



RYERSON LIBERAL ARTS SOCIETY

**SAGM**

MEETING MINUTES

*November 25th, 2020.*

RLAS **November 25, 2020** Semi Annual General Meeting

Chair: **Chris Randall (CR)**

Secretary: **Beatriz Jereza, Allianz Nuguit**

**Item 1.0:** Call to Order- **6:10**

Hello Folks, I would now like to call this meeting to order formally, at 6:10 PM.

**Item 2.0:** Welcoming Remarks

**JAG:** Good evening everyone, thank you for joining us tonight.

Happy Wednesday and Welcome to the RLAS Semi-Annual General Meeting (RLAS SAGM)!

My name is Josel Angelica Gerardo (She/her), I am a 4th year Politics and Governance student, and I'm the President of the Ryerson Liberal Arts Society.

Starting this year remotely wasn't easy. Continuing to work remotely to support students and student engagement is not easy. Many aspects of university life have been lost due to the current unprecedented circumstances we're in. These times are truly unprecedented. As students, we are experiencing various challenges within academia, professional workplaces, and personal commitments.

We understand that university life includes the vital aspects of community inclusion and involvement.

As your fellow students, we are committed to helping Faculty of Arts students to succeed and thrive during this remote year.

As RLAS, we are committed to supporting students in the enhancement of their undergraduate experiences regardless where they are. We support students in their academic and professional development, and social and wellbeing experiences. I'll be speaking more about the role of the RLAS to the student body, the purpose of the SAGM and other matters to better inform everyone of the integral role of a faculty student government.

For the next two hours, the RLAS will be speaking to the student membership regarding initiatives, projects and further matters that pertain to activities. On the other hand, students will have the opportunity to view and listen to RLAS executive reports since the beginning of our term, May 1st, 2020.

**CR:** Robert's Rules Overview: For Robert's Rules, it is a way to ensure productivity of a meeting

This includes things like moving motions, seconding motions, and making amendments. When a motion is moved, the *mover* is the person who is suggesting the action. A motion is something that will 'be resolved', or an action that will be taken. For a motion to continue to stay on the table, it must have a seconder. The seconder is the person who is also in favor of the motion moving forward. For this meeting, Abbey and Claire will be moving and seconding each motion. Once a motion has been moved and seconded, the motion is up for discussion. This means the motion is talked about, and potentially adjusted through *amendments*.

Amendments are changes that are proposed to a motion that has been seconded, and are voted on by the voting members. However, for this meeting, there will likely be no amendments made as the motions this evening are very simple motions. After the discussion period is done, everyone will cast their vote. There are three votes you can cast: in favour, against or abstaining. Abstaining means you are neither in favour or against, which is usually used when there is a conflict of interest. Because this is digital and we are not in person, we will be using the 'raising hand' feature for voting. I will first ask 'all those in favour', you will raise your hand and keep it raised. I will give 30 seconds for you to give your vote for the vote to be counted. I will then ask 'all those against'. I will give you 30 seconds to vote, and then will lower all the hands. And then I will ask 'are there any abstentions', which is neither for or against. Once all the votes are casted, I will lower all the hands. I will call out the vote count, and identify whether the motion passes (has majority of in favour votes). At the end is when we will take all the questions. If you have a question, please make sure you send your question to Avala and indicate who you are asking.

### **Item 3.0: Approving the Chair- [6:18](#)**

Moving to our next order of business, I would like to move that Chris Randall be approved as the RLAS Chair for this Semi-Annual General Meeting. Can I please get a mover, if you could raise your virtual hand please.

Mover: **CC**

Secunder: **AHM**

Just a reminder to please raise your hand in accordance with the action that you would like to approve.

All those in favour, please raise your virtual hand:

Thank you, please lower your hands.

All those Against, please raise your virtual hand:

Thank you, please lower your hands.

All those Abstaining:

Thank you, please lower your hands.

Be it Resolved that Chris Randall be accepted as the Chair of this meeting

Motion 3.0: Approving the Chair

**Motioned by : NC Mover: CC**

**Seconded by : AHM**

**For: 44 Against: 0**

**Abstaintains: 1**

**MOTION CARRIES!**

**Item 4.0: Approving the Agenda as Presented or Amended- 6:21**

- *If anything needs to get added, it is 'as amended'*
- *If it is completely fine (no changes at all) it is 'as presented'*
- *Record any input or discussion (who says what)*

Motion 4.0: Motion to approve the Agenda as (**PRESENTED OR AMENDED**)- 6:21

**Motioned by : CR Mover: AHM Seconded by : CC**

**For: 52 Against: 0 Abstaintains: 0**

**MOTION CARRIES!**

**CR:** The first thing we are going to do is start with the updates from the Executives.

**Item 5.0: Executive Updates**

**Item 5.1: Presidential Updates- 6:24**

**JAG:** The Ryerson Liberal Arts Society is a student-led society that is responsible for serving the interests of 4,900+ Arts students at Ryerson University. Each program in the Faculty of Arts has a selected program-specific Director that is responsible for enhancing the university experience and community for students in that faculty.

As a whole, the RLAS works to ensure that all students' academic, professional, social and overall wellness needs are satisfied. We aim to prepare Art's students with the necessary tools and skills they need to seek employment or continued education post-graduation.

RLAS' Semi-Annual General Meeting always takes place in the Fall semester, followed by an Annual General Meeting (or AGM) in the Winter semester. Last term, due to Covid 19, there was no AGM and instead was an email update from the former RLAS President, Max Irwin. We apologize for not having the AGM in March of 2020, but we have been working hard to prepare updates for you all that will include any updates that would have been communicated at the AGM last winter and are still relevant today.

A General Meeting is an opportunity for the students body to learn about what the RLAS has been up to and what they are planning for the coming semester. This is an opportunity for us to notify the membership about policy changes, structural changes, events and new

opportunities or initiatives. This is also the students opportunity to ask questions and learn about how your student fees are being used.

