



SEMI-ANNUAL GENERAL MEETING
November 19th, 2024 | TRS 1-067 | 6:00PM - 9:00PM

Members Expected to Attend:

EXECUTIVES

Nika Nobari,	President
Ayden Santiago,	Executive Vice President
Parsa Vafadaran,	Vice President of Finance
Haniyah Baig,	Vice President of Marketing
Gurleen Dhaliwal,	Vice President of Events
Saige McCollin,	Vice President of Corporate Relations

DIRECTORS

Luis Alitagtag,	Director, At Large
Iliyan Karim,	Director, Business Management
Jessica Tay,	Director, Business Management
Mays Abdullrazaq,	Director, Business Management
Ina Cho,	Director, Business Technology Management
Ananya Malhotra,	Director, Business Technology Management
Miral Akkawi	Director, Hospitality and Tourism Management
Natalia Sulek,	Director, Retail Management
Rose Amabelle Mendoza	Director, School of Accounting and Finance

SUPPORT & ANCILLARY POSITIONS

Shabnam Ahmad,	Manager, Student Engagement
Simran Sandhur,	Chair
Kanzah Aslam,	Executive Administrator, Secretary
Deeya Nassereddine,	Executive Administrator, Secretary
Karina Singh	Executive Administrator, Secretary

HONORARY COUNCILORS

Husnaa Zamarai,	Honorary
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AGENDA

ITEM 1: CALL TO ORDER - [INSERT TIME]PM

BE IT RESOLVED that Nika Nobari calls this meeting to order and passes her chairing rights to ___.

Moved:

Seconded by:

RESULT: Passed/Failed

ITEM 2: PRESIDENT'S WELCOME ADDRESS

Good evening, everyone!

Welcome to the 2024 Semi-Annual General Meeting.

Before we begin, I'd like to acknowledge that Toronto is situated on the traditional lands of the 'Dish With One Spoon Territory,' a treaty that represents shared care for the land among the Anishinaabe, Mississaugas, and Haudenosaunee peoples. As settlers and newcomers, it's our responsibility to honor this history and support Indigenous communities in their ongoing fight for justice and equity.

On behalf of the TRSS Board of Directors, thank you for being here tonight. I know how hectic student life can be, and it means a lot that you've made the time to join us. Whether this is your first TRSS general meeting or you're a regular, this forum is for you—the students of TRSM. It's your chance to understand what we, as your elected society, are working on, ask questions, and share your feedback.

You're not just students—you're stakeholders in this organization. As your elected representatives, we're here to amplify your voices and ensure that TRSS's decisions reflect your needs. I encourage you to use tonight as an opportunity to keep us accountable and involved in shaping our community.

I also want to take a moment to celebrate the incredible work of our over 700 student leaders across TRSM. These leaders are the driving force behind the vibrant student community we've built together. Whether through student groups, committees, or initiatives, their dedication and passion continue to shape the TRSM experience for the better. They've shown us the true power of collaboration and leadership, and I'm so proud to work alongside them.

The first half of this year has been incredible. I want to take a moment to thank our TRSS team for their hard work and dedication. With that, let's get started! I look forward to your questions, feedback, and participation in tonight's updates. Thank you for being here!

Nika Nobari, 24/25 President of the Ted Rogers Students' Society

ITEM 3: CHAIRING RIGHTS

Chairing Rights:

The audience and Board of Directors should ask and answer questions with mutual respect. When you

have a question, please raise your hand and someone will come to you with a microphone. If you are directing your question to a specific board member, please indicate that.

Point of Personal Privilege: If someone in the room needs accommodation or has an immediate concern, they can put their hand up and address it immediately.

Point of Order: If someone in the room has a constitutional or bylaw concern, they can put their hand up and address it immediately.

Point of Information: If someone in the room is struggling to understand some content of the meeting, they can put their hand up and inquire immediately (ex. If they don't understand an acronym or definition).

All motions require a 'mover' and a 'seconder'. After discussion and deliberation, the chair can call on a general member to move the motion. Those who wish to be the mover can raise their hand to 'move'. The chair will then repeat this process for a 'seconder' and those who wish to second the motion can raise their hand to 'second'.

All motions will be voted upon by raising your hands. Only full-time undergraduate TRSM students may vote.

The chairperson will be responsible for maintaining the order, moving along the agenda and facilitating any questions and answers.

What is a motion: a motion is a proposal that is put forward for discussion and decision, which will result in a vote.

A motion is usually placed in writing, and submitted in advance of the meeting, so that it can be moved to the chairperson. After proposing a motion by any member, the chairperson may consider it for discussion and voting. Through discussion in the house, a motion may be passed with or without amendments, or it may be rejected. When a motion is passed, it is called a resolution. Therefore, a motion may be called 'proposal resolution'.

According to the general practice:

- (1) one member proposes/makes one motion (an idea or a thought. which needs to be passed for its implementation)
- (2) another member seconds that motion (meaning that they agree/support the New Policy motion)
- (3) other members either vote for or against it either by show of hands or by a Poll.

What is other business: Other business is the opportunity for general members to bring forward new discussion topics that do not require a vote. New discussion topics can be in the form of questions or comments. They do not require a vote and can either be submitted in advance or during the meeting

ITEM 4: APPROVAL OF THE 2024 AGM MEETING MINUTES

BE IT RESOLVED that the AGM 2024 [Meeting Minutes](#) be accepted as presented.

Moved:

Seconded by:

RESULT:

ITEM 5: APPROVAL OF THE 2024 SAGM AGENDA

BE IT RESOLVED that the SAGM 2024 Agenda be accepted as presented.

Moved:

Seconded by:

RESULT:

ITEM 6 : BTM & HTM DIRECTOR RATIFICATION

TRSS By-Law 4.6.5 | Should a Director position become vacant, or if a position is not filled during the election, the Board of Directors shall appoint an interim replacement through a formal interview process.

Business Technology Management Director

Ananya Malhotra

Hospitality & Tourism Management Director

Miral Akkawi

BE IT RESOLVED that Miral Akkawi & Ananya Malhotra be ratified as Hospitality and Tourism Director & Business Technology management Director respectively of the 2024/2025 term.

Moved:

Seconded by:

RESULT:

ITEM 7: EXECUTIVE UPDATES

7.1 | President (Nika Nobari):

Special Projects Team

Yero Abbatulam (Special Projects Lead), Melika Gholami - (Special Projects Team Support)

- Student Group Leadership Conference (SGLC)
 - Hosted the Student Group Leadership Conference for over 200 student leaders with the rest of the committee as support. 95% of attendee feedback responses have said they feel more confident going into the school year after SGLC.
 - Main programming included a session on situational problem-solving based on realistic student group scenarios, duo positions breakouts (President - Evp, Finance -

Corp, Events - Marketing), similar positions breakouts and inter-team future planning activity amongst each group.

- Professional Attire Accessibility Project
 - Planning in progress for an initiative that would provide free professional attire to help students in need overcome financial barriers and confidently prepare for job interviews, internships, and career fairs in collaboration with the Deans Office.
- Charity Project
 - Planning in progress for an initiative that would engage students for a cause in the winter semester.

Data Analyst
(Theo Yan)

- CCC Data Dashboard
 - Working on an internal TRSS data dashboard that would monitor where CCC funding is being allocated to, highlighting internal and external funding and to help with the fund allocations

Programming Coordinator
(Onizish Shahbaz)

- President's Instagram Page
 - Onizish manages content posting on the TRSS President IG page (@trss.president). We've seen the account have an 183% increase in accounts reached over the last 90 days.
 - Wrote a script, filmed and edited an introduction reel to engage the audience with organic content.

TRIEEN

Labiba Humayra (TRIEEN Manager) , Mateo Moreno (Programming coordinator TRIEEN)

- Updated the TRIEEN team, including our TRIEEN Coordinator
- Hired 27 TRIEEN Delegates; 14 buddies (mentors) and 37 mentees
 - Accepted all mentees into the program as of September 10th, 2023
- Collaboration with International Student Support (ISS)
 - Hosted a social event in collaboration with the International Student Support to expand reach.
 - Met with Maryam Jalalzadeh (TRSM rep at ISS) to ensure we update the TRSM international community accordingly.
 - Upcoming collaboration with the international student tax clinic.
- We have updated the TRIEEN programming to focus more on social-based community events
- TRIEEN events are drop in based, for those that are interested that did not join initially, they are able to join the network after filling out an interest form
 - Priority attendees are 1st/2nd year international students or exchange students
 - Will be open to all TRSM international students subject to availability
- Hosted the following sessions:
 - TRIEEN Opening Ceremonies on Tuesday, September 30th
 - 15 attendees, 30 registered

- Social at Kensington Market on Saturday, October 28th
 - 22 Attendees, 40 registered
- Upcoming events:
 - TRIEN Holiday End of Year Social at Distillery District Sunday, November 24th

Executive Administrator
(Karina Singh)

- TRSS Rental Program
 - Managing logistical operations of the TRSS Rental Program
 - Did an inventory check on what rental program items were missing and what needed to be purchased.
 - Tidied up the storage space and ensured proper sorting and labeling.
- Internal TRSS Team Activities
 - Helped plan the TRSS Summer social at the Toronto Islands.
 - Ad hoc room booking, event logistics and administrative duties.
 - Planning the TRSS holiday social.

