



UNIVERSITY OF ALBERTA

STUDENTS' UNION

University of Alberta Students' Union

COUNCIL ADMINISTRATION

COMMITTEE

Tuesday June 9, 2015

6:00 pm

SUB 0-48

**ATTENDANCE**

NAME	PROXY	PRESENT
Bo Zhang		Y
Jared Burton		Y
Victoria Dejong		Y
Donald Ademaj		Y
Justis Allard		N
Kevin Wang		Y
Vivian Kwan		Y
Cody Bondarchuk		Y
Levi Flaman		Y
Brandon Christensen		Y
Jason Wang		Y
Fahim Rahman		Y
Dylan Hanwell		Y
Ben Angus		Y
Saadiq Sumar		Y

**MINUTES (CAC 2015-03)**

2015-03/1

INTRODUCTION

**2015-03/1a**

**Call to Order**

Meeting called to order at 18:04.

**2015-03/1b**

**Approval of Agenda**

ADEMAJ/RAHMAN move to approve the agenda.

12/0/0  
CARRIED

**2015-03/1c**

**Approval of Minutes**

BURTON/ADEMAJ move to approve the minutes.

10/0/2  
CARRIED

**2015-03/1d**

**Chair's Business**

**2015-03/2**

**OLD BUSINESS**

**2015-03/2a**

TOR – Chair's Committee

ZHANG will bring this as an information item to the Council for discussion.

ZHANG/DEJONG move to approve the Terms of Reference of Chair's Committee.

13/0/0  
CARRIED

**2015-03/2b**

Council Jackets / Sweaters

The committee discussed the options for Council jackets.

Since the jacket represents Council and is for councilors to wear for events, KEVIN suggested it should not be something looks weird. He also brought up the point between bright and neutral colors as not everyone likes outstanding colors. ZHANG suggested having a more unified color and limiting the color variation between the jackets. SUMAR agreed and reminded that the committee is choosing for the Council not for themselves, so they should consider more conservatively as not everyone will buy the jacket if it is too loud. ADEMAJ also supported the idea of not having too many color variation.

KEVIN prefers neutral color and having a big logo at the back of the jacket as it is a perfect canvas to make the jacket stands out. Speaking from last year's experience, ZHANG thinks that the jacket does not need to be in neutral color for the logo to stand out. And JASON thinks that it is classier to have the logo on the front of the jacket. RAHMAN agreed and FLAMAN thinks that not everyone will look at the back as when councilors are speaking to students they are facing them. ZHANG added from his past experience that the back did not stand out.

ZHANG suggested the committee to pick the design and then consider the estimate price. FLAMAN suggested finding out the costs of everything and the price after discount for the committee to consider and JASON agreed. ZHANG suggested to opt for higher quality as councilors might use it for a long time.

FLAMAN asked about the timeline of having the sample. ZHANG answered that it is around one month. FLAMAN also reminded the committee to consider the functionality of the jacket. But KEVIN thinks that councilors can wear something underneath the jacket, so it is not too important.

JASON asked about the budget of the jacket. ZHANG answered that it is \$1800 and thinks that the committee should not spend their entire budget on the jacket. KEVIN dislikes the idea of spending CAC budget on the jacket, as he thinks the money can better spend in the other way.

FLAMAN concerned about the councilors from by-election might not have the jacket.

The committee chose option 1, 3 and 8. ZHANG will ask for the prices of the jackets and bring it back to the committee.

## **2015-03/2c**

### **Budget of Volunteer Appreciation**

The committee discussed the use of CAC budget. ZHANG explained that Council has a \$1800 budget for volunteer appreciation. CAC can use this budget. After discussion with other councilors, ZHANG decided that this budget should not be used to subsidize the cost of Council jacket but to use for councilors' engagement with constituents.

KEVIN agreed and thinks that the money can be better spent in engaging with constituents. However, ANGUS thinks that it needs concrete example to convince Council to use the budget in councilors' engagement. ZHANG suggested there are a lot of things that councilors can do. For examples, posters, events, swags for students. These can enhance councilors' relationship with students.

ANGUS suggested that if the budget is not spent, it can be used to reimburse Council jackets. BONDARCHUK feels it is not right as the finance of the Council is public and the cost of the jacket should be considered beforehand not afterward. SUMAR added that it does not look good for Council. ZHANG agreed that the committee should aware of this as councilors are public servants.

RAHMAN suggested the Council jacket is also part of constituent engagement, so the budget can use to subsidize the jackets. ZHANG however thinks that if the budget is used on Council jackets, there will be no budget to do other things.

