



# COUNCIL ADMINISTRATION COMMITTEE MINUTES

2012 - 2013 # 5

Date: July 10, 2012

Time: 5:00 pm

In Attendance:

*Borden, Mills, Nguyen, Carson, Kusmu, Cheema, Monfries*

Excused Absence:

*Smith, Kelly*

Others in Attendance:

**1. CALL TO  
ORDER:**

The meeting was called to order by *Borden* at 5:06 pm.

**2. APPROVAL OF  
AGENDA**

*Mills* amended agenda.

*Carson* moved that the July 10, 2012 agenda be approved as amended.  
Seconded by *Nguyen*.

Vote on Motion #6 In Favor / #0 Not In Favor / #3 Absent  
**CARRIED.**

**3. APPROVAL OF  
MINUTES**

*Borden* amended minutes.

*Carson* moved that the July 10, 2012 minutes be approved as amended.  
The motion was seconded by *Nguyen*.

Vote on Motion #6 In Favor / #0 Not In Favor / #3 Absent  
**CARRIED.**

**4.  
ANNOUNCEMENTS**

**None**

**5. REVIEW OF  
ACTION ITEMS**

**i) Find out the budget for giveaways or the CAC budget for the Clubs Fair (Cheema)**

**ii) Find out how much it would cost for the idea of paper duo tangs and if Subprint could do them for a cheaper price?**

**iii) Pamphlet ideas, options and costs- how long it would take to**

manufacture? How many units, by looking at last year's documentation?  
iv) Mills will get back to Jessica Nguyen about the decision with the Tables for Clubs Fair

## 6. OLD BUSINESS

### a) Council Retreat Survey Results

-12 people responded where 7 of the participants went to the retreat and the remaining 5 had not

-66% said it was too short notice or that they were not able to change their other commitments

-57% said the programming for the weekend was the right amount/appropriate but 1 person felt that there was not enough time spent on Striker's section and wanted to see more

-there were a couple of people that said there was too much free time

-overall the structured sections were fair as far as quality but could be improved upon for the fall retreat

-Question: When is the Fall Retreat?-Last year it was in October and occurred after the by-election results were announced

-The Fall Retreat and the Summer Retreat are different in that, it wasn't an overnight trip because it takes place around the same time as midterms and people have other commitments as well

### b) Accessibility to Council

i. MOVER/SECONDER MOVE THAT Student's Council amend Council Standing orders as follows:

Addition of 38 (1), which would read as follows:

**"If a guest of Council or student member of Council needs a translator or specific assistance, they are required to give the Council Administration Committee at least one week's notice. The Council Administration will attempt to make the necessary accommodations with limited expense to the Students' Union."**

-The underlined shows the addition that Mills made but specified that there may need further clarification, refinement and proofreading

c) Council Mentorship Program-TABLED till July 24, 2012

d) Council Outreach Funds-TABLED till July 24, 2012

## 9. NEW BUSINESS

*Carson moved that the Council Standing Order: Addition of 38 (1) which read: "If a guest of Council or student member of Council needs a translator or specific assistance, they are required to give the Council Administration Committee at least one week's notice. The Council Administration will attempt to make the necessary accommodations with limited expense to the Students' Union." To be changed to "If a guest of Council or member of Council requests a translator or reasonable accessible aid, they are required to give the Council Administration Committee at least one week's notice. The Council Administration will attempt to make the necessary accommodations*

*with limited expense to the Students' Union."*  
The motion was seconded by Mills.

*-as long as it gets to Council or member of Council so "student" can be eliminated*  
*-"specific assistance" lacks clarity*

*Vote on Motion # 5 In Favor / #1 Not In Favor / #3 Absent*  
**CARRIED.**

*Carson moved that Student Council have their own separate table, at Clubs Fair, from Students' Governance and CR but all three will represent as a functioning unit that is distinctive from the other booths.*  
The motion was seconded by Borden.

*A)Tabling at Clubs Fair*

*1) What was done last year?*

*-There seemed to be too much literature on the table, which was confusing for student*

*-Councilors who did sign-up to volunteer at the booth were not prepared to explain what Council does or how students can get involved*

*-the set up of the table could have looked more appealing-should look into either buying a pop-up banner or making a tri-fold*

*2) What do we want to do this year?*

*-look into teaming up with the other Student Governance offices/groups and have our tables close together with some unified look.-Jessica Nguyen has approached me about this idea and wants to know by Friday July 13, 2012*  
*-suggestion: to advertise by elections so it may be better to have separate booths to talk about different issues so that the questions could be answered by those who can BUT it may be difficult for students to approach a large group of representatives; so there should be a limit of 2 people per table for example*

*-Mills wants separate tables but with a unifying theme for the 3 Student groups*

*-Mills will be there if anyone (volunteers for the booth) decides to opt out of their shift*

*-make up a single piece of literature to hand out at the table, What important information should we have on it?*

*-Last year SU has a pamphlet that described the biographies, pictures of the executives and what SU did/role*

*-Mills is making up a fact sheet for Council which will work as a FAQ or cheat sheet for anyone trying to answer questions from students during their shift at the booth*

*-Question: What do people go to the booth for?-ask questions like: What do they do? How is it different from the Student Council in High school for example? General inquiries*

*3) Some guiding questions to get us started: (Which should be considered and kept in mind)*

*-What do we want our clubs fair presence to look like this year?*

*-What do we want new/current students to take away once they leave our table? i.e. literature and from conversations*

*-What do we want our table to look like?*

Vote on Motion #4 *In Favor* / #2 *Not In Favor* / #3 *Absent*  
**CARRIED.**

**10. DISCUSSION  
AND INFORMATION  
ITEMS**

**Questions:**

- Are things given out? And What are they?-make them quarter sheets to reduce costs but need to have one because there will be students who may be interested and expect to receive one
- suggestion for giveaway: paper portfolios that can hold documents and other papers that are like duo tangs (perhaps Subprint can make them)-but needs to keep in mind as what the budget is
- allocation of money for these giveaways will come out of the CAC fund which last year was several hundred dollars and individual councilors' funds that are unused can be allocated to this initiative
- suggestion: There was one fair where councilors made pamphlets with emails on it and got 60 from students so maybe recreate a CAC email or a ualberta.ca account that is just for CAC so that students that may have questions later on can ask
- idea of a stamp?

**11. REPORTS**

*None*

**12. CLOSED  
SESSION**

*NIL*

**13. NEXT MEETING**

*July 24, 2012 and 5:00 pm.*

**14. ADJOURNMENT**

*Carson* moved that the meeting be adjourned.  
The motion was seconded by *Borden*.

Vote on Motion #6 *In Favor* / #0 *Not In Favor* / #3 *Absent*  
**CARRIED.**

Meeting adjourned at 5:48 pm.