

AGM MINUTES

Tuesday April 2nd, 2013

Chair: Kaela Greenstein

Secretary: Brynn Leger

Members Present: Michelle Sciuk, Brynn Leger, Constance Passas, Emily Pascoe, Sarah Yae Eun Yu, Wendi Yuan, Michael Palamarek, Nazampal Jaswal, Kaela Greenstein, Roxanna Monfaredi, Chris Long, Rosanna Furguele, Gilles Fortin, Jennifer Carmelo

Review of Lunik so far

- Renovations
- Summer Retreat
- Volunteer model (reward system changes)
- Events

Coordinator Reports

Sarah - Events

- Communicate with those wishing to use the space
- Uphold policies/safe space

Wendi - Financial

- Audits
- Inventory

Brynn - Volunteer

- Train members to volunteer at Lunik
- Inform them about cooperative business model
- Create and update weekly schedule
- Send out weekly email

Natalia - Space

- Environment and Facilities
- Garden: community garden, shared food
- Food events
- Facilities: electricians, plumbers, keep space physically running behind the scene

Naz - General

- Filling in spaces between other positions
- Upholding policies (made in summer) - e.g. by organising Oppression Awareness training, Womyn's Nite, Anti-oppression sheet
- Inventory, food stock, reminders for meetings, communication
- Campaigns, promotion (post-its, flyers, tabling)

Kaela - General

- Last year, was sole paid coordinator at Lunik = transfer into more cooperative model this year
- Emails, phone calls - transfer to coordinators and deal with questions
- Having six coordinators was strong and healthy

Audit

- Draft report was supposed to be sent before meeting today
- Was not sent, therefore no audit report at the meeting
- Must report audit within the next 60 days
- Appointment of next year's auditor: will need new auditor, but item will have to be tabled

General Q's

- When to find new auditor?
 - o Will be addressed when this audit is complete
 - o Will change bank account - will be a good time to get new auditor (new bank account to be with a credit union, instead of RBC)

Passing of By-laws and Constitution

- AGM is required for every cooperative to have
 - o Must be 5% of membership - we have met quorum
- Constitution/bylaws are backbone of Lunik
 - o How we should be run
 - o What future students will refer to as guidelines for running Lunik
 - o Run through lawyer, submitted to government, more official
- Policies
 - o Easier to modify
 - o We have many policies that govern daily actions
- By-laws
 - o Last summer, by-laws were adapted from Green Campus Co-op
 - o After today, will be incorporated as our by-laws
 - o Some amendments made to be suitable for Lunik specifically

By-laws

- Membership
 - o Volunteers two hours and is student of Glendon is automatically member - can resign in writing (usually doesn't happen)
- Annual or other meetings
 - o Report of directors, financial business and board of directors shall be presented at annual meetings (today)
 - o Other business can be transacted at other meetings
 - o Ten days before annual meetings must be announced by President or Board of Directors
 - o Members can call meeting if gather signatures from 5% of membership
 - o Omission of notice does not make void decisions reached at the meeting
 - o Adjournments can be determined at meetings
 - o Quorum: 5% of members or 20 members
 - o Each member = one vote (show of hands or, if requested, by ballot)
 - o Robert's Rules of Order used at meetings
- Board of Directors
 - o Elected for two years, but half the board must be up for election each year
 - o Election by show of hands or ballot
 - o Elected by 2/3 majority
 - o Can be removed before end of term if called at meeting
 - o Vacancies: be filled at a later point
 - o Students hold narrowest majority of board members (versus faculty, staff, alumni)
 - Should this be changed to be majority faculty/staff/alumni to regulate potential "disasters" among students?

