

## **Executive Council**

Minutes

April 21<sup>st</sup>, 2016

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### **Present**

Joshua Bettle  
Kimmi Nguyen  
Thao Nguyen  
Brigitte Matheson  
Marc Thususka  
Blair McCormick

### **Absent**

Deanna Berry

### **Guest**

Rachel Paris

### **1.0 Call to Order**

Brigitte called the meeting to order at 9:37 am.

### **2.0 Approval of Agenda**

#### **Motion**

It was moved by Thao and seconded to approve the agenda.

**Motion carried**

### **3.0 Adoption of Minutes**

April 7<sup>th</sup>, 2016

#### **Motion**

It was moved by Thao and seconded to adopt the minutes from the 14<sup>th</sup> of April.

**Motion carried**

### **4.0 Reports**

Reports were given by Brigitte, Thao, Josh and Blair.

### **5.0 Action Items**

**5.1 Reach out to new EC about student rep position through ASEC – Blair (complete)**

### **6.0 Business Items**

**6.1 Vacation Extension Request FOH Manager – Blair**

#### **Motion**

It was moved by Josh and seconded to approve the vacation extension request for the FOH Manager (Kiera Savoie).

**Motion carried**

**6.2 Vacation Extension Request Assistant FOH Manager – Blair**

#### **Motion**

It was moved by Thao and seconded to approve the vacation extension request for the Assistant FOH Manager (Jill Hoban).

**Motion carried**

### **6.3 Leadership Development Coordinator – Blair**

#### **Motion**

It was moved by Thao and seconded to approve the new position and job description of Leadership Development Coordinator.

**Motion carried**

### **6.4 HR Procedures – Blair**

#### **Motion**

It was moved by Josh and seconded by Kimmi to approve HR Procedures 1 through to HR Procedures 17.

**Motion carried**

### **7.0 Discussion and Information Items**

#### **7.1 SAITSA Seconds Location Future – Blair**

Blair informed the EC of using the current SAITSA Seconds office as potential office space for DBSM + Advocacy Manager.

### **8.0 Questions/Adjournment**

Brigitte adjourned the meeting at 11:24 am.