This General Meeting does not have any voting matters on the Agenda, so we will be focusing on executive portfolio updates, but the AGM in March does have some voting matters, so we hope you will all come back for that meeting so that you can exercise your right to vote on matters of student engagement. Your voice matters so please keep up to date on all things RLAS and bring your questions and concerns. We ask that you stay until the end of the meeting today as well, as we need to maintain quorum and will be giving away a Nintendo Switch, Disney+ Subscription and gift cards to address food insecurity. We also have a feedback form at the end where you can provide us your thoughts and suggestions from today's meeting.

As previously mentioned, my name is Josel, the elected RLAS president for the year 2020-2021. My role specifically is to oversee the day-to-day operations of the RLAS by undertaking the Chief Executive Officer role and as the official spokesperson.

#### The RLAS President

- According to the constitution,
  - The President is the Chief Executive Officer of the RLAS. The President will have the role of official spokesperson on behalf of the RLAS.
  - The President will act in the interests of the RLAS according to the direction of the Board of Directors.
  - The President shall be an ex-officio member of all committees of the RLAS.
  - The President shall ensure good relations between RLAS and member organizations, as well as governments, professional organizations, administrative bodies, etc.

This year, I am leading an all-women executive team and supporting a diverse RLAS Board of Directors, while communicating frequently with the Faculty of Arts.

For the past 7 months, the Ryerson Liberal Arts Society (RLAS) has been working extremely hard to support the needs of students, especially during these unprecedented times. Through each executive and RLAS director, we have been able to create initiatives and resources catering to students' needs and wants. RLAS is composed of 7 executive members, 12 directors and over 30 committee members.

As your representatives for the year 2020-2021, we are adapting accordingly to our current circumstances through moving the RLAS support to a virtual platform and increasing transparency through open communication and collaboration with student leaders.

#### Role of the RLAS President and Executives

##### Overview of the executives

- As previously mentioned, there are 7 executives in the RLAS, including myself.

- Vice President, Operations
- Vice President, Community Relations
- Vice President, Corporate Relations
- Vice President, Events
- Vice President, Finance
- Vice President, Marketing

Each executive manages their own portfolio according to the constitution and chairs their own committees. Each executive has a vital role in the daily operations of the RLAS in order to support the enhancement of students experiences

#### RLAS Directors

- Keep executives accountable
- Present the interests of students within their program
- Vote on matters that affect students

Going back to my role specifically:

I have been maintaining invaluable relationships across the campus community:

- First, we are in constant communication with the course unions and student groups
  - As part of our student engagement, we keep a close relationship to all arts course unions and student groups.
  - This is mainly accomplished through Centralized Elections System (CES) and monthly President's Committee meetings where course union and student group presidents gather to discuss initiatives, request RLAS services and provide one another with support.
  - 12 Course Unions & 4 Student Groups

We keep in touch regularly with student societies from other faculties. This allows us to discuss student government matters at the faculty-level, share resources and collaborate with each other to expand our student outreach for interdisciplinary engagement

Through our Manager, Student Relations and Development, we are in communication with the Faculty of Arts Dean's Office regarding initiatives, projects and student matters. We ensure that students' voices are heard within the faculty. Also through our Manager, Student Relations and Development as well, we are in communication with the Office Vice Provost, Students (OVPS)

In the past several months, we've had a couple of meetings with the OVPS, Jen McMillen to address student concerns in the summer months regarding anti-racism and anti-discrimination efforts from Ryerson University. We continue to ensure students voices are heard within the OVPS through our communications.

We have also started communicating with the Board of Governors Student Representatives. The rest of the executives will be speaking about how RLAS maintains our relationship with the other Ryerson Departments such as the Career and Co-op Centre,

Tri-Mentoring Program, International Student Support and many more. Additionally, we have increased our communication with the RLAS Directors by establishing a bi-weekly meeting with all of them to ensure RLAS matters are discussed, our initiatives are known and brainstorm more ways for student support.

So How can one get involved with RLAS?

**Elections:** All RLAS executives and directors are voted in by the membership through the elections that take place in March. Please keep your eyes open for the call for candidates, as RLAS has many Director and Executive members who are graduating this year!

**Committees :**Another way to get involved in RLAS is through joining a committee chaired by an executive. There are 7 committees to join and each one of them have unique positions offered that will contribute to the students professional development.

For this year, the RLAS Honorary President is Alyssa Bertram, the CEO of Easy., and a Psychology alumni. She was chosen to be involved in the RLAS starting March 1st, 2019 until February 28th, 2021. They serve as an ambassador for the society to the professional industries, and most importantly, would provide guidance, support, and strength as we seek to build professional opportunities and enrich the academic learning environment of our students. The expected time commitment of the Honorary President is 2 hours per month. So far this year, Alyssa has participated in our Empowering the Liberal Arts Conference and has done an Instagram takeover. She will also be appearing for a return engagement with SPROUT next term.

The initiatives and resources under the President's portfolio are as follows:

**New Initiative: First-Year Committee;** Launched in September 2020, The RLAS First-Year Committee is a new program that is being established under the President's Committee portfolio. For the past few months, we have been working with the Tri-Mentoring Program and the Arts Ambassadors Program to develop this program and committee. The FYC will consist of: mentorship and additional application-based knowledge through monthly sessions focusing on these values and pillars. The RLAS First-Year Committee is a unique opportunity to ensure that 1st year voices are heard, and assists students in transitioning to undergraduate experiences and help them become the student leaders of tomorrow. The committee is composed of Faculty of Arts first-year students with one student representing each Arts program, 13 representatives from each first-year Arts program. Provide a platform for first year students to get their voices heard while providing resources for professional skills building, and student engagement

This year, the RLAS has taken a unique approach of advocating for students for improving the Ryerson community with the values of Equity, Diversity and Inclusion.

At the RLAS, we aim to support the fight for justice and the human rights movement against racism. As Faculty of Arts students, we are committed to educating ourselves on the past, present, and future implications of racism and discrimination in our communities. RLAS continues to work with the Faculty of Arts and Ryerson University in engaging in anti-racism efforts to promote changes and inform the Faculty and Ryerson of changes students are interested in seeing.

