#### Board Meeting

Brandon University Students’ Union, Local 37 of the Canadian Federation of Students

**Monday, August 8th, 2016 at 5:00PM** – CLC Boardroom, Knowles Douglas Centre

1. **CALL TO ORDER at 5:15pm.**
2. **OPENINGS**

Those present at the meeting shall introduce themselves at this time. Regrets shall be noted.

*Present:* Nick Brown, Elizabeth Davidson, Jillian Vanderheiden, Trevor Poole, Greg Monias, Laura Davidson, Lisa Mizan, Corey Norton, Whitney Hodgins, Kristin Smart (Skype), and Nataly Ore (5:20pm)

 *Regrets:* Krista Charney and Sarah Wallace

1. **ADOPTION OF THE AGENDA**

**Motion (16-BUSU-62)** Monias/Davidson. E CARRIED ***Be it resolved that the agenda be adopted as amended.***

1. **APPROVAL OF MINUTES**
	1. The minutes of May 30th,2016 have been distributed for review.

**Motion (16-BUSU-63)** Smart/Poole CARRIED ***Be it resolved that the BUSU Council meeting minutes from May 30th, 2016 be approved.***

1. **PRESENTATIONS AND CORRESPONDANCE**
	1. Jessi Gilchrest
		1. Avenues Workshop request for donations - Letter Attached

Vanderheiden asked who was receiving the donation.

Brown said BU music students take part in the workshop.

**Motion (16-BUSU-64)** Vanderheiden/Monais CARRIED

***Be it resolved that BUSU provide support to Avenues in the form of 30 water bottles.***

* 1. Racheal Wu
		1. Take Back the Night - Letter Attached

Vanderheiden suggested Take Back the Night be referred to the activities committee.

* 1. Women’s Resource Centre
		1. Request for participation in the Westman Corporate Challenge

Poole suggested that the Westman Corporate Challenge be referred to the activities committee.

* 1. Corey DeGagne
		1. The Dalhousie Graduate Students’ Society is requesting a template of our Office and Services Manager’s contract to assist in their restructuring.

**Motion (16-BUSU-65)** Vanderheiden/Poole CARRIED ***Be it resolved that the BUSU provide the Dalhousie Association of Graduate Students a template of our Office and Services Manager’s contract, omitting any confidential information, to assist in their hiring process.***

Ore said if carried she would be able to omit the confidential information and send the file to Monais.

1. **RECEIPT OF REPORTS**

* 1. **Executive Members and Staff**
		1. **President:**

July 19th Architect proposals for Campus Master Plans and as of August 8th there was a decision made.

July 21st Meeting with Tom Brophy where he announced he will be leaving Brandon University as of September 2nd and Katie Gross will be taking over as Dean of Students and Andrew McDaniel will be Acting Registrar. Said plan a search committee will begin soon.

July 22nd Met with a rep from RBC regarding financial options and sponsorships for BUSU. Also had a teleconference with CFS National discussing the National Day of Action on Nov.2nd.

July 26th SUDS GM Interviews and a hiring announcement will be coming soon.

July 28th Met with library staff & BU staff regarding a Pokémon scavenger hunt event for students during orientation.

Aug.2nd Radio Interviews for CTC

Aug. 4th Met with lawyer and postering for CTC

Aug. 8th OA interviews

* + 1. **Vice President Internal:**

**July 7th** We met with Eleanor Ironman from the province Public Health about the food events we normally run at BUSU. We spoke about how we can change them to ensure that we are being safe and following the regulations. We spoke about Yogurt Bar, Veggie Cups, Taco-in-a-Bag, Pizza/Booster Juice, Pancakes, Soup for the Soul, Bake Sales, Holiday Potluck and the BBQ. We also spoke about SUDS and the requirements needed before SUDS can open again in the fall. Pretty much everything is okay with some small tweaks except for Soup for the Soul. This event cannot be run again. A list of what clubs can and cannot use in their bake sales will be provided to each club when they ask to book the Mingling Area for such an event and the same goes with the BBQ. The rules around this event being hosted will also be provided to the clubs and they will have to decide if it is worth it to run the event again or not with the new rules in place.

