



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

Date: October 8th 2013

Time: 5.06 pm

In Attendance:

ERIN BORDEN (Chair)
KELSEY MILLS
DYLAN HANWELL
WILLIAM LAU
CORY HODGSON (Arrival: 5.10 pm)
CHLOE SPEAKMAN
BASHIR MOHAMED
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 5.06 pm.

2. APPROVAL OF AGENDA

MILLS moved to approve the agenda for *October 8, 2013* as *tabled*.
The motion was seconded by MORRIS.
CARRIED

3. APPROVAL OF MINUTES

BORDEN amended the minutes to change “Petros” to “President Kusmu”, and “Dustin” to “Vice-President Chelen”, in the section “Budget Presentation Prep for October 8th Council Meeting”. Furthermore, BORDEN amended the

section “Council Video Presentation to Council” to change “Jessica” into “Councilor Nguyen”.

BANISTER moved to approve the minutes for *September 24, 2013* as amended. The motion was seconded by MILLS.
CARRIED

None

4.
ANNOUNCEMENTS

5. NEW BUSINESS

Council Food

The committee talked about the availability of vegetarian options. SPEAKMAN and TURNER said that the issue was sorted out.

SPEAKMAN said that she would like to see water bottles removed, and the introduction of cups and pitchers which were reusable. She further said that this would save money.

BORDEN mentioned that people will eat everything in front of them, and that the menu needed to be balanced out.

SPEAKMAN questioned how the menu could be changed. TURNER replied that he could facilitate the change. However, he said that he would like the Council Administration Committee (CAC) to decide it. Furthermore, he said that there was a certain sum of money allocated to council meeting meals. Therefore, if more expensive items were bought, there would be a fewer amount of them.

BANISTER suggested having pitchers of pop instead of cans/bottles. However, the committee decided to start off with pitchers of water for the moment. SPEAKMAN said that *Sustain SU* can provide the cups and pitchers. The committee also discussed on the issue of filling the pitchers with water.

Council Space

TURNER said that the space on the 6th floor of the Students Union Building (SUB) is intended to councilors, to do either formal work or to relax. He asked from the committee what type of space it should be, to achieve the best results. BANISTER asked whether people other than councilors could come up. TURNER replied that though other people can potentially come up, it is intended for councilors. Moreover, the committees would get exclusive access for the meeting space.

BANISTER asked whether the intention was to make the area a workspace or a space to hang out. She further said that couches weren't a good idea for a work space. HANWELL asked whether focus groups could be invited for discussions/consultations to the council space. TURNER replied that it was something for the committee to decide. He said that currently the meeting space is only booked for committee meetings, and that room 6-08 A could be used for more private meetings assuming it remains unused.

MILLS mentioned that it is good to have a common area, and also a more secluded space for official business. SPEAKMAN said that she would like to see an area where councilors could relax. BORDEN said that the problem with having an area to relax was with people bringing their friends and being loud. TURNER said that council should probably have their own space where general students don't necessarily come.

BANISTER suggested having passes for the doors instead of keys. TURNER mentioned that the elevator hours for the floor are limited at the moment. However, he said that it could be extended when the floor becomes busier. He further mentioned that when a meeting is booked, Nicole would make sure the doors remain unlocked.

TURNER asked from the committee members on whether they would like to have a work station computer and a printer. The committee discussed on the benefits of these. The committee also discussed about having archived resources being easily available to councilors. The general consensus was that while a computer wasn't needed, a printer might be useful.

Fall Retreat

TURNER said that he had a talk with Rebecca, who is the new manager of *Discover Governance*, and that she was working on a proposal named as "Gov-Camp-light". He said that this would be held on the 1st week of November at the 6th floor of SUB. He further said that he wanted to get CAC's opinion on this proposal.

MILLS said that people would not be showing up because it was held over 2 consecutive days. TURNER said that he conveyed the idea of structuring the program such that the first half gives new members the necessary knowledge and introductions, whereas the second half is geared for everyone. SPEAKMAN proposed having separate workshops to suit each person's experience.

BANISTER said that she would like having 2 days for bonding. BORDEN replied that reserving the entire first day for getting to know each other and an introductory presentation was too much. The committee discussed about the

pros and cons of having 2 days. The general consensus was that 1 day would be enough. The committee also proposed to start the sessions at 10 am so that people could make it for the start.

MILLS said that there should be a proper balance between discussions and free time, and that currently there was too much free time. BORDEN agreed, and said that the free time should be reduced slightly. LAU and HANWELL said that the free time should be facilitated or directed.

TURNER asked from the committee whether anyone was opposed if *Discover Governance* went ahead with the first day's schedule (Friday). The committee replied that they weren't opposed to that.

6. REPORTS *None*

7. CLOSED SESSION *NIL*

8. NEXT MEETING *October 22, 2013 at 5 pm.*

9. ADJOURNMENT MILLS moved to adjourn the meeting.
The motion was seconded by BORDEN.
CARRIED

The meeting was adjourned by BORDEN at *5.51 pm.*