



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

January 11, 2017 at 4:00pm

HA314

**1. Call to order: 4:09pm**

**2. Roll Call:**

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

**3. Action Item Summary:**

- President/VP Marketing: Library MOU.
- VP Marketing: Order Winter Swag Items.
- VP Student Life: Winter Semester Event Calendar.
- VP Finance: Budget Report.
- VP Internal: Collect Club/Union Reports.
- All Executives: New Student Orientation on January 11.

**4. Approval of Agenda:**

**4.1. Agenda for January 11, 2017**

- Discussion: Change 7.1 to CSA Budget/Upcoming Budget Report. Add 7.11. Student Life Street Team, 7.12. Athletic Ambassador Policy, 8.1. Alberta Student Leadership Summit.

- **Motion:** To approve the amended agenda for January 11, 2016.
- **MSC.**

**5. Approval of Minutes:**

**5.1. Approval of Minutes from December 7, 2016**

- **Motion:** To approve the Minutes from December 7, 2016.
- **MSC.**

**5.2. Approval of Minutes from November 30, 2016**

- **Motion:** To table the approval of the Minutes from November 30, 2016 to next meeting.
- Discussion: Minutes has not been circulated and read by the executives yet.
- **MSC.**

**6. Unfinished Business:**

**6.1. Library/CSA Partnership**

- Discussion: In the formal partnership agreement, Library will have close consultation with CSA and consultation with students at large on the furniture purchasing and space design. CSA can assign a representative to the monthly library planning meeting. Former CUE President Krispin told CSA President Gillespie that no faculty/staff in Concordia is allowed to make a request to CSA for funding except through the CUE President's office. All the funding requests will go to CUE President's office from now on and be determined whether they should be passed to CSA or in the institution's budget.

**6.2. Equipment Purchases**

- Discussion: IT Department has informed CSA that all CSA's office computers warranty has now expired. Some executives' computers are in good condition but some are

not. CSA will put around \$3000 into equipment purchases for technology and replace the old computers if necessary for next year's budget. VP Marketing can propose to Budget Steering Committee about putting the Mac computer/program pricing in her budget for easier work for the VP Marketing position.

## **7. New Business:**

### **7.1. CSA Budget/Upcoming Budget**

- Discussion: VP Finance and ED will investigate the Health & Dental revenues from CUE, with Gallivan Rep and Student Accounts. VP Finance would like to see executives start working on the next year's budget. All executives submit their preliminary budgets by March 1<sup>st</sup>. Question about unused expenses: do the expenses "disappear" or will they be saved for next year. Answer: Unused expenses sit unused, and any surplus is transferred over to our account.

### **7.2. CSA Storage Room**

- Discussion: There are Clubs and Unions' event supplies stored in the CSA Break Room consistently, which makes the Break Room not accessible for CSA members any more. VP Marketing suggests to add more storages, buy a storage square shelves instead of the current storage cabinet on the back wall, and move the coffee maker to the front office. President Gillespie encourages more brainstorming about having a more efficient storage for next year. The fridge has gone moldy because power went off over the Christmas break and has to be thrown away.

### **7.3. U-Pass**

- Discussion: The City of Edmonton is expanding the U-Pass program to Leduc, Spruce Groove and St. Albert. CUE President Loreman would like to introduce the program into institution. All CSA executives have expressed their opinions at the meeting and agree that students will benefit from the program more than disadvantage and increase accessibility to campus. CSA will hold a referendum along with the election, which will require a lot of time to plan and setup. President Gillespie will reach out to the City of Edmonton about negotiating Concordia's U-Pass contract, talk to the Administration about how the U-Pass being administrated, advocate U-Pass to students, write the U-Pass questions and add them to the election. VP Finance will help in contract negotiations with the City of Edmonton.

### **7.4. Welcome Wednesday**

- Discussion: Very successful interaction with students. Lots students started to line up at Tegler 15 minutes before noon and all 185 Booster juice were given away in 15 minutes.

### **7.5. Paint Night**

Discussion: Will be on Wednesday January 25th. 30 tickets are in the bookstore. Posters are up. Mental Health Coordinator Rachel will pick the painting on SmashArt website based on the feedback from CSA and the Peer Support team.

### **7.6. Winter Ball**

- Discussion: Will be on Friday February 10th at Tegler. Conference Service requires CSA to setup on Friday and

take down all the decorations as soon as the event is finished, because the Racism Conference is held the next day. It will be very challenging and rushed for CSA members staying overnight to clean up after the party. CSA suggests some Concordia staff to work on weekends occasionally to accommodate some event service needs. CUE should ensure that student experience outweighs the external group service requests. VP Student Life will prepare a floor plan, coordinate with Bailie for the dinner food, and contact GTC for decorations. Students are recommended to wear formal dress but the event has no dress code. Proposed names include Winter Festival, Snow Festival, and Snow Party.

