



Concordia University of Edmonton

Students' Association

General Council Meeting Agenda

HA206

May 28, 2016 at 3:30pm

1. Call to order: 3:40pm

2. Roll Call:

- **Present:** Alex Bedard, Science Rep; Curtis Goruk, Education Rep; Adrianna Blitterswyk, Arts Rep; Marion Timm, ESS Ex Officio Rep; Will Hotson, ESS Ex Officio Rep; Zachary White, Management Rep; Natasha Miller, VP Student Life; Laura Hebert, VP Internal; Brandon Vollweiter, VP Finance; Kelsea Gillespie, President; Dylan Haslam, Arts Rep.
- **Regrets:** Madeline Ludlage, VP Marketing.
- **Absent:** Environmental Health Representative.

3. Action Item Summary: No previous Action Items to discuss.

4. Approval of Agenda:

4.1. Agenda for May 28, 2016

- **Motion:** That the CSA approve the amended agenda for May 28, 2016.
- Discussion: New Business 7.7. Orientation and 7.8. CSA Committees added to the agenda.
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from April 24, 2016

- **Motion:** That the CSA approve the minutes from April 24, 2016, as presented.
- Discussion: It was noted that the meeting minutes were written colloquially, and members would prefer them to be more professional in the future.
- **MSC.**

6. Unfinished Business: No unfinished business items to discuss.

7. New Business:

7.1. CSA Welcome and Overview (25 min)

- Information about the CSA General Council structure, committee participation, remuneration, and involvement for the year provided.
- Discussion about importance of CSA meeting minutes and reading meeting minutes before the commencement of a new meeting.

7.2. CSA Audit Presentation (30 min)

- Jeanette Johnson and Fabiana Diogenes from John H. C. Pincent Professional Corporation presented the draft financial statements to the CSA, noting that all internal associations ran a deficit for the 2015-2016 year.
- Noted by auditors that our financial year end had changed, spending had increased, surplus from 2015-2016 less than 2014-2015, and that administrative, grant, salaries and benefits, student health and dental, and student program expenses had all increased significantly.
- Internally restricted funds for the associations were moved to the General Account, no longer restricted,

based on new union funding structure implemented in the 2015-2016 year.

- No fraud, no unusual transactions, no difficulties during the audit.
- Thank you to Darlene Czernick for her organization and support during the auditing process.
- Recommendations from the auditors: to ensure that internal controls when claiming ITC's is well communicated and better monitored, and that the CSA create an internal policy for the acquisition, disposal, and safeguard of capital assets.
- Discussion: Councillors curious about increases in spending, particular budget lines, all questions answered by auditors and VP Finance and President.
- **Motion:** That the CSA approve the draft financial statements by the auditors as presented.
- **MSC.**

7.3. CSA Summer Renovations (10 min)

- Information about the paint color selection process, the carpet installation and costs totalling over \$7000, and the new office structure.

7.4. Office Coordinator Job Description and Hiring Process (5 min)

- Office Coordinator job description read aloud and discussed with Council.
- **Motion:** That the CSA approve the Office Coordinator job description as presented to be posted in June, and to have a candidate brought forward in July.
- **MSC.**

7.5. Concordia Institutional Committee Executive Placements (10 min)

- Discussion and information presented to General Council about the institutional committees and boards.
- **Motion:** That the CSA approve Kelsea Gillespie and Natasha Miller as Board of Governors Representatives, Kelsea Gillespie and Brandon Vollweiter as General Faculties Council Representatives, Madeline Ludlage as the Food Services and Convocation Committee Representative, Brandon Vollweiter as the Academic Disciplinary Committee Representative, and Laura Hebert as the Academic Standards Committee Representative.
- **MSC.**

7.6. Club Budgets

7.6.1. CMUNC (15 min)

- Ian Lee, CSA Ex Officio Member and CMUNC President brought in to discuss the budget for CMUNC.
- Provided background of CMUNC and history as a competitive club that has travelled internationally for the past three years.
- Highlighted the AIMUN conference as revenue neutral and a fantastic opportunity for CMUNC.
- Highlighted Kobe, Japan conference as a wonderful opportunity for students to travel and compete internationally.
- CMUNC budget expenses totalling \$39, 370, revenues totalling \$31, 100. Funding required from CSA: \$9, 960.

