COUNCIL ADMINISTRATION COMMITTEE

Tuesday, March 29, 2016
5:00 pm
SUB 6-06

ATTENDANCE

<table>
<thead>
<tr>
<th>NAME</th>
<th>PROXY</th>
<th>PRESENT</th>
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</thead>
<tbody>
<tr>
<td>Levi Flaman (Chair)</td>
<td></td>
<td>Y</td>
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<tr>
<td>Victoria Dejong</td>
<td></td>
<td>Y</td>
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<tr>
<td>Jared Burton</td>
<td></td>
<td>N</td>
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<tr>
<td>Kevin Wang</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Donald Ademaj</td>
<td></td>
<td>Y</td>
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<tr>
<td>Robyn Paches</td>
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<td>Y</td>
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MINUTES (CAC 2015-14)

2015-14/1 INTRODUCTION

2015-14/1a Call to Order

Meeting called to order at 17:15.

2015-14/1b Approval of Agenda

WANG K./ADEMAJ move to approve the agenda.

5/0/0
CARRIED
2015-14/1c Approval of Minutes

DEJONG/ADEMAJ move to approve the minutes.

4/0/1
CARRIED

2015-14/1d Chair’s Business

ADEMAJ reported that some of the councilors still have not paid for their council apparel.

2015-14/2 OLD BUSINESS

2015-14/3 NEW BUSINESS

2015-14/4 DISCUSSION

2015-14/4a Committee Reviews

The committee orally reported their findings of committee reviews. Bylaw, Policy, Nomination and Finance committees were fine and functional.

2015-14/4b Committee Transition

New committee will be elected before next week. Committee meetings will be held throughout this month to facilitate transition.

ADEMAJ suggested inviting all committee chairs to attend meeting zero, so that the responsibility and expectation of the committee will be explained to councilors. He also recommended the chairs of this term to have an informal coffee meeting with the chairs of next term.
PACHES hopes to see councilors to have more trust on the committees as he thinks it is beneficial for the operation of the Council to rely on the committees. But ADEMAJ thinks that it is hard to trust on committees as it comprises of a few members. PACHES explained that the Council should still be critical about committees’ decision, and if the Council had doubt about their decision councilors should attend respective committee meetings instead of debating in Council. ADEMAJ and FLAMAN agreed. PACHES thinks that the Speaker is important in setting up this tone, and councilors are welcomed to attend committee meetings and voice out their concerns.

2015-14/4c Welcome Package

The committee reported their progress of the compiling the Welcome Package. ADEMAJ reported that the Robert’s Rule of Order will be finished before May 1st. It will be a flow of meeting. DEJONG finished her part. WANG K. had not started about councilors’ perks and expectation, but he had the idea about its content. FLAMAN will ask RAHMAN about his part of acronyms and important person to know in SU.

The package will be completed by May 4th.

2015-14/5 CONFIRMATION OF NEXT MEETING DATE

2015-14/5a Next Meeting: Tuesday, April 26, 2016 @ 5:00pm in SUB 6-06

2015-14/6 ADJOURNMENT

2015-14/6a ADEMAJ/PACHES move to adjourn.

5/0/0
CARRIED

Meeting adjourned at 17:55.
### SUMMARY OF MOTIONS

<table>
<thead>
<tr>
<th>MOTION</th>
<th>VOTES</th>
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<tbody>
<tr>
<td>WANG K./ADEMAJ move to approve the agenda.</td>
<td>5/0/0 - CARRIED</td>
</tr>
<tr>
<td>DEJONG/ADEMAJ move to approve the minutes.</td>
<td>4/0/1 - CARRIED</td>
</tr>
<tr>
<td>ADEMAJ/PACHES move to adjourn.</td>
<td>5/0/0 - CARRIED</td>
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