

UTERN Annual General Meeting Agenda

March 4th, 2020

4:30pm - 6pm

Multi-Faith Centre, Multi Purpose Room (KP207)

1. Welcome & Land Acknowledgement (4:30-4:35pm)
2. Individual Introductions (4:35-4:40pm)
3. Financial Report - Ruby (4:40pm-4:50pm)
4. Annual Activities Report - UTERN Team (4:50 - 5:00pm)
5. Regenes Pitch > Levy (5:50-5:55pm)
6. UTSC Rep Report - UTSC Rep (5:00pm-5:10pm)
7. UTM Rep Report - UTM Rep (5:10pm - 5:15pm)
8. Committee Reports:
 - a. Policy (5:15-5:25pm)
9. Constitution Petition (5:25pm-5:50pm)
10. Elections Announcement (5:55-5:56pm)
11. AOB

AGM called to order at 4:41pm.

Item 1. Welcome and Land Acknowledgement

Yi Fan gives an introduction. The agenda is read aloud and it's indicated which execs will speak per agenda item.

Tristan; must at 6pm. Requests to have Regenes' pitch moved to an earlier part of the AGM -> those present at the AGM agree and this item is moved up in the agenda

A Land Acknowledgement is read. It's important to think about UTERN's responsibilities as treaty people to take care of the land.

Item 2. Individual Introductions

- Yi Fan (they/them); UTERN President
- Ruby (she/her); UTERN Treasurer
- Ana (she/her); UTERN External Liaison
- Laura (she/her); UTERN Internal Liaison
- Tristan (he/him); Regenes VP Campaigns
- Evelyn (she/her); UTERN Director of Technology
- Miguel (him/he); unspecified affiliation
- Catherine (she/her); formerly ENSU
- Sam (she/her); UTERN Executive Secretary
- Ciman (she/her); UTERN Projects Manager
- Denelle (she/her); UTERN Outreach Coordinator

- Raymond (he/him, they/them); UTERN UTSC Representative

Yi Fan; full-time undergraduate and graduate students are allowed to vote on decisions brought forth to this AGM due to the levy

Item 3. Financial Report

- (Ruby's section) One of the goals this year was to spend less money on administrative costs, especially auditing costs. Normally, \$5000 is spent but this year's costs decreased to \$3000.
- Student levies are typically received at the end of the semesters. For the summer semesters: \$500 was received in May, and \$90 was received in August. For the fall semester: over \$5000 received in September, \$100 in October, \$700 in November, and \$150 in December. For the beginning of the winter/spring semester: \$300 in January and \$2000 in February.
- Liabilities to be announced. Because cheques are written retroactively, groups must bring in their receipts. These are approved applications but their receipts haven't been shown yet.
- Currently, UTERN is underspending in all areas except for auditing. UTERN still has \$17.5 thousand to spend.
- Independent auditor's report will be submitted after the fiscal year ends, in April.

Yi Fan; what is the estimated liability?

-> Ruby; looked at applications tracker, over \$10 000

David Powell arrives at 4:56pm.

- David Powell (he/him); Undergraduate Student Advisor at the School of the Environment

Tristan; do liabilities expire? What's the due date for receipts?

-> Ruby; when exec positions end. Receipts are due anytime before May. However, submitting afterwards is still an option

-> Tristan; at what point do groups not get their funding if they don't respond to UTERN?

-> Ruby; this depends on the year's execs and UTERN's Policy Committee

-> David; has this ever happened?

-> Ruby; Munk EWG requested \$1000 and they've only used a part of it

-> Yi Fan; when does the money become UTERN's again? This is a good question and the Policy Committee needs to think about it.

- > Yi Fan has previously given groups a month deadline to respond or else their cheques would get voided
- > Ruby; if student groups spend funding on something that wasn't mentioned in their application, then groups must provide a new application

Item 4. Annual Activities Report

Yi Fan; all UTERN exec positions were filled this year, except for the Grad Student Representative. UTERN would like to tackle this issue this election cycle. This year, exec positions were filled by using a mixture of elections, work-study hiring and volunteerism.

- (Ciman) 6 applications are currently pending for ECOfest. There have been 15 in total, 1 from UTM, 14 from UTSTG, and 0 from UTSC. There have been 4 grad applications, 10 undergrad, and 1 application that fulfilled the criteria for both.
- Examples of funded applications: fashion shows, workshops, case competitions, speaker series. Total amount funded is over \$13 000.
 - > David; points out discrepancy in terms of funding remaining applications
 - > Ruby; there's \$17.5 thousand left to spend
 - > Yi Fan; there are also "extras" from previous years
- (Ciman) groups are required to send in feedback forms. Responses have been overwhelmingly positive.
- Feedback forms indicate that funding is mostly used towards non-administrative costs, such as catering, venue, and AV

Laura; how many groups have filled out the feedback forms?