- Councillors noted that the CMUNC budget surpassed the 25% fundraising percentage that is required in the Clubs and Unions Policy.
- **Motion:** That the CSA approve the CMUNC budget as presented.
- **MSC.**

7.6.2. ESS (15 min)

- Marion Timm, CSA Ex Officio and ESS Treasurer, and Will Hotson, Former ESS President, presented ESS budget.
- Exciting year for ESS, merge between EUS and ESU, means larger budget for the collective group.
- PD events from non-violent crisis intervention to indigenous event to first aid.
- ESS expenses totalling \$16, 575, with revenues totalling \$11, 400. Funding required from CSA \$5, 175.
- Councillors noted that the ESS budget exceeds the minimum 20% fundraising minimum for unions.
- CSA amends budget to have Cookie Dough expense lines merged together.
- **Motion:** That the CSA approve the amended budget as presented.
- **MSC.**

7.6.3. Dance Club (5 min)

- VP Internal presented Dance Club budget.
- Discussion noted the frequency of the same fundraising activities.

- Various issues discussed with budget presented, such as no S Factor revenue noted.
- **Motion:** That the VP Internal communicate to the Dance Club the issues with the budget to be brought forward after serious amendments for reconsideration.
- **MSC.**

7.6.4. CCC (5 min)

- VP Internal presented CCC budget.
- Discussion noted that the budget was modest and attainable, and that the CCC budget meets the minimum 25% fundraising minimum that is required.
- CCC budget expenses totalling \$310, revenues totalling \$330, with \$0 funding required by the CSA.
- **Motion:** That the CSA approve the CCC budget as presented.
- **MSC.**

7.6.5. YAC (5 min)

- VP Internal presented YAC budget.
- Discussion that the YAC budget lacked significant detail, minimal expenses showing with large amounts of revenue. Council noted that they would feel comfortable if VP Internal touched base with the YAC to gain more details.
- **Motion:** That the CSA VP Internal communicate with the YAC the issues with the budget presented, with the budget to be brought forward again with more explanation and amendments.

- **MSC.**

7.7. Orientation (5 min)

- Information given about new plan for Orientation Packs to include store-bought materials rather than ordering from P.W. Walsh, coming from Concordia's Student Life Orientation budget. CSA to pay for and order cinch backpacks with logo, lip chap with logo, and orientation booklets for new students.
- Councillors noted that the orientation booklets should include some academic contact information.

7.8. CSA Committees (15 min)

- Discussion of the two standing committees of the CSA: Policy and Governance and Budget Steering Committee.
- **Motion:** To approve Kelsea Gillespie as Chair of the Policy and Governance Committee.
- **MSC.**
- **Motion:** To approve Laura Hebert as Chair of the Policy and Governance Committee.
- Discussion was had that reflected that Laura is automatically the Vice Chair of the Budget Steering Committee.
- **Motion failed.**
- **Motion:** To approve Natasha Miller as the Vice Chair of the Policy and Governance Committee.
- **MSC.**
- Policy and Governance Committee Membership: Adrianna, Brandon, Laura, and Dylan.
- **Motion:** To accept Brandon Vollweiter as Chair and Laura Hebert as Vice Chair of the Budget Steering Committee, as reflected in by-laws.

- **MSC.**
- Budget Steering Committee Membership: Zac, Alex, Curtis.

8. Information:

8.1. New Meeting Times (15 min)

- Discussion of following meeting times: June 11, July 9, and August 20. Noted that July 20 would be a CSA retreat with training from Dr. Tim Loreman and Andreas Guelzow on how to deal with student academic concerns.

8.2. Concordia Presidential Search Committee (10 min)

- CSA President shared information about Concordia's Presidential Search Committee's structure, terms of reference, and where to find committee information on concordia.ab.ca.

8.3. CSA Reporting Structure (5 min)

- Information about CSA reporting structure: Executives to write written reports monthly, General Councillors to give verbal reports, and unions to write written reports directly to VP Internal.

8.4. CSA Office Protocol and Conduct (5 min)

- Information was provided that Councillors will need to sign office protocol once the offices are finished being renovated.

9. Round Table:

- Round table discussion reflected Councillors plans for the year, excitement about working with the new CSA team, and the informative nature of the first meeting.

10. Adjournment: 6:35pm