Other Updates from the President

- TRSS Hiring and Training
 - Conducted hiring for our 58 TRSS team members alongside Ayden and led training sessions for our Board of Directors and committee members
- TRSS Budget
 - Created a 24/25 fiscal year budget with Parsa based on previous year comparisons and goals for this year. \$80k More budgeted towards student focused initiatives.
- BOD and Exec Meetings
 - Facilitated Board of Directors and Executive team meetings on an alternating weekly basis, ensuring key decisions were being made in a fair and informed manner.
- Internal Committees
 - Serve as the voting ex-officio member on 11 of the 12 TRSS internal committees (doesn't include appeals committee), ensure planning aligns with strategic organizational goals.
 - Bursary Committee: helped diversify the bursaries and scholarships offered to target more students.
- Student Group Meetings
 - Had 46 meetings with student group representatives. Some outcomes of these meetings have been providing clarity on TRSS processes, connecting external partners with student groups, helping groups leverage TMU wide services, helping resolve internal issues within groups etc.
- Departmental Meetings
 - Weekly connects with Shabnam Ahmad (Student Engagement Manager)
 - Monthly connects with Cynthia Holmes (TRSM Dean)
- Update on Course Material Costs:
 - Addressed student concerns about unharmonized costs and unnecessary material requirements across multi-section courses.

- Dean conducted a review, identified issues in two courses (LAW122, ITM100), and instructed chairs to harmonize costs across sections.
- - Monthly connects with TRS Catering Department
 - Semesterly connects with TMU Student Society Presidents and Office of the Vice-Provost (OVPS)
 - Monthly connects with Adam Pendrith (TMU Finance)
 - Faculty Council Meetings (2 hosted so far).
- Departmental Meetings
 - Created content for and presented at all 8 Academic Orientation Sessions for incoming first years.
 - Coordinated with FFB to host the TRSM Essentials Session: Get involved in student life. Managed logistics and moderated the panel discussion.
 - Spoke at Breakthrough Program Opening Ceremonies and Street Team Opening Ceremonies.
- Deans Students' Advisory Council
 - Mission: The Dean's Student Advisory Committee is a platform for students to voice their concerns, provide feedback, and actively participate in improving academic programs, student services, and the overall experience at the Ted Rogers School of Management (TRSM). It focuses on promoting diversity, equity, inclusion, and serving as a bridge between the student body and the Dean.
 - Appointed 14 members representing all majors across TRSM through a centralized form with the help of Student Engagement.
 - Appointed the Chair of the Council: Victoria Pearson.
 - First meeting to be held on Nov 21st in person.
- TRSM Presidents Meeting
 - Held two meetings with all of the student group presidents to discuss how TRSS can support them and some best practices for their roles, resource document to be shared with details such as BOBIA attestation, P-card Usage guidelines, and best practices shared in the meeting.
- Created a new Student Association Menu (S.A.M) alongside Ted's Kitchen
 - Advocated on behalf of student groups to increase affordability, clarity and flexibility in regards to student group catering in TRSM by bringing in new diverse menu options at an affordable pricepoint.
- [Service Level Agreement \(SLA\)](#)
 - Facilitated the creation of the SLA, helped ensure there is an escalation process, reasonable time to cancel orders, and overall detailed service metrics to meet Student Groups expectations.
- CABS (Canadian Association of Business Schools) Membership
 - Facilitating the network of over 26+ institutions and Business Student Associations (BSAs) across Canada.
 - Attended the National Business Schools Conference (NBSC) on behalf of TRSM as well as other learning and development sessions for BSA execs.
- Free Coffee Program

- Over 1200 free coffee cards funded by TRSS have been redeemed in the months of September and October alone.
- Food Insecurity Project
 - Contributing \$44.7k towards Free food cards to target students who have expressed financial need on awards spring.
 - \$10k towards Free Food over exam project.
- Student Space Revitalization Project
 - Continuing the student space renewal work started in 2021, TRSS is committing an additional \$60,000 to revitalize the public student spaces in TRSM.
 - Planning on replacing furniture (primarily on 7th and 8th floor) with more functional "Quiet Space" for students.
 - Sent out a Survey to upper year TRSM students to gather data on what students would like to see (Quiet Pods, or Study Carrels)
 - Currently working with our Facilities department and external vendors to ensure completion by the end of my term as President.

7.2 | Executive Vice President (Ayden Santiago):

2024-2025 Team and Director Hiring and Transitioning:

- All TRSS Hiring is done through a anonymized hiring process via Paperform platform
 - Anonymized Hiring: To minimize biases and ensure all students have a fair opportunity, regardless of their relation to the hiring committee. Applicant's identifying information including name, email, resume, etc are redacted and instead they are assigned an applicant number to eliminate the possibility of bias in the hiring process and organizational purpose.
- Created hiring timeline and scheduled interviews
 - Committee Hiring Statistics - Received 259 applications, held 126 interviews via Zoom (41 hours of interviews)
 - Hired 46 Committee Members, and 1 Director position
 - President's Committee - 57.14% new members, 42.86% returning members
 - Executive Vice President's Committee - 83.33% new members, 16.67% returning members
 - On the EVP Committee, another role (Breakthrough Coordinator) was added to support the team
 - Marketing Committee - 82.35% new members, 17.65% returning members
 - Events Committee - 100% new members, 0% returning members
 - Corporate Relations Committee - 100% new members, 0% returning members
 - Finance Committee - 100% new members, 0% returning members
- As a whole, around 74.19% of the committee members are new and 25.81% has returned to the team (including the BoD) to the TRSS team for the 2024-2025 academic year
- All committee members were connected with their predecessors and received the appropriate transitioning documents and resources including a transition guide. In the case that they were not able to receive one, an executive member would host a transition meeting instead (respective to their portfolio)

- Archived and reset all 50 TRSS emails and relevant group alias emails and sent login information to all TRSS email holders. All TRSS team members have access to a TRSS account for the 2024-2025 academic year
- Updated the internal and governance TRSS documents so they better reflect the changes and priorities of the year

Breakthrough Program:

Led by Ashley Do (Breakthrough Program Manager), Lexi Wasiuk (Breakthrough Program Coordinator) and Jiayan Huang (Breakthrough Program Coordinator)

- Hired 91 Breakthrough Delegates; 30 mentors and 61 mentees
 - Used an anonymized hiring process during applications
 - Conducted 51 Mentor interviews
- Created the fifth edition of the Breakthrough Program Lookbook and Resource Pack with updated content
- Worked with the following departments for the initiatives and projects
 - Marketing
 - Photo and video - Breakthrough Lookbook
 - Social Media - Content during events
 - Creative team - Hiring graphics
 - Andrew Wasiuk - Breakthrough Teaser Video
 - Events
 - To help Breakthrough team promote hiring at Commerce Frosh 2024
- Conducted an anonymized hiring process for the Mentees and Mentors of the program
 - Hired 30 mentors out of 60 applicants
 - Hired 61 mentees out of 129 applicants
- Secured this year's CPA monetary Sponsorship for \$1500
- Working on securing speakers, panelists, and networkers for all relevant events
- Hosted the following sessions:
 - Mentor Training on Friday, August 16th 2024
 - Opening Ceremonies on Friday, September 29th 2023; 84 members in attendance
 - Special Guests: Nika Nobari, Parsa Vafardan, Gurleen Dhaliwal
 - TRACE x Breakthrough Case Competition; 63 members in attendance
 - In collaboration with TRACE team, special thank you to the TRACE Delegate Development Team
- Upcoming events:
 - LinkedIn Branding 101 on November 28th, 2024

Executive Administrators

Kanzah Aslam and Deeya Nassereddine

- Created the [TRSS Office Hours schedule](#)
- Tasked with creating, managing and updating the bi-weekly Board of Directors meeting agendas and minutes
 - The board has hosted 13 bi-weekly meetings so far and the SAGM on Nov 19