**July 8th** I started holidays!

**July 28th** I had about a 15 minute phone call from Greg. He wanted to call and let me know that we were served notice by Students for Life. I appreciated the call as I was aware of the situation once the media got a hold of it and wasn’t blindsided.

**August 2nd** This was my first day back after an amazing vacation. 9 provinces in 22 days and 13,800 kilometers! It was pretty epic.

We started off with an Executive meeting. Nick and Greg got me all caught up with Crash the Courtyard and other happenings while I was away. We spoke about Orientation for a bit and the SUDS GM hiring. I was able to help vet resumes in this process, but was unable to attend interviews. I trust wholeheartedly the decision made on the hiring. In this meeting we decided to let the President of BU know about the law suit, so we called over to his office and we were able to get a few minutes and we informed them of us being served.

Nataly also hosted a CTC Ticket Sales meeting. Here we went over what to say and what not to say to people coming into the office to buy tickets. We are supposed to ask who they are excited to see for our acts. We went over how to do the sale and mark it in QuickBooks and how to mark the tickets if the purchaser is a student or a non-student.

I worked on the Social Media Policy and catching up on emails and voicemails.

**August 3rd** First thing in the morning Nick and I went to Westoba and sent off the deposit for Bit Funk.

From here we went into an Exec & Managers Meeting. Again, more updates on what was going on with the CTC as this is pretty much the focus in the office right now.

We also had an Orientation meeting just to understand what was done while I was away and what still needed to be done.

**August 4th** Nick and I did the Kuipers donation Food Bank pick up.

Then we all (Nataly, Corey, Nick, Greg and I) met with the Lawyer that we might retain for the Brandon University Students for Life (BUSL) case against us.

Then we went from the lawyer to our Bi-Weekly meeting with Tom Brophy at Student Services. We spoke about him leaving and the incoming Interim Dean of Students, Katie Gross and the transition. We also spoke about orientation in general terms. We also spoke about a few students that are on our respective radars and then finished off talking about the Indigenous Peoples’ Centre and the new incoming Director and the other position within IPC.

**Ongoing**

Student Issues: These have slowed completely down with no students really around on campus or in classes right now. I have a scheduled meeting with someone from CFS to discuss more on student rights when it comes to attendance in classes, but other than that nothing is really occurring on the student issue front.

Exec & Managers Meetings: These seem to be going well, although there is still some tension when Managers are giving direction to Exec. But I don’t think this will ever go away.

Services for Students: Orientation Magazine has been delivered to every student. We are concerned with the Student Services mail out as it is substantially ess than previous years when the admission rates are up quite a bit. We wonder if every first year student will receive a copy personally.

Bylaws: The committee has met once and has divvied up the bylaws to review and recommend changes. I have written the Credit Card Policy and am in the process of writing the Social Media Policy. These will both be presented at the next Bylaw & Policy Committee Meeting.

* + 1. **Vice President External:**

Report will be submitted electronically.

* + 1. **General Manager:**

Week of July 18 – Met with the Scotiabank rep regarding the Busu credit card. Submitted required paperwork needed to start a card application. Went over the booking contracts with Corey. Worked on the interview questions for the Suds Gm position, got the team to review them and revise as they see fit. Met with Debbie from the City Clerk’s office to go over the complete CTC Community Event application. Already registered the Exec to appear at the City council meeting in mid August for official event status. Called the candidates for the SUDS gm positions and scheduled interviews.

Weeks of July 25 and August 1: Held Suds gm interviews with the hiring committee, organized an office CTC meeting with exec and staff to go over ticket selling and event info, various CTC tasks and following up, met with Busu lawyer re: lawsuit situation, phone call with Chris new Suds Gm to coordinate him starting next week, worked on some suds office management admin tasks, team and I met with Joe Beevers re: Ctc food, contacted our insurance company regarding lawsuit for further steps.

Aug.8: held 7 interviews for the OA position today with Nick and Corey.

* + 1. **Office and Services Manager:**

July 17th-23rd: Submitted the Orientation Magazine to Leech Printing, revised booking contracts with help of Nataly, Nick, and OAs. Worked on minutes, followed up with ESLPs, created a job posting for the OA positions, and worked on website updates for the calendar and clubs. Also attended the food services forum.