The RLAS released an equity action plan earlier this summer to ensure the conversation of change will continue within our organization. The steps in the action plan include creating a webpage for community resources; EDI training for the RLAS Board, Course Unions and Student Groups underneath the RLAS umbrella and other student leaders; hosting EDI-focused conversations during Orientation week; EDI-based events focusing on celebrating Black, Indigenous and POC success and social media campaigns around education and awareness. In addition to this, RLAS members are also working with student leaders on a Student Inclusivity, Diversity, Equity and Accessibility (IDEA) Committee to establish long-lasting projects to empower student voices, inform them of various resources, and spread education and awareness to the community.

On November 3rd from 2:00pm-3:30pm, we collaborated with the Faculty of Arts Dean's Office to host "Addressing Anti-Black & Anti-Indigenous Racism in the Faculty of Arts" In discussion with Pamela Sugiman, Dean of Arts; Hayden King, Advisor to the Dean, Indigenous Education; Melanie Knight, Advisor to the Dean, Blackness and Black Diasporic Education; Grace-Edward Galabuzi, Co-Chair, 2010 Taskforce on Anti-Racism at Ryerson, Anna Flaminio, Assistant Professor, Department of Criminology.

In the coming months, the RLAS is hosting "Indigenous Success", "Unpacking Your Privilege", "Black Success" and "POC Success". In every event, we're also ensuring we have diverse voices in panels and workshops. Furthermore, the RLAS has released a Faculty of Arts Community Support Survey gathering data of students concerns regarding anti-racism and anti-discrimination. This survey has been reviewed multiple times by a Sociology Department Faculty Member, Professor Andie Noack. We'll be gathering as many responses as we can to ensure we have a large number of data sets to represent as many student voices as possible. The RLAS is dedicated to creating sustainable change within the Faculty and the Ryerson community for greater EDI practices for students, staff and the faculty.

Accessibility funding; We are dedicated to making events and initiatives accessible to all students regardless of ability and have committed to accessibility technology and services. We will prioritize funding requests that take accessibility into account and plan to make their events and initiatives as accessible as they can be. The RLAS offers services and funding for both students and student groups seeking assistance in acquiring accessibility services. Our Vice President of Finance, Abbey, will be going more in-depth regarding this. I'm working with the Community Student Engagement Group for Accessibility (CSEGA) as an RLAS representative A team of students and staff working towards a more inclusive co-curricular environment for

students with disabilities. There is a representative from each key department working closely with students, and student societies

In Fall 2019, RLAS initiated this group by reaching out to the ECI office for guidance on creating a more accessible and inclusive environment for students with accessible needs to participate in co-curricular activities. This working group is composed of different departments and students. Our main purpose is to seek inclusivity in co-curricular opportunities. We have exciting initiatives coming from the committee such as an awareness campaign for December 3rd, the International Day of Persons with Disabilities (IDPWD) and more. Last but not the least, we have purchased the service, Otter.ai for live Zoom closed captioning as you can see on your screen today. This is integrated in all RLAS events and meetings. In addition, we ensure that Course Unions and Student Groups receive the same services we do. Therefore, we lend the Otter.ai service to any course unions and student groups interested in utilizing the live Zoom closed captioning service. We strive for an inclusive virtual environment for all Faculty of Arts students.

Student IDEA Committee; *The Student Inclusivity, Diversity, Equity and Accessibility (IDEA) Committee strives to represent all students at Ryerson University. We are here to support and advocate for present and future students, both academically and socially, in matters of intersectional equity, diversity and inclusion. We continue the conversation, and establish actions for anti-racism, anti-discrimination and equity within the University.* Currently, the RLAS is supporting this committee composed of various student leaders in the Faculty of Arts and other faculties that have indicated their interests in widening EDI campus practices.

COVID-19; We're working closely with the Faculty of Arts to raise concerns regarding remote learning and students' safety and well-being. We have collaborated twice with the Faculty of Arts in facilitating a pandemic student support fund. The first fund collaboration was in Spring 2020 right when the pandemic lockdown was starting, and now, the second fund collaboration for Fall 2020 with a donation of \$30,000 in addition to the Faculty of Arts monetary contribution. This financially supports Arts students during their times of need for living and educational expenses. The Faculty of Arts Pandemic Student Support Fund, provides one-time, exceptional financial support to registered Arts graduate and undergraduate students (both domestic and international) who are experiencing financial hardship as a result of the COVID-19 pandemic. Deadline to apply for this fund is December 7, 2020 and you can apply through Awardspring

In addition to all of these initiatives, we're continuing to add and modify RLAS practices and operations in policies, finances, and our actions for positive and sustainable change.

#### Moving to Future Developments and Initiatives

Working closely with all our committees, Ryerson departments and offices, and the Faculty of Arts in developing additional support and resources for Arts students.

#### Arts Lounge Renovation

- We believe that it is the perfect opportunity to renovate the Arts Lounge available for usage in-person for all Faculty of Arts students on the 3rd floor of the Podium building.
- Therefore, we are collaborating with the Faculty of Arts Dean's Office to start planning for an Arts Lounge Renovation concentrating on making the student lounge accessible and functional. During this process, we are consulting students through directors, course unions and student groups asking them about their opinions on how to renovate the Arts Lounge such as flooring, lighting, furniture and equipment. If you're interested in having your opinions, please contact Steph, [vp.community@rlasonline.ca](mailto:vp.community@rlasonline.ca) by this Friday, November 27th, 2020.

## SPROUT

- SPROUT is an interdisciplinary case competition that was established in order to facilitate inter-faculty collaboration for undergraduate students by the RLAS in May 2019. For the past 2 years, the competition provides participants valuable networking opportunities in the Ryerson community as well as with partners and professionals in the community.
- For this year, SPROUT applications will go live on December 1st, 2020 with the event taking place on February 17th to the 20th of 2021.

The 13-member team is composed of support from the RLAS executives, 2 co-chairs and several sub-committees working towards a successful organized case competition.

