

**June 9, 2015
6.00pm
SUB 0-48**

AGENDA (CAC 2015-03)

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|-------------------|--|
| 2015-03/1 | <u>INTRODUCTION</u> |
| 2015-03/1a | Call to Order |
| 2015-03/1b | Approval of Agenda |
| 2015-03/1c | Approval of Minutes |
| 2015-03/1d | Chair's Business |
| 2015-03/2 | <u>OLD BUSINESS</u> |
| 2015-03/2a | TOR - Chair's Committee. |
| 2015-03/2b | Council Jackets / Sweaters. |
| 2015-03/2c | Council June activity. |
| 2015-03/3 | <u>NEW BUSINESS</u> |
| 2015-03/3a | Augustana Councillor Reimbursement policy. |
| 2015-03/3b | Councillor emails. |
| 2015-03/4 | <u>DISCUSSION</u> |

2015-03/4a

Event Planning

Please see Document CAC-15.03.01

2015-03/5

CONFIRMATION OF NEXT MEETING DATE

Tuesday June 23, 2015 @ 6.00pm in SUB 0-48

2015-03/6

ADJOURNMENT

CAC-15.03.01

5 EVENT PLANNING

Rather than every team putting on their own events each term, the events committee exists to prevent overlap in events and organize a wide variety of opportunities for our volunteers to get to know each other.

5.1 Types of Events

You'll want to look at these factors when deciding what types of events to put on, and have a good mix of all of them. Generally, you will want to host one event per month, but that can be adjusted for exams and holidays.

Cost

No Cost (\$0)	Low Cost (\$5-10)	Some Cost (\$10-30)	High Cost (\$30+)
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Location

On Campus	Near Campus (Whyte, Downtown)	Away from Campus
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Theme

Personal (Private)	Inclusive (All Welcome)	Service Sponsored
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Interactivity

Low (Movie)	Moderate (Food, Games)	High (Party)
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5.2 How to Plan an Event

Taken from Event Planning 101

1. Set up event committee

- a. Match each person in area they are skilled or interested in
- b. Establish roles for the planning committee early on (who is responsible for what? Assign them tasks, check in dates, regular meetings)
- c. Brainstorm!
- d. Establish vision and set of goals for the event (define company and event objectives)
 - i. SMART objectives (Specific, Measurable, Attainable, Realistic, Time-Bound)
 - ii. Use the 5W's of event planning to establish an initial vision of the event):
 1. **What:** title of event, theme of event, relevance to target audience
 2. **Why:** establish clear purpose, is this event to educate, fundraise, etc., what's in it for guests, business, sponsors, emphasize benefits
 3. **Who:** target audience, nature of the event, inclusive, exclusive?

4. **Where:** venue, accessibility, surroundings, season, food and culture, transportation
5. **When:** time, day, month, season, occasion. Note any holidays, sporting events, other conflicting times

2. Organize the event (details)

- a. Create timeline and critical path (work backwards from the day of the event)
- b. Create budget in beginning planning stages (will determine venue, food, speakers, expenses)
 - i. Will there be any revenue collected, ticket prices?
- c. Assess needs (why is the need for the event, what will draw guests?) and resources (take inventory, what resources do you already have; people and materials, etc.)
- d. Take the time to do your research (know the audience, speakers, venues, reviews, etc.)
- e. Track key dates (e.g., last day can withdraw from event without penalty)
- f. Promote, market, and get the word out. Use social media, posters, email lists, word of mouth, etc. Be creative; give yourself adequate time to market the event. Incentive for guests to come? Utilize those “key people” (on your committee and within the community)

3. Prep work (leading up to day of)

- a. Make a function sheet (detailed script/play by play of event)
 - i. Include timeline of day of
- b. Visualize the event step by step (from staff/volunteer perspective as well as from a guest perspective), e.g., parking, signs to location, coat check?
- c. Run rehearsals, establish back up plans (dry run two days before, so have time to sort out alternative solutions), have back up contingency plans
- d. Ensure safety of guests, know the facility, emergency procedures, guest allergies, etc.

