

Concordia Students' Association Meeting Agenda  
October 16, 2014

Attendance:

President - Tyler Ludwig

VP Finance - Cody Weger

VP Student Life - Mitchel Jones

Dean of Students - Barb Van Ingen

VP Internal - Shannon Peacock

VP Marketing - Colton Chacalias

Executive Assistant - Blake Novak

1. Call to Order
  - 1.1. 6:08pm
2. Approval of Agenda
  - 2.1. Additions
    - 2.1.1. Barb
      - 2.1.1.1. Budget steering committee
      - 2.1.1.2. Travel Advance
      - 2.1.1.3. Club Presidents
      - 2.1.1.4. Career Services
    - 2.1.2. Tyler
      - 2.1.2.1. Project Plan
    - 2.1.3. Motion to approve - VP Finance, Second Vp Student Life
    - 2.1.4. Passed
3. Approval of Minutes
  - 3.1. Motion for approval VP Finance, second VP Internal
  - 3.2. Passed
4. Finance Update
  - 4.1. Money from student fees has arrived
  - 4.2. Automatic withdrawals have been set up for continuous bills (ie. Shaw Fees)
  - 4.3. Budgets are on track, minor hiccups on few budgets but no major notices to record.
  - 4.4. Additional amount from additional students coming into the school. See budget for additional revenue
    - 4.4.1. Credit card be a possibility, but looking to set policies in place and create checks and balances.
    - 4.4.2. Additional research required before addressing these issues.
5. Unfinished Business
  - 5.1. Games Night
    - 5.1.1. Games night this tuesday 5-10pm. FRIENDS theme, tv show playing and cafe feel with pastries and coffee.

- 5.1.2. Blake, Shannon and Colton will be in attendance. Others will check calendars to see if in attendance.
- 5.1.3. Colton has started marketing and created posted, as well as partnered with the WUB for presentation. Because of the late timing, will be tougher, so commitment from the council is needed.
- 5.2. Grad
  - 5.2.1. Emailed Wendy questions, and have not received additional information as of yet.
  - 5.2.2. Rings are coming
  - 5.2.3. Images of distinction will be attending, just coordinating dates. Contract with them ends 2017.
  - 5.2.4. Committee still under development, but trying to remain with the same format. Don't need a full committee, and grad falls under Marketing policy.
  - 5.2.5. Colton to talk with Susan about the Grad, as she is the coordinator for it.
  - 5.2.6. Northlands needs to be set in place, as the venue will become an issue around that time.
- 5.3. Tutors
  - 5.3.1. Double amount of tutors available, accounting now has 2 tutors.
  - 5.3.2. Confusion is still arising between students and Student Life, needs to be settled.
  - 5.3.3. Booth may not be best option, as it may get treated as the book fair where they contact each other instead of going to Student Life
  - 5.3.4. Success has been achieved.
- 5.4. Mission Statement
  - 5.4.1. No new developments thus far.
  - 5.4.2. Continuing to use what is available, so larger statement will be addressed in the General council meeting and revitalization committee.
- 6. New Business
  - 6.1. Open House
    - 6.1.1. Offices should be cleaned, as CSA offices will be on the tour.
    - 6.1.2. Everyone should be there on 9:30am
    - 6.1.3. Attire - Top Dawgs Shirts
    - 6.1.4. All Executive members are to spend time outside with tours.
    - 6.1.5. Clubs can set up on Friday. 7 booths will be in attendance.
      - 6.1.5.1. CBA
      - 6.1.5.2. CFSA
      - 6.1.5.3. PSE
      - 6.1.5.4. Project Zero
      - 6.1.5.5. The Bolt
      - 6.1.5.6. Model UN
      - 6.1.5.7. EUS
    - 6.1.6. Set up contest to engage students, possibly using Blue.
  - 6.2. Halloween Schedule
    - 6.2.1. Who is helping with what, and where you will be

