Student Association of George Brown College
Board of Directors Meeting Agenda
Date: Monday, August 17, 2017
Time: 2:00pm – 4:00pm
Location: Casa Loma – Games Room

Board of Directors – Voting Members:	
Executive Members:	
Director, Communications & Internal	Riddhi Modi
Director, Campus Life	Mercedes Burrowes
Director, Education	Tiffany White
Director, Equity	Alex Stewart
Director, Operations - Interim	Francis Torres
Campus Directors:	
Casa Loma Campus Director	Jasmyn St. Hilaire
St. James Campus Director	Francis Torres
Satellite Campuses Director	Ashley Cammisa
Waterfront Campus Director	**Vacant**
Educational Representatives:	
Arts, Design and Information Technology Representative	Alejandro Prieto
Business Representative	Ron Greenberg
Community Services and Early Childhood Representative	Tisha Graham
Construction and Engineering Technologies Representative	**Vacant**
Health Sciences Representative	**Vacant**
Hospitality and Culinary Arts Representative	Chioma Adaeze Ogbonna
Preparatory and Liberal Studies Representative	Vanessa Truong
Constituency Representatives:	
Accessibility Representative	Yuseph Jackman
First Nations, Métis and Inuit Students' Representative	Leslie Van Every
LGBTQ Students' Representative	Garth Vernon
International Students' Representative	Kushagra Manchanda
Women and Transgendered Students' Representative	Tiah Beckles
Black Students' Representative	Sabrina Mohammed
Non-Voting Members:	
General Manager	**Vacant**
Resources:	
Chair	Alastair Woods
Operations Manager	Faris Lehn
Equity and Advocacy Manager	Rosalyn Miller
George Brown College Representative	Gerard Hayes
Minute Taker	Jessica Pasion/Tiffany White
Interpreters	
Guests:	Dialog Staff

Student Association of George Brown College
Board of Directors Meeting Agenda
Date: Monday, August 17, 2017
Time: 2:00pm – 4:00pm
Location: Casa Loma – Games Room

1. Roll Call:

Board of Directors: Voting Members	Present	Absent	Regrets Sent
Executive Members:			
Director, Communications & Internal			
Director, Campus Life			
Director, Education			
Director, Equity			
Director, Operations - Interim			
Campus Directors:			
Casa Loma Campus Director			
St. James Campus Director			
Satellite Campuses Director			
Waterfront Campus Director	N/A		
Educational Representatives:			
Arts, Design and Information Technology Representative			
Business Representative			
Community Services and Early Childhood Representative			
Construction and Engineering Technologies Representative	N/A		
Health Sciences Representative	N/A		
Hospitality and Culinary Arts Representative			Yes
Preparatory and Liberal Studies Representative			
Constituency Representatives:			
Accessibility Representative			
First Nations, Métis and Inuit Students' Representative			
LGBTQ Students' Representative			
International Students' Representative			
Women and Transgendered Students' Representative			
Black Students' Representative			
Non-Voting Members:			
General Manager	N/A		

Student Association of George Brown College
Board of Directors Meeting Agenda
Date: Monday, August 17, 2017
Time: 2:00pm – 4:00pm
Location: Casa Loma – Games Room

Land Recognition Statement:
I would like to take a moment before we continue to recognize that as many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississaugas of the New Credit First Nation and that we are here because this land was occupied. In recognition that this space occupies colonized First Nation territories, and out of respect for the rights of Indigenous people, it is our collective responsibility to honour, protect and sustain this land.

2. **Call to Order**

   Time:

3. **Approval of the Agenda**

   Be it resolved that the Board of Directors accept the agenda as presented. Any amendments to the Agenda should be made at this point in time.

   Moved by: Riddhi Modi, Director of Communications and Internal
   Seconded:
   Vote:

4. **Speaking Time**

   Be it resolved that the Board of Directors, resource persons and guests respect Robert's Rules of Order and, when invited to speak by the Chair, limit their speaking time to 3 minutes per item.

   Moved by: Alex Stewart, Director of Equity
   Seconded:
   Vote:

5. **Limitation of Speakers**

   Be it resolved that all discussions and/or debates be limited to four (4) speakers for and four (4) speakers against each individual motion.

