

Executive Council Meeting Agenda

January 27, 2020 at 15:00

Location: AW118

1) Call to Order: 15:17

- 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 for Jan 20, 2020

MOTION to approve Jan 20 minutes by VP Finance, seconded by VP Academic. Motion approved with all in favor.

4) Approval of Agenda:

- a) Agenda for Jan 27, 2020

MOTION to approve Jan 27 agenda by VP Academic, seconded by VP Student Life. Motion approved with all in favor.

5) Action Item Summary

- a) VP Academic - completed new hires online application form
b) Executive Director - In-progress with lost receipt declaration form, confirm signatory with removing Faculty Advisor and adding two EC mem

6) Reports/ Information

- a) CSA VP Finance: None
b) CSA VP Student Life: Organizing Pride event and elections materials
c) CSA VP Academic: None
d) CSA ED: Assist bookkeeper finalize bank reconcile

- e) CSA President met with ASEC members to discuss the Provincial performance based funding and the impact on their institutions.

7) Unfinished Business:

- a) Volunteers

VP Student Life will send a mass email to all the students who want to volunteer with CSA

- b) Club policy and template docs

Current club template was sent out by Donovan on Wednesday to all the GC members to VOTE. Since club policy allows a maximum of five (5) executives, the EC is required to vote to permit more executives. Members to Leadership ratio is suppose to be 3;1

MOTION to allow Clubs with excess of five executives by VP Student Life, seconded by VP Academic. Motion approved with all in favor.

- c) Pride/QSA

CSA VP Student Life and Club Faculty Advisor Dr. Carmen Arthur will meet to organize a promo event.

CUE VP Student Life and Learning has been in contact with CUE President and he would like to be invited to the meeting for planning the Pride events.

8) New Business:

- a) CSA TVs for marketing

U of A union director sent a proposal for SUTV, a digital marketing plan. The proposal would be a good income source if we had more TVs on campus. Recommendation from VP Student Life is to start marketing on the BOLT and wait for digital marketing until we have more TVs.

- b) Grad Portraits

Winter session info is on the TV and will be posted on the Website and Social Media. VP Student suggest we post info for private bookings for the students who miss the session on campus during Reading Week.

- c) Club Movement Process (Tuesday GC)

CSA President is working with the P & G committee to complete Union Bylaws before Friday. The GCs will vote on the union bylaws on the Feb 4 meeting.

d) Adjusting cash format (electronic)

The cash float and cash management will be done on Tablets from now. CSA will subscribe to an electronic cash system that works with Quickbooks and start using cash bags for deposits. This will be taken care of by the VP Finance and the President will oversee cash management.

e) Committee updates in GC

CSA President recommends committee updates from chairs and members are every meeting that way CSA is aware of CUE plans and also CSA informing CUE with current standing. Similar to the update from Emma on GC meeting.

9) Round Table:

Elections: CSA President had discussions with two legal professionals and reviewed their fees. He suggests we appoint Electoral Returning Officer (ERO) from exiting executives. In addition the CSA will have to ensure the role has error and omission liability coverage.

ASEC AGM in Calgary: All the executives have agreed to attend the meeting on Feb 28 - Mar 1

Opportunity for BOLT marketing: The past years we have used F-media to bring in Ads and charged \$80 per ¼ page per issue. President and VP Academic will review the fees for Ads and contact several community businesses to place ads on the BOLT. Recommendation from VP Student Life is to change BOLT from newsletter to monthly Magazine. That is captures more readers.

10) Action Item Recap:

President will have meeting with Plant Ops to discuss TVs on campus

11) Adjournment: MOTION to adjourn at 16:00 by VP Student Life