



# COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

*Date: September 24<sup>th</sup> 2013*

*Time: 5.05 pm*

**In Attendance:**

*ERIN BORDEN (Chair)*

*KELSEY MILLS*

*DYLAN HANWELL*

*WILLIAM LAU*

*HARLEY MORRIS*

*MARINA BANISTER*

**Excused Absence:**

**Others in Attendance:**

*CRAIG TURNER`*

*SACHITHA KUSALADHARMA*

**1. CALL TO  
ORDER:**

The meeting was called to order by BORDEN at 5.05 pm.

**2. APPROVAL OF  
AGENDA**

MILLS moved to approve the agenda for *September 24, 2013* as tabled.  
The motion was seconded by BORDEN.

Vote on Motion 6/ 0 /0  
*CARRIED*

**3. APPROVAL OF  
MINUTES**

LAU amended the minutes to change “BICZYK” to “BINCZYK” on page 5.

MILLS moved to approve the minutes for *September 10, 2013* as amended.  
The motion was seconded by BORDEN.

Vote on Motion 6/ 0 /0  
*CARRIED*

BORDEN announced that there will be more people at the Council Administration Committee (CAC) from the next meeting onwards.

4.

#### ANNOUNCEMENTS

#### 5. OLD BUSINESS

##### Council Mentorship Program

BORDEN inquired from the committee whether the Council Mentorship Program should be promoted before the bi-election, or after the by-election. BANISTER said that she would prefer to have it before the by-election. BORDEN replied that there will only be a small time left before the by-election, in order to get the necessary work done.

The committee discussed about talking with different Faculty Associations (FAs) of as a preliminary step. BORDEN stresses that CAC could design the council mentorship program as it sees fit. BANISTER mentioned that it wouldn't be a good idea to have a mentee who is interested to run for council, wait for another year.

LAU said that if a general system for the program was built, it could be started now. However, he further mentioned that instead of targeting a councilor's own constituents, faculties with vacancies can be targeted. The committee agreed that the mentor does not have to be from the same faculty.

MILLS said the program could be refined later in the semester. BANISTER mentioned that only targeting FAs would not be a good idea.

BORDEN summarized that before the by-election, faculties with vacancies will be targeted, while the rest will be targeted afterwards. She further said that a manual for councilors would be developed in the following week.

#### 6. NEW BUSINESS

##### Chief Returning Officer (CRO) Reports

LAU asked from CAC whether it would like to have bi-weekly reports from the CRO. TURNER said that having to send a report every 2 weeks was excessive, and that sending reports as needed was a more appropriate situation. He further mentioned that if councilors needed any specific information, they can ask him directly.

BORDEN and MILLS suggested that emailing questions to the CRO would be the best thing. BORDEN said that she could ask the councilors to email any questions to her, so that she could forward those to the CRO.

### Budget Presentation Prep for October 8<sup>th</sup> Council Meeting

LAU stated that during the following council meeting, there will be a presentation by President Kusmu and Vice-President Chelen about budget prep, as a preparation for the October 8<sup>th</sup> council meeting. LAU confirmed that a portion of the October 8<sup>th</sup> meeting will happen at SUBstage.

The committee discussed the merits of ending the October 8<sup>th</sup> council meeting early. The committee's opinion was that it was not up to CAC to make a decision about it.

TURNER explained about the budget transfer for the SUBstage booking, and asked whether the committee objected. The committee was fine with it.

### Council Video Presentation to Council

LAU said that Councillor Nguyen wanted to give councilors a second opportunity to get involved with the video. He also said that she wanted to update council on how the initiative was progressing. It was the opinion of the committee that the video would have to get approved by council.

### Ongoing Council Outreach Initiatives

MILLS agreed to make posters for the Council Mentorship Program. LAU said that any document with the Students' Union logo would have to go through the marketing department.

- 7. REPORTS** *None*
- 8. CLOSED SESSION** *NIL*
- 9. NEXT MEETING** *October 8, 2013 at 5 pm.*
- 10. ADJOURNMENT** MILLS moved to adjourn the meeting.  
The motion was seconded by BORDEN.  
Vote on Motion 6/ 0 /0  
*CARRIED*

The meeting was adjourned by BORDEN at 5.41 pm.