

Executive Council Meeting Minutes

May 14, 2018 at 6:00pm

Location: HA206

1. **Call to order: 6:00pm**
2. **Roll Call:**
 - President/Chair: Brandon Vollweiler
 - VP Marketing: Madeline Ludlage
 - VP Student Life: Alex Bedard
 - VP Internal : Alex Bedard
 - VP Finance: Andrew Preiss
 - CUE VP Student Life and Learning: Barb Van Ingen
 - ED: Lin Zhang
3. **Approval of Agenda:**
 - 3.1 **Agenda for May 14, 2018**
 - Discussion: To add 6.16. Academic strategic plan
 - Motion: To approve the agenda with the above amendment..
 - Motioned by VP Internal, Seconded by VP Marketing
 - Motion carried with all in favour.
4. **Approval of Minutes:**
5. **Unfinished Business:**
6. **New Business:**
 - 6.1. EC Agenda/Meetings - 2018/19
 - President will continue the way to build CSA EC meeting agenda as last year, where each executive will now have edit privilege to add items on the agenda shared in Google.
 - 6.2. Student Of The Year Award
 - President has been informed the name of the Student of The Year Award recipient. Margie from the Financial Aids and Award Department advised CSA that the award of such nature are not given out by many school any more. President will schedule a meeting with Margie and seek advice on what other form of awards are appropriate to give out.
 - 6.3. Government Student Leaders' Orientation
 - Known as Intro of Government. Will be held in Alberta Legislature. VP Internal and ED will attend.
 - 6.4. Alberta Students' Executive Council (ASEC)
 - First Conference of ASEC will be held in Calgary this year from June 8 to 10. All executives will attend except that VP Student Life will be absent for majority of the upcoming ASEC conference due to a schedule conflicts. She will be able to join the mingling session in those evenings. She will then attend the Wellness Summit held by Healthy Campus Alberta in University of Calgary, with VP Internal, from June 11 to June 12.
 - 6.5. Leader's Hall
 - Everything are booked except to rent a car.
 - 6.6. Committees
 - **Motion:** to accept the committee assignments for 2018/19 fiscal year.
 - ASEC: Primary: Brandon. Secondary: Andrew, Tertiary: Hannah
 - Board of Governors: Andrew & Brandon
 - General Faculties Council: Alex & Madeline
 - Academic Disciplinary: Alex
 - Academic Standards: Madeline
 - Non-Academic Disciplinary: Alex
 - Scholarships & Awards: Alex
 - Animal Care: Science Rep
 - Food Services: Brandon & Andrew
 - Library: Hannah & Alex
 - Mental Health Action Team: Hannah
 - Convocation: Brandon
 - **Motioned by** VP Internal, **Seconded by** VP Marketing.
 - **Motion carried** with all in favour.

6.7.Club Guide

- There are few more changes to make on the club policies. Will print the final version of the Club guide once policies are set by the end of summer.

6.8.Club/Unions

- Club and union need to update their website. VP Internal and VP Marketing will sit with the clubs and show them how to update from their portals.

6.9.Goals

6.9.1.Individual Goals

- VP Marketing: want to make a better CSA website, find a person who can take pictures of CSA events, work with sister on event planning.
- VP Student Life: Want to bring in more speakers, learn more of CSA, and increase student involvement.
- VP Internal: Will work intensively with clubs and unions, make sure they are well-trained. Also want to establish VP Academic role more specifically by searching across Canada to find out what other SA does.
- VP Finance: want to develop policy, work closely with clubs, make sure the budget is well-utilized.
- President: Policy development, including event policy, travel policy. Also want to develop a strategic plan to get the building on campus.

6.9.2.Group Goals

- Group goals include better practice developed in CSA, make sure CSA go smooth next year. Enhance communication between EC, GC, Clubs and unions.

6.10.Gallivan H&D - Fees

- Bryan and President has done the CSA H&D annual review. Currently CSA is break-even on H&D fee paid by the student and what Gallivan charge CSA. However we are subsidizing family member who joins the plan. The charges on student and family member are different. CSA need to look at the finance statement and decide if the family fee needs to be raised.
- Motion : Table the family fee decision until more information is provided
- Motioned by VP Marketing Seconded by VP Student Life.
- Motion carried with all votes in favour.
- Action item: ED and VP Finance will ask Gallivan how much a family member cost CSA.

6.11.Students' Association Building

6.11.1.Building Survey

- VP Marketing has made the building survey questions. All EC and Barb will look into it and contribute some ideas.

6.12.Summer Action Items

- Each executive agree on the Summer Action items assigned to them

6.13.CUE Counselling Services

- Mirna, CUE's FT counsellor, has changed her hour to 0.5 FTE. Dr. Van Ingen asking CSA's opinion on revamping counselling services and hire Psychology master students work for counseling service as their practicum program.

6.14.Website

- All executives will send their short bios to VP Marketing to put on CSA website. VP Marketing will take pictures in early September.

6.15.Strategic plan/mission and vision

- CSA do not have one for now.
- Action Item: VP Marketing to send out Document to make Strategic plan/mission and vision

6.16.Academic strategic plan

- CUE current Academic Strategic plan will expire in June 2018. It is a plan for every 3 years. CUE VP Academic and Provost has sent the new plan draft to CSA President and look for feedback from the student group
- Action Item: All Execs to send feedback on the Academic strategic plan by Tuesday

8. Information:

8.1.Next Meeting Time: May 28, 2018

8.2.Timesheets

- Executives all need to update timesheet every month

8.3.Event Calendar Meeting Date: June 13, 2018

8.4.Policies

8.4.1.Building Fund Policy

8.4.2.Positional Policies

8.4.3.Events Policy

8.4.4.Travel Policy

All these policy need to be done by the end of summer.

8.5.CSA Incorporation

- Sign documentation after the meeting.

9. Round Table:

- President Loremen has mentioned the launch of CUE Commitment during GFC.
- 97 RSVP's for mental health fundraising breakfast, 80 last year raised just over \$17000 for the Shaughn O'Brien Mental Health Fund.
- Saturday May 26 - Convocation

10. Adjournment: 7:36 pm