- 6.2.2. Pumpkin Carving
  - 6.2.2.1. 11-2pm October 29th.
  - 6.2.2.2. Mitchell, Shannon and Blake will be in attendance
  - 6.2.2.3. Mitchell will be getting all supplies.
  - 6.2.2.4. 150\$ budget, and using full amount for pumpkins and supplies
  - 6.2.2.5. No sign up, pumpkins will be used for the entrance of CUCA Spooka
- 6.2.3. CSA Halloween Costume Contest
  - 6.2.3.1. October 31st, 12-1pm
  - 6.2.3.2. No Sign Up
  - 6.2.3.3. Tyler, Cody
  - 6.2.3.4. Prizes still to be picked up.
  - 6.2.3.5. Tegler to be booked
  - 6.2.3.6. Stage needed, and sound system, create scoresheet
  - 6.2.3.7. Third Judge to be the audience
- 6.2.4. Costume Advertising Oct 24th
- 6.3. Marketing Street Team
  - 6.3.1. Job Description has been created
  - 6.3.2. contracted drafted as well
  - 6.3.3. Looking for a vote to approve to allow the hiring of the positions
  - 6.3.4. Panel interviews, but turnover is not an issue as the role is not paid, so there can be transitory.
  - 6.3.5. VP Marketing Moves to create a marketing street team
    - 6.3.5.1. VP Internal - Suggestion, Powerpoint Training
    - 6.3.5.2. Move to approve the contract and job description for the team
      - 6.3.5.2.1. Second VP Finance
      - 6.3.5.2.2. See attached documents for street team information
- 6.4. Completing Events on Scheduled Master Calendar
  - 6.4.1. Go through the calendar and eliminate any dates that are not going to take place.
    - 6.4.1.1. Cake day past, and rescheduling may take place.
    - 6.4.1.2. Crib Tournament was not set in budget
    - 6.4.1.3. CSA New years party should be moved to January 17th, to accommodate for marketing and student engagement.
    - 6.4.1.4. CSA Olympics and Games night coming up.
    - 6.4.1.5. Slam poetry night to be scheduled.
- 6.5. Budget Steering Committee
  - 6.5.1. Suggestion
  - 6.5.2. The institution uses this method, and brings out members from all faculties to advocate for the budgets.
  - 6.5.3. Idea would bring more involvement from others to drive the budget
  - 6.5.4. Public or general council only? To be discussed
- 6.6. Travel Advance

- 6.6.1. Institutional change requires faculty to pay in advance, which may not be the best model for students.
- 6.6.2. Risk is a large issue, and liability cannot be controlled. Possibility that transcripts could be withheld, if the student defaults on payment.
- 6.6.3. Possibility that Faculty member may act as trust. Something to discuss
- 6.6.4. Also something to look at for executive council.
- 6.7. Club Presidents and Treasurers
  - 6.7.1. Information session should be developed for presidents and treasurers about policies and processes.
  - 6.7.2. Create a culture of community and create a way to connect with each other.
  - 6.7.3. Clubs and associations are a tough part for the CSA, as they are at arms length on many things.
  - 6.7.4. Possible compensation; marketing, and awards and scholarships.
  - 6.7.5. Tiered awards are an option a well.
  - 6.7.6. Looking for why statements for clubs
    - 6.7.6.1. Barb - development of leadership course that is not specific to any discipline, which would be developing leaders for association
  - 6.7.7. Project Plan
    - 6.7.7.1. Goal for number of attendees, focus on other areas
    - 6.7.7.2. Creation of closing plan
    - 6.7.7.3. Goal of creating points of data to return information and create amendments for future goals.
    - 6.7.7.4. Suggestions - add time frame for meeting agenda, and that way it is the ability to track timelines and keep us on track
- 7. Information
  - 7.1. ASEC Conference
    - 7.1.1. Shannon, Colton, Cody and Tyler will be attending the conference November 7th, 8th and 9th.
    - 7.1.2. Bus is payed for, and should be going down on the friday.
    - 7.1.3. Committees will need to be selected for Colton and Shannon
    - 7.1.4. No presentation will need to be made
      - 7.1.4.1. No marketing necessary, networking only.
  - 7.2. Pub Crawl
    - 7.2.1. Where to grow
      - 7.2.1.1. Colton enjoyed his time there
      - 7.2.1.2. Numbers were around 30, worked with the circumstances
      - 7.2.1.3. Tyler - lots of new faces, good turn out.
      - 7.2.1.4. Shannon - lots of camaraderie, lots of new people, attire issues were addressed
      - 7.2.1.5. Mitchel - 29 tickets sold, 6 given away
        - 7.2.1.5.1. First bar - 14 present
        - 7.2.1.5.2. Full bus at the end