Stephanie, the VP Community Relations will be talking more about SPROUT. In addition to all of these initiatives and projects, we'll be continuing to provide equitable and inclusive support and resources for Faculty of Arts students. I also invite anyone interested to discuss these matters privately or in a different setting to me. You can email me at [president@rlasonline.ca](mailto:president@rlasonline.ca). Thank you everyone for listening to my updates. I look forward to addressing any questions or concerns you may have.

## Item 5.2: Vice President of Operations- **6:43**

**NAC:** Hello everyone, I hope you are all doing well this evening. My name is Natasha, pronouns are she/her, I am in my fifth year of Politics and Governance, and I am your elected Vice President, Operations for this RLAS Fiscal Year. Before getting into what I have been up to throughout the year so far, I am just going to quickly go over what my role is in the RLAS.

The role of the Vice President, Operations in the RLAS is to: provide RLAS support from behind the scenes. It is my responsibility to take care of any day-to-day business that may come up in running the RLAS. So I plan Board Meetings, which occur once a month, Director Drop Ins, any emergency meetings, as well as all General Meetings, such as this one. I also recruit and train our secretaries, who are taking our meeting minutes today, and our Chairs for Board Meetings as well as General Meetings. The VP Operations is responsible for maintaining all of our documents, including policies, the constitution and by-laws.

I would highly recommend everyone visit their respective RLAS director during Drop Ins, because that is the best way for you to meet and discuss any sorts of concerns you may have regarding RLAS business. There are Drop Ins Monday to Friday, and we really love it when the membership drops by to say hello. You can find information about this on our instagram.

This year we have placed a focus on refining our policies, and By-Laws. Since May, my focus has primarily been on making sure that our policies are up to par by consulting with Professor Neil Thomlinson in the Faculty of Arts. We are really digging into policy development this year, because they are necessary documents that provide organizations with a foundation to build from, and rules to follow.

Currently we have been putting together a revision of our Student Group Policy, which has taken up the majority of my time. It is a personal goal of mine to make sure that this policy will require little revision in the future, and will stand the test of time. Our version has been heavily edited, and seeks to provide groups with clear guidelines regarding how to come under the RLAS, how to maintain student group status, and some basic finance guidelines.

Further, I am planning to rehaul our By-laws. We have begun the process of consultations with Directors, and are actively seeking input from all of you as well. I would highly suggest everyone to visit your directors at their Drop Ins to learn more about the By-Laws, and provide them your opinions on things you might like to see included. Since we are your Student Society, and represent you, we would love to have input from our members about how we are doing. The process becomes so much easier when we have people who are interested in contributing to it.

And that's it for me, thank you.

**Item 5.3: Vice President of Community Relations - [6:47](#)**

**SM:** Hello! My name is Stephanie McNeil and I am the Vice-President of Community Relations for the RLAS this year and I go by the pronouns she/her. Everything I will be speaking about are initiatives since May 1st, 2020.

My work is centered around finding opportunities and partnerships for students in the Faculty of Arts and extending the RLAS brand across campus. The role was originally created to support our annual case competition: SPROUT with creating new relationships with partners and experts while maintaining present ones. SPROUT is our interdisciplinary case competition that was established in order to facilitate inter-faculty collaboration for undergraduate students. The competition provides participants with valuable networking opportunities in the Ryerson community as well as with partners and professionals in the community. Students are tasked with solving a real-world case by liaising with professionals and academic experts. They are able to showcase valuable team-building and problem-solving skills and receive valuable coaching throughout their case competition experience. At the end of the case competition,

groups present their project to a panel of judges, earn a certificate, and compete for a prize and a chance to develop their project further.

Currently, I am working on securing partnerships with external organizations to collaborate on creating this professional experience. Sprout has not yet happened, so the first relationship to come from Sprout is yet to be firmly established. Updates on this will be available by the AGM in March 2021.

Since the position is new to the RLAS, I have been trying to understand daily roles and responsibilities. I want to mention that when I speak about partnerships, I am referring to non-monetary relationships with organizations. This is separate from the Vice-President of Corporate Relations who looks at building relationships with external stakeholders for monetary value.

So far I have:

Secured a partnership with the 1 Million Teachers program. As effective teaching usually comes down to teachers' skills and motivation, the 1MT programs are designed to attract new young teachers to the profession – providing them with a solid foundation of basic subjects and pedagogical knowledge, ongoing professional development with effective mechanisms in place to mentor, support, and motivate them, while simultaneously training existing teachers to increase their professional capacity and enhance the learning outcomes of their students. Through our partnership, 1 Million Teachers have offered the RLAS membership a \$350 discount for their Black Belt Program.

We know that there are many Arts students who are interested in teaching as a profession, so we hope this partnership will benefit those students. “The online component is a self-paced program. Trainees progress is tracked through various belts – White Belt (Cotton) to Black Belt – getting badges as they achieve milestones.” “The Black Belt is also the level at which the trainees qualify for an immersive boot camp (followed by several classroom workshops), facilitated by the partner university – Queen’s University, 1 Million Teachers faculty members, and Black Belts from the 1 Million Teachers development program.” You can sign-up for this program through our website at [rlasonline.ca](http://rlasonline.ca)

Secured a partnership with Fingerprints, Inc. Through our partnership, Fingerprints, Inc. has offered the RLAS membership to become mentors for elementary school students. “Our current education system does not speak to the learning styles and needs of all students. Fingerprints believe that each student should have the opportunity to learn with confidence while discovering their gifts and skill sets in a safe and understanding environment.” They use In-Touch which “... is an adaptive learning technology that extends the learning experience beyond the classroom hours and environment to serve as a safe online space for students to receive customized help from their tutors. In-Touch pairs students who are struggling in one area with a student that is excelling in that subject.” You can sign-up for this program through our website at [rlasonline.ca](http://rlasonline.ca)

Secured recruitment with The Continuist. “The Continuist is an online and printed publication. The Continuist is produced by students and is made up of artwork and other creations. Their goal is to give local artists in Toronto a means to publish their work for free, and for others to discover and appreciate great work that may not be seen.” My team and I have created material for a student package - an information brochure that highlights what the RLAS is, how the RLAS membership works, and how to get involved on the RLAS Board or through course unions and student groups (under the RLAS).

