



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

Date: December 03rd 2013

Time: 5.00 pm

In Attendance:

ERIN BORDEN (Chair)

KELSEY MILLS

DYLAN HANWELL

BASHIR MOHAMED

JOSH LE

Excused Absence:

HARLEY MORRIS

MARINA BANISTER

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**

MILLS moved to approve the agenda for *December 3, 2013* as *tabled*.
The motion was seconded by HANWELL.
CARRIED

**3. APPROVAL OF
MINUTES**

Approved as friendly.

**4.
ANNOUNCEMENTS**

None.

5. OLD BUSINESS

December 10 Council Meeting

BORDEN: As this is an additional meeting, I wanted to check with you on whether we should go for a low budget food menu. We cancelled a meeting in September. We would have gone over budget if we had had that meeting.

The committee agreed to go with the low budget food menu for the December 10th council meeting.

Council Swag Order

BORDEN: The approximate amount we can spend is around \$40. Elizabeth was getting a quote for a zip-up hoodie with small artwork, and a pullover hoodie with large artwork. We can get outdoor jackets, but their cost would be higher, and people will have to pay the remainder.

MILLS: I would be in favor of sticking under the \$40 mark.

LE: Are there enough options under \$40?

BORDEN: We can get things like scarves and hats if hoodies are not within our budget. Cardigans will be over our budget.

MILLS moved that only clothing items under \$40 should be considered for the council swag order.

The motion was seconded by HANWELL.

CARRIED

Council Mailing List

TURNER: I would encourage the use of the council mailing list. I wanted to know if CAC (Council Administration Committee) had any guidance in terms of usage.

MILLS: If it doesn't get out of hand, I don't think we need any rules.

MOHAMED: It could be up to the Speaker's discretion.

TURNER: That's what I have at the moment. I just want CAC's guidance on these sorts of things. I have no problem if they are used for informal dialogue.

MOHAMED: What about the arts@su.ualberta.ca email address?

TURNER: Nicole and I sent 3 requests during the year to get them updated. However, it hasn't got done yet.

Council Photo Banner

6. NEW BUSINESS

LE: We want to highlight the councilors. Everyone except the new councilors had their photos taken. Why this is coming to CAC is because I think that this is the most appropriate channel. I also think that the money should come from the council budget as opposed to a project allocation. Where the money is

coming for the council swag was originally intended for the professional and legal fees. That is not needed anymore.

I wanted to see if CAC was okay with this.

BORDEN: Wasn't this Vice-President Lau's project? He sent me an email with the idea, and didn't come to CAC at all.

MILLS: What's the banner going to be used for?

LE: It will be put on the wall of gold. It's part of the whole scheme of making sure that councilors are more recognized.

BORDEN: We had no say in it at all.

LE: We were originally thinking of a project allocation. However, we now think that it makes more sense to go through CAC.

HANWELL: It seems that we are kind of forced into this situation.

BORDEN: I know that the relevant budget line is large, and don't have an issue in using the money. But, I want to understand.

MILLS: For how long would this be on the wall of gold?

LE: Would you like to have it there all the time?

HANWELL: We can keep it on the wall of gold till another project came, and then hang it in the Student Governance Center.

MOHAMED: We can make it a tradition of each council.

MILLS: I'm in favor of the banner to be hung on the wall of gold when the space isn't booked for something else. If we have the banner only on half of the wall of gold, it may detract attention from other campaigns using the wall.

LE: So, you guys are in favor of covering the whole wall as opposed to half of it right? Craig, can you give me a quote on how much it would cost to cover the wall of gold?

TURNER: It would be roughly around \$300-400.

LE: Currently there is \$5200 in that budget line.

TURNER: Around three quarters of that is budgeted for security, and the rest for legal.

LE: The longer we wait, the less relevant the banner will become.

MILLS: For how long can we use the space?

TURNER: Typically reading week onwards is reserved for the Chief Returning Officer (CRO). Also, there have been past instances of people complaining that the councilors are using Students' Union resources to fund their elections.

MILLS: Having it in the first 6-7 weeks of school of the new term would be useful, as long as we get it printed by the first week. It will be important to get the photos of the new councilors as soon as possible.

BORDEN moved to approve the council photo banner.

The motion was seconded by MILLS.

Vote 5/0/0

CARRIED

TURNER: There is considerable variance in the costs of our food. The question was raised on whether we should look for low cost food items.

MILLS: There is a lot of leftover food too.

BORDEN: I have a lot of ideas that I want to get done in January. We can look at

7. DISCUSSION

what everyone likes out of the menu items.

TURNER: It's good that council is taking a critical look at their expenses. We can discuss them in detail during the next CAC meeting.

8. REPORTS *None*

9. CLOSED SESSION *NIL*

10. NEXT MEETING *January 07, 2014 at 5 pm.*

11. ADJOURNMENT BORDEN moved to adjourn the meeting.
The motion was seconded by LE.
CARRIED

The meeting was adjourned by BORDEN at 5.28 pm.