



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

Date: November 05th 2013

Time: 5.00 pm

In Attendance:

ERIN BORDEN (Chair)

KELSEY MILLS

DYLAN HANWELL

MARINA BANISTER

HARLEY MORRIS

CORY HODGSON

BASHIR MOHAMED

Excused Absence:

Others in Attendance:

CRAIG TURNER

SACHITHA KUSALADHARMA

**1. CALL TO
ORDER:**

The meeting was called to order by BORDEN at 5.00 pm.

**2. APPROVAL OF
AGENDA**

HODGSON moved to approve the agenda for *November 05, 2013* as *tabled*.
The motion was seconded by MILLS.
CARRIED

**3. APPROVAL OF
MINUTES**

HANWELL moved to approve the minutes for *October 22, 2013* as *tabled*.
The motion was seconded by MILLS.
CARRIED

**4.
ANNOUNCEMENTS**

TURNER: I got the official election results from the Chief Returning Officer (CRO) a few minutes ago, and have the names of the new councilors.

5. NEW BUSINESS

Fall Retreat Debrief

MILLS: I was at the fall retreat. Councilor Banister and Councilor Hanwell were there as well. I don't think it was well attended or organized. It could have been more efficient in its use of time.

BANISTER: I thought it was okay in the morning. I was surprised by the low attendance. If only a few councilors show up, that's disappointing, and it reflects poorly on council. Furthermore, there was a rumor that the food wasn't cleaned till Sunday morning. I don't know if there's any truth to that. I was only there for 2 presentations. They were good, and I enjoyed them.

MILLS: If it wasn't a full day, there would have been a higher turnout. People have their busy schedules, midterms and other work. To devote an entire Saturday for governance is a lot to ask when councilors are already volunteering time for meetings.

BANISTER: According to my recollection, there wasn't a presentation to council. A lot of councilors may have forgotten about it or may not have thought that it was important. If *Discover Governance* had done a presentation to council highlighting the importance of the retreat, more people would have attended.

TURNER: The reason why it lacked success was because there weren't enough people there. There may have been many reasons to why people didn't come. First, it was more aimed at new councilors. There were a lot of introductory sessions. Second, it was the day after Halloween. Third, it was a full day. Fourth, people wanting to attend multiple sessions couldn't attend them in the previous retreat. Therefore, I insisted that the council strategic planning session should happen on its own.

I would look for alternatives next year. It was a good idea to bring everyone together this time. But, I would not recommend doing it again. It worked well for the spring retreat due to a variety of reasons. Mainly, it was an immersive environment at the spring retreat.

I had a talk with Kathryn of *Discover Governance*. We thought that it made less sense for council and CoFA (Council of Faculty Associations) to do it together this time. Other than the small bonding time, the issues are very different for the different groups. We thought about having a couple of mini retreat sessions on weekday evenings for next year. The initial one would be mainly for new councilors, and the next one would deal more about strategic planning. I don't object to opening most of the sessions except strategic planning to General Faculties Council (GFC) folks. If we needed to have bonding time, something like a mixer in RATT could be organized.

BANISTER: I felt bad about *Discover Governance* because they had put a lot of time into this.

BORDEN: In the future, we should work on getting a date suitable for everyone with more notice.

MILLS: The promoting of it needs to be improved.

HANWELL: The branding of it is important. Splitting it up such that experienced councilors and new councilors both gain something from it would

be great.

TURNER: Regarding strategic planning, there can be more candid opinions coming out from a session like this as opposed to a council meeting.

BORDER: I will talk with *Discover Governance* before I make any recommendations for next year. I feel that the summer retreat went really well. So, there are successes.

Council Swag Order

BORDEN: The point of getting the clothing is to be visible on campus. Therefore, I think we should get hoodies. We can't wear the jackets we can afford except for a small period of the year.

BANISTER: Are there options?

MILLS: Last year, we had to buy a certain amount to get them at the price which fits our budget.

BORDEN: Last year, we got really nice jackets, but people had to pay more. It was an issue last year. So, I don't want to make anyone pay more than they have to. I assume hoodies are going to be cheaper than jackets. So, we may be able to get things like water bottles on top of that.

HODGSON: The last year's jackets were really good. However, they were outside jackets. I was thinking of possibly having a fall jacket this year. I'm guessing they will be cheaper than last year's jackets.

MILLS: Last year's jackets were subsidized by both councilor's money and leftover retreat money.

BANISTER: One of the benefits of a jacket is that it looks professional.

MILLS: I think a hoodie can still be professional if designed properly.

BORDEN: We had the thickest possible jacket last year. The others cannot be worn unless it's relatively mild. However, the advantage of hoodies is that they can be worn outside. This would also help in increasing the visibility of councilors.

TURNER: There's a variety of factors influencing cost. What I would recommend is to get a sense of the clothing item you want, and what sort of printing you want on them. Councilor Borden can then get quotes for the different items.

MORRIS: It would be good to make a list of our options.

BANISTER: Why don't we go with Councilor Morris' idea, and set up options for people to choose from.

BORDEN: It's not possible to get customized items unless we have a certain number.

MILLS: There would also be logistical problems with that. It's easier for us as a committee to decide.

The committee discussed further about the type of items they would want to have. It was agreed that BORDEN should inquire further into hoodies (zip-up and pullover), wind breaker jackets, toaks, mittens, tumblers, and water bottles.

6. REPORTS *None*

7. CLOSED SESSION MILLS moved that the committee move into Closed Session. (5.27 pm)
The motion was seconded by BORDEN.

HANWELL moved that the committee move out of Closed Session. (5.57 pm)
The motion was seconded by BORDEN.

8. NEXT MEETING *November 19, 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 5.57 pm.