



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

**Tuesday, June 21, 2016  
7.00pm  
SUB 6-06**

**AGENDA (CAC 2016-03)**

- |                   |                                       |
|-------------------|---------------------------------------|
| <b>2016-03/1</b>  | <b><u>INTRODUCTION</u></b>            |
| <b>2016-03/1a</b> | <b>Call to Order</b>                  |
| <b>2016-03/1b</b> | <b>Approval of Agenda</b>             |
| <b>2016-03/1c</b> | <b>Approval of Minutes</b>            |
| <b>2016-03/1d</b> | <b>Chair's Business</b>               |
| <b>2016-03/2</b>  | <b><u>OLD BUSINESS</u></b>            |
| <b>2016-03/3</b>  | <b><u>NEW BUSINESS</u></b>            |
| <b>2016-03/4</b>  | <b><u>DISCUSSION</u></b>              |
| <b>2016-03/4a</b> | Finalizing of Attendance Policy Draft |
| <b>2016-03/4b</b> | GovCamp seminars                      |
| <b>2016-03/5</b>  | <b><u>ADJOURNMENT</u></b>             |

**2016-03/5a**

**Next Meeting:** July 5th 2016



University of Alberta Students' Union

**COUNCIL  
ADMINISTRATION  
COMMITTEE**

**Tuesday, June 7, 2016**

**7:00 pm**

**SUB 6-06**

**ATTENDANCE**

| NAME                | PROXY        | PRESENT |
|---------------------|--------------|---------|
| Ben Angus (Chair)   |              | Y       |
| Saadiq Sumar        |              | Y       |
| Alex Kwan           |              | Y       |
| Jason Wang          | Nik Viktorov | Y       |
| Reed Larson         |              | N       |
| Frederique Ndatirwa |              | Y       |
| Marina Banister     |              | Y       |

**MINUTES (CAC 2016-02)**

**2016-02/1            INTRODUCTION**

**2016-02/1a           **Call to Order****

Meeting called to order at 19:05.

**2016-02/1b           **Approval of Agenda****

BANISTER/VIKTOROV move to approve the agenda.

5/0/0  
CARRIED

**2016-02/1c**      **Approval of Minutes**

**2016-02/1d**      **Chair's Business**

**2016-02/2**      **OLD BUSINESS**

**2016-02/3**      **NEW BUSINESS**

**2016-02/4**      **DISCUSSION**

**2016-02/4a**      GovWeek

BANISTER explained her idea about holding a GovWeek between Week of Welcome and By-election to arouse students' interest in governance. She looks forward in gaining the support of CAC and Students' Council in this event. She hopes Councilors could participate and have input in this event.

BANISTER sought suggestions from the committee. SUMAR asked if the FAs know about this. BANISTER confirmed that FAs were notified about this event. NDATIRWA inquired about the advertising of the event. BANISTER listed the advertising strategies of the event and most of them happen after the Week of Welcome. KWAN suggested BANISTER should address how the Council could engage in GovWeek. And VIKTOROV asked about what support the Council could expect in GovWeek.

BANISTER informed the committee that the deadline of registration is the end of August to put them in print. She would like the councilors to help advertising GovWeek by spreading words about it.

**2016-02/4b**

## Attendance policy

ANGUS and BANISTER informed the committee he had a small breakthrough in the policy – there will be a referendum of this policy. Once it is passed it will be in the nomination package. They sought the committee's advice.

KWAN asked about who will have the ultimate authority in this policy. BANISTER explained that CAC will review the situation and recommend a solution to the Council.

VIKTOROV concerned to let the students to make decision in referendum as they are not well informed about the policy vis-à-vis the Council. ANGUS explained that the students will be informed about the situation and why they should vote on it.

BANISTER explained the need of this policy as currently there is no expectation regarding attendance, but with the policy the attendance will be increased.

SUMAR pointed out that it is also important to find a replacement for dismissed councilors as students need to be represented. BANISTER explained that Bylaw Committee is working on post-by-election vacancy.

ANGUS feared that the policy might scare people off from running for Council.

NDATIRWA suggested to stress the importance in attendance. BANISTER followed the idea by suggesting to make a visual graph of attendance to inform the public about the low attendance.

ANGUS brought up the idea of merit-based honourarium. SUMAR argued that Council might physical attend the meeting but did not contribute to the discussion.

BANISTER suggested asking if the members of the Council Mentorship programme willing to be proxy.

KWAN would like to hear more input from the Council.

**2016-02/4c**

Website plan for meeting with marketing

ANGUS informed the committee they will meet with Marketing next week and present what they want to happen in SU website. The committee discussed about their ideas.

NDATIRWA suggested giving each faculty their own tab and put picture of councilors there to hold them accountable. BANISTER agreed to put their photos on the website. SUMAR suggested taking the photo at Council as it is hard to organize councilors to take photo at SUBPhoto.

VIKTOROV suggested putting the Council Mentorship programme online, a chatbox and a list of committee.

BANISTER suggested putting up multimedia, videos and news article about the Council to make it interesting and attracts people.

ANGUS asked about how to advertise the new website to students as it is meaningless if no one access the website even it has a new look. He also think that the bios is important in attracting students as it makes them more approachable. BANISTER suggested also making the attendance to appear in each bio. SUMAR suggested putting a brief summary of clubs the councilors involved in in their bios. NDATAIRWA suggested that the information appears in bios should be revolving the Council.

BANISTER suggested communication tools beside email. VIKTOROV suggested making the office hour appearing in the website.

ANGUS asked the committee about the personality of the website and the impression of Council. He suggested making the Council to look fun. KWAN suggested a representative from each faculty.

ANGUS will make a Google Doc for the ideas.

**2016-02/5**

**CONFIRMATION OF NEXT MEETING DATE**

**2016-02/5a**

**Next Meeting:** Tuesday, June 21, 2016 @ 5:30pm

2016-02/6

**ADJOURNMENT**

2016-02/6a

BANISTER/VIKTOROV move to adjourn.

5/0/0  
CARRIED

Meeting adjourned at 20:27.

**SUMMARY OF MOTIONS**

| <b>MOTION</b>                                 | <b>VOTES</b>    |
|---|-----------------|
| BANISTER/VIKTOROV move to approve the agenda. | 5/0/0 - CARRIED |
| BANISTER/VIKTOROV move to adjourn.            | 5/0/0 - CARRIED |