



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

November 2, 2016 at 3:00pm

HA314

1. Call to order: 3:08pm

2. Roll Call:

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

3. Action Item Review:

- VP Marketing: Coordinate Promo Day for Harry Potter Week.
- VP Internal: Cancel club retreat if no feedback is received.
- VP Student Life/Marketing: Prep for Harry Potter Week/buy new gear/prizes.
- VP Student Life: Coordinate President Krispin as Dumbledore.
- VP Finance: Send student fee transfer request to Student Account and start to prepare for Students Award Contribution.
- VP Finance and ED: Change CSA name with CRA.
- ED: Look for resources and materials for President's "Dear First Year" Project.
- ED: Register CSA with Societies Act.
- All Executives: November Report due on Monday, Oct 31.

4. Approval of Agenda:

4.1. Agenda for November 2, 2016

- **Motion:** To approve the amended agenda for Oct 26th, 2016.
- Discussion: Add 8.3 Christmas “Trees in Tegler.”
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from October 26, 2016

- **Motion:** To approval of the minutes for October 26th, 2016.
- **MSC.**

6. Unfinished Business:

6.1. Cafeteria Town Hall

- Discussion: President Krispin did an introduction speech and good job in listening and responding students’ feedback. Students from different group (freshmen, dorm students and senior students) asked questions, shared their experience, ideas and recommendation about campus food service operation. CSA Executives Council feels that they should continue holding events like this as student’s concerns coming up throughout the year, such as Mental Health Town Hall, Athletics Town Hall. It is a great way to get students involved and advocacy within the institution. Official summary will be drafted, reviewed and published on CSA website.

6.2. Craft Day

- Discussion: Many students participated and were very interested in making crafts. Students were not ready to go at the end and the event was extended another hour. VP Marketing felt very grateful that students appreciated and

enjoyed using the craft supplies and their positive feedback. Will do it again next semester.

6.3. ASEC Conference

- Discussion: President will print off the delegate packages for student leaders coming in and coil them in bookstore. All Executives, ASEC Executive Director, Baillie, Colette will help setup on Friday. Flowers and other decoration will arrive on Friday. Student delegation will be given their name tags, seated at the table and have a gift bag while they arrive at 9am on Saturday. The 2-day meeting schedule is available online. CSA are working hard to organize to make the conference impressive and interesting to make all ASEC attendants feel special and welcome, and think this is a great advocacy opportunity for students. President will be preparing signage to facilitate student delegate's parking. There will be a social Friday night in downtown with government officials and students executives.

6.4. Harry Potter Week

- Discussion: Not able to get Ravenclaw scarf online or in store. Have bookd the fire pit on Buffalo patio. Still need to book security, get a liquor licence, buy liquor, and order a cash box. Can offer 3 options for drinks: Beer, Mixed Drink, and coffee/hot chocolate. Look to get a patio heater to keep bartenders and students warm. A candy bar will be setup. Wand making can be held at the Mezzanine if allowed. Still waiting for Quidditch club response.

7. New Business:

7.1. Government of Alberta Tuition Review

- Discussion: All Executives have completed the Tuition Review survey individually at the meeting. Will promote this survey to student on Facebook. Deadline is Nov 30th.

7.2. EC Winter Retreat

- Discussion: Tentative date is set for January 22th.

7.3. CSA GC Christmas Event

- Discussion: Tentative date is set on December 19th. President welcomes everyone to join the Christmas planning.

8. Information:

8.1. Upcoming Club/Union Events

- Discussion:
 - Tomorrow Nov 3rd: CAS: Acoustic day and Auction
 - Friday Nov 4th: CSS: Bowling Night
 - GC representative need to be more dedicated on Faculty Apparel Sale.

8.2. Next Meeting Time

- Wednesday Nov 16th, 3-5pm at HA 314.

8.3. Christmas Tree in Tegler

- Discussion: Looking for 4-5 student ambassadors as volunteer and will post it on CSA website.

9. Round Table:

- President:
 - Met with Ed and talked about Online services at home page. Access will be given to President, VP Marketing and VP Internal to post events. Name of the site is still to be determined.
 - A student approached to ask if he can hold event at Tegler and invite artists, wants to connect us with

art community around Concordia and give some local artists exposure.

- Melanie Peck emailed about volunteer opportunities for business students to help on Income Tax Return. CSA will delegate this to CMC.
 - Talked specifically about Mental Health, UPass and parking on campus on the breakfast with Councillor Knack. It was a great opportunity for professional development and to connect with the fellow ESA Members. Next meeting with him will be on January 19th on Thursday.
 - Involvio trial today was very promising. Students can use it to coordinate school calendar, integrate bus route, upload cafeteria menu, etc. App also has CCR capabilities. App will take lot of manpower and enthusiasm to sustain over the year.
 - On Campus Counsellor's information is not available on Concordia's homepage. These information should be more accessible and easier to find for students.
 - Winter Orientation will be organized by new event planner and CSA will facilitate.
- VP Student Life: ACMHI Survey results came back. Concordia has the second highest number of students that did the survey. Recommend the institution to inform the faculty about the information resources available on campus so they can promote them to students as opposed to telling students otherwise.
 - Dean of Student: Was invited to United Nation Women Safe Cities Initiative representing Concordia. The meeting

will be held in Edmonton, for supporting the development of innovative local strategies to address and prevent sexual violence. Heading to Portuguese for an international conference during Reading week.

- VP Marketing: Working on updating Craft Day on Instagram. Very excited for ASEC conference.
- VP Finance: Visualecho received the bankdraft in mail. Participating in Movember!
- VP Internal: One of the Bolt writers wrote about something needs fact checking, will be in contact with Bolt about some management issues.

10. Adjournment: 4:45pm.

11. Action Item Summary:

- President/VP Student Life: Look into patio heater options for Harry Potter week.
- President/VP Student Life: Confirm with Colette whether wand/potion making is allowed at the Mezzanine.
- President/ED: Draft Cafeteria Town Hall Summary.
- VP Marketing: Put up posters for Harry Potter Week.
- VP Marketing: Communicate Town Hall's feedback to Bailie/Food Services User Group.
- VP Student Life: Book Security, get liquor licence, order hot chocolate from Bailie, order liquor for Winter Patio Party/Harry Potter week.
- VP Student Life/VP Marketing: Post Student Ambassador for Christmas setup on CSA Website.
- VP Finance/ED: Schedule an appointment with Dr Richard Currie consulting about credit card application and policy.
- VP Finance/ED: Collect all food bank jars on campus Friday afternoon

- VP Internal: Communicate with Bolt about management issues.
- All Executives: Prepare for ASEC Conference setup on Friday.
- All Executives: October Report due on November 15.
- Dean of Student: Book room with Colette for Athletics Town Hall on Nov 30th.
- Dean of Student: Communicate with Joel about the Town Hall and encourage athletes and captains to come on the meeting.