Created material for a student group package - this package is an information brochure that highlights what the RLAS can do for student groups in terms of support and funding. We are in the process of hiring an EDI Commissioner. The primary goal of the EDI Commissioner is to ensure that all students are being represented and advocated for at all levels - within the Arts community and beyond. As a student-run organization advocating for Arts students, we want to ensure the inclusion of diverse and underrepresented populations through our operations. We haven't found an applicant who is qualified and we are continuing the search. It is a new position and so we are re-evaluating how we recruit in the upcoming semester.

In the Winter 2021 semester, I plan to enact measures within the organization that include education towards consent culture, anti-racism, and accessibility. EDI commissioner - we haven't found an applicant who is qualified and we are continuing the search. It is a new position and so we are re-evaluating how we recruit in the upcoming semester.

**Item 5.4: Vice President of Corporate Relations - [6:55](#)**

**KEF:** Hello all, I hope all of you are doing well and are in good health. I'm Katie Flinn, the Vice-President of Corporate Relations and I will be going through all that has been completed thus far in my role as of May 1st, 2020 as well as what, so far, is next to do.

Successful outreach to individuals to wish congratulations for the virtual celebration video put together for Faculty of Art Graduates, these individuals include: Prime Minister Justin Trudeau, MP Jagmeet Singh, and Mayor John Tory.

Connected and secured a deal with Goosechase, an online scavenger platform and negotiated a deal that was 50% lower than their initial pricing in order for the technology not just to be used for Orientation but year-round to utilize in future RLAS events

Completely revitalized the previous Sponsorship package; Constructed the Sponsorship package to highlight who the RLAS is, our mission, the various types of events we have, the opportunity Arts students offer and Arts degrees, and cost-effective sponsorship plans that offers organizations benefits that are also able to be tailored to that specific company to further increase our sponsorship opportunities

Fall External Events Calendar; Compiled and researched various events happening within the GTA that can connect Arts students to networking opportunities as well as

opportunities that can contribute to their major or various interests. The External Events Calendar currently has 17 online events that are scheduled across Canada and Internationally thus far, they are free and held virtually due to COVID-19. Research and searching for events to add happens each week and new events are consistently added. External events are advertised on the RLAS website with links that will take students directly to the registration for the event and more information

What's Next?: Success Report; At the end of each semester, I will be putting together a Success Report that will be delivered to President Mohamed Lachemi, Dean of the Faculty of Arts Pam Sugiman, and Associate Dean to the Faculty of Arts Kathleen Kellett. The report will include breakdowns of the events the RLAS has had so far, including the turnout, student response to the events, and sponsors of events

Events That I am doing outreach for include: SPROUT; Currently in the process of sponsorship outreach for SPROUT (Goal: 4-5 Sponsors), Outreach to honorary guests to attend. The Equity Action Series; Currently in the process of outreach to reputable speakers for each event that make up the Equity Action Series. Finally, Womxn Talks; Planning outreach to speakers for the event, Planning outreach to sponsors for event (Goal: 4 Sponsors)

Spring/Summer External Events Calendar, I am In the process of researching and putting together the spring/summer external events calendar

**Item 5.5: Vice President of Events- [7:04](#)**

**CC:** Hello! My name is Claire Cornacchia, my pronouns are she/her, I'm in my third year of ACS - History and I am the Vice President of Events at the Ryerson Liberal Arts Society this year. Today I will talk about all Events since May 1st 2020. My portfolio may seem fairly self-explanatory, but it is important to mention that the Events team must ensure that all programming produced upholds the RLAS values of Equity, Diversity, Inclusion, and Accessibility and supports our membership in their academic, professional and social development.

*August 2020;* August was entirely dedicated to Orientation! The RLAS worked tirelessly throughout the summer to replicate our in-person Orientation into a virtual platform

- From August 24th - September 4th we hosted a variety of different events for our incoming class which allowed them to get better acquainted with each other, the Faculty of Arts, and Ryerson as a whole
  - Power Up Monday
  - PA's and Profs
  - SSH Talks: Protips
  - SSH Talks: Diversity Conversations → part of Equity Action Series
    - Accessibility
    - Consent Come First
    - Anti-Black Racism

- Power Down Friday
- Fun Friday
- Over the course of the two weeks we had approximately 250 students turn out. Our most popular events were PA's and Profs and Power Down Fridays

As mentioned, the first week of September was dedicated to Orientation. It was a highly collaborative month, as we held a social event in collaboration with FoA Course Unions, as well as an Interdisciplinary Professions event with Student Societies and Student Groups outside of our Faculty. We launched our Financial Literacy Series, organized and hosted by Abbey, Vice President of Finance! This was part one of six, and outlined the basics of budgeting and saving. Our second session, yesterday November 24th, will discuss the topic of moving out and how to prepare financially for this.

October, We kicked off spooky season by collaborating on a Wellness Wednesday session with the ACSCU and Ruth Frolic from the Centre for Development and Counselling. In this session Ruth highlighted causes of stress and how we can counteract this. The mid-weeks of October were quiet, but the Student Societies came together to host Rye Fright Night for the second year in a row! This was a virtual gathering on MIXR and Zoom which also featured games, costume contests, escape rooms, and prizes!

November is a busy month. Nov 4th we are hosting an Interfaith Queer Panel where leaders from different religious backgrounds will speak about the intersectionality of being devout to their religion while also identifying with the 2SLGBTQ+ community → equity action series

Nov 11th we have Meet the Dean! This is a great opportunity for Faculty of Arts students to get to know their Dean and Associate Dean in a personal and professional environment.

On Nov 21st the RLAS will be hosting a day-long conference where students can learn about the variety of industries they may work in as a Liberal Arts graduate. This conference will feature a panel of speakers who have distinguished themselves in a variety of professions such as business consulting, academia, entrepreneurship, etc. It will also feature four workshops where students will be able to better harness their skills for connecting with employers! This event had around 50 participants throughout the day!

