



Concordia University of Edmonton

Students' Association

Executive Council Meeting Minutes

September 28, 2016 at 3:00pm

HA314

1. Call to order: 3:05pm.

2. Roll Call:

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

3. Action Item Summary:

- President: Administer ACMHI Survey as soon as possible.
- President: Book Model UN hotels/conference fees.
- President: Check availability for rooms for Global Ethics Day presentation.
- President: Follow up with ASEC about hosting a conference in November.
- President: Book hot chocolate with Mandolin Books & Coffee for Wellness Wednesday Walk.
- President/VP Finance/ED: Go through preliminary asset register on Friday morning.
- President/VP Finance: Make donation to CNIB.
- VP Finance: Collect Model UN delegate fees.

- VP Student Life: Follow up on CUCASpooka DJ.
- VP Marketing: Put link to ACMHI survey on social media.
- VP Marketing: Order October marketing supplies.
- VP Marketing: Schedule Model UN group photo.
- VP Marketing: Prepare eight speaker gifts/marketing material for Global Ethics Day.
- VP Marketing: Donuts for Promo Day.
- VP Marketing: Concordia “We Believe You” campaign.
- VP Internal: Send Model UN travel form to President, follow up on travel arrangements.
- All Executives: Attend CNIB Nightsteps if available.

4. Approval of Agenda:

4.1. Agenda for September 28, 2016

- **Motion:** To approve the agenda for September 28,2016.
- Discussion: Add 7.4 Union Faculty Apparel.
- **MSC.**

5. Approval of Minutes:

5.1. Minutes from September 21, 2016

- **Motion:** To approve the agenda for August 30, 2016.
- **MSC.**

6. Unfinished Business:

6.1. CUCASpooka Update

- **Motion:** To go in camera at 3:18pm.
- **Motion:** To go out of camera at 3:31pm.
- Discussion: Have purchased PAL (Alcohol Insurance) for \$2 million coverage on property damage liability as per requested by contract with Alberta Aviation Museum. Waiting for Public Health

inspector response on Liquor licence. Need to make a shopping list for CUCASpooka decoration and Pumpkin Carving. Sawmills will provide bar tendering and food. Food suggestion – Sandwich platter with vegetable, spinach dip, chip & candy bar. Drinks – one beer bar and one liquor bar. Three Bartenders – one for each bar plus a floater. 4 ticket booth. Need better plan for cash float. Will need transportation (taxis) on site, and a display sign for students parking overnight. Business proposal at 12:30pm this Friday.

6.2. ASEC Conference

- **Motion:** To go in camera at 3:42pm.
- **Motion:** To go out of camera at 3:46pm.
- Discussion: CSA will host the ASEC meeting on Nov 5 & 6. President – will look into the options for entertainment, accommodation and dining. Need a decoration plan if having the dinner at Tegler.

6.3. Asset Register

- Discussion: Preliminary asset register is updated with President. Keep track of inventory. Going forward CSA will record the date and value when purchasing durable items and capital assets. ED – will draft up a purchasing policy to encourage CSA purchase quality products and services at reasonable and competitive price.

6.4. We Believe You Campaign

- Discussion: It is a campaign intended to send a collective shout-out and encourages victims of sexual assaults to share their experiences with

friends, counsellors and police. CSA is pleased to support and bring the campaign on campus. VP marketing and Concordia marketing team will take CSA video and photo shoot for the campaign promotion next Wednesday EC meeting. VP Internal – will sent out invitation to clubs & Unions to be involved.

6.5. CNIB Nightsteps

- Discussion: It was a fun event. A simple 5 km walk at night, raising funds to support CNIB's vital services that help people who are blind or partially sighted. Around 15 students participated. There was BBQ and a speech at registration. President - CSA will donate \$400 to CNIB – Edmonton. VP Finance – will make expense form tomorrow, budget line from Freshmen Challenge.

7. New Business:

7.1. Club and Union Events/Tegler Forms

- Discussion: VP Internal – Have shared event calendar with all executives and clubs. All clubs are given access to schedule and edit their event date on Google calendar. VP Internal – will put CSA event in Club calendar if possible. VP Finance – Pride Club already submit Float request for the Ice Cream Sales on Oct 7th. VP Student life – will confirm if Bailie has received an on campus food event list.