- Scheduled 4 Board Funding presentations and executed 1 Board Funding presentation
- Manage the Alcove bookings
 - Optimized the form to minimize email communication
 - 115 successful bookings as of November 12th
- Manage the Community Poster
 - 16 successful poster approvals as of November 12th
- Support with TRSS room booking requests and TRSM Special Events Team Department
 - 16 successful requests
- Creating the SAGM agenda
- Managing other administrative scheduling tasks and ad hoc tasks

EVP Committee

- Members include:
 - Breakthrough Program: Ashley Do, Lexi Wasiuk and Jiayan Huang
 - EDI Commissioner: Victoria Pearson
 - Executive Administrators: Kanzah Aslam, Deeya Nassereddine
- Conducted 1:1s with all EVP Committee members to go over goals and expectations for the term, also provided additional training on ExploreTMU process for relevant members
- Hosted EVP committee meetings to discuss projects, success and opportunities

TRSS Committees

- Worked with the EDI Committee on programming and initiatives for the year
- Worked with the Governance Committee to create necessary changes in governance documents including the By-Laws and Policy Manual
 - Governance Guide Project will be mentioned
- Worked with the Student Group Committee to conduct Student Group Office checks and assign student group statuses
- Worked alongside Summits Committee to plan TRSS Summer Symposium 2024 and SAGM 2024
- Worked alongside TRSS Cares to support programming and events for the year
- Worked with the Appeals Committee to facilitate conversations and hiring

TRSM EVPS/Similar Positions

- Connected with the Executive Vice Presidents and similar positions of umbrella groups to conduct a similar positions session, and general discussion at the Student Group Leadership Conference on September 15-17th
 - Also had a touchpoint with the EVPs and similar positions at the TRSS Summer Symposium on July 20th and July 21st to discuss common issues, best practices, additional support
- Communicated with Student Group Presidents and EVPs in one on one or small group meetings regarding student group HR concerns and best practices

Other

- Held meetings with various individuals at TRSM and TMU for relationship building and relevant projects:
 - Rita Linger, Director, Space Planning & Special Projects, TRSM Special Events Team
 - Hilda Mativo, Coordinator, TRSM Special Events Team
 - Andy Tran, Coordinator from TRSM Special Events Team
 - Student Engagement Team (Shabnam Ahmad, Simran Sandhur)
- In communication with EVP's from the Canadian Association of Business Students (CABS) across Canada to gather and share resources
- In communication with Joni, Period Care Equity Project partner, to strengthen and expand out partnership
 - Met with Youji Cheng, Joni Business Development Coordinator, to discuss goals and expansion of Joni Project
 - In communication with the respective VP Equities and VP Inclusion, Diversity, Equity and Accessibility (IDEA) of other TMU societies:
 - SASSH, USSTM and FCSS
- Conducted wellness checks and provided support to Board of Directors to facilitate conflict resolution strategies and increase work efficiency
- Interim TRSS Liaison for the following student groups: HTSS, TRFPA, Enactus TMU
- Continuously manage and update the Student Engagement TRSS' Student Leader Contact sheet with changes to executive teams
- Other ad hoc tasks such as tabling for TRSS and attending meetings and events on behalf of TRSS

7.3 | Vice President of Events (Gurleen Dhaliwal):

- Hired Events Team the following members are:
 - Zubeda Bemat - Events Lead
 - Nathaniel Duke - Event Coordinator
 - Jaweria Khan - Event Coordinator
 - Hana Zainab - Event Coordinator
 - Yusra Hasan - Event Coordinator
 - Miranda Jimenez - Events Marketing Coordinator

FROSH 1: Commerce Frosh 2024

- Held on August 27th to August 30th, 2024
 - 1 training day on August 26th dedicated to Frosh Leaders & Logistic Members on topics such as EDI, security, Consent Comes First, Frosh rules and expectations
- Packed & Provided over 400 Frosh bags including sponsored items and TRSS merchandise for attendees
- Provided 2 different ticket options to accommodate scheduling for attendees
 - 85% of attendees purchased the Frosh Full Week Package
 - 15% of attendees purchased the Day Time Frosh Package
- Implemented a better check-in process to streamline Frosh registration by using RFID bracelets:
 - Collaborated with FFB, Student Engagement & Special Events to create flow-run through of check-in process
- 10 in-person events throughout the 4 days including:
 - Opening Ceremonies
 - Carnival - a collaboration with SASSH & Central Orientation

- K1 Speed
- Toronto Island Day
- STACKT Market
- Scavenger Hunt - across campus
 - Included a student group fair & 55 apparel pop up shop
- Dance competition
- SLC Live
- Shinerama
- Closing Ceremonies
- Had over 190 Froshees, with a working team of 80 Frosh Leaders & 23 Logistic members for the week
- Prompted froshees to join other first year initiatives within TRSS Committees such as Street Team, with 60% (13 members) and Breakthrough with 43.4% from Frosh
- Collaborated with:
 - The Society of Arts, Social Science, and Humanities (SASSH) & Central Orientation for Carnival
 - Metropolitan Undergraduate Engineering Society (MUES) for Shinerama (along with other TMU Societies)

WOW: Week of Welcome

- September 3rd to 6th 2024
- Daily events were hosted throughout the week:
 - City Tours - Attended by 20 students
 - Student Group Fair - Attended by 28 Student Groups
 - Games Day - Attended by 30 students
 - Puppy Yoga - Attended by 35 students

ENT 101: Student Group Fair

- October 2nd, 2024
- Assisted ENT 101 course, a first year course introducing students to TMU's student engagement and entrepreneurship ecosystem, in hosting a student group fair
- Had 13 student groups in attendance

TRSS X Yonge & Dundas: Monster Mash

- October 25th, 2024
- Fright event in Kerr Quad with the following activities
 - Haunted House
 - Live DJ
 - Mocktail Bar
 - Photo Booth
 - Live Scarers
- Collaboration with Yonge & Dundas and MUES with over 600+ attendees (data provided on behalf of Yonge & Dundas)
 - Resulted in a 52 follower increase on the TRSS Instagram

Upcoming Events*:

Snowy Nights - November 27th, 2024

Frost Week - January 13th - 17th, 2025

Raptors Takeover - event date to be finalized

Baes & Besties - February 13th, 2025

SGA & SLAN - April 11th, 2025

Grad Gala - April 27th, 2025

Dates are subject to change

Responsibilities:

- Weekly connects with Simran Sandhur (Student Engagement Administrative Coordinator)
- Hosted 2 VPE meetings to discuss and answer questions about event processes, concerns, and strategies to do better
 - Had one-on-ones with 2 VPE's to help strategize and answer questions catered to the events they are planning
 - Aid VP Events with planning as needed
- Created a document for Student Group Awards (SGA) outlining the award descriptions and adding "how to achieve" sections for each category
- Collaborated with the FFB team for their "TRSM Essentials" collab event with TRSS
 - Helped planning with a Student Leader Panel & Student Group Fair with 9 student groups in attendance

7.4 | Vice President of Marketing (Haniyah Baig):

- Hired Marketing Team as follows:
 - Farah Hermanto: Marketing Team Lead
 - Miranda Sun: Marketing Associate
 - Sherundi Joseph: Marketing Associate
 - Sinthiya Subesan: Apparel Logistics Manager
 - Atusa Farahani: Apparel Admin Manager
 - Dickson Ntiamoah: Apparel Creative Manager
 - Gohulan Gunaseelan: Photographer
 - Ry Guselle: Videographer
 - Niyati Jain: Social Media Manager
 - Mickayla Marchlewicz: Social Media Coordinator
 - Mustafa Rabbani: Social Media Analyst
 - Simra Khan: Street Team Operations Manager
 - Fhatma Hyder: Street Team Strategy Manager
 - Diva Hidalgo Luna: Website Coordinator
 - Sumeya Farah: Creative Graphic Designer
 - Angelica Barut: Internal Graphic Designer
 - Nicole Ungureanu: Internal Graphic Designer

COMMITTEE PROJECTS:

Social Media | led by Niyati Jain, Mustafa Rabbani, Mickayla Marchlewicz

Instagram

- The following has increased from 8,263 to 9,354 since May 1st, a 1,091 increase since the beginning of the term!
- The amount of accounts reached from August has been 42,770, receiving an 177% increase in impressions (875,756 total impressions since Aug 16)
- 95 social media request submissions for Student Group Events and Opportunities since May 1st

