



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

**Tuesday, June 12, 2018
5:00PM
Council Chambers, University Hall**

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)
Connor Palindat (Chair)	James Thibaudeau	Y	Y
Kara Farris		Y	
Levi Flaman		Y	
Michelle Kim		Y	
Steven Lin		Y	
Robert Bilak		Y	

MINUTES (CAC 2018-03)

2018-03/1 INTRODUCTION

2018-03/1a Call to Order

THIBAUDEAU: Called the meeting to order at 5:02 PM.

THIBAUDEAU NOMINATED THIBAUDEAU as acting chair for the meeting in absence of Palindat.

5/0/1 - CARRIED.

Flaman abstains.

2018-03/1b Approval of Agenda

FLAMAN/FARRIS MOVED to approve the agenda.

6/0/0 - CARRIED

FLAMAN/KIM MOVED to amend the agenda to table item *2018-03/3a*.

6/0/0 - CARRIED

FLAMAN/FARRIS MOVED to approve the agenda as amended.
6/0/0 - CARRIED

2018-03/1c Approval of Minutes
FLAMAN/FARRIS MOVED to approve the minutes of *CAC-2018-02-M*.
6/0/0 - CARRIED

2018-03/1d Chair's Business

2018-03/2 OLD BUSINESS

2018-03/3 NEW BUSINESS

2018-03/3a *Presentation Title:* Week of Welcome/Students' Council

Presenter(s):

- Andre Bourgeois, Vice-President (Student Life) - University of Alberta Students' Union

Abstract:

This presentation is going to be about the way that Students' Council and its role is communicated to students at Week of Welcome and New Student Orientation.

2018-03/3b Revisiting Jacket Order

THIBAudeau: Identified the total cost for the jacket order as \$2400. Suggested two options as (1) sourcing a cheaper design or (2) charging a \$10 fee per jacket.

KIM: Expressed that the proposed jacket model, Atlantis Full-Zip Fleece Hoodie SFZ-1 style, is cheaper than other jacket models purchased in past.

THIBAudeau: Responded that each jacket style has a different discount percentage and that, in this case, the price discount percentage was smaller than in past.

FLAMAN: Noted that the variation in price discount percentage was why he originally suggested selecting multiple finalised jackets, the cheapest of which would be purchased.

LARSEN: Inquired into the actual cost per jacket.

FLAMAN: Responded that the total cost per jacket is \$60.55 without shipping. Noted that the cost of shipping will not be confirmed until the order is processed.

FARRIS: Expressed concern that charging a fee could preclude councillors of limited means from purchasing a jacket.

LARSEN: Advised withdrawing \$400 from the engagement budget allotment to pay for the jackets in full.

THIBAudeau: Identified that the Committee of last year made the same decision. Inquired into whether, in future years, the Students' Council may have more funds for jacket purchasing.

FLAMAN: Noted that the jacket order of 2017 was the first occasion on which jackets were fully funded.

BILAK: Inquired into whether increasing funds for jacket purchasing will adversely affect the Students' Council multi-year financial plan

LARSEN: Responded that the plan only provides budgetary projections and is subject to change.

FLAMAN: Registered his dissent.

LARSEN/KIM MOVED to requisition \$400 from the Council Administration Committee engagement budget in order to subsidise the Students' Council jackets at cost.

6/1/0 - CARRIED.

2018-03/3c Update on Council Mentorship Program Relaunch

FARRIS: Emphasised the need for robust digital and physical advertisement. Determined to soft-launch the Program in Fall in preparation for a hard-launch in January. Noted that the mentees will be able to attend both personal, committee, and chamber meetings.

RIZVI: Inquired into how students sign up for the program.

FARRIS: Responded that an online signup linked to councillors' faculty emails is the likely means. Requested members promote the Students' Council Facebook page.

2018-03/4 **DISCUSSION**

2018-03/4a Social Media

KIM: Noted that recent social media reforms increased page viewership. Considered that a broader section of students can be reached through councillor-page cross promotion.

LARSEN: Suggested developing a timeline for social media posts, creating graphics according to that timeline, producing videos, and sending councillors the email to which they can submit social media posts.

THIBAUDEAU: Inquired into the effectivity of videos as compared to text posts.

FARRIS: Affirmed the value of videos as engaging and informative.

LARSEN: Considered that the Committee could employ the services of video editor.

BILAK: Suggested an MTV Cribs style video titled 'Welcome to my Chambers'.

FLAMAN: Suggested that Discover Governance act as the Facebook page administrator and either (1) set councillors as page editors who draft posts for the review by the administrator or (2) act as administrator and curate posts from associated councillor private pages.

BILAK: Expressed concern over the limited number of administrator spaces available on Facebook pages.

FLAMAN: Responded that if there is a limit, permanent members can act as administrators or the curator method can be used.

THIBAUDEAU: Determined to include the same topic as an agenda item at the next meeting. Determined to find a social media secondary administrator before or at the next meeting.

2018-03/4b First Year Engagement (WoW or other solutions)

FARRIS: Established that the Uni101 presentation, as part of WoW, includes a great deal of information concerning governance and the Students' Union. Noted that Students' Council WoW representation will occur through the President's Speech, Clubs Fair, Uni101 presentation, and councillor engagement.

BILAK: Inquired into who prints the WoW agendas and how much Students' Council governance information they include.

LARSEN: Noted that the new agendas will include more and better governance information. Suggested councillors engage in faculty specific orientation events.

FARRIS: Emphasized the importance of councillor engagement at Clubs Fair.

THIBAUDEAU: Considered that CAC could mandate members' attendance at Clubs Fair. Suggested utilizing online advertising for particular events.

LARSEN: Suggested that the Committee boost advertisement posts rather than merely boost regular posts.

LIN: Expressed concern over the cost associated with sustained online

advertising and long-term effects on organic social media reach.

FLAMAN: Considered that targeted online advertisements reach persons not connected to the Students' Council whereas print and SU TV advertisements only reach students.

THIBAUDEAU: Determined to investigate the effect of online advertising on long-term organic reach.

FLAMAN: Suggested councillor engagement at the University of Alberta Open House.

THIBAUDEAU: Determined to include the same topic as part of agenda at the next meeting.

2018-03/5 CONFIRMATION OF NEXT MEETING DATE

2018-03/5a **Next Meeting: Tuesday, June 26, 2018 @ 5:00PM in Council Chambers.**

2018-03/6 ADJOURNMENT

THIBAUDEAU: Adjourned the meeting at 5:37pm.

SUMMARY OF MOTIONS

MOTION	VOTES
THIBAUDEAU NOMINATED THIBAUDEAU as acting chair for the meeting in absence of Palindat.	5/0/1 - CARRIED. Flaman abstains.
FLAMAN/FARRIS MOVED to approve the agenda.	6/0/0 - CARRIED
FLAMAN/KIM MOVED to amend the agenda and table item <i>2018-03/3a</i> .	6/0/0 - CARRIED
FLAMAN/FARRIS MOVED to approve the agenda as amended.	6/0/0 - CARRIED
FLAMAN/FARRIS MOVED to approve the minutes of <i>CAC-2018-02-M</i> .	6/0/0 - CARRIED
LARSEN/KIM MOVED to requisition \$400 from the Council Administration Committee engagement budget in order to subsidise the Students' Council jackets at cost.	6/1/0 - CARRIED.