



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

**Tuesday, July 31, 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)		Y	
Kara Farris	James Thibaudeau	Y	
Levi Flaman		Y	
Michelle Kim		Y	
Steven Lin	Reed Larsen	Y	
Reed Larsen		Y	
Andre Bourgeois		Y	
Nathan Sunday		Y	
Breanna Palmer		Y	

MINUTES (CAC 2018-06)

2018-06/1 INTRODUCTION

2018-06/1a Call to Order

PALINDAT: Called the meeting to order at 5:00pm.

2018-06/1b Approval of Agenda

PALMER/KIM MOVED to approve the agenda.

9/0/0 - CARRIED

2018-06/1c Approval of Minutes
BILAK/FLAMAN MOVED to approve the minutes of *CAC-2018-06-M*
9/0/0 - CARRIED

2018-06/1d Chair's Business

2018-06/1e Update on Meeting of Chairs

PALINDAT: Commended the productivity of the chair's meeting.

KIM: Supported the creation of a training and transitional bylaw to assist incoming Committee chairs.

2018-06/2 OLD BUSINESS

2018-06/2a PALINDAT/BILAK MOVED to allow a presentation by the Vice-President Student Life.
10/1/0 - CARRIED

Presentation Title: Week of Welcome/Students' Council

Presenter:

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

Abstract:

This presentation concerns Students' Council and its role is communicated to students at Week of Welcome and New Student Orientation.

BOURGEOIS: Established that students learn about Students' Union services and opportunities in a one-hour presentation during Week of Welcome. Noted that the presentation identifies department and residence associations as the first points of contact.

KIM: Indicated that the purpose of Bourgeois' presentation was to provide ideas as to the manner in which Students' Council can advertise itself during the Week of Welcome.

BOURGEOIS: Responded that Kim's comment did not reflect his understanding. Suggested inviting councillors to Faculty Association barbeques.

THIBAudeau: Suggested adding contact and website information for Council to the presentation slides.

FLAMAN/THIBAudeau MOVED to table the presentation *2018-06/2a* indefinitely.
9/0/0 - CARRIED

2018-06/3 **NEW BUSINESS**

2018-06/3a **PALINDAT/THIBAUDEAU MOVED** to make a formal recommendation to the Executive Committee to increase the involvement of Students' Council in regards to Week of Welcome Orientation and other new student orientation activities.

THIBAUDEAU: Inquired into the planned extent of Students' Union involvement in Week of Welcome.

PALINDAT: Responded that the Committee discussed greeting new students, including information in the President's Address, and presenting in Uni101. Encouraged the Committee to offer additional ideas.

BILAK: Suggested including Council information in faculty association events.

PALINDAT: Considered that it would be easier to work with the Week of Welcome organisers than a set of faculty associations.

KIM: Suggested sending councillors to attend faculty association luncheons. Noted that the Students' Union could provide assistance in faculty association events. Expressed concern over incorporating Council into the now nearly-developed Week of Welcome plans.

SUNDAY: Advanced that, however developed the plans, the Committee failed to be consulted originally and its requests for collaboration should now be granted.

LARSEN: Suggested developing a range of opportunities for Council engagement in order to accommodate councillors' different schedules and levels of involvement.

SUNDAY: Requested that Palindat note the absence of Bourgeois on the fourth occasion of his presentation.

FLAMAN: Expressed concern over the motion not referencing other orientation initiatives such as BaseCamp and TAWOW. Proposed amending the motion to end "and other new student orientation activities".

PALINDAT: Received Flaman's amendment as friendly.

LARSEN: Considered that councillors could volunteer themselves to the Week of Welcome.

PALINDAT: Established that the Committee seeks opportunities for Council engagement as a whole, rather than individual involvement.

LARSEN: Proposed that the Committee provide Council with a list of opportunities for Week of Welcome engagement.

PALMER: Suggested hosting a Students' Union party alike to the Beer Gardens.

PALINDAT: Clarified that the Beer Gardens are managed by the Students' Union.

