

Concordia Students' Association Meeting Agenda  
October 20th, 2014

Attendance:

President - Tyler Ludwig

VP Finance - Cody Weger

VP Student Life - Mitchell Jones

Dean of Students - Barb Van Ingen

VP Internal - Shannon Peacock

VP Marketing - Colton Chacalias

Executive Assistant - Blake Novak

Guest -

Darlene Turnic - Accounting

Jeannette Johnson - Auditor

Dean of International

1. Call to Order
  - 1.1. 3:06pm
  
2. Approval of Agenda
  - 2.1. Motion to add approval of minutes from Sept 29th
    - 2.1.1. Vp Student Life, Seconded VP Internal, Passed
  - 2.2. External Advertising
  - 2.3. Career Fair
  - 2.4. Model UN
  - 2.5. Grad Photos
  
3. Approval of Minutes
  - 3.1. Motion to approve 10.16.2014 Minutes
    - 3.1.1. VP finance, Second VP Student Life
  
4. Finance Update
  - 4.1. Model UN has purchased their plane tickets, and President Krispin has donated \$5000 dollars to the CSA for the model UN trip.
  - 4.2. Salary cheques are available for the Executive as of the first of the month, as that is after the work period.
  - 4.3. Nothing else major to report.
  
5. Unfinished Business
  - 5.1. Parking Passes (5 min)
    - 5.1.1. Informational section

- 5.1.1.1. Barb informs us that the process is more convoluted than first anticipated. Because it qualifies as a taxable benefit, it now needs to go under further scrutiny. Richard Currie will be involved in the process. End date to be determined.
  - 5.2. Budget Expense Form Approval (5 min)
    - 5.2.1. Blake has made a new budget form to address some issues that have arisen with reimbursements in recent times. Additional sections on the form;
      - 5.2.1.1. Name and address section
    - 5.2.2. Motion for approval
      - 5.2.2.1. VP internal, seconded VP Student Life, Passed.
  - 5.3. Grad Photos
    - 5.3.1. Shannon - Spoke with Wendy, and is concerned with the dates of the event and locations.
    - 5.3.2. VP Student Life - Will be going to Images of Distinct directly to contact rep, as there have been issues with them coming back to talk with us.
    - 5.3.3. Currently working on a solution. Other executives will be calling the rep to contact them as well.
    - 5.3.4. Once date is sent, please contact Wendy to inform all students.
    - 5.3.5. Action Item - If no contact by Wednesday, an executive member will go the business itself.
    - 5.3.6. Action Item - Find contract for Images of Distinction
  - 5.4. Model UN
    - 5.4.1. They will be having an event on October 26th, and other clubs have been inviting executive to their events that it has now been a financial burden to the council themselves.
    - 5.4.2. Shannon puts forth a motion to create a budget for council to attend these events.
    - 5.4.3. Discussion
      - 5.4.3.1. Marketing has sought a budget to attend these events.
      - 5.4.3.2. VP Internal should be in attendance, as clubs fall under that role. As well as president as that role is the face of
      - 5.4.3.3. VP Finance requests a budget for additional events.
    - 5.4.4. VP Internal Motions to approve expenses to attend the Model UN. Total 86.99
      - 5.4.4.1. Seconded VP Finance, Passed
- 6. New Business
  - 6.1. Audit Presentation (45 min)
    - 6.1.1. Auditors from St. Arnaud Pinsent Steman delivering presentation about the audit they conducted on the 2013-2014 CSA Fiscal year. Please refer to the attached document for all details on the audit.
    - 6.1.2. Recommendation based on the taking of minutes

- 6.1.2.1. They are there to review any major red flags financially, but not to provide any recommendations on that section
- 6.1.3. Unqualified opinion means that there are not issues to report in the financial reports.
- 6.1.4. Motion to approve the financial statements for the 2013-2014 year
  - 6.1.4.1. VP Finance, Seconded VP Student Life, Passed.
- 6.2. International Week Planning (with International Office - 45 min)
  - 6.2.1. Overview of International Days
    - 6.2.1.1. Growth from 1 day in 2012, to a full week in January in 2015. January 12th to 14th.
    - 6.2.1.2. Minor events to start the week, included address from President Krispin and Dean of International.
    - 6.2.1.3. Booths will be present on January 12th, associations throughout edmonton. Japanese, Italian, Netherlands, and more.
    - 6.2.1.4. Food will be provided from these associations, like a miniature heritage days. Performances as well.
    - 6.2.1.5. Will be different from the study aboard programs that have been happening in the past. Perhaps an international element
    - 6.2.1.6. Details to be determined.
    - 6.2.1.7. Project lead to be set up to connect with international department in order to support
    - 6.2.1.8. Action Item - Volunteer for Team lead on International
      - 6.2.1.8.1. Shannon Volunteers
    - 6.2.1.9. Action Item - Create timeslot sheet for to regulate the international day
- 6.3. Foosball Tourney
  - 6.3.1. Student wants to run event, and possibility to add into the CSA Olympics.
  - 6.3.2. olympics will be Harry potter themed, and developed through the project sheet.
- 6.4. External Advertising
  - 6.4.1. Colton was contacted by a group to advertise their mission trip style event. Currently wondering where the line is for marketing for events?
  - 6.4.2. Possible revenue stream for the CSA for external groups.
  - 6.4.3. Informed patron that it would not be possible to advertise from them at this time.
  - 6.4.4. This group will have a booth in Tegler.
- 7. Information
  - 7.1. Career Fair
    - 7.1.1. Goal for career services is to expand the career fair into 2 sections, Non and for profit. They would also like to have an area for interviews to be conducted by HR professionals at the event.

- 7.1.2. Possible areas to use
  - 7.1.2.1. Front CSA Offices
  - 7.1.2.2. Glass Lounge
  - 7.1.2.3. Chapel
  - 7.1.2.4. Schwermann

8. Round Table

- 8.1. Marketing - Looking to expand budget for;
  - 8.1.1. Megaphone
  - 8.1.2. Pamphlet holders
  - 8.1.3. Professional Name Tags
- 8.2. Student Life
  - 8.2.1. Created an event checklist rough draft
- 8.3. Finance
  - 8.3.1. Looking to change the year end for fiscal matters, to match the institution
- 8.4. Action items
  - 8.4.1. Shannon - Remind clubs to deliver a pamphlets to marketing
- 8.5. Information about the SI group
  - 8.5.1. One member quit, but role has been absorbed by other members
  - 8.5.2. Everything is operating well
  - 8.5.3. No statistics have been generated from the program.

9. Adjournment

- 9.1. Motion to adjourn at 4:57pm
  - 9.1.1. VP Student Life, VP Finance Second, Passed

10. Action Items

- 10.1. Shannon - Remind clubs to deliver a pamphlets to marketing
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