

# Saitsa Executive Council Meeting Agenda

Thursday, January 9<sup>th</sup>, 2019

9:00a.m.

Room V128, Campus Centre Building



<b>Agenda Item</b>	<b>Accountability</b>	<b>Time</b>
<b>1.0 Call to Order</b> <i>R. Morstad called to order at 9:05a.m.</i>	R. Morstad	2 Min
<i>T. Pittis called into the meeting due to her being at home sick</i>		
<b>2.0 Approval of Agenda</b> <b>2.1 Regular agenda of the Executive Meeting for January 9<sup>th</sup>, 2020</b> <i>Approved by general consent</i>	R. Morstad	2 Min
<b>3.0 Adoption of Minutes</b> <b>3.1 Regular Meeting of the Executive Meeting from December 5<sup>th</sup>, 2019</b>	R. Morstad	2 Min
<b>Amendments:</b> - <i>Change the date at the top of the minutes from November 21<sup>st</sup> to December 5<sup>th</sup></i>		
<i>Minutes approved by general consent</i>		
<b>4.0 Individual Reports (maximum of 2 minutes each)</b>		
<b>4.1 President</b> Report as submitted. R. Morstad dedicated this week to supporting Saitsa Welcome Week.	R. Morstad	2 Min
<b>4.2 VP Academic</b> Report as submitted. T. Pittis is away sick.	T. Pittis	2 Min
<b>4.3 VP External</b> Report as submitted. G. Koehler is currently working on CASA items and is supporting the Saitsa Welcome Week.	G. Koehler	2 Min
<b>4.4 VP Student Life</b> Report not submitted. J. Beddow will be supporting the Welcome Week carnival today. J. Beddow has a meeting regarding the Leadership Conference she is working on next week with the Leadership Conference Committee. J. Beddow is in the process of developing the Amazing Race.	J. Beddow	2 Min
<b>4.5 Executive Director</b> Report as submitted. The Student Experience department has a lot on the go right now; Welcome Week which is currently taking place, the Club Expo is in a couple of weeks, Pride Week is the first week of February, and the Tax Program will be starting up in the month of March. M. Stromme inquired regarding the EC can to assist with set up and tear down of the pipe and drape. The Saitsa Clubs Switchboard (Campus Vibe) has gone bankrupt; we no longer	M. Stromme	2 Min

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have our club's switchboard. We will not be getting a new club's platform until September 2020. In the meantime, we will be putting a club's form on our website. Our Marketing and Communications Manager, Stephanie Collins will be going on a MAT leave starting the middle/end of February – her job description has been posted. The last two weeks of February/early March the Marketing team will be in the process of moving workspaces due to the construction (TBD where they will be newly located), they may not produce as much content due to this move during the time frame listed previously. T. Pittis mentioned that OER week is the first week of March, she was advised by M. Stromme to be proactive regarding Marketing content for this event. Our Administration department is thrilled due to our Audit being complete. The accounting books are almost up to date, currently finishing November/December 2019. The first BOD meeting of 2020 is being held Monday, January 13<sup>th</sup>. R. Paris is meeting with the Political Committee at the end of this week to make sure everything is good to go for the upcoming Saitsa elections. The Hotdog Drop program is set to be posted for students to enter this coming Friday. The hotdog drops will start again during the last week of January. The Ministers Townhall was cancelled, the 30/60/90 retreat for the EC during the 2<sup>nd</sup> last week of January is a go. R. Paris would like to work with G. Koehler to make sure he can attend the SAIT Job Fair. R. Paris investigated potentially receiving Wellness Warrior funding for hotdog drop, she sent the inquiry before the winter break and has not heard back.

## 4.6 Director, Business and Development

M. Thususka

2 Min

Report as submitted. The Gateway was down by 9.74% due to being open less days than last year. The Odyssey and Station Market and Express are up in sales. Saitsa has signed a new partnership with the House of Cars. Events and Programming has a lot of events on the go - Blue Stone, Bedouin Sound Clash, the Headphone party, etc. The Legacy 88 Committee approved C. Walsh and M. Thususka pitch for Saitsa to have podcast equipment funded by the Legacy 88 Committee. The Odyssey shared table (seats 18-20 guests) will be arriving Friday, January 17<sup>th</sup>. The Dollar Coffee promotion at the Station Market and Express has come to an end; their new promo is dollar coffee refills. Bubble tea will be making a splash in the new year.

### ***Collaboration Proposal New West (9:30a.m.)***

#### **Statement from G. Koehler:**

"Saitsa has struggled with Advocacy taking off the ground. With the help of ASEC and previous relations with Mr. Bray from New West Public Affairs (NWPA), partnering with NWPA would be essential to Saitsa Advocacy. This is an exciting opportunity to see what NWPA could do for our new Vice President External and their transition."

T. Bray and M. Solberg from New West Public Affairs gave the Saitsa Executive Council, M. Stromme, M. Thususka, and R. Paris a presentation regarding their services and how they can shape the advocacy within our organization. They partner with their clients and work on their government and community relationships, media content to release regarding larger issues and high scale information and educate their clients regarding advocacy and presentation.

J. Beddow inquired regarding who the contract will be under (answer; R. Paris).

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R. Morstad inquired regarding New West potentially assisting Saitsa with the Municipal Government. New West has relations with the Municipal Government. An example of that statement is New West has an excellent relationship with Calgary City Council.

M. Thususka inquired about the type of reporting structure New West has and the amount of time that the company would put forward to the content delivered to Saitsa. New West would work with us on our timeline for deliverables.

R. Paris inquired about clients as examples of student unions and non-profit. Examples of clients with non-profit status or in the student union industry is the Calgary Homeless Foundation and ASEC.

M. Stromme would like the reporting schedule to be reflected in the contract. New West expressed that they will deliver that.

## 5.0 Action Items (maximum of 2 minutes each)

- 5.1 **EC to provide the VPA feedback on the academic process academic misconduct forms** – Complete.
- 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.** – Complete.
- 5.3 **J. Beddow following with Natasha, events, and food and beverage regarding an awards night.** – Not complete, pushed to next week. M. Thususka required this item to be a priority.
- 5.4 **R. Paris to adjust the awards** – Complete.
- 5.5 **J. Beddow to provide draft schedule.** – Completed by R. Morstad.

## 6.0 Business Items

- 6.1 **New West Collaboration Proposal** **G. Koehler** **5 Min**

### Motion

It was moved by G. Koehler to approve the New West Public Affairs contract as amended

### Motion carried

- 6.2 **Cap Asset** **M. Thususka** **2 Min**

The Capital Asset request is for the Gateway. The Gateways draft count system is 10 years old and we are currently free pouring beer. This system will calculate how many ounces of beer that is being poured. This system will help reduce draft waste, hold the bartenders accountable, and save cost.

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## Motion

It was moved by G. Koehler to approve the Draft Meters Capital Asset request for the amount of \$7,427.70.

**Motion carried**

## 6.3 Supercon

R. Morstad

2 Min

R. Morstad and G. Koehler would like to attend the Supercon Conference to lobby to the federal government.

## Motion

It was moved R. Morstad to approve the Supercon conference request for G. Koehler and R. Morstad to attend for the amount of \$4,000.00

**Motion carried**

## 7.0 Unfinished Business

## 8.0 Discussion and Information Items

### 9.0 In-Camera with M. Stromme

EC

2 Min

*In-Camera with M. Stromme did not take place*

### 10.0 In-Camera without staff

EC

## Motion

It was moved by G. Koehler to move in camera without staff but with online VPA at 10:16a.m.

**Motion carried**

## 11.0 Questions/Adjournment

R. Morstad

2 Min

## Motion

It was moved by G. Koehler to move out of camera at 10:32a.m.

**Motion carried**

*R. Morstad adjourned the meeting at 10:32a.m.*