THIBAUDEAU: Considered that, in years past, mixer/party events did not succeed in driving engagement.

PALINDAT: Discouraged hosting a separate event. Supported integrating Students' Council promotion into the existing Week of Welcome format.

FLAMAN: Identified a principal use of the purchased jackets to be Council promotion.

LARSEN: Emphasised that only Council, not committees, may mandate Executive action.

PALINDAT: Determined not to bring forward the motion to Council.

10/0/1 - CARRIED

2018-06/3b Week of Welcome Handbill Content and Design

PALINDAT: Established that there is a budget and an intent to purchase handbills for the Week of Welcome booth.

LARSEN: Determined to work with the marketing and communications team to develop and print the handbills.

PALMER: Requested panda bears appear on the handbill.

LARSEN: Responded that the handbills are only to have Students' Union and Council marketing.

KIM: Inquired into who will arrange Council involvement in the Week of Welcome.

PALINDAT: Determined to send a notice and sign-up to Council in an email. Noted that he will emphasise the one-hour expectation in his communication.

LARSEN: Determined to double-check the cost of Council engagement in Week of Welcome as per Palindat's request.

2018-06/3c Week of Welcome Booth Materials (Banners, Table Decorations)

PALINDAT: Determined to order a general Students' Council pull-up banner. Inquired into the availability of Council flags.

BOURGEOIS: Responded that there are Students' Union flags but none that fit at Clubs Fair.

LARSEN: Requested that he receive a list of budgeted items before making any purchases.

PALINDAT: Determined to send Larsen a list of budgeted materials to be purchased.

SUNDAY: Inquired into whether Aboriginal Relations and Reconciliation Committee can include a poster for its Town Hall Event in the Students' Council Week of Welcome booth.

PALINDAT: Responded in the affirmative.

LARSEN: Suggested having a hype-team by and for Students' Council at Week of Welcome.

KIM: Determined to work with Bourgeois to draft the banner designs. Determined to send an online proof of the designs to the Committee.

2018-06/4 **DISCUSSION**

2018-06/4a 2018-2019 TAWOW Welcoming Event Participation

SUNDAY: Inquired into whether CAC can fund Students' Council representation at the TAWOW event.

FLAMAN: Considered that there could be a joint Students' Council and Union table.

PALINDAT: Confirmed that there is \$350 allocated for TAWOW, \$50 of which is for handbills. Noted that there is \$240 allocated for two banners, \$10 for a poster board, and \$150 for handbills. Advised Sunday to liaise with Discover Governance to arrange for the TAWOW payment.

PALMER: Inquired into the timeline for jacket delivery.

FLAMAN: Responded that August 17 is the proposed delivery date. Anticipated that the jackets will be delivered before the Week of Welcome.

PALMER/BILAK MOVED to reconsider the motion tabling *2018-06/2a*.
11/1/0 - CARRIED

See CAC-2018-06.02.

2018-06/5 CONFIRMATION OF NEXT MEETING DATE

2018-06/5a Next Meeting: Tuesday, August 21, 2018 @ 5:00PM in Council Chambers.

2018-06/6 ADJOURNMENT

PALINDAT: Adjourned the meeting at 5:43.

SUMMARY OF MOTIONS

MOTION	VOTES
PALMER/KIM MOVED to approve the agenda.	9/0/0 - CARRIED
BILAK/FLAMAN MOVED to approve the minutes of <i>CAC-2018-06-M</i>	9/0/0 - CARRIED
PALINDAT/BILAK MOVED to allow a presentation by the Vice-President Student Life.	10/1/0 - CARRIED
FLAMAN/THIBAudeau MOVED to table the presentation <i>2018-06/2a</i> indefinitely.	9/0/0 - CARRIED
PALINDAT/THIBAudeau MOVED to make a formal recommendation to the Executive Committee to increase the involvement of Students' Council in regards to Week of Welcome Orientation and other new student orientation activities.	10/0/1 - CARRIED
PALMER/BILAK MOVED to reconsider the motion tabling <i>2018-06/2a</i> .	11/1/0 - CARRIED