- > Ciman; less than half right now
 - > Yi Fan; UTERN made it conditional that student groups fill out the feedback forms, but this only started in January
 - > Laura; has this been effective?
 - > Ciman; yes
- (Laura) UTERN has been hosting environmental working groups (EWGs) monthly. There has been an EWG during every month, except for December due to finals. Typically 9-20 people come to the EWGs, including UTERN execs (never more than half of the group are UTERN execs). Some groups that have been present have included: Regenesis, UTEA, ENSU, ELES, e.g.
- There are core people that come every month and other people who have come once or twice during the academic year. There is a Facebook group and a calendar.

- The calendar hasn't taken off (people seem to be forgetting it). Most are primarily using the Facebook group. Also created #UofTEWG for use on Instagram.
- The main goal of the EWGs is fostering collaborations between student groups. For example: the ECOfest Sustainability Market and ECO-SPIRIT Environmental Arts Showcase.
- EWGs have been hosted at the Sustainability Office (however, the final EWG will be taking place elsewhere). The Sustainability Office has been a great help. There are links to the minutes in the Google Drive.

Yi Fan; the date for the next EWG is to be determined?

-> Laura; yes, to be determined. There's a poll in the Facebook group. Ideally, one exec from each club will go, as well as any new execs

- (Denelle) By the end of next week, there will have been two UTERN pub nights. These events are a good way to casually talk with execs and meet others in the environmental community. There was an event at Caffiends for the Quilt Project
 - > Yi Fan; historically, UTERN has been more "behind the scenes", but this year a goal was to reach more people through events and being a resource network beyond just providing monetary resources.
- (Laura on behalf of Vanessa) Sustainability Campaign is currently happening. Costs have been greatly subsidized for better accessibility.
- UTERN sold reusable straws with pouches that were handmade by Vanessa, cutlery packs, and tote bags. Partnering with Regeneration and ENSU to sell things at the ECOfest Sustainability Market.

Yi Fan; money from the sales will either go back into UTERN budget or towards getting merch

- (Denelle) More promotional materials were printed (business cards, stickers, etc). There's also an Instagram, which has been more active than anticipated. There has been a contest on Instagram.
- (Ana) There were a lot of partnerships this year. Made the goal of having at least one UTERN exec at funded events.
 - > Laura; it's nice to go see how funding gets used. Some events end up being less sustainable than thought. Helps inform future funding decisions and give groups advice.
 - > Ana; took part in a podcast, Politik, to get the word about UTERN out
 - > Yi Fan; wrote an article in the UTSU website. Some members of UTERN were at a roundtable with David Suzuki

David; is it possible to connect with groups via Ulife?

-> Laura; manually sorted through Ulife certified groups using the environment and sustainability filter. There's no regular newsletter, but there was a listserv at the beginning of the year

- (Raymond) Quilt Committee was formed in October, as a way of artistically discussing Indigenous land defenders who have been murdered by people who encroach on their land. The quilt was shown at ECO-SPIRIT, and the quilt is still in progress. The goal is to make a "travelling" quilt that will move from campus to campus during- and post-creation.

Sam; did anyone ask about the quilt at ECO-SPIRIT?

-> Raymond; yes, university chaplains asked about the possibility of showing the quilt at the Multi-Faith Centre

- > David Powell; are there any final plans for the quilt?
- > Raymond; thinking of UTSC student art galleries
- > Ana; there's a University College art gallery and Hart House
- > Denelle; might also be shown at Caffiends at Victoria College
- > Laura; suggests the Earth Sciences lobby

Yi Fan; UTERN has an official Memorandum of Agreement due to UTMSU and UTSU split. Possible move to the new Student Commons in the near future.

-> David Powell; any cases of poisoning from the old fridge?

- > Yi Fan; says they got sick and others got H I G H

Item 5. Regeneration

Catherine and Miguel leave at 5:27pm.

- (Tristan) What do environmental activists actually do? There are different types of activists who do different things. All of these different things that activists do ends up being reflective of certain resource needs. The way we engage with issues depends not only on personalities but also on the resources that are available.
- What's the difference between initiatives, campaigns, and events? Why aren't there more initiatives? Because of resources (it takes money, people, some people get burnt out, etc.).
- Regeneration is an environmental organization that focuses on initiatives. Initiatives require consistent resources to continue to exist. Regeneration runs free stores, borrowing centres, cycling education initiatives, Dig In!, etc. Regeneration has grant funding but no current stable funding. Regeneration needs levy support to remain consistent. Asking for \$4 per student per term. It'll allow for the hiring of 5 full-time staff and 15 part-time staff.

