

The Landing Board Meeting  
Wednesday Sept 23, 2015 8:45am to 9:45am  
0-77 SUB

Attendance: Laura Collison, Colleen Pirie, Cody Bondarchuk, Chris Daberer, Jane Lee, Parker Leflar, Kelin Flanagan, Victoria DeJong

**Start: 8:50am**

1. Introductions
2. Society Application (Parker)
  - Received returned application for edits - had a numbering error, required more specificity in the notice to members section. Need to resign paperwork.
  - Also need to do a notice of address (to be signed by one person) - Laura took that on
3. Insurance (Parker)
  - Process has been started, contacted a broker, received forms to fill out.
  - Cody will check what happens if insurance is not received by Sept 30
4. Opt-out numbers
  - 439 opt-outs so far - this will close on Sept 30, so we will have a final budget then
5. Family and Community Safety Program Grant (Colleen)
  - We will need to resubmit evaluation plan, a budget. Original budget we set for the grant was \$494,500. \$474,500 - took off the money from the SU. The entire amount has been approved, however will be \$158,333 for first year. (Second & third pending.) Could potentially carry over up to 10% of this grant, but would like to aim to spend it all.
  - Also, this isn't a permanent grant - it won't always be in place for the Landing, so it does make financial sense to use it.
  - With the grant, we have money to do evaluation, research, contract experts - could provide innovation.
6. Budget
  - Colleen & Parker are working on an updated budget with the Family and Community Safety Program Grant in mind.
  - DFU funds can be carried over.
  - We don't currently have a treasurer - but it might be a good idea to make a working finance/budget committee so that the staff aren't working in isolation
    - i. Jane, Cody, Laura will contribute to this

## 7. Gateway interview

- Gateway wants to do a full report next week on the Landing's finances in the context of how DFU money is being spent - we may need to defer this given budget changes
  - i. We could also present the proposed budget, with the context of "This was our plan, we were lucky and got this grant and just found out about it so we're working on revising this"
- As we got the grant and don't need to spend the DFU money right away, we should be aware of PR of collecting a fee to not use it.
- Be aware as well that the DFU wouldn't be sufficient 3 years down the road - so focus on being proactive about gaining more support from other areas.
- DFU allowed us to attract other budgets/money.
- Chair is comfortable doing interviews as requests come in

## 8. Purchasing and cheque requisition process

- We need a process. We also need signing authorities
- If the department has approval from SU, then board signatories just have to approve cheques. Staff would fill out cheque rec as normal, and then two people from the board would need to sign as department head approval - the Treasurer and then a second (could be anyone on the board). All board members can - but in practice, likely will be the one on campus. If Treasurer is off-campus, could also use email for signing.
- SU Cheque deadline is Wednesday at 10am, so if we set an internal deadline for Fridays (end of day) for cheques to be submitted, that gives us 2 business days to collect signatures.
- Need to give a list to SU of the people that can authorize the request.
- Until we get that set up, Parker will proceed as usual.
- Cody will bring agreement next meeting to get this set up.

## 9. Board recruitment (Laura)

- General board call that others use - both Jane and Chris have descriptions that they can pass on to Parker
- October is a good time to focus on student recruitment
- Cody's position on the board came around from a joint resolution before the Landing board was formed - the SU approved it, but the Landing board hasn't officially
- Cody/Victoria move to enter a Joint Resolution with the Students' Union to permanently appoint an ex-officio seat on The Landing Board of Directors for the Students' Union Vice-President (Operations & Finance).

## 10. Program manager recruitment / HR committee

- Parker is leaving the Landing as of October 14

- Suggestion to revisit the staffing/compensation
- With the change in budget, change in staff - we should consider having an HR committee to look at the staffing support, look at job descriptions and reporting structure
  - i. Suggestion to have it combined with Finance committee - Finance and Admin. At this time, it might make sense given our board size.
- Jane has history of how the current structure evolved. We could look at SU Services to compare position levels/responsibility if we want a template - nice for consistency for collaboration, but doesn't need to be identical
- Would we want to move to an ED position?
  - i. Likely yes, given how the program has already evolved
- Finance/Admin committee will meet soon and review hiring/compensation/structure etc - including part time staff
  - i. Need to remember that we have to re-submit a budget for the grant. Training sessions will be set up for the specific documentation as well.
- Chris will join the Finance/Admin board (previous experience with HR committees on other boards)
- Action: Cody will set up the first meeting for this committee

#### 11. Quick update - Rainbow Welcome Week (Chris)

- Second year running, things have been going really well - Chris has been tabling
- Sept 24 focuses on the Landing a lot
- Good sense of people having heard of the Landing and Rainbow Welcome
- Last year, people heard about the Landing through word-of-mouth; this year, brand new people are coming to the Landing without knowing anyone involved already
- Events run until Saturday
- The Landing/Campus and Community Recreation event on Thursday

#### 12. Quick update - SU Gender policy (Victoria)

- Students Council just passed the Gender Policy
- The Gateway has an article about it that came out today (Parker is quoted in it!)
- SU will be trying to work with the Landing on things that line up - for example, washroom signage (signs for nearest all-gender washrooms, starting in SUB)

#### 13. Outreach to other campuses (Laura)

- Think about CSJ, Augustana outreach
- Board recruitment for students at large - include those campuses

**End: 9:32am**

