



## COUNCIL ADMINISTRATION COMMITTEE MINUTES

2014 – 2015

Date: August 19<sup>th</sup> 2014

Time: 5.05 pm

In Attendance:

NATALIA BINCZYK (*Chair*)

JAMES HWANG

ZHAOYI CHEN

Excused Absence:

Others in Attendance:

CORY HODGSON

SAMER SLEIMAN

NICHOLAS DIAZ

SACHITHA KUSALADHARMA

**1. CALL TO  
ORDER:**

The meeting was called to order by BINCZYK at 5.05 pm.

**2. APPROVAL OF  
AGENDA**

SLEIMAN added the item "Ice Bucket Challenge" to the Discussion Period.  
*HWANG moved to approve the agenda for August 19, 2014 as amended.  
The motion was seconded by DIAZ.  
Vote 5/0/0  
CARRIED*

**3. APPROVAL OF  
MINUTES**

*HWANG moved to approve the minutes for July 22, 2014 as tabled.  
The motion was seconded by SLEIMAN.  
Vote 4/0/1 (Abstention by DIAZ)  
CARRIED*

**4.  
ANNOUNCEMENTS**

Regarding the logo, there were many ideas. From the last meeting, I got the impression that CAC (Council Administration Committee) wanted to have a logo which is similar to the Students' Union (SU) logo, but with reference to Students' Council. I talked with vice-president Diaz and vice-president Hodgson about it, and together we talked with Nigel who's the head of the

Marketing Department. We found out that there was a bigger project to ensure that all the SU logos are connected in some way. So, he won't be able to come up with one logo for us without considering the other logos. For the time being, I asked for a logo with the SU flame and the words "Students' Council" underneath. We can have something more sophisticated later.

The CRO (Chief Returning Officer) is doing great. She will give us an update two weeks from now. There are no red flags for now.

I sent the sign-up form for the Week of Welcome (WoW).

Also, the jackets will be coming our way pretty soon. Things were postponed for a little while because we were undecided on the logo.

## **5. OLD BUSINESS**

*None.*

## **6. NEW BUSINESS**

### Delegation of Responsibilities

BINCZYK: I have a busy schedule coming up. In the way this committee is set up, we discuss things here, and I draft them up. The committee relies on one person, and it's not the best setup. I propose that some of the members should step up and take charge of a few items.

#### *(1) Council Survey*

BIINCZYK: First of all, we have the results of the Council Survey to be presented. If nobody is up for it, I'll ask DG (Discover Governance).

*Nobody volunteered for the Council Survey presentation.*

#### *(2) Week of Welcome*

BINCZYK: I don't want to be the only point of contact during WoW as I will be having exams soon after. If councilors have questions or if people don't show up, I'll be the one getting calls. I would appreciate if somebody else can be the supervisor/point of contact. There are different shifts throughout the day. People who sign up have to set up the tables, talk with students, and wrap up at the end. Last year, people who signed up didn't necessarily come. Erin Borden who was last year's chair got calls, and DG had to fill those posts.

DIAZ: I already signed up for setup. Can I get a printout of the schedule with phone numbers of every person?

HWANG: I can do September 4.

CHEN: Is there a separate table for the SU?

BINCZYK: No. We are representing the SU.

I'll send out a comprehensive email to the supervisors with all relevant

information.

SLEIMAN: Can I go to classes if I'm a supervisor?

BINCZYK: Yes. You just have to make sure that somebody is on shift before you go to a class.

SLEIMAN: I can do Thursday.

CHEN: Can we have information about the ISA (International Students' Association) and signups at Council's table?

BINCZYK: Sure. We can also exchange pamphlets.

DIAZ: Since we have laptops there, we can do Google forms.

BINCZYK: We still need supervisors for Monday and Tuesday. I'll bring this to the next CAC meeting too.

DIAZ: You can also lobby councilors outside of the committee too.

### *(3) Council facebook Page*

BINCZYK: Can somebody set up the Council facebook page.

HWANG: I can help.

BINCZYK: If you are hesitant, we can do it together. That's still better than doing it alone.

DIAZ: It's better to make a group instead of a page.

BINCZYK: Sure. We can make a group. So, Councilor Hwang and I will get started on it. For the graphics, we can contact Nigel.