   Moved by: Tiffany White, Director of Education
   Seconded:
   Vote:

6. **Approval of Meeting Minutes**

   Whereas the meeting minutes from the July 17, 2017 board meeting requires approval (see Appendix I); therefore

   Be it resolved that the Board of Directors accept the meeting minutes as presented (please refer to Appendix I). Any amendments to the meeting minutes should be made at this time.

   Moved by: Riddhi Modi, Director of Communications and Internal
   Seconded:
   Vote:

7. **UPDATE: IT Fees**

   Presentation: George Brown College

8. **UPDATE: SA AGM accessibility report (Tabled from July)**

   Whereas the Student Association mission statement declares that the Student Association is "committed to supporting each other in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, equitable and accessible environment"; and

   Whereas an accessibility audit was delegated by the Executive committee to the Accessibility representative in the 2016-2017 term, which was completed by the Community Action Centre, based on the most recent Student Association General Meeting; and

   Whereas simple changes in planning could allow the Student Association to move towards barrier-free General Meetings and Special Meetings of the Members where all members can fully participate; therefore

   Be it resolved that the Board of Directors of the Student Association of George Brown College accepts and adopts the recommendations made in the SA AGM Accessibility Report (Appendix 3) and Timeline Checklist (Appendix 3.1).

   Moved by: Alex Stewart, Director of Equity
   Seconded:
   Vote:

9. **Other Business**

10. **Motion to Adjourn**

Moved by:
Seconded:
Vote:

APPENDIX 3, 3.1

<u>(SA AGM accessibility report, Timeline Checklist)</u>

Accessibility Audit
Student Association Annual General Meeting
March 6th 2017

For the Attention of the: Director of Communications Internal, Equity and Advocacy Manager and Director of Equity

RATIONALE
According to the Student Association's mission statement, the SA is committed to "the provision of services in a safe, **accessible** and equitable environment" (bold mine). By modelling fully accessible spaces at the SA, the SA demonstrates to students and administration what true inclusion might look like at George Brown College and allows membership to participate fully. Creating accessible spaces also helps students assert that accommodations are not too difficult or expensive. The SA can lead the charge for accessible campus events by modelling it at the biggest SA meeting for membership (the Annual General Meeting). At the Annual General Meeting, the priorities of the strategic plan highlighted included increasing accessibility and student engagement. Both of those goals are accomplished when the SA creates accessible spaces.

Accessibility was also specifically investigated by the Deputy Returning Officer and highlighted in the Chief Returning Officer's report on the 2017 spring elections at the Student Association. Of those recommendations discussed, several that were successfully implemented such as targeted AODA training for interactions with membership, larger print font on posters and documents (ie ballots) can be easily replicated for the AGM. Although the report connotes recommendations that were not followed through on, many have been adapted and included in this report. By implementing these recommendations, the SA would be able to report back the success of putting the CRO's report into action.

METHOD
I used the free Accessibility Audit Template provided by the Radical Access Mapping Project in Vancouver. Though not exhaustive, this audit is a comprehensive checklist of elements of accessibility of the space and how the event is run. I also used the checklist produced by George Brown College on Planning an Event to Ensure Accessibility to inspire further comments. My lens of accessibility has been developed by workshops on accessible activist spaces hosted by Tools for Change, the accessibility planning written into the events planning package at the Community Action Centre, recommendations from the accessibility support staff and lived experiences of membership with disabilities who access the Community Action Centre.

KEY RECOMMENDATIONS
These recommendations have been divided into the following sections. Recommendations are based not only on the audit itself but feedback from students in attendance as well. Though the sections are meant to organize the feedback gathered, they are not entirely distinct. All accessibility recommendations impact participation of membership in interlocking and complicated ways. They are jumping off points that all impact each other. Improving accessibility benefits the SA in many different ways, including allowing for better student

participation. The recommendations listed are comprehensive and achievable. We can be more accessible. It is not too hard or too expensive.

The majority of the recommendations are zero-cost actions that can be done through planning and care. The recommendations that are italicized are adapted from the CRO's report.

