

Saitsa Executive Council Meeting Minutes

Wednesday, September 30th & Wednesday, October 14th, 2020
12:00p.m.
Microsoft Teams



Present:

| | |
|----------------|------------------------------------|
| Ryan Morstad | President |
| Jasmin Bhatti | Vice President Academic |
| Liam Hunter | Vice President External |
| Jessi Leippi | Vice President Student Life |
| Marc Stromme | Executive Director |
| Marc Thususka | Director, Business and Development |
| Rachel Paris | Manager, Governance and Advocacy |
| Angela Walgren | Coordinator, Administration |

| | Agenda Item | Accountability | Time |
|-----|--|-----------------------|-------------|
| 1.0 | Call to Order <i>R. Morstad called the meeting to order on Wednesday, September 30th at 12:07p.m.</i> <i>Below is the motion for recessing the September 30th meeting.</i> <i>R. Morstad called the meeting back to order on Wednesday, October 14th at 12:06p.m.</i> | R. Morstad | 2 Min |
| 2.0 | Approval of Agenda Amendments: <ul style="list-style-type: none">- The addition of discussion item 8.5 International Health and Dental- The addition of business item 5.1 Transfer of Funds- The addition of discussion item 8.6 DeStress Kits- The addition of discussion item 8.7 Student Voice Survey Questions- The addition of discussion item of 8.8 Grant Program <i>Approved by general consent</i> | R. Morstad | 2 Min |
| 3.0 | Adoption of Minutes 3.1 <i>Regular Meeting of the Executive Council from September 23rd, 2020</i> M. Stromme brought up a point of information that what is said out of camera in the Executive Council meetings is public record in the meeting minutes. M. Stromme advised the EC to consider that piece of information when conducting themselves in EC meetings. M. Stromme brought up a statement L. Hunter made out of camera from the September 23 rd EC meeting. A. Walgren explained it was not in the public minutes due to the statement not being relevant with the conversation that was on the table. Motion It was moved by R. Morstad to move in camera with EC and M. Stromme at 12:12p.m. Motion carried Motion It was moved by R. Morstad to move out of camera at 12:25pm Motion carried | R. Morstad | 2 Min |

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Motion

It was moved by R. Morstad to recess this meeting until further notice

Motion carried

Amendments:

These amendments were presented on Wednesday, October 14th

- To have the 5.1 motion to state that the carpet will not be removed, not that the flooring won't be worked on.
- To have the last sentence of 8.3 stated as an action item (J. Bhatti to notify her contact that M. Stromme would like to sit on the Ombudsperson committee).
- To adjust the last paragraph of section 8.4 to have the formatting of the Grant Program discussion to be separate from 8.4
- R. Morstad sent A. Walgren the edits for section 9.0

Motion

It was moved by R. Morstad to approve the September 23rd Executive Council meeting minutes as amended

Motion carried

4.0 Individual Reports (maximum of 2 minutes each)

4.1 President

R. Morstad

2 Min

Report as submitted.

R. Morstad had a very busy week. R. Morstad is working on the issue of SAIT removing the pride crosswalk. R. Morstad is also working on the restructuring of the Saitsa Investment Policy statement. R. Morstad is working with the EC on the EC confidentially updates. He is also working on care packages that the EC will be handing out to students on campus.

4.2 VP Academic

J. Bhatti

2 Min

Report as submitted.

The role of the Saitsa Vice President Academic (VPA) is to be a part of the Program Quality Assurance team. The Program Quality Assurance program is a process where over 5 years a program is reviewed. The VPA can either join the student group (where students review the project and come up with suggestions to improve the program) or the SAIT stakeholders' group (which includes Instructors and Academic Chairs that come up with improvements for the program being reviewed). Typically, the VPA is apart of one of the two groups; however, J. Bhatti would like to be apart of both groups to have both perspectives. The program reviews will be taking place either at the end of October or early November.

4.3 VP External

L. Hunter

2 Min

Report as submitted.

SAMRU has pivoted to supporting our UPass advocacy.

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- 4.4 VP Student Life**
Report as submitted.

J. Leippi

2 Min

- 4.5 Executive Director**
Report as submitted.

M. Stromme

2 Min

Motion

It was moved by R. Morstad to move in camera with staff at 12:57p.m.

Motion carried

Motion

It was moved by R. Morstad to move out of camera at 1:06p.m.

Motion carried

5.0 Business Items

5.1 Transfer of Funds

M. Stromme

2 Min

Saitsa received two million dollars back from SAIT and our ATB accounts are currently overflowed. The Executive Council discussed the motion on the table. They asked about the safety of the funds and the logistics of this transfer. This is still the building fund, but this transfer will make us more money with growing interest.

The EC have authority to approve transfers but do not have authority to make withdraws – withdraws go through the approval of the BOD.

