

# Executive Council Meeting Minutes

January 20, 2020 at 15:00

Location: AW118

**1) Call to Order: 15:13**

- 2) Roll Call:** CSA President - Brad Agnew; VP Academic - Frazer Connelly; VP Finance - Marc Langevin, VP Student Life - Hannah Ludlage and Executive Director - Alex Rugumyamheto

**Regrets:** CUE VP Student Life and Learning - Dr. Barbara Van Ingen

**3) Approval of Minutes:**

- a) Minutes from Jan 13, 2020

**MOTION** to approve Jan 13 minutes by VP Student Life, seconded by VP academic.

Motion approved with all in favor.

**4) Approval of Agenda:**

- a) Agenda for Jan 20, 2020

**MOTION** to approve Jan 20 agenda by VP Finance, seconded by VP Academic.

Motion approved with all in favor

**5) Action Item Summary**

- a) VP Academic - create a new hires online application form that's general for all CSA positions
- b) Executive Director - new float request form already out
- c) President - office for Gallivan moved to round table

**6) Reports/ Information**

- a) CUE VP Student Life
- b) CSA VP Finance - Getting feedback for bylaws for the club and unions
- c) CSA VP Student Life - Preparing for Blood Donation Drive, Bell Let's Talk, January Jam. Posted signup for the Pride Club
- d) CSA VP Academic - Has got the supplemental instructor set up with Donovan
- e) CSA ED - Entering expense receipts and invoices for Dec'19 - Jan'20
- f) CSA President - Next Monday will be the GC vote for Club/Union bylaws.  
Will shift over all the clubs and union

## 7) Unfinished Business:

### a) Peer review vote forms

President provided evaluation forms for EC members to review.

**MOTION** to approve the Peer Reviews forms as presented by VP Academic

### b) Textbook marketplace

VP Academic will be removing the textbook forms from upper Tegler today.

Feedback has been about the process as a lot of students filled forms and sold books. Suggestion from VP Student Life is to have more textbook forms for different programs.

### c) Blue Monday

Students liked the animals and it was a popular event. Suggestion from President is to notify students in advance for those students with allergies. Great event overall and Marketing Coordinator will post allergy awareness signs before the next event.

### d) Controls and counts

There no inventory controls in place for perishables and alcohol in storage rooms. President suggest to have a policy for inventory counts. The purpose is to have enough inventory available for CSA and Club events.

## 8) New Business:

### a) Volunteer position discussion

Accounting students are interested in the position. We will be contacting Management Rep about the role. The purpose is to build a resume and gain experience. If we can get several students to volunteer for the CSA at same time gain experience.

## 9) Round Table:

- Gallivan office IN CAMERA at 15:55  
OUT of CAMERA 15:59
- Storage unit. President suggested we get a storage unit which we can also use for storing CSA assets. CSA assets such as tents and coolers are always used for events such as the Athletic pop-up pubs and Thunderfest. We need to consider if we save with owning or renting. Student Life disagrees about owning equipment to save cost as someone will have to be responsible to ensure they are washed and

stored in the units. And hiring someone for that specific role takes away volunteers purpose from helping out. Suggestion from VP Academic is for CSA to purchase couple coolers and tents needed for Pubs since Athletics plans to have weekly events next year.

- VP Finance found out CSS Lost Receipt for today's expense and need EC approval to get reimbursed.

**10) Action Item Recap:**

ED will change the Lost Receipt Declaration form

**11) Adjournment: MOTION** to adjourn by VP Student Life at 16:15