



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2014 – 2015

Date: November 18th 2014

Time: 5.05 pm

In Attendance:

TYMOTHY JADDOCK (Chair)

LOK TO

BRENDAN FEDOSKI

CORY HODGSON

TRAVIS DUECK

Excused Absence:

Others in Attendance:

SACHITHA KUSALADHARMA

1. CALL TO ORDER:

The meeting was called to order by JADDOCK at 5.05 pm.

2. APPROVAL OF AGENDA

None.

3. APPROVAL OF MINUTES

None.

4. ANNOUNCEMENTS

JADDOCK: I had an extremely busy schedule during the last couple of weeks, and apologize for not sending the agenda or the minutes.

5. OLD BUSINESS

Council Room

JADDOCK: We can decide on the purpose and use of the council room as we see fit.

HODGSON: The door should be getting set up within the next week or two. The other thing is that while I thought there was money for chairs, it appears

that there isn't any. However, there might still be some money coming from a different pool. So, there's probably some money to do some things with.

JADDOCK: We still have access to old furniture right?

HODGSON: Yes. There's supposed to be a new table there too. The fridge can go in there. Also, Vice-president Diaz offered to bring his TV up. Whether we want something like a TV is a decision that CAC (Council Administration Committee) should make.

DUECK: We have access to an office space too right?

HODGSON: Yes.

DUECK: I think we should have times to have meetings. For example, as an Arts councilor, I can book 30 minutes and have that space at that time as my office to meet constituents.

JADDOCK: I think that's a really good idea.

HODGSON: That's totally doable. The easiest way to do that would be via Google calendar where all councilors would have access.

I wanted to put a kettle into the room.

DUECK: There's a company which gives coffee machines for free. You just have to buy the disks from them. If we don't use it, they will take it out. Everything is pretty much free as long as they make money.

HODGSON: That's good. I'm up for it.

Do people think we should have a TV and video games in the room with a foosball table? Do we want a relax lounge? Or do we want a quiet casual place where people could study and eat lunch?

FEDOSKI: I feel like a fun space would be a getaway from school.

DUECK: Yes. Especially since we have that other office.

JADDOCK: Since we have that professional office, the other space can be used as a relaxation/getaway lounge.

DUECK: If we are spending money, I would rather spend it on the professional office space instead of the relaxation space. This is important for accountability.

HODGSON: I totally agree. We can do all that. The room is pretty much secure. I wouldn't leave valuables there. The TV would be fine as long as whoever is putting it there accepts a certain level of risk. I agree with not spending money on furniture for that room. We have stuff that we can put in. I can't actually do the furnishing of the room, but I can facilitate it. It may also be important to write a brief one page policy on the room with the expectations listed.

DUECK: When do we want the room ready?

HODGSON: Probably by Winter semester. Craig Turner would change the keypad whenever he has the time. Afterwards, the room will be secure.

DUECK: Lok, would you like to join me in setting up the room?

TO: Sure.

DUECK and TO agreed to set up the council room.

6. NEW BUSINESS

Governance Structure Review Task Force

HODGSON: I wouldn't mind chatting about the terms of reference of my task force. It's extremely likely that we wouldn't finish this in 4 months. At the conclusion of this iteration of the task force, either a report is published or they issue a recommendation to continue the task force. The work should be documented in a consistent way from this year's iteration to next year's. Pretty much everything is on the table. The point is to have an extremely broad look at our governance structure.

DUECK: This is a good idea.

HODGSON: Internally, the reviews have been positive. It has been 12 years since we did it. Reviewing the structure after 10 years is good.

DUECK: How about having this task force every other year?

HODGSON: When you repeat too much, it tends to get a bit lazy. Even though there's a turnover of people, there's a sense in the organization that this was done recently. With a longer time frame, most people would have forgotten about the previous debate. So, they can look at it with fresh ideas.

DUECK moved to approve the Governance Structure Review Task Force. The motion was seconded by TO.

Vote 5/0/0

CARRIED

HODGSON: The next thing we have to talk about is regarding the broad direction of CAC. But, we can come to that on a later day.

JADDOCK: By next meeting, I will read the SCET (Students' Council Engagement Task Force) report, and have a directive based on how I understand those recommendations.

HODGSON: Our next scheduled meeting is December 2. That would be our last meeting for the year. So, it's better to pick it up from January.

JADDOCK: Yes. We'll do that.

7. DISCUSSION PERIOD *None.*

8. CLOSED SESSION *NIL*

9. NEXT MEETING *Not decided.*

10. ADJOURNMENT ***JADDOCK moved to adjourn the meeting. Vote 5/0/0 CARRIED***

The meeting was adjourned at 5.20 pm.