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Laura; would these employees be work-study students?

- > Tristan; only the part-time positions would be filled by using work-study
 - > Yi Fan; would these people be hired from different university campuses?
 - > Tristan; each hiring pool would be connected to independent Regenesi chapters
 - > Regenesi wants to collaborate with other groups in a non-competitive way. Asking for endorsement for a referendum and support for their campaign. Tristan is willing to come and speak to UTERN and other student groups about Regenesi
 - > David; would Regenesi' UofT chapter become independent from York or a satellite chapter?
 - > Tristan; the York chapter would become a satellite HQ. Right now, staff are at York. More staff would go to UofT if the referendum passed
 - > Laura; does UTERN need to answer this question today?
 - > Yi Fan; no. Execs will make a decision in the future
 - > Ciman; is this for future UTERN execs to deal with?
 - > Yi Fan; no, it'll be dealt with this semester
 - > David; the levy would need to happen in the fall

Item 6. Constitution Petition

UTERN's constitution is outdated, and as a result, UTERN ends up not sticking to some clauses that are in the constitution. Execs wanted to update the constitution to be reflective of how UTERN is currently run.

- (Raymond) The language of the mandate has been updated, adding a deeper understanding of campus environmentalism (this is to address the numerous applications that haven't appropriately dealt with contributions to campus sustainability), adding a focus on marginalized groups and focusing on decolonialism

Constitution changes are read and elaborated upon aloud:

- (Yi Fan) Article 3 states that there's no membership fee, but the levy technically a membership fee (25 cents).
- 3.2. Removed the need to apply for general membership. EWGs are open to everyone
 - > David; wonders about clarifying the levy fee in the document. Specifying the exact amount by the amount paid by the student
 - > Yi Fan; 3.2. a member of good standing isn't just someone who pays for both semesters. Paying for a single semester would work
- 4. Changed composition of exec roles. Internal and External Liaison merged to create the role of Network Liaison. ECOfest Coordinator is now the Events and Campaigns Coordinator. Campus Representatives can now formally vote on applications.
 - > Laura; are Campus Reps eligible for work-study?
 - > Yi Fan; will talk with David to discuss logistics

- > David; suggests turning Project Manager to Projects Manager
- > Yi Fan; will look more into the Director of Technology role

- Outreach Coordinator becomes Marketing Coordinator. Three regular committees created: Finance, Policy, and Events (see slide for details on which roles would compose each committee)
 - > Laura; Events Committee might not regularly meet but it's still good to have anyways
 - > Yi Fan; UTERN execs can add new ad hoc committees

- Removing the network list. The network will include..(comments lost)....memberships will be determined by EWG attendance. Done for flexibility for future execs.
 - > David; unsure about 3.4.
 - > Raymond; it was added to prevent discrimination
 - > YF; adding a new clause. Groups must send apologies to Network Liaison or attend the first EWG
 - > Laura; suggests making sure that people can be a part of membership even if they don't attend an EWG

- 4.2. Executive Secretary and President must come to all meetings if possible.
- 4.4. Removed
- 4.6 Added

Laura, Ruby, and Evelyn all vote yes to constitution changes and leave at 5:58pm. Ana votes yes and leaves at 6:12pm.

The AGM pauses to relocate from the Multi-Faith Centre to the Earth Sciences Building.

Yi Fan; responds to David. It makes more sense for elected members to have voting decisions.

- > David; ...comments lost...
- > Raymond; elected officials are elected by a by-law election. Appointment is for a normally elected position and a hired position is normally hired
- > David; is that normal for the Director of Technology role?
- > Yi Fan; that role is typically elected
- > David;...comments lost...
- > Yi Fan; this year's Reps were elected but were appointed to executive status
- > Raymond; appointed roles can be removed. Only elected execs can vote
- > Yi Fan; unless a Rep was appointed
- > Raymond; or if an exec is appointed to Rep
- > David; suggests leaving it in

- 4.1. Is essentially 4.6.
 - > David; why not vote to appoint someone who is volunteering on behalf of UTERN?

-> Yi Fan; should appointment be removed?
-> Raymond; appointment is useful, whereas volunteering is not useful. We get people volunteering thru a recruitment process

- 4.6.1 removed.