July 24-30th: SUDS interviews, agenda templates, printed CTC tickets, website updates, minutes, looked over new health and dental website. Worked on the fall schedules of OAs and had a meeting with BU Communications staff about having links to the BUSU site on the BU site.

August 2nd-5th Finalized CTC posters and printed them, scheduled OA interviews, had a meeting about the Orientation Weeks. Worked on minutes, had a Joe Beeverz meeting for CTC, met with the lawyers. Also finished up the Paw Pass, ordered glow sticks for CTC, looked into t-shirts for CTC, and sent off CTC forms to Health Inspector. Got familiar with the new health and dental website and worked on admin portion.

 August 8th Held OA interviews.

* 1. **Canadian Federation of Students Local Representative Report**

No report as there has not been a MB executive meeting.

* 1. **Director Reports**
		1. Arts Director: No Report
		2. Science Director: Sat on interviewing board for SUDS GM interviews, and worked on bylaws for bylaw committee.
		3. Health Studies Director: Vacant
		4. Music Director: Vacant
		5. Education Director: No Report
		6. Part-Time/Mature Students Director: Regrets
		7. Aboriginal Director: Vacant
		8. Women’s Director: Regrets
		9. Sex and Gender Identity Based Director: Vacant
		10. International Students Director: No Report
		11. Residence Director: SUDS interviews
		12. Graduate Studies Director: Vacant
		13. Accessibility Director: Worked on bylaws
		14. Racialized Director: Vacant

**Motion (16-BUSU-66)** Monias/PooleCARRIED ***Be it resolved that the reports be adopted.***

1. **Committees**
2. **Finance**
	* 1. Appointments

We need to formalize the committee appointments.

**Motion (16-BUSU-67)** Vanderheiden/Hodgins CARRIED ***Be it resolved that Laura Davidson, Elizabeth Davidson, and Lisa Mizan be appointed to the Finance Committee.***

* + 1. Budget Update
			1. Operating Budget - Attached
			2. Office and Tech spending to date

Brown said we are under budget for the amount approved for office chairs.

Vanderheiden clarified that in addition to a chair she ordered an ergonomic keyboard tray for under the desk.

Brown said the Bose speaker should be shipped next week.

* + - 1. Crash The Courtyard

Ore said some of the numbers are estimates.

Brown said MTS is no longer sponsoring orientation events that involve drinking.

*Performance fees were blacked out from attached budget (for approval of minutes) but are available in future closed session minutes.*

1. **Policy & Bylaw**
	* 1. Appointments

We need to formalize the committee appointments.

**Motion (16-BUSU-68)** Monias/Vanderheiden CARRIED ***Be it resolved that Whitney Hodgins, Trevor Poole, and Lisa Mizan be appointed to the Policy and Bylaw Review Committee.***

1. **Student Groups Promotions and Affairs**
	* 1. Appointments

We need to formalize the committee appointments

**Motion (16-BUSU-69)** Monias/Hodgins CARRIED ***Be it resolved that Laura Davidson, Trevor Poole, Krista Charney, and Kristin Smart be appointed to the Student Group Promotion and Affairs Committee.***

* + 1. Printing accounts for Residence Councils

There is interest in creating printing accounts for the residence councils similar to the accounts for clubs and collectives.

Smart said there are quite a few events that residence hosts during the year, that require printing large posters. Said normally the cost comes out of their budget but was hoping that each of the four residence councils would be able to have a printing allowance of $25.

Vanderheiden referred the current topic to the services committee.

* + 1. LGBTTQ\* Collective funding

A budget has been submitted requesting all of the collectives’ funding for the year ($2,000) – Attached

Monias said they want their total dedicated collective funding for the entire year in a lump sum now. Said he worried they would not have funding for their other events during the rest of the year but, the letter seemed to clarify that by explaining their own fundraising.

Brown said the bylaws state that collectives are able to request the full amount for the entire year in particular circumstances.

Ore said last year the Women’s Collective received more than their $2,000 dedicated collective funding as they very active within the BU community.

