

Concordia Students' Association Executive Council Meeting Agenda

April 07, 2015

Attendance: VP Marketing - Colton Chacalias, Dean of Students - Barb van Ingen, VP Marketing (Elect) - Madeline Ludlage, VP Internal - Shannon Peacocke, VP Finance - Cody Weger, President - Tyler Ludwig

Mitchell Jones (3:30pm - with notice, due to class)

Absent: Blake Novak (with notice)

1. Call to Order 2:05pm

2. Approval of Agenda

1. Motion to approve the agenda for April 7, 2015 M - Colton, S - Shannon Carried

3. Approval of Minutes March 9th, 2015 and March 23rd, 2015

1. <https://docs.google.com/document/d/1Vg2H5ikfuaZ7J5tmK-9UP1evAj9dzvTWSS6eDwrQy2M/edit?usp=sharing>

2. Motion to approve the minutes from March 30, 2015 M - Colton, S - Shannon, Carried

4. Finance Update

1. Year end is at the end of the month and the audit is officially the 13th of May. CEF is still remaining the same, nothing new. Email to clubs has been sent to Shannon to distribute notifying of April 10th deadline for all expenses and reimbursements. Budget templates sent from VP Finance to Shannon and Colton to distribute and start sending to clubs and unions.

5. Mental Health Update

■ N/A

6. Action Item Review

1. Action Item: Colton to communicate with Concordia Marketing to ensure edits are made ASAP.(Grad
 2. Action item - Shannon/Colton - Create guidelines for Clubs/Unions for budgets, and changing status (clubs->Unions)
7. Action Item: Tyler email Special Projects Committee and Jennifer for booking a presentation to President Krispin and Richard Currie.
1. Meeting reminder has been sent out.
8. Action Item: Cody look on Google Drive for ED Policy to ensure all edits are complete ASAP.
1. All edits have been completed.
9. Action item - Mitchell - Let Kerry McKinnon know about the noise for the neighbouring community.
1. Follow up will be done by President.

10. Unfinished Business

1. CFSA/CBA Election Results
 - Every position was uncontested. 45 voters for both faculties. Email notification sent out regarding election results.
 - Results posted on Election Results page of website. Also administered through the respective clubs emails.
 - Action Item: Colton update website about election results.
2. Executive Director (Timeline, hiring process)
 - July 1st is the goal for the hiring date. A month of training with other SA's and then a month in house prepping for the year.
 - Powerpoint needs to be made for Board presentation.
 - Interview process - Barb possibly sit in on the interview panels. Interview questions need to be drafted.
 - Action Item: Tyler see what ASEC has for interview questions, regarding ED and candidates.

- Action Item: Shannon set up meeting to present to PAC, and create powerpoint by weeks end.
- Action Item: Cody get Gantt chart and report for hiring process of ED for next G.C meeting.

3. Thunderstorm Party

- Volunteers needed for serving alcohol (options - CBA, Model UN, Friends)
- Mitch is picking up kegs Friday morning.
- Aramark kiosk is selling hot dogs. Fun toppings may be available, Bailie is reporting back to Shannon about this.
- Action Item: Colton create handouts promoting the Party.
- Action Item: Blake and Colton create playlist for the event.
- Action Item: Shannon, check in with all bookings to make sure we have all needed material.

4. Scala Update

- Colton hasn't met with marketing yet about this, schedules just don't match up.

5. Transition

- Action Item: Barb find out who to contact about trading keys for the 1st of May.

6. Hiring Positions

- Executive Assistant
- Marketing Street Team - event staff?
- Disciplinary Officer - Hopefully carry over Kevin Chambers
- Athletic Ambassador - Pay for it but Athletics take under
- SI Director - Julianna Monson may be back
- Writers
- Bolt Editors
- Food Bank Manager - CCC take under?
- Event staff - volunteer list

7. Mental Health Initiative 2015/2016

- Application comes out right after Leadership Conference - getting it done early
- Action Item: Tyler send out previous years application and all incoming Exec's provide input
- Action Item: Finding tickets from the speaker event.

11. New Business

1. 2015 Provincial Elections

- Barb wants to get the campus community more involved in this years elections. Concordia students response to the recent cuts? Consensus was to follow ASEC's release. (Jason Roth from NAITSA, good contact for advocacy and press releases).
- Elections Alberta - Info booth on campus' , forms for proper identification to vote (voter registration is needed) CSA will put on website.
- Student volunteer positions may be available for a contact on campus for the elections.
- Online presence will be our biggest asset for promotions.
- Get students to attend MLA speeches?
- Action Item: Tyler get posters from the contact to get the students aware of them.
- Action Item: Tyler find a list of election speeches and what not.
- Action Item: Barb try to get MLA's to come speak?
- Action Item: All council push PSE is the answer.

2. Leadership Conference

- All incoming Exec's will attend

3. GTC Elections

- GTC Elections will be happening on Thursday and Friday (9th and 10th)
- All candidates are in, in Google Drive with bio's and pictures
- All arts students will be included in voting,
- Action Item: Tyler will create the vote for Thursday and Friday

4. 2015/2016 Budget

- August 1st, 2015 will be the goal for the annual budget approval
- Templates have been sent for clubs and unions, Colton and Shannon will administer
- May 30th, 2015 will be goal for all the clubs and unions to submit all budgets

12. Information

1. No information at this time.

13. Round Table

- Upload all information to Google Drive to increase transparency among E.C (separate folders for each Executive)
- Event Staff - Provide pro-serve possible for this "team", also get volunteer list going
- Second G.C will be a "transition meeting" for all new incoming members
- The food bank was talked about, should it be more a University ran thing, or CSA? Talk to alumni about monetary support, possible church groups?
- Action Item: Shannon check if cash box is needed for the cancer fundraiser
- Action Item: Blake send out invitation to all current and incoming members

14. Adjournment

- Motion to adjourn at 3:51pm M - Cody S - Mitchell Carried