

**Friday, May 4, 2018
5:00PM
SUB 0-55**

ATTENDANCE

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Jonathan Barraclough (Interim Chair)		Y	
Kara Farris		Y	
Levi Flaman		Y	
Michelle Kim		Y	
Steven Lin	Robert Bilak	Y	
Connor Palindat		Y	
Cindy Liang	Janet Yao	Y	
Breanna Palmer		Y	

MINUTES (CAC 2018-00)

2018-00/1 INTRODUCTION

2018-00/1a Call to Order

BARRACLOUGH: Called the meeting to order at 5:00PM.

2018-00/1b Approval of Agenda

PALINDAT/FLAMAN MOVED to approve the agenda.

5/0/0 - CARRIED

2018-00/1c Approval of Minutes

N/A

2018-00/1d Chair's Business

BARRACLOUGH: Identified that the procedure for the election of committee chairpeople is limited and unclear. Established that Bylaw Committee has the best defined procedure and, therefore, he will use it in *2018-00/3a*.

2018-00/2 **OLD BUSINESS**

2018-00/3 **NEW BUSINESS**

2018-00/3a Selection of a Chair

FLAMAN nominated FLAMAN: accepted:
FARRIS nominated PALINDAT: accepted.
BILAK nominated FARRIS: declined.

FLAMAN: Emphasised his experience as past permanent member, record of attendance, work in the overhaul of Standing Orders, and efficiency in jacket ordering. Asked members for their vote.

PALINDAT: Highlighted his past experience as chairperson. Determined to improve the livestream, budget, jacket ordering, social media, and committee organisation. Asked members for their vote.

PALINDAT is declared appointed as chairperson of Council Administration Committee by secret ballot.

2018-00/3b Adoption of Standing Orders
See CAC-2018-00.01.

BARRACLOUGH: Requested that members propose their suggested amendments of the Standing Orders of Council Administration Committee.

PALINDAT: Noted that Governor Flaman proposed amendments on the Google document which are not reflected in the PDF. Determined that the Committee will review the changes at a future meeting.

FARRIS/PALINDAT MOVED to approve and adopt the Standing Orders as included in *CAC-2018-00.01*.
6/0/0 - CARRIED

2018-00/3c Confirmation of Spring/Summer Meeting Schedule

PALINDAT: Confirmed that the proposed meeting dates, locations, and times accommodate the members' schedules.

FARRIS/BILAK MOVED to approve the Spring/Summer Meeting Schedule
6/0/0 - CARRIED

2018-00/4 **DISCUSSION**

2018-00/4a Transitional Documents

See CAC-2018-00.02 and CAC-2018-00.03.

PALINDAT: Requested that members comment on his transitional documents which review the structure and function of the Committee and his role as chair. Identified, in particular, some of his recommendations. Determined to (1) work with the Speaker on improving the live-stream, (2) ensure the utilisation of the Students' Council social media, (3) re-launch of the Council Mentorship Programme in time for Clubs Fair.

FARRIS: Suggested the Programme could partner with other leadership promotion initiatives.

PALMER: Suggested that the expansion of the SU media presence will provide for better advocacy and planning.

PALINDAT: Emphasised the need to improve student engagement and grow the presence of Students' Council.

PALINDAT: Expressed his concern over the proposal, issued at the last Committee meeting of last term, to use Council funds to purchase merchandise for councillors.

PALMER: Suggested a monthly meeting mixer event as a means of engagement.

FARRIS: Proposed opening the Students' Council mixers to the general student population.

PALINDAT: Expressed concern over the lack of engagement from councillors who, in the last term, completed homework and did not engage in discussions at assemblies.

PALMER: Urged the Executive to support the aspirations of councillors to run for a position.

FARRIS: Considered that the culture of executive-led meetings precludes councillors from engaging fully.

FLAMAN: Noted that while the Council Scholarships incentivise work, there is no penalty for apathy.

PALMER: Suggested that CAC provide rewards for excellent attendance.

PALINDAT: Responded that the problem is not in attendance but rather the culture of disengagement from individual members

FLAMAN: Emphasised that the late release of Council Order Papers precludes members from informing themselves sufficiently to speak.

