

QUEST UNIVERSITY CANADA BOARD MEETING

FRIDAY, AUGUST 31, 2018

MINUTES

Present: Mary Jo Larson, Peter Webster, David Fujimagari, Claude Rinfret and Stuart Louie.

Others: George Iwama, President and Vice-Chancellor of Quest University; Darcy Otto, Faculty Liaison; Flora Ferraro, VP of Finance and Operations; and Nicole Zanesco; Student Liaison.

Apologies: Chief Dale Harry and Michael Hutchison.

Chair: Mary Jo Larson

Recording Secretary: Sue O'Connell

9:00 am - meeting began.

1. Guest Introduction and Approval of Agenda

Before the meeting got underway, Ellen Flournoy, previous Faculty Liaison to the Board, introduced Darcy Otto. He has been elected as Faculty Liaison to the Board for the next two years. She provided details on his areas of study and interests.

9:05 am - Ellen left the meeting.

As it is Student Liaison, Nicole Zanesco's, first Board meeting also, everyone took a moment to introduce themselves.

Mary Jo requested that the materials for the Board meeting be made available for posting a week prior to the meeting, so everyone has enough time to review them.

Claude moved to approve the Agenda with the addition of the Housing Authority item. Seconded by Peter and carried unanimously.

David provided a document for the Housing Authority item. Sue printed this for everyone at the break.

2. Consent Agenda

Stuart moved to approve the Consent Agenda items, including the May 4 QUC Board Meeting Minutes and the carry over of the President's Personal Development funds. Seconded by Claude and carried unanimously.

3. Advancement

9:13 am - Sue phoned Abby Majendie, Manager of Advancement and Admissions Recruitment.

The Board members discussed the Advancement Update provided by Abby and her short-term action plan. She explained her expectations surrounding the Summer Giving Campaign. The infrastructure is now in place to receive donations efficiently. The database has been restored and cleaned up, which will now provide donor history and more accurate information. The Advancement office and the Finance team will meet monthly to make sure the donations are being submitted to the areas specified by the donor. Abby's focus now is the Fall Giving Campaign, which will generate funds for scholarships.

Action: Abby to set some target numbers for monthly calls in her action plan for the Fall Giving Campaign, with designations of who will call whom. George to meet with David Hollands, parent.

The Board members discussed whether mailing information about the Giving Campaigns would reach more people than just emailing alone.

The Board members discussed the Fundraising Policy that Abby submitted for Board approval. They agreed to postpone discussions about donations through QUFC for another time.

Stuart moved to approve retaining Compton Fundraising Consultants Ltd and the related Letter of Agreement and to approve the Fundraising Policy, subject to amendments in section 9.1 (to reference "any other Naming Rights Agreement: rather than the specific existing Naming Rights Agreement with AAS) and section 9.4 (fixed terms for Naming Rights in excess of 25 years require approval by the Board). Seconded by Claude and carried unanimously.

10.08 am - The call with Abby ended.

4. Admissions

10:09 am – Trevor Mannion, Director of Admissions and Financial Aid entered.

Trevor presented a PowerPoint on Admissions and his Enrolment Management Plan. He discussed the challenges from previous years and what has changed for this year. This year Admissions has a full team, which includes seven Alum. A comprehensive Admissions software, Slate, has been installed this year. This software will provide the team with in-depth data about the whole enrolment process. Students, alum, and independent education consultants will be engaged to promote Quest. The team is also promoting January enrolment and aiming to recruit at least 20 students.

Action: Trevor to provide the Board Members with access to reports from Slate. He will also create a guide on how to access the software and analyse the reports. Reports will be provided monthly and will include a milestone map and the KPI achieved.

Trevor discussed the Admissions team's recruitment travel. He advised that the Communications team have created outstanding marketing material that will be used for the upcoming Admissions events. The Board members discussed ways to provide support to the Admissions team. The Board would like to be involved in the events and advised that the alum should be involved also. The students have expressed interest in

helping where ever they can. 20 student ambassadors have volunteered to share their experiences, which will be recorded, and the clips used on the Universities social media platforms.

Action: Trevor to send the list of Admission Events to the Board members.

11:49 am - Trevor left the meeting.

11:50 am -The meeting paused for lunch and David Fujimagari left.

12:34 pm - The meeting resumed.

5. Board Development and Governance

The draft terms of reference and mandate for the Student Experience Committee and Student Liaison to the Board will be discussed at the Governance Committee meeting on Sunday, September 2, 2018. Nicole advised that the students would prefer two students on the Committee instead of one.

Claude moved to delegate the decision about terms of reference and mandate for the Student Experience Committee and Student Liaison position to the Governance Committee meeting. Seconded by Stuart and carried unanimously.

Action: Nicole to send the draft terms of reference and mandates that she has prepared for the Student Liaison to the Board and Student Experience Committee positions. Governance Committee to review/approve them and the terms of reference for the Committee, drafted by Krista Lambie and revised by Mary Jo.

The Board members discussed the Alumni nominees for the Board member position. All three nominees are well-qualified and after a difficult discussion the new Board member was chosen.

Peter moved to elect Anna Lippman for the position of Board member. Seconded by Claude and carried unanimously.

Action: Mary Jo will advise Anna Lippman of her election. George will follow up with the other nominees, Dustin Eno and Caleb Tomlinson. Peter will phone Brad Klees, QUC Alumni Association President, to inform him of the decision.

Nicole advised that many students feel disconnected from the Board members. She suggested the Board members attend the student-run events. The Board members agreed to attend any student run initiatives, if their schedules would allow, and so asked for as much notice as possible.

Action: Nicole to send Sue details of all student run events to be shared with the Board.

6. Approval of Housing Authority and Strategic Plan

Following a discussion at the Board Retreat Meeting, the Board members have agreed on the resolution put forth by Michael Hutchison.

Claude moved to pass the resolution:

The Quest University Canada Board of Governors authorizes the creation of a not-for-profit Quest Housing Authority. The purpose of the Quest Housing Authority will be the creation, administration and management of affordable Quest Student, Faculty and Staff restricted housing. This resolution is contingent on confirmation by the President to the Board that the creation of such an authority serves the intended purpose at reasonable costs and does not result in adverse tax or other consequences to Quest University Canada.

Seconded by Peter and carried unanimously.

Action: George to investigate the details about the Housing Authority and report back to the Board members. David to take the lead on consultation.

1:38 pm – Darcy, Nicole, and Sue left the meeting.

The Executive Session followed.