



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

**Tuesday, November 1, 2016
5:00 PM
Council Chambers, University Hall**

AGENDA (CAC 2016-10)

2016-10/1 INTRODUCTION

2016-10/1a **Call to Order**

2016-10/1b **Approval of Agenda**

2016-10/1c **Approval of Minutes**

2016-10/1c Approval of September 6, 2016 CAC meeting minutes.

Please see CAC 16-10.01

2016-10/1d **Chair's Business**

2016-10/1d Attendance

2016-10/1d Breaches of Standing Orders as Identified

2010-10/1d CAC Budget Line

2016-10/2 OLD BUSINESS

2016-10/3 NEW BUSINESS

2016-10/3a LARSEN moves to approve Student Council Standing Orders as presented in Google Drive Document - Council Standing Orders (Working Document).

2016-1/3b LARSEN moves to approve Council Administration Committee Standing Orders as presented in Google Drive Document - CAC Standing Orders (Working Document).

2016-10/4 DISCUSSION

2016-10/4a Council Agendas

2016-10/4b Delegation of Review Items (Council Surveys & Standing Committees)

2016-10/5 **ADJOURNMENT**

2016-10/5a **Next Meeting:** November 22, 2016 @ 5:00 PM in Council Chambers,
University Hall.



**COUNCIL
ADMINISTRATION
COMMITTEE**

Wednesday September 6, 2016

5:04 PM

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Ben Angus (Chair)		Y
Reed Larsen		Y
Fredrique Ndatirwa		Y
Jason Wang		Y
Levi Flaman		Y

MINUTES (CAC 2016-08)

2016-08/1 INTRODUCTION

2016-08/1a Call to Order

Meeting called to order at 5:04 PM.

2016-08/1b Approval of Agenda

FLAMAN/WANG moved to approve the agenda for September 6, 2016 as amended.

VOTE 4/0/0

CARRIED

2016-08/1c Approval of Minutes

ANGUS/LARSEN moved to approve the agenda for September 6, 2016 as amended.

VOTE 3/0/1 - CARRIED

WANG abstained

2016-08/1d

Chair's Business

2016-08/1d

Jacket Update

ANGUS: Jackets were successfully ordered. The second jacket order will be in October because SUBprint was upset they weren't offered jackets. The order will be made after by-elections and they will be offered to everyone under the SU umbrella.

FLAMAN: Inquired about ordering other jackets due to changes in size.

ANGUS: I made a slight mistake and never formally approved to spend money for jackets due to NO OBJECTIONS from CAC but should've make a formal motion for jacket expenses.

ANGUS/LARSEN called for motion to approve CAC's spending of \$1600 for the council jackets.

VOTE 4/0/1 - CARRIED

FLAMAN abstained due to absence from the initial meeting.

WANG: There were people's names who were misspelled. How is that being resolved?

ANGUS: This will be included in the order during the by-election. Will also discuss how the cost will be covered.

2016-08/1d

Council Membership Program Update

ANGUS: There was a list out during clubs fair. 2 pages of ppl signed up, mostly arts/science, but also business, engineering, medicine. He was talking to Rebecca about the next step. He will review official mandate of mentorship program, perhaps making motion to change standing orders.

2016-08/2a

OLD BUSINESS

2016-08/3

NEW BUSINESS

2016-08/4

DISCUSSION

2016-08/2a

Classroom talks

ANGUS: It's a great way to tell councillors to do classroom talks to introduce themselves especially for 1st year classes and hype up GovWeek. Wanted to know how to implement this?

LARSEN: Get class list and emailed to all councillors for the to, contact profs if they could do talks to hype up GovWeek. It's highly recommended to do so and, people who do so will receive extra recognition.

NDATIRWA: If 2 people do it then do 4 presentations, if you do it by yourself then do 1 presentation so no one has the option to not do it.

FLAMAN: How do you force people to do it?

NDATIRWA: It's part of their job.

ANGUS: Wants to word it differently, part of job mandate eg. expected to reach out to constituents, highly recommended.

