EXECUTIVE COMMITTEE
November 24, 2016
1:00pm

ATTENDANCE:
Fahim Rahman    President
Marina Banister  Vice President (Academic)
Francesca Ghossein  Vice President (Student Life)
Robyn Paches  Vice President (Operations & Finance)
Mike Sandare  Vice President (External)
Kristen Stoik  Executive Coordinator
Marc Dumouchel  General Manager
Jon Mastel  Director of Research & Political Advocacy

REGrets:
Absent:

1. Call to Order
The meeting was called to order by RAHMAN at 1:13pm.

2. Approval of Agenda
RAHMAN/GHOSSEIN MOVED THAT the Executive Committee approve the agenda as presented.

5/0/0 CARRIED

3. Approval of Minutes
RAHMAN/PACHES MOVED THAT the Executive Committee approve the November 21 minutes as amended.

5/0/0 CARRIED

4. Review of Action Items
   • Send items to Alix for December Newsletter

5. Announcements
   • UPass has been expanded to Fort Saskatchewan, Leduc, and Strathcona County
   • Meal Plan voted down 4-5
   • Tuition Podcast with Gateway
   • CSSA meeting about collaboration
   • Meeting earlier this week with Dean of Students, Campus and Community Recreation and the Graduate Students’ Association
   • Frank Robinson meeting with Marina and Francesca yesterday about COSA
   • GFC Ad Hoc meeting update
   • Interdisciplinary conference funding
   • Marina Media this week
   • Mike met with CAPS yesterday about a career fest during EMP FEST
   • Mike RTDRS work
6. Students’ Council

- PAWSOC membership - Robyn to send last minutes to Marc and ask about adding Marc as a member
- Francesca to send around lister cards for execs

7. Old Business

8. New Business

8.1 Contingency Fund Request

- Would like to properly update electrical in Dinwoodie
- Currently have burnt a few amps this year
- Has looked around and this is the best price quote

PACHES/GHOSSEIN MOVED TO allocate no more than $7500 from the contingency fund of to cover electrical upgrades in Dinwoodie.

5/0/0 CARRIED

9. Discussion Period

9.1 EMP FEST QP

Discussion:
- Opportunity to ask questions or for update on EMP FEST
- Distinguishing from career fair by bringing areas of the university together that assist students with employment, make it more interactive and engaging for students
- Details on a few key event ideas presently - 4 big events
- Timeline and capacity questions and concerns
- Augustana streaming and helping with bussing students

9.2 Day of Remembrance and Action on Violence Against Women

Discussion:
- Fahim to send out calendar invite
- Volunteers for the event are also needed

9.3 PR Budget Update

Discussion:
- As of Oct 31 these are the totals

9.4 Holiday Card

Discussion:
- Outlining what you can use PR lines for

9.5 Flowers for Remembrance of Ecole Polytechnique Massacre

Discussion:
- Each year we buy white roses that we display in remembrance
- SUBstage good location for the display
- Talk to marketing about having information with the roses

9.6 Record Keeping and Management
Discussion:
- Concern about where important documents are filed and especially with transitioning future executives
- Organized way of filing documents by portfolios and advocacy points (residence, etc.)
- Server and Google Drive as items currently used for keeping documents
- Taxonomy needed for the SU documents for relevancy and historical items
- Concerned about institutional memory when employees leave
- Marc and Kristen to work on a system

10. Closed Session

11. Adjournment

Meeting adjourned at 2:10pm.