



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

July 21, 2016 at 3:00pm

S206

1. Call to order: 3:03PM

2. Roll Call:

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

3. Action Item Summary:

- VP Finance: Count and submit GTC Revenue.
- VP Marketing: Purchases for office spaces to complete renovations.
- President: General Council Retreat on July 9.
- President: To set up CSA Office Coordinator interviews with Concordia's HR Director, Christine Pangilinan.
- VP Internal: To plan Marketing Retreat for clubs and unions with VP Marketing.
- President/VP Student Life: To submit ACMHI Grant Application on July 11, 2016.

4. Approval of Agenda:

4.1. Agenda for July 21, 2016

- **Motion:** To approve the amended agenda for July 21, 2016 as presented.
- Discussion: To add 7.7 “ASEC Strategic Tuition Plan” to the agenda.
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from July 7, 2016

- **Motion:** To approve the minutes from July 7, 2016 as presented.
- **MSC.**

6. Unfinished Business:

6.1. CSA Office Renovations

- Discussion: All renovations are nearly done, but still need to work with plant ops to figure out better cleaning schedule for office carpets. Still need to organize room A212 and to finish front office/General Council space.
 - CSA VP Marketing to purchase TV to go in front office to show slideshow of event posters, updates, etc.

6.2. CSA General Council Retreat

- Discussion: Under budget by approximately \$600. Schedule for the retreat was flexible, presentations to the council were appropriate. If budget permits, maybe a second retreat in the winter or closer to budget approval time.

6.3. Club/Union Budget and Calendar Deadlines

- Discussion: VP Internal has received budgets from CCU and Arts Society.

- VP Internal and Finance to set meeting time for Budget Steering Committee.

6.4. ACMHI Grant Application

- **Motion:** To accept President, VP Student Life, and VP Marketing as Hiring Committee for the Mental Health Coordinator, pending ACMHI grant approval.
- **MSC.**

6.5. Edmonton Eskimos Tickets

- Discussion: All tickets are back in bookstore for the entire year. It was noted that the CSA should set a date to buy tickets and go as a group, invite students. Date TBA.

6.6. CSA Events Calendar

- Discussion: Meeting with Colette Storms in Conference Services to finalize CSA dates.
 - Scheduling conflicts with Colette – December 9th Counsellors Brunch (conflicts with Final Thunderwear Friday). Switch Thunderway Friday to December 2, make it a large Christmas celebration on campus.
 - January 18 booked for Arts Week – can't be booked because it hasn't been signed off on by VP Internal.
 - VP Internal to contact Arts Representatives to rebook Arts Week.
 - Harry Potter Week moved to November 14-18, with Winter Patio Party to finish off the week.

6.7. CSA Office Coordinator

- **Motion:** To go in camera at 3:50pm.

- **Motion:** To go out of camera at 4:13pm

7. New Business:

7.1. CSA Phone Interview with David Marshall for Board of Governors

- Discussion: Phone call went well, want to see report to Board. Executives appreciated the explanation on selection of Board Members in a public institution. Board report to be made public with the board's package for August.

7.2. CSA Fall Retreat

- **Motion:** To schedule CSA Executive Retreat at Lake Wabamun Provincial Park from September 16-17.
- Discussion: Previously discussed ideas about voyager canoe trips are good ideas for next year, but maybe too costly for this year. Average cost around \$350/person.
- **MSC.**

7.3. Student Union Development Summit at University of British Columbia

- **Motion:** To attend the Student Union Development Summit (SUDS) at UBC from August 11-14, to book flights through Uniglobe, and to book conference registration and accommodations, pending executive permission to take August 12 off work (three executives to depart for Vancouver in evening after Board of Governors interviews, two executives to depart mid-afternoon).
- Discussion: Information presented on SUDS UBC, all Executives feel like it is an excellent opportunity. Sessions on starting new student services, open

educational resources, advocacy, etc. Mount Royal University delegates from Alberta are attending.

- **MSC.**

7.4. Northlands Hall for CUCASPOOKA

- Discussion: August 9th viewing at Northlands. Rental costs approximately \$3000 instead of \$6000, Northlands stated willingness to work with Concordia/CSA. Extra fees for security, bartenders, and sound equipment. Contract to be negotiated and brought forward at future CSA Executive meetings. Need to create list of questions for Northlands.

7.5. CSA Report to Board of Governors

- Discussion: CSA Report to Board of Governors August 2, due to Judy Kruse at Concordia University of Edmonton. All Executives to be sent copy of CSA report in the email to Judy.

7.6. “I Believe You” Campaign

- Discussion: VP Student Life noted that they have tried to get in touch with Alberta Sexual Assault Services twice now, will schedule a meeting for later in August. I Believe You campaign that happened last year will now be “We Believe You” campaign.

7.7. ASEC Strategic Tuition Plan

- **Motion:** To accept the 15-year rolling average CPI cap as preference 1, the First Nations bursary plan as preference 2, and the CPI cap at 4.5% as preference 3.

- Discussion: Significant amounts of information needed for policies 1 and 5 that were also proposed in the ASEC document.

- **MSC.**

8. Information:

8.1. CSA Budget Update

- Discussion: This summer the CSA has been staying under/on budget, but is still awaiting many club/union budgets.

8.2. New Meeting Times

- Discussion: To meet again on Thursday, August 4, 2016.

9. Round Table:

- **VP Student Life:** Met with Matthew McKnight from Urban Sparq - free buses from Concordia for any after parties, will give the CSA 600 VIP cards for orientation packages, free tickets to events at bars that are members of Urban Sparq, and free pub/bar nights. Charge for pub crawl for St. Patrick's Day \$10/person, planning to sell tickets at \$5/student.
- **VP Finance:** Plans for budget assessment. Office Coordinator candidates should be put through the Saylor's Employment testing as recommended by Darlene and Christine.
- **VP Internal:** Meeting with Reina next Wednesday about the Indigenous Club, who wants to get the ball rolling and have the constitution passed in September. Planning a Marketing Retreat in August for all current clubs. Will be chatting with the CCU

soon about Sami and their budget for the fall.
Sending an email to all clubs about budget
deadlines soon.

- **VP Marketing:** Summer has been productive around the offices. Embroidery and screen printing for CSA Executive swag is almost completed. Will begin collecting quotes and prices for TV and external hard drive, and will be emailing former VP Colton soon about the old CSA camera. Creating marketing materials for mental health and upcoming events on campus, as well as designing orientation bags. Excited to decorate GC desk and to complete CSA office renovations.
- **President:** Spoke with Andreas in the Registrar's Office – 507 students now registered, probably up to 700 by September. Will be booking credit card meetings with Brandon to acquire a CSA credit card. Will be scheduling Office Coordinator testing and doing reference checks this week.

10. Adjournment: 4:57pm