are receiving the services they need or are not being charged for services that are not applicable to their student status.
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**4. Last year, there were events where we collaborated with other post-secondary institutions. Will there be any more collaborations?**

- a. Ty Howie and Marc Iturriaga answered this question. They noted that the success of these collaborative events, was the success that came out of the pandemic. Many of those experiences were the result of the pandemic. At the present moment, there is a higher interest from students for in person activities over virtual and majority of these collaborations were virtual due to restrictions. This does not mean it cannot happen again but it is discussed around interest of events and how events run. Again, some colleges and universities are doing in person activities but the interest to do multi-school collaborations was mainly a virtual activity. It was noted that if the student who asked the question, or any other students in attendance, have interest in virtual collaborative events, to connect with the MSA regarding those interests.

**5. The biggest question we have today is we are all wondering when the Cellar will open? If the Cellar was open, we could use any funds to donate to charity or roll back those funds into the MSA to increase the amount of services.**

- a. Marc Iturriaga answered this question. He noted that in the 2021-2022 budget directives, the Cellar was not a priority to open as at the time of making budget directives, the college was still operating under pandemic restrictions. Since then, restrictions have lifted and we are fully transitioned back to in person therefore, there is an opportunity to look at reopening in the near future. Currently, the MSA is looking at how to reopen the Cellar safely and ensure it still meets the needs of students. The MSA still needs a better, more fulsome staffing model to facilitate the reopening of the Cellar (e.g., servers, bartenders, managers, etc.). It was also noted that as a non-profit organization, we are not in the business to make money, nor are we a business at all. The MSA is here as a service, we do need to build up that capacity, understand what it could look like and how it could be post-pandemic. The MSA is also investigating what alcohol sales and the selling of alcohol is perceived by students; we are curious and excited to better understand the lived experiences and perceptions of students.

**6. In terms of accessibility, I find that its really hard to find the MSA website online through the Mohawk College website. Is there a better way to increase accessibility and visibility of the MSA? For example, instead of multiple clicks, could there be a more direct link to the college's student association?**

- a. This question was answered by a variety of board members. They thanked this student for their insight and encouraged them to share comments like this, which would encourage other students to come forward with their own experiences utilizing the colleges website. It was noted that while the MSA is a separate entity from the college, and have their own website, they understand the need for direct linkages between the college's website to the MSA website. It was noted that many students are unfamiliar with the MSA and many students use the college's website and may never interact with
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the people who directly represent them. Board members assured the student the MSA engages with the student body at multiple check points (e.g., email, social media, surveying, etc.).

- b. This question was also answered by Katie Burrows, who thanked the student for their feedback regarding the Mohawk College website and said she will be taking that feedback back to her team to discuss with the software developers of making the website more user friendly and accessible for students.

**7. Many other campuses have "nap pods" or "rest stations." Many students here have 40+ hour school weeks, is there a possibility to implement a rest station for students?**

- a. This question was answered by many board members, who thanked the student for their feedback. They encouraged the student to connect with them via email so they can better discuss this students' vision and the utilization of space on campus to meet the unique needs of students.

**8. Where do we find the documents for today's AGM?**

- a. This question was answered by Ashik Ashik. He noted that the documents were sent in an email with a direct link to the website where all items were available for digital review. There were also print copies available today for students and any document from today's meeting can be requested post-meeting if the student desired.

**9. Why do students have to pay for both the parking pass and bus pass?**

- a. Wendy Rolfe answered this question. She stated that this is due to the negotiated contract between MSA and HSR/Presto. The metrics work that the more students who are enrolled in the program, the cheaper the cost is for everyone. There are certain criteria that do exempt students from not being issued the bus pass however, majority of students do not meet that criteria.
- b. The student followed up to the explanation with the following comment: **"I am annoyed having to pay for BOTH a parking pass and the bus pass. I don't live in Hamilton and I have to commute."**

**10. Can you give me more information about the Health & Dental Plan? Are international students eligible for it?**

- a. Ashik Ashik and Wendy Rolfe answered this students' questions. First, it was noted that yes, all international students are enrolled in the MSA Health & Dental Plan, as are all full-time students (automatic enrollment). The student was guided to the website to better understand how to access their benefits and to watch instructional videos on how to download the Studentcare and Dialogue application for a better experience.

Samantha Hoover asked the audience if there were any more questions. No more questions were asked from the audience.

