

# Saitsa Executive Council Meeting Minutes

Thursday, November 21<sup>st</sup>, 2019

10:00a.m.

Room V128, Campus Centre Building



## Present:

Ryan Morstad	President
Garrett Koehler	VP External
Tanya Pittis	VP Academic
Jess Beddow	VP Student Life
Marc Stromme	Executive Director
Marc Thususka	Director, Business and Development
Rachel Paris	Manager, Governance and Advocacy
Angela Walgren	Coordinator, Administration

### 1.0 Call to Order

R. Morstad 2 Min

*R. Morstad called to order at 10:05a.m.*

### 2.0 Approval of Agenda

R. Morstad 2 Min

Amendments:

- Strike AMMICUS Conference Take-Homes
- Add BOD update as discussion item (8.5)

*Carried by general consent*

### 3.0 Adoption of Minutes

R. Morstad 2 Min

**3.1** *Regular Meeting of the Executive Meeting from November 4<sup>th</sup>, 2019*

Amendments:

- Under VPA report read as Updated instead of Update
- R. Morstad should 8.2 read as "now" on vacation not as "not"

## Motion

It was moved by R. Morstad to approve the minutes as amended

**Motion carried**

***G. Koehler abstained***

### 4.0 Individual Reports (maximum of 2 minutes each)

#### 4.1 President

R. Morstad 2 Min

Report as submitted. R. Morstad has been working on a lot of Board of Governors materials. R. Morstad attended the Alumni Awards. The Fall Reading Week Subcommittee met with B, I &A, they've decided to go in the path of interviewing relevant stakeholders rather than distributing surveys. The first steps for the Fall Reading Week Subcommittee is to survey SAIT staff members in order to find potential roadblocks. The Calgary Alliance for the Common Good meeting is this coming Friday. R. Morstad reached out to Craig regarding the student town hall which is being held January 28<sup>th</sup>.

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## 4.2 VP Academic

T. Pittis

2 Min

Report as submitted. T. Pittis is working on the draft for the Ombudsman proposal through a 3<sup>rd</sup> party consultant. T. Pittis met with Stephanie to discuss the different OER activities for 2020; they decided to put the textbook credit draw at the OER booth that volunteers will be working (T. Pittis needs to connect with the Volunteer Coordinator regarding obtaining volunteers for the OER booth). T. Pittis worked the feedback promo booth for SAIT. The Student Feedback Questionnaire is going well, 24,371 responses have been received. The EC were not aware that students can use citing software as well, EC plan to bring this piece of information up at the next Joint Executive meeting.

## 4.3 VP External

G. Koehler

2 Min

Report as submitted. G. Koehler chaired the Nov 8<sup>th</sup> Special Meeting of the BOD of ASEC. ASEC is going to be partnering with New West Public Affairs. ASEC will be utilizing New West Public Affairs to obtain more meetings with the government. New West Public Affairs would like to present to Saitsa regarding what they can offer our association. G. Koehler was nominated by CASA to attend the CICAN's Sustainable Development Goals Conference; 12 students in Canada will be nominated/attending this conference. G. Koehler has been preparing the committees at CASA he chairs to present items at the CASA conference that he will not be able to present due to him not being able to attend. The ASEC update is going to ASEC Advocacy Week. SAIT campus landed on the front of the ASEC lobby document which features the Sexual Violence Policies. G. Koehler is adding Minister of Education Town Hall onto his work plan.

### Motion

It was moved by G. Koehler to move in camera with staff at 10:30a.m.

**Motion carried**

### Motion

It was moved by G. Koehler to move out of camera with staff at 10:40a.m.

**Motion carried**

## 4.4 VP Student Life

J. Beddow

2 Min

Report as submitted. J. Beddow was sick a couple of days. J. Beddow supported a student with a non-academic issue. J. Beddow attended the Ally Toolkit Conference. J. Beddow is going to meet with Sarah Borsato to discuss points they both gained from conference and will be developing a report regarding her findings from the conference next week. J. Beddow is in the process of planning the Amazing Race 2020 and is developing a committee for the Amazing Race. J. Beddow has a GSIC meeting today.

## 4.5 Executive Director

M. Stromme

2 Min

Report as submitted.

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

**5.1 J. Beddow to write a report regarding her learnings at the Ally Toolkit Conference and have it prepared for the following EC meeting (November 28<sup>th</sup>). – In progress.**

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## 6.0 Business Items

- 6.1 Capital Asset Request, Ody Shareable Chairs** M. Thususka 5 Min  
The Business Operations team did a walkthrough of the Odyssey this morning. They are looking to get 2, 9ft sharable tables and 20 chairs to replace the chairs that are currently up there. These tables and chairs would raise the capacity of the Odyssey by 16 spots. These tables would also create a trendier warm environment.

### Motion

It was moved by G. Koehler to approve the Capital Asset Request, Ody Shareable Chairs for a maximum of \$5,832.33

**Motion carried**

## 7.0 Unfinished Business

## 8.0 Discussion and Information Items

- 8.1 EC Work Plan 2019-2020** EC 2 Min  
All Executive Council members touched on their EC Work Plan during their reports. Instead of having this discussion item, each EC member will update their EC Work Plan under Things Worth Noting section of their EC Report.

- 8.2 Winter Orientation/ Polar Jam** EC 2 Min  
J. Beddow tasked with touching base with Natasha regarding Polar Jam tasks for EC members.

### Action Item

J. Beddow is actioned to schedule a meeting with all EC members and Natasha; this meeting needs to be scheduled when R. Paris, R. Morstad, and G. Koehler are back from their conferences.

*Add Awards Update as a constant item as well.*

- ~~**8.3 AMICCUS conference 'take-homes'** R. Paris 5 Min~~

- 8.4 EC 30-60-90 Retreat** R. Paris 5 Min  
The EC 30-60-90 Retreat is scheduled from January 22<sup>nd</sup>-25<sup>th</sup> 2020. This is a 2-night getaway where the EC get to work on their team work, their plans for after their term, and what they want to accomplish in their last few months of their term and in their lives. The 90 days section refers to your work plan – the EC will work on their updated work plans during the 90 section. The 60 days section refers to the EC thinking of themselves as individuals what their next steps in life are (communication, future planning, what you want from life). The 30 days section is your exit/onboarding the next Saitsa EC.

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## 8.5 Academic Misconduct Academic Process Form

T. Pittis

5 Min

T. Pittis is looking for feedback regarding this form. G. Koehler would like to give feedback by the end of the week. T. Pittis is playing two roles, ombudsperson and advocate. T. Pittis set deadline for December 5<sup>th</sup>.

### Action Item

Feedback for Academic Misconduct Academic Process Form for all EC by December 5<sup>th</sup>

## 8.6 BOD Update

### Motion

It was moved by G. Koehler to move in camera with staff at 11:11a.m.

**Motion carried**

### Motion

It was moved by G. Koehler to move further in camera without staff at 11:27am

**Motion carried**

### Motion

It was moved by G. Koehler to move out of camera at 11:40a.m.

**Motion carried**

## 9.0 In-Camera without staff

EC

2 Min

*EC moved further in camera without staff above*

## 10.0 Questions/Adjournment

R. Morstad

2 Min

No EC meeting next week

*Meeting adjourned at 11:40a.m.*