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# **UTMSU EMERGENCY BOARD MEETING #2**

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# Your Guide to Robert's Rules of Order

## **RULES OF ORDER AT A GLANCE**

<b>To Do This:</b>	<b>You Say This:</b>	<b>May You Interrupt the Speaker?</b>	<b>Must You be Seconded?</b>	<b>Is the Motion Debatable?</b>	<b>Is the Motion Amendable?</b>	<b>What Majority is Required?</b>
Object to incorrect procedure being used	Point of order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Point of information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. excessive noise)	Point of personal privilege.	Yes	No	No	No	No vote taken, chair rules.
Object to a motion being considered	I object to consideration of this motion.	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item....	No	Yes	No	No	2/3 Majority
Overturn the ruling of the chair	I challenge the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to....	No	Yes	Yes	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until ...	No	Yes	Only to time	Yes	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Raise a matter previously tabled	I move that motion...be lifted from the table.	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that motion...be reconsidered.	Yes	Yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question.	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote.	No	No	No	No	No vote required, chair rules
Recess the meeting	I move that the meeting recess until ...	No	Yes	Only to time	No	Majority
End the meeting	I move that the meeting adjourn.	No	Yes	No	No	Majority

**Attendance**

Executives

Joelle Salsa  
Ronny Chen  
Daniel Ripoll  
Philip Anyang  
Sidra Ahsan  
Joy Pius (non-voting)

Division I

Hasan Malik  
Xinhe (Cecilia) Wang

Nikita Galanin  
Farzana Ishmael  
Joel (Yue) Xing

Division II

Maya Atto  
~~Tom (Yi Feng) Chen~~  
Andrew Park

Division III

*Vacant*

Division IV

Samantha Bestavros

Staff (non-voting):

Felipe Nagata (Executive Director)  
*Vacant* (Assistant to the Board)

~~David Han~~  
Betty (Yulin) Dong  
Ashley Ganga  
~~Faris Khalili~~  
Rayan Hobeika (proxy)

**#1. CALL TO ORDER**

*Meeting called to order at 11:15AM.*

**#2. LAND ACKNOWLEDGEMENT & EQUITY STATEMENT**

Done by Philip Anyang

**#3. APPROVAL OF THE AGENDA**

**MOTION**

Moved: Joelle Salsa

Seconded: Maya

Be it resolved that the agenda be approved as presented.

**VOTE - CARRIED**

**#4. UTMSU & BLIND DUCK PUB AUDITED FINANCIAL STATEMENTS 2023-2024**

**MOTION**

Moved: Ronny Chen

Seconded: Sidra

Be it resolved the Erindale College Student Union (operating as UTMSU) and The Blind Duck audited financial statements (Appendix A & B) for fiscal year ending April 30, 2024 be added to the agenda for the Annual General meeting of the Erindale College Students Union (operating as UTMSU) on Wednesday, November 20, 2024.

Ronny

Blind Duck Audit

*Independent Auditor’s Report*

- Financial statements present fairly and were in accordance with Canadian accounting standards for non-profit organizations

*Assets & Liabilities*

*Assets*

- Assets include cash-on-hand, accounts receivable (money expected but not paid yet), inventory (held for the purpose of sale) and prepaid expenses (set aside in advance - payroll)
- Cash - big difference between 2024 and 2023 due to deficit in 2024
- Accounts receivable and inventory - similar figures
- Prepaid expenses - higher in 2024 because of payroll cycle

Board of Directors Meeting of the University of Toronto at Mississauga Students' Union  
Tuesday, November 12th, 2024 • UTMSU, Student Center, Room 100

- Property and Equipment - decrease due to amortization
- Liabilities*
- Accounts payable (money owed to others including the government for GST)
- Net assets - value of the Blind Duck
- Operating Expenses*
- What money was spent on including wages and benefits
- Sales made by the Blind Duck
- 200K increase in sales in 2024 compared to 2023 due to increased customers - Blind Duck is over customer capacity
- Gross profit - cost of sales subtracted from sales
- Increase in wages and expenses due to increase in CPI
- More events lead to higher operating expenses
- Deficiency of revenues due to failure of student levy increase and Blind Duck expenses
- Cash Flow*
- The year began with cash of 54K and ended with 17K due to lack of capital investment and deficiency of revenue

