



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

April 27, 2020 at 15:00

Google Hangout Meet

Code:

**1) Call to Order: 15:04**

**2) Roll Call:** Frazer Connelly - VP Academic, Marc Langevin VP Finance, Brad Agnew-  
CSA President, Dr. Barbara Van Ingen - CUE VP Student Life and Learning, Alex  
Rugumyamheto - Executive Director,

**Incumbent Exec.** - Aastha Tripathi, Drew Carson and Kayla Sloman

**Regrets:** Hannah Ludlage - VP Student Life

**3) Approval of Minutes:**

a) Minutes for April 20, 2020

**MOTION** to approve the minutes by Frazer, seconded by Marc

**4) Approval of Agenda:**

a) Agenda for April 27, 2020

**MOTION** to approve the agenda by Marc, seconded by Frazer

**5) Action Item Summary**

a) VP Finance -

b) VP Academic -

c) VP Student Life - Athletics activities

Hannah contacted Joel to inquire about the wellness funding.

d) Executive Director - Outstanding payment done

e) President - Security cheques disbursement done



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## 6) Reports/ Information

- a) CUE VP Student Life - CUE is working on three scenarios including hybrid for the Fall semester. Athletics will be open to funding wellness activities so CSA can make adjustments on the 2020-21 budget.

Announcement from the government to support volunteer students during the pandemic. Barb has contacted the community around CUE to inform of the volunteer opportunity.

- b) CSA VP Finance - Budget allocation have been presented at the BSC meeting
- c) CSA VP Student Life - Aastha has been training with Hannah
- d) CSA VP Academic - Been on transition training Drew
- e) CSA ED - Working on reconciliation and updating current budget
- f) CSA President - Has been a busy week with reviewing the current budget and policies that need adjustments
- g) Incumbents EC - Drew has been training with VP academic, Aastha has been training with Hannah and Kayla has been training with Alex and Marc.

## 7) Committee Updates

- a) Budget Steering - None
- b) Policy and Governance - None
- c) CUE Emergency - None
- d) MHAT - Shaughn O'Brien breakfast will be virtually and support from CSA will be discussed on the next point.

## 8) Unfinished Business:

- a) Budget reallocations - Food Bank and CSRI Donations were released to CUE last week. President contacted Amanda and Judy about supporting the Food Bank especially during the pandemic but wanted to know if there are other areas we can support students. Barb suggests we look at how CSA can support Mental



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Health as the need has increased due to the COVID-19 self isolation. We will discuss further at the Budget Steering about the reallocation

b) Transition Training - Once we get started on the new term Bard and Alex will set up the policies and procedures for operations.

c) Student issues - Frazer has been seeing an indication with less concerns from students now the term is coming to an end.

d) Reviews - Brad waiting for the reviews from some GC members  
Brad suggested the ED to look at some development programs for reviews and improve the response from councillors. Aastha and Drew will also be involved in the development of the program.

## 9) Round Table:

a) Frazer and Brad suggest an office switch around.

### b) Bank appointments

Executive Director will contact ATB and TD bank for changing bank signatories and issuing credit cards. All Executives will be signing

authorities for ATB accounts as per bylaws. The requirement is to have cash withdrawal and issue cheques with two signing authorities. Also apply new business credit cards with the limits as per Finance Policy 2020 as follows:

#### Current Executives:

Bradley Agnew CSA President limit \$4,000 Mastercard and \$4000 Visa

Alex Rugumyamheto Executive Director limit \$4,000 mastercard

#### New Executives:

Kayla Sloman VP Finance limit \$4,000 mastercard

Aastha Tripathi VP Student Life limit \$10,000 mastercard

Drew Carson VP Academic limit \$3000 mastercard



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- c) Barb acknowledged the outgoing Executives.
- d) Meeting hours for the spring and summer are important but challenging. Brad suggested the CERB opportunity for the incumbent executives.

## 10) Action Item Recap:

- a) Brad will send instructions to IT to switch executive emails
- b) ED will generate a program to improve peer reviews
- c) Aastha will send training availability to ED

## 11) Adjournment: MOTION to adjourn by Marc at 16:06