

1. Call to order
  - Meeting is called to order at 4:06pm.
2. Check in
3. Approval of Agenda
  - Motion to approved anonymous
4. Approval of Minutes
  - One amendment was proposed by Rebecca, which was proposed. The finalized minutes will show this change.
  - Motion to approve minutes **held**.
5. Reports
  - Chair
    - i. No report was given.
  - Treasurer
    - i. Collen and treasurer met with government reps today who were associated with the grant that funds the Landing.
    - ii. Some concerns emerged about the Landing's mandate and the risk that the Landing isn't currently fulfilling its mandate. The Landing is a young and changing organization. Budget revisions will be done with Colleen and Rafiki, but there is the concern about losing the government line of funding, specifically looking at the risk of providing the funding.
      1. In what way are we not fulfilling the mandate?
        - a. The perception is that the Landing has spread itself too thin or that it is not having the impact that was described in the government grant. Perception that there is confusion about what the Landing is currently doing vs. what was said in the grant application.
        - b. Revisiting to the logic model and general operations to compare with the mandate.
    - iii. Budget will be passed in the next meeting just to allow for good direction from the staff to ensure proper facilitation.
      1. There will be less timing due to the time of the government funding expiring.

- 2. The budget will force discussion to be had about the programming that is offered and how to balance operations/expectations and what the Landing can actually deliver, both financially and within the budget.
  - iv. 1400-1500 (5%) students opt out of the fee, approximately \$3000. It's unpredictable and done per/semester. This was the figure that was budgeted for the expected "worst-case scenario" situation.
  - v. For the mandate that was used for the grant, can this be made accessible?
- ED
  - i. Rafiki and Colleen will provide staff updates.
    - 1. Rafiki has been involved with Pride Week and ensuring presentations and drop in hours are still being fulfilled. The whole team has been stepping up to make up for the lack of ED.
    - 2. The intersectionalities of queer symposium was this past weekend and went well, along with the usual weekly program.
    - 3. Drop-in space is more popular now with consistent usage during operational hours.
- Stakeholders
  - i. Council – Ilya Ushikov and Robyn Paches have been elected to the Students' Union Executive for the 2017-18 academic year.
  - ii. Outreach drag show went well, along with their other Pride Week events!
  - iii. iSMISS – Pride Week was a great success. Rafiki did fantastic for maintaining a great listening space at the symposium. Mickey Willson has been terminated from his position of ED of the Pride Centre, so there has been an increased demand for support outside of the university community.
- Committees
  - i. Finance – Most efforts have been spent crafting the skeleton of the budget to ensure that it's ready.
  - ii. Admin
  - iii. Policy – The main priorities are now board recruitment and personnel policies. Volunteers were in attendance.
    - 1. Q: If staff sees a need for policy, what would the process be for building the policy?

- a. If it's at the board level, a board member can develop a policy alongside us. If it's operations, nothing can be approved without staff members.

6. Discussion

7. Business

- Rest of Term plan

- i. What do you need for the rest of the term? For volunteers and staff.
  - 1. Support and navigation for Rafiki and Colleen as they take on more of the responsibilities that would have been held by the ED.
  - 2. Conversations about the risk of potential funding loss from the government. How can we ensure this doesn't happen? How can we increase funding?
  - 3. Ensuring that volunteers are signing up for shifts and keeping the space open. We want the volunteers to be supported and making sure that people are in place to keep promises for planned presentations.
    - a. iSMISS can take presentations that the Landing might not have the capacity to do so.
  - 4. Rafiki is currently being paid on a wage basis, but chair wants to see an increase up to 30 hours/week, a change from the 20-25 hours/week that is currently funded.
    - a. Motion to increase budgeting to allow for Rafiki to work up to 30 hours/week, with the minimum expected hours being 20 hours/week.
      - i. Are there ways we can support you better?
        - 1. Having people for Rafiki can speak to as a general stress reliever will help manage
      - ii. Motion **passed**.
  - 5. Having board members continue to pop-in to visit the space is still supported as well. Francesca and Batul stopped by recently.
    - a. Is there a preference for group board presence? Or 1-on-1?

Commented [Office1]: Volunteers are burnt out.

