

Executive Council

Minutes

September 9th, 2016

Present

Alex Dimopoulos
Connor Goodfellow
Gar Gar
Blair McCormick
Marc Thususka
Deanna Berry

1.0 Call to Order

Gar called the meeting to order at 12:40 pm.

2.0 Approval of Agenda

Motion

It was moved by Mikayla and seconded to approve the agenda as presented.

Motion carried

3.0 Adoption of Minutes

August 25th, 2016

Motion

It was moved by Alex and seconded to adopt the minutes from the 25th of August.

Motion carried

4.0 Reports

Reports were given by Alex, Connor, Mikayla, Gar and Blair.

5.0 Action Items

5.1 Create benefits document for CASA and ASEC Memberships – Mikayla (ongoing)

6.0 Business Items

6.1 New Position – Coordinator, Governance and Compliance – Blair

Blair explained gaps found in organization structure and proposed two new roles within the Governance department. Blair explained each role.

6.2 New Position – Coordinator, Policy Development – Blair

Motion

It was moved by Connor and seconded to approve the Coordinator, Governance and Compliance position job description and the Coordinator, Policy Development position job description.

Motion carried

6.3 Staff Salary Reviews – Blair

Motion

It was moved by Connor and seconded to move into in-camera.

Motion carried

Motion

It was moved by Connor and seconded to move out of in-camera.

Motion carried

Motion

It was moved by Connor and seconded to approve the proposed salary increases.

Motion carried

6.4 Conference Request (Jocelyn & Alex) – Marc

Marc presented the conference request for the Coffee and Tea show in Ontario. Blair recommended that Jocelyn go to this conference and find another option for Alex to attend another conference. Or to send them both and have them each attend separate seminars. The EC discussed.

Motion

It was moved by Mikayla and seconded to approve the Conference Request for Jocelyn & Alex to attend the Coffee and Tea Conference.

Motion carried

Connor leaves the meeting at 2:16 pm.

7.0 Discussion and Information Items

7.1 Transition Plan Template – Blair

Blair reviewed the template with the EC. Asked for feedback and to fill out before the formal meeting with Lisa next Thursday.

7.2 Christmas Photo – Deanna

Deanna asked EC if they wanted to do a photo for Christmas. The EC wanted to do a Christmas photo.

7.3 Advisor Role – Gar

Gar wanted to have the Advisor role position filled. The EC discussed. Blair advised that there is currently no job description. Blair also mentioned that the Alumni Network can also assist in this role. The EC discussed the need and clarity around the role. The subject was tabled.

8.0 Questions/Adjournment

Gar adjourned the meeting at 2:40 pm.