

DATE: TUESDAY, JANUARY 29TH, 2019

LOCATION: THE AUK'S LODGE (17:31)

Call to Order: Frost Student Association Town Hall Meeting

Roll Call of Members Present:

Amanda Moore, President
Shivam Parikh, Vice President
Patrick Santos, Director of Athletics
Adam Alaimo, Director of Sustainability
Victoria Hynes, Director of Student Life
Kelsey Reich, Director of Communication
Kieran Murphy, Director of Finance

Guests:

All students who attended the AGM
Sherry Polley, Office Manager
Bonnie Manintveld, Support Coordinator
Sarah Lancaster-Gilkes, Auk's Lodge Manager
Allison Smith, Grant Thornton Senior Accountant

Send regrets: N/A

Meeting Agenda:

I. Call to Order

II. Approval of Agenda

III. Approval of Previous Minutes

IV. Business

- 1) Financial Audit (Allison Smith, Senior Accountant)
- 2) Constitution Revision (Amanda Moore, FSA President)
- 3) Director Role Change
- 4) Shuttle Bus
- 5) Fitness Facility

V. Motion to Adjourned

Meeting Discussion:

Amanda welcomed all students to the 2018/2019 Frost Student Association (FSA) Annual General Meeting and introduced as the President of the FSA, as well as the chair for the meeting.

Amanda announced an extra shuttle bus is arranged for departure from campus at 6.30 pm, to accommodate students who attend the meeting.

Amanda declared the quorum reached at 5.31 pm with 86 students and began the meeting in session.

Amanda introduced the FSA members:

- Shivam Parikh, Vice President
- Patrick Santos, Director of Athletics
- Adam Alaimo, Director of Sustainability
- Victoria Hynes, Director of Student Life
- Kelsey Reich, Director of Communication
- Kieran Murphy, Director of Finance
- Linh, Scribe

Amanda briefed the voting structure by show of hands for the approval of today's agenda, the 2017/18 AGM Meeting Minutes, and the Auditor's Financial Statements. The attendees are to remain in silent during the meeting, only raise their hands when casting votes or wish to ask questions.

The notice of meeting was distributed to members via email on Monday, January 14th, 2019. By a show of hands, Amanda requested each member to approve the notice of the meeting if there are no objections. The members have approved the notice of the meeting.

Amanda announced the result is above quorum, declared the motion carried and moved on to the approval of the agenda.

Amanda introduced today's agenda of

- Financial Audit
- Constitution Revision
- Director Role Change
- Shuttle Bus
- Fitness Facility,

and requested each member to approve today's agenda of January, 29th, 2019 by a show of hands. The members have approved today's agenda.

Amanda declared the motion carried.

Amanda motioned to approve the AGM 2017/2018 minutes of February 21st, 2018.

The members have approved the previous minutes.

Amanda declared the motion carried.

Amanda introduced Allison Smith from Grant Thornton to present the FSA Financial Audit Report.

1) Financial Audit (Allison Smith, Senior Accountant)

Allison stated: "In our opinion, the financial statements present fairly, in all material respects, the financial position of the FSA as of March 31st, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations", and concluded all is in good standing.

Allison presented the Statement of Financial Position.

- The assets total of \$1,779,381 consists of the following
 - Cash – \$197,079
 - Accounts receivable – \$1,679
 - Due from Sir Sandford Fleming College – \$335,771
 - Auk's Lodge Inventory – \$2,798
 - Prepaid expenses (insurance and operating expenses) – \$10,499
 - Capital Assets (net worth value of building, furniture, and equipment) – \$1,231,645
- The liability total of \$60,157 consists of the following
 - Accounts payable and accrued liabilities – \$57,091
 - Loan payable to Sir Sandford Fleming College
 - Current portion of long-term debt – \$1,913
 - Long-term debt – \$1,153

Allison moved on to Net Assets held at the beginning of the year (\$223,056, \$1,192,845, and \$10,000) and Net Assets held at the end of the year (\$435,050, \$1,274,174, and \$10,000) for Unrestricted Net Assets, Invested in Capital Assets, and Capital Reserve, respectively.

Allison continued with the Statement of Operations, showing the Revenue and Expenditures. In particular,

- Revenue
 - Student activities fee – \$395,210

- Recreation and athletics – \$438,160
- Capital operations – \$132,280
- Auk’s Lodge – \$111,481
- Student transit – \$129,624
- Contribution from student health plan – \$49,300
- Other income – \$6,189
- Interest – \$5,244
- Total Revenue – \$1,267,488
- Expenditures
 - Salaries and benefits – \$141,919
 - Recreation and athletics – \$372,200
 - Capital operations – \$52,781
 - Auk’s Lodge – \$129,666
 - Student transit – \$100,220
 - Professional fees – \$39,463
 - Honoraria – \$44,763
 - Social and sporting events – \$31,062
 - Office – \$12,216
 - Facility fee – \$25,195
 - Dues and membership fees – \$1,419
 - Insurance – \$7,240
 - Conferences and travel – \$6,532
 - Telephone – \$3,127
 - Advertising – \$5,258
 - Interest and bank charges – \$1,104
 - Total Expenditures – \$974,165
- Overall, the excess of revenue over expenditures for the year 2018 is \$293,323, shows an improvement when compared to the year 2017 of \$106,599, is \$186,724. The conclusion is “the result is very favourable and to be congratulated”. Allison also expressed gratitude towards the Board and Sherry Polley, the Office Manager, for their assistance during the audit.