NDATIRWA: Do some shout-outs for councillors on social media to those councillors who did so.

FLAMAN: Shaming people who didn't do is similar to forcing people.

ANGUS: Send an email and mention job description in email and see response as if social media is a viable option.

WANG: It's ppl's own decisions to do what they want to do, but regarding last year's attendance, need a lot of encouragement we can give. Also send out info about how easy it is, give some talking points about student council, what SU council do, EG engineering first year students are in one class so only go to 2 different classes to notify everyone

ANGUS: Recommends to encourage councillors from each faculty. Will send email and go from there.

FLAMAN: Would someone be able to get full class list, get approval and then passing the list to all councillors so profs won't get multiple emails.

NDATIRWA: Instead of sending email, just pick classes and put on google docs so everyone knows not to do it instead of one person having to input all profs.

FLAMAN: What if someone emails and gets various responses of YES and NO?

NDATIRWA: Councillors are not covering all classes so the profs will know.

ANGUS: It's a good idea to have google docs so only 1 councillor will email 1 prof especially for bigger classes.

WANG: Is a class list a list of every class, time, location etc.?

ANGUS: Yes, or even present in own class, just pick a class they're

interested in then he will send a mass email.

LARSEN: It's easier to present in own class because it will most likely be your faculty. It's simple to just ask your prof before class begins.

ANGUS: Will see if he can get access to class list to commence next week or during GovWeek.

FLAMAN: He could probably get in touch with Korean profs and they're thrilled because international students gets left out.

NDATIRWA: She has reservations about doing classes because the majority of councillors are in senior level classes so not they're reaching out to lower level classes with more people vs. senior level classes. They should try to reach out to 100-level courses.

WANG: Questions about advertising/engaging students with UG student's digest mailing list.

ANGUS: The digest does well. Mass emailed so everyone reads it. It's a good idea to hype up the council meeting.

WANG: Or just to post short description that SC exists and what they do, come on Tuesday for FREE FOOD. He doesn't know who manages it.

ANGUS: We can look into it to see if there are any other costs involved.

2016-08/4b

Council GovWeek sessions

ANGUS: Council has 3 sessions but really only has one. 1 event is cancelled.

1. Meet and Greet: 1 hr before council in the SUB Alumni room, don't need to prepare, it's a mixer to chat with councillor so they will have an idea of who the councillors are.
2. Council 101 - An overall of what is council, what they do, how they operate, and perhaps a mock council. Length is about 1 hour.

Q: What types of things should we highlight if we try to sell council?

FLAMAN: May some of the bigger initiatives EG. cold beverage agreement, membership fee increase.

LARSEN: UPASS

NDATIRWA: Scholarships.

LARSEN: SU services. Also mention mostly committee driven that meet on Tuesday. Where we get our right to do what we're doing.

WANG: PSLA - learning act, why we exist.

ANGUS: How many would be a good amount of people presenting? Ideally, 1 exec and a handful of councillors.

LARSEN: 40 seats, 32 councillors, 6 execs.

ANGUS: Who is interested? Will let everyone know when it is.

NDATIRWA: There should also be a ratio of experienced vs. new councillors.

ANGUS: A good mix-up of different councillors, faculties. The next CAC meeting won't be until GovWeek, please pay attention to WhatsApp for planning.

NDATIRWA: Will CAC be cancelled on GovWeek mixer day?

ANGUS: Yes or moved earlier; will move CAC around when schedule is known. Will get information on timing.

2016-08/4c

Member-led initiative funding background/usage

ANGUS: A quick history - a couple of years ago, separate budget for council initiatives. It's in CAC's standing order that budget has to be divided between council led initiatives and member-led initiatives. Met with Rebecca to see what was going on and it turns out that it no longer exists. He was under the impression that they just maintained it because it was in the standing orders and Cody did the budget last year and made principal stating that portion of fee had to go towards student/councillor led engagement. However, no specific amount of where the money NO LONGER EXISTS, Cody in Budget last year made principle that portion of budget would go towards student councillor engagement but amount unknown. It's just being morphed into CAC budget of \$2000.

