

Executive Council

Minutes

April 7th, 2016

Present

Joshua Bettle
Deanna Berry
Thao Nguyen
Brigitte Matheson
Marc Thususka
Blair McCormick

Absent

Kimmi Nguyen

1.0 Call to Order

Brigitte called the meeting to order at 9:34 am.

2.0 Approval of Agenda

Motion

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

Motion carried

3.0 Adoption of Minutes

March 31, 2016

Motion

It was moved by Thao and seconded to adopt the minutes from the 31st of March.

Motion carried

4.0 Reports

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

5.0 Action Items

- 5.1 **Send list of your committees to Blair** – Josh, Kimmi (complete)
- 5.2 **Plan to do Conference Requests with incoming EC** – All (ongoing)

6.0 Business Items

- 6.1 **Fridays off in summer months** – Blair

Motion

It was moved by Thao and seconded to approve alternating Fridays off for full time staff that work an extra 45 minutes/day during summer months.

Motion carried

7.0 Discussion and Information Items

- 7.1 **HR Procedures** – Deanna

Deanna informed the EC that they will need to move quickly on the new HR procedures in order to have them approved before end of term. Rachel will send out the most updated copy and the EC agreed to review within the week.

8.0 Questions/Adjournment

Brigitte adjourned the meeting at 10:02 am.