Amanda thanked Allison for the presentation and requested each member to approve the March 31st, 2018 Auditors Statement by a show of hands.

The members have approved the Auditors Statement.

Amanda declared the motion carried.

Grant Thornton, previously known as McCool Turner Special Accountants, has been affiliated with the FSA for four (4) years. This arrangement has been reviewed by the board of directors and it is recommended that the Grant Thornton Special Accountants be re-appointed as the auditor for the upcoming year.

By a show of hands, Amanda requested each member to appoint and approve the Grant Thornton Special Accountants for the coming school year, if there are no objections.

The members have approved and appointed Grant Thornton as auditors for the 2019/2020 academic year.

Amanda declared the motion carried and moved onto the next agenda topic, the FSA Constitution.

2) Constitution Revision (Amanda Moore, FSA President)

In April 2018, The FSA teamed up with law firm Borden Ladner Gervais LLP to review the 2012 Constitution in detail, update the material and have a better understanding of the document, thus review the FSA 2018 Constitution.

Both documents were distributed to members via email on Monday, January 14th, 2019. By a show of hands, Amanda requested each member to approve the 2018 Constitution.

The members have approved the 2018 Constitution Revisions.

Amanda declared the motion carried and moved on to the next topic, Director Role Change.

3) Director Role Change (Amanda Moore, FSA President)

Upon reviewing Director roles, the FSA has recognised the challenges that require the realignment of responsibilities by the Director of Finance to the Vice President and President, and create a Director of Community Outreach.

In particular, the Director of Finance has the following responsibilities:

- Signing Officer (from the period of September to April) – this will now be delegated to President and VP.
- Two (2) charitable/fundraising events
- Budget activities – now overseen by the FSA Office Manager/Accountant, Sherry Polley. The Office Manager/Accountant is required to attend the Board meeting at least once per month and liaising with the President and VP to ensure all account activity is in good standing.
- Organize change over retreat
- Legacy Report
- Contribute to Sustainability Report
- Other duties as prescribed by the Board

The Director of Community Outreach has absorbed the following responsibilities from the Director of Finance,

- Two (2) charitable/fundraising events
- Organize change over retreat
- Legacy Report
- Contribute to Sustainability Report
- Other duties as prescribed by the Board

as well as undertaking new duties, including,

- Outreach to Frost College Services (Indigenous Services, International Student Services, LGBT, Diversity, Mature Students, First Generation, etc.)
- Oversee Frost Clubs
- Communicate with Student Life to promote events

By a show of hands, Amanda requested each member to approve the replacement for the position of Director of Finance to the Director of Community Outreach, effective from the school year of 2019/2020. The members have approved the replacement.

Amanda declared the motion carried and moved on to the next topics, Shuttle Bus and Fitness Facility.

Amanda announced that the next two agenda topics of the Shuttle Bus and Fitness Facility will not be voted on by a show of hands today, but instead, will be held through a referendum to demonstrate sufficient student support. An email with the survey link is to be sent out at 7 pm tonight. The survey will be open for five (5) days. Each member must include their name and student number in order to vote. After the five (5) days period, the data will be collected, reviewed and distributed appropriately.

Amanda introduced the Director of Sustainability, Adam Alaimo, to discuss the Shuttle Bus.

4) Shuttle Bus (Adam Alaimo, Director of Sustainability)

Adam briefed the Shuttle Bus history, current status, operational costs and ridership, and future possibilities.

- Begun in September 2014 as a 3-year pilot project
- In following referendums, students continuously voted in favour of maintaining the service
- The current cost is \$38/student/semester, or \$76/student/academic year
- The cost per day is \$360.75, and per academic year is \$83,694.58 (Sep 2017 – Mar 2018)
- The current contract expires in August 2019
- Other service providers are taken into consideration but have not yet been finalized
- Ridership of 50 to 100 regular students during the week, and 2 to 7 students during weekends
- The new quote will increase overall operational cost by approximately \$50,000/year
- The college has agreed to contribute \$11,000 to help offset increase in student fees
- Student fee **increases** by a maximum of approximately \$23.00/student/semester
- The new fee will now be a maximum of approximately \$61.00/student/semester, or \$122.00/student/academic year (starting September 2019)

Adam discussed the available options in the referendum survey.