ENGAGEMENT
Allowing for enough time to outreach to membership is an accessibility issue. Membership need enough time in advance to prepare for the AGM, to plan to attend and know that their participation is valued.

- Announcement of the AGM included in SA newsletter and on social media one month prior to the meeting
- Announcement of the AGM replicated in special bulletin to all student staff and other newsletters that engage members by SA departments (ie Clubs, CAC)
- **Posters in accessible font hung in SA and around campus spaces one month prior to the meeting including accommodations such as:**
  - **ASL**
  - **food provided (with vegan and gluten free options)**
  - **request for members to avoid wearing strong scents to maintain a scent-free space**
  - **child minding being available or on request**
  - **what students need to register (ie student card or other ID) and contact information for members to make further accommodation requests (ie dietary restrictions, ASL, child minding)**
- Poster playing on all SA screens for a month prior to the meeting
- Having the agenda for the AGM made available for all members two weeks prior to the meeting in large font and accessible font at SA offices, including information about how to register for the AGM and what is required to do so in printed large font copies via the SA offices at all campuses
- Posting the agenda, cheat sheets and registration information on the homepage of the SA website two weeks prior to the meeting, along with further accessibility resources
- Announcing accommodations and linking to documents on SA social media
- Board members completing class talks to members in the two weeks leading up to the AGM
- Tabling outside the King's Lounge the week before the AGM with accessible promotional materials (ie large font posters, agenda) in the week before the AGM
- At registration, having a greeter to welcome members and take care of spur of the moment accommodations (ie if someone needs the interpreters or someone needs a quieter space than the registration table)
- Making the registration table a welcoming spot for members to land with balloons, banners and snacks
- Ensuring that staff are following a registration script which uses accessible plain language
- Making accessibility options visible and clearly apparent, along with the point person for accommodations throughout the meeting
- Ensuring that staff wear identifying name badges with name/pronoun/their role

- At the beginning of the meeting the speaker can:
  - Identify where the washrooms are, including accessible and gender neutral washrooms
  - Offer options for membership engagement (ie texting a question to the speaker or having an active listener who can ask their question instead of talking at the mic)
  - Indicate how membership should report on going accessibility needs or accommodations
  - Indicate how membership can ask questions throughout about procedure or documents (ie identify an active listener)
  - Indicate how to not be photographed or recorded
  - Indicate where water is for membership
- The speaker asking for feedback and clarification throughout provides an opportunity for folks to identity any changing accessibility needs
- Offering multiple ways for members to engage outside of getting up at a mic (ie having an active listener present or texting a number with their comment)
- Having a staff member be in charge of running the mic during the AGM
- Having a staff member responsible for accommodations throughout the AGM and introducing them to the membership as the meeting starts

PHYSICAL ACCESSIBILITY

All members need to be able to access all aspects of the AGM to participate fully in meaningful ways. Providing all possible physical accommodations show a level of care to members who need them, as they don't have to do the labour of requesting accommodations.

- Consistent directional signs in place at least an hour before the AGM with large (22pt) bold font, hung 5ft off the ground from all college entrances, stairwells and elevators to the location of the AGM in high contrast colors (yellow/blue)
- Setting up at least an hour before the AGM and clearly mark the space so that members know which area is the AGM
- Keeping the main area around where the meeting is to be held relatively quiet (free of distracting chatter and background noise)
- Highlighting a clear, non-cluttered route to enter the AGM space easily accessed by mobility devices, including wheelchairs
- Offering a variety of seating, including alternatives to flat back folding chairs (armchairs, high backed chairs, rest seating)
- **Booking at least two ASL interpreters in advance of the AGM**
- Giving interpreters advance notice to look over all agendas and materials
- Accessible seating clearly indicated and marked off (ie where members can best see ASL interpreters, where folks can read lips, areas with room for mobility devices)
- Arrange the seating in such a way where membership can easily leave their seat and return without having to shuffle through rows. Allow for multiple, clear exit paths
- Water provided to membership as well as the board
- Having a seating area at the registration table for members who can't stand for long periods while ensuring their place in the que is maintained
- Providing magnifying screens for members with low vision at registration tables
- All food provided including substantial vegan, halal and gluten free options

