

MINUTES OF THE STUDENT ASSOCIATION OF HOLLAND COLLEGE BOARD OF DIRECTORS MEETING HELD ON MONDAY, OCTOBER 20, 2025.

5. 25/26 SAHC BUDGET

Candice presented the Board with a draft budget for the 2025-2026 fiscal year. Each line was described in detail and the budget actuals to date were also presented. The Board was advised that the final enrollment numbers have not been determined but once Candice receives them, she will provide an updated draft for review prior to approving the Budget.

6. Q2 REPORT

Candice provided the Board with a Q2 report (see attached).

7. GOALS & STRATEGIC PLAN

Candice advised the Board that they need to create a Strategic Plan for the Organization – she had suggested creating a committee would be most productive. The Board agreed that a committee would be created – Candice suggested that they reach out to the Student Advisory Council (SAC) members to request 1-2 of them sit on the committee along with herself, Haley and any Board of Directors interested. The Board asked Candice to reach out to the SAC and report back on who is interested – followed by setting a committee meeting date.

8. AGM

Candice advised the Board that they need to set a date for the Annual General Meeting (AGM) for no later than the end of November – giving members a minimum of 7 days' notice.

Haley had suggested that the AGM would be a great opportunity to do an activity to engage students and get their feedback.

LIAM MOTIONS THAT THE STUDENT ASSOCIATION OF HOLLAND COLLEGE ANNUAL GENERAL MEETING WILL BE HELD ON WEDNESDAY, NOVEMBER 26, AT 5:30 P.M. CONNOR SECONDS THIS MOTION. ALL IN FAVOUR. MOTION APPROVED.

9. ACTIONS ITEMS

Candice reviewed the action items that she will complete for the Board – including reaching out to SAC to see who may be interested on sitting on the Strategic Planning Committee, AGM details, setting a meeting time for Liam and Mikayla to review details of their roles as President and Vice-President.

MINUTES OF THE STUDENT ASSOCIATION OF HOLLAND COLLEGE BOARD OF DIRECTORS MEETING HELD ON MONDAY, OCTOBER 20, 2025.

Candice requested that all Board members brainstorm for the AGM and to further review the Budget and reach out to her with any questions.

It was decided that future Board meetings will be held the second Tuesday of each month, with the next meeting being set for Wednesday, November 12, at 5:00 p.m. due to the Tuesday being a statutory holiday.

27 ANNUAL GOVERNANCE CALENDAR

Month:	Activities:
September	<ul style="list-style-type: none"> (i) Approve audited financials (ii) Set Board meeting dates (12 months) (iii) SAC Board appointments (iv) Board Training
October	<ul style="list-style-type: none"> (i) Set AGM date (ii) Budget amendments & approval (iii) Approve goals & strategic plan (iv) Q2 Report
November	<ul style="list-style-type: none"> (i) Plan and hold AGM (ii) Present financials, goals, strategic plan
December	<i>(No scheduled governance tasks)</i>
January	<ul style="list-style-type: none"> (i) Review Board Policy & Bylaws (ii) Q3 Report (iii) Ongoing Board Training
February	<ul style="list-style-type: none"> (i) Appoint Auditor (ii) Decide SA & health plan fees (iii) Coordinate SAC appointments (iv) Board Self-Evaluation
March	<ul style="list-style-type: none"> (i) ED Performance Review (ii) Approve Budget (iii) SAC Board appointments
April	<ul style="list-style-type: none"> (i) Q4 Report (ii) Board Training

May	<i>(No scheduled governance tasks)</i>
June	<i>(No scheduled governance tasks)</i>
July	(i) Q1 Report
August	(i) Coordinate SAC appointments (ii) HC Staff Board member to assign CEC staff for each campus

28 ANNUAL GOVERNANCE CALENDAR

28.01 This Governance Policy is reviewed annually as part of the Board's scheduled activities. Amendments must be approved by the Board.

Quarterly (Q2) Report to the Board of Directors

Submitted by: Candice Heigh, Executive Director

Date: October 20, 2025

1. Operations Update

Day-to-day operations have been running smoothly. As expected, September has been our busiest month.

All events (listed below) went well and were well attended. The Events and Communications Coordinator continues to plan upcoming activities, and the Student Advisory Council (SAC) has been encouraged to share event ideas based on student feedback.

Social media engagement remains low. We may consider running another contest or campaign to help increase our following. I am also exploring the idea of launching a newsletter — suggestions are welcome.

Health & Dental Plan

The Health and Dental Plan continues to run well. This year, a new opt-out system was introduced by our plan administrators, which caused some initial hiccups, but these have since been resolved.

Plan changes this year included:

- Increasing practitioner maximum coverage from \$40 to \$50 per appointment
- Adjusting prescription coverage to 90% (maximum \$500) from 80% (maximum \$3,000)

We are continuing to promote Maple services, as many students have reported difficulty accessing local doctor appointments.

Student Financial Supports

- SAHC Scholarship: \$10,000 was sent to Foundations for annual disbursement.
- Emergency Financial Assistance: Funding continues to be available for students in need.
- Student Life Enrichment Fund: A new initiative allowing staff and students to apply for support to enhance the student experience.

Information about these programs has been shared with staff across campuses. To date, we have received three Emergency Financial Assistance applications and one Student Life Enrichment application.

Events Summary

Major Events:

- Two Welcome Weeks (26 events total)

- Consent Awareness Week
- APA Carnival
- Charlottetown Walking Tours
- Speed Friending
- Welcome Fairs – Charlottetown & Summerside (largest events of the year)
- West Prince Free Lunch
- Spirit Night
- Gatsby Mocktail Mingle
- Georgetown Carnival
- Mini Golf (Summerside)
- Sex Toy Bingo
- Duck Scavenger Hunt – PWC and TCC

Smaller Events:

- HC Night at Beer Garden
- Shrek Movie Night
- HC Trivia
- HC Scavenger Hunts (PWC, TCC, SWC)
- Self Defense Workshop
- Sticker Bar (PWC, TCC, WP)
- APA Free Pizza
- Healthy Relationships Board (PWC)
- Sexual Health Resource Table + Freezies (PWC)
- Hooking Up on Campus Workshop (PWC)
- Hawkeye the Therapy Dog (PWC Library)
- Thanksgiving Food Drive (PWC, TCC, SWC)
- Thanksgiving Gratitude Wall (PWC)

2. Organizational Update

As a new organization, much of the focus this quarter has been on building foundational structures. I (the Executive Director) have been developing internal policies, training materials, orientation documents, and operational tools for both the SAC and the Board of Directors.

We have also worked to increase awareness of our new name and structure. Prior to the start of the academic year, we sent a staff-wide email introducing SAHC and have been promoting through social media, though engagement remains limited.

Our most effective outreach so far has been in-person — meeting first-year students, visiting campuses, and sharing who we are, what we do, and how students can get involved.

The Student Advisory Council (SAC) has now been successfully formed. We received more applicants this year than there were candidates in last year's elections, which is a great sign of student interest. All campuses are represented except for TCC.

3. Budget with Actuals

Attached is a spreadsheet showing the drafted budget and the actual spending up to October 1. This reflects our first two months of operations.

Next Steps

- The only outstanding item in the Board's oversight role (as per the Annual Governance Calendar) is developing a Strategic Plan. I recommend forming a committee to begin this work and starting to plan the AGM.
- Our logo and branding will be redesigned next year. Marketing has advised keeping the current logo simple for now, as the Graphic Design students will take on SAHC branding as a second-semester project. We plan to launch the new branding in late August or early September next year.