



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2014 – 2015

Date: July 08th 2014

Time: 5.02 pm

In Attendance:

NATALIA BINCZYK (Chair)

JAMES HWANG

MARINA BANISTER

CORY HODGSON (Proxy for TYMOTHY JADDOCK)

Excused Absence:

Others in Attendance:

JUSTIS ALLARD

TRAVIS DUECK

NICHOLAS DIAZ

SACHITHA KUSALADHARMA

1. CALL TO ORDER:

The meeting was called to order by BINCZYK at 5.02 pm.

2. APPROVAL OF AGENDA

BINCZYK amended the agenda to move the item "Council FB page set up" to the Discussion Period, and to add the item "Clubs Fair table rental" to New Business.

BINCZYK moved to approve the agenda for July 08, 2014 as amended.

The motion was seconded by HWANG.

Vote 5/0/0

CARRIED

3. APPROVAL OF MINUTES

BINCZYK moved to approve the minutes for June 17, 2014 as tabled.

The motion was seconded by HODGSON.

Vote 4/0/1 (Abstention by DUECK)

CARRIED

BINCZYK: We only have the option of selecting certain specific colors for the

4.
ANNOUNCEMENTS

jackets.

Vice-president Hodgson informed us that it's possible to volunteer for the alumni event in September. Those volunteers will not have to pay the top-up money.

HODGSON: Yes. Every councillor can volunteer.

BINCZYK: There's no definite decision about the Council photo. We will definitely have it on the website.

HODGSON: I'm not really sure if everyone had their photos taken. I can ask Michael tomorrow.

I also want to inform everyone about the wiki format of the bylaws.

HWANG: Yes. It's in a wiki format, and interactive. We would also be able to track changes.

BINCZYK: Would it be just the bylaws?

HODGSON: Our intent is to bring every Student's Union (SU) legislative document into this. However, it's just the bylaws for now. We will have a demonstration about this at the next Council meeting.

BINCZYK: Some of the documents on the Council website are outdated.

HODGSON: We will inform the individual committees about this.

BINCZYK: Who will do the changes on the SU website?

HODGSON: The website would just have a link to the wiki.

DIAZ: The formatting of the bylaws is currently not consistent.

HODGSON: They will be from now!

BINCZYK: Great. I would also like to inform everyone that we have a new councillor (Councillor Dueck) at the meeting.

5. OLD BUSINESS

Amending CAC's (Council Administration Committee's) Standing Orders –
Addition of a section "Student's Council Surveys"

BINCZYK: Vice-president HODGSON and I worked on wording for the Standing Orders to include stuff on surveys.

Do you think we should specify the time frame?

DIAZ: What happens if they don't follow the deadline then?

HODGSON: I tagged this section at the end of the Standing Orders. I couldn't find any other suitable section to add it.

BINCZYK: I'm fine with having it at the end.

HODGSON moved to amend Council Administration Committee's Standing Orders to include a section on councillor surveys.

"Councillor Surveys

40. *The Council Administration Committee shall conduct surveys of Councillors' knowledge, experiences, and perceptions of Council at the beginning and end of their terms.*

41. *The intro survey shall occur within two weeks after the summer Council retreat has concluded.*

42. *The intro survey shall be conducted within two weeks after the Fall Council retreat for Councillors elected in the fall by-election.*

43. *An exit survey shall be conducted in April before Councillors' terms end.*

44. *The Council Administration Committee shall prepare two reports on survey results and present them to Council at the following times:*

- a. *The first report shall be presented after the summer survey results are analyzed. The presentation shall include survey results from previous years.*
- b. *The second report shall be presented before the end of Councillors' terms. The report shall compare results from all surveys conducted during the year.*

”

The motion was seconded by HWANG.

Vote 5/0/2 (Abstentions by DUECK and BANISTER)

CARRIED

Amending Students' Council's Standing Orders – Clarifying attendance during in-camera sessions via Skype

BINCZYK: Last year, CAC amended the Student's Council's Standing Orders regarding this. But, the addition hasn't appeared.

BINCZYK read out the proposed amendment.

DIAZ: Skype is a specific company. We should use a generic word for this such as audio/video conference services.

HODGSON: The second clause may be interpreted as talking with friends!

BANISTER: Can proxies attend via skype?

BINCZYK: Theoretically, this is an alternative to having proxies. So, I don't think so.

HODGSON: I think it is preferable to have a proxy as opposed to attend via audio/video conferencing.

ALLARD: What happens if a long-term proxy can't make it?

BINCZYK: I think we should keep it as it is. There would be infinite different possibilities to consider if we want to write down all possible scenarios.

BINCZYK moved to amend Student's Council's Standing Orders to add Section 26 (4) as given below.