- Offering the ingredients list for all food
- Providing TTC tokens to students who attend
- Clearly marking accessible entrances from accessible TTC stops to the location
- Arranging for child minders so that members who are parents can participate fully in the meeting (perhaps use the Quiet Lounge as a child minding space with games and activities)
- Having a mix of soft lighting as an alternative to the overheard fluorescents
- Being aware of possible glare of light reflected from the floor (ie do not wax floors too shiny)
- Offering all documents in large font versions with all the same coloured, high contrast font and a legend for any changes (ie what does it mean when things are crossed out)
- Creating a "cheat sheet" for the SA AGM which covers:
    - What the voting card means and how to use it
    - What Robert's Rules mean (refer to Robert's Rules cheat sheet)
    - Options for participation (ie texting a question)
    - Contact person for accommodations
- Adding page numbers on all documents
- Displaying all written content in large font on a screen that is unobstructed by the board members
- Providing fidget toys and coloring for members who listen better when fidgeting
- Ensuring all accessibility buttons for opening doors are unobstructed by garbage cans

CONSENT

Consent is an accessibility issue. When members don't know how photos are being used or whether or not they can participate if they don't want to be recorded, it is a barrier to contributing to the meeting.

- Formally identifying all people with cameras and letting members know what will be captured as far as pictures and films, how it will be used and where the content might live (ie social media, reports etc.)
- **Giving membership clear ways to revoke consent from being photographed or filmed which does not bar people who want to speak from participation**
- Posting notices in the space in a large font letting members know what is being captured, why and how to revoke their consent for this
- Having the chair of the AGM confirm that folks are understanding before continuing with the agenda
- Making clear on event descriptions and advertising that the King's Lounge will not be open and the space will not be functioning as a bar during the AGM (ie it is a sober space)
- Indicate the anti-oppression policy of the SA at the beginning of the AGM and how to report any harassment (and to whom)
- When registering students, staff ask for the student's name and pronouns. Staff then register the student under their name, regardless of whether their legal name may be different
- Ensuring that the registration table greeter is trained to hold people's accommodation information in confidence through consent training

- Positioning the registration table greeter so that they can speak confidentially to members about their accommodations without having to disclose publically in front of other members
- Outlining the conditions of child minding available (will there be programing or just general toys, qualifications of child minders)
- Prior to the AGM, offering AODA training specifically on disability competent service provision
- Host a role play session on assisting various members of various disabilities with accommodations throughout the meeting for all involved SA staff

CONCLUSION

Many of the presented recommendations are easy to do. The awareness of accessibility and making barrier free access for members a priority is not only good policy; more students will be able to access the AGM and participate in meaningful ways.

SAMPLE TIMELINE FOR SA AGM

RATIONALE
This sample timeline has been prepared as an appendix to the March 2017 Accessibility Audit.

DEADLINE	ACTIVITIES
Three months before AGM (June 2017)	☐ _____ to look for spaces that are accessible, fewest barriers. ☐ _____ to research what kind of AODA training options could be made available to board members. Plan for training to happen one month before the AGM with a month's notice. ☐ _____ to secure academic amnesty from the college for the AGM. ☐ _____ to source ASL interpreters. ☐ _____ to book space for AGM. ☐ _____ to book a child minding space.
Two months before AGM (July 2017)	☐ _____ to get board members' availability for the AGM. ☐ _____ to announce date for AODA training for the board in relation to the AGM. ☐ _____ to reach out to education reps with class talk script for AGM, expectations and timeline. ☐ _____ to send a design request for the poster and Dialog ad to Graphics. Include all accessibility measures that have been confirmed, contact person and deadline for accommodations. ☐ _____ to run a physical accessibility audit on the space – what needs to happen so that most physical accessibility recommendations can be implemented? ☐ _____ to confirm child minders. ☐ _____ to confirm two ASL interpreters. ☐ _____ to book space in high traffic areas to table between September 11th and September 22nd to outreach about the AGM for a total of four times lasting three hours each. Submit to the board and get two board members to sign up per shift.
One month before AGM (August 2017)	☐ _____ to create roles for board members to fill during the AGM (ie child minder, active listener, food handler, registration etc) ☐ _____ to encourage board members to sign up for roles and ensure every role is filled. ☐ _____ to ensure that accessibility and AODA training is booked and will be completed by all board members in regards with the AGM. ☐ _____ to make sure the poster is completed and ready. ☐ _____ to send the poster to all board and education reps. ☐ _____ to poster the collage and SA spaces. ☐ _____ to create a Facebook event for the AGM.