#### UTMSU Audit

- Main difference between Blind Duck audit and UTMSU audit is the UTMSU audit deals with higher figures and the different aspects of the UTMSU's finances are split into schedules for easier understanding
- Independent Auditor's Report*
- Financial statements present fairly and were in accordance with Canadian accounting standards for non-profit organizations
- Assets*
- Prepaid expenses - payroll which was processed for the following weekend
- Significant difference in renovation deposit due to roof repair last year - in depth explanation provided
- Loan to the Blind Duck - The Blind Duck is a subsidiary of the UTMSU and the loan is used to keep the Blind Duck operational due to deficit previously mentioned
- Restricted and unrestricted net assets*
- Unrestricted - money that can be spent in any area
- Internally restricted - money that can only be spent for either the health and dental fund or money restricted for the wheelchair accessibility fund
- Inter-fund transfer of 600K was performed from unrestricted to the internally restricted health and dental fund
- Restricted funds are strategic to ensure UTMSU is still able to provide services to students in the event admin withdraws support

#### Schedule A: Finance

- Levys come from students which are paid to the UTMSU then transferred to the individual group
- Wages increased due to increase in CPI
- Professional fees include money spent on lawyer fees, auditors, etc.
- Decrease in professional fees in 2024 because in 2023 there was a UPass negotiation so the lawyers were utilized more in 2023

#### Schedule B: Student Centre

- Significant increase in repairs and maintenance due to rooftop repair
- Wages for infobooth staff also increased due to increase in CPI
- Larger increase for wages for infobooth staff due to expanded operation hours

#### Schedule C: Social Activities and Planning

- Orientation - less income in 2024 because there were less sponsors in 2024

#### Schedule D: Academic Societies

- Levies received from students, matched by the UTMSU then given to the societies

- Clubs are also able to apply for grants and awards

Schedule E: Duck Stop

- Beverages and stationary are incorporated into the food revenue. Following the presentation, this figure will be redistributed to the appropriate category as a correction
- Duck stop is also expiring a loss due to increased cost not passed on to students

**VOTE - CARRIED**

**#5. AUDITOR RECOMMENDATION FOR 2025 FINANCIAL STATEMENTS**

**MOTION**

Moved: Ronny Chen

Seconded: Joel

Be it resolved that Yale PGC be appointed as the external auditors for the Erindale College Students Union (Operating as the UTMSU) and the Blind Duck for the fiscal year ending April 30, 2025.

**VOTE - CARRIED**

**#6. APPROVAL OF ANNUAL GENERAL MEETING AGENDA**

**MOTION**

Moved: Joelle Salsa

Seconded: Philip

Be it resolved that the 2024 AGM Agenda (Appendix C) be approved as presented.

Agenda breakdown for AGM including the various motions and presentations

**VOTE - CARRIED**

**#8. BLIND DUCK KITCHEN RENOVATION**

**MOTION**

Moved: Ronny Chen

Seconded: Hasan

Be it resolved that \$2,000,000.00 be allocated to the UTM Blind Duck Pub Kitchen renovation project from the UTMSU and Blind Duck Pub accounts.

Amendment - add \$2,000,000.00 be allocated to the UTM Blind Duck Pub Kitchen renovation project from the UTMSU and Blind Duck Pub accounts.

M: Andrew, S: Philip

Blind Duck Overview:

- In operation for over 40 years
- Built to serve 4500 undergraduate students as opposed to the almost 17,000 at UTM now
- Purpose was originally to provide finger foods
- In 2007, Blind Duck was rebranded and became more community friendly - shift from traditional beer and pub atmosphere
- Rebranding resulted in exponential growth in sales from 200,000 in 2007 to the 720,000 seen in 2023-2024

**MINUTES – PAGE 6**

Board of Directors Meeting of the University of Toronto at Mississauga Students’ Union  
Tuesday, November 12th, 2024 • UTMSU, Student Center, Room 100

- Renovation is necessary because no renovation has been done previously - bandaid solutions have been applied like new fridges, etc. but to serve membership which is expected to reach 20,000 undergraduate students by 2030

Areas of concern:

- Small workspace in the kitchen and limited storage space
- Supplier deliveries occur more frequently due to lack of storage space which is labour intensive
- Dated appliances and limited space

Overview of prospective space

- Renovation opens door for more food offerings, reduced wait times

Recommendation

- The Blind Duck renovation is in the UTMSU’s best interest
- Renovation would be more cost effective because spending money on temporary fixes would likely be more costly in the long run

**VOTE - CARRIED**

<b>#7.</b>	<b>ADJOURNMENT</b>
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**MOTION**

Moved: Joelle Salsa

Seconded: Daniel

Be it resolved that the meeting be adjourned at 12:10PM.

**VOTE - CARRIED**

<b>VALIDATION</b>		
<b>Joelle Salsa PRESIDENT</b>		<b>Tuesday, November 12, 2024</b>
<b>NAME AND POSITION</b>	<b>SIGNATURE</b>	<b>DATE</b>