



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

September 12, 2017 at 3:45pm

Location: HA314

1. **Call to order: 3:47pm**
2. **Roll Call:**

<ul style="list-style-type: none"><li>✓ Ian Lee – President (Chair, non-voting)</li><li>✓ Laura Hebert – VP Internal</li><li>✓ Alex Bedard- VP Student Life</li><li>✓ Madeline Ludlage – VP Marketing</li><li>✓ Brandon Vollweiter – VP Finance</li><li>✓ Lin Zhang – Executive Director(Ex-officio, non-voting)</li></ul> <p>Quorum met</p>
--



Concordia University of Edmonton

# Students' Association

### 3. Approval of Agenda:

#### 3.1. Agenda for September 12, 2017

- **Motion:** To approve the agenda for September 12, 2017
- **Moved** by VP Finance, **Seconded** by VP Student Life.

### 4. In Camera Agenda:

- **Motion:** To go in Camera at 4:00pm
- **Moved** by VP Finance, **Seconded** by VP Student Life.
- **Motion:** To move out of Camera at 4:14pm
- **Motioned** by VP Student Life, **Seconded** by VP Finance.

### 5. Unfinished Business:

#### 5.1. Beer Gardens Post Event Report

**Discussion:** VP Student Life planned the event very well. It went very successful. has drafted the event report for Beer Garden. Event Recap:  
Big difference in this event is that Steam whistle and Virgin Radio sponsorship. Both of them bring its own tent and make this event look tents. Steamwhistle gave CSA 1000 free cup and offer 1 free keg of beer if we buy 4. The event ended up sold 3 ¼ Keg of beers and get refunded by the brewery. Virgin Radio gave away noodles and tuition prize.

The following are areas to improve next time:

- Leave the cash box with drink ticket where VP Student Life has access to;
- Get a higher fence (6 or 8 feet) all sides except the field side.
- Order less pizza, less pop, more chairs, water dispensers, and more volunteers.
- The security company was not professional enough. Will use Titanium next time.

Please see the report for detail.

#### 5.2. Pancake Breakfast Post Event Report



Concordia University of Edmonton

# Students' Association

**Discussion:** VP Marketing recommend CSA to start use clicker to count the amount of participated students. VP Student Life will summarize the amount of batter use for next event because CSA need to know how many pancake given out to reduce the waste of buying materials.

## **5.2. Pep Rally Post Event Report**

**Discussion:** CSA has received lots of good feedback from the students and athletes. Credits should be given to VP Marketing for planning and setting up. VP Marketing will write a report by the end of the Pep Rally season for future reference.

The following are areas to improve:

- Game should be shorter or quicker, around 30 minutes, so that the student crowd won't lose interest.
- Game should only to an extent that will not influence players performance later for the day.
- The captain should do an introductions speech for its team.

## **5.3. Freshman Challenge Launch**



Concordia University of Edmonton

# Students' Association

**Discussion:** Aimee Randall was hired as the freshmen Challenge . She will start on Sep 12th. VP Internal has prepared the list of various activities and the points break down for them. Students will get points through the semester by participating those activities. Sign-up date will be on Sep 15th via sign-up sheet during the Pep Rally. Students will get bonus points when they bring in friends. This strategy will help the student interest to grow through the year. In the past, this event has not been successful as expected. Since this is the first time Freshmen Challenge is added to VP Internal portfolio, so many of the strategies are new and experimental. CSA will reevaluate these strategies, including the registration start dates, points system, the leader hiring process, after the event is over.

## 5.4. Club Fair

**Discussion:** The club fair will be 11-1pm on Wednesday and Thursday at Tegler. VP Internal only order tables for the clubs who apply, to avoid any empty table. VP Internal also offer 5 large new tri-fold poster boards from her discretionary account to club who either has no poster board or wants to have a new one. CUE library and EPL, Liberal party and Enactus group are coming. All table cloth will be yellow. CSA has two tables. VP Marketing will sign students up for CSA volunteer opportunity via the tablets.

## 6. New Business:

### 6.1. Vistaprint Corporate Account



Concordia University of Edmonton

# Students' Association

**Discussion:** CSA spend over \$5,000 a year on ordering from Vistaprint. The vendor also offer a corporate account for those who has business over \$2000 with them. The account is \$69 a year. CSA will be able to save its logo on file, and given free shipping and discounts. All signing authorities will be able to access the account and see what is ordered. The application process is easy. CSA will get an instant saving on shipping cost and discount.

**Motion:** To get a corporate account with Vistaprint.

**Motioned by** VP Student Life. **Seconded by** VP Finance.

## 6.2. Wellness Wednesdays

**Discussion:** Wellness Walk is tomorrow at 12pm. Student will gather at Lower Tegler besides the CSA table. There will be signs and balloons at the starting point. After the walk students will receive water bottles and shirts as wellness gifts.

## 6.3. NMUN - Canada

**Discussion:** VP Finance has met representative of CUE advisory committee on NMUN(National Model United Nation) Conference. She is asking for sponsorship for the Conference on March 2018. Sponsorship may be volunteers or money. The sponsorship opportunity is to provide \$8,000 on this event. The University has partnership with NMUN and they already committed \$50,000 to sponsor this event. Concordia Model UN club will fund \$5,000 of the \$8,000, and CSA may fund the rest of \$3,000 relocated from other budget line. CSA's sponsorship should be recognized in the event, such as logo being on the shirts or signages, or mentioned in the opening/closing ceremony.



Concordia University of Edmonton

# Students' Association

**Motion:** To approve VP Finance to explore sponsorship opportunity for NMUN Volunteers .

**Motioned by** VP Marketing. **Seconded by** VP Student Life.

**7. Information:**

**7.1. Next Meeting Time: September 19, 2017 @ 3:45 pm**

**@ S206**

**8. Round Table:**

- VP Internal: Waiting for Club Guidebook edits from executives by this Thursday then will print out a sample for everyone to have a final look.
- VP Marketing: Working on making a poster with Executives office hours on the CSA office door so that student can access those information when the office close
- VP Student Life: Preparing for Wellness walk.
- VP Finance: From now till September 25, he will be preparing for the Alberta Energy Challenge representing the school.
- President: Event report should be standardized. CSA should keep developing the report. It will be completed by the event planner, circulated, and discussed. Once everyone has contributed it, it will be approved and filed.

**9. Adjournment: 5:24pm**