Tiktok

- Received an overall view count of 35,000 views since May 1st, 2024
- Received 1,194 profile views, 803 likes and 94 shares since May 1st, 2024
- Launched the TRSS 2024-2025 Trailer, posted on July 25th to launch updated heritage graphics such as Events and Opportunities, story stickers, etc.
 - This reached a total of 7377 accounts, with 3,651 (or 49.5%) being our loyal followers and 3,725 (or 50.5%) being non-followers
 - Launched 3 new social media series in light of last year's rebrand- "TRSS Unplugged (social)", "Under-55 (academic)" and "B.Comming Execs (professional)"
- Upcoming Initiatives
 - Working with Street Team to develop cross-collab content with ambassadors, as part of an initiative to develop ambassadors' skills in social media marketing
 - Working with TRSS Cares to develop Movember reels, the first one was posted on November 11th.
 - Actively posting and reposting new student group events and opportunities
 - Updating analytical insights monthly to make data-driven decisions

Apparel Team: FiftyFive | Led by Sinthiya Subesan, Atusa Farahani, Dickson Ntiamoah

- Held 3 pop-ups during Frosh & launched a limited edition Frosh collection of hats & totes- the "Made with Care" collection- generated \$621.50 in apparel sales during the spring/summer semester
- Held the third-annual Fiftyfive Fashion Show: "Lost Signal"; Key Takeaways:
 - A sold-out event- Has 270 attendees including ticketed attendees + ops, selling over 200 tickets
 - Generated \$3,581 in newly released merchandise sales.
 - Collaborated with 13 student groups and 4 actively selling at the show, the highest amount of student group involvement since the show's creation

Marketing Associates | Led by Miranda Sun & Sherundi Joseph, with assistance from Farah Hermanto (Marketing Team Lead) and Haniyah Baig (Vice President of Marketing)

- Merchandise Request:
 - Over 1,000 pieces of merchandise have been prepared and given out to Student Groups
 - 13 Paperform submissions and pitch meetings since May 1st, 2024.
 - Continuing to do regular inventory count to ensure sustainable vendor ordering practices & regular compliance with the Building Ontario Businesses Initiatives Act (BOBIA).
- Advertising Fund
 - Have had 7 Ad fund Pitches from May 1st, 2024
 - Continue to review and distribute funding contingent to pitch
- Instagram Takeovers
 - 17 Instagram takeovers have been completed since May 1st, 2024.

Photobooth Services | Led by Farah Hermanto (Marketing Lead)

- Continue to uphold best training practices; conducted quality assurance and maintenance over the summer to fix troubleshoot issues from previous year
- The Photobooth has been rented out 23 times in the past semester.

Street Team Ambassadors | Led by Simra Khan (Street Team Strategy Manager) and Fhatma Hyder (Street Team Operations Manager)

- Conducted a blind hiring process to hire all applicants:
 - Interviewed 51 applicants and hired 23 members for the Street Team this year.
- Promoted 20 student group-led events since opening the service to student groups
- Established the responsibilities for 23 ambassadors: weekly shifts for word-of-mouth marketing and executing social media promotions via social media

Website Updates | Led by Haniyah Baig, Luis Alitagtag, Iliyan Karim, Diva Hidalgo Luna

- Actively updating the TRSS website with new student group Events and Opportunities, full team photos & updated icons
- Conducted a full accessibility audit in partnership with the EDI Committee, ensuring improved content readability through improvement of font sizes, page contrast, etc.
- The website has since gained 7,393 visits since its relaunch on August 9th

Photo/Video Updates | Led by Gohulan Gunaseelan (Photographer) & Ry Guselle (Videographer)

- Took on all TRSS Frosh photography for this year's Commerce FROSH1
- Shot and edited full team TRSS headshots & team photos
- Shot the TRSS Board of Directors video that was played at Frosh
- Had 8 photography bookings in the Summer/Fall Semester

Graphic Design Updates | Led by Sumeya Farah (Creative Designer), Angelica Barut & Nicole Ungureanu (Internal Graphic Designers)

- Created new Instagram Story stickers
- Created new Events and Opportunities carousel & introduced new staple elements to TRSS graphics
- Spearheaded and launched TRSS Internal Design Request Form- streamline the process for any TRSS committees that request promotional graphics
- Created New Reel Intros for 3 Social Media Series
- Continuously collaborating with internal TRSS members for events and initiatives

Other VPM Updates

- Created the 2024 Frosh Corporate Package for sponsor outreach
 - Introduced an additional resource- the TRSS Social Media Analytics Package with Mustafa Rabbani
- Created the TRSS 2024-2025 Discord
 - 263 Student Leaders Onboarded
 - 31 Student Groups Onboarded
 - Customizations made to channels to make joining easier for all student groups members
 - Channels for each portfolio (Presidents, EVP, Marketing, Corporate, Events, Finance)

- Channels for each Student Group (Course Unions, Interest Groups, External Groups)
- Channels for each Student Group Office
- NEW ADDITION: Introduced "*topic streams*" an open space for any role to ask questions in regards to common student leadership topics such as governance, collaborations, etc.
- Planned and executed the 2024-2025 TRSS Team Photoshoot
- Had 1 on 1s with Marketing Committee to go over expectations, holding bi-weekly committee meets with respective committees and full-team Marketing meetings.
- Had 1 on 1s with under-umbrella VPMs to talk about relevant resources and support; had all-31 VPM sessions at Summer Symposium, August, SGLC, and (upcoming) November to fully touch base with student group VPMs
- Bi-weekly meetings with Simran Sandhur-Departmental Assistant, Student Engagement to touch base on SE support with Marketing initiatives
- Created a *TRSS Marketing Suppliers* Sheet for the VPMs, a list of past TRSS marketing/apparel suppliers that are BOBIA compliant/ links for easy access
- Conducted maintenance and navigated troubleshooting issues on the Photobooth
- Planned and executed the Meet the TRSS Board Video 2024-2025 with the help of Ry Guselle
- Advocacy and ongoing conversation in regards to the Canva Pro Project- designed to provide Canva Pro Licenses to under-umbrella student groups

7.5 | Vice President of Corporate (Saige McCollin):

- Hired Corporate Relations Team:
 - Members:
 - Cameron Brennan - Corporate Relations Lead
 - Patricia Zambon - Account Manager
 - Diana Tsakolous - Account Manager
 - Aish Tuli - Account Manager
 - Christian Dininio - Account Manager
 - 100% new members, 0 returning members
- Event Support From Corporate Partners
 - Frosh Highlights:
 - 31 types of in-kind items provided throughout Commerce Frosh
 - \$6,250 increase in monetary sponsorship at Commerce Frosh; from Nongshim, Flipp and SPC
 - Red Bull support for 3 events; ~1,200 cans of product
 - Over 3000 products from The Ordinary
 - ~400 products from Innisfree
 - ~800 products from Bao Laboratory
 - Scavenger Hunt: Red Bull, Fantuan Delivery, SPC, ROM, Flipp, KimmyBerry
 - Gong Cha and SPC product sampling
 - Stewardship Report issued after frosh
 - President's Committee
 - Popeyes and Pita & Hummus provided food for ~200 student leaders before SGLC
 - Cares Committee
 - Chick-Fil-A and Le Gourmand supported TRSSsupported with TRSS Cares - Giveback week. Providing items for over 60 items each for 30 attendees
 - Monster Mash Halloween Social product support: The Ordinary

- 55 Fashion Show product support: The Ordinary
- Student Group Support and Product Support
 - Met with all Vice Presidents of Corporate Relations
 - Shared all relevant information related to the TRSM Student Group sponsorship process
 - Provided 1-on-1 assistance to prepare for student group events
 - Facilitated discussion on goals and issues in corporate relations teams
 - Over 300 products provided to support student group events
- Building and Maintaining Relationship Across Faculties
 - Monthly meetings with Vice Presidents of Corporate Relations from faculty societies to discuss joint projects (Frosh Carnival and SPC Project)

7.6 | Vice President of Finance (Parsa Vafadarani):

Initial Weeks:

- Began the year by conducting a review with the Toronto Metropolitan Finance Department.
- Developed the budget for the fiscal year 2024-2025, to be finalized following updates.
- Increased the emphasis on EDI, CCC, and Bursary initiatives.
- Participated in finance audits with former VPF Manav Muthreja to gather feedback on processes.
- Reviewed and updated all cost center reports to reflect new naming conventions, with support from Matthew Mishalkowsky (Director of Finance, TRSM).
- Conducted the hiring process for the TRSS Finance team, appointing:
 - Gurpriya Khuman - Finance Admin
 - Jennifer Nguyen - Accounts Payable Lead
 - Jeline Baptista - Accounts Payable Coordinator
 - Nidhi Patel - Accounts Payable Coordinator
 - John Dan Chou - Funding Admin
- Hired an extra payable coordinator to make cheque submission process faster.
- Delivered comprehensive training for each role and held regular check-ins with the team.
- Provided continuous support and feedback to the TRSS Finance Team.