FLAMAN: It was last year's hoodie budget and amount leftover was used to pay for the townhalls.

ANGUS: Same situation this year. He doesn't know how it's maintained, reached out to Robyn and Rebecca to figure out what's going on but all he knows is that the \$2000 we have is what we're working with.

FLAMAN: -1600 we just released?

ANGUS: Yes and No. He didn't want to spend the entire CAC budget. By getting councillors to pay for the jackets, we brought back in \$300 so there's \$700 left for council initiatives. If he knew this fee did not exist then would have increased how much councillors paid for the jacket but \$700 is a healthy to work with.

WANG: Last year's town halls, we budgeted \$75 but used less because of cheap food costs.

ANGUS: The budget mostly going towards town halls but allocated based on how many councillors so wait until by-elections then divide depending but can't do much initiatives prior to that. It's harder to approve town halls because we don't know how much is going to each council right now.

WANG: When is the by-election?

ANGUS: From mid-october. Will keep in touch with Rebecca/Robyn

about what's going on. But for now, just work with the \$700 we do have.

WANG: Question regarding to wait until by-elections are over.. Councillors might not be prepared to organize a town hall/other initiatives.

ANGUS: The goal to spend afterwards might not be for the councillors but could be for faculty as a whole. If science only has 5 councillors after the by-election then they will receive less money because town halls are councillor-led, they're doing it as a faculty.

FLAMAN: He's still going through last year's budget principals.

ANGUS: Cody sent him an email: Up until the 2013-14 budget, council had money for both jackets and outreach but they didn't think outreach fund was enough so in 2014-15, it was removed prior to 2016-17 budget, Councilor ? wanted it back so he introduced \$1000 for CAC's budget principles. [PLEASE SEE EMAIL]

FLAMAN: Last year in 2016-17 principles - Principle 13: resources shall be made to promote/enhance visibility and constituency engagement for members of student council. There should be something there.

LARSEN: They probably just included it in the \$2000 CAC budget.

ANGUS: Sent that portion to Rebecca/Robyn. It was passed by council and the exact dollar amount was not discussed by council so there is no record of how much it should be. There is no mention of it in Finance executive committee records. It might have been at a managers meeting. She will reach out to Kristen. But technically in fulfilling that mandate, the CAC budget would fulfill that because resources were allocated to fulfill this.

LARSEN: He will request max amount for funding. He would like to see whole budget spent up, he could do quite a bit with that money. If it's not spent then CAC will spend, buy banners, business cards to advertise CAC. It's good to advertise the council more.

ANGUS: No standing order now until budget is known. Will have to ask other councillors if they're going to use allocated funds and if at the start of Winter term, they aren't committed to spending these funds then we can re-allocate and we will look how to spend it fairly.

FLAMAN: Concern regarding new councillors and how they would spend the budget.

ANGUS: \$700 will be enough for the year, not that expensive to host a whole bunch of AGMs. He didn't want to spend too much on the jacket to have a bit of a cushion. He doesn't think we'll get \$1000 or any more money so amend standing orders until next week and find out how that money should be allocated.

WANG: Do we have enough money to pay for new jackets after

by-elections?

ANGUS: Yes, so after by-elections, jackets cost 50/councillor so if 5 get elected then 250 then maybe ask if half of that cost could be subsidized so if we set aside 500 for sure or ask new councillors to pay jackets for themselves but there's room for more jackets.

WANG: We have make sure we don't spend any money for more initiatives.

LARSEN: Wait for November, but would like to have a discussion as to why does entire CAC budget be jackets. It's a "swag" thing, got elected then jacket, then assumed what happens and what you get, but pinching pennies about CAC budget just to put names on jacket is ridiculous but know to find another \$1000 to get a long way. We could do more outreach funding, more advertising if we knew we had that money.

ANGUS: If we can present to SU that we have a strong enough case to spend money in appropriate ways this year then there might be a chance to get \$1000.

