



COUNCIL ADMINISTRATION COMMITTEE MINUTES

2013 – 2014

Date: January 07th 2014

Time: 5.04 pm

In Attendance:

ERIN BORDEN (Chair)

KELSEY MILLS

DYLAN HANWELL

MARINA BANISTER

HARLEY MORRIS

BASHIR MOHAMED

CORY HODGSON

Excused Absence:

Others in Attendance:

CRAIG TURNER

SACHITHA KUSALADHARMA

- 1. CALL TO ORDER:** The meeting was called to order by BORDEN at 5.04 pm.
- 2. APPROVAL OF AGENDA** MILLS moved to approve the agenda for *January 7, 2014* as *tabled*.
The motion was seconded by BANISTER.
CARRIED
- 3. APPROVAL OF MINUTES** MILLS moved to approve the minutes for *December 3, 2013*.
The motion was seconded by HANWELL.
CARRIED
- 4. ANNOUNCEMENTS** None.

5. NEW BUSINESS

Chief Returning Officer's Report

BORDEN read out the Chief Returning Officer's (CRO's) report.

MILLS: So, do they need our help in the hiring of a Deputy Returning Officer (DRO)?

TURNER: I pointed to the CRO that the Council Administration Committee (CAC) can appoint people outside of DIE (Discipline, Interpretation, and Enforcement) board to the hiring committee, through a clause in bylaw 2100.

BORDEN: He mentioned in the email that he would need a DRO or two to help him.

MILLS: Does he need someone from CAC?

TURNER: This means that CAC could appoint someone. Nobody from CAC is excluded from sitting on it. Furthermore, it doesn't mean that it has to be someone from CAC either.

It is better if we can do it today.

BORDEN: It is easiest to appoint someone here.

MILLS: Can we do it through Council as well?

TURNER: I would allow it under the circumstances if you wanted it to go to the Council.

MORRIS: How many hours are involved?

BORDEN: It's around 2-3 hours. The interviews aren't lengthy.

TURNER: I would discourage people who are running for executive positions from sitting on that board. However there's no red line separating which people can or cannot get involved.

MORRIS volunteered to sit on the hiring committee.

MILLS: So, we have 1 CAC permanent member for the DRO hiring committee. The other member can be from the Council.

BORDEN: Should we say that we discourage primary volunteers and candidates?

BORDEN moved to appoint Councilor MORRIS to the DRO hiring committee.

The motion was seconded by MILLS.

BORDEN: If you guys have any questions, you can contact the CRO through email. Anyone who doesn't want to get involved directly can also do it through the CAC chair.

DIE Board Ruling Recommendations

TURNER: There are often DIE board rulings where they say that the bylaws are unclear, and ask council to clarify them. However, this work gets shelved, and the same thing can happen a few years later. The logic behind CAC doing this is to ensure that DIE board recommendations are at least looked at. The reason why CAC was chosen is because CAC can act as a switchboard directing different issues to the different committees. You can do whatever you want, but I suggest that you guys recommend bylaw committee to review it. BORDEN: It makes sense. We can recommend it to the bylaw committee, and they can decide whether it's important or not.

BORDEN moved that CAC recommends bylaw committee to review the recommendations of DIE board ruling 2013-01.

The motion was seconded by HANWELL.

Vote 6/0/0

CARRIED

Council Swag Order

BORDEN: I have the quotation for the hoodies. They are actually quite cheap. The front would have the logo. "Students' Council" would appear on the right upper arm. For \$5, you can get the name and the position. It will be \$31.95 for the front and upper arm. The embroidery is 8 inches wide. Elizabeth of SUBtitles said that she has the hoodies. She said that she could do them next week. They are all pull-over hoodies. If someone really didn't want a certain color, they can get the same order, but we just have to fulfill the minimum order of 12 pieces.

We want to approve these hoodies so that we can get the sizing done next week.

The committee discussed on possible colors for the hoodies, and decided to restrict the selection to 3 colors, namely Forest Green, Charcoal, and Black.

BORDEN moved to approve the hoodies in Charcoal, Black, and Forest Green, with embroidery in the middle and with the possibility of having 2 lines added.

The motion was seconded by HANWELL.

Vote 6/0/0

CARRIED

TURNER: We have to get the approval from Vice-president Le as we have to do a budgetary transfer. I don't anticipate any issues, but I need his sign first.

Council Mentorship Program

BORDEN: There's one person who really wants to be in this program. However, there is no layout of the program or an outline.

TURNER: I have asked Nicole about it. There have been some people over the years inquiring about the program or about the Council in general.

BORDEN: This person emailed me, and asked me about the program. I told him that if he wants to come to council meetings, the mentor can explain about council, bylaws and elections. I added that hopefully someone from his faculty could be paired up with him. He's in Arts. He also says that he wants to be a councilor in the future.

TURNER: It says in Standing Orders that first attempts would be made to pair mentors and mentees of the same faculty. If that fails, they can be paired with anyone who is available. A mentor will also only have 1 mentee. It also says about the responsibilities of the mentor.

BANISTER: I personally don't think that this is a necessary program for him. I don't know how much he will gain. He is beyond this program.

BORDEN: I told him about that, but he's still interested.

MILLS: Erin, you can email the Arts councilors and ask them if they are interested in being a mentor.

BORDEN: We can also create posters and advertise about it if we want to. I think this program is really about recruitment. We can make people interested in running for council.

TURNER: It would be a good idea to make the CRO aware of this too.

MILLS: Would we be able to design the posters quickly?

TURNER: Design time will not be an issue, but we have to find money for the printing cost. CAC has a budget for council outreach.

TURNER: My preliminary budget requests are due on the 3rd. I'm meeting with Rebecca of *Discover Governance* tomorrow, and will discuss about sharing the costs of *GovCamp*. I will also make sure that we really do have money for council outreach and council swag. Furthermore, we are using money allocated for security. However, we don't need security now. With the new meeting rooms being built in the Students' Union Building (SUB), I'm going to recommend that we should stay in SUB for council meetings. My only real concern with that is audio. So, if that's the concern, money allocated for security for 1 year could be used to buy a new audio system.

6. DISCUSSION

7. REPORTS

None

8. CLOSED SESSION

NIL

9. NEXT MEETING

January 23, 2014 at 5 pm.

10. ADJOURNMENT

BORDEN moved to adjourn the meeting.

The meeting was adjourned at 5.37 *pm*.