General Responsibilities:

- **Financial Advice & Support:** Advised teams on event planning and saving strategies to promote fiscal responsibility.
- **Compliance & Accountability:** Ensured strict compliance with financial policies, authorizing transactions transparently and aligning them with established protocols.
- Effectively communicated updates and changes to TRSS finance processes with student groups, ensuring all parties stayed informed about deadlines and expectations.
- Conducted monthly check-ins with TMU Central Finance to keep processes current.

Summer Symposium:

- Outlined major changes and projects for the year, detailed below.

Reimbursement:

- **Reimbursement Manual:** Created and distributed a comprehensive guidebook covering frequently used reimbursements by student groups.

- Reimbursement Tracker: Enhanced transparency by allowing student groups to track the status of their reimbursements through various stages.
- Vendor Payment Form: Implemented a centralized Google Sheet to streamline vendor payments, reducing the administrative burden on students.

Student Group Funding:

- Instituted a group hiring process during the symposium to minimize biases.
- Recruited two student leaders for the SGFC Committee to promote equitable and effective funding allocations. Structure:
 - \$1,000 - \$5,000: Allocated twice per semester for two events or initiatives.
 - \$1,000 - \$9,999.99: Allocated once per semester for one event or initiative.

Previous Year Reimbursements:

- I processed over 200 delayed cheques submitted by student groups at the beginning of my term, before the finance team received access to the financial services system, to prevent delays in the reimbursement process.
- Internal Reimbursement Tracker: Mandated the use of a Google Form for all reimbursement submissions, shared with the TRSS Finance Team.

CCC: Created a detailed manual for processing CCC reimbursements.

Budget and Payment Enhancements:

- Raised the P-card limit for the President and VPF from \$2.5K to \$5K for single purchases, facilitating better support for student groups.
- Standardized the budget format for all TRSS groups to streamline operations.

Cost Center Manual:

- Developed a manual to guide student leaders in reading and managing their cost centers.

BE IT RESOLVED that the executive updates be accepted omnibus

Moved:

Seconded by:

RESULT:

ITEM 8: EXECUTIVE REMUNERATION PRESENTATION

As presented by Student Engagement, the total remuneration for the 6 TRSS executives for the Summer 2024 term amount (May 1st - August 31st), in exchange for services rendered, is the following:

Nika Nobari, President - \$2,856
Ayden Santiago Executive Vice President - \$2,892
Gurleen Dhaliwal, Vice President of Events- \$2,877
Parsa Vafadarantabrizi, Vice President of Finance - \$2,886
Saige McCollin, Vice President of Corporate Relations - \$2,265
Haniyah Baig, Vice President of Marketing - \$2,829

- Several factors go into the determination of the remuneration amounts by the Student Engagement Manager, including meeting with each executive member individually and discussing their responsibilities, achievements and impact of projects done during that semester. Each executive completed a detailed remuneration report that showcased a detailed timeline of their KPIs and projects to ensure accuracy and transparency.
- From previous feedback and to maintain our commitment to transparency, these reports will be available to view on request by reaching out to Student Engagement.

ITEM 9: COMMITTEE UPDATES

9.1 | Governance Committee

Chair: Ayden Santiago

Members: Natalia Sulek & Miral Akkawi

- Continuously meeting on a need-for-action basis
- Reviewed existing TRSS Governance documents to ensure inclusivity, clarity, and accuracy
- Progressing towards finalization of the "Governance Guide"
 - Created a result of previous Governance Committee suggestions, struggles, and unaccomplished goals of evaluating each student group's constitution one by one
 - This will serve as a guiding document that will support student groups in formatting strong, useful governance
- Conducted three meetings (with TMCA, HRSA, and TMU Toastmasters) for governance support
- Reviewed and updated the following TRSS by-laws:
 - 3.4.5 – Conferences and Competitions Committee (CCC) – Internal Committee
 - Focus on improving language and providing explicit clarification on how the committee can support TRSM students
 - 3.4.1. – Governance Committee - Internal Committee
 - Now, it consists of two directors. Previously, only one sat on this committee
 - 4.1.4, 4.1.7, 4.1.9-4.1.12 – Election procedures (eligibility for positions, onboarding processes, etc.)
- Reviewed and updated the following TRSS policies under the TRSS Policy Manual:
 - Poster Policy
 - Student Group Finance Policy

9.2 | TRSS Cares

Chair: Ayden Santiago

Members: Iliyan Karim, Mays Osman, & Luis Alitagtag

- Finalized our event/campaign initiatives for the school year
- Had our Giveback week initiative in early October, which saw TRSM students volunteer by giving back to the community through visiting senior homes and engaging in sustainable initiatives.
- Currently running our annual Movember campaign to raise funds for men's health, where we collabed with Fifty Five and their fashion show earlier in the month.
- Currently in the midst of planning for next year's CAMH; keeping constant communication with corp and student engagement

9.3 | Conferences and Competitions Committee (CCC)

Chair: Saige McCollin & Parsa Vafadaran

Members: Iliyan Karim, Ananya Malhotra, & Rose Amabelle Mendoza

- Provided around \$10,000 in funding to over 35 applicants.
- The CCC manual has been updated and a new guidebook introduced for the reimbursement part to expedite the CCC process.
- Implementing a standardized rubric for evaluating applicants, ensuring a fairer assessment of funding requests.
- The CCC budget has increased this year as we are expecting more applications.

9.4 | Week of Welcome (WoW)/FROST Week

Chair: Gurleen Dhaliwal

Members: Ananya Malhotra & Miral Akkawi

- We hosted a variety of engaging & new events to help welcome the students of TRSM such as our student group fair, games day social, puppy yoga & personalized city tours for domestic and international students.
 - Personalized City Tours for International Students - Attended by 20 students
 - Student Group Fair - Attended by 23 Student Groups
 - Games Day - Attended by 30 students
 - Puppy Yoga - Attended by ~35 students
 - Painting Session - Attended by 17 students
- Looking ahead to FROST Week, we have an exciting lineup planned, including Paint Day, a scavenger hunt, Puppy Yoga, Student Group Fair & more.

9.5 | Student Group Committee (SGS)

Chair: Ayden Santiago

Members: Ananya Malhotra & Jessica Tay

- The Student Group Committee assigned student group statuses for Fall 2024 term based on a thorough review of Policy 3.1, the audits from Summer 2024, and feedback from our liaisons as outlined in Policy 3.2.3.
- At the beginning of the term, we conducted preliminary inspections to assess compliance and have promptly notified student groups about any necessary actions to be taken regarding office spaces.
- The second round of office inspections will be taking place shortly.
- TRCT was added to the TRSS umbrella as the 31st student group.

9.6 | TRSS Alumni Association

Chair: Saige McCollin

Members: Jessica Tay & Mays Osman

- Collaborated with the Ted Rogers Alumni Association (TRALA) to organize the 3rd Annual Alumni Mixer - 140+ guests in attendance.
- In its third year, TRALA continues to expand its alumni network.

9.7 | Website Committee

Chair: Haniyah Baig

Members: Iliyan Karim & Luis Alitagtag

- Actively updating the TRSS Website
 - Maintain resources for all general members including a job board, student mentorship opportunities, financial resources, and conference and competitions.
- Conducted an accessibility audit to ensure compliance with accessibility standards and improve inclusivity.
 - Included reviewing certain design elements, and content readability.

