

## **Executive Council Meeting Minutes**

**January 8, 2019 at 2:00pm**

**Location: S206**

1. **Call to order:**
2. **Roll Call:**

VP Marketing - Madeline Ludlage, VP Internal - Alex Bedard, VP Student Life - Hannah Ludlage, President - Brandon Vollweiler, Lin Zhang, ED, Barb Van Ingen- Concordia VP Student Life and Learning
3. **Action Item Summary:**
  - VP Finance:
  - VP Marketing:
  - VP Internal: Work with Unions to amend constitutions. Work on HR Policy and CSA Code of Conduct drafts. Continue work on the Club/Union Guide.
  - VP Student Life:
  - President:
  - All Executives: Finalize school schedule to find time to meet in the following semester, send schedule to President. Look through resumes. Complete their Christmas tasks.
4. **Approval of Agenda:**
  - 4.1. **Agenda for January 8, 2019**
    - Motion: To approve the agenda for January 8, 2018.
    - To add 8.4. CSA Finance
    - Motion carried with all in favour.
5. **Approval of Minutes:**
  - 5.1. **Approval of Minutes from December 18, 2018**
    - Motion: To approve Minutes from December 18, 2018
    - Motion carried with all in favour.
6. **Unfinished Business:**
  - 6.1. **Winter Orientation Recap**
    - Very good schedule. Good refreshment of pastries and coffee. There is lack of profs show up today. Recommend to add balloons and lunches.
  - 6.2. **Executive Director Position**
    - All five student executives have reviewed resumes and screen out some potential candidates. President Vollweiler will consult with CUE HR manager before calling the candidates for interview.
  - 6.3. **Christmas Break Assignments**
    - VP Finance is preparing a presentation to general students about the proposed student building financing structure. CSA is proposing \$10 from the student, \$10 from CSA every year to put in the building reserve every semester.
  - 6.4. **CSA AGM Meeting**
    - Another opportunity to talk to student about the new student building. This AGM will be small, and it is straightly about four Bylaws amendments. Also will promote election. Tentative date is
  - 6.5. **Finalize Election Dates**
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7. **New Business:**
  - 7.1. **First Week Back**
    - President will coordinate ED's tasks and assign to different position. Executives will do the expense form themselves. Barb will put tickets in the bookstore. VP Finance will do the invoicing.
  - 7.2. **January Events**
    - Pancake tomorrow. Club Fairs on 14th and 15th. Promo day for January Jam on 16th. January Jam on 19th. One-way bus to downtown.
  - 7.3. **VP Internal Freshmen Challenge Variant?**
    - VP Internal will collaborate with CUE Director of Student Life on Freshmen Challenge.

**7.4. VP Internal Club/Union Info Session**

- VP Internal will meet with clubs and union after the election, with new VP Finance. VP Academic will be in the transition session.

**7.5. CUE Strategic Research Plan**

- CUE VP Academic assistant Lema want to meet with CSA to go over CSA's role in CUE Strategic Research Plan.

**7.6. Student Request - Going Green**

- A student come to CSA President about Going Green. There are external grant that CUE can applied to. President will ask the student to email Barb.

**7.7. EC Summer Pay**

- CUE HR manager recommend to keep CSA employee's pay consistent instead of different pays in different timing of the year. CSA will review the remuneration structure and make a better plan.

**8. Information:**

**8.1. Next Meeting Time: TBD**

**8.2. Committee Updates**

**8.3. Club and Union Updates**

- Arts Society want to serve wine in the Faculty mixer. They need to be properly licensed.

**8.4. Finance**

- CSA will receive a formal notice from the institution next few weeks and they will not be involved with CSA finances anymore in 6 months. CSA has to find an external bookkeeper to reconcile CSA bank account.

**9. Round Table:**

**10. Action Item Recap:**

- VP Internal: Club and Union Policy
- President: Send Angel and email and include Barb in it.

**11. Adjournment:3:49pm**