# **Macintosh HD:Users:madelineludlage:Pictures:CSA#august:logo_edited-1.jpgConcordia Students’ Association**

# **Executive Council Meeting Minutes**

## November 30th, 2015 @ 9:00 A.M.

1. **Call to order:** Meeting called to order at 9:06 am
2. **Roll Call:** Cody Weger- President, Shannon Peacocke- VP Finance, Kelsea Gillespie- VP Internal, Madeline Ludlage- VP Marketing, Meagan Strachan-Executive Director, Barb Van Ingen- Dean of Students.
3. **Approval of Agenda:**
   1. **MOTION:** To approve the November 30th, 2015 Executive Council Agenda. Moved by VP Finance Peacocke, seconded by VP Marketing Ludlage. **MOTION CARRIED.**
4. **Approval of Minutes:**
   1. **MOTION:** To approve the November 23rd, 2015 Executive Council Minutes. Moved by VP Finance Peacocke, seconded by VP Marketing Ludlage. **MOTION CARRIED.**
5. **November 23rd, 2015 Action Item Review:**
   1. **Executive Director:** Book HA206 for winter retreat and Winter EC meeting- completed
   2. **President:** Get liquor license for Cheers with Chancellor - completed
   3. **VP Student Life:** Purchase liquor for cheers with the chancellor.- competed
   4. **VP Student Life:** Put together list & dates for events next semester (including CSA Olympics)- In progress
   5. **President:** Determine if we can use pancake griddles for possible CSA pancake breakfast- In progress
   6. **VP Marketing:** Purchase chocolate for Tree lighting- Compelete
   7. **President:** Contact individuals for a professional development session at the Winter EC retreat- Complete
6. **Unfinished Business**
   1. **Winter Events ( Including CSA Olympics):** Olympics will occur the first week of February. Students are very excited about winter semester Kegler. More information to come.
   2. **Winter Retreat-Professional Development:** Elizabeth Smyth will give presentation on responsible governance. The presentation will be free. Winter Retreat will take place in room HA 206 on Saturday January 9th, 2016.
   3. **Clubs & Unions Update:** GTC club is interested in planning a Shakespeare themed gala in the spring. Possibility for the CSA to partner with GTC as our formal event. S factor will take place in June. Clubs have been very active, Pro-life showed a video in Tegler, CVCS held a silent auction, Dance Club will be hosting a spaghetti dinner.
   4. **Mental Health Update:** Please respond to Deb’s email if you intend on attending the Mental Health First Aid training. Deadline to apply for presenting at the mental health summit ( January 29th & 30th) is fast approaching.

1. **New Business:**
   1. **By-Laws Revisions and Proposed Changes:** Discussions occurred on the possibility of updating the positional policy for the VP Internal position. By-Law revisions will be a priority over next semester to prepare for a Bylaw referendum in March.
   2. **Positional Policies:** VP internal Gillespie would like to review CSA positional policies to ensure they reflect each executives job responsibilities.
   3. **Winter Formal:** Tabled to next meeting.

* 1. **Board Update:**
     1. **MOTION:** To move in camera at 9:39 am. Moved by VP Finance Peacocke, seconded by VP Marketing Ludlage. **MOTION CARRIED.**
     2. **MOTION:** to move out of camera at 9:49 am. Moved by VP Internal Gillespie, seconded by VP Marketing Ludlage. **MOTION CARRIED.**
  2. **Used Book Market/Club Fair:** Club Fair to take place Janaury 12th & 13th from 10:00 am to 1:00 pm. Used book Market will run from January 6th to the 15th . Clubs retreat is TBD.

1. **Information:** 
   1. **ASEC Town hall:** ASEC Town Hall is to take Place December 1, 2015 from 7:00 PM to 8:30 PM. Tuition meeting with CAUS will also take place December 1, 2015.

* 1. **Christmas Hampers:** 16 applications for Hampers have been received. 2/3 of applications are from individuals with children. Hampers will be handed out Thursday December 3, 2015. CSA will assist with assembly of hampers.

1. **Round Table:**
   1. VP Ludlage: Creating two brochures ( one for the CSA & one for mental health initiative). Executive pictures are framed & need to be hung up. Will bring sweaters and Jackets to the office to try on for CSA swag.
   2. Dean of Students Van Ingen: Residence life position has been posted. December 2, @ 5:00 pm will be the final international café of the semester. Have worked with Gallivan to create a comprehensive health plan for Concordia exchange students.
   3. VP Peacocke: Orientation T-Shirts have been ordered. Secret Santa names will be drawn tomorrow. Grant Intake date has been set. Executives, please submit any Concordia event attendance with your December reports.
   4. President Weger: Thank you everyone for a great semester.
2. **Adjournment :**
   1. **MOTION:** To adjourn the CSA executive council meeting at 10:42 am. Moved by VP Marketing Ludlage, seconded by VP Finance Peacocke. **MOTION CARRIED.**
3. **Action Item Summary:**
   1. **Executives:** Submit executive reports.
   2. **VP Student Life:** Submit Schedule of winter events.