9.8 | Student Group Funding Committee (SGFC)

Chair: Parsa Vafadaran

Members: Luis Alitagtag, Jessica Tay & Rose Amabelle Mendoza

- Held 5 SGFC presentations thus far (TMA, TRACE, TRPA, WILTMU, LBSA).
- Provided over \$16,000 in funding.
- Updated the SGFC evaluation process with a rubric to ensure consistency and accuracy.
- Updated the funding manual for the 2024/2025 year, which includes presentation guidelines, deductions and restrictions, and the new rubric.
- Appointed two general members:
 - Haya Ali (TRFS Co-President)
 - Theo Yan (TMCA VP Finance)

9.9 | Bursary Committee

Chair: Parsa Vafadaran

Members: Natalia Sulek & Ina Cho

- Introduced 4 new awards and bursaries along with the current 3 for the Fall 2024 semester:
 - TRSS Emerging Leadership Award – 10 recipients x \$1250
 - 139 applicants
 - TRSS International Student Award – 5 recipients x \$1000
 - 41 applicants
 - TRSS Scholars at Risk Award – 5 recipients x \$4000
 - 7 applicants
 - TRSS Indigenous Student Award – 4 recipients x \$1250
 - 0 applicants, will reopen in winter
 - TRSS Course Material Bursary – 40 recipients x \$500
 - 1064 applicants
 - TRSS General Bursary – 20 recipients x \$1000
 - 656 applicants
 - TRSS Leadership Award – 10 recipients x \$1250
 - 161 applicants

9.10 | Summits Committee

Chair: Ayden Santiago & Gurleen Dhaliwal

Members: Ananya Malhotra & Ina Cho

- The Summits Committee has successfully hosted a two-day Summer Symposium for the 2024-2025 academic year, which included discussions about finances and legal, corporate sponsors, events, student engagement, and inclusivity.
 - 187 student attendees for Day 1 of Summer Symposium
 - 179 student attendees for Day 2 of Summer Symposium
- Speakers included TRSS executives, Ted's Kitchen, and SEAD. Overall, it contained information to help student group leaders excel in their positions.
- We also planned to host the 2024-2025 Semi-Annual General Meeting (SAGM) on November 19th, 2024

9.11 | Equity, Diversity, and Inclusion (EDI) Committee

Chair: Ayden Santiago

Members: Rose Amabelle Mendoza & Miral Akkawi

- The EDI committee is overseeing the operations on the Period Care Project, which includes:
 - Implementation of a new tracking system for inventory and stock to allow efficiency in product/refill data.
 - Reaching out to other societies in TMU and Joni to expand the opportunity
- Actively collaborating with Treaty Relations in Business Education (TRIBE) in regards to making a Land Acknowledgement Guide.
- Currently working on the following projects:
 - Digital Accessibility Toolkit
 - Inclusive Language Policy
 - Event Accessibility Guide
 - Neurodivergent Initiative
- Hired the EDI Committee General Members for the 2024-2025 academic year
 - Lauren Caufield
 - Roya Khedri
 - Adiba Mollah

9.12 | Student Group Appeals Committee

Chair: Ayden Santiago

Members: Ina Cho & Rose Amabelle Mendoza

- Hired the Appeals Committee General Members for the 2024-2025 academic year:
 - Baxter Thomas
 - Nicole Almonia
 - Ilinca Bica
- No updates as no student groups have appealed their statuses

BE IT RESOLVED that the Committee Updates be accepted Omnibus

Moved:

Seconded by:

RESULT:

ITEM 10: TRSS FINANCES BUDGET PRESENTATION

** Please note that TRSS Board of Directors Budget will continuously be updated leading up to the SAGM**

See here: [x TRSS Budget SAGM 2024-2025.xlsx](#)

ITEM 11: POLICY MANUAL CHANGE 1.1.1.1 - POSTER POLICY

Old Policy

1.1.1.1 All posters must be **pre-approved and stamped by a member of the TRSS Board of Directors prior to posting.**

New Policy

1.1.1.1 All posters must be **requested and pre-approved on the [TRSS Community Poster Boards Form](#).**

ITEM 12: POLICY MANUAL CHANGE 1.1.2 - APPROVAL PROCESS

Old Policy

1.1.2.1 Bring the copies of the poster to the Ted Rogers Students' Society office, TRS 2-145 (For TRSM student events, course unions, clubs, elections)

1.1.2.2 Risk Assessment Approval

- Off-campus or sporting events cannot be posted unless first approved by the Executive Vice President. A copy of the approval email must be submitted with the poster prior to receiving stamp approval or utilizing the TRSS logo as a signifying approval. The TRSS maintains the right to deny promotion or posting of any charitable initiative, non-Toronto Metropolitan University event, or any event where there is a significant risk of liability.

New Policy

1.1.2.1 **After submission of the [TRSS Community Poster Boards Form](#), posters may be approved.**

1.1.2.2 **Upon receiving approval, posters must contain a digital stamp and/or be physically stamped by a member of the TRSS Board of Directors prior to posting**

- 1.1.2.2.1 **Bring the copies of the poster to the Ted Rogers Students' Society office, TRS 2-145 (For TRSM student events, course unions, clubs, elections), for stamping**

ITEM 13: POLICY MANUAL CHANGE 1.1.2.4 - POSTERS WILL NOT QUALIFY IF

Old Policy

1.1.2.4.1 Posters contain words or images that may be deemed racist, sexist, homophobic, or intolerant.

New Policy

1.1.2.4.1 Posters contain words or images that may be deemed racist, sexist, homophobic, or violate the protected grounds under [TMU Human Rights Policies](#).

ITEM 14: POLICY MANUAL CHANGE 1.1.4 - ADJUSTMENT

Old Policy

1.1.4 REMOVAL

Expired posters are automatically removed on the 15th and 30th of each month. Please ensure you time your postings accordingly.

1.1.4.2 VIOLATIONS

1.1.4.2.2 Groups violating the poster protocol after a warning has been issued shall receive a second warning in writing, which may include poster/promotion restrictions.

1.1.4.2.3 Upon a third violation, groups shall face promotions restrictions for up to a full academic year.

New Policy

1.1.4 REMOVAL

Expired posters are automatically removed on the 28th of each month. Please ensure you time your postings accordingly.

1.1.4.2 VIOLATIONS

1.1.4.2.2 Groups violating the poster protocol after a warning has been issued shall receive a second warning in writing, which may include poster/marketing promotion restrictions.

1.1.4.2.3 Upon a third violation, groups shall face marketing promotion restrictions for up to a full academic year.

ITEM 15: POLICY MANUAL CHANGE 1.1.5 - TRSS ELECTION POSTER POLICY

Old Policy

1.1.5.1 Posters and banners for TRSS Election Campaigns may be used solely at the discretion of the CRO.

1.1.5.2 All posters must be pre-approved by the TRSS CRO and stamped prior to posting.

1.1.5.3 All TRSS Election Posters must adhere to the same rules and guidelines as outlined in policies 1.1-1.4 and 1.6, with the exception of outlined exceptions.

1.1.5.5 LOCATION & RULES

1.1.5.5.1 All TRSS Election Posters must adhere to the same rules and guidelines outlined in section 1.3, with the following exceptions: Only 1 (one) poster per slate (or candidate), per board, is allowed.

New Policy

1.1.5.1 Posters and banners for TRSS Election Campaigns may be used solely at the discretion of the CRO, and **must be used under the following contingencies:**

- 1.1.5.2 All posters must be pre-approved by the TRSS CRO and stamped prior to posting.
- 1.1.5.3 All TRSS Election Posters must adhere to the same rules and guidelines as outlined in Policy Manual 1.1.1, 1.1.2.3, 1.1.1.5, 1.1.2.2 - 1.1.4, and 1.1.6, with the exception of outlined exceptions.
- 1.1.5.4 The banisters leading up to the 7th floor shall be used only if first approved by the CRO

1.1.5.5 LOCATION & RULES

1.1.5.5.1 All TRSS Election Posters must adhere to the same rules and guidelines outlined in section 1.1.3, with the following exceptions: Only 1 (one) poster per slate (or candidate), per board, is allowed.

ITEM 16: POLICY MANUAL CHANGE 1.1.6 - OTHER

Old Policy

1.1.6.3 Floor Advertisements/Banners: This form of advertising is only permitted in the TRSM building if prior approval is gained in advance from the TRSM **Facilities Office** (Room TRS 1-009). Floor posters not pre-approved will be removed and clean-up charges will be assessed to the group. In addition to cleaning charges, future poster/promotion restrictions may apply.

New Policy

1.1.6.3 Floor Advertisements/Banners: This form of advertising is only permitted in the TRSM building if prior approval is gained in advance from the TRSM **Special Events Team** Office (Room TRS 1-009). Floor posters not pre-approved will be removed and clean-up charges will be assessed to the group. In addition to cleaning charges, future poster/promotion restrictions may apply

ITEM 17: POLICY MANUAL CHANGE 2.4 - SPENDING POLICY

Old Policy

2.4.2 | Day-to-day Discretionary Spending

2.4.2.1 Expenses for the TRSS' day-to-day operations valued under

- **\$1999.99** that are not presented at Board of Directors meetings must be authorized by two of the three signing authorities prior to the purchase. Any purchase over **\$2000** that is not presented at a Board of Directors meeting must be ratified by a majority vote of the six Executives in a timely manner. In case of a tie, the representative of Student Engagement may vote. Expenses incurred without the prior approval of the Executives, Board, or at least two of the signing authorities are the responsibility of the purchaser and may be denied reimbursement.

