



# COUNCIL ADMINISTRATION COMMITTEE MINUTES

2012 - 2013 # meeting number7

Date: August 28, 2012 Time: 5:02 pm

In Attendance:

Borden, Kim, Mills, Kochikuzhyil, Chelen, Nguyen, Kelly, Carson

Excused Absence:

Bellinger

Others in Attendance:

Monfries

**1. CALL TO  
ORDER:**

The meeting was called to order by *Borden* at 5:02 pm.

**2. APPROVAL OF  
AGENDA**

*Mills* amended agenda to include a note that for those councilors that are not here there are proxies in place, *Chelen's* addition-pamphlet given by Students governance is a repeat of the ones that CAC is creating and recommendation is to reduce the information about what SU does.

*Borden* moved that the August 28, 2012 agenda be approved as amended.  
Seconded by *Kim*.

Vote on Motion #8 In Favor / #0 Not In Favor / #1 Absent  
**CARRIED.**

**3. APPROVAL OF  
MINUTES**

*Mills* moved that the August 14, 2012 minutes be approved as tabled.  
The motion was seconded by *Borden*.

Vote on Motion #8 In Favor / #0 Not In Favor / #1 Absent  
**CARRIED.**

**4.  
ANNOUNCEMENTS**

**Mills will be back next meeting.**

**5. REVIEW OF  
ACTION ITEMS**

- 1. Mills will email a script and fact sheet to all councilors responsible for shifts at the Clubs Fair**
- 2. Mills will revise the information in the pamphlets (reduce the amount of information to prevent duplication of information) and will send a**

copy of the revised pamphlet to Chelen for approval because Mills does not have the Student Governance pamphlet nor the Student Handbook

3. Mills will ask Cheema what the budget is for the Fall Retreat

4. Mills will look into if there are any unused spaces or large rooms that SU could book for the Fall retreat

5. Mills will talk to Nicole regarding the google calendar proposal

6. Mills will look into having easier maneuvering on the SU website to get to the Student Mentorship Program information and application

## 6. OLD BUSINESS

Promo materials for Clubs' Fair

-There was an email sent out to councilors, no response and so assumed that it is approved

-Contacted Andy (40 cents per folder and so total is \$80 but out of budget so may look into giving the folders to the students attending mentorship program event)

-The plan is to have 2 people manning the table per shift

Reach out to councilors who return next Thursday if they would like to contribute their councilor outreach fund (\$7.70) to try to invite more people to the mentorship program event

-Chelen requests help from councilors to forward invites to whoever might be interested

-may suspect/anticipate 60-70 people attend

## 9. NEW BUSINESS

*None*

## 10. DISCUSSION AND INFORMATION ITEMS

1. Fall Retreat

-initial planning/sessions

Safe Spaces:

-got into contact with ISMSS (Institute for Sexual Minority Studies and Services) to request for an hour presentation on how can we be aware of these issues and confront them

-beneficial because Colton indicated that it is an important initiative and creating a space in SUB (possibly)

-University is making big moves as well so within the context

-ISMSS is willing to customize a presentation for the SU and seems like an easy idea to implement

The format:

-Question:

a. what is the fall retreat going to be like?- -The Fall retreat would be either during the day/evening or evening and overnight

b. how much funds left?-need to ask Cheema what the budget looks like  
-Is there a residence building/big room/any unused space that could be

**rented out? -Mills will look into it and will ask Cheema to check  
-preference on the sleepover/overnight**

**-Suggestions/opinions:**

- a. Easier would be during the day or evening but not overnight because it is during midterms (after by-elections) and people have other commitments as well**
- b. Maybe sleepover in dinwoodie lounge (idea)?**

**Sessions (Purpose for Retreat):**

- a. Crash course for those who didn't go to the retreat; mock council to get used to procedures with Robert's rules**
- b. tour of the SU for all the services that SU operates like Student Governance and SafeWalk (Suggestion is to make the tour optional for those councilors who already have that experience)**
- c. make a 45 minute brainstorming session to talk about how they want to represent their faculties, make them known that they are here to help the students (for those who have more than one councilor or those councilors who just want to talk about their faculty)**
- d. Question: Has there ever been a brief introduction to being a councilor? -because there are tons of information that could be talked about; maybe a compilation of what SU is all about-the rules, perks, etc.**

**2. Have Council Meeting dates (scheduling) on google calendar and if there are any events- have CAC be responsible for that?**

- a. Get all the chairs to participate in informing about the meetings and permanent members but it would be Nicole who is taking care of the google calendar**
- b could be placed on SU website for students to know when and who is attending each meeting so they could participate in any meeting of their choice if they want to**
- c. Mills will talk to Nicole regarding the google calendar and integration/implementation**

**3. Student Mentorship Program**

- a. Those folders that were planned for distribution at Clubs' Fair will be distributed to students who attend the Student Mentorship Program because they are already interested so the folders will most likely not end up in the garbage**
- b. students don't read the SU website to get to the Student Mentorship Program; so easier access may be more inviting to students so Mills will talk to the person in website design**

**4. All councilors have a faculty specific email and it can be found on the**

**SU website**

**11. REPORTS**      *None*

**12. CLOSED  
SESSION**      *NIL*

**13. NEXT MEETING**      *September 11, 2012 and 5:00 pm.*

**14. ADJOURNMENT**      *Borden* moved that the meeting be adjourned.  
The motion was seconded by *Carson*.  
Vote on Motion # 8 *In Favor* / #0 *Not In Favor* / #1 *Absent*  
**CARRIED.**  
Meeting adjourned at 5:35 pm.