

Executive Council Meeting Minutes

May 6, 2019 at 18:00

Location: AW118

- 1. Call to Order: 18:02pm**
- 2. Roll Call:** Brad Agnew - Chair/ CSA President; Marc Langevin - CSA VP Finance
Frazer Connelly - CSA VP Academic; Alex Rugumyamoto - Executive Director

Regrets: Hannah Ludlage - CSA VP Student Life

Barbara van Ingen - CUE VP Student Life & Learning

- 3. Action Item Summary:**
 - VP Finance:
 - VP Academic
 - VP Student Life:
 - President:
 - All Executives: To add any tasks to the Projects to Finish list that need to be completed by May 30.
 - Executive Director:

4. Approval of Agenda:

4.1. Agenda for May 6, 2019

MOTION: To approve the Agenda with addition for May 6, 2019

Motion approved with ALL IN FAVOUR

5. Approval of Minutes:

5.1. Minutes for April 15 2019

MOTION: To approve the Agenda with addition for April 15, 2019

Motion approved with ALL IN FAVOUR

6. Unfinished Business:

6.1. Transition Progress

New VP Finance will meet with former VP Finance to get access to Telpay payroll, finish entering some of the outstanding transactions and review Travel Policy.

6.1.1. Projects to be Finished

6.2. Athletics scholarships direction (\$5000 to be defined)

Will be discussed further at the GC meeting on decision from previous GC meeting.

President's suggestion is to award the amount to five different athletic teams (example: \$250 towards each candidates with heart or leadership, then we have 20 candidates awarded).

Criteria for candidate: must be involved in the CSA and promotes students athletes.

7. New Business:

7.1. CUE Committees 2019/20

President will review email from Judy Kruse about list of committees and who is involved.

Recommendation to ensure all executives are on a couple of the committees.

7.2. CSA Email Signatures

VP Student Life will receive the PDF email signature from former VP Marketing Madeline and share template with new executives.

7.3. Bank:

Executive Director will contact the bank for available meeting on Saturday or Thursday May 16 evening. As stated on the minutes from April 15 2019 meeting, has a new set of positions effective May 1, 2019. At the bank meeting new President, VP Finance and VP Academic will be put onto the TD account as signing authorities as per bylaws. Also the President, VP Finance and VP Academic will be applying for credit cards. Along with this all Executives will get credit cards with the following limits:

President \$5000, VP Finance \$4000, VP Student Life \$4000, VP Academic \$3000 and Executive Director \$9000 as per bylaws.

MOTION: To add President, VP Finance and VP Academic to the TD account and apply for credit cards with credit limits of \$5000 for President, \$4000 for VP Finance, \$4000 for VP Student Life, \$3000 for VP Academic and \$9000 for Executive Director.

Motion approved with ALL IN FAVOUR

7.4. Pictures VP Student Life to contact Madeline for date and time.

7.5. Business cards

Executive Director will contact Madeline about Vistaprint account login. Generate business cards for new executives.

7.6. Websites bios

All new executives need to send bios to VP Student Life by Thursday May 11.

7.7. Timesheets

All executives make sure they are on top of the timesheets, best practice is to record hours in office. Will get Hours sign at the CSA office for all executives to clock hours in and out. Also suggestion is to have the doors open for students and GCs.

7.8. Gallivan Meeting

President has selected the Executive Director to attend the Advisory Conference in early June. Contract renewal meeting will be on May 8 12:30 to 1 pm at Concordia University of Edmonton. VP Finance and Executive Director to attend the meeting and share information with President.

7.9. Convocation

President and Executive Director will volunteer at the Convocation on May 25. All other executives who would like to volunteer to contact Executive Assistant - Judy Kruse.

7.10. Mental Health Breakfast

Vice Chancellor has requested for the attendance from CSA and prepare for donation towards the Mental Health. The executives interested to attend shall contact

8. Information:

8.1. Next Meeting Time: Thursday, May 16 2019 at 4:00 pm

8.2. Committee Updates President will follow up with committee list

8.3. Club and Union Updates

CCU has updated their budget for 2019-2020. Will have to run it by the GC meeting.

9. Round Table:

Allan Wachowich building Grand Opening on May 10 at 2pm

GC Meeting on May 10 at 6:30pm

10. Action Item Recap:

VP Finance will acquire access to payroll and attend Gallivan Meeting

VP Academics will check Leaders Hall

VP Student Life to update new executive with Email signature and pictures

President to check on committees list and doodle poll for GC retreat

Executive Director to set meeting with TD Bank

11. Adjournment: 19:06 pm