*Winter 2021: Equity Actions Series:* this year, the RLAS has chosen to revamp our Sip n Success events through launching our Equity Action Series. Over the course of the year, this series will feature events which highlight and celebrate the successes of individuals from the BIPOC community. This series will also feature a workshop/discussion on Unpacking Privilege (all dates TBD). We will also continue our Financial Literacy Series, covering topics such as credit cards, taxes, and staying safe online! SPROUT february - applications drop dec 1st, I play a more behind the scenes role in this.

For anyone who missed Meet the Dean, never fear! We will be hosting another one mid-semester. My goal is also to host a social event towards the end of each month as a way for Faculty of Arts students to gather and relax, and hang out. Woman Talks will be taking place in March as a part of International Women's month.

Mayo (ICON Director) put together a session called Lets Talk About Home, in collaboration with the Center for Student Development and Counselling, Human Rights Services, and International Student Support. This was an online space where students impacted by the recent events in Nigeria and other African countries were able to come together and support each other's wellbeing. Hannah (POG Director) worked throughout the semester to organize study sessions for politics students, with a focus on the programs core courses

We also share a feedback form at the end of each of our events to provide our attendees an opportunity to make suggestions of voice any concerns they may have had. This has allowed us to improve the flow and accessibility of our events to ensure each attendee has the best experience possible

**Item 5.6:** Vice President of Finance- **7:18**

**AHM:** Hello everyone! My name is Abbey Humphreys-Morris, my pronouns are she/her, I am a fourth-year student in the Arts and Contemporary Studies program at Ryerson specializing in the Anthropology stream, and I am the Vice President of Finance for the Ryerson Liberal Arts Society this year, today I will be going over our fiscal updates as well as changes to our financial operations that have happened since May 1st, 2020.

A little bit about the role, the Vice-President, Finance is responsible for the financial operations of RLAS and will maintain the operating budget for the RLAS and will be accountable in this regard. The Vice-President, Finance also has signing authority for RLAS financial accounts and shall present to the Board of Directors monthly updates of RLAS account status, current and past expenditures, and budget-plan changes. The Vice-President, Finance is responsible for organizing and executing means to coordinate the event calendar and anticipated budget of student groups prior to the beginning of the academic year and during the period of office.

Transparency and accountability are among the top priorities of the Vice-President, Finance. They are responsible for presenting an updated student group and conference balance at each Board of Director meeting and an updated budget once a month. The Vice-President, Finance is also responsible for chairing the Finance and Funding Committees.

I'd like to give some definitions of financial terms along with my fiscal updates so that everyone may be able to understand the current state of our finances, all of the numbers provided are as of November 1st, 2020:

Cash/cash equivalents are assets that can be converted into cash immediately, for the RLAS this is made up of our bank account and our cost centre within the university. For those who don't know, a Cost Centre is an account within an organization to which costs may be charged for accounting purposes, essentially an internal bank account within Ryerson. As of November 1st, this is \$244,649.54.

As of this moment, we have not yet received our levy fees which is why this number is lower than maybe expected. Also, please keep in mind that we were not able to spend as much as usual last year or over the summer due to COVID-19 preventing spending, which means our carryover from last year is higher than in a normal year as well. Our accounts receivable are amounts that we expect to receive this term between May of 2020 and April of 2021, these are made up of the RLAS student levy, and funding from the president's office. These numbers are conservative estimates based on the previous year's numbers. The RLAS levy, paid by all full-time undergraduate students in the Faculty of Arts, is an annual \$64.13

- As of November 1st, this was a projected number of \$225,000
- However we have been informed that we are to receive 90% of our Fall levy fees in the next few days, this is an expected total of \$143,595.35
- The full Fall levy is \$159,550.39, and the Winter levy has not yet been reported
- Our total current assets are the total of our C/C and our Accounts Receivable
  - As of November 1st, this number was \$469,649.54
- Our total current liabilities are everything that we've spent to date from the beginning of this RLAS term beginning May 1st, 2020
  - As of November 1st, the RLAS has spent \$61,834.77
- I want to make note of the funding that we have available to the membership to request for a variety of projects and needs, this year the RLAS has allocated \$100,000 to funding requests from the membership.
  - To date, we have spent \$6,204.53
  - Keep in mind, of course, that costs must be justifiable.

The RLAS budget is made up of 8 portfolios in which we divide expenses up between executive portfolios and our internal purchases for the board. Please keep in mind that these numbers are projected for a term in which COVID-19 is not a factor. In my next slide, I will be going over how COVID-19 has prevented spending for larger budget items.

The President's portfolio is made up of committee expenses as well as outreach for the RLAS' honorary president and has a projection of \$8,500 to be spent this term. The Marketing portfolio is made up of promotional materials, media services, and merchandise. It has a projection of \$17,500 to be spent this term. The Corporate and Community portfolios both are made up of outreach expenses in relation to sponsorship and community partner sponsorship packages. Respectively, they are projected to have \$6,500 spent in each portfolio this term.

The Events portfolio is very large this term and has increased in comparison to last year to allow for better student engagement, the events portfolio is projected to spend \$132,750 this term. The Finance portfolio is the largest this term, totaling \$144,000. This is because funding

available for students resides within the finance portfolio, and as previously mentioned, there is \$100k available for students this term to request money. The Operations portfolio is made up of mainly internal purchases in regard to board meetings, our software subscriptions, and election expenses. It is projected to spend \$38,400 this term. The Student Engagement portfolio is an internal budget relating entirely to the RLAS board internal operations, comprised of team training and committee appreciation expenses, this term it is expected to spend \$34,000. This portfolio allows us to ensure our board and committees are well trained and have the skills to fulfill their roles.

It should be noted that we may not, and likely will not, spend all of the money in these portfolios this year due to covid-19 drastically cutting our costs. All spending is supervised and justified to the Manager, Student Relations and Development. Finally, I just want to clarify that the money in each executive portfolio does not include an honorarium or any form of financial compensation for executives or other board members. All members of RLAS are volunteers.