“Councillors may attend Council meetings via audio/video conference services upon providing the Speaker with appropriate notification. Councillors attending via audio/video conference services may continue doing so during in-camera sessions.”

The motion was seconded by BANISTER.

Vote 7/0/0

CARRIED

Council Mentorship Program

BINCZYK: The Councillor who brought this up has resigned. He said that there was no visibility for the mentorship program on the website. If CAC doesn't object, I'll get in touch with either Nicole or Craig about this.

DIAZ: I also have no idea about the terms of the programs.

I would like to tell you that the SU is building “Student Life central”. It will be run by senior *InfoLink* staff. If anyone wants to get involved in on-campus

activities, that will be *the* place to head first.

HODGSON: It may be good to have one small handout.

BINCZYK: We were talking about 1 efficient handout having information on everything.

DIAZ: Nigel and I will have a discussion about the trifold. The cheaper option is to have a cardboard one.

BINCZYK: I'll follow up about the website, and with Nigel. If we go ahead with Class Talks, we can inform students through that.

6. NEW BUSINESS

Clubs Fair Table Rental

BINCZYK: We are planning to rent out a table at Clubs Fair through the \$140 we get from the Outreach Fund. Should we do all 5 days?

BANISTER: Yes. We should do all 5 days.

HODGSON: I would be cautious about doing all 5 days. It's a big commitment.

BANISTER: We should have a representation of Students' Council there. It looks bad if we are not making the commitment.

DIAZ: It's the biggest networking event in the clubs' perspective.

BINCZYK: The previous CAC chair told me as part of the transition advice that filling the Clubs Fair table is hard.

HODGSON: It would be good to send a gentle reminder to all who have signed up. It'll go a long way. All the clubs I was part of didn't do all the five days. It's not worth staying the whole day just to get 3-4 people.

BINCZYK: If somebody comes back, he/she will not spend so much time as before. I would personally do 3 days.

HODGSON: We should definitely do Monday and Tuesday.

BANISTER: Can we stay for part of the day?

BINCZYK: You have to pay for the whole day if so. Can you add another day later if there is demand?

BINCZYK: No. There's a deadline to book a table.

DIAZ: Even if you show up late, they will give the table away.

HODGSON: There's definitely more attendance inside the butterdome as opposed to outside.

DIAZ: Let's do 4 days. We'll do Monday, Tuesday, Thursday, and Friday.

BANISTER: I agree with that. People can get a little break on Wednesday.

BINCZYK: Let's have that. If councillors don't show up, Discover Governance would be filling the posts.

HODGSON: I don't think Discover Governance staff would be too thrilled at doing that if they haven't signed off on that.

Apart from the outreach fund, there's more money coming in December. It's the money for individual councillor projects. No one has ever used it so far. It would be better to pool the money so that councillors can bring forth project proposals. CAC can either allow or deny those.

DIAZ: How is it budgeted?

HODGSON: Fall or Winter is irrelevant.

If they don't use it past a certain date, it comes back to us. If it's not used in a certain year, it goes back to the budget. It's not wasted or anything.

7. DISCUSSION

Council FB page set up

PERIOD

HODGSON: Who would be managing the facebook page?

BINCZYK: Nicole would be posting the links. She would ensure there are a variety of posts.

DIAZ: There should be enough interest. If there aren't enough hits, it would just fade away.

BINCZYK: We can make it work. The worst thing that could happen is being made to delete the page.

Council Food

BANISTER: I feel strongly that we should cut down on the food. We can cut down by half.

DIAZ: I asked for juice.

HODGSON: Vice-president Khinda and I were supposed to reduce some of the stuff. The square desserts are really expensive.

BANISTER: We should reduce the amount at least for the summer months. Can we do it now?

HODGSON: I'll chat with Jerry. We can't decide right now.

BANISTER: But that would mean waiting for another meeting. We won't be having much more meetings in the summer anyway.

BINCZYK: You can't just do it right away.

What should be done if there are many guests at a meeting?

HODGSON: The food is there as a courtesy for councillors. I wouldn't be in favor of bigger orders just because there are more guests.

BANISTER: This is to do with the summer, and not the school year.

Last year, we asked for more vegetarian options.

BINCZYK: I followed up with the Speaker about this. I believe he talked with Jerry. Vice-president Hodgson can take this in his purview.

NIL

July 22, 2014 at 5 pm.

8.CLOSED SESSION

9.NEXT MEETING

10. ADJOURNMENT *DIAZ moved to adjourn the meeting. The motion was seconded by HWANG. Vote 7/0/0 CARRIED*

The meeting was adjourned by BINCZYK at 5.44 pm.