7.2. CUE Open House

- Discussion: From 10am to 2:30pm on Oct 15th, Saturday. VP Finance/Internal/Marketing: Will do

shifts to help setup and command the booth.

Madeline morning shift, Laura afternoon shift.

7.3. CUE Co-Curricular Record/Activities List

- President: Met with Kelsey Hunden to discuss co-curricular records. Co-curricular record will be added to student's transcript. CSA officially recommend it to be retroactive, will offer to current students and go back as far as their degrees. Students will graduate with a history of their campus involvement. VP Internal – will make a list of club executives' titles and position. VP Internal – will do authorization/level of approval for clubs & unions. Clubs has to submit a list of their members. Activities list – Freshmen Challenge, Student Ambassadors, Supplemental Instruction, Campus Job (including STEP), Buddy System, Athletes, Choir.

7.4. Union Faculty Apparel

- Discussion: VP Marketing – has been contact with Art, Science and Management student reps. Currently making all marketing material, will start advertising them on the week of Oct 10th. By then all faculty has to decide the company they go with. All Faculty will has “CUE”, “Faculty of” and are recommend to go with Tylene (sportswear and promotion good company in Edmonton) as it has been our supplier for long time. Science Faculty will make decision on next Monday which company they want. Management also to do both body hug and cardigans. Will go with Tylene. Art has options

to add new special logo and may cost more. Order open until middle or the end of November, sent in Christmas, and distribution in January.

8. Information:

8.1. September Reports

- Due on Oct 13th. Send to ED.

8.2. Budget Update

- Discussion: VP Finance - to date total expenses are \$233,000, \$106,000 was to Gallivan. Total revenue is \$64,000, including \$37,000 ACHMI Grant applied by VP Student Life and \$5000 from Lutheran investment.

8.3. Upcoming Events

- Mental Health events:
Weight Training for Wellness Wednesday Next week.
Yoga class, free massages, Paint Night.
- Halloween Events:
CUCASpooka Oct 22nd, Pumpkin Carving Oct 26th,
Costume Contest Oct 31st.
- Global Ethics Day Oct 19th.
- Flu shot provided in S206 on Oct 26 & 27th from 9am to 4pm, by Shoppers Drug Mart. Students have to bring Health Card.

8.4. Next Meeting Time

- Next Wednesday, Oct 5th 3pm-5pm

9. Round Table:

- **VP Marketing:** Very excited for paintball. CUCA ticket has been ordered and should be in by this Friday. Will be sent in bookstore by ED as soon as they arrive. The volunteer Yoga instructor is free to pick any class time on Mondays. Cross Country golf pep rally on Oct

- 7th. Scott will notify the coach. Need Pep Rally's Tshirt in Brett's Office. Holiday season is coming so will buy pumpkin carving materials by the week of Oct 10th. "We believe you" Campaign CSA photo shoot on Next Wednesday meeting time.
- **VP Finance:** Very excited for CUCASpooka and announcing athletes' names in Pep Rally. Will create Pep Rally's game. Not able to attend Councillor Knack pancake breakfast (will be in Vancouver).
 - **VP Internal:** Look for date for club retreat. May be a weekend in October. President suggest to be on Sunday 16th daytime and Tuesday 18th evening. Club guidebook is ready to send out. Will find more pictures.
 - **VP Student life:** Waiting for public health inspector's approval on CUCASpooka. Purchased insurance today. Excited for October mental health event, yoga and free massages. Rachel has received a few applications for Peer Support Team.
 - **ED:** First month of work is done, and very happy to be working with the CSA. Everyone in the team is super awesome and supportive. Will take tomorrow afternoon off from 1 pm and come back for the evening GC meeting at 7:30pm
 - **President:** Barb, Dean of Student and Dr. Time Loreman, VP Academic will join in Oct 26th EC meeting to discuss the Student Experience Advisor position (previous Brett's). In contact with city Upass, will setup a booth on November for student vote. Planning ASEC conference. All executives input are welcome. As EC miss the fall retreat, will do something for group sprit and team bonding.

10. Adjournment: 4:45pm.