



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

November 16, 2016 at 3:00pm

HA314

1. Call to order: 3:05pm

2. Roll Call:

- **Present:** Brandon Vollweiler– VP Finance; Natasha Miller – VP Student Life; Dr. Barbara van Ingen – Dean of Students; Lin Zhang - CSA Executive Director; Madeline Ludlage – VP Marketing; Laura Hebert – VP Internal; Kelsea Gillespie – President.

3. Action Item Review:

4. Approval of Agenda:

4.1. Agenda for November 16, 2016

- **Motion:** To approve the amended agenda for Oct 19th, 2016.
- Discussion: Add 7.1. Winter Orientation
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from November 2, 2016

- **Motion:** To approve the minutes from November 2nd, 2016 to next week.
- **MSC.**

6. Unfinished Business:

6.1. ASEC Conference

- Discussion: The ASEC (Alberta Students' Executive Council) Conference took place during the reading week and it went very successful. Student leaders from all regions of the province love Concordia Campus and were very impressed by CSA's organization of this event. Only thing needs improved next time is the timing of Advance Education Minister's speech conflicting with a drama production in Auditorium, which affected the delegations to hear the speech. President Kelsea Gillespie has won the election and is now the new Chair of the Alberta Students' Executive Council. Many school association leaders are not happy about ASEC's current policy and governance. The Executive Council need to be more self-scrutinized in order to keep the trust from its members. President Kelsea Gillespie will work with Vice Chair and put a lot of efforts on communication and involvement with those major schools and address their concerns in the coming weeks.

6.2. Harry Potter Week

- Discussion: So far Harry Potter week has been very well. There are about 15-20 people signed up under each house on sorting day. All riddles and gems for Scavenger Hunt have been found and will need to put more out. Bought alcohol, liquor permit and insurance. Book security. Next plan is Wand/potion making and Hogsmeade winter festival on Friday.

Prize will be Chocolate and mittens. Natasha's sister will bartend and a volunteer for drink ticket table. Need 2 more volunteers. Candy Bar and drink ticket will be on mezzanine. Beer and candy bar decoration ideas including table cloth, candles in jar, and some Christmas ornaments. Will have a real fire pit. Shopping list includes firewood, marshmallow, roasting stick, etc. Madeline will bring speakers for music.

7. New Business:

7.1. Winter Orientation

- Discussion: CSA will try the best to facilitate the winter orientation with Bard if needed.

The Orientation is on Tuesday, January 10, and its schedule has been set as followed:

- 11:30 am – 12pm registration. CSA can help at the registration desk, greet and give out T-shirts.
 - 12pm - 1pm Barb's presentation and CSA executives' brief introduction.
 - 1pm - 1:30pm Ice breaker games. Mike will be MC.
 - 1:30pm – 2pm Campus Tour led by Student Ambassadors (No more than 12).
 - 2:15pm – 2:55pm Meeting your professor at Tegler (arrange with Cafeteria)
 - 2:55pm – 3pm Prizes
 - 3pm – 4pm International Orientation
- Kelsea will talk to Tom about T-shirt and draft the registration forms.

- So far there are about 60 student registered. Available marketing swags include cinch bags, mittens, and glass water bottles. Event Coordinator will prepare the volunteers' T-shirts.

7.2. Athletics Town Hall

- Discussion: Will take place on November 30th. Has informed Joel about the event. Athletics Ambassador will reach out the athletes. Scott will send out the information and let coaches distributed to the athletes as well.

7.3. CUE Board of Governors

- Discussion: Will be on Nov 25th, 8am – 12pm. VP Finance Brandon Vollweiter will be as an observer instead of President Kelsea Gillespie as Kelsea will be in Japan for Model UN Conference.

7.4. CSA Christmas Event

- Discussion: Ugly sweater contest will be on Dec 2nd with 3 or 4 gift baskets prizes. Final Thunderwear will be on same day with 3 prizes, including 2 Bestbuy gift cards and 1 Ikea gift card.
- CSA Christmas Party will be on Dec 18th. Lin will look into ways to facilitate and create rules for Secret Santa Gift exchange.

7.5. ACMHI Grant Approval

- Discussion: The remaining balance on ACMHI grant application has been approved. Mental Health Coordinator has set up a regular meeting with all peer support team every Tuesday at 11pm and they will invoice us every month instead of honorarium. Rachel will submit peer support team's paperwork,

reschedule the Pet Therapy date to Dec 5th, start planning next semester Wellness fairs.

8. Information:

8.1. Upcoming Club/Union Events

- Discussion: VP Internal will be in Model UN Japan Conference next week. All clubs should have received her out of office email. She will still check email in Japan. CSS Telus world of Science tomorrow. CAS's lecture on Nov 29th is cancelled due to no speaker is available. Christmas Tree in Tegler will be on Nov 26th. Need to find out if Park Club has done its Jasper Trip on Reading week already or not. The club members have not signed any travel waiver yet.

8.2. Next Meeting Time

- Discussion: Wednesday Nov 23rd, 3-5pm at HA 314. President and VP Internal will be in Model UN Japan Trip. President will try to send out Meeting minutes and agenda with ED before she goes. Dean of Student will be chair.

9. Round Table:

- Barb: Upcoming ConcordiaTalks event as follow:
 - Presentation of "Lindsey's Legacy" on November 21, 12pm to 1 pm at HA009. Lindsey was a young man who struggled with addictions and mental health issues, and passed away in 2012. Lindsey's mom, Christine, will share his story, and inspire participants to care for people with addictions and mental health issues.

- “Bringing in the Bystander on November 23, 12 to 1:30 pm at HA238. Tom maybe presenting the bystander to show how people respond to suspected sexual violence, and illustrate how to develop skills as a bystander.
- VP Finance: All model UN members have paid their union due before they go to Japan.
- VP Marketing: Updating CSA website meeting minutes. Some of them are under wrong category and need to be fixed.
- President: VP Finance and Ed please consolidate GL and budget and make sure they are correct and under control. VP Finance please do an office financial report before December on CSA up-to-date revenue and spending. Will do ED’s performance review after the Japan Trip. A Syrian Student inquired about applying for Student-led event fund to do a Syrian culture event.
- ED: Society Incorporation application has been mailed out to Service Alberta. Name Change Request has been faxed to CRA.

10. Adjournment:4:23pm

11. Action Item Review:

- VP Student Life/VP Marketing: Organize Friday Candy and beer bar decoration. Shop for Christmas ornaments, firewood, marshmallow for hot chocolate/barbeque, roasting stick, etc.
- VP Student Life: Start to prepare prizes for Ugly Sweater and Final Thunderwear Friday.

- VP Marketing: check how many mittens left in storage room.
- VP Internal: Follow up Park Club Jasper Trip on Reading week.
- VP Finance/ED: Start to prepare for CSA Semi-Annual Financial Report.
- President: Talk to Tom about Orientation T-shirt and prepare registration form.
- Barb: Inform Event Coordinator to prepare the volunteers' T-shirts (such as the design).
- ED: Inform Rachel to submit peer support team's paperwork, reschedule the Pet Therapy date to Dec 5th, start planning next semester Wellness fairs.
- ED: Look into rules for Secret Santa Gift exchange.
- ED: Find out which meeting minutes on CSA website needs to be corrected.