New Policy

2.4.1.3 | If a budgeted line exceeds by 10%, the committee chair has to submit an explanation to the finance committee through an internal form.

2.4.2 | Day-to-day Discretionary Spending

2.4.2.1 Expenses for the TRSS' day-to-day operations valued under

- **\$4999.99** that are not presented at Board of Directors meetings must be authorized by two of the three signing authorities prior to the purchase. Any purchase over **\$5000** that is not presented at a Board of Directors meeting must be ratified by a majority vote of the six Executives in a timely manner. In case of a tie, the representative of Student Engagement may vote. Expenses incurred without the prior approval of the Executives, Board, or at least two of the signing authorities are the responsibility of the purchaser

ITEM 18: POLICY MANUAL CHANGE 2.6 - FINANCIAL CONTROL

Old Policy

(1) Budget Controls

- Financial budget plan should be prepared at the beginning of the year detailing revenues (i.e.: sponsorships etc...) and expenses
- The budget should include a list of projected events along with the respective expense/revenue associated with the events.
- Can include an 8% to 10% of annual revenue set aside for contingency for unexpected expenditures
- Approved by the VP Finance and BOD at the beginning of the term
- Budgets from all student groups are to be submitted to the TRSS VP **Finance by the end of the term (April 31)**, pending results from the Student Group audit conducted by the Student Engagement representative.
- Monitor actual financial activities to planned activities and any large deviations from budget require VP Finance explanation

New Policy

(1) Budget Controls

- Financial budget plan should be prepared at the beginning of the year detailing revenues (i.e.: sponsorships etc...) and expenses
- The budget should include a list of projected events along with the respective expense/revenue associated with the events.
- Can include an 8% to 10% of annual revenue set aside for contingency for unexpected expenditures
- Approved by the VP Finance and BOD at the beginning of the term
- Budgets from all student groups are to be submitted to the TRSS VP Finance by the end of the term (April 30), pending results from the Student Group audit conducted by the Student Engagement representative.
- Monitor actual financial activities to planned activities and any large deviations from budget require VP Finance explanation
- Any budget lines that exceed over 10% of the allocated budget, needs to be presented to the Board of Directors by the respective Chair of the line
- Any budget lines with an increase below 10% must be approved by the President and VP Finance.
 - If the budget line pertains to the President, approval will be granted by the VP Finance and the EVP.

ITEM 19: POLICY MANUAL CHANGE 2.7 - FINANCIAL REPORTING

Old Policy

- 2.7.1 The fiscal period will be May 1 to April 30, consistent with the University reporting period.
- 2.7.2 FIS (Financial Information System) will be used for most financial activity
- 2.7.3 Financial Reports will be prepared for each student group as well as for the main TRSS fund on a monthly basis. These reports will track the financial performance throughout the fiscal year.
- 2.7.4 All journal entry requests must be supported by documentation
- 2.7.5 Non Budgeted Expenses require approval from Board of Directors prior to any financial commitment
- 2.7.6 With an annual change in the Executive group, it is critical to ensure consistency and continuity of functions and operations. Out-going executives should spend time in the spring with the incoming executives to review the financials.

New Policy

- 2.7.1 The fiscal period will be May 1 to April 30, consistent with the University reporting period.
- 2.7.2 FIS (Financial Information System) will be used for most financial activity
- 2.7.3 Financial Reports will be prepared for each student group as well as for the main TRSS fund on a monthly basis by TRSM Finance. These reports will track the financial performance throughout the fiscal year.
- 2.7.4 Non Budgeted Expenses require approval from Board of Directors prior

to any financial commitment

2.7.5 With an annual change in the Executive group, it is critical to ensure consistency and continuity of functions and operations. Out-going executives should spend time in the spring with the incoming executives to review the financials.

2.7.6. All TRSS groups that have a trust account with TMSU, are required to submit their semesterly trust account report to TRSS Finance team for financial transparency

ITEM 20: POLICY MANUAL CHANGE 2.8 - REIMBURSEMENT PROCESS

Old Policy

(2.8) REIMBURSEMENT PROCESS

- The VP of Finance has the ability to **submit** cheque requisition requests of **\$200** or less.
- The Student Engagement manager and **Manager** of Finance from the Dean's Office will be able to approve amounts up to \$5,000.
- The financial services point of contact will be able to approve amounts up to \$5,000
- Toronto Metropolitan University cheque requisitions will be submitted via the Self Service Invoice (SSI) system to the Manager of Finance from the Dean's Office for approval, then directed to the financial services team for processing.
- Financial Services ensures all cheque requisition submissions will be fulfilled within 14 business days upon their receipt.
- Students who receive frequent reimbursements can be setup with electronic funds transfer payment.
- Large payments with vendors are recommended to go through the Student Engagement representative and their P-card.
- Limitations:
 - The President /VP Finance/Student Engagement Manager will have the authority to determine what defines a reasonable expense as it relates to TRSS activities and in accordance with University policies.
 - Alcohol purchases can only be funded through ticket sales or sponsorships. Events that serve alcohol must have a drink ticket system.
 - Hospitality reimbursements will be reviewed and approved by the VP of Finance.
 - Gifts for individual team members cannot be reimbursed using student group money.
 - Gas expenses cannot be reimbursed; mileage must be tracked through Google Maps for reimbursement instead (\$0.50 per km).
 - Gift cards should not exceed **\$250/person** and reimbursements must include proof of acceptance by recipient(s).
- Documentation:
 - All receipts must be submitted within 14 days of the expense being incurred or 14 days from the Event (whichever occurs later). The VP Finance of the TRSS must sit down with Student Group VP Finances and Presidents early in the year in order to ensure this policy is enforced.

- A completed Cheque Requisition form outlining the details of the expense incurred must accompany original receipts. These details include but are not limited to: The cheque recipient, Description and rationale for the expense, Appropriate budget line

New Policy

2.8 REIMBURSEMENT PROCESS

- The VP of Finance has the ability to **approve** cheque requisition requests of **\$250** or less.
- The Student Engagement manager and **Director** of Finance from the Dean's Office will be able to approve amounts up to \$5,000.
- The financial services point of contact will be able to approve amounts up to \$5,000
- Toronto Metropolitan University cheque requisitions will be submitted via the Self Service Invoice (SSI) system to the Director of Finance from the Dean's Office for approval, then directed to the financial services team for processing.
- Financial Services ensures all cheque requisition submissions will be fulfilled within 14 business days upon their receipt.
- Students who receive frequent reimbursements can be set up with electronic funds transfer payment.
- Large payments with vendors are recommended to go through the Student Engagement representative, **VP Finance and/or President P-cards**.
 - Limitations:
 - The President /VP Finance/Student Engagement Manager will have the authority to determine what defines a reasonable expense as it relates to TRSS activities and in accordance with University policies.
 - **Alcohol purchases can only be funded through ticket sales or sponsorships. Events that serve alcohol must have a drink ticket system.**
 - **In case a sponsorship is being used for alcohol purchases, the sponsorship agreement should specify/approve that the funds are being allocated towards alcohol.**
 - Hospitality reimbursements will be reviewed and approved by the VP of Finance.
 - Gifts for individual team members cannot be reimbursed using student group money.
 - Gas expenses can be reimbursed, **however contingent upon** mileage and must be tracked through Google Maps for reimbursement instead (\$0.50 per km).
 - Gift cards should not exceed **\$150/ per person** and reimbursements must include proof of acceptance by recipient(s).

ITEM 21: POLICY MANUAL CHANGE 2.10 (3) - OTHER FINANCIAL PROCESSES

Old Policy

(3) Internal Transfers

- Internal transfers will be facilitated through the VP of Finance and **The Accounts Receivable Administrator** on behalf of TRSS and student groups.

New Policy

(3) Internal Transfers

- Internal transfers will be facilitated through the VP of Finance and **TRSM Finance** on behalf of TRSS and student groups.

ITEM 22: POLICY MANUAL CHANGE 3.1.1.1

Old Policy

3.1.1.1 Activities may reach beyond the Ted Rogers School of Management but the greater benefit should be for full time undergraduate commerce students. A minimum of 70% of the number of students engaged with a TRSM student group on a yearly basis (e.g. through event attendance) should be from TRSM. This is also the expectation for individual events/initiatives hosted by TRSM student groups. **TRSS** is able to make exceptions to this minimum requirement if they determine a need to.