Motion

It was moved by R. Morstad to approve the transfer of \$3,000,000 of restricted building funds from Saitsa's ATB saving account to Saitsa's BMO Nesbitt Burns Future Fund account.

Motion carried

6.0 Action Items (maximum of 2 minutes each)

7.0 Unfinished Business

8.0 Discussion and Information Items

8.1 Partnership Development: SAIT Travel & Tourism

M. Thususka

2 Min

M. Thususka explained that 3 ½ weeks ago he met with Stephanie (Lead Instructor of Travel and Tourism program) and with Halla (Academic Chair of Program) to discuss a potential partnership with the School of Travel and Tourism (T&T). With this partnership, Saitsa would have our own travel agent when it comes to booking travel, hotel, and transportation. Opportunities from this partnership could result as cheaper travel costs, better customer service, and a more centralized person to talk to. This could also lead to more opportunities for free student prizing – they work with West Jet and Air Canada.

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SAIT Destinations is switching to a fuller suite operations; students in the program will be working in the Destinations office for a longer period of time. The next steps are to develop questions for the School of T&T (M. Thususka is meeting with R. Paris to develop said questions) and to then loop in the EC. The Executive Council are excited about this potential partnership.

8.2 88 Legacy Committee Membership 20/21 M. Stromme 2 Min

J. Bhatti agreed to join committee with R. Morstad. The BOD Chair will be on this committee as well.

8.3 EC Tuition Executive Council 2 Min

The EC discussed the question of is the EC's tuition and fees paid by Saitsa. The EC discussed how one of the classes is paid for, but the fees are typically not paid for. HR-19 Policy and Procedure (P&Ps) states that the tuition is covered along with travel expenses and professional development necessary for their roles. The Bylaws also state that if the EC or Saitsa staff members need to take a course related to their role, Saitsa will cover educational costs for needed courses.

The EC asked if it is possible to reflect the EC tuition details somewhere in our P&Ps and Bylaws. R. Paris said that is a great idea. M. Stromme will bring this to the Accounting team's attention at the Administration department meeting next week on Tuesday.

8.4 SAIT's (Un) Open House Saitsa Booth Reps J. Bhatti 2 Min

J. Bhatti led the discussion regarding the SAIT (Un)Open House. She stated that a majority of the logistics of the event from a Saitsa perspective is taken care of. All we need to schedule is who from Saitsa will be at the event and when they will be there. J. Bhatti explained to the EC their roles within the (Un)Open House; R. Morstad will be participating in speed live networking while L. Hunter and J. Leippi will be lead retrievers. We have a meeting after this meeting to discuss this event.

8.5 International Health and Dental R. Morstad 2 Min

Natasha and Irene reached out to the EC regarding having the International students added to the Saitsa Health and Dental Student plan. R. Morstad is currently creating a document to outline what is current with our plan and a baseline to create a proposal. The EC are going to discuss this with Campus Trust.

The group discussed Apprentices and International students having the ability to opt into the Saitsa Health and Dental plan. They also discussed how ELF students are not Saitsa fee-paying members.

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8.6 DeStress Kits

R. Morstad

2 Min

Note: These kits for students are called Saitsa Care Packages, **not Destress Kits**. *DeStress Kits are a different program*. The EC used the term DeStress Kits throughout this discussion, but this is in fact **not** DeStress kits.

The Executive Council are confused regarding the Saitsa DeStress kits. They are confused as to how they will get these kits to students. Student Experience, M. Thususka and R. Morstad are working on the distribution.

Distribution booths for these packages will be in front of the Thomas Riley building, Residence building, and a Drive-By booth. There will be days to pick these up on Tuesdays, Wednesdays, and Thursdays.

Jessica Norman and J. Bhatti discussed adding a piece about OERs into these DeStress kits. J. Bhatti will need to connect with MarCom regarding printing the OER content.

Last week invites were received for handing out these packages – the first day to hand out packages will be October 30th 9:30p.m.-4:00p.m. and the second distribution day will be on November 30th (closer to finals).

The EC will be building these packages this upcoming Tuesday. The team needs to figure out when they can get into the Gateway to create these packages; the predicament at the moment is the washrooms aren't working, the space is more of a construction site, the venue has not been open for 6+ months, etc.

The people to hand out these packages at the booths will be most luckily a volunteer, two EC members, and a Saitsa staff member. These numbers of people at the booth are subject to change.

R. Paris suggests reaching out to Jocelyn (Senior Manager, Business Operations) to be a lead on this project.

8.7 Student Voice Question Surveys

R. Morstad

2 Min

This topic will be discussed offline and reflected in the reports next week of R. Morstad, J. Leippi and J. Bhatti.

8.8 Grant Program

EC

2 Min

This topic will be discussed offline and reflected in the reports next week of R. Morstad, J. Leippi, and J. Bhatti.

9.0 Questions/Adjournment

R. Morstad

2 Min

J. Bhatti adjourned the meeting at 2:03p.m.