



Concordia University of Edmonton

# Students' Association

## Executive Council Meeting Minutes

October 26, 2016 at 3:00pm

HA314

**1. Call to order: 3:38pm**

**2. Roll Call:**

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

**3. Action Item Summary:**

- President: Write “Dear First Year” email.
- President/VP Marketing: Coordinate ASEC promo material.
- VP Finance and ED: Purchase new desk for Mental Health Coordinator.
- VP Finance and ED: Change CSA name with CRA.
- VP Finance: Coordinate cash boxes for events next week.
- 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: Basketball pep rally.
- VP Student Life: Book new Mental Health Craft Day in Tegler for November 2.

- VP Student Life: Complete CUCASpooka preparation.
- VP Student Life/Marketing: Hire Peer Support Team.
- VP Student Life/Marketing: Prep for Harry Potter Week/buy new gear/prizes.
- VP Student Life: Coordinate President Krispin as Dumbledore.
- VP Student Life: Prep for pumpkin carving and paint night.
- VP Internal: Communicate feedback to Mike/Event Coordinator about Open House.
- VP Internal: Contact sports teams about Quidditch Game.
- VP Internal/Marketing: Coordinate Faculty Hoodie Sales.
- ED: Register CSA with Societies Act.

**4. Approval of Agenda:**

**4.1. Agenda for October 26, 2016**

- **Motion:** To approve the amended agenda for Oct 26<sup>th</sup>, 2016.
- Discussion: Add 6.6 Spring Break, 7.4 CUE Pride Parade, 7.5 Costume Contest.
- **MSC.**

**5. Approval of Minutes:**

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

- **Motion:** To approval of the minutes for October 12<sup>th</sup>, 2016.
- **MSC.**

**5.2. Approval of Minutes from October 19, 2016**

- **Motion:** To approval of the minutes for October 12<sup>th</sup>, 2016.
- **MSC.**

**6. Unfinished Business:**

**6.1. CUCASpooka**

- Discussion: Event went smoothly. Ticket sales went really well. 16 were giveaway as prizes, 247 were sold in book store, 89 on Eventbrite. Mixed drinks were most popular. Photo booth was huge hit. A student broke a table but the security company was very professional and able to manage the incident. Table was fixable so little or no charge on damage deposit. Security company was amazing and highly recommended for next time (Titanium). Hiring Sawmill again as bartenders is not recommended. Venue was low cost and the only option for that day, but was too large for the stated capacity, and difficult to clean up without any support from the owner. Lineup for drink was too long, liquor sales ended at midnight was too early in some students' opinions and we had to do ticket refund at the end. For future events that involve alcohol sales, CSA should do last call 1.5 hours beforehand and repeat announcement every half hour. Drink tickets need to be in distinct colours and easy to recognize.

## **6.2. ASEC Conference**

- Discussion: Preliminary design of brochure the program and schedule was presented by VP Marketing and small modifications were put forward by other executives at the meeting. Most decorations and materials have been ordered. President Gillespie plans to run for ASEC Chair at the Advocacy Conference. Friday night all Executives will stay to set up lights and signage.

## **6.3. Harry Potter Week**

- Discussion: Students can preregister or sign up and Team on Monday (Day 1), Laura will contact the Quidditch

player and they should have the gears. Quidditch pong and Butterbeer flip cup on Wednesday (Day 2). Wand and potion makings on Friday (Day 3). Will email Bailie for hot chocolate and Colette for a fire pit outside patio. Will look into lantern for patio decorations. Proposed name to be Hogsmeade Winter Village/Hogsmeade Festival.

#### **6.4. Club/Union Events**

- Discussion: This Friday: YAC Breast Cancer Foundation Fundraiser 12-1pm and CMC popcorn sale at 2pm at Tegler.

#### **6.5. Cafeteria Town Hall**

- Discussion: Will be held at T104 next Wednesday. President Krispin will give a speech. President Gillespie has informed Baillie and received very positive response. VP Marketing will be in both Craft Day and Town Hall.

#### **6.6 Spring Break**

- Discussion: Snow Jam Trip is almost full and posters will be pulled off once it is sold out. Will invite Brewsters in campus for information about additional trips available for students.

### **7. New Business:**

#### **7.1. October Reports**

- October Reports due on Oct 31st.
- November GC Meeting has changed to Nov 3rd, a week after October GC Meeting, due to a conflict with CSS Telus event. President Gillespie and VP Internal Hebert will be on Model UN Japan Conference on the week of Nov 21<sup>st</sup>. Barb will chair the EC meeting on that week so other executives can meet quorum for voting.

#### **7.2. Concordia Mental Health Strategy Feedback**

- Discussion: Will be written by Barb, Dean of Students and Natasha, VP Student Life in January.

### **7.3. Credit Card Policy**

- Discussion: Credit card PIN will be known by ED, and kept in VP Finance custody.

### **7.4. CUE Pride Parade**

- Discussion: Happening at Wednesday March 15<sup>th</sup>, as “ConcordiaTalks” Initiative and partnering with the Pride Club. Parade will start at 12:05pm, and wind the way through campus, hopefully picking up people on the way. President Krispin and Pride Club will give short speech. CSA, Concordia, HIV Edmonton and Pride Centre Edmonton will all have information booth. Suggest to invite Prime Minister Justin Trudeau, and Minister of Alberta Advanced Education Marlin Schmidt.

### **7.5. Costume Contest**

- CSA received an email and has been accused of culturally appropriating Mexican Culture by posting our Costume Contest with the Day of the Dead. CSA was really concerned about the email and it was brought forward for discussion. CSA does not think it would be appropriate to change all posters this late, but will record the incident and change practices for next year. It is a learning process for everyone. CSA will be happy to talk to any student and want to make sure they are OK and comfortable. Barb will draft up the response email on behalf of CSA.

## **8. Information:**

### **8.1. Budget Update**

- \$254,000 in revenue and \$77,000 in expenses.  
CUCASpooka: \$17300 including the venue deposit in

expense, \$5000 in drink revenue, \$1300 in online ticket sales, more than \$3800 in bookstore ticket sales. CSA raised 69% of cost for CUCASpooka which is a huge success from the VP Finance portfolio.

### **8.2. New Meeting Times**

- Discussion: Next Wednesday, Nov 2, 3-5pm at HA 314

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

- President: Nov 15th and 16th free sessions on Student Finance Budgeting/Credit at 5pm in HA009 offered by Credit Counselling Society (CCS). CSA's contribution to the Students' Awards need to be handed in in December.
- Dean of Student: Gathering at City Hall at 9:30am on Friday to stand against the hateful poster and comments against Muslims on U of A campus.
- VP Internal: Club Retreat on Oct 29<sup>th</sup> will likely be cancelled due to the fact that only one club has responded.
- VP Student Life: Salman Rushdie's Haroun and the Sea of Stories will be presented at CUE's theatre from next Friday, Oct 28th to Sunday, Nov 6th. There will be Theatre Dedication before the show and Alumni Reception after the performance to Al & Trish Huehn. Alberta Advanced Education is seeking feedback on Tuition Review at alberta.ca and VP Student Life suggests to put that on next meeting agenda. French Professor suggested to have a French Society at CUE.

### **10. Adjournment: 5:18pm**

### **11. Action Item Summary:**

- 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.