

Executive Council Meeting Minutes

January 13, 2020 at 15:00

Location: AW118

1) Call to Order: 15:16

2) Roll Call: Brad Agnew - President; Marc Langevin -VP Finance;

Hannah Ludlage -VP Student Life; Alex Rugumyamheto - ED

Frazer Connelly -VP Academi; Dr. Barbara Van Ingen - CUE VP SLL

3) Approval of Agenda:

a) Agenda for Jan 13, 2020

MOTION to approve Jan 13 Agenda by VP Finance, seconded by VP Academic

4) Approval of Minutes:

a) Minutes for Dec 2, 2019

MOTION to approve Dec 2 minutes by VP Finance, seconded by VP Academic

5) Action Item Summary

a) VP Student Life - Poster for GSA club was done last month. Date for the Women in Power was arranged by CUE Student Life and Learning.

6) Reports/ Information

a) There are two events happening this week with CUE. Tuesday at noon is Women in Power seminar with Casey. VP Student Life asked all EC members to share the event with CSA clubs. Wednesday will be the What's Your Type event with Canada Blood Services, student athletes that are not active this semester are encouraged to donate.

b) CSA VP Finance outside invoices from last semester, one from Garage Rock and getting clubs ready for the winter semester.

c) CSA VP Student Life met with Nicole the Wellness Coordinator to discuss events and schedules. Hannah is also preparing CSA January Jam and Feb Elections.

d) CSA VP Academic implementing Supplemental Instruction (S.I.) program and making sure the new editor for BOLT is trained before Lauren travels.

e) CSA ED Update Bookkeeping entries for Fall 2019

f) CSA President Update Club and Union policy template as well as input the documents into the clubs/union policies

7) Unfinished Business:

a) Standard cash box setup

ED will change the Float Request Form to be a standard \$300 which makes it easier for the clubs and unions picking float. The procedure for new forms: EC have to make sure the cash box is taped and sealed at pick-up by Club/Union custodian. Also, make sure the receiving custodian counts cash and sign before put in safe. The extra cash from sales are sealed and signed in an envelope for better accountability. At the end of the day, the cash box will be returned into the safe sealed with \$300. We should always have ready cash box pre-counted to make it easier for everyone. Suggestion is to increase the cash float to \$1500 from \$1000.

b) Club bylaw template

We have completed the Bylaw template, just need all the Faculty advisors approve the new By laws. Policy and Governance (P&G) will be reviewing the template. We can't implement bylaw template until GC approve it at the next meeting. Also, Donovan made a spreadsheet of all the by-laws that need adjustment which the P&G will work on this semester.

c) Pancake breakfast recap

Very successful event with great turnout from students and faculties. There were no complaints and the labels were clear at serving table. CSA appreciate the cook Dylan Haslam and Men's volleyball team for spending the morning serving everyone.

d) Bolt hiring

Congratulations to Aastha Tripathi who was the most qualified candidate for BOLT Online. Aastha will be taking over from Lauren who is moving overseas. The hiring process was very effective with scoreboard for skill set. CSA will continue to use this process with all positions that come vacant. ED suggest to create an electronic hiring form.

MOTION to go On camera by VP Academic at 15:29. Out of camera at 15:32

e) Budget Steering

VP Finance had a meeting with all BS committee members. They discussed the current CSA Budget and they will create a Club/Union budget template

8) New Business:

a) Transit meeting

CUE VP SLL had meeting with Sandra Robinson from ETS. CSA invited to share conversation about transit system for CUE students. The discussion will take place on Wednesday Jan 15.

b) Organizing

Office storage and cabinets organizing were completed this holidays by the EC members. CSA is looking at purchasing tubs or coolers to use in Athletics events and Thunderfests.

9) Round Table:

VP Student Life suggest CUE to include Campus Guide or Booklet for giveaway for New Student Orientation bags. President advise CSA to order orientation T-shirts and supplies much earlier next time considering the space limitation.

10) Action Item Recap:

Getting access to CUE Involve meeting discussion for Barb, Brad and Alex

VP Academic will create a new hires online application for CSA

VP CUE SLL will organize NSO meeting with CSA

11) Adjournment:

MOTION to adjourn at 15:55 by VP Student Life