David; 4.7. Add before the vote to approve funding at the end of the clause, and take out the s in "execs"

-> Raymond; 4.7. Can be replaced
-> Yi Fan; removing EWG members from speaking rights at all meetings. They only show up at EWGs. Exec meetings are behind closed doors
-> David; asks if he's the only advisor to UTERN
-> Yi Fan; David Powell is UTERN's only advisor

- 4.10. Removed. The requirement to inform advisors of funding decisions a week before release

-> David; gets info by email. Advisor input is more applicable for dealing with complex applications
-> Yi Fan; should this get added to the constitution?
-> David; take 4.10. Out
-> Raymond; this can be mentioned in the transition documents
-> David; add that UTERN should seek advice on funding decisions when dealing with complex funding situations
-> Yi Fan; will add this under the advisors section of the constitution

- 4.11. Changed

-> David; specifics aren't necessary
-> Yi Fan; wanted to add sub clauses. Appointment is by execs. Hiring done by President and Treasurer for transparency

- 4.13. Reps have additional votes when an application or decision deals with their representational constituency

-> Raymond; for example, an undergraduate exec wouldn't have an extra vote for a graduate student group application
-> Yi Fan; constituency Reps must be from their constituency (the UTSC Rep must be an UTSC student, e.g.)
-> David; do they have the weighted vote?

-> Yi Fan; in the constitution, there's a description of every role. It's been removed. Wanted this to be another policy document instead.

-> David; **..comments lost...** operational roles

-> Yi Fan; in the future, it'll be easier to merge positions

- 5.2. Added because the exec know the positions the best

- 5.3 Added, so there's enough time to make elections
 - > David; change to "proposed changes must be raised"
- 5.4. Removed due to redundancy
 - > David; there's an operational policy, but aren't the roles just job descriptions? The policy is just how one would go about doing things
 - > Yi Fan; in an UTERN positions document?
 - > David; having a job descriptions document, defining who's on the exec in the constitution
 - > Yi Fan; this is so descriptions can be changed in the constitution
- 6.3. and 6.5. Removed. Not a lot of capacity to have a dedicated advisor to advise UTERN.
 - > Raymond; determining what is clearly constitutional is difficult. Changed what a revoke looks like. Does it look like it will remedy the issue?
 - > Yi Fan; unclear sentence, hence its removal
 - > Raymond; the role of advisors is to advise. They have the right to generate input and influence
 - > David; there have been situations in which the advisor has indicated that something has been inappropriate for UTERN
- 6.6. Removing the mandatory need to talk with advisors
- 7.1. Made to include more than just the EWGs at St. George campus
- 7.1.1. Added to make sure that UTERN keeps up with different operations
 - > David; does this refer to other EWGs?
 - > Yi Fan; there's a central EWG at St. George and then there are EWGs on the other campuses. This is to hold Reps accountable to the other campuses
 - > David; constituency can be better defined
 - > Raymond; defines "constituency" for David
 - > David; maybe just say different campuses?
 - > Yi Fan; forgot to add Campus Reps to the constitution
- 7.1.1. Working within the current language of the constitution
 - > David; thought this clause was being removed
 - > Raymond; yes, but using the current language
 - > David; change it because it's getting changed anyways
 - > Raymond; with the guidance of the Liaison because they held Campus Reps with their EWGs
- 7.4. Removed open meetings

Denelle leaves at 6:40pm.

- 7.5. Added for consistency and accountability
 - > David; what's the purpose of removing 7.4. for attendance? There were issues involving the publishing of meeting minutes a long time ago
 - > Yi Fan; if there are open meetings, would funding applications be discussed?
 - > David; no
 - > Raymond; suggests doing this a transitioning documents
 - > Yi Fan; mention the publishing of minutes
 - > David; have an open meeting at the beginning of the year
 - > Yi Fan; not sure if they'd be called open meetings or informational meetings?
 - > David; could have open meetings to discuss concerns
 - > Yi Fan; open meetings can be held when requested by a member?
 - > David; whenever the execs feel the need to do so/when external issues need to be addressed
 - > Raymond; aren't the exec meetings open to the public?
 - > Yi Fan; no, it must be clearly published as an open meeting

- 8.4. Removed
 - > Yi Fan; end of article 8. Adding a new clause discussing eligibility for nominations. ACORN screenshot must be supplied to validate membership status
 - > Raymond; April 15 changed to March 31, since no one's around in April

- 9.2. Removed
 - > David; what's first past the post?
 - > Raymond; how UTERN counts ballots. STV is not appropriate for this because only one individual is elected for one position. Considered alternative vote but not on U Elect
 - > David; isn't there a form as well?
 - > Yi Fan; no

