

# **A G E N D A**

## ***Council Administration Committee***

**Tuesday, August 14<sup>th</sup>, 2012**

**5:00 pm**

**SUB 6-06**

1. Approval of the Agenda
2. Approval of the Minutes
3. Announcements
4. Old Business
  1. Council Mentorship Program (10 min)
    - i. Currently being advertised on the SU website under “Get Involved” on the Governance tab, however some students have had troubles finding information about how to get involved in student government/advocacy.
  2. Tabling at Clubs Fair (20 min)
    - i. Promo Materials
      - Two pocket folders: the SU has some available, still looking into if we can use them at Clubs Fair
      - Brochures with insert: please see the attached rough draft and review for content changes. Formatting changes will be made at a later date
    - ii. Pricing—budget of no more than \$100
      - Two pocket folders: possible free from the SU, or we might have to pay for them—still to be decided
      - Brochures with insert: \$0.15 for double sided; \$0.08 for single sided
  3. Student Representatives Social Event—Dustin Chelen
    - i. When: Wednesday September 19, 2012
    - ii. Schedule: structured sessions followed by informal discussions or round tables
    - iii. Cost: How much will the entire event cost? How much can CAC contribute?
5. New Business
  1. Security at Council
    - i. We currently hire security (UAPS) for all council meetings because it is university policy to have security for certain buildings on campus, this includes University Hall.

ii. Our new meeting location in ECHA will be secured until 11pm; at that point we would have to leave and go to SUB. We would not need to pay for additional security.

6. Discussion Period

7. Confirmation of next meeting date – Tuesday August 28<sup>th</sup>, 5:00 pm

8. Adjournment