SUMAR suggested presenting the councilors a subsidized price and a non-subsidized price to consider and the difference will be used for engagement.

KWAN suggested more time to discuss councilor outreach and set up a timeline.

The committee will revisit this issue later.

**2015-03/2d**

Council June Activity

The committee suggested some activities for June. DEJONG suggested Jazz festival. KEVIN suggested Canada Day fireworks and blood donation. ANGUS suggested bowling. ADEMAJ suggested volunteering at Ronald McDonald House. SUMAR suggested laser-tag.

The committee chose laser-tag and decided the date to be in the afternoon of weekends of June. ZHANG will invite councilors for this event. ANGUS suggested calling the place earlier to avoid time conflict with other parties.

**2015-03/3**

**NEW BUSINESS**

**2015-03/3a**

Augustana Councilor Reimbursement policy

There is an unwritten rule that Augustana councilor will have \$1697.50 reimbursement for the mileage driving to the university to attend Council meetings. Last year's Augustana councilor reflected that this amount is too much and suggested adjusting the reimbursement properly. After calculation, BONDARCHUK proposed an amount of around \$850 for new reimbursement rate.

And he wanted it to add to CAC standing order as written rule.

BONDARCHUK/ANGUS move to discuss Augustana Councilor Reimbursement policy.

9/0/0  
CARRIED

JASON asked if the reimbursement covers the cost for attending committee meetings. BONDARCHUK explained it does not because there are a number of alternative ways to attend committee meetings.

JASON asked what determined \$0.35 per kilometer reimbursement rate. BONDARCHUK explained that this rate is stated in the operating policy and the current government rate is \$0.51 per kilometer.

FLAMAN asked what is the actual cost for Augustana councilor to attend all the meetings. BONDARCHUK answered that it is \$484 for gas only, so the new amount includes wear and tear.

KEVIN suggested keeping the old rate as the new rate does not cover the cost for attending committee meetings. BONDARCHUK will consult Augustana councilors to check if they are willing to travel to the university for just a committee meeting, as there are a lot of alternatives attending committee meetings. KEVIN suggested waiting until there is an Augustana councilor present in Council.

FLAMAN suggested table this issue until hearing feedback from Augustana councilor. KEVIN agreed.

In addition, SUMAR brought up the issue of speaker fee, which needs to be looked at.

FLAMAN/BONDARCHUK move to table Augustana Councilor Reimbursement policy.

9/0/0  
CARRIED

**2015-03/3b**

Councilor emails

ZHANG thinks it is better for individual councilors to have a separate email address on SU website for students to contact them. Currently the whole Council shares one email account, but not every student feels comfortable to email to a group.

KEVIN asked about the cost. ZHANG explained that in terms of IT infrastructure, it does not cost anything but time for the IT department to set it up. KEVIN thinks

this is too much effort and he personally does not see himself using this email often. It depends on engaging students.

KWAN shared her past experience that students will find the personal email of specific councilor on ualbert.ca, so having 2 email addresses for councilors is confusing. JASON agreed.

ZHANG thinks that it provides another tool to engage councilors' constituents. JASON suggested using aliases for councilors' email address as it is easier. ZHANG agreed. However, BONDARCHUK explained that SU is using a different system than ualberta.ca so aliases might not be possible.

BURTON thinks what is more important is for the students to reach councilors, so it is not necessary to set up a separate email account and he suggested putting up councilors' personal email address on SU website. ZHANG argued that some of the councilors do not want to have their personal email to deal with SU issues.

ZHANG thinks that what is important is to establish connection to students. He will ask if councilors want to have a separate email address on SU website. If the majority wants to do it, he will ask the IT department to create email addresses for councilors.

**2015-03/4**

**DISCUSSION**

**2015-03/5**

**ADJOURNMENT**

**2015-03/5a**

**Next Meeting:** Tuesday June 23, 2015 @ 6:00pm in SUB 0-48

**2015-03/5b**

FLAMAN/WANG move to adjourn.

8/0/0

CARRIED

Meeting adjourned at 20:04.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
ADEMAJ/RAHMAN move to approve the agenda.	12/0/0 - CARRIED
BURTON/ADEMAJ move to approve the minutes.	10/0/2 - CARRIED
ZHANG/DEJONG move to approve the Terms of Reference of Chair's Committee.	13/0/0 - CARRIED
BONDARCHUK/ANGUS move to discuss Augustana Councilor Reimbursement policy.	9/0/0 - CARRIED
FLAMAN/BONDARCHUK move to table Augustana Councilor Reimbursement policy.	9/0/0 - CARRIED
FLAMAN/WANG move to adjourn.	8/0/0 - CARRIED