- 7.2.1.5.3. Will like to run the event himself, as organizer was not completely up front.
    - 7.2.1.6. Tickets need to be in bookstore before the marketing commences. Please have that completed before advertising
  - 7.3. CUCA Spooka Update
    - 7.3.1. Going well. Model UN Keg connection not working well, and may have to buy kegs. Step by step process to be followed for Liquor licenese.
    - 7.3.2. DJ Benjamin Frasnet has been confirmed. Christina Daniels will not be able to work as DJ.
    - 7.3.3. Shannon and Mitchel went to venue to confirm venue and plan out layout of event.
    - 7.3.4. Sign up sheet for ticket booth to be scheduled times.
    - 7.3.5. Clubs to be used for coat check and other uses.
    - 7.3.6. Finalized date - October 23rd.
    - 7.3.7. Please partner with others in order to keep everything in line.
  - 7.4. Spring Break Update
    - 7.4.1. Banff Inn
      - 7.4.1.1. 16th-21st of February
      - 7.4.1.2. Busing to Banff - 56 occupancy, licenced
      - 7.4.1.3. Finalized once the contract is in place
  - 7.5. Alcohol Toolkit
    - 7.5.1. Tyler has been part of a committee for alcohol awareness
    - 7.5.2. Trying to inform students about healthy drinking habits
    - 7.5.3. Very detailed report came from this committee
    - 7.5.4. Coat Check at CUCA Spooka - hand out checklist to help students make proper drinking choices
  - 7.6. Career Services
    - 7.6.1. help Philipa with connecting her to professionals for career fair opportunities. Make sure they connect with her before they leave
- 8. Round Table
  - 8.1. Cody - Policy and Governance Committee
    - 8.1.1. Transition dates
    - 8.1.2. Where should the date of power should be transferred to newly elected CSA members?
    - 8.1.3. Training should take place after elections
    - 8.1.4. Tyler - May 1st
  - 8.2. Blake - Get binders and create inventory for supplies
  - 8.3. Tyler - Town Hall meeting
- 9. Adjournment
  - 9.1. Motion to adjourn - VP Internal
  - 9.2. Second - VP Finance
  - 9.3. Passed
  - 9.4. Adjourned at 8:18pm
- 10. Action Items

- 10.1. Approval of Sept 29th, 2014 Minutes - Next Agenda
- 10.2. Attach email vote for budget items to the minutes - Tyler
- 10.3. Talk with Brett about freshmen challenge for Games Night - Shannon
- 10.4. Colton to follow up with Susan, and set Northlands in Stone - Colton
- 10.5. Create a booth and set up contest for students (Concordia wear).
- 10.6. Send orientation material for marketing street team to Colton - Shannon
- 10.7. Attach the additional documents to minutes - Blake
- 10.8. Creation of Project Plan - Blake, in conjunction with others exec.
- 10.9. Send Cody the budget expense form with the Logo - Blake
- 10.10. Make sure that all marketing highlights 18+ - Colton
- 10.11. Contact council once details are in place for ski trip - October 27th - Mitchel
- 10.12. Get marketing in place for ski trip - Colton
- 10.13. Look into safe rides home for students. - Mitchel
- 10.14. Get transition binders starters and supplies - Blake
- 10.15. Town Hall Meeting organizations - Tyler