4. Day of the event

- a. Bring timeline of day with you, have to do lists (for set up of event) and list of items to bring (e.g., from the office to the venue)
- b. Checklists for everything (decorations, entertainment, registration table, etc.)
- c. Have clearly defined roles for all staff members/volunteers, check in sheet
 - i. If you require a large number of staff/volunteers, consider having a volunteer manager for day of, they can tell people where to be and what to be doing
 - ii. Have a brief staff meeting
- d. Bring copy of important documents with you (contracts, guest list, booking receipts, etc.)
- e. Final walk through of the venue
- f. Have runners on hand (one or couple people designated to run back to office, or to store to pick up missing items)

5. After the event – follow up

- a. Committee meeting to assess what went well, areas for improvement
 - i. Review objectives, were they achieved?
- b. Feedback from guests (survey, feedback form)
 - i. Email survey week later, fill out form at event, reflection sheet

- ii. Don't take criticism personally
- c. Thanks your guests and volunteers/staff
 - i. Email, send out thank you cards (ensure you have organized documentation of their info, e.g., from registration table)

Event Planning Tips & Reminders:

- try to create a unique event experience for your guests; be creative
- to help with day of organization: use tackle boxes for supplies, binder/folder for important documents
- remember that guests are often anxious/nervous, so ensure they are welcomed in a warm way – set up clear signage, parking, leading to facility. Give them something to hold on to (drink, appetizers) and perhaps pre-arrange seating, organize icebreaker (if appropriate for event)
- attention to detail goes a long way – that's what guests will remember, the little things
- food: don't run out!
- "Proper planning prevents poor performance"

To Cancel or Continue?

Cancellation may result in:

- lost deposits on venues
- refunds of any prepayments
- speakers spending in anticipation of event
- "All that effort for nothing"

Continuation may result in:

- negative budget
- future losses – guests may not return for future events
- loss of reputation, if delegate expectations not realized

Tuesday May 26, 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 (Skype)		Y
Jason Wang		Y
Charles Lewis		Y

MINUTES (CAC 2015-02)

2015-02/1	<u>INTRODUCTION</u>
2015-02/1a	Call to Order
	Meeting called to order at 18:05.

2015-02/1b	Approval of Agenda
	<p>ZHANG/BURTON move to amend the agenda to add new business – SLACK presentation.</p> <p>9/0/0 CARRIED</p> <p>ADEMAJ/DEJONG move to approve the agenda as amended.</p> <p>9/0/0 CARRIED</p>
2015-02/1c	Approval of Minutes
	<p>BURTON/DEJONG move to approve the minutes.</p> <p>9/0/0 CARRIED</p>
2015-02/1d	Chair’s Business
2015-02/2	<u>OLD BUSINESS</u>
2015-02/3	<u>NEW BUSINESS</u>
2015-02/3a	<p>SLACK presentation</p> <p>Councilor JASON WANG presented a team communication platform – SLACK. It is completely free. He thinks that the use of this platform suits the operation of the Council and he recommends this for the Council to consider.</p>

This platform centralizes routine communication and avoids privacy problem that some of the platforms has. It allows to organize different committee or group.

He thinks this platform is more professional and formal, while the others are informal. From his own experience, he thinks it helps users to enter a work mentality, so it is a beneficial tool for Council operation.

DEJONG asked JASON how long have he used SLACK. He answered that he had 1.5 years of experience in SLACK.

ZHANG concerned that since there is no official communication platform between councilors, he doubts if people will use this.

ADEMAJ shared his experience with using SLACK. He commented that it is very efficient, but he questioned what advantage it will have over the existing unofficial channel. JASON answered that SLACK provides both desktop and mobile version, while WhatsApp only has mobile platform. Therefore SLACK suits better in workplace environment. The interface is also simple to use. And it has no privacy problem.

