

# Executive Council Meeting Minutes

May 31, 2019 at 18:00

Location: AW118

1. **Call to Order: 18:02**
2. **Roll Call:** Brad Agnew - Chair/ CSA President; Frazer Connelly - CSA VP Academic; Hannah Ludlage - VP Student Life; Alex Rugumyamheto - Executive Director; Marc Langevin - CSA VP Finance

3. **Approval of Agenda:**

- 3.1. Agenda for May 31, 2019

**MOTION:** To approve the Agenda with addition for May 31, 2019

Motion approved with ALL IN FAVOUR

4. **Approval of Minutes:**

- 4.1. Minutes for May 16, 2019

**MOTION:** To approve the amended minutes for May 16, 2019

Motion approved with ALL IN FAVOUR

5. **Reports:**

- 5.1. President: Going over the policies. Had meeting with CUE president and admin
- 5.2. VP Student Life:
- 5.3. VP Finance
- 5.4. VP Academic: Finished the item list for orientation pack and ready for more tasks
- 5.5. CSA ED: Work with VP Finance on the options for payroll. Also Audit dates confirmed for June 19 & 20. Auditors will be here from 8:30 am working in Room S304.

6. **Action Item Summary:**

- VP Finance: VP Finance will update the latest timesheet
- VP Academic: Email all executives councillors the orientation pack list
-

- VP Student Life: Contact couple of vendors for new swag
- President: Find Employee benefits Insurance for Executive director
- All Executives:
- Executive Director: Email the TD bank to follow-up on the credit card applications

## **7. Unfinished Business:**

### **7.1. Orientation packs**

Voted with all in favour with purchasing our own items for the orientation packs.

### **7.2. Approval of Travel funding application**

Rubric score needs to be above the application form

Vote with all in favour

### **7.3. Athletics scholarships direction (5000 to be defined)**

Vote with all in favour has to be presented at the GC meeting

Splitting scholarship award in two Community involvement and at Heart participation

### **7.4. Marketing materials (swag and email signatures)**

President and VP Student Life will work with couple of vendors for new swag. Swags needed by early August before student orientation.

### **7.5. Time sheets**

VP Finance will update the latest timesheet. VP Student Life will need new template from Executive director

## **8. New Business:**

### **8.1. CUE Committees 2019/20**

### **8.2. Credit cards progress**

VP Finance and ED will email the TD bank to follow-up on the credit card applications

### **8.3. Edmonton Student Alliance**

MacEwan SA president has requested CSA to join an Edmonton advocacy association. CSA is already part of the ASEC which advocates for Student' bodies in Alberta.

### **8.4. Adjusting travel funding application to be travel/cours funding application.**

All Executives Councillors will have to review the travel funding applications and provide their feedback.

**9. Information:**

**9.1. Next Meeting Time: GC June 7, 2019 GC Retreat July 20, 2019**

**9.2. Committee Updates** None

**9.3. Club and Union Updates**

A student wants to start a History Club and had a meeting with VP Finance for Club start-up. The student needs to prepare a budget and also have fundraising idea. The student will be to get everything done by the end of July and then have table during orientation.

**10. Round Table:** No discussion

**11. Action Item Recap:**

Find Employee benefits Insurance for Executive director

**12. Adjournment:18:59**