

# Saitsa Executive Council Meeting Minutes

Wednesday, November 18<sup>th</sup>, 2020  
12:00p.m.  
Microsoft Teams



## Present:

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

	<b>Agenda Item</b>	<b>Accountability</b>	<b>Time</b>
1.0	<b>Call to Order</b> <i>R. Morstad called the meeting to order at 12:07p.m.</i>	R. Morstad	2 Min
2.0	<b>Approval of Agenda</b>	R. Morstad	2 Min

### Amendments:

- The addition of discussion item 8.2, AMMICUS Advocacy Roundtable
- The addition of business item 5.2, Awards Deadline
- The addition of discussion item 8.3, Saitsa Care Packages

J. Leippi added a standing agenda item, 8.1 EDI Check-In. This item is the check in to see what the EC have done that week regarding equity, diversity, and inclusivity. J. Leippi sits on the SAIT EDI Committee.

At this upcoming Monday huddle, J. Bhatti would like to discuss the Athena Award and the Red Dress awareness program.

*The November 18<sup>th</sup> EC meeting agenda has been approved by general consent*

3.0	<b>Adoption of Minutes</b>	R. Morstad	2 Min
3.1	<i>Regular Meeting of the Executive Council from October 21<sup>st</sup>, 2020</i>		

### Motion

It was moved by J. Leippi to approve the adoption of the Executive Council meeting minutes from October 21<sup>st</sup>, 2020

**Motion carried**

4.0	<b>Individual Reports (maximum of 2 minutes each)</b>		
4.1	<b>President</b> Report as submitted.	R. Morstad	2 Min

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ASEC, BCFS, and Saskatchewan Polytechnic Student Union formed a new advocacy coalition, this group will have no membership fees (this group has the ability to join/leave as members please) and will focus on certain student advocacy initiatives. R. Morstad had regular meetings with the ASEC BOD and Finance Committee. R. Morstad also had meetings regarding the revamp of the Saitsa Strategic Plan. R. Morstad and L. Hunter are working with R. Paris with updating the Saitsa Advocacy Hot Topic on the website. R. Morstad is also apart of the Saitsa's Den (similar to Dragons Den but related to Saitsa membership) start up team; M. Stromme formally agreed to be on the Saitsa's Den panel. The EC will be having bi-weekly goals check ins amongst each other to see the progress of their goals; this will help to stay on top of their workplans and to see if any EC member needs support. R. Morstad was happy to see everyone's' progress.

L. Hunter asked if the M. Stromme and the EC goals check in should be rolled into one. R. Morstad stated that M. Stromme's check-in serves a different purpose.

## 4.2 VP Academic Report as submitted.

J. Bhatti

2 Min

J. Bhatti chaired first Academic Council Meeting – the meeting went well. The Academic Council proposed a lot of high-leveled changes. Lisa told J. Bhatti that these motions have already gone through many channels and have been approved beforehand, when they come to academic council it's about quality.

R. Morstad asked how her meeting with Brad went. J. Bhatti informed R. Morstad that the meeting went well, they discussed webcam usage and discussed the list L. Hunter provided J. Bhatti.

R. Paris asked about J. Bhatti's involvement in Culture Week; J. Bhatti spearheaded the event; the Student Experience department is also leading the event along with J. Leippi. The Culture Week is currently scheduled the week of March 15<sup>th</sup>. The reason for booking the week of March 15<sup>th</sup> is because a lot of the other weeks are already booked with student events.

R. Paris asked if there will be another SAIT Open House in the Winter. J. Bhatti has not heard anything about it yet.

## 4.3 VP External Report as submitted.

L. Hunter

2 Min

Advocacy month continues! L. Hunter has another advocacy month meeting tomorrow. L. Hunter also participated in ASEC Advocacy Week. L. Hunter has ongoing CSA Councilor meetings – he has one today. R. Morstad will join L. Hunter at 3:30p.m. to meet with Councilor Davison. The Asterisk podcast's first episode had 100 streams. L. Hunter is recording episode 3 and 4 this Friday. L. Hunter is also working on Advocacy Hot Topics.

*M. Stromme entered the meeting at 12:32p.m.*

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## 4.4 VP Student Life Report as submitted.

