



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

May 25, 2016 at 7:30pm

HA314

1. **Call to order: 7:40pm**
2. **Roll Call:** Kelsea Gillespie, President; Natasha Miller, VP Student Life; Madeline Ludlage, VP Marketing; Brandon Vollweiler, VP Finance; Laura Hebert, VP Internal.
3. **Action Item Summary:**
  - VP Finance: Pet Buster Donation
  - VP Marketing/President: Paint meeting with Plant Ops at Concordia
  - President: Contact Joe Beland to get full estimate
4. **Approval of Agenda:**
  - 4.1. **Agenda for May 25, 2016**
    - **Motion:** To approve the agenda for May 25, 2016.
    - Add Orientation packages.
    - **MSC.**
5. **Approval of Minutes:**
  - 5.1. **Approval of Minutes from May 15, 2016**
    - **Motion:** To approve the May 15, 2016 minutes as presented.
    - **MSC.**
6. **Unfinished Business:**

**6.1. Carpet Renovations (3 min)**

- Estimate total \$7280.
- Joe is ordering carpets, will be installed end of May, beginning of June. Alakazam carpet sample chosen.

**6.2. Painting (5 min)**

- Painting has begun, blue, green, and dark brown colours.
- Concordia is covering painter costs, CSA to be invoiced for final paint costs. A207 and A212 to be painted by end of May.

**7. New Business:**

**7.1. Scout Cards (5 min)**

- Unpaid invoice to Scout from the 2015-2016 year, cleared up by Brandon for this fiscal year. Invoice submitted to Accounting department.

**7.2. ACMHI Grant (10 min)**

- **Motion:** To spend the remainder of the ACMHI grant money on CSA stress balls and t-shirts for next year for mental health next year.
- Madeline to design t-shirts and stress balls, Kelsea to order on visa, pending approval from Accounting department.

- **MSC.**

**7.3. Audit Update (5 min)**

- Preliminary reports from auditors, a few discrepancies from last fiscal year.
- Have not received confirmation notice from Deloitte for auditors. Postponed motion to June for Deloitte settlement.

- Have received confirmation from TD bank for auditors.
- Audit presentation on May 28 at 4pm to General Council.

#### **7.4. CSA Logo (10 min)**

- **Motion:** To phase out the old CSA logo for the new OURCSA ribbon logo.
- Discussion was had to slowly phase out old design in favour of the OURCSA logo. All new office and promotional materials are to be ordered with the new OURCSA logo.
- **MSC.**

#### **7.5. Executive Committee Assignments (10 min)**

**Motion:** To approve:

- Kelsea and Natasha as Board of Governor Representatives;
- Madeline as Food Services Committee and Graduation Committee Representative;
- Kelsea and Brandon as General Faculties Council representatives; and
- Laura as Academic Standards and Academic Disciplinary Committee representative.

- **MSC.**

#### **7.6. Orientation Packages (10 min)**

- **Motion:** To approve orientation spending for printing costs for Student Survival Guide booklet and on CSA cinch bags.
- Discussion was had about creating orientation bags instead of ordering through regular orientation company. Priced out new orientation goodie bags,

shared cost between Student Experience Adviser's budget and CSA budget of \$2500.

- **MSC.**

## **8. Information:**

### **8.1. ABC District Investment Update**

- ABC District Investment decision postponed until June. Proposal on the table is still to get part of investment back and also shares in NewCo.

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

- Monday, June 6, 2016 at 7:30pm in HA314

## **9. Round Table:**

- VP Student Life: Peer support counselling update. In contact with Mike Moman, before the ACMHI grant, ~\$6000/year. Mike Moman could set us up with trainers in Edmonton, need support from institution. Need space, furniture, professors, etc. Will start to look into long term plan. Mental Health Coordinator almost finished final report, looking into ACMHI grant with Madeline.
- VP Marketing: Will make t-shirt logos and stress ball designs tonight. Looking into ACMHI grant with Natasha, following timelines for grant application. Continuously updating the website. Made pictures and sign up spot for Orientation Day on ourcsa.ca website.
- VP Finance: Will get emails sent to Darlene with questions about signing authority and budget reallocation.
- VP Internal: Email sent to clubs, some responses from CCU. Calendar deadline set for later on in the

summer. Contact with GTC, going to sit down with President and Treasurer. Retreat dates ready soon.

- President: Working in new STEP position, helping to create budget for Student Experience Adviser. Currently working on Deceased Student and Student Rights and Responsibilities policies for Dean of Students. Preparing for audit and General Council meeting on Saturday.

**10. Adjournment: 8:43pm**