#### **7.7. Ski Night**

- Discussion: VP Student Life thinks the Rabbit Hill Ski Resort would be too time-consuming to going there on that day as travel time there and back will be close to 2 hours total. VP Marketing thinks the ticket sales will conflict with those currently in Bookstore (Paint Night and Mental Health Training) as there would be a lot of tickets in there at once. President recommends to let the International Centre and Student Life organize the event and market it to international and dorm students. CSA will cover the bus cost and go with the students if possible.

#### **7.8. Let's Talk Day**

- Discussion: Will be on Wednesday, January 25th, the same day as Paint Night. Table/decoration will set up as Thunderwear Friday. Students will enter their names and answer the question how they take care of their mental

health. 5 winners will be drawn at the end for \$100 gift card each. CSA executives are not eligible to the draw. It will be held at the Mezzanine to avoid conflict with Career Fair at the same time. Students need to write down their emails so they can be contacted if not present at the draw.

### **7.9. Intercultural Days**

- Discussion: Schedule is available on the Student Life Newsletter. VP International is organizer and the event has two days worth of activities.

### **7.10. CSA Elections**

- Discussion: Nominations week will begin Monday, February 13th. VP Marketing will put up posters by January 30th. ED and President will hold 3 sessions about election policy debrief to the candidates at 9am, 12pm, and 4pm at HA314 on Feb 17th. ED and President will work on revamping the election policy and nomination package. Election Speech will be on March 6th in Tegler, Election Debates will be on March 8th in a Lecture Room (HA015 or HA017). ED will coordinate with Colette and Bailie for booking and snacks.

### **7.11. Student Life Street Team**

- Discussion: Job description is ready. Will be reviewed and brought to the next Policy and Governance meeting. VP Marketing will get the job application ready and launch it on website by January 23rd if the proposal passes. VP Finance and VP Student Life will work on the contract. Students will get paid monthly.

### **7.12. Athletic Ambassador Policy**

- Discussion: VP Student Life has drafted the Athletic Ambassador Policy. Policy requires that the Athletic Ambassador will be more accountable to CSA General Council and serve as a voting member, provide up-to-date verbal and written reports to General Council, and chair the Athletic Council. The policy will be reviewed and discussed in the Policy and Government Committee meeting.

## **8. Information:**

### **8.1. Alberta Student Leadership Summit**

- Discussion: The summit is organized by University of Alberta Students' Union. It will be held on Saturday January 28th from 10am to 5 pm. All CSA EC and GC members are encouraged to go. Ticket is \$40per person. It will also be put on the Newsletter for clubs or other student leaders.

### **8.2. ASEC Update**

- Discussion: ASEC Chair Gillespie is planning on proposing to ASEC that they hire an external consultant to write lobby documents.

### **8.3. Club/Union Budget Update/Reports**

- Discussion: VP Internal has sent out the report requests to the Clubs/Unions. Club/Union budgets are on track. VP Internal will book a mandatory Club Retreat from 10am to 3pm on Sunday, April 9th and all clubs must attend in the transition period or they will not receive funding next year. All CSA outgoing and incoming Executives will come to go over policies and go through workshops based on their positions. Need to work on Club and Union policy.

#### **8.4. New Office Hours**

- Discussion: All Executives' new office hours are now up at the office doors.

#### **8.5. Next Meeting Time**

- Discussion: Wednesday next week from 4pm to 6pm.

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

- Barb: Huge Thank you to all the Executives on the Winter Orientation.

### **10. Adjournment: 6:04pm.**

### **11. Action Item Summary:**

- President: Reach out to Residence and International Centre about the Ski Night.
- President & VP Finance: Reach out to City of Edmonton about U-Pass contract meeting.
- VP Finance and ED: Investigate Student Health and Dental fees.
- ED: Book a 2-hours meeting with President to go through the election policy and nomination package.
- ED: Book election sessions with Colette.
- VP Internal: Order food for Club Fair.
- VP Internal: Work on Club and Union policy.
- VP Student Life: Book for Winter Ball and Let's Talk day.
- VP Marketing: Prepare marketing materials for Winter Ball, Elections and Student Life Street team applications.
- All Executives: Start working on budgets. Draft is due on Mar 1<sup>st</sup>.