**Motion (16-BUSU-70)** Monias/Poole CARRIED

***Be it resolved that BUSU grant the LGBTTQ\* Collective their $2,000 in collective funding.***

1. **Student Activities**
	* 1. Homecoming Photo Booth

Carla Eisler from the Homecoming committee is requesting that the BUSU cover the cost of a photo booth rental from Trident Music as our contribution to the Homecoming weekend. The total cost would be $472.50. (Invoice Attached)

Brown said BUSU paid for the photo booth last year as well.

**Motion (16-BUSU-71)** Vanderheiden/Poole CARRIED

***Be it resolved that BUSU donate the costs of the Homecoming Committee photo booth of the amount of $472.50.***

Monias asked where the funds would be taken from in the budget.

Ore said Student and Community Engagement.

Vanderheiden said the Alumni Association is donating free nachos during trivia night for Orientation.

1. **Campaigns and Government Relations**
2. **Services**
	* 1. Appointments

We need to formalize the committee appointments

**Motion (16-BUSU-72)** Poole/Monias CARRIED ***Be it resolved that Whitney Hodgins, Elizabeth Davidson, Kristin Smart, and Krista Charney be appointed to the Services Committee.***

1. **OLD BUSINESS**
2. **Orientation**
	* 1. Update

Brown said Orientation Magazines were mailed out. Said council members have signed up for events through contacting Brown.

Smart said she needed some resources for planning the pep rally.

Brown said the SUDS GM could help.

Vanderheiden said Matt Packwood, who works with the Bobcats, would also likely help.

1. **Crash the Courtyard**
	* 1. **Update**

All acts have been signed.

Brown said things are moving forward and he is still looking into getting ATMs brought on campus and will be scheduling a stakeholders meeting shortly.

Vanderheiden said they will be presenting to city council on August 15th.

Monias said Joe Beeverz will be providing food.

* + 1. **Postering**

Brown asked that council help poster the Brandon area with CTC posters.

Ore said if members are going small towns BUSU has previously reimbursed for mileage if they kept their receipts.

Vanderheiden asked if it was mileage or gas receipts.

Ore said it was up to executive members. Last year it was mileage.

Brown said the conversation could be made by the executive at a later date.

1. **Disorientation Social**

Vanderheiden said last year it was an 18+ event. Said because CTC is an 18+ event she would like to see disorientation social as an all ages event. Acknowledges that it may create more work for BUSU but it is important to open orientation events for our students who are underage.

Smart said she had more fun at the 18+ social but she does see the need for events for those underage.

Poole asked if the turn-out would be worse/better if offering it as an all ages event.

Brown said approximately a quarter of the first year students would be underage.

Monias said it is important to open it up to all students.

Mizan said she was unable to attend both events last year and wished she could have.

Brown said the consensus is that Disorientation Social will be all-ages.

1. **NEW BUSINESS**

* 1. **Vice President’s Hours Extension**
		1. The VP’s have requested that their hours be extended up to 40 hours per week during the orientation period. This started last year to great effect, allowing the VP’s to work all of the events, without having to volunteer their time.

**Motion (16-BUSU-73)** Hodgins/Poole CARRIED  ***Be it resolved that the Vice President hours be extended up to 40 hours per week during the period between August 28th, and September 17th, 2016.***

**The meeting took a recess at 6:20pm**

**The meeting returned to order at 6:52pm.**

**Motion (16-BUSU-74)** Vanderheiden/Hodgins CARRIED

***Be it resolved that the meeting move into closed session.***

1. **CLOSED SESSION**
2. **BUSINESS ARISING FROM REPORTS**
3. **ANNOUNCEMENTS**
	1. **Next Council Meeting**

Brown said the next meeting will be August 23rd at 1:00pm.

* 1. **Submit class and work schedules for first semester**
1. **ADJOURNMENT**

**Motion to adjourn (16-BUSU-79)** Monias/Vanderheiden CARRIED

***Be it resolved that the meeting be adjourned at 8:46pm.***

**Minutes approved at meeting date:** October 17th, 2016

**Motioned by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Monias)**

**Seconded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Hodgins)**