



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

November 23, 2016 at 3:00pm

HA314

**1. Call to order:**

**2. Roll Call:**

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

**3. 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.

#### **4. Approval of Agenda:**

##### **4.1. Agenda for November 23, 2016**

- **Motion:** To approve the amended agenda for November 23rd, 2016.
- Discussion: Spelling Correction: "mashmarrow" in 3.Action Item Review should be "marshmarrow"
- **MSC.**

#### **5. Approval of Minutes:**

##### **5.1. Approval of Minutes from November 16, 2016**

- **Motion:** To approve the minutes from November 16<sup>th</sup>, 2016.
- **MSC.**

#### **6. Unfinished Business:**

##### **6.1. Harry Potter Week**

- Discussion: Very successful. Lots of student participated. House leaders can give their team welcome speech after students get sorted on the first day. Wand/potion making can be moved to the same day after the sorting, or play Yule ball at that night, so students can start to play games on the first day. Should plan some games for Tuesday and Thursday to accommodate the students who only come to school for class on those days. Need to buy

more potion making bottles and limit students' potion making next time, as we ran out of bottles 25 minutes into the events and some students walked away with a bag of bottles. Same Security company, very good. Liquor sale was \$180, \$30 over budget. Overall expense is about \$1,100 and well under \$4000 in budget.

### **6.2. Faculty Apparel Sale update**

- Discussion: Received few online orders. VP Marketing will order over the Christmas and expect to receive on January.

## **7. New Business:**

### **7.1. ACHMI Report**

- Discussion: Mental Health Coordinator has sent out the report to VP Student Life. CSA Executives have discussed and highlighted the areas that needs revision, editing and polishing. VP Student Life will send the comments to Mental Health Coordinator. Final report will be reviewed on Mental Health Committee meeting next week and sent to ACHMI by December 1st.

### **7.2. Student Led Initiative Event**

- Motion: To accept Abdalraheem Alhalak's application for CSA student led event.
- Discussion: The event is Syrian Festival for the purpose of showcasing Syrian culture tradition and food to people on campus and improve communication between people from different culture background. It will take place at Tegler on Nov 28th, Monday from 12-1pm, no funding or volunteers require. Need to inform Bailie about the food on Campus.
- MSC

### **7.3. End of Semester Events**

- Discussion:
  - Friday, Nov 25th: Volleyball Pep Rally, Madeline will get Brett's office keys from Wendy to get the T-shirts.
  - Wednesday, Nov 30th: Yoga, Athletic Town Hall.
  - Friday, Dec 2nd: Final Thunderwear Friday, Ugly Sweater.
  - Monday, Dec 5th: Pet Therapy.

## **8. Information:**

### **8.1. Upcoming Club/Union Events**

- Discussion:
  - This Saturday: CCU Monthly Community Supper.
  - Next Monday: TTAC Tournament.
  - Friday, Dec 2nd: CCU Bake Sale. CSS Faculty Mixer.
  - Friday, Dec 16th: CCU Swing Dance.

### **8.2. Next Meeting Time**

- Discussion: Next Wednesday, Nov 30th 3-5pm at H314.

## **9. Round Table:**

- VP Marketing: Working on ASEC photos and will complete by next week. Some mittens can be donated to EAP students.
- VP Student Life:
  - Christmas tree set up today. 2 volunteers arrived at 8:30am but had difficulties in finding the Event Planner so VP Student Life were walking with them

around campus until 9:15am. 1 volunteer cancelled the night before and 1 volunteer came late.

- Also planning the spiritual week in next semesters. Welcome ideas from every one. Last year was Sandwich making and donate them to shelter.
- All house leaders please return the HP week riddles and gems.
- ACHMI Report deadline is coming up. Will let Mental Health Coordinator do it as priority and will do a 3 month performance review with Mental Health Coordinator.
- Huge Thank you to all CSA Executives on helping Harry Potter Week.
- VP Finance: Glad that Harry Potter Week is not over Budget.
- ED: In the progress of applying credit card from BMO. VP Finance Richard Curries is helping to facilitate. Thanks VP Student Life's sister Kassandra on helping the Harry Potter week.
- Dean of Student:
  - Will arrange CSA's meet with EAP students next Wednesday at 3pm to donate CSA mittens.
  - ConcordiaTalk -There will be a movie for Mental Health called "Art with Impact" at Tegler Student Centre
  - On next week Wednesday, November 30, from 4 to 6 pm. It will empower Concordians to gain a better understanding of mental health on campus.
  - Alberta Government no longer provide funding to Etutor after March next year. The company is looking

for partnering with post-secondary institutions but Concordia may discontinue due to short budget.

- Working with Judy on preparing Christmas Hampers for students in needs. So far have received 16 applications. Many applicants have children. Expecting about 30 hampers to give out. Will shop for food items and gift cards.

**10. Adjournment: 4:10pm**

**11. Action Item Review**

- VP Marketing: ASEC Photos.
- VP Marketing/ED: Prepare mittens for EAP students.
- VP Student Life: Prepare Performance Review for Mental Health Coordinator.
- All executives: Prepare Performance Review for ED.
- Barb: Arrange meeting with EAP students.