Samantha thanked everyone for the engaging questions and again, hoped that everyone learned

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something and knows that the MSA is always there for students. Students should feel empowered to visit the MSA and ask follow-up questions.

1.2 Concluding Statements, Appreciation & Adjournment

Samantha thanked all students, staff, and board in attendance at the AGM. She noted how amazing it was to be back in the Arnie, being able to support and connect students and looks forward to more opportunities to do so.

Samantha thanked the students and faculty from the Television Broadcasting program who worked with the MSA to facilitate the second hybrid AGM. She said the MSA is excited to continue working with them to increase participation, accessibility, and engagement across all satellite campuses.

Samantha, again, thanked the audience for their attendance again and asked for a mover and a seconder to adjourn the 2022 MSA AGM Town Hall.

**Moved by Ashik Ashik, seconded by Elizabeth-Joy Phillips to adjourn the MSA AGM Town Hall.**

**CARRIED**

The town hall adjourned at **7:49pm**.

DocuSigned by:  
*Elizabeth-Joy Phillips*  
E3817B5F13194C5...

12/7/2022

Elizabeth-Joy Phillips, President

Date

DocuSigned by:  
*Marc Iturriaga*  
A4D28B447F784AD...

12/2/2022

Marc Iturriaga, Executive Director

Date

DocuSigned by:  
*Karen Gomez*  
AEF3123F289A420...

12/9/2022

Karen (Paola) Gomez, Secretary

Date



**Item 4.2 – Mohawk Students’ Association Bylaws**

**Motion to consider: That the MSA Ordinary Membership approve the proposed changes to the Bylaws, effective October 4, 2023, with the exception that the proposed changes to Section 4.03 – Qualifications, sub-section (vi) related to grade point average, take effect on May 1, 2024. The sections for approval include:**

- Section 4.02 – Qualifications**
- Section 4.06 – Remuneration**
- Section 4.07 – Removal of Directors**
- Section 5.05 – Votes to Govern**
- Section 5.06 – Conflict of Interest**
- Section 6.04 – Executive Director**
- Section 14.01 - Referenda**

As of May 1, 2022, the MSA Board of Directors implemented a new governance structure, in which prompted necessary changes to a number of MSA policies and bylaws to be better aligned with the newly created structure. Governance Consultant Catherine Raso, of CMR Consulting, along with other Legal Counsel, assisted the MSA in redefining the governance structure and its necessary policies and bylaws.

The purpose of bylaws is to maintain consistency in the running of the business, or in the MSA’s case, our non-profit organization. These bylaws communicate organizational rules so internal disputes or conflicts can be avoided. In the simplest of terms, bylaws provide education, rules, and clarity for internal and external bodies regarding all procedures, documentation, accountabilities, and responsibilities.

For your review, a copy of the bylaws, as revised with rationale in chart form, is attached. In addition, a copy of the formatted bylaws is available for review here.

The proposed changes to the Bylaws include:

**SECTION 4.03 – Qualifications**

<p>Currently reads:</p> <p>a) Unless otherwise specifically provided for in this By-Law no person shall be qualified to be a director unless at the time of their election and throughout their term, shall be:</p> <p>iii. not employed as a <b>full-time employee</b> of the Association, unless they agree to resign their paid position as an employee of the Association <b>if elected</b></p>	<p>Changed to read:</p> <p>b) Unless otherwise specifically provided for in this By-Law no person shall be qualified to be a director unless at the time of their election and throughout their term, shall be:</p> <p>iii. not employed as a <b>full-time or part-time employee</b> of the Association, unless they agree to resign their paid position as an employee of the Association <b>prior to taking office</b></p>
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vi. have an overall passing grad point average of at least <b>sixty percent (60%)</b> ...	vi. have an overall passing grad point average of at least <b>seventy percent (70%)</b> ...
Intent: to revert back to the bylaw stipulating that Board members cannot be full-time or student staff (pre-2022) and to raise the GPA requirement to 70% as this is a passing grade in certain programs and Board members should be held to a higher level than other students. The GPA requirement would not take effect until May 1, 2024.	