- 10.1. Removed due to difficulty

David; for 10.2, say why they're being vetted

- > Yi Fan; vetted by Policy Committee in accordance with the UTERN mandate
 - > Raymond; now requires approval process for amendments. Change 10.2
 - > David; asks for clarification
 - > Raymond; this is process of vetting
 - > David; why not say "to address"
 - > Yi Fan; three tiers of constitutional amendment
 - > David; isn't this about trying to identify a problem?
 - > Raymond; Policy Committee needs to make sure the petition is of quality
 - > Yi Fan; if changes require...**comments lost...**

- > David; what's the next step?
- > Raymond; it goes to the entire exec
- > David; what happens if the Policy Committee says no?
- > Raymond; then the other execs don't see it
- > Yi Fan; for overview to avoid wasting time at a general meeting

David; 11.1. is difficult to manage

- > Raymond; impeachment should be a broad based movement
- > David; different campus infers that the other campuses must have five members each

- 12. Added. UTERN should refer to precedence when making decisions

Raymond; question about UTERN's political stances. Added way for UTERN to declare political stance and endorsement

- > Yi Fan; adding the whole section on conflicts-of-interest
 - > Raymond; seeing the link between certain execs and groups
 - > David; this is already detailed in 4.12.
 - > Yi Fan; yes, but it's further clarified under 12.
 - > David; make reference to 4.12.
 - > Yi Fan; conflicts-of-interest can discuss but are encouraged to abstain from voting
 - > David; contradictions in terms of discussion and conflicts-of-interest
 - > Raymond; they should avoid discussion. Hence "should" instead of "must"
 - > David; explain "material effect"
 - > Yi Fan is there a way to simplify this?
 - > David; how often does UTERN give money beyond its regular application-based funding?
 - > Raymond: never but there might be other ways UTERN puts itself out there
 - > David; define what a beneficiary is. Don't want execs voting on things on that benefit themselves or people they know
 - > Raymond; how far are we willing to judge a relationship?
 - > Yi Fan; can never tell person what to do, can only say "should". It's a judgment call
 - > David; conflict-of-interest should be a must
 - > Yi Fan; adds "must" instead of "should"
 - > David; do you really want to say "you don't want to vote on this?"
 - > Yi Fan; what if this was removed?
 - > David; don't do that
 - > Raymond; lots of points during the year when people didn't know how to contribute
 - > David; conflict-of-interest is based on the benefit of yourself or of people you know. Endorsing a group you're in is a conflict
 - > Raymond; puts it under sub clause, so people can give contextual info, no debating amongst execs
 - > David; what's the difference between someone who wants to endorse and someone in the group?
 - > Raymond; someone who's organizing on the group's behalf or knows someone who is

- > David; taking a position is different. Tell people not to vote in conflicts-of-interest
- > Yi Fan; condemning is essentially endorsing the people who condemn
- > David; be careful if it's considered fair or not. Look at people who have charitable status and lobbying organizations.
- > Raymond; add clarifications on lobbying

- 13. Added, awards.

David; UTERN has the right to make awards? Talk more than Policy, talk about the ability to make awards. Policy Committee determines how awards are made. Exec determine who gets an award

-> Yi Fan; awards have been in the constitution forever, but never used

- Operational policy added, so that policy can be created outside of AGMs
- 15.1. partisan refers to groups or parties seeking political office
 - > Yi Fan; UTERN should not make partisan stances, but doesn't mean UTERN can't make political stances
 - > David; reiterates that this refers to stances during governmental elections

David; 14. UTERN exec has the policy to make operational policy, but what's the distinction?

-> Yi Fan; it must be brought to agm

-> David; what would go in the appendix?

-> Yi Fan; job positions

-> David; these things should be in the constitution

-> Raymond; operational policy on funding cap for easier access

-> David; leave it out because rules of accounting

-> Yi Fan; what do you mean?

-> David; don't want to ignore

-> Raymond; not ignoring, just adding on them

- > Yi Fan; are you asking about why finances aren't in the constitution?

-> Raymond; making it easier for the Treasurer during auditing and budgeting

-> David; UTERN execs can determine how financial matters are conducted. What does this mean, "additions to other sections"?

-> Yi Fan; removes this section

-> David; what subclasses of policy are there?

-> Raymond; gives tier

-> David; why don't you take it out and put the operational policy on the website? Would this be policy decisions?

Sam, Raymond, Yi Fan, and Ciman vote yes. Changes to the constitution are formally passed.

AGM is officially adjourned at 7:33pm.

