



COUNCIL ADMINISTRATION COMMITTEE MEETING MINUTES

2012 - 2013 # meeting 6

Date: August 14, 2012

Time: 5:00 pm

In Attendance:

Borden, Chelen, Nguyen, Kelly, Mills

Excused Absence:

Monfries, Smith, Bellinger

Others in Attendance:

Dumouchel

**1. CALL TO
ORDER:**

The meeting was called to order by *Borden* at 5:00 pm.

**2. APPROVAL OF
AGENDA**

Borden amended agenda to include *Safe Spaces Training at the Camp (when, where and what to do about it)* in discussion.

Borden moved that the August 14, 2012 agenda be approved as amended.
Seconded by *Nguyen*.

Vote on Motion #5 In Favor / #0 Not In Favor / #3 Absent
CARRIED.

**3. APPROVAL OF
MINUTES**

Mills moved that the minutes be approved as *tabled*.
The motion was seconded by *Borden*.

Vote on Motion #5 In Favor / #0 Not In Favor / 3 #Absent
CARRIED.

**4.
ANNOUNCEMENTS**

None

**5. REVIEW OF
ACTION ITEMS**

- a. **Mills will look into ways of making the advertising for Student involvement in SU more attractive**
- b. **Mills will email a vote for permanent members of CAC to give feedback and concerns about the Rough Draft of the brochure for SU at Clubs' Fair**

- c. Kelly will get in touch with the individuals that were interested in the Safe Spaces Training
- d. Mills will email an outline of what the Fall retreat will look like

6. OLD BUSINESS

Council Mentorship Program

- Mills received email from Petros from student and said it was difficult to access information regarding on how to get involved (from Student Council's webpage at the bottom)
- So what are the ways that can improve the advertising?- put on main page like a banner (\$50/week) and no budget for that but can play around with links and font sizes; solution: make it more attractive but still affordable

Tabling at Clubs' Fair

- Two pocket folders with SU brand; there are 500 in the SU office and not used for anything at the moment; and obtained permission that we could use them but could end up in the garbage or not used properly (\$1-\$1.50)
- If feel that students get a benefit from it then we should distribute
- paid out of initiative budget (from meeting with Cheema)

Rough draft of brochure to send out (in email sent August 14, 2012)

- feedback from content and grammar
- add insert with information for by-elections (important dates) so that it can be reusable for UofA open house
- email vote for the permanent members on CAC to give feedback and specific concerns (Mills will send out)

Volunteer

- will assemble once people have their schedules set
- dates September 3-5

Students Representative (Chelen)

- Amanda Henry meeting taking a look at how to recruit students to council-Student Council Mentorship Program
- common themes: common method is that taking a look at students who do an early of active participation with Council and connect current faculty and departmental, academic student relationships, etc with SU
- Student Representative Open House- when? September 19? Before or after by elections –recommendation around October (push back)
- what funds would members (SU) like to contribute? Any money from CAC to contribute?
- before by election then objective is to interact with student reps and faculty representations to run
- Is it better to do it before or after? (any research)

-not sure but a large number of reps do come and have student rep experience and with student groups (from student governance report showed that needed to share their practices and opportunities)

9. NEW BUSINESS

*Mills moved that printing budget will not exceed \$75.
The motion was seconded by Borden.*

Pricing for Clubs Fair

-brochures (\$0.15 double-sided/ \$0.08 for single sided / internal printing deduction but on colour is extra)-\$75 (\$160 budget)

-brochures are required and folders are/ would be extra

-need budget approved first

*Vote on Motion # 5 In Favor / #0 Not In Favor / #3 Absent
CARRIED.*

Mills moved that September 12, 2012 be the date for the Student Representative Open House.

The motion was seconded by Borden.

-Before or After the by-elections?-after then more planning and funds because first three weeks are really busy and chaotic but before would be better for recruitment and better to follow the momentum of the rush because more aware that things are going on so the mindset is there

*-More inclined to have it after the by-elections because SU members might overextend themselves and then have to resign after midterms;
recommendation is September 14, 2012 and/or October 2, 2012*

-Scale of the event: Under \$500 and for an hour to hour and a half

-But there will also be the faculty associations and student governance that will contribute.

-CRO would appreciate before the by-elections.

-Program: brief presentation from 4 people: CAC chair, President, CRO, -- Student Governance; then break off to groups based on faculties and have facilitated discussion; then an informal mixer

-Location: Alumni Room because no need for booking fee and central social space

*Vote on Motion # 5 In Favor / #0 Not In Favor / #3 Absent
CARRIED.*

Mills moved that there will be an allocation of \$50 to the Student Representative Event on the 12th of September.

The motion was seconded by Borden.

-Question: Would CAC (Council Outreach Budget) like to contribute financially? –Food for 60 attendees (based off of Council Retreat which would be \$150); for budget (\$165-\$75 (printing fee) which would be ~\$90 so can allocate a certain percentage of the remaining funds to contribute and ask

other councilors if they would be willing to contribute individually in a written proposal format); Recommendation of ~30-50% of that \$90 (\$50) to go towards this event because want to set aside for advertising in the future-so at the moment \$50 from CAC and \$50 from Student Governance; could also do it pot luck style because 60 people but it might be difficult to ask for busy students

*Vote on Motion # 5 In Favor / #0 Not In Favor / #3 Absent
CARRIED.*

**10. DISCUSSION
AND INFORMATION
ITEMS**

Security at Council

**-Council chambers have security there in the evening because university requires the security to be there and admin building is one of them
-no SU policies require it at the moment
-ECHA is open till 11 pm and will not need security but then if passed 11 pm then have to come back to SUB to continue the meeting
-have also talked to the speaker; doing a renovation and do evaluation for requirements for a room for Council and suggested booking 25-27 there in the upcoming year
-not inclined to book extra security because there's no reason to spend that extra money**

Space Safes Training

**-tabled till next agenda
-organizing fall retreat after Clubs' Fair
-Kelly will get in touch with people that was interested in this Training; any guideline or documentation?-Mills will email to you (sometime in October because there will be new councilors); useful to have an outline what the retreat looks like (schedule) and ask if something would fit into this framework or not so not a date issue
-Friday afternoon Fall Retreat (recommendation: do something a little bit longer-camping in Quad for example)
-Talk to other councilors and what they would like as well-logistics for Fall retreat**

11. REPORTS

None

**12. CLOSED
SESSION**

NIL

13. NEXT MEETING

August 28, 2012 and 5:00 pm.

14. ADJOURNMENT

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

*Vote on Motion # 5 In Favor / #0 Not In Favor / #3 Absent
CARRIED.*

Meeting adjourned at 5:50 pm.