



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

August 30, 2016 at 3:30pm

S206

1. Call to order: 3:39pm

2. Roll Call:

- Present: Laura Hebert, CSA VP Internal; Madeline Ludlage, CSA VP Marketing; Natasha Miller, VP Student Life; Lin Zhang, Executive Director; Kelsea Gillespie, CSA President; Brandon Vollweiler, CSA VP Finance

3. Action Item Summary:

- All Executives: Write joint report for SUDS UBC Conference for General Council.
- All Executives: To have one-on-one training sessions with new ED, Lin Zhang.
- All Executives: To send Madeline office hours/committees by end of the week.
- President/VP Marketing/VP Student Life: Review Mental Health job applications.
- President/VP Marketing/VP Student Life: Meet with Joel Mrak about scheduling conflicts, CUCASpooka, Mental Health Initiative, and CSA Athletics Ambassador.

- VP Student Life: Engage with new Urban Sparq Hospitality Sales Manager to book CSA events.
- VP Student Life: To confirm booking for CUCASpooka at Northlands if the date works for Concordia's athletes.
- VP Student Life: Fill out Mac card request form to purchase supplies for Beer Gardens.
- VP Finance/Internal: To collect club budgets for final meeting and approval.
- VP Marketing: To make office hour schedules for door signs.
- VP Marketing: To make promotional materials for TV outside of A207.
- VP Internal/VP Marketing: Host Marketing Retreat for Clubs/Unions.

4. Approval of Agenda:

4.1. Agenda for August 30, 2016

- **Motion:** To approve August 30, 2016 agenda as presented.
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from August 17, 2016

- **Motion:** To approve August 17, 2016 minutes as presented.
- **MSC.**

6. Unfinished Business:

6.1. Club Budgets

- Discussion: All club budgets except for one (TTAC) for approval by General Council. Psychology Club changed President, and has decided to not have a club budget for this upcoming year.

6.2. CSA Events Calendar

- Discussion: Booked all Massages, reached out to two different yoga instructors. CUCASpooka date

October 22nd to accommodate schedules of athletes. Pep rallies are being booked by Brandon and Madeline – September 9th , October 14th , October 21st , November 25th , January 20th, February 3th, Feb. 10.

6.3. CUCASpooka

- Discussion: Booked October. 22 at the Edmonton Aviation Museum. Must book security, bar tenders, alcohol, catering, fencing/curtains, decorations, etc. Venue is spooky and historic building. Contract/invoices to be completed for next week.

6.4. Executive Director Training Sessions

- Discussion: VP Student Life, August 31st in afternoon. VP Finance – entire week from August 29th -September 2nd. VP Internal – Sept. 2nd .

6.5. September Beer Gardens

- Discussion: Booked for September 9th at 12:30. Secured tents, fencing, bartenders (2 volunteers and 2 paid bartenders), cake booking for Costco. Still need kegs, alcohol. Two buses will be leaving at 8:45pm to Knoxville's. Acquiring liquor licenses this Friday. Tents will arriving in the morning, fencing and toilets the night before. Must pick up cake/snacks night before. Security arriving at noon, hot dogs set up at 12:30.

6.6. New Student Orientation

- Discussion: All executives to be there morning of at 7:45am, volunteering for entire day. Laura to run International game, Brandon running Thunder

Shot Challenge, Natasha running CSA stop,
Madeline taking photos.

7. New Business:

7.1. Welcome Week Activities Schedule/Planning

- Discussion: Wednesday, Pancakes – must be here at 8am. Thursday, Movie Night – 4pm, 22 Jump Street. Friday, Beer Gardens/Pep Rally – starting at 12pm.

7.2. Orientation Backpacks

- Discussion: Coming in on Sept. 1, will be stuffed on Sept. 2 at 11am.

8. Information:

8.1. ABC District Investment Update

- Meeting of investors came to decision. CSA will get approximately \$5000 returned, lost \$15000 to stocks in new company.

8.2. Next Meeting Time

- Discussion: Sept. 7 at 3pm in S206. Every other meeting in HA314.

9. Round Table:

- **VP Internal:** Happy about club budgets that have been received. Club calendars/dates are being finalized this week. Psychology Club had a change in executives, but all other clubs are happy for the time being.
- **VP Marketing:** Has been busy on making poster for Financial Aid and other promotional items. Made poster for athletic ambassador position. Will have email made up for responses to applicants. Want to finish hiring by Sept. 30. Will make a shopping list

for Beer Gardens. Need to buy some Concordia merchandise and make prize packages for Wellness Wednesday/Thunderwear Friday

- **VP Student Life:** August has been busy, many things have been booked, all events are coming together. Will be getting paintball tickets tomorrow. Need to book hot chocolate and yoga instructors.
- **CSA ED:** Lots of new things to learn and questions but the team is being very supportive.
- **President:** ESA meeting about UPass, posters from UASU about Century Park location parking changes. Executive Reports due Sept. 15 at midnight.
- **VP Finance:** Keeping track of all expenses for upcoming Welcome Week activities. In process Madeline.

10. Adjournment: 4:41pm.