Councilor KEVIN WANG commented that SLACK is built for workplace environment that it combines instant messaging and email capability. He also noticed that SLACK has pricing options and asked for clarification. ZHANG reminded the committee that the current discussion is only for the internal communication in the Council. If the committee pursues to change the administrative communication of the Students' Union, the committee should make an official motion. JASON explained the pricing options; the additional functions are mostly useful for corporation.

BURTON asked if the user need to be registered. JASON explained that this is another advantage of SLACK that user does not need to register. Users can be invited to the channel and use it right away.

ZHANG encourages the councilors to talk outside of Council so they can have in-depth discussion, but he dislikes the current 3 sources of medium as there is no guideline to regulate information to appear in which media. So he recommends streamlining the three sources into one channel. KWAN agreed. ZHANG also commented that some of the councilors do not have Facebook, so that this is a good unofficial communication platform to start with.

	<p>FLAMAN suggested trying to use SLACK first and then recommending it to Council. ZHANG agreed and suggested the committee to use it as a group for two weeks and then recommend it to Council. JASON will join the channel so that he can offer advice to the committee in using SLACK.</p>
<p>2015-02/3b</p>	<p>Terms of Reference – Chair’s Committee</p> <p>ZHANG explained the terms of reference is straight-forward and self-explanatory. His only concern is the chair. He prefers Discover Governance to be the receiver of the agenda items and produce the agenda, and DG is happy to help with this committee. He also added that this committee is not an official committee so it is not standing and will be expire after the Council term. It works like a task force. This committee is unofficial because it is not under the Council’s mandate but CAC’s, so he does not want to put the discussion to Council.</p> <p>ADEMAJ suggested adding one of the Exec to the membership to help the discussion. ZHANG explained that BONDARCHUK is in the committee already as representing the Executive committee, and BONDARCHUK suggested adding KHINDA to the committee. ZHANG spoke from last year’s experience that the Exec involved too much in the legislative procedure because of the nature of their work, so he would like to see a clear separation this year.</p> <p>BURTON asked if it would be better for the CAC chair to chair this committee as this is a CAC initiative. ZHANG thinks it is possible for the CAC chair to chair the committee but it would be weird as he thinks it is unfair for a chair to chair a committee that discusses the priorities of the chairs. He thinks he might be biased. And DG does not have any jurisdiction to chair.</p> <p>KWAN suggested having the chair of the committee rotated between the members. DEJONG agreed.</p> <p>ZHANG suggested striking the committee officially in CAC without going to the Council. He will edit the terms of reference and bring it back to CAC. BONDARCHUK suggested holding the vote and will check the standing orders if it is within CAC’s authority to strike a subcommittee.</p>

<p>2015-02/3c</p>	<p>Council Photos</p> <p>It is confirmed that the Council will have photos again. ZHANG wants to have photos ready for use. KEVIN thinks it is better to have photos ready for upcoming events. KWAN suggested the photos can be used in Facebook and SU website. DEJONG will be responsible to organize the councilors to take photos.</p>
<p>2015-02/3d</p>	<p>Council Discount Cards</p> <p>ZHANG thinks that since staff has 20% discount, councilors should also have 20% instead of 10% to appreciate the effort of volunteers.</p> <p>KEVIN asked about the discount discrepancy between staff and volunteer. BONDARCHUK explained that since staff works here all the week, so it is to encourage them to buy from SU businesses.</p> <p>JASON added that Faculty Associations also get 10% discount.</p> <p>KEVIN thinks that there will be more incentive for councilors to stay in SUB if they have 20% discount. At the same time it may increase business.</p> <p>ZHANG also wants to make councilors feel more important and their contribution being valued.</p> <p>ADEMAJ and DEJONG agreed the greater discount if it is easy to implement.</p> <p>BONDARCHUK will check the operating policy and talk to staff to see how it can be changed. He also concerns how students perceive councilors voting to get more benefits for themselves.</p>
<p>2015-02/3e</p>	<p>Council Sweaters</p> <p>ZHANG reminded the committee that it can be anything from shirt, hat, and other things, not necessarily sweater or jacket.</p> <p>ADEMAJ prefers jackets as it is more special and sweaters are too common. KEVIN agreed.</p> <p>BONDARCHUK reminded the committee that they need to consider</p>