- i. There would be a preference for individual board members to take the time to individually meet and establish relationships with the volunteers.
  - ii. A concern was raised that we don't want to take away space from visitors who utilized the space.
    - 1. There are two options. A separate space can be established to have communication with volunteers or they can casually visit the drop-in space. This is largely based from operational capacity.
  - iii. It would be nice to have events between volunteers and board members, especially for those who work off-campus.
  - iv. This can be a growth process, with communications being had when new board members are introduced, mainly for context and deeper understanding of the policies that are being discussed.
  - v. There is still a lack of communication and compassion from board members towards the volunteers. Specifically, towards emails that are being sent out to specific board members (Ben and Cody). This can be challenging and can prevent a healthy relationship between volunteers and the board. There is a strong desire to have a healthy and strong relationship between the board and volunteers moving forward. Conversations will be had following the meeting.
- ii. Volunteer recruitment and applications are beginning soon. There will be some restructuring to allow for a variety of volunteers to focus in different areas, preferably ones that they are most comfortable with.
    - 1. The ideal number would be 30-35 volunteers to allow for maximum support for volunteers.

2. The idea of team leads was discussed with the former ED, with 3 team leads (education, events, etc.) being filled for returning volunteers and can allow for mentorship opportunities to better benefit new volunteers.
- iii. The original plan was for the grant to be divided in thirds. There is a risk that the third amount for the funding to not be expanded from March 31<sup>st</sup>.
    1. A review needs to be seen how the mandate that was mentioned in the grant matches with the current actions and things done by the Landing.
    2. There was concern about the lack of pride breakfast, less outreach education sessions, less tabling. They want to see where the energy is going and want to make sure that the actions are still fitting the mandate. Furthermore, there needs to be a greater distinction about the specific roles and mandate for the Landing.
    3. It factors in the activities, but also the population served. The Landing needs to collect the right metrics to document the population served in a usable fashion. Drop-in/event stats, along with administrative duties, can be collected more efficiently to provide an explanation for why there may have been a shift from the proposed mandate.
      - a. Conversation can be had with the volunteers to aid in this process once more information is obtained and clarification is obtained.
        - i. Mentioned that the Landing is the only organization on campus, aside from APIRG, that has a volunteer with a cognitive disability. This has greatly benefited the Landing community and the members they serve.
- ED Hiring timeline
    - i. General review of the ED and Rafiki's job description to match with the evolution of the jobs and their tasks.
      1. All supporting documentation can be brought to allow for proper review and the balance of duties and responsibilities between ED and other roles.

2. There is a lack on anti-O mentioned in the job description, with it only being mentioned in the end. There is the recommendation to re-write the entire document to allow for anti-O to be throughout the job posting.
  - a. Editable document will be posted to allow for suggestions.
3. When are we hoping to have a new ED in place?
  - a. May 1<sup>st</sup> would be ideal, since planning can be done over the summer.
4. Posting by the end of March (30<sup>th</sup>) or mid-April (10<sup>th</sup>) and to keep it up for 3 weeks, with the posting closing on the 21<sup>st</sup> - May 1<sup>st</sup>. Final interviews can be done the following week with the ED being in the position by early-mid May.
5. Hiring committee/working group formerly featured 5 members, but it's recommended to have limited amount of people hosting standard interviews. Last term, the finalists was sit down with staff and volunteers to observe the feel and more specific questioning.
  - a. Last time, it went over well for the staff and volunteers to meet the applicants, largely to have an input.
  - b. There is a concern that having a new bunch of new board members go through the interview process could cause concern and stress.
  - c. Q: Is it possible to have volunteers on the hiring committee? How will the board will make a decision with lack of anti-O training, considering the importance of the role of anti-O within the Landing?
    - i. Training can be provided to ensure board members will have some knowledge of anti-O training.
    - ii. The members of the hiring committee will have some anti-O training.
  - d. Motion to create the ED Hiring search committee.
    - i. Motion **passed**.

- Board Recruitment

- i. Discussion will be held on the 21<sup>st</sup> to decide who the volunteer board rep will be made.
  - ii. There are currently 10 people on the board, with 6 of the 10 changing on April 30<sup>th</sup>.
    - 1. Student reps seat change in October, along with the volunteer rep, but changes can be made with the late addition. SU staff, council, reps, along with Outreach and community reps are changing in April.
    - 2. For the community reps, a post would be made to encourage people who are not formally involved with campus or the Students' Union to apply. There is no commitment for a replacement for SU staff. For the SU exec, it is still designated to VP Ops Fi. OUTreach election is in April and the SU council seat will be elected during the first meeting in May.
      - a. The community reps represented the largest challenge due to the wide outreach.
      - b. A policy made to address will be made in the upcoming months.
      - c. Motion to create a recruitment committee, **passed**.
    - 3. Is there a reason why student reps to transition in October?
      - a. The general reason was for the ease to get students in the fall.
- Closed portion
    - i. Motion to go in camera at 5:24.
    - ii. Motion to go out of camera at 5:31 pm.
8. Adjournment
- Meeting adjourned at 5:31 pm.