April 12, 2017
2:00 PM
SUB 6-06

We would like to acknowledge that our University and our Students’ Union are located on Treaty 6 Territory. We are grateful to be on Dene, Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students’ Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

ATTENDANCE

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROXY</th>
<th>PRESENT</th>
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<tbody>
<tr>
<td>Sandy Brophy (Chair)</td>
<td></td>
<td>Y</td>
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<tr>
<td>Reed Larsen</td>
<td></td>
<td>Y</td>
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<tr>
<td>Anthony Nguyen</td>
<td></td>
<td>N</td>
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<tr>
<td>Victoria Dejong (Called in)</td>
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<td>Y</td>
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<tr>
<td>Umer Farooq (Called in)</td>
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<td>Y</td>
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<tr>
<td>Delane Howie</td>
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<td>Y</td>
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MINUTES (AC-2016-17)

2016-17/1 INTRODUCTION
2016-17/1a Call to Order

Meeting called to order at 2:07 PM.

2016-17/1b Approval of Agenda

HOWIE/LARSEN MOVE to approve the agenda.
5/0/0

2016-17/1c Approval of Minutes

HOWIE/LARSEN MOVE to approve the minutes.
5/0/0
2016-17/1c Approval of AC-2016-15 meeting minutes.

Please see AC 16-17.01

2016-17/1d Chair's Business

2016-17/2 QUESTION/DISCUSSION PERIOD

2016-17/2a Standing Order Review/Changeover Recommendations

HOWIE: Good to have that as a recommendation - have spreadsheet more up-to-date and more info available, checked regularly, receipt of correspondence, what contact info looks like.

BROPHY: Expand spreadsheet to include the date of every contact, to know the stage. Instead of everything go through DG intermediary, should go through Chair/FA will DG CC'd via email so there's not one more link in the chain to potentially cause delay/confusion. It will help smooth thing along and to hold us/FAs more accountable.

LARSEN: Would be cautious of that, the reason why FA remembers to do that stuff is bc of DG. If every year they email the DG email bc if they change that, then will email it to the new change.

FAROOQ: They don't email it to DG, it's the little guys?

HOWIE: Thinks it should be DG. The downside of this year was getting things done.

BROPHY: They weren't using the Google Drive system. So will put suggestions/changes to try out in the changeover recommendations.

FAROOQ: Go back to the old system. Go on semester basis, consistently late because FA gets caught up with other things so do something in the middle so we can have a large overview of their budget/spending back in August and smaller updates throughout the year. It doesn't give us the big picture currently. It's easy to hide mistakes. Would change somewhere in the middle and wouldn't cut out DG but suggests more direct contact with FAs.

BROPHY: Everything should be CC'd to DG but not cut out DG.

FAROOQ: Dealing with audit isn't the only thing that DG does. Every year FAs changeover so that shouldn't be an issue. Hold FAs more accountable for what they do/don’t do. For example, if they have money remaining from last year. Something would have to be done. Recommends that it should stay in AC, things in Council tends to get overly complicated with this. Have we chosen next year's Audit Co?

BROPHY: Thinks it happened last semester.
LARSEN: Doesn’t think Audit hires the auditing co?

FAROOQ: Audit decides who next year’s auditor is.

LARSEN: We spoke to them this year.

FAROOQ: Double check so it’s not forgotten.

BROPHY: Just to see if Nicole has done it. Re recommendations, FAs to maybe do better, more direct communication. Thinks passing along stuff to FAs so they can improve as time goes on, have their books more sensible.

HOWIE: Thinks it’s hard due to changeover and so much variation b/w associations.

BROPHY: We should add: any FA, with cash transactions should also send us a list of cash handling policies so we can ensure those are following a safe standard to avoid losses.

**2016-17/3 COMMITTEE BUSINESS**

**2016-17/3a MSA Audit**

BROPHY: Anthony is not here but says it’s fine and good to go.

*BROPHY/LARSEN MOVE to approve the MSA Audit.*

*5/0/0 CARRIED*

**2016-17/3b ESS Audit**

BROPHY: Best practice is to scan/send like other FAs. Mostly conference expenses.

*BROPHY/HOWIE MOVE to approve the ESS Audit.*

*5/0/0 CARRIED*

**2016-17/3c January, February and March Visa Statements**

Committee members review Exec Visa Statements.

*BROPHY/LARSEN MOVE to approve the Visa Statements.*

*2/0/3 CARRIED*

*Abstentions by FAROOQ/DEJONG/HOWIE*

**2016-17/4 INFORMATION ITEMS**

**2016-17/5 ADJOURNMENT**

Meeting adjourned at 2:40 PM.
**SUMMARY OF MOTIONS**

<table>
<thead>
<tr>
<th>MOTION</th>
<th>VOTES</th>
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<tbody>
<tr>
<td>HOWIE/LARSEN MOVE to approve the agenda.</td>
<td>5/0/0 CARRIED</td>
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<tr>
<td>HOWIE/LARSEN MOVE to approve the minutes.</td>
<td>5/0/0 CARRIED</td>
</tr>
<tr>
<td>BROPHY/LARSEN MOVE to approve the MSA Audit.</td>
<td>5/0/0 CARRIED</td>
</tr>
<tr>
<td>BROPHY/HOWIE MOVE to approve the ESS Audit.</td>
<td>5/0/0 CARRIED</td>
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| BROPHY/LARSEN MOVE to approve the Visa Statements. | 2/0/3 CARRIED  
Abstentions by FAROOQ/DEJONG/HOWIE | 5/0/0 CARRIED  
| HOWIE/LARSEN MOVE to adjourn the meeting.        | 5/0/0 CARRIED          |

2016-17/5a  Next Meeting: TBD