



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Agenda

August 4, 2016 at 4:30pm

S206

**1. Call to order: 4:37pm**

**2. Roll Call:**

- **Present:** Barb van Ingen, Dean of Students; Laura Hebert, CSA VP Internal; Madeline Ludlage, CSA VP Marketing; Brandon Vollweiler, CSA VP Finance; Kelsea Gillespie, CSA President.

**3. Action Item Summary:**

- VP Student Life: VIP Cards from Urban Sparq group.
- VP Marketing: Collect quotes for TV and external hard drive.
- VP Marketing: Decorate GC desk.
- VP Marketing: Contact Colton Chacalias about old CSA camera.
- VP Finance/President: Book credit card meetings with banks.
- VP Internal: Book Marketing Retreat for clubs in August.
- VP Internal: Collect Club/Union budgets, email about deadlines.
- VP Internal/Finance: Book Budget Steering Committee meeting.
- President: Schedule Office Coordinator testing.
- President: Book SUDS UBC Development Conference and flights.
- President/VP Student Life: Meet with Colette in Conference Services to review CSA Events Calendar.
- President: CSA Report to Board of Governors.

- President: Vote on ASEC's tuition plans.
- VP Student Life: Book meeting for "We Believe You" campaign.
- VP Student Life/VP Marketing: Write list of questions for Northlands.

#### **4. Approval of Agenda:**

##### **4.1. Agenda for August 4, 2016**

- **Motion:** To approve the amended agenda as presented for August 4, 2016.
- Discussion: To add 8.3 "Presidential Search" to the agenda.
- **MSC.**

#### **5. Approval of Minutes:**

##### **5.1. Approval of Minutes from May 15, 2016**

- **Motion:** To approve the minutes from May 15, 2016.
- **MSC.**

#### **6. Unfinished Business:**

##### **6.1. CSA Office Coordinator**

- **Motion:** To go in camera at 4:46pm.
- **Motion:** To go out of camera at 5:03pm.
- **Motion:** To accept Lin Zhang's application as the CSA's Executive Director.
- **MSC.**

##### **6.2. CSA Club/Union Calendar/Budget Update**

- Discussion: In total, the CSA VP Internal has received budgets from the following campus clubs and unions, which will be reviewed at the next Budget Steering Meeting on August 9, 2016:
  - Green Thespians Collective
  - Dance Club
  - Concordia Visual Cultural Society

- Pre-Optometry Club
- Youth Action Club
- Concordia Arts Society
- Disease Awareness Alliance
- Pre-Health Society
- Concordia Christian Union
- Concordia Management Council
- Concordia Science Society
- Environmental Health Students' Union
- Concordia's Model United Nations Club
- Pride Club
- Psychology Club
- Concordia Chinese Club

**6.3. CSA Events Calendar**

- Discussion: Meeting with Colette Storms with some dates changed for events in February. Harry Potter Week will be held from November 14-18, with the Winter Patio Party wrapping up the week on November 18.

**6.4. SUDS UBC Conference**

- Discussion: The CSA is registered for the 2016 SUDS UBC Conference. Travellers must sign forfeit forms for their right to reimbursement to CSA President who paid for registration/accommodation fees. CSA VP Student Life will not be attending due to serious illness, as recommended by doctors.

**6.5. CSA Report to Board of Governors**

- **Motion:** To approve report the President's Report to Concordia's Board of Governors.

- Discussion: All executives were able to view document before submission and provided feedback. It will now become the CSA's official report for the August quarterly Board of Governors meeting.
- **MSC.**

#### **6.6. CSA TV/External Hard drive**

- **Motion:** To purchase a 1TB external hard drive, valued at approximately \$80.00.
- Discussion: 1TB of space is enough for document storage, meetings minutes, reports, and all CSA files. This hard drive should be kept with the CSA Executive Director.
- **MSC.**
- **Motion:** To purchase a wall mount and TV for the front office space as budgeted for.
- Discussion: CSA should purchase a TV with a slideshow setting and SD card input, like the TV in Concordia's Welcome Centre.
- **MSC.**

### **7. New Business:**

#### **7.1. Mental Health Coordinator**

- **Motion:** To post an advertisement for the Mental Health Coordinator position.
- Discussion: E-mail discussion to give feedback on official job posting. Job description is tasked to CSA VP Student Life.
- **MSC.**

#### **7.2. CSA Summer Marketing Swag Items**

- Discussion: All CSA Summer Marketing Swag has arrived. Swag will be distributed through the first semester as giveaways for Thunderwear Friday, partnered with Concordia swag items.

### **7.3. New Student Orientation Day**

- Discussion: CSA Executive Council will need to be present during Orientation, and major facilitators at the event as Concordia will not have a new Student Experience Advisor to help run the event. Registrar's Office projection for student enrolment is around 700 new students. Orientation Day orders for 600 students.
- **Motion:** To order 900 lanyards total for the CSA for Orientation, Winter Orientation, Concordia's Open House, and club and union giveaways.
- **MSC.**

### **7.4. U-Pass Referendum**

- Discussion: To engage with students on social media to find out if there is enough interest to do another U-Pass Referendum, and to survey students during Welcome Week and September events.

### **7.5. Marketing Strategy, Surveys, and Online Polling**

- Discussion: CSA VP Marketing will author a CSA Marketing Strategy to be used in coming years for CSA marketing initiatives. Report will include detailed information on CSA swag and giveaways, branding and logos, Executive clothing, social media, website, posters, and professional images.

## **8. Information:**

### **8.1. CSA Budget Update**

- Discussion: CSA VP Finance budget projections that the CSA will be running a tight budget until student fees come for the fall semester (without considering additional sources of CSA revenue). Full budget update to come at a later date. CSA Audit/Finance presentation at Concordia's Board of Governors Finance Committee meeting on August 18.

### **8.2. New Meeting Times**

- Discussion: August 17, 2016.

### **8.3. Presidential Search**

- Motion to go in camera at 5:54pm.
- Motion to go out of camera at 6:02pm.

## **9. Round Table:**

- **CSA VP Marketing:** Will check with Concordia's administration about potential of livestreaming the public Presidential candidates' presentations. Will speak with Judy Kruse, Director of Policy and Records Management for Concordia University of Edmonton.
- **CSA VP Student Life:** Regrets being unable to attend the SUDS UBC Conference. Will be meeting with Northlands next week about potentially hosting CUCASPOOKA at Northlands. Meeting is set for August 9, 2016 in early afternoon to view the Alberta Ballroom.
- **CSA VP Internal:** Very excited and proud of clubs and unions that have submitted their budget expectations for the 2016-2017 year. Excited for SUDS UBC Conference and the upcoming General Council meeting.
- **CSA VP Finance:** Once July's General Leger is complete, will do full budget projections and estimations for the fall semester. Excited for the SUDS UBC Conference.

- **President:** Excited for the CSA's opportunity to attend the SUDS UBC Conference. Will be working to plan orientation, and to distribute all of the Student Experience Advisor's position over the CSA Executive Council. Will send out employment contract to Lin Zhang and work with HR to complete the hiring process.
- **Dean of Students:** Joel Mrak, Athletics Director, has been nominated as the Canada's Mission Staff for the 2017 Summer Universiade in Taipei City, Taiwan.

**10. Adjournment: 6:07pm**