	<p>the cost as there is a set budget. If the cost is higher, councilors will need to pay extra. The committee needs to consider the accessibility for councilors. ZHANG suggested getting financial help from Project Allocation.</p> <p>BONDARCHUK suggested the committee to look at the options. ZHANG will look into it and the committee will discuss it in the next meeting.</p>
2015-02/4	<u>DISCUSSION</u>
2015-02/4a	<p>Council Engagement</p> <p>ZHANG suggested to have an event every month for councilor. Some possible events include going to restaurant, picnic, and study together. DEJONG likes the idea.</p> <p>KEVIN likes the idea but he concerns the schedule. He suggested not having a fixed time but come up a date that most councilors can attend. It is also possible that there is a special event that might not coincide with the fixed date.</p> <p>BURTON concerned how to organize a possible date for a body as large as Council. ZHANG does not expect a 100% attendance, but a date that works for most of the councilors.</p> <p>JASON concerned that it might alienate councilors who cannot attend this event. ZHANG thinks that the Council needs to be more inclusive and some level of friendship needs to be built up to encourage council to speak in the Council. He also suggested the committee to talk to councilors that they have not talked to during Council.</p> <p>ZHANG also wants to look into something that the councilors can apply for to subsidize their trip to conferences and contribute to their own faculties. The general idea is that there is a pool of money that councilors can use. He noticed that there is money under CAC but he does not know how much is the money, who controls it and how to access it.</p> <p>KWAN suggested to start with a list of events to do. KEVIN suggested to create a google doc that the committee can add an</p>

event if something comes up to them. So that everyone can contribute.

ADEMAJ asked if there is funding for it. ZHANG explained that currently there is no funding but he wants to look into it as there is money under CAC. It is possible to use in council engagement, but it needs more discussion.

ADEMAJ suggested going to Women's World Cup as it is not as expensive as one expects. KEVIN also has connection to obtain cheaper tickets.

DEJONG concerned that students will view negatively if councilors are using councilors' fund to go to fun events. On the other hand, LEWIS thinks it is good for students to see councilors are building up relationship. ZHANG thinks it needs to communicate the purposes to students. KEVIN agreed the importance in communicating that it is community building. BONDARCHUK agreed that the purposes need to be delivered and SU has internal PR for volunteer appreciation.

ZHANG suggested the importance in building a culture. LEWIS suggested the events should not cost much as not every councilor can afford. KEVIN thinks that lower cost is also good for PR.

Next meeting

The committee discusses the possibility to change the time of meeting to 7:30pm as the chair of Audit committee suggests. The committee does not agree to change the time as the meeting is long. Since the meeting is set before Audit committee, ZHANG is not comfortable to change the time and he also wants to make the committee more accessible to other councilors.

Attendance Policy

KEVIN suggested making the attendance of the Council more publicized and as well as the photos of the absented councilors. BONDARCHUK agreed the publication of attendance but did not agree the photos part as it is public shaming. ZHANG also agreed that the attendance needs to be publicized. KEVIN explained that the photos are not mean to shame the councilors but just means to make the attendance more obvious. The committee agreed to make the attendance publicized.

2015-02/5	<u>ADJOURNMENT</u>
2015-02/5a	Next Meeting: Tuesday June 9, 2015 @ 6:00pm in SUB 0-48
2015-02/5b	BURTON/DEJONG move to adjourn. 5/0/0 CARRIED Meeting adjourned at 19:30.

SUMMARY OF MOTIONS

MOTION	VOTES
ZHANG/BURTON move to amend the agenda to add new business – SLACK presentation.	9/0/0 - CARRIED
ADEMAJ/DEJONG move to approve the agenda as amended.	9/0/0 - CARRIED
BURTON/DEJONG move to approve the minutes.	9/0/0 - CARRIED
ZHANG/BURTON moves to make edits to the standing orders to reflect the agenda.	7/0/0 - CARRIED