	☐ _____to prepare social media posts about the AGM and submit through the social media request form including countdowns to documents being released, info re: academic amnesty etc.
	☐ _____ to ensure all SA screens are running the AGM poster.
	☐ _____ to send graphic to the Dialog.
	☐ _____ to draft a motion to amend the SA Bylaws to include ASL as a mandatory service to be offered during the SA AGM
	☐ _____ to confirm catering for the AGM including water, coffee and multiple dietary options (vegan, halal, gluten free)
Three weeks before AGM (August 28th-September 6th 2017)	☐ _____ to review drafted agenda and supporting documents for the AGM. Make any edits, amendments or changes during this time. Confirm and finalize the agenda and supporting documents in a format to be released publically (ie clearly indicated where changes are to be noted, editable font sizes).
	☐ _____ to develop a plain language script for staff at the registration table to follow, highlighting consent and accessibility.
	☐ _____ to create a checklist for the speaker to cover of all accessibility options including basic housekeeping (location of gender neutral bathrooms, breaks, timelines, etc) and how to revoke consent for being filmed or photographer. Include thank yous for after the meeting.
	☐ _____ to create a "cheat sheet" for membership around how to participate in the AGM including active listeners or point people for accommodations the day of.
	☐ _____ to develop a plain language script for staff at the registration table to follow, highlighting consent and accessibility.
Two weeks before AGM (September 6th - 13th 2017)	☐ _____ to make agenda and all supporting documents available in print copy and large font copy at all SA offices for membership.
	☐ _____ to post the agenda and supporting documents on the SA website, accessible via a homepage link.
	☐ _____ to send all documents to the ASL interpreters to look over.
	☐ _____ to ensure two board members have tabled at least once for a minimum of three hours at a time about the AGM.
	☐ _____to send script to all board members working the registration table before their shifts.
	☐ _____ to draft a room plan of what the AGM can look like, given the space, based on the accessibility audit.
One week before AGM	☐ _____ to ensure board members table at least three separate occasions for a minimum of three hours at a time about the AGM.

(September 13th-20th 2017)	☐ _____ to secure all tech and alternative seating for AGM. ☐ _____ to acquire petty cash and purchase any materials needed for the registration table (ie snacks, balloons, etc) or child minding space (toys etc) or fidget toys for membership (coloring books, squishy balls etc). ☐ _____ to ensure that all materials for the registration desk are in the same spot and ready to go, including all printed materials in large fonts, snacks and decorations (ie balloons, signage etc). ☐ _____ to confirm Education Reps have reached out to their programs at least once about the AGM, circulated poster to professors and posted the poster in common program specific areas (program info boards, program specific floors, etc.)
Day of the AGM (September 27th 2017)	☐ _____ to ensure all board members are wearing name badges so members can find them. ☐ _____ to put up signage for location of AGM to go up from all campus entrances, elevators and stairwells to AGM. ☐ _____ to print ingredient lists for food being served at the AGM. ☐ _____ to help set up the space so that it is ready at least one hour prior to the AGM, including a variety of seating options (high backed chairs, couches etc). ☐ _____ to clearly mark AGM seating area with streamers and signs. ☐ _____ to put up signs indicating where folks will be filmed or photographed including how to revoke consent. ☐ _____ to put out fidget toys in the meeting space. ☐ _____ to set up the child minding space so that it is ready at least one hour before the AGM. ☐ _____ to ensure interpreters arrive on time (before the AGM starts) and have copies of all documents and know where to stand for maximum visibility. ☐ _____ to put out food and water in areas that are easily accessible to membership and can accommodate mobility devices. ☐ _____ to act as an accessibility point person for the day to help with any accommodations