**SECTION 4.06 – Remuneration**

Currently reads:	Changed to read:
(a) The directors and officer shall be entitled to be paid an <b>honorarium</b> ...	(a) The directors and officers shall be entitled to be paid a <b>Directors’ Fee</b> ...
Intent: to update terminology and to allow for flexibility in the payment schedule	

**SECTION 4.07 – Removal of Directors**

Currently reads:	Changed to read:
(a) The Board may, by resolution passed by at least two thirds of the votes cast at a Board meeting, remove any director before the expiration of their term of office, for violations of any of the Board's policies on code of conduct.	The Board may, by resolution passed by at least two thirds of the votes cast at a Board meeting, remove any director before the expiration of their term of office, for violations of any of the Board's policies on code of conduct. <b>Should the President be removed as a director, they shall no longer be eligible to maintain the position of President.</b>
Intent: to clarify that should the President be removed as a director; they can no longer be a full-time staff member in the role of President	

**SECTION 5.05 – Votes to Govern**

Currently reads:	Changed to read:
The major decisions shall include:	The major decisions shall include:
(a) determination of the capital requirements of the Association;	(a) determination of the capital requirements of the Association;
(b) acquisition of any property or interest therein;	(b) acquisition of any property or interest therein;



<p>(c) sale, lease, exchange or mortgaging of any property or interest therein;</p> <p>(d) entering into leases or terminating or modifying any lease;</p> <p>(e) the adjustment, settlement, or compromise of any claim, obligation, debt, demand, suite or judgment against the Association;</p> <p>(f) approval of the annual budget for the Association;</p> <p>(g) the suspension of the privileges of a member;</p>	<p>(c) sale, lease, exchange or mortgaging of any property or interest therein;</p> <p>(d) entering into leases or terminating or modifying any lease;</p> <p>(e) the adjustment, settlement, or compromise of any claim, obligation, debt, demand, suite or judgment against the Association;</p> <p>(f) approval of the annual budget for the Association;</p> <p>(g) the suspension of the privileges of a member;</p> <p><b>(h) removal of a director and/or Executive Director</b></p>
<p>Intent: to ensure that a vote to remove a Board member or Executive Director requires a 2/3<sup>rd</sup> majority, rather than a simple majority of 50% + 1</p>	

**SECTION 5.06 – Conflict of Interest**

<p>Currently reads:</p> <p>The Board shall establish and maintain a policy relating to real or perceived conflicts of interest. The Board shall be responsible for reviewing the <b>conflict of interest</b> policy of the Association on a periodic basis to ensure the policy is relevant and appropriate.</p>	<p>Changed to read:</p> <p>The Board shall establish and maintain a policy relating to real or perceived conflicts of interest. The Board shall be responsible for reviewing the <b>Governance</b> policy of the Association on a periodic basis to ensure the policy is relevant and appropriate.</p>
<p>Intent: to identify that there is no longer a conflict of interest policy as everything is now captured in the Governance Policy.</p>	

**SECTION 6.04 – Executive Director**

<p>Currently reads:</p> <p>If the Association employs an Executive Director they shall be responsible to the Board for the overall administration, service delivery and staffing of the Association. They shall attend all meetings of the Board and committees, unless</p>	<p>Changed to read:</p> <p>If the Association employs an Executive Director they shall be responsible to the Board for the overall administration, service delivery and staffing of the Association. They shall attend all meetings of the Board and committees, unless</p>
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<p>excused, serving in an advisory capacity without vote. Specifically, they shall be responsible for bringing in business to and marketing the Association; establishing the overall direction of the Association; determining the Association's strategies; establishing the initial conditions of all initiatives; and shall also be responsible for the financial management of the corporation. They shall keep the Board informed of the work of the Association by reports, and discuss with the Board the practices and methods through which it shall be conducted. They shall make such other reports as the Board require and they shall be an authorized signing officer of the Association. The job description of the Executive Director shall be established by the Board from time to time.</p>	<p>excused, serving in an advisory capacity without vote. Specifically, they shall be responsible for bringing in business to and marketing the Association; establishing the overall direction of the Association; determining the Association's strategies; establishing the initial conditions of all initiatives; and shall also be responsible for the financial management of the corporation. They shall keep the Board informed of the work of the Association by reports, and discuss with the Board the practices and methods through which it shall be conducted. They shall make such other reports as the Board require and they shall be an authorized signing officer of the Association. The job description of the Executive Director shall be established by the Board from time to time.</p> <p><b>The Board may, by resolution passed by at least two thirds of the votes cast at a Board meeting, remove the Executive Director for violations of any of the Board's or MSA Policies, only after a formal evaluation or investigation is completed.</b></p>
<p>Intent: to outline a process to be followed for the removal of the Executive Director.</p>	

