Executive Committee

Thursday, July 27, 2000

ATTENDANCE

Leslie Church President
Christopher Samuel Vice-President Academic
Gregory Harlow Vice-President Operations & Finance
Jennifer Wanke Vice-President Student Life
Bill Smith General Manager
Catherine van de Braak E/A, Recording Secretary

Absent

Naomi Agard Vice-President External (attending a conference)

1. Call to Order

The meeting was called to order by Leslie at 10:38 am

2. Approval of Agenda

The agenda was amended to add the following Items of Business:

g) Letterhead (Jen)
h) Telephone Proposal (Greg)
i) Cable (Greg)
j) Web Site (Chris)
k) On Line Exams (Greg)
l) SWAG (Jen)

3. Approval of Minutes

The minutes of the July 13 and 17 Executive Committee meetings were adopted by consensus.

4. Reports

GREG

Tabled executive report. A copy is attached with the executive documents

5. Items of Business

a) ONECard

John Younk (ONECard Office Manager) gave a presentation to the executive regarding the history and future of the ONECard.

- Created in 1996, original idea was to use it as a financial card on the University campus. Presently there is 300,000.00 deposited on ONECards.

- Main area of difficulty is that Versa/Armark have their own card used for food purchases. They are not interested in improving the relationship with ONECard.

- Very important that food services be part of the ONECard services. SUB food court is key to making that happen.
DCT’s would be setup in SUB at a rental rate of $60.00/vendor/month. This is a very low cost.

Security concerns are still being addressed. There would be some difficulties in assigning 35,000 PIN numbers.

**Bill**

Concerned about the University commitment to the ONECard? Why didn’t the U of A support ONECard use rather than Armark? John was unable to speak to this concern.

**Bill**

How does Telus factor in to this? John replied that Telus gives financial support and their logo appears on the ONECard. ONECard’s business plan will be going to Telus next week and then it will be decided where it is distributed.

John was thanked for his presentation.

**Chris**

Which course of action should be taken? On page 3 of Chris’s proposal there are three options. The proposal is attached with the executive documents. An informal survey has been taken of 100 students and 90% would like to see ONECard in SUB.

Various concerns were raised:

- The system has been running for four years and it still is not close to where it should be.
- The commitment from the University needs to be made

It was decided that the Executive will approve this in principle and Chris will work with Margriet and Anita to investigate it further.

**b) Students’ Council**

Council has been starting late and it was pointed out that meetings should start at 6:00pm. Leslie encouraged all executives to be in chambers 10 minutes early and ready to go.

**c) In Camera Personnel**

Meeting moved in camera.

**d) Decals**

There is 2500.00 budgeted for the decals and an additional 2000.00 for logo work. Jen proposed ordering enough to meet the door requirements with a few additional. Discussion ensued regarding vandalism as well as just having the flame on the decal.
HARLOW/WANKE MOVED THAT THE Executive Committee approve budgeted expenditure of not more that $1500.00 to purchase decals for SUB doors as part of the corporate image plan. The decals will be 5x5 inches in size and will only contain the SU flame.

VOTE ON MOTION 3/0/0 CARRIED

e) Campus Caravan

This company would like to come into SUB September 14. Greg is investigating this request and the amount that should be charged to the company.

f) Legacy Fund

Two student-at-large (SAL’s) members have resigned. The committee will be meeting tonight and new SAL’s need to be appointed. Both the VP Student Life and the VP Operations and Finance have large stakes in this committee because the Campus Athletics Event Coordinator is funded through the Legacy Fund.

Discussion ensued regarding appointment of SAL’s and the general role of the chairperson of a committee. It is important to involve SAL’s from the general student population. The role of the chair is to call meetings, create agendas, pass policies and ensure that membership is filled.

Greg will appointment two new SAL’s for the Legacy Fund and will do an athletics debriefing/rundown regarding the SU relationship with Athletics.

g) Letterhead

Jen has come concerns with how the letterhead template will be used when a variety of logos need to be included. The executive decided to rescind the decision made at the July 19, 2000 executive meeting, item 5i, regarding the SU letterhead. Jen will give Marketing guidelines regarding needs and ask them to develop a new template.

h) Telephone Proposal

Margriet has investigated the possibility of upgrading the present telephone system and the cost involved in adding voice mail to that proposed system. The total cost will be $30,000.00. Jen voiced a concern that a new phone system will be needed eventually. Gregory circulated a copy of the proposal and this item will be discussed at the next executive meeting.

i) Cable

Cable access to the researcher office will cost $350.00 to install and $10-15.00 per month.

WANKE/HARLOW MOVED THAT the executive Committee approve cable access be installed in the researchers office at a cost not to exceed $350.00. The installation cost is to come from the contingency budget.

VOTE ON MOTION 3/0/0 CARRIED
j) Website

Chris would like an update on what deadlines have been met so far regarding the Web development, minutes from any meetings which have occurred and an update on the completion time for the project.

Greg understood that the web Development Committee gives Marc direction and Marc makes things happen. However if a more formal structure is desired then the start up date could end up later.

A Web development committee meeting is scheduled for Tuesday morning. Marc will be asked to attend the executive meeting on Tuesday afternoon to provide an update for the executive.

k) On Line exams

Gregory has asked Dale to put together a proposal regarding copies of old exams being posted online. A copy of the proposal is attached with the executive documents. Gregory will be investigating this proposal further.

l) SWAG

Jen has met with Elizabeth and has identified three areas, which would use SU SWAG.
1. Conferences
2. Internal
3. External

The SWAG would fall into two areas, trinket items such as pens, pins etc and higher cost items such as daytimers and bags. Jen was asked to bring price quotes and samples to the executive.

6. Action from Minutes

Attached

7. Announcements

8. Adjournment

Meeting adjourned at 2:06 pm.