

Concordia Students' Association Meeting Agenda
January 12, 2015

Attendance:

Tyler Ludwig - President
Cody Weger - VP Finance
Shannon Peacocke - VP Internal
Blake Novak - Executive Assistant
Mitchell Jones - VP Student Life
Colton Chacalias - VP Marketing
Barb van Ingen - Dean of Students

1. Call to Order
 - 1.1. 4:11pm
2. Approval of Agenda
 - 2.1. Additions:
 - 2.1.1. Approval of New Invoice Form
 - 2.1.2. Motion to approve the agenda with 7.7 addition
 - 2.1.3. Mitchel, Second
3. Approval of Minutes
 - 3.1. Changes
 - 3.1.1. Removal of 4.1, and addition of survey name.
 - 3.1.2. Motion - Mitchel, Second Colton, Passed.
4. Finance Update
 - 4.1. Working with Darlene to complete all of the accounts for 2014 and present the information to the executive council possibly next week.
 - 4.2. Model UN has raised more than their total budget, and they are currently in the green. They will have a conference later this year as well in edmonton.
 - 4.3. Fiscal year end has been changed to April 30th for the CSA.
5. Action Item Review (10 mins)
 - 5.1. Action Item - Colton - Add "review of action items" to agenda. - Completed by Blake.
 - 5.2. Action Item - Blake- Send Job Description template end of day dec 15th, 2014. - Sent out and complete.
 - 5.3. Action Item - Executive Council - Send Blake Job descriptions by December 29th, 2014 - All descriptions have been received.
 - 5.4. Action Item - Mitch - See if bake sale conflicts with Pep rally - Can be done.
 - 5.5. Action Item - Blake - Bake Sale for Zombie walk should it be needed - will confirm with CBA if they would like to.
 - 5.6. Action Item - Mitchell - Contact Images with Distinction for Photo booth for the launch party.

5.6.1. Additional information required from business, images of distinction.

- 5.7. Action Item - Shannon - Contact NAIT to see if the event is viable. - Speed dating will not be run.
 - 5.8. Action item - Blake - Doodle Poll for to schedule Executive meeting over xmas break. - Sent out after last meeting, and few completed the poll. No longer relevant.
 - 5.9. Action Item - Blake - Compile list of the events over the next semester and send to Colton - Sent as part of the "Post meeting update". Master Calendar now created.
 - 5.10. Action Item - Shannon - Forward information on lobby week to council - Forwarded to those who were interested.
6. Unfinished Business
- 6.1. Break Forth Applications (Presentations)
 - 6.1.1. 6 groups have requested to attend, and 2 groups will be presenting today. Applicants answered the questions from the application to the council. Groups presenting are;
 - 6.1.1.1. Peter Knelson and Laurel Fiege
 - 6.1.1.2. Erin Strand
 - 6.1.1.3. Mark Rekken
 - 6.1.1.4. Sarah Cameron and Ryan
 - 6.1.2. Applicants will be informed later today.
 - 6.1.3. Action Item - Mitchell - Contact Break Forth Ministries to find out if students are allow to attend. Due for 13/01/2015
 - 6.1.4. Motion to approve the 6 applicants to be reimbursed at a maximum of \$166.66 per person, should they choose to attend. - Mitchel, Second Cody
 - 6.1.4.1. Discussion - Shannon - Should all be allowed to attend? Are the applicants equal?
 - 6.1.4.2. Tyler and Cody stated that this was the first year of the grant, and that it should be accessible to all. Next years grant can be more specific and competitive.
 - 6.1.4.3. Colton, Mitchell, Cody Vote in favor, Shannon opposed. Motion Passed.
 - 6.1.4.4. Notes from next year;
 - 6.1.4.4.1. More time for applicants
 - 6.1.4.4.2. Clearer definition to the application
 - 6.1.4.4.2.1. Competitive application - Limited spacing and funds, so that not all students are approved.
 - 6.1.4.4.2.2. with presentation and essay required.
 - 6.1.4.4.3. Be more aware of dates for deadlines to the event.
 - 6.1.4.4.4. Add this event to the VP Student Life portfolio.
 - 6.2. Survey Distribution

