



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

Date: September 10th 2013

Time: 5.04 pm

In Attendance:

KELSEY MILLS (Chair for the meeting)

JESSICA NGUYEN

WILLIAM LAU (Left at 6.21)

CORY HODGSON (Left at 5.29)

NATALIA BINCZYK

MARINA BANISTER

CHLOE SPEAKMAN (Left at 5.54)

Excused Absence:

ERIN BORDEN (Regular chair)

HARLEY MORRIS

RAPHAEL MLYNARSKI

Others in Attendance:

CRAIG TURNER`

SACHITHA KUSALADHARMA

1. CALL TO ORDER:

The meeting was called to order by MILLS at 5.04 pm.

2. APPROVAL OF AGENDA

SPEAKMAN added the “Sustain SU’s reusable dish program” to the agenda as a discussion item.

TURNER added “Expectations of council when meetings are cancelled” to the agenda as a discussion item.

LAU added “September 24th council meeting location” to the agenda.

NGUYEN moved to approve the agenda for *September 10, 2013 as amended.*

The motion was seconded by HODGSON.

Vote on Motion 7/ 0 /0
CARRIED

3. APPROVAL OF MINUTES

LAU amended the minutes to change “setting it” to “sending it” on page 2.

LAU amended the minutes to change “Frank Robertson” to “Frank Robinson” on page 4.

NGUYEN moved to approve the minutes for *August 27, 2013* as *amended*.
The motion was seconded by HODGSON.

Vote on Motion 3/ 0 /4
CARRIED

4. ANNOUNCEMENTS

MILLS said that there were no announcements to make.

5. NEW BUSINESS

Progress of the Standing Committees

Bylaw Committee- MILLS read the progress report of the Bylaw Committee. The committee discussed about meeting attendance. TURNER reminded that CAC (Council Administration Committee) is legislatively mandated to review the progress of every standing committee each trimester.

Elections Review Committee (ERC)- MILLS read the progress report of ERC. TURNER mentioned that according to his understanding, ERC couldn't make changes to bylaws themselves.

Policy Committee- MILLS read the progress report of the Policy Committee. TURNER questioned whether an executive is drafting changes to policies after the first principles have passed, as per the Council's Standing Orders (SOs).

Grant Allocation Committee (GAC)- NGUYEN stated the progress of GAC.

Audit Committee- HODGSON stated the progress of the Audit Committee.

Budget and Finance Committee- No report was made.

TURNER mentioned about the duplications within SOs and conflicts between SOs and bylaws. He recommended that committees should review their SOs every now and then.

BINCZYK asked whether the information discussed, and any recommendations

would be sent to the committee chairs. MILLS replied that they would be sent.

BINCZYK questioned whether there were any requests from students to see the committee progress reports. MILLS mentioned that everything a committee does is in the minutes.

The committee discussed about putting a mandate on committee chairs to draft up a semester progress report. BANISTER stated that it was not a good idea to put extra work on the committee chairs. TURNER said that CAC's role was advisory, and that they couldn't tell the standing committees what to do.

Council Mentorship Program

TURNER explained about the council mentorship program, and that CAC has a responsibility to promote it. MILLS explained how the program was done in the previous years, and on how the relationship was between the mentor and mentee. TURNER stated the formal responsibilities as stated in the SOs. SPEAKMAN pointed out that it would be good to work with Faculty Associations (FAs).

MILLS said that it is important to promote the program. She further mentioned that there was a budget for council outreach, at CAC's disposal. TURNER mentioned that the budget was limited.

LAU asked about the capacity of the mentorship program. TURNER said that each mentor couldn't have more than 1 mentee. MILLS stated that this could be like an evolving mentorship program, where only the initial meeting may be intensive for both the student and the councilor.

LAU questioned the committee on how to differentiate between a mentee and a general observer. BANISTER said that they should be different, and that some may not want to be mentees. MILLS reviewed the expectations of the councilor. TURNER said that he will prepare a document about how the council meeting works in a nutshell. Furthermore, he mentioned that he will talk to Peter Tao about the budget that CAC has about this.

Reusable Dish Program

SPEAKMAN explained about the reusable dish program, and how it is implemented. She mentioned that there was some confusion before. TURNER said that there seems to be a logistical co-ordination issue between Sustain SU and L'Express catering. He further said that he would tell Nicole to ask L'Express staff to rectify this.

Fall Retreat

MILLS explained how the fall retreat was conducted in the previous year. TURNER mentioned that the bi-election was happening on the 26-27 of October. MILLS said that it would be good to have the retreat a little bit later in order for the new councilors to experience council proceedings.

BANISTER asked whether the fall retreat was also open for FA members, or whether it was only for councilors. The committee discussed about this. MILLS said that it would be good to have the fall retreat council intensive because of the limited duration. BANISTER replied that there would be no harm in inviting the FA members. TURNER said that it is important to have a council specific strategic planning session during the retreat.

The committee discussed about a potential date for the retreat. The members talked about the merits/demerits of having the retreat on an earlier or a later date, and about suspending SOs in order to have the fall retreat at a later date.

MILLS moved that CAC recommends to council to suspend Standing Orders to allow the fall retreat to happen no later than November 15th.

Vote on Motion 5/ 0 /0
CARRIED

September 24th Council Meeting Location

6. DISCUSSION PERIOD

TURNER explained the need to change the venue for the September 24th council meeting, because public presentations have been scheduled. He said that there was a suggestion by the executives that the meeting should be held in a more open and accessible place like the SUBstage. However he further mentioned that he had expressed concern to having the non-presentation part of the meeting at such a place because of the logistical difficulties. He also said that there was a suggestion to have the presentation at SUBstage, and to have the rest of the meeting at the regular location. Finally, he mentioned that he was looking for CAC's guidance to decide whether this was a good idea. The committee didn't show any objections.

The committee also discussed about how the presentations would be conducted, questions by the viewers, reserving tables, and the noise issue.

Class Talks

BINCZYK gave a short speech on class talks. She asked for opinions from CAC before bringing it before council. MILLS said that while it's a great initiative, it should not be taken up as something which *must* be done. She further stressed that the talks should be kept less than 2 minutes. BANISTER

mentioned that it's not the responsibility of a single councilor to go to all/most of the classes.

The committee discussed about the minimum class size for giving a talk. BANISTER said that she was hesitant to have just a single person giving a talk on behalf of council.

BINCZYK said that there is supposed to be a comprehensive presentation which will be used by all faculties after appropriate faculty specific additions. She further stated the merits/demerits of having multiple volunteers speaking at a single class. MILLS said that it's good to send a new class talker with a more experienced speaker for the first few talks.

MILLS said that the volunteer numbers for various FAs were different, and because of that, class talks should only be recommended/suggested. BANISTER mentioned that the class talkers should be diverse.

BINCZYK asked the committee whether it would be okay to strongly encourage 2 people per class talk, while if the speaker is extremely comfortable, he/she could do it alone. The committee agreed.

The committee discussed whether a class talker should only talk in classes of their respective faculties.

Council Video

NGUYEN said that she will email links for the relevant google docs to the committee members. Furthermore, she mentioned that the video will be made over the next month.

7. REPORTS *None*

8. CLOSED SESSION *NIL*

9. NEXT MEETING *September 24, 2013 at 5 pm.*

10. ADJOURNMENT NGUYEN moved to adjourn the meeting.
The motion was seconded by BANISTER.

Vote on Motion 4/ 0 /0
CARRIED

The meeting was adjourned by MILLS at 6.40 pm.