Elections

- By-law amendment: board members can include any faculty and staff (including contract staff) rather than just permanent faculty members - passed
- Darryl Reed: Keele member, current Lunik board member, knowledgeable about co-operatives
- Aaron Doupe: manager of Student Affairs, current Board member, willing to step down depending on numbers but would run for re-election
- Rosanna Furguele
- Gilles Fortin
- New members
 - o Jessica Perkins: Financial Services, also an alumni
 - o Duncan Appleton: technical coordinator, Theatre Glendon

- Michael Palamarek
- Students:
 - Brynn : president
 - Naz: secretary
 - Sarah: treasurer
 - Connie Passas
 - Michelle Sciuk
 - Jen Carmelo
- Alumni
 - Kaela
 - Natalia
- Two options:
 - Approve everyone and change bylaws
 - Either incorporate majority faculty members OR have minimum *numbers* of students rather than ratio (e.g. at least x students on board and majority/minority will fluctuate from year to year)
 - Remove some non-students from this board = student majority (would mean 5 out of proposed 8)
- Rosanna and Gilles volunteer to step down
- This leaves 6 students and 7 non-student members + 2 vacancies (to be addressed at a later time according to bylaws)
- Board has been passed

BREAK

By-law Review (cont'd)

- Quorum: minimum number of people at a meeting for the meeting to take place
- Majority votes at general board meetings to pass
- President duties may be performed by others appointed, if necessary
- Directors will receive no remuneration
- Officers: President, Vice-President, Secretary and Treasurer
 - No Vice-President right now
 - To be addressed at next meeting
- President: preside over meetings at co-op and board, sign by-laws
- Vice-President: in absence, disability, refusal of president to act, vested powers/duties of President
- Secretary: attend meetings and record facts, holds documents of co-operative, regular communications with board
- Treasurer: full and accurate accounts of spending of co-operative
- Committees: board forms committee which must have at least one board member on them at all times

- Employees: hire from student body; report to board
- Training: mandate of education
 - o Training in financial literacy, strategic planning, etc. to be determined by the board (can disperse funds to appropriate people)
- Corporation is legally responsible, as opposed to individual directors
- Contracts, licenses, deeds shall be signed by President, Vice-President, Secretary, Treasurer (at least 2)
 - o Must change signing officers on account
- Fiscal year ends at the end of April
- Borrowing: board members can borrow money from the co-op funds (levy) - not very applicable
- Amendments: must be passed by the by-laws by 2/3 of members at a general meeting called for that purpose (or votes can be sent in by-proxy) - special by-law meeting must be called
- By-law 1.7 amended to include alternative rules of order (alternatives to Robert's Rules of Order such as Martha's Rules, now to be determined by majority of votes at the start of each meeting)

By-laws passed!

Constitution

- Formed during 2-day retreat in the Summer of 2012
- Mission Statement
 - o Food
 - o Social space
- 7 Principles of a Co-operative
 - o Voluntary and open membership
 - o Democratic member control
 - o Member economic participation
 - o Autonomy and independence
 - o Education training and information
 - o Co-operation among cooperatives
 - E.g. Ethical Coffee Chain, Harvest Noon, Green Campus Co-op, Ontario Natural Food Co-ops
 - o Concern for community
- Visit oncoop.com for more information on co-ops in Ontario

Lunik's Constitution (Amendments):

- 1.5 : missing "The"
- 3: "participator" to be changed to "participant"
- 6: Membership = \$10 for public or no charge for any student who was enrolled at Glendon since [when the levy has been in effect]

- 7: update positions to be more general: minimum of four coordinators (i.e. to address volunteer, communications, financial and general)
- 8: consistent with Article 7 (change councils to co-ordinators); minimum four members at meetings (coordinators)
- 9.4: "him or herself" changed to "oneself"
- "club" changed to "organisation" in all cases
- 10.4 and 10.5 and 10.6 and 10.7 and 10.10: to be removed
- 10.13: "one year term" changed to "two year term"
- 10.14: to be removed
- 10.15: "Glendon College media" to "Lunik Co-op media"
- 10.16: can be online or in person
- 11.2.13: "to comfortable" to "to establish a comfortable"
- 13.1: "X and X" to "the parties involved"
- 14: "charter" to "constitution"
- 16: "council and two coordinators" to "the coordinators"; "students, faculty and alumni" to "students, faculty, staff and alumni"

Constitution passed!