



Concordia University of Edmonton

Students' Association

Executive Council Meeting Agenda

August 22 , 2017 at 6:00

Location: CSA Offices A-207

1. **Call to order: 6:11pm**

2. **Roll Call:**

Present
✓ Ian Lee – President (Chair, non-voting)
✓ Laura Hebert – VP Internal Alex Bedard- VP Student Life
✓ Madeline Ludlage – VP Marketing Brandon Vollweiter – VP Finance
✓ Lin Zhang – Executive Director(Ex-officio, non-voting)
Quorum met

3. **Action Item Summary:**

- VP Marketing: Continue website design update and orientation promotion.
- VP Internal: Continue Club Guidebook finalizing stage.
- VP Student Life: Continue venue booking with Needle Vinyl.
- President: Discuss bolt involvement with Colin. Email Colin about sending confirmation to volunteers. Plan Volunteer training with VP Student Life. Review governance policy with ED.
- VP Finance: Arrange car rental for ASEC trip.



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4. Approval of Agenda:

4.1. Agenda for August 22, 2017

- **Motion:** To approve the Agenda for Aug 22, 2017 with the following amendment:
 - Add 7.1 Bolt Computer order.
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from August 3, 2017 and July 31, 2017

- **Motion:** To approve the Minutes for July 31, 2017 and table the minutes approval to Aug 3, 2017.
- **MSC.**

6. Unfinished Business:

6.1. Orientation Swag

- **Discussion:** Orientation Swag assembling day will be on September 1st, Friday afternoon, or Wednesday Aug 30th if the materials arrive early. CSA will hand out big prizes to 6 individual game winners, water bottles to volunteers and 2 winning squads.

6.2. Volunteer Training Days

- **Discussion:** Volunteer Training day is on Wednesday Aug 30th and Monday September 4th. Planned and facilitated by President and VP Student Life.

6.3. Club and Union Guidebook



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- **Discussion:** CSA will publish the 1st Edition of the guidebook, hear the feedback from clubs and unions, and publish a revised edition in winter. Before the publication, VP Internal will present draft to GC in Aug 30th. All edits must submitted by GC by Friday, September 8. VP Internal will edit the final draft in September GC for final approval. Ideally VP Internal would like to have the guidebook ready by Club Fair so students will receive information on how to set up a club.

7. Information:

7.1. Bolt computer order

- **Discussion:** Bolt Editors need one extra computer for work. This expense has been budgeted already. The computer will be used by the whole editorial team. The purchase will be ordered through Concordia IT Department.
- **Motion:** To approve the purchase of chromebook from IT for the Bolt.
- **MSC.**

7.2. New Meeting Times

TBA

8. Round Table:

9. Adjournment: 6:45pm