



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

March 29, 2017 at 4:00pm

HA314

1. Call to order: 3:59pm

2. Roll Call:

- Present: Brandon Vollweiler – VP Finance; Natasha Miller – VP Student Life; Laura Hebert – VP Internal; Lin Zhang – Executive Director, Madeline Ludlage – VP Marketing, Ian Lee – President Elect; Alex Bedard – VP Student Life Elect, Kevin Green – Lifetouch Photography Co-ordinator, Kelsea Gillespie – President; Dr. Barbara van Ingen – Dean of Students.

3. Action Item Summary:

- **VP Marketing:** Prepare Athletics Ambassador's Election marketing material.

4. Approval of Agenda:

4.1. Approval of Agenda for March 29, 2017

- **Motion:** To approve the amended agenda for March 22, 2017 with the following additional item:
 - o 7.3. Transition
 - o 7.4. Beer Garden
 - o 8.2. ACHMI Meeting
 - o 8.3. Indigenous Student's Council

- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from March 22, 2017

- **Motion:** To table the Minutes approval to next meeting.
- **MSC.**

6. Special Presentation:

6.1. Kevin from Lifetouch Photography

- **Debrief:** Lifetouch has been as a professional photography for nearly 80 years. Currently it does grad photo for 18 of the 20 Edmonton high schools, and also Graduation Portraits with the Business and Engineering Faculties at the U of A as well as NAIT. Kevin and CSA executives went over photo package and pricing to see how the companies compare. Contract with Lifetouch only needs to be 1 year and the company will provide its own marketing materials. The sitting fee is entirely dependent on if CSA wants extra money for fundraising. So the sitting fee can be \$0 for students up to \$40 and every dollar will be contributed back to CSA. Lifetouch will contribute 10% of the picture order sales back to CSA. This amount depends on how many students have photos done and how much the order. Usually Concordia has 400 students graduate each time and about 150 students have their pictures taken. President Kelsea Gillespie asked other questions, such as the picture styles, background, lighting,

what does the student to expect. Kevin showed a recorded session video, and the gallery.

7. Unfinished Business:

7.1. CSA Appreciation Night

- **Discussion:** The event schedule is as followed:
 - o 5pm: Wine Bar opens. Guest seated. A welcome speech from Kelsea. Then short speech from Barb, Dr. Loreman and Mike Conway.
 - o 5:30pm Dinner.
 - o 6:15pm Distributing recognition certificate to clubs and Student Ambassadors. Laura will buy 25 certificates tonight in Staple.
 - o 6:30pm Introduce Ian Lee, incoming CSA President.
 - o VP Student Life needs help with decoration tomorrow around 2:30pm from any volunteers.

7.2. CSA Athletic Ambassador Election

- **Discussion:** So far there are 2 students that have picked up packages. VP Internal has booked the space for April 3 Speech and Debate in Tegler. ED will schedule a time this Friday with the Candidates and VP Marketing to have their campaign photo taken for the website. Even if only one person run for the election, he/she still need to do the speech and debate. VP Marketing and VP Finance will create the questions and moderate the debate.

7.3. Transition

- **Discussion:** President-elect will plan the Retreat from April 26-29. He plans to keep it in town. Current Planning to talk to all VPs about mutual expectations, how to support each other.
- VP Marketing and VP Internal will plan to do a Club and Union Guidebook and brochure with Mental Health Committee and Peer Support team information included. VP Student Life-Elect has met the Street Team twice in their meetings and he is going through the binder.

7.4. **Beer Garden**

- **Discussion:** It will be hosted after the Final Thunderwear Friday, April 7th. Door open at 12:30pm and alcohol servings starts.
 - o **Bartending:** Will have 3-4 student bartenders who has experience and basic training. The bartender will be paid and has to keep it professional and no drinking while bartending.
 - o **Music:** Street team members suggest it doesn't need a DJ but just music. Will figure out a playlist for 6 hours.
 - o **Floor plan:** Natasha and Alex will setup and submit it to Colette.
 - o **Prizes:** Haven't been decided.
 - o **Security:** Haven't heard back from Titanium.
 - o **Decoration:** Blue and yellow table cloths, flowers, mason jars, lights on the tents.

8. **New Business:**

8.1. **Grad Portraits Contract**

- **Motion:** To switch to Lifetouch Photography as the Grad Photo company for the next year.
- **Discussion:** Lifetouch seems to provide better quality pictures and service compared to Image of Distinction. Since the commitment is much shorter than a 5-year contract, the CSA EC will select Lifetouch.
- **MSC.**

8.2. ACHMI Meeting

- **Discussion:** Jessica from ACHMI emailed a meeting request to VP Student Life. EC will have the last meeting with her and Sharon on Wednesday April 19th. It is the final exams week. ED will book the same room and dinner with Bailie.

8.3. Indigenous Student Council

- Motion to go in camera at 5:21pm.
- **MSC.**
- Motion to go out of camera at 5:37pm.
- **MSC.**

8.4. eBallot Renewal

- **Discussion:** eBallot wants us to sign the new contract now. The package is \$2000 US, including 8 free elections for a year. President hopes to look into other options and compare first before sign the contract for another 2 years. ED will get 3 other quotes after the meeting. ED will contact eBallot to set up the Athletic Ambassador election.
- **Motion:** To table the eBallot Contract renewal decision to next meeting.
- **MSC.**

9. Information:

9.1. Next Meeting Time

- **Discussion:** Next Wednesday, April 5th at HA314 from 4-6pm.

9.2. Upcoming Club / Union Events

- **Discussion:** DAA have another event in April, Caroline Carnival April 7-9th, Science Faculty Mixer on April 13th.

10. Round Table:

- **Laura:** Rebecca has submit \$2103 for the Mental Health First Aid Training budget breakdown. It's booked at HA009, April 8-9th, 8am to 6pm. Tickets will be sold in bookstore for \$35, expecting 22 participants. Recommend to ask Rachel on how to book the instructor.
- **Kelsea:** Brian Gold from Federal Liberal party as well as a history professor in the U of A came to CUE to talk about starting up political party clubs on campus with CSA and CUE President. CSA can do a "Politics Day" before the Club Fair next year, invite all the parties to come on campus and set up info booth to get students interested on setting up a club, and also make sure the parties give out Laura's information when they outreach people so the students know how to apply the club setup on campus. Need to set a cap on funding for the political club, because CSA funds should not go in partisan activities.

11. Adjournment: 5:53pm

12. Action Item Summary:

- **VP Internal:** Facilitate the Psychology Club's Mental Health First Aid Training.
- **ED:** Contact eBallot to set up the Athletics Ambassador election.
- **ED:** Book April 19th meeting with Colette and Bailie.

- **VP Finance and VP Marketing:** Questions for the Athletics Ambassador debate.