As well as the upkeep of the RLAS' financial documents, it is also the responsibility of the Vice President of Finance to ensure that student groups under the RLAS are supported and that the membership has access to funding available to them.

There have been challenges to the financial operations of the RLAS due to COVID-19 resulting in us operating entirely off-campus and online for the entirety of this term. It has become more difficult to spend the money that we have allocated for purchases as many purchases are reliant on in-person events and initiatives. A great deal of project funding, as well as our event portfolio, often is spent on venues and catering. That being said, my team and I have made use of this year to make funding more accessible to the student body membership

We have also experienced some operation challenges as we have been going through an internal audit which is being conducted by the Ryerson Internal Audit Department. While there haven't been any results communicated from this audit yet, the process has required constant communication with the Ryerson Auditors and has been an added responsibility on the Finance portfolio. We are nearly through our audit and we are excited to receive any recommendations made to improve our accounting and ensure we are serving you properly. Updates on this will be communicated at the AGM in March.

As mentioned by Josel, we are dedicated to making events and initiatives accessible to all students regardless of ability and have committed a minimum of \$5,000 this fiscal year on accessibility technology and services within our society. So far, we have purchased accessibility software to transcribe meetings and events, and are looking into other ways of making our social media and outreach accessible as well. We will also prioritize funding requests that take accessibility into account and plan to make their events and initiatives as accessible as they can be. This has been a requirement added to our funding request forms so that we can see what groups may need as well as encourage them to request funding for accessibility technology. The RLAS offers services and funding for both students and student groups seeking assistance in acquiring accessibility services.

The Student Group Accounts were created during the summer and made available for student groups under the RLAS to hold and deposit funds belonging to their group in September. Student Group Accounts are trust accounts within our bank account that hold funds that belong to the Student Groups under the RLAS, each group automatically was given an account with no further application required on behalf of the group. Funds in this account can be used at the discretion of the Student Group in question, so long as it is in accordance with the Student Group Policy. These funds are not provided by the RLAS, rather are earned and deposited by the Groups themselves.

The Student Group Chit is an amount of money deposited by the RLAS into Student Group Accounts, for the purpose of fostering student engagement. This money does not require an application by the group in question, and all student groups already under the RLAS had their chit deposited into their student group account on September 8th of this year.

The purpose of this chit is to allow groups without carryover from previous terms to be able to engage their membership without having to apply for funding for smaller events. This will both limit the number of funding requests received, as well as encourage engagement with all student groups under the RLAS.

- An annual sum of \$500 (Five Hundred Dollars) will be deposited into the accounts of each Course Union.
- An annual sum of \$250 (Two hundred and Fifty Dollars) will be deposited into the accounts of each Student Group.
- The end-of-term balance will be carried into subsequent terms, in the case of inactivity.

As well, we have taken this time online to make funding more easily accessible to the membership by making all funding request forms google forms, as well as the implementation of three new forms for this year. Existing forms that have been converted to Google Forms are:

The Project funding form: This applies to student groups both under the RLAS as well as others who are hosting events benefitting the Faculty of Arts student body

The cheque requisition form is now a Google form that automatically submits forms to the expenses email to streamline the process and prevent forms from getting lost in the inbox. This applies to everyone requiring reimbursement from the RLAS

- There are three new forms that have been created for this year
  - The student funding form
    - This applies to individual students requiring funding for extracurricular projects that will benefit the Faculty of Arts student body
  - The Conference funding form

- This applies to Faculty of Arts students who have paid the RLAS levy requiring funding for conference and event admission relating to their studies and/or career goals
- The accessibility funding form
  - This applies to Faculty of Arts students who have paid the RLAS levy requiring funding for accessibility needs for extracurricular activities
- To reiterate, everything is a Google Form from this point on, to be found on [www.rlasonline.ca](http://www.rlasonline.ca) > *Funding*

In the Winter semester, I plan to upkeep what we have been able to put in place so far during our term and continue to work with student groups and the general membership to encourage funding requests as well as offer financial assistance. My goal is to make our finances more accessible on the website to the general membership by implementing an interactive graph with monthly updates on the RLAS' expenditure.

If you have any questions regarding my updates in the future or in relation to the RLAS' finances, applying for funding, or anything else you may be curious about, I invite you to please email me at [vp.finance@rlasonline.ca](mailto:vp.finance@rlasonline.ca).

That's it for my updates, thank you!

#### **Item 5.7: Vice President of Marketing- 7:35**

Hello everyone, I hope you are all having an excellent night so far. My name is Justine, my pronouns are she and her, I am in my 4th year of Criminology and I'm the elected Vice President of Marketing for RLAS 2020-2021. Today, I will be talking about all things Marketing. Essentially, I'm responsible for the branding, public relations and marketing for the RLAS. I also work to ensure that all material released by the RLAS is on-brand, including but not limited to: social media, graphics, publications, videos and images. Lastly, I'm responsible for overseeing the Marketing Committee, which manages the day to day Marketing operations and social media management of the RLAS.