### Motion to Amend CAC's Standing Orders

BINCZYK: This motion comes from the fact that we have not amended the minutes since the start of the committee. It's time consuming to approve the minutes during each meeting, and furthermore, we have to print out copies of the minutes. At Council, the minutes are approved as transcribed.

DIAZ: At Council, the minutes come from an audio recording. We should also be reading the minutes beforehand. At the Executive Committee, we write the minutes according to the major points of discussion. As such, the minutes are considerably shorter.

BINCZYK: Would you like to see the minutes written differently? Can you outline how you would like to see them?

SLEIMAN: Would you like the minutes to have ideas or major topics instead of having word by word?

DIAZ: It's a little easier in the Executive Committee meetings as Craig does them, and he is engaged in the discussion.

Anyway, there is usually nothing contentious in here. Usually, you would only have something struck off if it was confidential.

HWANG: I like to see the minutes and check if they are ok.

***BINCZYK moved to amend Council Administration Committee's Standing Orders 8 to read: "Minutes shall be considered approved as transcribed".***

***Vote 1/2/3***

***DEFEATED***

**7. DISCUSSION  
PERIOD**

Ice Bucket Challenge

SLEIMAN: I had a discussion with vice-president Diaz about this. I was wondering if we can do an ice bucket challenge at WoW. Instead of one person doing it, it would be good to have a bunch of people. We will be raising awareness at the same time.

BINCZYK: I'm good with that. I'll pass it along, and you can coordinate everything.

Printing of Council Minutes

HODGSON: We currently print Students' Council minutes, and have them in a bookshelf at 2-900. With secure digital archives, we don't really need to keep printing them now. It is a cost. Also, the cabinet is getting full. I don't think a lot of people will use them. But, I have used them before to look at past stuff. We won't get rid of the past printed minutes. It's just that we will stop creating them for the future years.

SLEIMAN: I have no problem.

BINCZYK: I'm good with it.

***HODGSON moved to stop printing bound editions of Students' Council minutes.***

***The motion was seconded by SLEIMAN.***

***Vote 5/1/0***

***CARRIED***

CHEN: If we stop that, we will have nothing to display. It's just one copy anyway.

BINCZYK: The motion has been passed. So, let's close the discussion for now. If you want to bring a motion later to reprint bound copies, feel free to do that.

Council Food

HODGSON: Last time, I presented the budgets for 2 council meetings. I altered the budget for the rest of the meetings till the end of October too. It's pretty similar. Anything that had 30 items was reduced to 25 and so on.

BINCZYK: I thought you were only downsizing for the summer months.

HODGSON: I did it across the board. I can bring the food budgets to the next meeting.

BINCZYK: I'll be happy with reducing the food order for the first two meetings and see how it goes instead of reducing food for all the meetings. I remember that there was not enough food last year for some of the meetings.

HODGSON: I agree with that. We'll try it for September and see. We can change it really quickly if we want to.

The meetings in which we don't have food are the ones where we invite external members to come. I don't like the idea of giving free food to entice external people to come. The purpose of having food is as a gratitude to councillors.

BINCZYK: I'll mention this discussion in my report. We need to change the mentality.

## Council Outreach Fund

HODGSON: The Council Outreach Fund is around \$460. CAC gets \$160 while \$300 goes to Council. Each councilor will get around \$10. In the last few years, hardly any of that money has been used. CAC will have access to the rest of that money by the Winter semester. I believe CAC should have access to the whole pot of money from the start because only around \$10 have been used in the past 4 years. Arguably, September is the time when CAC needs money the most. Also, individual councilors can't do anything worthwhile with the money they get. CAC can pool the money and do something effective.

BINCZYK: I like the idea. However, I'm hesitant to change it right now. I'll mention it in my report to make Council aware. We can possibly bring a motion during our next meeting. With this idea, there can still be member led initiatives even though we have the money. It gives us more options.

HODGSON: There are 7 points in our Standing Orders regarding this. So, it's not a simple change.

If we have the money by the first week of September, we can get the best value out of it. Otherwise, it's not very urgent.

BINCZYK: Yes, it's not very urgent. Even if we have the money now, I don't see us using it.

NIL

*September 9, 2014 at 5.00 pm.*

**8. CLOSED SESSION**

**9. NEXT MEETING**

**10. ADJOURNMENT** The meeting was adjourned by BINCZYK at 5.45 pm.