



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

Tuesday, September 19, 2017

5:00PM

SUB 6-06

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the

University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Nathan Sunday (Chair)		Y	
Delane Howie		Y	
Navneet Gidda		Y	
Nicole Jones		Y	
Genna Dipinto		Y	
Tina Liu		Y	
James Thibaudeau		Y	
Alannah Piasecki		Y	
Srosh Hassan		Y	
Sandy Brophy		Y	
Robyn Paches		Y	
Connor Palindat		Y	

AGENDA (CAC 2017-12)

2017-12/1 INTRODUCTION

2017-12/1a **Call to Order**

SUNDAY: called the meeting to order at 5:00 PM.

2017-12/1b **Approval of Agenda**

JONES, HOWIE moved to approve the agenda.
10/0/0

2017-12/1c **Approval of Minutes**

THIBAudeau, JONES: moved to approve the minutes with a spelling amendment.
6/0/1
Howie obtains.

2017-12/1d **Chair's Business**

2017-12/2 OLD BUSINESS

2017-12/3 NEW BUSINESS

2017-12/4 DISCUSSION

2017-12/4a Student Council Office Hours (Engagement).

JONES: Explained the Students' Council office is comparatively underutilized. Proposed members open weekly office hours in the space.

SUNDAY: Noted the notion of mandated office hours was discussed last year but never acted upon.

JONES: Declared to personally open an hour a week for an open office. Suggested other councillors do the same.

HOWIE: Suggested specific days within a week be designated for a given faculty.

SUNDAY: Affirmed the presence of the Students' Council Facebook page.

GIDDA: Inquired into who manages the page.

SUNDAY: Responded that he and Discover Governance manage the page. Noted Discover Governance is the principal content generator and moderator..

PALINDAT: Inquired into what steps a councillor would in order to post in the

official channels and pages.

PACHES: Suggested Council Administration Committee author a framework under which all councillors could submit social media posts.

GIDDA: Suggested a member of Council Administration Committee take a greater role in developing content for the page. .

JONES: Added that Discover Governance expressed the wish to have a collaborative relationship in generating social content.

GIDDA: Advised the usage of both official and personal channels to reach students.

LIU: Suggested student councillors compare the practices of other student groups in relation to office hours.

PACHES: Stressed the need for advertising office hours. Mentioned that while, in his experience, few people showing up within months Dewey's brought greater attendance.

JONES: Declared to develop a plan for implementing office hours which will be shared at next meeting of CAC.

2017-12/4b

Council Jacket Work Order.

SUNDAY: Opened that the order for Students' Council jackets has been placed and the merchandise will be arriving soon.

PACHES: Inquired into why the order was not placed in a timely fashion.

SUNDAY: Responded that before ordering the jackets, he had to arrange numbers and sizes among councillors which took time.

PACHES: Advised Sunday to respond to emails as quickly as possible in order to keep projects moving speedily. Noted that the total budget of \$2,000 was not expended. Inquired into why a fee was charged to councillors when it was expressly stated jackets would be free of charge in last year's budget.

SUNDAY: Responded that the whole jacket order was \$1892 and not charging councillors a fee would overextend the allocated budget.

PACHES: Advised Council Administration Committee to reconsider the jacket fee and return the collected fees that has been paid by councillors.

SUNDAY: Noted that after the by-election, jackets will be ordered for the two or

three newly-elected councillors.

HOWIE: Indicated she was not aware last year's budget expressly requested money be allocated to make jackets would be free of charge. Supported repaying collected fees in a motion at next meeting.

PACHES: Responded that members are not expected to read budgets from years preceding their entry to Students' Council. Underscored that councillors should ask the Vice-President Operations & Finance for questions concerning budget.

SUNDAY: Suggested that the decision to charge a fee be discussed at next meeting.

PACHES: Noted the budget for jacket acquisition was sufficient, so long as no additional fees are charged in the forthcoming year.