During the beginning of our term, the RLAS continued to operate online in order to cater to the needs of our membership. During May-end of July, I worked closely with our VP of Events Claire, to increase our online engagement through daily activities. Our online engagement consisted of:

- Monday → Motivation Monday
- Tuesday → Trivia Tuesday
- Wednesday → Ask Me Anything
- Thursday → Blog Posts
- Friday → Netflix Party

The Marketing Committee ensured that assets such as graphics, videos, polls, and story graphics were prepared and ready for executives and directors. A huge shoutout to my content manager for creating contents and our social media managers, Elisha Galit and Samantha Era

for dedicating their time into making sure that these were all prepared and published on all of our social media platforms

- **Social Media Metrics**
  - **Instagram:**
    - **May** → Roughly 1,200 followers
    - **November** → 1,567 followers
    - Weekly reach → Approx. 900+ accounts
  - **Twitter:**
    - **May** → Roughly 500
    - **October** → 560 Followers
  - **Facebook:**
    - **May** → Roughly 900 likes
    - **October** → 956
    - Reach per month: 600+

During July, the Marketing Committee started to plan out our virtual orientation. Our theme for this year was Video Games which fit right into our current situation. The Marketing Committee created a whole entire Instagram account dedicated to orientation where students would be informed about the events that we have facilitated. In a span of 5 days, we have had 300+ followers on our Instagram. The Marketing Committee created teaser graphics, videos, and sounds that allowed our First Years to guess our theme for the Orientation. I've hired a video editor to edit a 20-30 second teaser for orientation to start pumping up incoming First Years! The Marketing Committee has also designed an orientation apparel and merch package that was delivered to roughly about 700+ incoming first year students! Nancy Le (Criminology Director) and everyone else in the marketing committee helped create video game avatars for each program in the Faculty of Arts, that represented a distinct skill from their programs. This helped increase our engagement!

Orientation took place from August 24th - September 4th and the whole entire team came together to help facilitate our daily events:

- Power Up Monday
- PA's and Profs
- SSH Talks: Protips
- SSH Talks: Diversity Conversations
- Power Down Friday
- Fun Friday

One of my goals this year is to make sure that all RLAS members are being represented. With a virtual semester, it can be easy for other to get hidden behind the scenes. The board + committee members are given a birthday shoutout on their birthdays!

This year, we had the opportunity to take some photos in person while ensuring the safety of everyone. These headshots will be used for our social media channels, as well as the

website. We have hired a photographer to take executive and director photos. Committee headshots we taken by the marketing committee photographer

On a monthly basis, the Marketing Committee creates graphics for the board member of the month. Once again, this ensures that the board is being represented, and students know who their executives and representatives are.

To ensure that Course Unions and Student Groups who are under RLAS are being supported, the Social Media Managers in the Marketing Committee promote any initiatives and events that are being facilitated. Course Unions and Student groups are displayed on our website along with their constitution, and team members. I've offered some support to course union with any marketing concerns they may have. In October, I provided some marketing training to the new Deputy of Marketing for the Criminology Course Union. During this training, I gave marketing-related advice, tips and tricks that can better help their union.

We are currently planning out a Merch line for the year 2020-2021 that will cater – not only to RLAS members – but also to the whole membership!

Motion 5: Motion to approve the Agenda as (**PRESENTED OR AMENDED**)- **7:45**  
**Motioned by CR**                      **Mover: AHM**                      **Seconded by CC**  
**For: 42**                                      **Against: 0**                                      **Abstaintains: 0**

**Item 6.0:** Question Period

### WELLNESS

**CR :** With all events held, how have the executives been managing their time?

**NC:** Definitely has been difficult. This is a team effort. We have a support system with committees, directors. It's a lot of task management. Our bylaws state that executives are not permitted to participate in other student groups to ensure that they manage their time accordingly.

**SM:** Through support, we've found ways to cope. Strategies like taking a walk, meetings, working together for help and support. If we have an assignment due, another exec can take over duties. It's all about delegation and listening to yourself, and when you need to take breaks.

### UNUSED FUNDS

**CR:** The next question, there 2. What happens to unused funds when the fiscal year ends?

**AHM:** Unused funds are carried over to the next term. The RLAS budgets conservatively so there is always money for the next term. We haven't received our levy from the students so we rely on past funding to carry us over to the next term

**CR:** What if the opposite, and there's not enough funds?

**AHM:** We budget conservatively so that doesn't happen. Budget is based on previous years. WE are realistic about the money we can bring in. We are understanding of the money that comes in. And we make a plan to spend less than we receive. There are always budget lines that do not have total projection spent, and other budget lines that go over every year. There's always room in the budget where there are places we spend and don't.

### RSU CONFLICT

**VP:** The advocacy efforts discussed; there were alot of discussions regarding sharing resources with students. I'm curious about any RLAS initiatives that have been implemented to help students that have been affected by RSU changes?

**JAG:** We're deeply saddened by what is happening with the RSU. However, we are not fully aware of everything happening. There was an RSU meeting last night, and no RLAS reps were present. We are aware that many FOA students are affected by this and that is very unfortunate. I want to clarify that RSU and RLAS are not affiliated, we are a completely different entity. We consider RSU as the federal government, and RLAS acts as the provincial government, and there are no overlaps in power and jurisdiction. We are aware we need to do our best to support our students. RLAS reps have met and discussed future initiatives in the next few weeks and for the winter term. First, I have reached out to the Consent Comes First office, I've requested what resources we can offer. We have reached out to the Vice President and Provost Office. I've reached out to the FOA dean and discussed the situation, and sehs currently looking into it. RLAS execs have created our own ideas and we will be soon sharing these resources on our website and our social media, we are trying to get more uses as much as we can. We're going for domestic and international resources as well, from very diverse backgrounds. However, we are aware that this might not be sufficient enough, but we are trying our best. If you have any ideas on what we can do, please feel free to reach out to me. We're also going to be highlighting December 6, as it will be campaign awareness against Violence Against Women with current student organizations currently doing this. But, we're trying our best and please feel free to reach out to me if you have additional resources. This is not a one time thing, we are making sure this is an ongoing solution.

### **Item 7.0:** Closing Remarks:

**JAG:** Thank you for coming out tonight. Reading and listening to RLAS executive reports and simply for being here. We are happy to see new and familiar faces. The participation is about you, thanks for your continued support. We are aware of the challenge brought on our current times, but we are here to support and advocate for you. Our priority is Arts students well-being with academic and professional excellence. Please do not hesitate to reach out about any projects, comments, questions or concerns. Please contact any RLAS Executive members and

Director members. We are all involved in campus in various ways and we love talking to students!

**Item 8.0:** SAGM PRIZES!!

**Item 9.0:** Adjournment- **7:58**

**Motioned by: CR**

**For: 45**

**Moved by: AHM**

**Against: 0**

**Seconded by: CC**

**Abstaintains: 0**