New Policy

3.1.1.1 Activities may reach beyond the Ted Rogers School of Management but the greater benefit should be for full time undergraduate commerce students. A minimum of 70% of the number of students engaged with a TRSM student group on a yearly basis (e.g. through event attendance) should be from TRSM, **which must be determined by analyzing event attendance**. This is also the expectation for individual events/initiatives hosted by TRSM student groups. **The TRSS Board of Directors** is able to make exceptions to this minimum requirement, **as deemed necessary, on a unanimous vote**, if they determine a need to.

ITEM 23: POLICY MANUAL CHANGE 3.1.3 - GENERAL RULES

Old Policy

3.1.3 Student Groups must not place restrictions on their membership based on Ancestry, Age, Creed, Colour, Citizenship, a Conviction for which a pardon has been granted or a record suspended, Disability, Ethnic Origin, Family Status, Gender Identity, Gender Expression, Genetic Characteristics, Marital Status, Place of Origin, Race, Religion, Sex, Sexual Orientation, and/or Political Beliefs. These groups must pursue activities in accordance with the law and seek to promote values of Equity, Diversity, Tolerance, Accessibility, and Inclusion,

New Policy

3.1.3 Student Groups must not place restrictions on their membership based on Ancestry, Age, Creed, Colour, Citizenship, a Conviction for which a pardon has been granted or a record suspended, Disability, Ethnic Origin, Family Status, Gender Identity, Gender Expression, Genetic Characteristics, Marital Status, Place of Origin, Race, Religion, Sex, Sexual Orientation, and/or Political Beliefs. These groups must pursue activities in accordance with the law and seek to promote

values of Equity, Diversity, Tolerance, Accessibility, and Inclusion, [as per Toronto Metropolitan University's Discrimination and Harassment Prevention Policy](#).

ITEM 24: POLICY MANUAL CHANGE 3.1.14.1 - GENERAL RULES

Old Policy

3.1.14.1 Student Groups must continue to update the event calendar throughout the year, providing additional details such as registration links, graphics, and more.

New Policy

3.1.14.1 Student Groups must continue to update the event calendar throughout the year, providing additional details such as registration links, graphics, and more. [Student Groups may wish to change or cancel the date of their event\(s\), which can only be done by up to 14 days prior to the original scheduled date.](#)

BE IT RESOLVED that the Amendment to Section 3. 1. 14.1 of the Policy Manual be accepted Omnibus

Moved:

Seconded by:

RESULT:

ITEM 25: POLICY MANUAL CHANGE 4.1.4

Old Policy

4.1.4 Any student enrolled in a co-op program with a work term in the upcoming academic school year may only run for a non-executive position.

New Policy

4.1.4 Any student enrolled in a co-op program with a work term in the upcoming academic school year may only run for a non-executive position. [No candidate can have two consecutive co-op terms during both fall and winter semesters.](#)

BE IT RESOLVED that the Amendment to Section 4. 1.4 of the Policy Manual be accepted Omnibus

Moved:

Seconded by:

RESULT:

ITEM 26: BY-LAWS CHANGE 4.1.6, 4.1.7 - ELECTION PROCEDURES

4.1.6 [All executive candidates must undergo an interview process with the elections hiring committee.](#)

Old By-Law

4.1.7 The Executive Vice President (EVP) must have at least one full continuous year of **experience** on the Ted Rogers Students' Society as either a committee member, Board member, or an Executive of an affiliated TRSS student group in order to be eligible to run for the position.

New By-Law

4.1.7 The Executive Vice President (EVP) must have at least one full continuous year of **relevant experience respective to** the role of Ted Rogersent of an affiliated TRSS student group in order to be eligible to run for the position. Students' Society as either a committee member, Board member, or an **Executive Vice President**.

BE IT RESOLVED that the Amendment to Section 4.1.6 and 4.1.7 of the By-Laws be accepted

Omnibus

Moved:

Seconded by:

RESULT:

ITEM 27: BY-LAWS CHANGE 4.1.9 - 4.1.12 - ELECTION PROCEDURES

New Policy

4.1.9 The candidates for the Vice President of Events must have at least one full continuous year of relevant experience respective to the Ted Rogers Students' Society as either a committee member, Board member, or a respective events role in an affiliated TRSS student group in order to be eligible to run for the position.

4.1.10 The candidate(s) for the Vice President of Marketing must have at least one full continuous year of relevant experience on the Ted Rogers Students' Society as either a committee member, Board member, or a respective marketing role in an affiliated TRSS student group in order to be eligible to run for the position.

4.1.11 The candidate(s) for the Vice President of Corporate Relations must have at least one full continuous year of relevant experience on the Ted Rogers Students' Society as either a committee member, Board member, or a respective corporate role in an affiliated TRSS student group in order to be eligible to run for the position.

4.1.12 Executive candidates cannot run in the current election year if they have received a strike level 2 in their previous year on the Ted Rogers Students' Society. Executive Candidates are ineligible to run if they have received a strike level 3 while being on the Ted Rogers Students' Society team.

BE IT RESOLVED that the Amendment to Section 4.1.9 - 4.1.12 of the By-Laws be accepted Omnibus

Moved:

Seconded by:

RESULT:

ITEM 28: AMENDMENT OF BY-LAW 3.4.1

Old By-Law

3.4.1 Governance Committee - Internal Committee The Governance Committee is composed of the President, Executive Vice President and one (1) Director.

The Executive Vice President shall act as the Chair of the Governance Committee. Meetings are to be held when necessary. Changes to the Governance documents (which include but are not limited to: the By-laws, the Constitution, the Policies, and the standard operating procedures) are to be decided by the Governance Committee by a simple majority vote, to be ratified by the Board of Directors. The governance committee will also be responsible for ensuring TRSS Student Groups follow and maintain their governance documentation and ensure that all governance is inline with the TRSS Constitution, By-laws and Policies.

New By-Law

3.4.1 Governance Committee - Internal Committee The Governance Committee is composed of the President, Executive Vice President and [2 Directors](#).

The Executive Vice President shall act as the Chair of the Governance Committee. Meetings are to be held when necessary. Changes to the Governance documents (which include but are not limited to: the By-laws, the Constitution, the Policies, and the standard operating procedures) are to be decided by the Governance Committee by a simple majority vote, to be ratified by the Board of Directors. The governance committee will also be responsible for ensuring TRSS Student Groups follow and maintain their governance documentation and ensure that all governance is inline with the TRSS Constitution, By-laws and Policies.

BE IT RESOLVED that the Amendment to Section 3.4.1 of the By-Laws be accepted Omnibus

Moved:

Seconded by:

RESULT:

ITEM 29: AMENDMENT OF BY-LAW 3.4.5

Old By-Law

3.4.5 Conferences and Competitions Committee (CCC) – Internal Committee

The Conferences and Competitions Committee (CCC) is a standing committee composed of the President, Vice President of Finance, Vice President of Corporate Relations and at least two (2) Directors.

The Vice President of Corporate Relations and Vice President of Finance shall co-chair the Conferences and Competitions Committee. Meetings will be held when needed. Quorum for the Conference and Competitions Committee must be at least two-thirds (2/3) of the committee and motions are decided by a simple majority vote. The committee is responsible for creating conferences and competitions, and for providing funding, up to 100%, for the students of the Ted Rogers School of Management to attend conferences and competitions in order to increase their exposure to the industry while enriching their education and experience.

New By-Law

3.4.5 Conferences and Competitions Committee (CCC) – Internal Committee

The Conferences and Competitions Committee (CCC) is a standing committee composed of the President, Vice President of Finance, Vice President of Corporate Relations and at least two (2) Directors.

The Vice President of Corporate Relations and Vice President of Finance shall co-chair the Conferences and Competitions Committee. Meetings will be held when needed. Quorum for the Conference and Competitions Committee must be at least two-thirds (2/3) of the committee and motions are decided by a simple majority vote. The committee is responsible for creating a list of conferences and competitions to be viewed on the website, and for providing funding, up to 100%, for the students of the Ted Rogers School of Management to attend conferences and competitions, [or complete technical certifications](#), in order to increase their exposure to the industry while enriching their education and experience.

BE IT RESOLVED that the Amendment to Section 3.4.5 of the By-Laws be accepted Omnibus

Moved:

Seconded by:

RESULT:

ITEM : OTHER BUSINESS

.1 | [INSERT ITEM]

ITEM : ADJOURNMENT - [INSERT TIME] pm

BE IT RESOLVED that the meeting be adjourned.

Moved:

Seconded by:

RESULT: