

Saitsa Executive Council Meeting Minutes

Thursday, December 5th, 2019
10:00a.m.
Room V128, Campus Centre Building



Agenda Item	Accountability	Time
1.0 Call to Order <i>R. Morstad called the meeting to order at 10:03a.m.</i>	R. Morstad	2 Min
2.0 Approval of Agenda	R. Morstad	2 Min

Amendments:

- The addition of item 4.6, Director of Business and Development Report
- Item 5.2 change to word "prove" to "provide"

The agenda amendments were approved by general consent

3.0 Adoption of Minutes	R. Morstad	2 Min
3.1 Regular Meeting of the Executive Meeting from November 21st, 2019		

The November 21st Meeting Minutes were approved by general consent

4.0 Individual Reports (maximum of 2 minutes each)		
4.1 President	R. Morstad	2 Min
Report as submitted. The Executive Council are in the process of developing a list of questions for SAIT for their next Joint Exec meeting.		
4.2 VP Academic	T. Pittis	2 Min
Report as submitted. T. Pittis is in the process of finishing the Ombudsman proposal. The Ombudsman Proposal is coming together nicely.		
4.3 VP External	G. Koehler	2 Min
Report as submitted. The Executive Council were very excited regarding the 30-million-dollar donation to SAIT made by local philanthropist David Bissett. At the CiCan meeting the committee asked G. Koehler to write a proposal to regarding his proposed Sexual Violence Policies and to present as a keynote speaker in Montreal.		

Motion

It was moved by G. Koehler to move in camera with the Executive Director and Manager, Governance and Advocacy but without the Director of Business and Development and the Coordinator, Administration 10:10a.m.

Motion carried

Motion

It was moved by G. Koehler to move out of camera at 10:22a.m.

Motion carried

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4.4 VP Student Life

J. Beddow

2 Min

Report as submitted. J. Beddow would like to be a part of the Miniature World in collaboration with SAIT. The Amazing Race committee is in the process of discussing when the event should take place; they would want to host the event when snow is no longer on the ground.

4.5 Executive Director

M. Stromme

2 Min

Report as submitted. Student Experience is currently hosting De-Stress Fest and the Adopt-A Family program. The CCL dinner is next week on Monday. The Saitsa Christmas party happened in the beginning of November. The yearly audit is almost complete, the auditors are needing signatures from R. Morstad and BOD Chair A. Sutherland. We are sending a final copy of the Saitsa 2019 audit to R. Paris, SAIT Finance, and then to the SAIT Board of Governors in February 2020. The Financial Books are up to date. The Administration team is cozy and settled in NK115. The Governance Admin Coordinator Rio Valencerina is back in action! The BOD Holiday party is tonight at the Odyssey Coffeehouse. A Special BOD Meeting will potentially be held on Jan 20th. Our temporary Governance Office Assistant Demi started up a Whistleblower Policy. The Hot Dog Drop is being received well by students, the only problem is scheduling the hot dog drops.

4.6 Director, Business and Development

M. Thususka

2 Min

Report as submitted. November 2018 vs November 2019 sales have gone up by 3% within the Business Operations. Business Operations have serviced 48,000 customers in month of Nov 2019 compared to 45,000 customers in November 2018. Sales across all channels have gone up by 7%. The Events and Programming department had 3 sold out shows in the month of November. The Odyssey Coffeehouse will be selling nitro cold brew in the new year. The SAIT Marketplace will also be selling coffee beans and products from the Odyssey Coffeehouse. The Station Market had a strong month for the month of November. January and February 2020 the Business Operations and the Gateway will be giving away two roundtrips via Flare Airlines for promotions through sponsorships. The promotions being offered at the Stations and the new Saitsa branding have kept traffic through the stores consistent. The Gateway will be losing their storage room on Friday due to a new generator going into that room.

5.0 Action Items (maximum of 2 minutes each)

5.1 **EC to prove the VPA feedback on the Academic Process Academic Misconduct forms.** – Not complete, moved to Thursday, December 12th

5.2 **J. Beddow to schedule a meeting with all EC members and Natasha regarding welcome week and the EC's involvement; this meeting needs to be scheduled when R. Paris, R. Morstad, and G. Koehler are back from their conferences.** – Not complete, Natasha is sick today. Moved to Thursday, December 12th.

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6.0 Business Items

6.1 Saitsa Award Procedures

T. Pittis

5 Min

The EC discussed potential changes to some of the Saitsa Awards as well as the Saitsa Awards Policies and Procedures.

Action item

J. Beddow following up with Natasha, Events and Programming, and Food and Beverage regarding an Awards Night date

Motion

It was moved by R. Morstad to approve the following amendments to the following awards policies and procedures:

- To increase the APEX Award from \$250.00 to \$500.00
- To increase the APEX Award from 6 applicants to 8 applicants
- To increase the Club of the Year award from \$500.00 to \$750.00
- To increase the Volunteer Award from \$500.00 to \$750.00

Motion carried

Add this item to the next agenda

Action Item

R. Paris to adjust the Awards Policies & Procedures and to send the adjustments to the Marketing department and to the Student Experience department

7.0 Unfinished Business

8.0 Discussion and Information Items

8.1 Winter Orientation/ Polar Jam

EC

2 Min

All EC are good to go with their support roles during Welcome Week. J. Beddow is scheduling Orientation Talks for the EC.

8.2 Academic Process Grade Appeal

T. Pittis

2 Min

T. Pittis created a process document regarding the informal and formal grade appeal.

Action item

The EC to provide feedback to T. Pittis regarding Academic Process Grade Appeal by Thursday, December 12th.

8.3 EC Satellite Campus Visits for Winter 2020

T. Pittis

5 Min

T. Pittis has monthly meetings with Marketing and R. Paris. For the winter semester satellite campus visits Marketing needs to know when EC are going so, they can send promotional material for them to take to those students. J. Beddow is working with Natasha to develop a schedule for the winter semester along with scheduling drivers for each visit. Once the schedule is developed it can be sent out to all the parties necessary.

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Action item

J. Beddow to provide a draft schedule for satellite campus visits with tentative drivers for Thursday December 12th

8.4 Jan 2nd EC Meeting, Yay or Nay?

EC

5 Min

The Executive Council will have an informal meeting on Thursday, January 2nd as R. Morstad and A. Walgren will be away that day.

8.5 Campus Trust AGM

M. Stromme

5 Min

M. Stromme informed the EC of the Campus Trust AGM Conference which is taking place on Monday January 27th, 2020 in Toronto. As a first-time Campus Trust client, it would be beneficial to send someone to represent Saitsa. The conference agenda is more financial focused.

Motion

It was moved by R. Morstad to empower the ED to send a Saitsa staff member to attend the Campus Trust AGM Conference

Motion carried

Garrett abstained

8.6 Firewall Upgrade

R. Morstad

5 Min

SAIT is in the process of upgrading the Firewall within the SAIT Network. SAIT needs to know what sites we use most in our professional portfolios, so they don't block those sites and software's.

9.0 In-Camera with M. Stromme

EC

2 Min

Motion

R. Morstad move in camera with M. Stromme excuse staff remainder of meeting 11:24a.m.

Motion carried

Motion

It was moved by R. Morstad to move out of camera at 11:42a.m.

Motion carried

10.0 In-Camera without staff

EC

No in camera session took place

11.0 Questions/Adjournment

R. Morstad

2 Min

R. Morstad adjourned meeting at 11:42a.m.