

1. **Call to order: 6:00pm**

2. **Roll Call:**

- President/Chair: Brandon Vollweiler
- VP Student Life: Alex Bedard
- VP Internal : Alex Bedard
- VP Finance: Andrew Preiss (Call-in)
- ED: Lin Zhang (6:15pm)

Regret: VP Marketing : Madeline Ludlage

3. **Action Item Summary:**

- VP Marketing:
  - Meet with Alex to work on Wikipedia page
  - Meet with Brandon to work on Website
  - Send out Building Survey
- VP Internal:
  - Meet with Madeline to work on Wikipedia page
- VP Student Life:
  - Meet with Mike for Track-it-forward training
  - Meet with Colette for CSA Events Calendar
- President:
  - Meet with Madeline to work on Website
  - Sit down with ED for the Performance review
- All Executives:
  - Hand in Performance Reviews by June 29

4. **Approval of Agenda:**

4.1. **Agenda for July 24, 2018**

- Motion: To approve the agenda as presented.
- Motion carried with all in favour.

5. **Approval of Minutes:**

5.1. **Approval of Minutes from June 13, 2018**

- Motion: To approve the agenda as presented.
- Motion carried with all in favour.

6. **Unfinished Business:**

**6.1. Leaders' Hall Recap**

- Facilitator for breakout session could have been more professional.

**6.2. CSRI - Furniture in Student Areas**

- EC will ask GC, and get a tour for GC as well.

**6.3. Student of the Year Award**

- President will draft a new version of the SOTY Award description and present at next EC.

**6.4. CSA Events**

- VP Student Life has resolved the CSA and CUE event time confliction with Colette(Wellness Wednesday and CSA recovery week).

7. **New Business:**

7.1. **First Week of School**

- VP Student Life is in preparation of Pancake breakfast and Beer Garden. SteamWhistle and Virgin Radio will sponsor again this year. Will order fencing and portal toilets. VP Internal is in contact with clubs to arrange the clubs fair, which hosted conjunction with Beer Garden.

### **7.2. Work log/Timesheets**

- Auditor has asked for CSA work hours tracking as stated in CSA reimbursement policy. Executives will either do timesheets or set regular office hour to meet the 19-hour requirement in the upcoming semester.

### **7.3. Student Room Booking**

- Individual student(or groups) can now book a room using technology to practice their presentation. They will book it through CSA VP Internal.

### **7.4. City Wide Welcome**

- International officer Dr. Fang has asked CSA participation in the City Wide Welcome again this year in September. CSA is asked to provide volunteers, performance and giveaways. VP Internal Alex Bedard will attend on behalf of CSA again this year.

### **7.5. CSA Website Domain**

- Will table the discussion until VP Marketing comes back next time.

### **7.6. CSA Monthly Financial Report**

- All CSA executives would like to have a monthly financial transaction report on every one's portfolio. Once the month-end is closed, CSA ED will send the report to each executives.

### **7.7. Orientation Bags**

- CSA will assemble new student orientation bags this year instead of outsourcing it. CSA believe this is more cost effective and better quality guarantee in the supplies.

### **7.8. Mental Health - Events/Peer Support Centre**

- Peer Support team member will be trained on Aug 20th to 23rd and 27th to 30th. CUE Counsellor Mirna also wants the Peer Support Centres become more friendly and comfortable. CSA will help with removing some office furnitures, and adding furnitures like couches, bean bags, etc.

## **8. Information:**

### **8.1. New Meeting Time**

#### **8.1.1.Storage Room Cleanout Date**

- Meeting and storage room clean date are both Aug 16th.

### **8.2. Club Updates**

- Telus has approach CSA for sponsorship opportunities. They are interested to have a booth in the clubs fair.

### **8.3. Committees Update**

- No committees updates.

## **9. Round Table:**

- VP Finance: Credit card and debit card should kept in the office all the time.
- VP Student Life: VIP Card is ready. VP Internal Alex Bedard will pick it up in the west.

## **10. Adjournment: 7:20pm**