



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

October 19, 2016 at 3:00pm

HA314

**1. Call to order: 3:07pm.**

**2. Roll Call:**

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

**3. Action Item Summary:**

- President: Write “Dear First Year” email.
- VP Student Life: Inform Judy about announcement for GFC – Global Ethics Day.
- VP Student Life: Acquire Public Re-Sale Liquor License.
- VP Student Life: Conduct Peer support team interviews.
- VP Student Life: Attend Campus Mental Health Meeting.
- VP Student Life and VP Finance: Make deposit payment to Sawmill, DJ Tyco and Photo Booth Company.
- VP Student Life, VP Marketing and VP Finance: Sort CUCASpook’s decoration in the storage room from last year.
- VP Marketing: Extend offer to new athletic ambassador.
- VP Marketing: Organize promo day for CUCASpooka

- VP Marketing Set up Food Bank jars on campus.
- VP Marketing: Remarket the weight training events.
- VP Marketing: Create posters for Cafeteria Town Hall.
- VP Marketing, VP Internal and VP Finance: Running CSA table in Open house.
- VP Finance and ED: Buy a new desk for Mental Health Coordinator's office and record it in Asset Registrar.
- ED: Pull CUCASpooka Ticket out from Bookstore.
- All Executives: September Reports due on Oct 15<sup>th</sup>.

**4. Approval of Agenda:**

**4.1. Approval of Agenda for October 19, 2016**

- **Motion:** To approve the amended agenda for Oct 19<sup>th</sup>, 2016.
- Discussion: Add 6.7 ASEC Conference, 6.8 Spring Break/Snowjam.
- **MSC.**

**5. Approval of Minutes:**

**5.1. Approval of Minutes from October 12, 2016**

- **Motion:** To Table Approval of the minutes for October 12<sup>th</sup>, 2016 to next week.
- **Discussion:** President was away, ED has drafted the Meeting Minutes but not yet sent out.
- **MSC.**

**6. Unfinished Business:**

**6.1. Open House**

- Discussion: Event went very well. Faculty, Clubs and Unions that showed up did great. CSA should be presented as being more distinguished than clubs, in terms of decoration and the booth location. The Bolt and CSA has to use the same table at one time so make sure

next time the enough tables are booked with Mike. VP Internal will communicate the Open House suggestion to Mike and event planner.

## **6.2. CUCASpooka**

- Discussion: Mostly prepared and not much else money needed to spend. Still looking for the lights in storage room from previous year and other decorations. All executives will be there for set up on Saturday at 10am. ATM machine will come by noon, Sawmill at 6pm, photo booth at 8pm. Executives as event organizers are not allowed to be drinking according AGLC protocol, and may work 16 hours to run the event so need to be physically prepared. Also Ink stamp will be used at admission instead of wristband for identifying students at the drinking age, suggested by AGLC (because wristband can be easy to transfer if not properly fastened). VP Student Life has posted on Student Ambassador calling for more volunteers on that day.

## **6.3. Club and Union Events**

- CSS Wind Night: This Thursday, Oct 20th.
- CMC Kernal Sales: Next Friday Oct 24st & Monday Oct 31st.
- CSS Bowling Night: Friday, Nov 4th.
- CAS Acoustic Auction: Friday, Nov 4th.
- Discussion: will suggest the clubs and institution to follow rules and be respectful to the students in class while holding the event at Tegler. Also will suggest the clubs and unions to put their name on their poster.

## **6.4. Global Ethics Day**

- Discussion: Around 30 students attend on their free will and it was successful. Students want more panel discussions that contributes to their professional development and academic career. The school should also focus on professors engaging students.

#### **6.5. NUANS Report**

- Discussion: CSA can change the current CRA's registered name from Concordia Student Association to Concordia Students' Association to match our current brand and logo. CSA will change the school and association name with the Institution next year should the Board of Governors decided to make the school into public.
- **Motion:** To change CSA's registered name with CRA from Concordia Student Association to Concordia Students' Association.
- **MSC.**

#### **6.6. Thunder Athletics Sale**

- Discussion: Athletics Coordinator Nathaniel contact CSA to pick two days for vintage CUCA Athletics sale. Will suggest that the Coordinator need to inform and communicate with the athletes about the pep rallies date and time.

#### **6.7. ASEC Conference**

- Discussion: Happening on Nov 5 & 6<sup>th</sup>. Program Pamphlets expense can come out from ASEC Conference budget, decorations from VP Marketing decoration budget line, Marketing discretionary, or even President discretionary. VP Marketing will buy some Christmas lights and coordinate with Colette on the conference. Will

contact with Cole and check online to see how many delegations will attend.

### **6.8. Spring break/Snowjam**

- Discussion: Spring break trip usually takes a lot time and energy to organize but not many students involved. It is also not financial feasible for some students after Christmas season. Snowjam's promotion is on Campus now. CSA can help and navigate Campus Vacation and other agencies to promote Spring break trip on campus and not organize the trip this year.
- **Motion:** To promote Snowjam and alternative spring break vacation options to accommodate varying student interests, rather than pursuing a CSA-organized Spring Break trip.
- **MSC.**

## **7. New Business:**

### **7.1. Upcoming Halloween Events**

- Discussion: CUCASpooka at this Weekend, Pumpkin Carving on Oct 26<sup>th</sup>, and Costume Contest on Oct 31<sup>st</sup>. Executives will be in their Costume on Contest day.

### **7.2. Paint Night**

- Discussion: Same day as Pumpkin Carving. Tickets sold very well at the bookstore. President and VP Student Life will coordinate food for the event through Rachel/Bailie.

### **7.3. Basketball Pep Rally**

- Discussion: Happening this Friday. Scott will send game list before the event. New athletic ambassador will assist. Need some T-Shirts and Stress Ball from Brett's office. Prize will be sweaters and CUCASpooka Tickets.

#### **7.4. November 2 Mental Health Event**

- Discussion: May need to remarket the “Weight Training” Day as it wasn’t successful. Wellness Walk was very successful and received good feedback from participants. Craft Day in Tegler has been popular in the past. VP Student Life and Marketing will need to rebook for the event.
- **Motion:** To replace the “Weight Training” event with Craft Day in Tegler.
- **MSC.**

#### **7.5. Harry Potter Week**

- Discussion: From Nov 14th – 18th. VP Internal will contact a sport team for the Quidditch game. Can use the decorations from last year. Plan to get securities, liquor license, do hotdog with hot chocolate outside as a patio party and will follow up with Colette. Need to come up with better prizes and point system than last year.
  - House leaders:
    - Gryffindor: Brandon
    - Slytherin: Laura
    - Ravenclaw: Natasha
    - Hufflepuff: Madeline
    - Email Judy to get President Krispin come to do a speech as Dumbledore.

### **8. Information:**

#### **8.1. New Meeting Times**

- Next week Oct 26th at 3-5pm.

#### **8.2. Flu Shots**

- Oct 26th and 27th from 10am to 3pm at Room S206.

### **9. Round Table:**

- VP Finance: Blood drive tomorrow, everyone is encouraged to donate.
- VP Student Life: Still have to find things for CUCASpooka.
- VP Marketing: Very excited for CUCASpooka and ASEC Conference.  
Laura to bring in Faculty of Art for Faculty sales.
- VP Internal: Club retreat is coming on Oct 29th. Will revamp the last year's Club Retreat with a more informative PPT and more detailed explanation on all the CSA forms. Chief from Bolt wants to hand out Bolt's T-shirt on pep rally to bring up the awareness of Bolt.

**10. Adjournment:** 4:30pm.