



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

October 12, 2016 at 3:00pm

HA314

1. Call to order: 3:08pm

2. Roll Call:

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

3. Action Item Summary:

- President: Write “Dear First Year” email.
- VP Student Life: Extend contract to DJ Tyco.
- VP Student Life: Inform Judy about announcement for GFC – Global Ethics Day.
- VP Student Life: Acquire Public Re-Sale Liquor License.
- VP Marketing: Remarket the weight training events.
- VP Marketing: Create posters for cafeteria Town Hall.
- VP Marketing: Fix up Food Bank Jars.
- VP Finance: Set up Food Bank jars on campus.
- VP Internal: Ask Zac to join Ethics panel.
- ED: Put Paint Night tickets in the bookstore.

- VP Marketing/Student Life: Prepare interview questions and conduct Athletics Ambassadors interviews.

4. Approval of Agenda:

4.1. Agenda for October 12, 2016

- **Motion:** To approve the amended agenda for Oct 12th, 2016.
- Discussion: Add 6.5 NUANS Report, 7.4 Thunder Athletics sale.
- **MSC.**

5. Approval of Minutes:

5.1. Approval of Minutes from October 5, 2016

- **Motion:** To approve the minutes from October 5, 2016.
- **MSC.**

6. Unfinished Business:

6.1. Open House

- Discussion: The open house event will be at this weekend Oct 15th, 10am-2pm. All unions and clubs are invited to come. VP Marketing will be there from 9 to 11:30 to set up and decorate CSA and the Bolt's booths, and manning the table. VP Internal will be there early for club booth setup. VP Finance will come at noon. VP Student Life sent the Student Ambassadors list to Mike. There will be training session today and tomorrow.

6.2. Athletics Ambassador

- VP Marketing will make decision before Friday and hoping the new athletic ambassador will assist in Thunder wear Friday, as VP Finance and VP Student Life will be at GFC, VP Internal and the Mental Health Coordinator will do Peer support team interviews at noon.

6.3. CUCASpooka

- Discussion:
 - Quote from Sawmill has come back to be \$4350, including food (200 sandwiches and vegetarian pinwheels, 4 bowls of spinach dips), 3 bar and 3 bar tenders
 - Photo booth \$1000
 - DJ \$1500
 - Liquor \$3000
 - Liquor licence \$500 (estimated)
 - 1 Bus to commute \$200
 - ATM \$1200 (estimated)
 - rental facilities (venue) \$5500
 - security \$2000 (estimated)
 - Ice, and prizes \$300 (estimated)
 - will try to reuse the decoration from last year.
- Recommend to consider holding the event with Northlands next year as they provide all bar services, drinks, securities and venue at a lower cost than doing it all separately.
- VP Student Life will meet the AGLC Inspector to finalize the Liquor licence application today at 5:30pm, and will plan on when to purchase liquor and how to storage them. VP Marketing will make a drink signage. 380 tickets are available, \$15 each. 16 of them as giveaway prizes but some will be given to GC members, 200 in bookstore and 164 will be on Eventbrite. ED will contact bookstore to pull out 164 ticket.

6.4. Club and Union Events

- Discussion: YAC's Pinkberry Sale did not turn out as expected because the choir from music department was performing chapel service at Tegler the same time.

6.5. NUANS Report

- **Motion:** To purchase a 2nd NUANS report and officially change our name to Concordia Students' Association
- Discussion: In order to register the society with Service Alberta, one need to choose a society's name and get an Alberta NUANS report and review it to make sure there is no other society with an identical name. NUANS report can be purchased online or in Registry. We purchased our 1st NUANS report and gave them 3 name options. The registry only search one proposed name Concordia Student Association, same as what Darlene registered with CRA. As all our logo and brand are under 'Concordia Students' Association', rebranding our name will be more expensive than changing our name in CRA. However, as Board of Governors is considering and will vote on making the institution public, our CSA's name may have to change next year to Union. We may wait until the institution finalize the vote in November.
- **Motion Failed.**
- **Motion:** To table the name change for next meeting.
- **MSC.**

7. New Business:

7.1. Mental Health Office Computer and Desk

- **Motion:** To order a new writing desk for Mental Health Office.

- Discussion: Current monitor is broken. A new has been ordered with Dante in IT. New writing desk to be purchased from Costco.

- **MSC.**

7.2. Dean's Working Group – Campus Mental Health

- Discussion: VP Student Life is going to attend the Institution Mental Health Committee meeting next Monday at 8am with Deans from different faculties, to discuss the National College Health Assessment that Barb presented to us last week. CSA President will be at Taipei International Conference and not able to attend.

7.3. Costume Contest

- Discussion: Oct 31st 12pm. Requested a stage from Colette. \$200 goes towards prizes. Will setup judging table, stage, decorations, how to get more audience involved, how to introduce contestant on the stage.

7.4. Thunder Athletics sale

- Discussion: Not sure if Athletics want CSA to manning the table or just market the event. Recommend to change the date not to conflict with CUCASpooka.

8. Information:

8.1. ESS ATA Audit

- Discussion: ESS Income Statement is completed and sent to ATA today by ESS Faculty Advisor Dr. Brent Bradford.

8.2. New Meeting Times

- Oct 19th 3-5pm in HA 314.

9. Round Table:

- VP Finance: Excited for Halloween and costumes.
- VP Internal: Institution's calendar still need to be improved as does not provide enough event schedules and it is frustrated to have

unexpected event conflict with each other. Club retreat will be on Oct 29th and VP Student Life is invited to come and speak about the student led event. Hoping most club will come.

- VP Marketing: Working on a variety of marketing projects.
- ED: Executive report due on Oct 15th. Recommend President to bring the laptop for recording the meeting minutes next time.
- VP Student Life: Need to find a payment method from TD Bank account to Photo Booth Company as they need the deposit (Half price) before the event. Options includes email money transfer or bank draft. Looking forward to everything that's coming up in the last two weeks of October.

10. Adjournment: 4:20pm