



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

February 1, 2017 at 4:00pm

HA314

**1. Call to order: 4:07pm**

**2. Roll Call:**

- **Present:** Brandon Vollweiler – VP Finance; Laura Hebert – VP Internal; Natasha Miller – VP Student Life; Dr. Barbara van Ingen – Dean of Students. Madeline Ludlage – VP Marketing; Kelsea Gillespie – President; Lin Zhang – Executive Director.

**3. Action Item Summary:**

- President: Buy winners of “Concordia Let’s Talk” gift cards.
- President: By-law changes according to Corporate Registry.
- VP Finance: Speak with Concordia about UPass staff destination.
- Dr. Barbara van Ingen: Speak with Dean’s about CSA’s suggestions for noise during exams, to convey comments about Enactus on campus, and to Joel about attending CSA meeting to discuss the MOU.
- VP Internal: Plan Speed Dating Event.
- VP Marketing: Valentine’s Day events/Wellness Wednesday ads.
- VP Student Life: Planning Winter Fest and Valentine’s Day events.
- VP Internal/VP Finance: Get budget from Pre-Med Club.

**4. Approval of Agenda:**

#### **4.1. Agenda for February 1, 2017**

- **Motion:** To approve the agenda for February 1, 2017 with following amendments:
  - Add 6.4. Student Life Street Team, 7.4. Athletics Ambassador, 7.5. Financial Information.
- **MSC.**

#### **5. Approval of Minutes:**

##### **5.1. Approval of Minutes from January 25, 2017**

- **Motion:** To approve the minutes for January 25, 2017 as presented.
- **MSC**

#### **6. Unfinished Business:**

##### **6.1. Winter Fest**

- Discussion: VP Student Life will buy decorations with the GTC. Security and DJ have been booked. Will buy liquor licence. Aramark has given a quote about \$4000 on the food for 100 people. Ticket sales in the bookstore are low. Students don't know whether it is a drinking or formal event. The Oil Kings/International Center are doing International Hockey Game on the same night. Will proceed as planned but lower the expectation to 40 tickets. President recommends also put DJ Tyco on Facebook. No volunteer after 10:30pm for drink tickets.

##### **6.2. Valentine's Day Events**

- Discussion: VP Student Life and VP Internal have bought supplies. Student feedback so far is mixed. Will order the roses online in Costco.

### **6.3. U-Pass Update**

- Discussion: City of Edmonton has sent back the U-Pass administrator's job description. President Dr. Loreman said the majority of staffing will be in bookstore, CSA and Lin will help with communications between student, registrar and U-Pass. Bookstore staff urge that CSA give out clear information to students so they can make their decision carefully. VP Finance will compile an email about the U-Pass information, Townhall date, information booth date and the referendum by Friday. Kelsea or Barb can send to all student emails, such as the cost over the semester, who will be eligible for the U-Pass. Townhall will be on March 1<sup>st</sup> at noon. Dr. Loreman has cancelled the GFC Executive meeting that day in order to attend the Townhall.

### **6.4. Student Life Street Team**

- Discussion: VP Student Life will be working on creating the contract. Paid positions will be \$100 a month from September to April. Job posting will be up by the end of this week.

## **7. New Business:**

### **7.1. CSA Elections**

- Discussion: Posters are up. Election Policy has been changed. Campaign cost has been lowered to \$100. No food giveaway but only posters, postcard, brochures, pins, and other campaign materials. Pictures that taken by CSA and posted on social media cannot be used by candidate without

permission from CSA. President will contact registrar to send out the emails and Votenet to set up the initial ballot. VP Marketing will attend all the candidate meeting session on February 17<sup>th</sup> to take headshot of the candidates.

**7.2. CSA By-laws/U-Pass Townhall**

- Discussion: Will be held on March 1<sup>st</sup> at noon in T104. VP Marketing will make the poster.

**7.3. Club/Union Reports and Budgets**

- Discussion: VP Internal has received reports from few clubs. CCU has done a very successful Bake Sale, however it conflicted with CSA Winter Fest Promo Day Cupcakes. Recommend Barb and Laura work together to create more effective student booking space process. GTC has approached CSA to fund mirrors/costumes for drama students' rehearsal and dancing practice. Such funding requests should be discussed with Dr.

Querengesser or Caroline because it is not only for Winter One Acts but also related to academic course. Other things on the agenda with Dr.

Querengesser include class size cap, funding for drama and sign language. Club budget deadline is March 10<sup>th</sup>. VP Finance and VP Internal will meet next week for club fundraising update.

**7.4. Athletics Ambassador**

- Discussion: Set up a meeting with Barb, Joel, Savanna (Athletics Ambassador), Madeline, Natasha, about the authority of using the Thunder logo and have performance review with Savanna.

There are complaints towards the Bolt writers. The Bolt policy on CSA website needs to be updated, VP Internal to send copy to CSA President.

#### **7.5. Financial Information**

- Discussion: Credit Counselling Society proposed to do a workshop around late March or early April. Unfortunately, the CSA does not have the time and capacity to plan this event, and the Management Faculty is now running a similar series of events that are well-attended.

### **8. Information:**

#### **8.1. Policy and Governance Update**

- Discussion: Election policy has changed substantially, such as no food giveaway, campaign budget changed to \$100, posters and banners size limited to 11" x 17" or smaller. Hopefully the changes will increase the quality of election. Add freshman challenge to VP Internal Affairs portfolio. There has been a move to increase executive's salary to offset the idea of students may have to postpone their graduation. Management Rep has been fighting for the salary raise as he thinks it is under the poverty line. Athletics Ambassador is added to be one of the General Councillors.

#### **8.2. New Meeting Times**

- Next Wednesday, February 8, from 4-6pm. Joel will join our meeting for a special presentation.

### **9. Round Table:**

- VP Finance: Budget is due by March 1st.

- Barb: IT has upgraded the Wi-Fi facilities. Moodle is not user-friendly and not engaging. CSA President Gillespie suggests the professors to put the syllabuses up before the winter breaks so students can order textbooks during the break. Indigenous Students' Council will meet next week and will reach out to VP Internal.
- VP Internal: ASLS conference was good. There are good speakers and topics.
- VP Marketing: Preparing for Election week.
- President: A psychology student has approached the CSA and is very enthusiastic to set up a club. Executive reports are due on Monday. Model UN Dinner is changed to February 19<sup>th</sup> at Parkallen Restaurant. Will work on putting up tickets in Eventbrite with Brandon after the meeting. CSA should start to think about whether it wants to take political stances as a student organization, such as giving out political statement on news, or engaging with politicians on social media.

**10. Adjournment: 5:30pm**

**11. Action Item Summary:**

- VP Finance and VP Internal: Club fundraising update.
- VP Finance: Compile U-pass information email to Kelsea.
- President and ED: Work on election package.
- VP Marketing: Townhall marketing material.
- VP Internal: Provide updated Bolt Policy to CSA President.
- VP Internal: Work on new booking policy with Barb.
- VP Internal: Provide summary of club and union reports.

- VP Student Life: Buy Winter Fest decorations and keep planning event.
- VP Student Life: Order roses online at Costco.
- CSA President: Meeting with Dr. Querengesser.
- CSA President: Contact Votenet and Registrar to set up election ballots and election email lists.
- All Executives: Reports due on Monday.