J. Leippi

2 Min

The EDI Advisory Council had their first meeting of the year; the committee did introductions, discussed team accountability with involving EDI into our everyday, and discussed possible EDI training. J. Leippi is working on Saitsa Awards, the Grant program, and a new program Saitsa is developing which is similar to Dragons Den but for SAIT students (Yeti Den or Saitsa Den). J. Leippi had a goal to host a bingo and a trivia event last month, this goal was achieved! J. Leippi also conducted two orientation talks and helped two students with nonacademic misconducts. J. Leippi is also participating in the planning of Polar Jam.

## 4.5 Executive Director Report as submitted.

M. Stromme

2 Min

### Motion

It was moved by R. Morstad to go in camera with staff at 12:50p.m.

### Motion carried

### Motion

It was moved by R. Morstad to go out of camera at 12:59p.m.

### Motion

*M. Stromme left at 1:00p.m. to attend an AMMICUS workshop.*

## 4.6 Director, Business and Development M. Thususka gave a verbal report.

M. Thususka

20 Min

Saitsa insurance policies have been fulfilled, there are only three more that we need to finalize (one of these three has been semi finalized). M. Thususka is also a part of the Asterisk podcast team. The content for the podcast is very creative, comedic, and relatable for our SAIT student body. M. Thususka is working on the final report to the Legacy 88 Committee for Saitsa to receive the funding for the podcasting equipment; the goal is to complete this report by December 1<sup>st</sup>. The Gateway has reduced every single cost possible; the Shaw cable bill was canceled and both Moneris and Eigen are on hold. M. Thususka is working on researching Asset and Inventory Policies and Procedures from different post-secondary institutions.

Grants are a part of M. Thususka portfolio; he found two grants that would be beneficial for association and membership. The Community Initiative Program fosters cultural awareness in communities across the province, and an appreciation and celebration of Indigenous Peoples and multicultural society in Alberta. This grant would be a great opportunity to collaborate with the SAIT Chinook Lodge.

Our ATB partnership gave us \$4,000.00 for our Amazing Race event, due to Covid-19 and having a virtual campus ATB has shifted this donation to our Adopt-A-Family program. M. Thususka's goal in terms of sponsorship for the year has been completed; Lake Louise has signed on for a partnership.

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Justin has working with 10 Degrees Chocolates to create two live Chefs Tables from the 10 Degrees store on the 27<sup>th</sup> and 28<sup>th</sup> of November (the 1<sup>st</sup> Chefs Table is sold out). Justin is in the Gateway on a weekly basis making sure the Gateway equipment is working, and Justin is also on Health and Safety committee. M. Thususka is working on the main food supplier RFP. In January M. Thususka and some members of his team will be going to GFS to test some of their products for when our food/beverage operations are back open.

Saitsa operations and the Gateway are looking to increase more protein and vegan options for our membership. M. Thususka is looking into the possibility of having an operations staff member work under Justin but be paid by Operations. Business Operations and MarCom are working on developing new advertising for the Odyssey, to display their story.

Events are still continuing to plan their virtual and hopefully in-person events; they have 36 events confirmed from January – May. Dan from the Dudes had an online Halloween show, the virtual show got over 2000 views.

Capital Asset requests regarding new TVs for the Gateway is on the horizon; the TVs in the Gateway are over 14 years old. New TVs would be great to get out more messaging to the Saitsa membership.

R. Morstad asked about permanent comfortable booth seating. M. Thususka said that booth seats are really expensive. M. Thususka said it is great that our seating is flexible – once you have booths you cannot move them.

## 5.0 Business Items

### 5.1 Capital Asset Odyssey Table Bases

M. Thususka 5 Min

The Odyssey has been around for approximately 12 years, most furniture is in the venue is from the original opening. The problem with the table bases is that they are never leveled. The Odyssey is constantly getting customer complaints that the tables are wobbly. They are roughed, stripped, and we can't do anything with them anymore; they have met their life span. The Odyssey is looking to have more of a pedestal base for a less wobbly result. The Odyssey will be keeping the tops of the tables; they will be sanded down and fixed for customer use. This capital asset request is for thirty 1900 Series Round Cast Iron Table Bases from Alberta Table Bases and Chairs for \$3,085.14.