See 2017-12.02

2017-12/4c CAC 2017/18 Budget.

GIDDA: Opened that she developed a budget after Cllr. Christensen requested an ongoing detailed expenditure report. Noted the budget reflects a number of expenditures which she will discuss in turn. Stressed the absence of some costs which are being processed by Discover Governance, such as the cost of pamphlets.

PACHES: Asked the cost of fifty pamphlets be entered in as \$36. Suggested a column be added into the spreadsheet to reflect budgeted versus actual expenditure.

SUNDAY: Requested the cost of lost jackets be entered into the budget as \$160.

GIDDA: Noted it was requested that individual business cards be provided to each member of Students' Council.

PACHES: Asked CAC to consider what sorts of information be represented on business cards, how many would be printed, and from where they would be printed.

GIDDA: Declared to investigate the cost of Council business cards.

PACHES: Suggested fifty to one hundred business cards per individual.

HOWIE: Suggested the cards have general faculty contact information, so they may be reused between members and years.

BROPHY: Underscored the personal touch of having a specific councillors' name

and contact information on a business card.

GIDDA: Inquired into the cost associated with binders.

SUNDAY: Responded that the cost of binders is only printing.

PACHES: Asked for a cost comparison between binders and flash drives.

HOWIE: Suggested Google Drive be used in place of binders in the interest of sustainability and frugality.

GIDDA: Inquired into whether money be allocated for town halls to be held in association with faculty associations.

PACHES: Responded that such funding has existed in the past. Suggested CAC now discuss the areas of priority for budget allotment.

SUNDAY: Relayed Cllr. Flaman's request for the filing of reports when money is withdrawn, as a measure of accountability.

GIDDA: Inquired into whether Pride Week events have associated costs.

JONES: Asked that a \$100 budget be allotted for Pride Week events and declared to follow-up with Discover Governance on participation.

GIDDA: Raised the question of budget for councillor-constituent coffee meetings and the Council Mentorship Programme.

PACHES: Noted coffee coupons can be created for the mentorship programme through the DailyGrind.

SUNDAY: Reiterated the need for post-purchase reports when expending Students Council resources. Asked that a member of CAC create a report template.

HOWIE: Suggested CAC approve councillor expenditure via in-meeting motions rather than generating multiple post-purchase reports.

PACHES: Declared \$10 be budgeted per councillor for coffee meetings.

GIDDA: Raised the question of councillor engagement in university residences. Asked for a particular focus in the next year Week of Welcome.

DIPINTO: Inquired into the connection between student athletes and Students' Union.

PACHES: Compared the Students' Council relationship with athletics groups as

being similar to that which exists with faculty associations.

HOWIE: Suggested Students' Council collaborate with Move-In and Basecamp. Asked that the issue of residency engagement be discussed at a later date.

GIDDA: Inquired into the extent to which councillors be involved in campus events and if these events may be subsidised.

PACHES: Cautioned that subsidising events can become problematic from perceived inequities in funding. Differentiated between prioritizing event participation and event subsidization. Advised only Students' Union events receive subsidies.

GIDDA: Suggested members of the mentorship programme be invited to participate in events with councillors.

HOWIE: Noted that event participation is a means of engagement between councillors and students.

SUNDAY: Asked Gidda to compile costs for event subsidies and participation. Noted this question will be discussed at the next meeting.

Please click [here](#) to view the document, which can also be accessed through the CAC Google Drive.

2017-12/5 CONFIRMATION OF NEXT MEETING DATE

2017-12/5a Next Meeting: Tuesday, October 3, 2017 at 5:00PM.

2017-12/6 ADJOURNMENT

Meeting adjourned for 5:50.

SUMMARY OF MOTIONS

MOTION	VOTES
JONES, HOWIE moved to approve the agenda.	10/0/0 - CARRIED
THIBAudeau, JONES: moved to approve the minutes with a spelling amendment.	6/0/1 - CARRIED Howie abstains.