

Saitsa Executive Council Meeting Minutes

Wednesday, April 29th, 2020

11:30a.m.

Microsoft Teams



	Agenda Item	Accountability	Time
1.0	Call to Order <i>G. Koehler called the meeting to order at 11:34a.m.</i>	R. Morstad	2 Min
2.0	Approval of Agenda	R. Morstad	2 Min

Amendments:

- To strike discussion item 8.1 New West Public Affairs Contract
- To add discussion item 8.4 Student Fees
- To add discussion item 8.5 Saitsa Budget

Motion

It was moved by T. Pittis to approve the amended agenda

Motion carried

3.0	Adoption of Minutes	R. Morstad	2 Min
3.1	<i>Regular Meeting of the Executive Council from April 22nd, 2020</i>		

Motion

It was moved by T. Pittis to approve the Executive Council meeting minutes from April 22nd, 2020

Motion carried

Conflict of Interest Check

- The Executive Council declared a conflict of interest involved with budget discussion due to the President being in a relationship with a Saitsa staff member. ***The Executive Council concluded will not ask R. Morstad to leave budget discussion unless see fit.***
- The Marketing and Communications department contest this week MarCom asked if they could buy prizing from a company that R. Morstad is running. ***G. Koehler recommends that R. Morstad remove himself from the communication. M. Stromme needs R. Morstad to send him an email with the details of this transaction.***

4.0 Business Items

4.1 Advocacy UPass

G. Koehler

2 Min

The Advocacy UPass was discussed at last meeting but was tabled due to not receiving the documentation.

Motion

It was moved by G. Koehler to adopt the Advocacy UPass as a Saitsa Advocacy Policy

Motion carried

Saitsa Executive Council Meeting Minutes

Wednesday, April 29th, 2020
11:30a.m.
Microsoft Teams



5.0 Individual Reports (maximum of 2 minutes each)

5.1 President R. Morstad 2 Min
Report not submitted.

R. Morstad took today as a vacation day but did attend this meeting.

5.2 VP Academic T. Pittis 2 Min
Report as submitted.

T. Pittis is busy with academic misconduct hearings. T. Pittis is complete her goals.

5.3 VP External G. Koehler 2 Min
Report not submitted. G. Koehler gave a verbal report.

G. Koehler is busy with onboarding L. Hunter. G. Koehler is working with the ASEC Executive Director review committee. G. Koehler is slowly closing things with CASA. A new member may be joining ASEC. G. Koehler is one of the first chairs to see two new members join ASEC. The New West Public Affairs contract is still being discussed.

5.4 Executive Director M. Stromme 2 Min
Report as submitted.

6.0 Action Items (maximum of 2 minutes each)

6.1 Action: G. Koehler to send out Advocacy UPass information to T. Pittis and M. Stromme – *not complete, item was approved above.*

7.0 Unfinished Business

8.0 Discussion and Information Items

8.1 New West Public Affairs Contract G. Koehler 10 Min

8.2 EC Clean Out of Office Plan T. Pittis 2 Min

T. Pittis inquired when she would be able to get her personal items from the SAIT Campus. In order for M. Thususka to have access to the campus (he is on a very selective list of authorized people to be on campus) he had to watch a safety video, fill out multiple forms, complete a test, and had to do another face to face orientation this morning. When M. Thususka arrives on campus he has to fill out another form and has to check in and check out at the security office. A. Walgren and M. Thususka are working on setting up a system to gather items for the incoming EC and outgoing EC.

Action: The Vice President External and the Vice President Academic to sent A. Walgren and M. Thususka items they need from the campus.

Saitsa Executive Council Meeting Minutes

Wednesday, April 29th, 2020
11:30a.m.
Microsoft Teams



- 8.3 EC Agreement** M. Stromme 5 Min
A. Murray and M. Stromme are working with our lawyers to create a concrete contract for our Executive Council members. M. Stromme is presenting the new contract to the BOD.
- 8.4 Garrett Receipts** M. Stromme 5 Min
G. Koehler needs to submit his receipts by the end of today. G. Koehler is the last Saitsa staff member to submit his receipts.
- 8.5 Student Fees** M. Stromme 5 Min
M. Stromme received a phone call from the SAIT Finance department. The Saitsa BOD and EC need to discuss our Saitsa fee and who is eligible to be a member. As of right now if you are a non-credit student you are not eligible to be a Saitsa member.

The BOD needs to approve the recommendation that we will send over to SAIT Finance. The BOD will discuss different ways the fee could be implemented.

Action: The President to email the Chair of the Saitsa BOD to add this as a business item for the upcoming BOD meeting

- 8.6 Saitsa Budget** R. Morstad 5 Min
The Executive Council are looking for if any resources or people they could talk to regarding being involved with the Saitsa budget. The Saitsa Executive Council want to see how the budget is benefitting the student body. M. Stromme states that as staff we are trying hard to make sure we have great funds for student programming.

Motion

It was moved by G. Koehler to move in camera without staff at 12:35p.m.

Motion carried

Motion

It was moved by G. Koehler to move out of camera at 12:58p.m.

Motion carried

Action Item: It was moved by G. Koehler to task the Executive Director with setting up meetings between SAITSA managers and the incoming and outgoing Executive Council members to discuss the 2020 budget.

- 9.0 Questions/Adjournment** R. Morstad 2 Min
G. Koehler adjourned the meeting at 1:01p.m.