



Concordia University of Edmonton

# Students' Association

## **Executive Council Meeting Agenda**

**November 28, 2017 at 4pm**

**Location: S206**

**1. Call to order: 04:12**

**2. Roll Call:**

**Madeline Ludlage - VP Marketing**

**Laura Hebert - VP Internal**

**Alex Bedard - VP Student Life**

**Brandon Vollweiter - VP Finance**

**Ian Lee - President**

**Regrets: Lin Zhang - Executive Dire**

**3. Approval of Agenda:**

**3.1. Agenda for November 28, 2017**

**Motion: VP SL**

**Second: VP Internal**

**Discussion: Add. Article "5.2.6 Student Elections"**

**Carried.**

**4. Information:**

**4.1. Harry Potter Week**

**Last year we did a promotion day for this event and had it on the same week and it was better attended. Consider doing another promotional day next year. Consider choosing another theme for a week-long event series. Perhaps Harry Potter no longer resonates with students. Consider collaboration with CUE departments again i.e. Library, United Way Campaign.**



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## 4.2. NMUN-Canada

Full report will come to GC. Conference was massively successful.

Action: VP Internal will connect with the Bolt for a write up on the event from CSA perspective.

Action: VP Finance will submit a cheque requisition for the remainder of the CSA sponsorship of the NMUN-Canada event, after accounting for the cost of the van rental which was directly provided.

## 4.3. Food Services Town Hall

There was little to no attendance at the event; however, there are over 100 responses to an online survey that was sent out by VP Marketing. Currently the new plan is to keep the online survey live, and hold another town hall in two weeks in order to review and sort the comments. the result will be the creation of some educational tools, and student participation on focus groups.

## 4.4. Upcoming Events

Ugly Sweater Contest - Dec. 6th @ noon in Tegler. VP SL has space booked, there will be three prizes/winners.

Freshman Challenge Celebration - Dec. 6th @ noon, location TBA. VP Internal has planned to have a pizza lunch and announce winners.

VP Internal will potentially meet with VP SL this week to discuss the possibility of combining this event with the Ugly Sweater contest in Tegler.

## 5. Action Items:

### 5.1. Unfinished Business:

#### 5.1.1. Christmas Parties



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**Action:** President currently has an outstanding action to send out surveys to all GC members to decide a date and theme (Secret Santa vs. Gift Swap Party).

## 5.1.2. Peer Support Centre

**CSA can help to improve visibility and awareness of the Peer support centre as well as help improve the functionality of its space.**

**Action:** VP SL will contact Mirna Hanic from Student Life and Learning to discuss possible ways the CSA can help. President will invite Mirna to the next EC meeting on Dec. 5th.

## 5.2. New Business:

### 5.2.1. Winter Orientation

**CUE Marketing has circulated the t-shirt design for the Winter New Student Orientation. It has been sent out to all members.**

**Motion:** VP SL - To approve CUE marketing to place an order of t-shirts for winter NSO.

**Second:** VP Finance.

**Carried.**

### 5.2.2. Library MOU

**The Library Director has proposed a renewal of the CSA - CUE Library MOU from last year. This item will be forwarded to the GC for decisions about donations. It was also brought up that the library no longer purchases blanket licenses for copyrighted materials such as music and films. Students wishing to have film viewings will now be required to obtain the proper licenses.**



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**Action: VP Internal will design an information sheet and form for students to acquire permissions for show copyrighted materials. the process should be laid out in the club manual. President will forward VP Internal all resources and information on the topic.**

## **5.2.3. Class of 2021 Pizza Party**

**Holding it this December will be to difficult. January 17th would be the ideal day to hold this event.**

## **5.2.4. Animal Care Committee**

**VP SL has volunteered to sit as the student representative on this committee.**

**Actions: President will put his name forward to the committee.**

## **5.2.5. Computer Replacements**

**Action: VP Finance will contact CUE IT department and incorporate the cost of replacements into next year's budget. VP Finance will also draft a replacement cycle for technology based on the recommendations of CUE IT.**

## **5.2.6. Elections**

**Elections should be advertised as early as January. AGM date must also be set and advertised.**

**Actions: VP Marketing will prepare some marketing and informational materials. VP Marketing will also create a shared folder to collect information and ideas for this process. All executives should contribute to the shared folder. President will set a meeting in early January to finalize CSA Elections marketing.**



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## 6. Round Table:

VP Marketing: Met with Pride Club and has began planning the pride week events. Pride Club has had poor communication with the CSA this year.

VP Finance: Are there any updates on the ASEC ED hiring Process?

President: The ASEC ED hiring is underway. Also, note that the Concordia concert choir is on Sunday. CSA members should attend if they are interested.

A reminder that Thursday, November 30th is the installation of Concordia's Second Chancellor. All CSA EC should attend if possible.

- **Next Meeting Time: Dec 5, 2017 @ 4pm at S206**

## 7. Adjournment: