



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.

AGENDA (CAC 2017-12)

2017-12/1 INTRODUCTION

2017-12/1a Call to Order

2017-12/1b Approval of Agenda

2017-12/1c Approval of Minutes

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)

2017-12/4b Council Jacket Work Order.

See 2017.12.02

2017-12/5 CONFIRMATION OF NEXT MEETING DATE

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

2017-12/6 ADJOURNMENT



University of Alberta Students' Union
COUNCIL ADMINISTRATION
COMMITTEE

Tuesday, September 5, 2017

5:00 PM

Council Chambers

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

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ATTENDANCE

| NAME | PROXY | PRESENT | SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT) |
|-----------------------|-------|---------|--|
| Nathan Sunday (Chair) | | Y | |
| Delane Howie | | N | |
| Navneet Gidda | | Y | |
| Nicole Jones | | Y | |
| Genna Dipinto | | Y | |
| Brandon Christensen | | Y | |
| James Thibaudeau | | Y | |
| Levi Flaman | | Y | |
| Ilya Ushakov | | Y | |
| Robyn Patches | | Y | |

AGENDA (CAC 2017-11)

2017-11/1 INTRODUCTION

2017-11/1a Call to Order
 SUNDAY called the meeting to order at 5:07 PM.

2017-11/1b Approval of Agenda

JONES, GIDDA moved to approve the agenda.
7/0/0

2017-11/1c Approval of Minutes

GIDDA, USHAKOV MOVE to amend the August 29th meeting minutes to correct Gidda's attendance.
6/0/0.

USHAKOV. TIBBEAU MOVE to approve the minutes.
5/0/2

2017-11/1d Chair's Business

2017-11/2 OLD BUSINESS

2017-11/3 NEW BUSINESS

2017-11/4 DISCUSSION

2017-11/4a 2017/18 CAC Budget

SUNDAY: Raised the question of how much to spend on new pamphlets and brochures. The pamphlets costed fifty dollars for approximately fifty pamphlets.

DIPINTO: Expressed concern over the cost of the pamphlets and questions whether a clerical error was made.

SUNDAY: Noted that Discover Governance handled the printing of the pamphlets. Declared to email Rebecca to get more specific costing.

GIDDA: Asked whether CAC used the entire three hundred dollars budgeted for TAWOW.

SUNDAY: Confirmed that the entire amount was expended.

USHAKOV: Suggested an evaluation process for events and their costs moving forward. Noted that a process would allow CAC to quantify the resources and results of a given event, and therefore justify the expenditure and improve an event in years forthcoming.

THIBAUDEAU: Noted that pamphlets are effective means to reach new students. Suggested the email addresses for members of council be added to the pamphlets.

SUNDAY: Expressed that the pamphlets were created by Discover Governance and the marketing department. Suggested, as way to quantify engagement,

Club's Fair attendees are counted. Noted that there was a pamphlets shortage.

THIBAUDEAU: Suggested CAC approximate attendance to print a sufficient number of pamphlets.

SUNDAY: Recommended that extra pamphlets can be utilized later for Gov Week.

GIDDA: Noted that she had purchased one hundred double-sided, full colour, glossy, pamphlets for thirty dollars.

USHAKOV: Advised CAC to determine if Students' Council can leverage the 20% SUBPrint discount.

THIBAUDEAU: Noted that while colour appears better, more black and white pamphlets, at lower cost, could be given out in higher volumes.

SUNDAY: Expressed concern over Students' Council having few engagement materials and no tabling banner.

THIBAUDEAU, JONES: moved to allocate and release a sum of forty-five dollars for the production of more pamphlets.

7/0/0

SUNDAY: Declared that Students' Council is still seeking Clubs Fair volunteers. Noted that he will send an email for recruitment and print the pamphlets.

CHRISTENSEN: Recommended that the whole budget and costings be put together in a spreadsheet to accurately track costs.

FLAMAN: Inquired into why Open Studies were not consulted in creating the pamphlets. Suggested better long-term planning.

PATCHES: Noted that the pamphlets were not an official product of Students' Council and, to his knowledge, marketing did not support the creation of the material.

CHRISTENSEN: Requested that materials being approved are linked on the agenda for people to see. Requested that final products are seen by CAC in advance.

PATCHES: Suggested CAC assign one councillor to liaise specifically with marketing on the creation of media and engagement materials. Volunteered to the responsibility and role.

SUNDAY: Expressed the need to create general pamphlet.

GIDDA: Inquired into whether Students' Council has a booth at the Open House. Suggests to develop materials

DIPINTO: Suggested CAC develop a list of visual identity materials to acquire.

GIDDA: Advised that Students' Council invest in materials with multiple uses, like a banner.

PATCHES: Recalled the earlier discussion around the quality of the pamphlets, suggested that a CAC find a way forward.

SUNDAY: Emphasised that pamphlets are the only items that distinguish the booth.

THIBAudeau: Requested that the information within the pamphlet be updated.

PATCHES: Expressed concern over the design and professionalism of the pamphlets. Proposed that CAC focus on person-to-person discussion rather than paper materials.

DIPINTO: Proposed business cards serve as an intern engagement material, replacing pamphlets.

PATCHES: Suggested President Banister's business card as particularly apt to establish a connection. Noted that a green TAWOW banner can be found.

THIBAudeau: Urged the Students' Union website be emphasised in engagement efforts.

PATCHES: Recommended the use of handbooks as another interim engagement material.

PATCHES, USHAKOV: Moved to reconsider the earlier pamphlet expense motion.
7/0/0

THIBAudeau, JONES: Moved to allocate and release a sum of thirty dollars for the production of more pamphlets.
0/7/0

SUNDAY: Noted that the budget will receive further consideration at next meeting. Purchase orders for the jackets and the pamphlets will be provided to CAC from Discover Governance. Sunday will bring the figures to the next meeting.

GIDDA: Agreed to develop the budget spreadsheet.

2017-11/4b

C.R.O By-Election Report

SUNDAY: Noted the C.R.O had not understood the report needed to be created but put together a short outline for the purposes of the meeting over the holiday.

THIBAudeau: Inquired into whether there were Students' Council resignations.

SUNDAY: Responded by noting there was one resignation, most probably from Engineering and an additional vacancy from physical recreation.

THIBAudeau: Noted that an additional vacancy from Business.

CHRISTENSEN: Detailed that vacancies can still be filled.

SUNDAY: Declared to share the complete report and attendance for the next Students' Council meeting as an information meeting.

2017-11/4c

TAWOW Orientation Event

THIBAudeau: Noted that the event was relatively expensive but reached those with whom Students' Council does not normally engage. Requests suggestions for improvement.

SUNDAY: Commends turnout at over two-hundred people who attended.

JONES: Advised that, while the event reached many, more preparations could be made, a glossary of services and contacts for example.

SUNDAY: Suggested a script to direct discussions with attendees.

THIBAudeau: Expressed concern over the attendees who were only there for the stamps.

PATCHES: Inquired into whether Students' Council could book at lower cost as many companies were present. Suggested a dialogue with ASSC may provide discounts.

SUNDAY: Noted that until last year non-profit groups had lower costs, a change of policy was made this year.

2017-11/4d

InfoMart

DIPINTO, JONES: Moved to table to the InfoMart discussion item until the next Council Administration Committee meeting.

7/0/0

2017-11/5 **CONFIRMATION OF NEXT MEETING DATE**

2017-11/5a **Next Meeting:** Tuesday, August 12, 2017 at 5:00PM.

2017-11/6 **ADJOURNMENT**
Meeting adjourned for 6:07.

SUMMARY OF MOTIONS

| MOTION | VOTES |
|--|-----------------|
| JONES, GIDDA moved to approve the agenda. | 7/0/0 - CARRIED |
| USHAKOV. TIBBEAU: moved to approve the minutes. | 5/0/2 - CARRIED |
| THIBAUDEAU, JONES: moved to allocate and release a sum of thirty dollars for the production of more pamphlets. | 7/0/0 - CARRIED |
| PATCHES, USHAKOV: Moved to reconsider the above motion.. 7/0/0 | 7/0/0 - CARRIED |

| | |
|---|-------------------------|
| THIBAUDEAU, JONES: Moved to allocate and release a sum of thirty dollars for the production of more pamphlets. | 0/7/0 - FAILED |
| DIPINTO, JONES: Moved to table to the InfoMart discussion item until the next Council Administration Committee meeting. | 7/0/0 - 7/0/0 - CARRIED |



ORDER NUMBER SU320
 ORDER DATE 8/29/2017
DUE DATE SEPTEMBER 20th
 SALES PERSON ELIZABETH

Main Floor Students' Union Building, University of Alberta, Edmonton, Alberta T6G 2J7 phone: 780-492-3407

CUSTOMER WORK ORDER

Sold to: SU Executive/Students' Council

Contact: Nathan Sunday

Phone: _____ FAX: _____

E-mail: sunday@ualberta.ca

| QUANTITY | COLOR | DESCRIPTION | UNIT COST | TOTAL |
|----------|-------|--|-----------|----------------|
| 14 | Black | Stormtech Men's Symmetry Shell (#SMS-1) 1S, 10M, 1L, 1XL, 1XXL | 58.25 | 815.50 |
| 11 | Black | Stormtech Women's Symmetry Shell (#SMS-1W) 4S, 6M, 1L | 58.25 | 640.75 |
| 25 | | LEFT CHEST embroidery | 4.90 | 122.50 |
| 25 | | LEFT UPPER ARM embroidery | 5.30 | 132.50 |
| 25 | | RIGHT UPPER ARM embroidery | 5.30 | 132.50 |
| 2 | | Charge for Samples Missing (SMS-1 Large and SMS-1W XLarge) | 58.25 | 116.50 |
| | | | | |
| | | | | |
| | | vinyl letters | | |
| | | vinyl #'s | | |
| | | color changes | | |
| | | ART PREP/COMPOSITE/SETUP | | |
| | | RUSH Charge | | |
| | | Shipping | | 20.00 |
| | | other: _____ | | |
| | | SUBTOTAL | | 1980.25 |
| | | G.S.T | | 99.01 |
| | | DEPOSIT | | |
| | | GST EXEMPT | | 99.01 |
| | | TOTAL | | 1980.25 |

Thank you for your order!