

Meeting of the SAHC Board of Directors

Date: January 13, 2026
Time: 5:00pm
Location: 3C/Teams

AGENDA

- | | |
|--|--------------|
| 1. Call to order/Appointment of Recording Secretary | Chair |
| 2. Approval of Minutes from Prior Meeting | Chair |
| 3. Adoption of Agenda | Chair |
| 4. Quarterly Report | ED |
| 5. BOD & SAC Policy Review | ED |
| 6. Upcoming
-SAC Appointments
-Evaluation/Review | ED |
| 7. Action Items | ED |

MINUTES OF THE STUDENT ASSOCIATION OF HOLLAND COLLEGE BOARD OF DIRECTORS MEETING HELD ON JANUARY 13, 2026.

6. **UPCOMING**

A) SAC APPOINTMENTS

Candice advised that the Student Advisory Council (SAC) appointments are upcoming as many of the current members will be graduating. The SAC is required to have minimum 8 and maximum of 15 members. The graduating members term will end on April 30, 2026, the total numbers of members that will remain is 6. Therefore, a minimum of 2 students must be appointed to the SAC and their term would begin May 1, 2026.

All current student Board members will be graduating, therefore, 4 of the remaining SAC members will need to be appointed to sit on the Board interim until the first meeting of the 2026/2027 academic year that will be held in October 2026.

B) EVALUATION/REVIEW

Upcoming in February as per the annual Governance calendar is Board performance evaluation – these will be in the form of a self-evaluation. Candice will compile information/suggestions from other institutions and provide further details to be completed at the next meeting.

Following those evaluation in March is the Executive Director performance review – this review panel will consist of the Board of Director’s College Representative, along with an additional student Board member and a member of the Student Association full-time staff.

7. **HR**

**CONNOR MOTIONED TO GO IN CAMERA AT 5:35 P.M. MIKAYLA SECONDED THIS MOTION. ALL IN FAVOUR.
MOTION APPROVED.**

MIKAYLA MOTIONED TO GO OUT OF CAMERA AT 5:41 P.M.

8. **ACTION ITEMS**

A) Candice will send an email to the Board to provide a copy of the By-Laws/Policies and requests that they be reviewed by all. Any questions or suggestions should be sent prior to the next meeting.

B) Candice will request up to date Maple virtual health statistics from the Campus Trust.

MINUTES OF THE STUDENT ASSOCIATION OF HOLLAND COLLEGE BOARD OF DIRECTORS MEETING HELD ON JANUARY 13, 2026.

C) Candice will begin the process of SAC appointments, Board evaluation information, and the Budget.

E) Sam will reach out to inquire regarding the Executive Director performance evaluation.

9. **ADJOURNMENT**

**CONNOR MOTIONED TO ADJOURN THE MEETING AT 5:49 P.M. HALEY SECONDED THIS MOTION. ALL IN FAVOUR.
MOTION APPROVED.**

Quarterly (Q3) Report to the Board of Directors

Submitted by: Candice Heigh, Executive Director

Date: January 13, 2026

1. Operations Update

Day-to-day operations have been running smoothly.

Most events went well and were well attended (sticker elves, Halloween movie Trivia, and movie night were the least popular). The Events and Communications Coordinator continue to plan upcoming activities, and the Student Advisory Council (SAC) has been signing up to volunteer at events and have been encouraged to share event ideas based on student feedback. Events to look forward to are Winter Welcome Week (this week), Love & Sex Week (second week of February), Diversity Fair, Music Trivia, Bell Let's Talk Day, Creative Catwalk, and St Patrick's Day events.

Social media engagement remains low. Emma sent our first newsletter out last week. She will continue to make monthly event calendars and send regular newsletters. Emma has been updating the website. And Sam and Emma have been working on Instagram FAQs.

Health & Dental Plan

The Health and Dental Plan continues to run well. January opt outs have begun for students who are January start students and international students with a PEI Health Card. Deadline is January 30.

We are continuing to promote all services, especially Maple services.

Student Financial Supports

- 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. Will be sending a reminder to program managers and student support staff about the student Life Enrichment Funding. To date, we have received 14 Emergency Financial Assistance applications and two Student Life Enrichment applications.

Events Summary

Major Events:

- Halloween costume contests
- Halloween photo booth
- WPC orientation day
- Chocolate Bar Bingo

- Disney Trivia
- Halloween Movie Trivia
- Clothes Swap
- Stockings/Elf
- Cards for Seniors
- Grinch Movie night

Smaller Events:

- Maze (PWC WFC)
- Giant word searches
- Lest we forget table
- Pumpkins (TCC WFC PWC)
- Pumpkin painting
- Door decorating Halloween
- Ornament Painting (PWC TCC)
- Cookie Decorating (WPC)
- APA Pizza
- Georgetown Tacos
- WPC Lunch
- Therapy Dog

2. Organizational Update

As a new organization we have been figuring out what works best for the BOD, SAC, and full-time staff.

We are still working to increase awareness of our new name and structure.

Our AGM was held in November, although there was low attendance everything was completed.

The Student Advisory Council (SAC) applications will be opening next month to fill the positions of students who will be graduating this May. The rest of the positions will be filled in September.

The strategic plan draft has started but more feedback is still needed.

3. Budget with Actuals

Attached is a spreadsheet showing the drafted budget and the actual spending up to December 31. Things to keep in mind when looking numbers over:

- First report was based off one month of operation only. This report is based on 4 months.
- The budget is an estimation for a full 12 month year, but operations begun in September, so the budget will only be used for a total of 7 months.

Next Steps

- Our logo and branding will be redesigned this semester by Graphic Design students
- Feedback for Strategic Plan
- Feedback from students about what they want to see from their SAHC (compiled by the SAC)
- Preparing for SAC Applications
- ED to prepare first draft budget for next budget year (April 1 – March 31)

MINUTES OF THE STUDENT ASSOCIATION OF HOLLAND COLLEGE BOARD OF DIRECTORS MEETING HELD ON JANUARY 13, 2026.

CERTIFICATION

We, do hereby certify that the foregoing minutes present a valid representation of the business conducted at the meeting of The Student Association of Holland College Board of Directors Meeting held on January 13, 2026.

Certified this ____ day of _____, 2026.

Liam MacDonald
Chair / SAHC President

Candice Heigh
SAHC Executive Director

Mikayla Costain
SAHC Vice-President

Haley Doherty
**Board of Director/
College Representative**

Connor Young
Board of Director

Aneka Ewers
Board of Director