



University of Alberta Students' Union  
**COUNCIL ADMINISTRATION  
COMMITTEE**

**Tuesday, March 29, 2016  
5.00pm  
SUB 6-06**

**AGENDA (CAC 2015-14)**

- |                   |   |
|-------------------|---|
| <b>2015-14/1</b>  | <b><u>INTRODUCTION</u></b>                      |
| <b>2015-14/1a</b> | <b>Call to Order</b>                            |
| <b>2015-14/1b</b> | <b>Approval of Agenda</b>                       |
| <b>2015-14/1c</b> | <b>Approval of Minutes</b>                      |
| <b>2015-14/1d</b> | <b>Chair's Business</b>                         |
| <b>2015-14/2</b>  | <b><u>OLD BUSINESS</u></b>                      |
| <b>2015-14/3</b>  | <b><u>NEW BUSINESS</u></b>                      |
| <b>2015-14/4</b>  | <b><u>DISCUSSION</u></b>                        |
| <b>2015-14/4a</b> | <b>Committee Reviews</b>                        |
| <b>2015-14/4b</b> | <b>Committee Transition</b>                     |
| <b>2015-14/4c</b> | <b>Welcome Package</b>                          |
| <b>2015-14/5</b>  | <b><u>CONFIRMATION OF NEXT MEETING DATE</u></b> |
| <b>2015-14/5a</b> | <b>Next Meeting: To be decided.</b>             |
| <b>2015-14/6</b>  | <b><u>ADJOURNMENT</u></b>                       |



University of Alberta Students' Union  
**COUNCIL ADMINISTRATION  
COMMITTEE**

**Tuesday, March 15, 2016**

**5:00 pm**

**SUB 0-48**

**ATTENDANCE**

NAME	PROXY	PRESENT
Donald Ademaj (Chair)		Y
Victoria Dejong		Y
Jared Burton		Y
Kevin Wang		Y
Levi Flaman		Y
Vivian Kwan		N
Cody Bondarchuk		N
Navneet Khinda		N
Dylan Hanwell		N
Fahim Rahman		Y
Jason Wang		N
Ben Angus		N

**MINUTES (CAC 2015-13)**

**2015-13/1            INTRODUCTION**

**2015-13/1a           **Call to Order****

Meeting called to order at 17:06.

**2015-13/1b**      **Approval of Agenda**

RAHMAN/WANG K. move to approve the agenda.

6/0/0  
CARRIED

**2015-13/1c**      **Approval of Minutes**

ADEMAJ/DEJONG move to approve the minutes.

4/0/2  
CARRIED

**2015-13/1d**      **Chair's Business**

**2015-13/2**      **OLD BUSINESS**

**2015-13/3**      **NEW BUSINESS**

**2015-13/3a**      Council Welcome Package

FLAMAN came up with the idea of giving out a welcoming package to upcoming councilors so that they can familiarize with the operation of the Students' Council. ADEMAJ supported this idea as there will be a lot of new councilors each year and it is hard to learn about the Council in a short time.

The committee discussed the content of the package. The package will be 5-10 pages in length.

Each of the committee member will be responsible for a section of

the package. The split-up of the project as follows:

BURTON will work on the information of the committees.

DEJONG will work on the ad hoc boards.

ADEMAJ will work on the Robert's Rule of Order.

WANG K. will work on the perks and expectation of being a councilor.

RAHMAN will work on the acronyms, and a list of important person to know within the SU organization.

FLAMAN will work on the overview of the SU fees.

ADEMAJ will create a Google Doc for the committee members to upload their content. The committee will decide on the format of the package once they have all the content finished. The overall tone of the content should not be too causal and too teaching. But at the same time be more welcoming and educational. ADEMAJ expected the committee to finish most of their content before finals. The target of completion of the whole package is May 1<sup>st</sup>.

### **2015-13/3b**

#### Council Promotional Material

ADEMAJ received news that the Council has a banner for promotion. But he thinks that there is no point of doing promotion now as the term is approaching to the end. Therefore he suggested this item to be continued in the next term of the committee.

### **2015-13/3c**

#### Medicine Town Hall

ADEMAJ reported on the town hall on last Monday. RAHMAN also attended the town hall and he commented that most of the people attended contributed to the meeting. ADEMAJ reported that CHRISTENSEN suggested the committee to allocate \$25 to cover the cost of the Medicine town hall.

FLAMAN/WANG K. move to approve \$25 to cover the cost of Medicine Town Hall.

6/0/0

CARRIED

The committee continued to discuss about the town halls.

ADEMAJ commented that the town halls should be continued. Then he shared his experience with the town halls. In general, the town halls are successful but he wishes there should be more people attending.

DEJONG commented that the Arts Town Hall had a good discussion but she suggested having more time to advertise it. ADEMAJ agreed.

FLAMAN pointed out that not all of the FAs had their own town hall, and he thinks that the town hall should be broadened so that each FA has their own dedicated town hall. ADEMAJ explained the problem of holding town halls with some of the FAs, and it is hard to find a solution to it.

**2015-13/4**

**DISCUSSION**

**2015-13/4a**

Interim Chair

ADEMAJ/DEJONG move the meeting to move in-camera.

6/0/0  
CARRIED

ADEMAJ/DEJONG move the meeting to move in-camera.

6/0/0  
CARRIED

ADEMAJ/WANG K. move FLAMAN to be the interim chair of the committee.

6/0/0  
CARRIED

**2015-13/5**

**CONFIRMATION OF NEXT MEETING DATE**

**2015-13/5a**

**Next Meeting:** Tuesday, March 29, 2016 @ 5:00pm in SUB 6-06

2015-13/6

**ADJOURNMENT**

2015-13/6a

BURTON/RAHMAN move to adjourn.

6/0/0  
CARRIED

Meeting adjourned at 18:05.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
RAHMAN/WANG K. move to approve the agenda.	6/0/0 - CARRIED
ADEMAJ/DEJONG move to approve the minutes.	4/0/2 - CARRIED
FLAMAN/WANG K. move to approve \$25 to cover the cost of Medicine Town Hall.	6/0/0 - CARRIED
ADEMAJ/DEJONG move the meeting to move in-camera.	6/0/0 - CARRIED
ADEMAJ/DEJONG move the meeting to move ex-camera.	6/0/0 - CARRIED
ADEMAJ/WANG K. move FLAMAN be the interim chair of the committee.	6/0/0 - CARRIED
BURTON/RAHMAN move to adjourn.	6/0/0 - CARRIED