

# Saitsa Executive Council Meeting Minutes

Wednesday, September 9<sup>th</sup>, 2020  
11:30a.m.  
Microsoft Teams



<b>Agenda Item</b>		<b>Accountability</b>	<b>Time</b>
<b>1.0</b>	<b>Call to Order</b> <i>R. Morstad called the meeting to order at 11:45a.m.</i>	R. Morstad	2 Min
	<b>Motion</b> It was moved by R. Morstad to recess this meeting until the date and time A. Walgren schedules it for <b>Motion carried</b>  <i>The meeting is brought back to order at 3:00p.m. on September 11<sup>th</sup>. On the 11<sup>th</sup> the committee discussed the discussion items then adjourned the meeting.</i>		
<b>2.0</b>	<b>Approval of Agenda</b>	R. Morstad	2 Min
	<b>Amendments:</b> 1. Addition of discussion item 8.2, Student Concern Emails 2. Addition of discussion item 8.3, EC Meeting Time Adjustment 3. Addition of discussion item 8.4, EC Working Schedule Adjustment  <i>Approved by general consent</i>		
<b>3.0</b>	<b>Adoption of Minutes</b>	R. Morstad	2 Min
<b>3.1</b>	<i>Regular Meeting of the Executive Council from September 2<sup>nd</sup>, 2020</i>		
	<b>Motion</b> It was moved by L. Hunter to approve the executive meeting minutes from September 2 <sup>nd</sup> , 2020 <b>Motion carried</b>		
<b>4.0</b>	<b>Business Items</b>		
	The Executive Council decided to move the Business Items section after the Reports section.		
<b>4.1</b>	<b>Proposed Procedure changes September 8th, 2020</b>	R. Morstad	10 Min
	<ul style="list-style-type: none"><li><b>Finance Procedure Amendments</b></li></ul> <b>Motion</b> It was moved by R. Morstad to approve the amendments to the Saitsa Finance Procedures presented by R. Paris <b>Motion carried</b>  L. Hunter is in agreeance with the changes presented. M. Stromme expresses if you're dropping authority there needs to be backup. J. Bhatti expressed concern regarding the future executive council members – this leaves room for error. R. Morstad says this is extending the partnership between M. Stromme and the EC for approving items.		

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L. Hunter echoed M. Stromme's concern with needing a backup option for these revised policies.

M. Stromme expressed concern over bullet point 10.12 because that bullet point is more operational than big picture. Not every elected Saitsa Executive Council member will have a background in financials. We do not want to add more to the plates of the Executive Council. R. Morstad states we want to increase student involvement.

R. Paris advocates that it's less relevant that the individual is already educated vs. being in the position of being a part of the process.

L. Hunter asked regarding 11.1 who is doing the designating for employees to receive cooperative credit cards. R. Morstad said the changes will be at the discretion of the Executive Director (for staff) and the President for Executives.

- **Clubs Procedure Amendments**

**Motion**

It was moved by R. Morstad to approve the Club Procedure amendments presented by R. Paris

**Motion carried**

4.1 Additional services or privileges maybe be approved by the Senior Manager of Student Experience and the Executive Council. R. Paris asked if N. Lundrigan and R. Hemminger were consulted. R. Morstad states that R. Hemminger was consulted but not N. Lundrigan.

5.7 change the number from 1 to 2.

12.2 change the number from 1 to 2.

12.2.A In order to encourage the continuity of Clubs, Saitsa members shall be notified of any Clubs that are at risk of dissolution, or without having registered club executives for one (1) semester will be posted to student members, should any Saitsa members wish to take on leadership of the club.

L. Hunter asked when these would go into effect, R. Morstad said immediately.

**Action Item:**

M. Stromme to follow up with Natasha to reflect on the club's policy changes.

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- **Communications Policy**

R. Morstad drafted up a Communications Policy.

M. Stromme said this is in our AGM. You do not want to mix the AGM and bylaws because then if you make changes to bylaws you have policies out of date.

*This item has been tabled.*

**4.2 Special Project Form – Shawna LeBlanc** R. Morstad 2 Min

As per L. Hunter's previous reports, Shawna LeBlanc (Director, Saitsa BOD) has graciously stepped up to be the Saitsa representative for the ASEC EDI committee. L. Hunter is requesting Director LeBlanc be reimbursed \$25.00 per ASEC EDI meeting as an honourarium.