**SECTION 14.01 – Referenda**

<p>Currently reads:</p> <p>Two (2) weeks' notice must be given to the student body before the referendum date. The Association referendum shall be open for a duration of at least three full college days. Only <b>Ordinary Members</b> are eligible to cast a ballot.</p>	<p>Changed to read:</p> <p>Two (2) weeks' notice must be given to the student body before the referendum date. The Association referendum shall be open for a duration of at least three full college days. Only <b>Eligible</b> Members are eligible to cast a ballot.</p>
<p>Intent: to allow that when a referendum affects students who are not Ordinary members, a determination will be made to stipulate who is eligible to vote in any particular referendum.</p>	

### **Item 4.3 – 2022-2023 Mohawk Students' Association Audited Financial Statements**

**Motion to Consider: That the MSA Ordinary Membership approve the 2022-2023 MSA Audited Financial Statements by MacGillivray Chartered Accountants, as circulated.**

#### 2022-2023 Financial Summary

MacGillivray Chartered Accountants and Business Advisors have audited the financial statements for the year ended April 30, 2023. The audited financial statements include the statement of financial position, statement of operations, statement of changes in fund balances, and statement of cash flows. The Independent Auditors Report concluded that the financial statements present fairly, in all material respects, the financial position of the Organization as at April 30, 2023, and results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (“ASNPO”).

During the summer (May–August), the COVID pandemic continued to have a significant impact on the number of in-person activities and services offered to students. Student services at that time were offered both virtually and in person such as Presto card support, career closet, legal counseling, food bank, grad photos, Health & Dental plan services, and more. At the onset of the Fall semester, COVID pandemic-related restrictions were lifted, and in-person operations were restored including festive events, clubs, and food services. The Cellar later opened in a limited capacity in January 2023. All departments saw full-time and part-time hiring return to pre-pandemic levels. Strategic Initiatives, Priorities & Board approved Budget Directives were in full force with movement being seen in each area. During the year, the MSA participated in two, free pilot products – Conversations (mental health support) and Virtual Health Care. The Board approved an extension of these services for September 1, 2023, to August 31, 2024 (Health & Dental plan year), at the April 2023 Board meeting. Although the Health & Dental fees have been increased for the following year from \$191.58 to \$230.00, the increase is not enough to cover the full cost of \$284.31. The MSA is going to subsidize an estimated \$720,000 to continue offering these products to students, and they will be funded in combination from the MSA’s Health & Dental reserve (\$816,458 as of April 30, 2023), as well as from MSA’s General Reserves (\$7,509,000 as of April 30, 2023), outlined in note 17. Subsequent Event.

The 2022-23 audit has confirmed a consolidated net income of \$237,902 which is comprised of a net operating income of \$173,895 and a capital income of \$64,007. Of the \$173,895, unrestricted operating income was \$207,265 and a \$33,370 loss resulting from the Health &



Dental Plan which is the difference between the fees collected (\$2,710,938) and premiums paid (\$2,744,308).

Below is a summary of the 2022-23 Capital Expenditures:

March 2023	Booster Juice – Ice Machine	\$5,915
April 2023	Director, Student Experience Team - Office Space (G110)	\$16,530

Total student fees collected in 2022-23 were \$3,345,040 compared to \$2,865,489 collected in the previous fiscal. Below is a summary of the various student fees collected and their annual fee.

Fee Description	2022-23	Annual Fee
General Fee	3,123,372	\$215.20
TriOS Fee	\$109,347	\$62.55
Continuing Education Fee	\$67,800	\$0.15/Student Contact Hour
Apprenticeship Fee	\$30,386	\$10.81
Presto Revenue	\$14,135	.5% of the 2.25% UCTP* Admin Fee

(\*note: UCTP University College Transit Pass)

The MSA’s financial position continues to be strong with unrestricted cash holdings of \$7,509,000 which will allow the Association to be flexible, support new endeavors and make enhancements to services and spaces adapting to the changing needs of students.

The MSA continues to advance the Strategic Initiatives, Priorities and the 2023-24 Board approved Budget Directives by creating a community in which students can lean on for positive experiences, relevant supports, a listening ear and a strong voice. The MSA has been dedicated to helping all Mohawk Students achieve personal success in their college experience and beyond by unwavering in our efforts to deliver service excellence to all students.

Full audited statement reports are located below for review.

**Item 4.4 – Appointment of 2023-2024 Auditors**

**Motion to consider: That the MSA Ordinary members approve the reappointment of MacGillivray Chartered Accountants to perform the 2023-2024 MSA Financial Audit.**