



## COUNCIL ADMINISTRATION COMMITTEE MINUTES

2011 – 2012/CAC/01

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*Date: May 8, 2011*

*Time: 5:06 PM*

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**In Attendance:**

***KIM FERGUSON (Chair)***

***ERIC BELLINGER***

***SU SU LIANG***

***BRITNEY LUIMES***

***COLTEN YAMAGISHI***

***PETROS KUSMU (for SARAH ZHAO)***

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**Excused Absence:**

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**Others in Attendance:**

***MICHAEL ROSS (Speaker)***

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- 1. CALL TO ORDER:** The meeting was called to order by *FERGUSON* at 5:06 pm.
  
- 2. APPROVAL OF AGENDA** *BELLINGER* moved that the *May 8 2011* agenda be approved.  
Seconded by *KUSMU*.  
Vote on Motion 4 / 0 / 0  
*CARRIED*.
  
- 3. APPROVAL OF MINUTES** *None*
  
- 4. ANNOUNCEMENTS** *FERGUSON* announces the date of the Summer Council Retreat as June 10-12
  
- 5. REVIEW OF ACTION ITEMS** *None*
  
- 6. OLD BUSINESS**
  - 1. CAC Standing Orders**  
  
*ROSS: Make sure to give your new standing orders to Nicole, if you make any new ones*

## 7. NEW BUSINESS

### 1. Council Retreat, June 10-12

*FERGUSON: The location of the Council Retreat is Makewin Lodge, run by Teen Time Alberta, and is located about an hour and a half north of Edmonton at Elbow Lake.*

*FERGUSON: Right now, the bus is scheduled to leave at 2 pm on Friday, how does that sound to everyone?*

*KUSMU: You don't want to leave too late, otherwise there will be no time to do anything.*

*FERGUSON: Good point, I'll keep it at 2, but if a lot of people can't make it, I'll bring it back here to see if we can push the time back.*

*FERGUSON: For alcohol, which is always an issue with retreats, there will be additional liability required, which is within our budget, but what I'm essentially asking is, do we want to be able to bring our own alcohol?*

*KUSMU: Maybe have a sort of waiver absolving the SU from any fees, that instead the individual is responsible*

*YAMAGISHI: We might be able to have one done internally or through Student Groups Services*

*FERGUSON: My opinion on it is that we're all adults, and at the beginning there will be a spiel about being responsible, but at the same time, I can see how it could get out of hand. I'll bring this to the Executive and admin who would oversee it, and if we can get a waiver or something relatively easily, we'll do that otherwise, we'll allow alcohol and do our best.*

*FERGUSON: Next, food. L'Express does our catering, we just take it out there prepared. I have a menu from last year here, and I'll be soliciting allergies and food restrictions from everyone. Anything to add to the food list? [None]*

*KUSMU: Another suggestion I have is to draw up a duty list so that you and the Executive aren't as inundated with stuff to do, like clean up and cooking, and have people pick a duty or two on the bus ride there.*

*FERGUSON: I am in favour of that, I'll draw one up.*

*FERGUSON: As for presentations and such, there is a long list of presentations from the past that we'll likely stick to. More on that will be available after I meet with the Executive.*

### 2. Council Emails and webspace

*FERGUSON: Has anyone received any email on his or her Council email yet? I sent a test-email to the Science account, and a Councillor from last year is still on it.*

*LIANG: I didn't receive one.*

*FERGUSON: Okey dokey, I'll get in contact with the department responsible and see if we can get that cleared up. We also have webspace that the former CAC Chair mentioned way back just before the start-up meeting. I'll get in contact with him and see where that is.*

**8. DISCUSSION AND INFORMATION ITEMS**

**1. Long-term proxies at summer retreat**

*FERGUSON: It seems that each year, CAC tackles where long-term proxies will be able to attend the summer retreat. What does everyone think?*

*KUSMU: Definitely, I know I'll be away, and I think it will help those proxies bond and be able to work better.*

*BELLINGER: Definitely.*

*LIANG: I agree.*

*YAMAGISHI: I agree.*

*ROSS: Proxies will benefit from enhanced contact with current council.*

*FERGUSON: I also agree – there's no extra cost, so it should be fine. I'll let everyone know when I email out the RSVPs.*

**2. Mandated duties over the summer**

*FERGUSON: This is essentially a question of what direction does CAC want to go in over the summer trimester. There are some things in our mandate that need to be dealt with before things get busier in the school year, such as updating standing orders, DIE Board recommendation implementations, reviewing the Skype pilot project for Council and how we can make it easier for the Speaker, as well as the Council Outreach budget.*

*KUSMU: Can Nicole take care of the Skype duties during Council meetings?*

*FERGUSON: I don't think so, but I can always ask, but I'm pretty sure she's recording motions and stuff like that. I've thought about a volunteer position, or something, but nothing seems to amount to a better solution. We can sit on it, this likely won't come up until after Retreat*

**9. REPORTS**

*None.*

**10. CLOSED SESSION**

*NIL*

**11. NEXT MEETING**

*May 17, 2011@5:00PM*

**12. ADJOURNMENT**

*KUSMU moved that the meeting be adjourned. The motion was seconded by YAMAGISHI.*

*Vote on Motion 5 / 0 / 0  
CARRIED.*

*Meeting adjourned at 5:52pm.*