LARSEN: It doesn't have to be a discussion, notify council of wanted funding in order to fulfill all requests by council.

ANGUS: If we can justify spending \$1500 in useful ways then maybe look into reserved funding.

LARSEN: Councils should be funded if they're expected to do outreach initiatives.

FLAMAN: The year they did eliminate the budget is because nobody used it so the council decided they won't have it if it's not used. They called it the "volunteer appreciation budget line" so it wasn't a CAC budget, it was appreciating us and running and get elected and it was being mooched for CAC budget or engagement budget.

ANGUS: Wants to figure out where miscommunication was regarding the \$1000 and creation of budget because missing out on \$1000 is a big difference.

FLAMAN: What was the changes to standing orders for?

ANGUS: On the CAC's standing orders, there's a whole section for council outreach fund so either remove or amend it. It will not be a discussion point this meeting, wants to figure out what it will look like in the future.

LARSEN: Put in motion for the next CAC meeting to amend standing orders for the procedure just to see how it goes. If it works, if the speaker is okay with it then will amend for next meeting after Sept 20.

ANGUS: Please brainstorm ideas for the GovWeek sessions.

FLAMAN: Is DG doing council service?

ANGUS: He will email and ask, council scholarships will be dealt with next meeting.

2016-08/5 ADJOURNMENT

2016-08/5a **Next Meeting: September 20, 2016 at 5PM in SUB 6-06**

2016-08/5b Meeting adjourned at 5:44 PM.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>FLAMAN/WANG moved to approve the agenda for September 6, 2016 as amended.</i>	VOTE 4/0/0 - CARRIED
<i>ANGUS/LARSEN moved to approve the agenda for September 6, 2016 as amended.</i>	VOTE 3/0/1 - CARRIED
<i>ANGUS/LARSEN called for motion to approve CAC's spending of \$1600 for the council jackets.</i>	VOTE 4/0/1 - CARRIED



University of Alberta Students' Union

**COUNCIL
ADMINISTRATION
COMMITTEE**

**Tuesday, October 18, 2016
Council Chambers, University Hall**

ATTENDANCE

NAME	PROXY	PRESENT
Saadiq Sumar		Y
Reed Larsen		Y
Fredrique Ndatirwa		Y
Levi Flaman		Y
Nathan Sunday		Y
Emil Yim		Y
Fahim Rahman		Y
Robyn Paches		Y
Marina Banister		Y
Kyle Monda		Y
Brandon Christensen		Y

MINUTES (CAC 2016-09)

2016-09/1 INTRODUCTION

2016-09/1a Call to Order

Meeting called to order at 9:21 PM.

2016-09/1b Approval of Agenda

2016-09/1c **Approval of Minutes**

2016-09/1d **Chair's Business**

2016-09/2a **OLD BUSINESS**

2016-09/3 **NEW BUSINESS**

2016-09/3a Selection of a Chair.

Vice President Banister:

The chairs of all the committees are responsible for a few things including giving oral and sometimes written reports to Council on the workings of their committee. Specifically, in the Council Administration Committee, you deal a lot with some of our Students' Union staff. So, for example, one of the duties of the the past Chair was ordering the Council Apparel. So, you work with other people in Students' Union to do that. As chair, you will organize the meetings. So, you would set the meeting times, make the agendas, and set what's important for the that committee to accomplish that year. And, it's fun.

Councillor Christenson:

Also, to add the Chair of CAC is the deputy Speaker.

Vice President Paches nominates **Councillor Larsen**.

Councillor Larsen was elected as chair.

2016-09/4 **DISCUSSION**

2016-09/5 **ADJOURNMENT**

2016-09/5a **Next Meeting:** November 1, 2016 @ 5:00 PM in SUB 6-06

2016-09/5b Meeting adjourned at 9:28 PM.

SUMMARY OF MOTIONS

MOTION	VOTES
Councillor Larsen selected as chair.	CARRIED - Unanimously