- The current bus schedule will remain (no changes to the number of runs). The college contributes \$11,000 to help offset the cost, and the student fee increases by a maximum of approximately \$23.00/student/semester.
- Terminate all weekend runs. Instead, add additional weekday runs (e.g. late evening runs). The college contributes \$11,000 to help offset the cost, student fee increases by a maximum of approximately \$23.00/student/semester.
- The current schedule will remain and all weekend runs to be terminated. The college contributes \$11,000 to help offset the cost and the student fee will not increase.
- Terminate the service. Students do not pay any fee for the shuttle bus.

Adam welcomed any questions regarding the Shuttle Bus service.

Amanda thanked Adam for the presentation and introduced Patrick Santos, Director of Athletics, to discuss the Fitness Facility.

5) Fitness Facility (Patrick Santos, Director of Athletics)

In preparation for the upcoming 2019/2020 academic year, two (2) Fitness Centre Membership options are to be considered.

- Lindsay Recreation Complex (133 Adelaide St. South, Lindsay, ON)
 - Aquatic Centre consists of a 25 m, 6 lane pool, small therapeutic warm pool, saunas, showers, changing room facilities, and two (2) ice pads
 - Fully equipped weight/cardiovascular fitness centre
 - Aerobic Studio, with cushioned maple floor
 - Squash Courts
 - Hours of Operation: 6 am to 10 pm Monday to Friday, and 6 am to 8 pm Saturday and Sunday
 - On-campus location
 - Variety of trending fitness programs
 - Professionally trained staff to assist in achieving individual goals
 - Only local fitness facility that offers shinny, public skating, squash and public swimming
 - Variety of Health and Wellness promotions and programs
 - Flexibility and cooperation with customers on type of programs offered
 - Significant savings off of regular membership rates
 - Membership rates of \$65.00/student/semester with the contract of one (1) year
- Spectrum Centre for Creative Fitness (38 Cambridge St. North, Lindsay, ON)
 - 12,000 ft² co-ed fitness facility, with over 4,000 ft² dedicated to free weight area
 - 2,500 ft² Women's Only fitness area

- 1,000 ft² Astro Turf training area
- Variety of equipment, including spin bikes, treadmills, elliptical, rowing machines, etc.
- Hours of Operation: 24/7 Access
- Office and Tanning Hours: 9 am to 9 pm Monday to Thursday, 9 am to 7 pm Friday, and 9 am to 1 pm Saturday and Sunday
- Sports Medicine Clinic
- Personal Training Packages, with beginner levels
- 50% Discount on Tanning rates
- \$20 refundable deposit activation fee for new membership
- Equipment additions planned, including plate loaded hammer strength and treadmills
- Membership rates of \$56.50/student/semester with the contract of three (3) years

Patrick welcomed any questions regarding the Fitness Facility.

One student raised the comment of the spin bike at the Spectrum Centre being too small.

A student understood that the fitness contract was once with the Lindsay Recreation Complex, and inquired explanation for the change in the fitness facility provider.

Patrick provided several reasons, including the lack of communication between the FSA and the City of Kawartha Lakes, student complaints in regards to space, inconvenient operational hours lead to congestion at peak times, student complaints were not addressed by management, etc.

A student suggested organizing a schedule or change the operational hours to avoid peak hours.

Patrick believed changing the hours is not possible as the Lindsay Recreation Complex is operated by the City of Kawartha Lakes. However, if the result from the referendum favours the Lindsay Recreation Complex, the FSA will take into consideration and to negotiate a student-only hour.

One student favour the Spectrum Centre but also expressed interest in the swimming pool of the Lindsay Recreation Complex. This student then suggested the pool-only access and/or any discount that may be included.

Patrick responded that a pool discount of half price per visit, is already available for student.

A student expressed her experience with the Lindsay Recreation Complex as “very small and crowded”, conflicts with the locals at the gym from equipment sharing, and favours the Spectrum Centre.

Patrick explained the argument of favouring the Lindsay Recreation Complex over the Spectrum Centre is due to the location and the distance, as the Spectrum Centre is located downtown of Lindsay, while the Lindsay Recreation Complex is located on-campus, thus more accessible.

One student expressed concerns regarding the environment at the Spectrum Centre as being “intimidated”.

A student requested the usage data of each gym centre.

Patrick believed 800 students have signed up at the Spectrum Centre but does not have data on the number of visits.

Amanda thanked Patrick and all students for their questions, and reiterating that the referendum will take place tonight starting at 7 pm and will be running until 7 pm on Sunday, February 3rd.

Amanda invited anyone who has questions or comments about the business to come and speak to the Board members after the prizes have been drawn.

Amanda showed gratitude to all who attended and taking an interest in the FSA business, as well as the support provided for the following year.

Amanda motioned to adjourned the meeting at 18:09.

All approved.

Meeting Adjourned at 18:09.