PALINDAT: Noted that, for example, the late posting of the Students' Council audit prevented members from engaging fully. Identified that there is no punishment for submitting the papers late.

PALINDAT: Advised against expanding the administrative assistant position from part-time to full-time.

BARRACLOUGH: Recommended that the Committee support the administrative assistant in improving her performance.

PALINDAT: Proposed that he and the Speaker personally visit Discover Governance to review their ongoing concerns and clarify the responsibilities of the administrative assistant.

BARRACLOUGH: Asked that the Committee wait to determine if improvements arise from their initial enquiry. Determined to work with the administrative assistant in his role as speaker.

FARRIS: Expressed her wish to know why the Order Papers arrive late.

2018-00/4b Students' Council Standing Orders
See CAC-2018-00.04.

PALINDAT: Inquired into the rationale for this agenda item when the Committee reviewed Students' Council Standing Orders last term

FLAMAN: Responded that all newly elected members ought to be able to review the Standing Orders.

FARRIS: Suggested that CAC wait until after GovCamp to review the Standing Orders in order to allow new councillors time to acclimatise to Students' Council governance.

2018-00/4c Council Jackets

FLAMAN: Established that he will send a link through which permanent Committee members will select their preferred styles on May 4th, develop the shortlist for May 15, finalise selections on May 29, and order the articles on June 26.

PALINDAT: Noted that all jackets are free with an opt-out option. Noted members cannot order jackets after the opt-out. Clarified that new councillors arriving through byelections and petitions can receive their jackets past the deadline. Determined to release all options on one form.

2018-00/4d Elected Representatives Board

FLAMAN: Requested an update in relation to the membership listing board on the first floor of SUB.

PALINDAT: Responded that the new board will be updated in the near future. Noted that the board will be updated again if new councillors arrive through byelections and petitions.

2018-00/4e Gateway Interviews

PALINDAT: Affirmed the value of the councillor interviews as a means of engagement and outreach.

BILAK: Noted that the Gateway plans to release a questionnaire to councillors which will be published.

PALINDAT: Suggested that a “Did You Know” series published during the academic year would be more valuable.

BILAK: Determined to spearhead the project.

KIM: Determined to work with Bilak.

BARRACLOUGH: Suggested that the “Did You Know” series occur concurrently to GovWeek.

PALINDAT: Noted that he will investigate this idea in his role as a member of the GovWeek Organizing Committee.

2018-00/4f Council Communication Options

FLAMAN: Noted that WhatsApp has been the primary means of engagement amongst members of Council in past. Suggested that Slack be the future platform.

PALMER: Inquired into the protocol for holding emergency meetings.

BARRACLOUGH: Noted that he is able to call emergency meetings. Differentiated between emergency meetings and additional meetings.

PALMER: Suggested Facebook Messenger.

PALINDAT: Suggested Google Hangouts.

PALINDAT: Summarized the views of the Committee and confirmed the future use of Slack.

BARRACLOUGH: Noted that the Speaker, President and Chair can administer the Slack. Determined to present a tutorial.

2018-00/4g CAC Budget

PALINDAT: Noted that the budget is composed of two sub-budgets, one designed for jackets and the other for general expenses, each valued at \$2000. Noted that the budget last term was spent on Clubs Fair, TAWOW, and audio-visual equipment. Requested that members develop and suggest uses for the budget for the next meeting. Determined to create the spreadsheet.

2018-00/5 **CONFIRMATION OF NEXT MEETING DATE**

2018-00/5a **Next Meeting:** Tuesday, April 15, 2018 @ 5:00PM in Council Chambers.

2018-00/6 **ADJOURNMENT**

PALINDAT: Adjourned the meeting for 6:00PM.

SUMMARY OF MOTIONS

MOTION	VOTES
PALINDAT/FLAMAN MOVED to approve the agenda.	6/0/0 - CARRIED
PALINDAT is declared appointed as chairperson of Council Administration Committee by secret ballot.	N/A - CARRIED
FARRIS/PALINDAT MOVED to approve and adopt the Standing Orders as included in <i>CAC-2018-00.01</i> .	6/0/0 - CARRIED
FARRIS/BILAK MOVED to approve the Spring/Summer Meeting Schedule	6/0/0 - CARRIED