*M. Stromme reentered the meeting at 1:27p.m.*

### Motion

It was moved by R. Morstad to approve the capital asset request for table bases for the Odyssey from Alberta Tables Bases and Chairs for \$3,085.14

**Motion carried**

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## 5.2 Awards Deadline

R. Morstad

5 Min

Due to Covid-19 students are not getting a lot of opportunities to be involved with Saitsa, which is what these awards are based around. The EC are proposing to push the deadline for the Saitsa Awards to give students more opportunities/time to apply for these awards. This was a suggestion from the Student Experience department.

### Motion

It was moved by R. Morstad to temporarily extend the awards deadline for the 2020-2021 academic year to be no later than March 31<sup>st</sup> due to the ongoing Covid-19 pandemic.

### Motion carried

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

- 6.1 M. Stromme to set a meeting with R. Morstad and J. Bhatti to plan the changes to the website. – *Complete.*

## 7.0 Unfinished Business

- 7.1 Website Update: Part Time & Apprentice Saitsa Fee

R. Morstad

5 Min

*Complete, R. Morstad had meeting with Stromme and Husson but was J. Bhatti was not present.*

## 8.0 Discussion and Information Items

- 8.1 SAIT Destinations cannot make our 12-1pm meeting

A. Walgren

2 Min

A. Walgren informed the Executive Committee that SAIT Destinations cannot make our next EC meeting to discuss the potential partnership between SAIT Destinations and Saitsa. R. Morstad suggested to schedule a separate meeting. A. Walgren will schedule separate meeting. M. Thususka, R. Paris, A. Walgren, and the EC would be in attendance of this meeting.

This partnership would be a memorandum of understanding rather than a contract. The EC would come into classrooms once a semester, introduce themselves (so the students know who they're working with), inform the students regarding what advocacy is, and the students (travel agents) would treat this working relationship as an executive exclusive. M. Stromme stated having a personal travel assistant was very beneficial.

## 8.2 AMMICUS Advocacy Roundtable

R. Paris

2 Min

R. Paris wanted to bring her learnings from the AMMICUS conference to the Executive committee. R. Paris participated in the AMMICUS Advocacy and Governance roundtable. R. Paris gathered that most post-secondary student associations have good consulting with their lobbying and the academic side of the institution. The UofC student association recently got the institution to adjust their academic policies and procedures to better suite online learning. A lot of other schools are having issues with the online proctoring, the solution for this issue is to advocate for an option for people to take an in-person exam.

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Some student associations are pushing for the institution to push their withdrawal date to be further in the academic year. Naitsa declined MNIF that NAIT had proposed to them, they made some claims that the institution wasn't demonstrating information for the need for MNIF (Mandatory Non-Instructional Fees).

UCSU is pushing to see the justification to the planned tuition increase, especially if staff and educational pieces are being cut. SAMRU is selling books of transit tickets at 40% of the cost. J. Bhatti asks if R. Paris can send her the academic portion of her findings.

M. Stromme discussed the meeting he had this morning in regard to advocacy efforts, some student associations are pushing for teacher support. Teaching online is a new challenge for teachers. If you support teachers, the end result will be supporting the students.

J. Bhatti asked who the Chair of the Online Delivery Committee is. R. Morstad said he is not 100% sure of who it is, it could be the Saitsa Board of Directors Chair.

M. Thususka informed the committee that someone we know is in the 1<sup>st</sup> year Carpentry program and the online delivery is not good. This individual will be sending M. Thususka a note regarding their dissatisfaction with the online delivery.

Yesterday Husson got some survey data (over 700 survey entries) and the data leaning towards not having to much of an issue with online delivery; although people feel cheated because they are not getting the full experience.

## 8.3 Saitsa Care Packages

M. Thususka 2 Min

M. Thususka states that we can access SAIT campus and the Gateway when the team is ready to build the care packages. Brandon oversees SAIT Residence and he said there is currently 300 students in residence. Residence is getting more students next month; the updated numbers will be available next month. The team would build the care packages in the Gateway and then deliver the packages to residence at the end of the day. A secondary meeting to plan this more in depth.

R. Morstad suggests starting the production of building the packages on the 25<sup>th</sup> in the morning. M. Thususka will send note to Management. J. Bhatti would like to be the candy sorter.

Not related to topic on the table: A. Walgren informs EC that MarCom would like to record the EC saying their favourite parts about the Holidays with A. Walgren leading the conversation. *The Executive Council are on board with this idea.*

## 9.0 Questions/Adjournment

R. Morstad 2 Min

*R. Morstad adjourned the meeting at 2:09p.m.*