**Motion**

The executive council approve, at the behest of the Vice President External, a special project entitled "Honorarium for the ASEC EDI Delegate, Dir. Shawna LeBlanc", on an ongoing basis unless interrupted by the termination of her status as director, on the grounds that she has graciously undertaken an increased time commitment to serve as delegate to the Equity, Diversity, and Inclusion Committee at the Alberta Students' Executive Council, for the amount of 25 Canadian dollars per meeting attended.

**Motion carried**

**5.0 Individual Reports (maximum of 2 minutes each)**

**5.1 President** R. Morstad 2 Min  
Report as submitted.

**5.2 VP Academic** J. Bhatti 2 Min  
Report as submitted.

J. Bhatti gave attended the launch event for the new SAIT School of Digital Advanced Technology; for this event J. Bhatti gave closing remarks. She got a nod of affirmation from Mayor Nenshi and received applause from the attendees. She also received a tour of the new school. 15-20 orientation talks will be complete by the end of this week.

**5.3 VP External** L. Hunter 2 Min  
Report as submitted.

L. Hunter has been working hard on the Advocacy Backgrounder Document; he is developing this document with Tristan Bray. The Advocacy Backgrounder Document is a document to assist with onboarding future VPX's more smoothly, a lot of information was presented verbally but having a concrete document would make the transition process be more concrete.

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R. Paris would like to be a part of the final draft of Advocacy Backgrounder Document. L. Hunter said he would love R. Paris to be a part of the finalization of document.

- 5.4 VP Student Life** J. Leippi 2 Min  
Report as submitted.

J. Leippi has been brainstorming with M. Stromme, M. Thususka, and R. Morstad regarding her community garden/solar panels goal; they decided it would be easiest to have the goal of a community garden and solar panels be presented to the Environmental Committee and the Sustainability Committee. Student Experience said that J. Leippi can assist with Video Game Thursdays. J. Leippi conducted 3 orientation talks.

R. Morstad said the report has a lot more detail, loving the new format.

- 5.5 Executive Director** M. Stromme 2 Min  
Report as submitted.

## **Motion**

It was moved by R. Morstad to move in camera with staff at 11:58a.m.

**Motion carried**

## **Motion**

It was moved by R. Morstad to move out of camera at 12:17p.m.

**Motion carried**

## **6.0 Action Items (maximum of 2 minutes each)**

## **7.0 Unfinished Business**

## **8.0 Discussion and Information Items**

These items were discussed on Friday, September 11<sup>th</sup>.

- 8.1 Grant Program** R. Paris 15 Min  
The Executive Council discussed the aspects of revamping the Saitsa Grant Program. They discussed how the role of VPA took a lot of this program on (took previous VPA 30% of their work).

J. Bhatti said that she cannot take this on if it's 30% of her work. J. Leippi asked if she would be able to take this over. R. Morstad said it's appropriate but warned her that it's a lot of administrative work. J. Leippi said she is still interested in taking this on.

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R. Paris asks if the Executive Council want one of their members committing that much time to the program?

A. Walgren suggests having a working group to go through the grant program procedures and help revise the programming.

J. Bhatti and J. Leippi to come up with the rubric/framework for approving applications and they need to revamp T. Pittis's tracker. J. Bhatti, R. Paris, and R. Morstad will go through the procedures and see what needs to be changed.

M. Thususka shows framework from another schools' Grant Program.

R. Paris says for the financial aspect of the revisions for the Grant Program to consult A. Goral. A. Walgren will follow up with A. Goral once the EC come up with some revisions.

A. Walgren suggested having a rubric for both personal and professional applications.

## 8.2 Student concern emails

A. Walgren

5 Min

A. Walgren operates the [saitsa.info@edu.sait.ca](mailto:saitsa.info@edu.sait.ca) email; she has been receiving a lot of complaints regarding instructors not giving students the proper information to join their classes. L. Hunter echoed this and said he has the proper information for 3/6 of his classes.

R. Morstad will forward this information to the SAIT Executive team.

R. Morstad said a good tool would be to develop a tracker for these complaints.

## 8.3 Changing EC meeting time

L. Hunter

2 Min

L. Hunter has class conflict with this EC meeting time.

The Saitsa Executive team agreed to move the EC meeting time to 12:00p.m.-1:30p.m.

## 8.4 Adjusting EC schedules due to class schedule

EC

2 Min

L. Hunter's class schedule is currently conflicting with his work schedule so he will now be working 10:00a.m.-5:00p.m. on Wednesdays, Thursdays, and Fridays and 8:00a.m.-3:00p.m. on Mondays and Tuesdays.

## 9.0 Questions/Adjournment

R. Morstad

2 Min

*R. Morstad adjourned the meeting on Friday, September 11<sup>th</sup> at 3:58p.m.*