



Concordia University of Edmonton

Students' Association

Executive Council Meeting Agenda

January 18, 2017 at 4:00pm

HA314

1. Call to order: 4:06pm

2. Roll Call:

Present: Brandon Vollweiler– VP Finance; Lin Zhang - CSA Executive Director; Laura Hebert – VP Internal; Madeline Ludlage – VP Marketing(on call); Natasha Miller – VP Student Life; Kelsea Gillespie – President.

Absent with notice: Dr. Barbara van Ingen – Dean of Student.

3. Action Item Summary:

- President: Reach out to Residence and International Centre about the Ski Night.
- President and 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 1st.

4. Approval of Agenda:

4.1. Agenda for January 18, 2017

- **Motion:** To approve the agenda for January 18, 2017.
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from January 11, 2017

- **Motion:** To approve the Minutes from January 11, 2017.
- **MSC.**

5.2. Approval of Minutes from November 30, 2016

- **Motion:** To approve the Minutes from November 30, 2016.
- **MSC.**

6. Unfinished Business:

6.1. Club Fair

- Discussion: VP Internal is somewhat disappointed by the attendance, only 13 out of 20 clubs/unions signed in the event. However, the new club, Pre-Medicine has 67 students signed up. President hopes Club Fair can extend to Involvement Fair next year and has tables for Athletics, Student Ambassadors and other campus activities that students can be involved because it can draw more attention from students. Clubs need to RSVP for table booking instead of no show and leaving the tables empty.

6.2. Winter Ball

- Discussion: 250 tickets that VP Marketing booked have arrived today. Colette said the maximum capacity at Tegler is 200. President suggests to book tables for 100

people and updated with Colette. VP Student Life is reviewing the menu options sent by Bailie. Executives agree to have a light buffet and appetizers. Hire Sawmill for the bartending, Special Events for setup and Titanium for securities. Liquor licence will be private. Theme has not been determined if to be classic, formal or party. Appetizers, food, cocktail table, DJ and drinks can be some on mezzanine or all on main floor.

6.3. Ski Night

- Discussion: President has reached out to Jonathan and Xinxin in the Residence and International Centres about letting them take over and plan the event. CSA will provide the bus but will not be as much involved as before. Xinxin from International Centre is very excited about the idea. Tickets will be put in bookstore and any student can buy the tickets, but they will be mainly marketed towards dorm and international student.

6.4. Let's Talk Day/Make Some Noise

- Discussion: Tables will be set up at mezzanine/VP Student Life will buy gift card on Friday for the silent draw.

6.5. Mental Health Street Team

- Discussion: One of the Peer Support Team members Cindy has left Concordia to pursue another program elsewhere. Mikyla is Cindy's replacement. Yoga had 7 students attend.

6.6. CSA Elections

- Discussion: President has edited the Election Policy and will send it to Policy and Governance to review. Will start

contacting Registrar about getting email list setup,
contacting Votenet. VP Marketing will update posters.

7. New Business:

7.1. #myCUEstory

- Discussion: President has sent out all interview questions for Friday's interview in library. Recruitment is making a promo video for Concordia and CSA is invited.

7.2. Concordia Food Bank

- Discussion: President Gillespie, ED, Judy and Barb have met and decided to change current food bank model to Food hampers application process. Food bank has been abused and sometimes treated as a convenience store by some students. Concordia faculty has put lots efforts into the administration of and fundraising for the food bank. Judy will continue to shop and assemble the hampers. CSA ED will administrate the forms. The CSA also can make better use of food bank storage room.

7.3. CSA By-Law Referendum

- Discussion: ED will book T104 March 1st for new By-Law Referendum. VP Marketing will make posters. Proposed changes include executives can register maximum 4 courses per semester instead of the minimum 3, and the 2.0 minimum GPA requirement for candidates also apply to transfer credits.

7.4. Valentine's Day Activity

- Discussion: VP Internal will book and plan speed dating with Colette. VP Student Life plans cookie decorating and flower sales. VP Finance will get float request.

8. Information:

8.1. Meeting with Councillor Knack

- Discussion: The meeting with Councillor Knack is an advocacy opportunity and a chance to learn more about what the City of Edmonton is planning. The session will be followed by an ESA (Edmonton Student Alliance) networking event hosted by NAITSA.

8.2. Executive Reports Due

- Discussion: Next Monday at the latest.

8.3. Next Meeting Time

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

9. Round Table:

- VP Finance: Gwen from Student Account replies that CUE has not distributed all Student Health & Dentals fee to CSA for Fall semester yet. Having a meeting with ASEC accountant and will start as Finance Chair soon. Will make U-Pass priority and find out how to administer the U-Pass.
- VP Student Life: Meeting with Danielle Lisboa at 11:30am at HA308 about a potential partnering opportunity for the CSA/orchestra. Can attend some of the “Make Some Noise” home games over the weekend.
- VP Internal: Has booked room for Club Retreat. Received club report from Pride Club so far. The Bolt’s current editors’ terms are up so Kayle needs to start hiring new editors. Can put job posting up in February and interviews in March. Will send the Clubs/Unions Handbook to President.
- VP Marketing: Finishing Election posters, Winter Fest and arranging Promo Day. Try to do cupcake with snowflakes on. Savanna will do the Pep Rally this week.

- ED: Concordia will facilitate CSA credit card application with BMO. CSA does not have to put down any security deposit. Darlene will be the administrator for all the credit cards, such as contact BMO to replace the cards every year for new executives. Brandon will re-write the credit card policy to include President as a card holder.
- President: President Loreman as if CSA can redirect our donation to Fitness Room equipment instead of bleacher. Going to the ESA meeting with Councillor Knack tomorrow from 1-3pm. If anyone has questions to bring up to Knack, let her know. Healthy Campus Alberta will come on January 31 to talk about mental Health in the morning. CSA's ASEC Rep ASEC please do the Funding Model survey review for ASEC. Anyone who plans to attend the Leadership Conference at U of A on January 28th, please buy tickets. President Loreman likes the idea of CSA and library's partnership. Will follow-up with Dan about the Partnership agreement. President will be away from February 2-4 for a trip on behalf of the NMUN Conference planning team.

10. Adjournment: 5:17pm

11. Action Item Summary:

- President and VP Finance: Reach out to City of Edmonton about U-Pass contract meeting.
- President: Follow up with Dan about the library agreement.
- VP Internal: Send Clubs/Unions Handbook to President.
- ED: Book T104 for CSA By-Law Referendum Townhall (March 1st).
- VP Finance and ED: Rewrite Credit Card policy.

- VP Finance: Float Request for Flower Sale.
- VP Internal: Plan Speed Dating event.
- VP Student Life: Book Sawmill and other vendors for Winter Fest.
- All Executives: Reports due on next Monday. Vote on ASEC Conference date (March 11 & 12) on the distributed poll.