- 6.2.1. Survey is now live, and has been sent to Dr Loreman for additional review. Colton has been approaching students to take the survey. Students are responsive to the survey.
- 6.2.2. Goal of attaining 500 students by April 1st.
- 6.2.3. Action Item - Barb - Send out the survey to all professors asking them to present it to students
- 6.2.4. Action Item - Colton - Contact DR. Loo about analyzing the data.
- 6.3. Graduation
 - 6.3.1. \$10 should be charged for tickets, as we do need to recoup some costs for the event. Will be brought up in the marketing committee for further review.
 - 6.3.2. Action Item - Create a Graduation Newsletter to send to students with instructions relating the grad.
- 6.4. Elections Officer + Elections Dates
 - 6.4.1. Elections dates were March 7/8th, but will not be moved to March 11th.
 - 6.4.2. Elections officer - Connor has declined the position, but another candidate will be meeting with Tyler.
 - 6.4.3. Colton also suggests a member of his street team to apply for the position.
 - 6.4.4. Position is a paid. \$100/month
- 6.5. Event Updates
 - 6.5.1. Life size board game night is January 20th.
 - 6.5.2. CFSA would like CSA support to run a movie night on Feb 13th, but no executive was available to support.
 - 6.5.3. Club Fair 29th and 30th of January. New China Club established from international week. Executive are encouraged to attend.
 - 6.5.4. Launch Party - January 24th
 - 6.5.4.1. Doors open at 8pm, and countdown will go to 10pm. Club will be open to public at that time. Prizes are needed, value TBD. No swag bags.
 - 6.5.5. CSA Art announcement - Conflicts with Career Fair, and date will be rescheduled.
 - 6.5.6. Ski trip is still in process of recruitment. Next weeks exec meeting will be to set to create action plan. Suggested to contact dorm students.
 - 6.5.7. Zombie walk prizes will be T-shirts and hoodies from the bookstore.
- 7. New Business
 - 7.1. Update Basecamp Events
 - 7.1.1. Action Item - Blake - Update and send calendar to Susan Tkachyk and Kerri.
 - 7.2. Mega Phone

- 7.2.1. Line in Student life budget will allow for the purchase of this item. All council in support of purchase to be used for outdoor events and thunderwear friday. Estimate
- 7.3. PayPal Transaction Form Approval (1min)
 - 7.3.1. New form made by Cody.
 - 7.3.2. Motion to have this form approved to be used by the CSA - Cody, Seconded Shannon, Passed.
- 7.4. MAC Expense Request Form Approval (1min)
 - 7.4.1. Form has been edited by Cody.
 - 7.4.2. Motion to approved edited form as presented - Cody, Seconded Mitchell, Passed.
- 7.5. Adobe Reader Purchase for Executive Assistant (5min)
 - 7.5.1. Requested to grant this access to the Executive Assistant for the Adobe Reader Pro for form editing. Executive approve the use of operations budget for the expense.
- 7.6. Time Sheets (5min)
 - 7.6.1. Executive and general council will need to complete these forms in order to confirm that office hours are completed. forms were given to all executive.
- 7.7. Approval of New Invoice Form (5min)
 - 7.7.1. Invoice template has been edited by Cody.
 - 7.7.2.
- 8. Information
 - 8.1. Asset Register (2min)
 - 8.1.1. Blake is to work on creating asset registry. Partner with Cody to go through records for more information.
 - 8.2. Include "Event Names" in Vendor Descriptions (1min)
 - 8.2.1. Additional Edits will be made to this form to connect expenses with events.
- 9. Round Table
 - 9.1. Tyler asked Barb to ask professors to be aware of the executive council members, similar to last semester.
- 10. Adjournment
 - 10.1. 6:27pm
- 11. Action Items
 - 11.1. Action Item - Create a Graduation Newsletter to send to students with instructions relating the grad.
 - 11.2. Action Item - Colton - Contact DR. Loo about analyzing the data.
 - 11.3. Action Item - Barb - Send out the survey to all professors asking them to present it to students.
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