

COUNCIL MEETING MINUTES

Monday, November 1, 2010

Executives:

Jordan Harris, President

Rachael Radford, VP Finance & Administration

Dan Smith, VP Campus Life

Nicola Gardner, VP of Student Affairs

Ciara Hamagishi, VP Public Relations & Marketing

Michal Harrison, Computing & Academic Studies Chair

Dillon Zolnierczyk, Business Chair

Jim Moore, Health Sciences Chair

Andrew Io, Energy Chair

Dom Audette, Chair of ATC

Brian Harvey, Transportation, Construction & the Environment Chair

Councilors:

Sharon Loh

Jarrett Rainier

Alexander Osipov

Mat Brownell

Daniel Khatkar

Dan Collins

Kevin Pitura

Jessie Abraham

Jill Hidalgo

Daniel Ng

Jennifer Ji

Lizhi Chen (Hughes)

George Ko

Chris Wood

Negar Razaz Rahmati

David Gordon

Staff:

Caroline Gagnon, Director

Absentee: Tara Johnson Alisa Dalhuisen
Sean Dwyer Kathryn Cleven
Khashayar Torabi Alex Rines

Guest: Dan Collins, Maximum Altitude Club

7.1. Meeting Called to Order

The Chairperson, Jordan Harris called the meeting to order at 5:44pm. (27 voting members).

7.2. Acceptance of the Agenda

It was moved that the following agenda be accepted with the following addition:

7.9.2 Student Complaint Policy

Moved by: *Rachael Radford* Seconded by: *Dan Smith*

27/0/0 Carried

7.3. Acceptance of the Minutes

Be it resolved that the minutes from October 18, 2010 be accepted as distributed.

Moved by: *Nicola Gardner* Seconded by: *Brian Harvey*

27/0/0 Carried

7.4 Guest Speakers – Maximum Altitude Club

Dan Collins and Dom Audette introduce the Club Charter for Maximum Altitude Club. See attached.

This club would be first club for ATC.

Question:

Candidates running for executive position within the club should be allowed to vote for themselves.

7.5. Executive Progress Report

Rachael:

	<u>Sep-10</u>	<u>Sep-09</u>	<u>Change</u>
Student Fees	529,100	496,691	6.5%
Health Fees	650,122	496,894	30.8%
Capital Levy	35,208		

- We did not change fees from last year
- This includes the 20.6% fee increase
- Is 6.7% of student fees which is roughly what we expected

- Stores - Sales up 9% Net profit 18k ahead of budgeted for YTD, Budget loss 40k, YTD loss 22k
- Pub - Sales up 6%, Net profit 17k ahead of budget for YTD, Budget loss 54k, YTD loss 37k both have YTD losses because of summer, both are budgeted to be profitable at year end
- Services - Expenses basically on track to budget overspent by 1.8k (\$1,800)
- Admin - Expenses under by 12k
- Total Before Capital Levy, Health, Clubs - Ahead of Budget by 42 K
- Capital Levy did not budget, will next year
- Health - SA directly operates now, changed accounting process budget not fully developed
- Clubs - Never budgeted because cannot - should be a zero sum thing because essentially can only spend cash they earn therefore zero net income

Jordan:

- U-pass: Still waiting from Translink for a final contract. Referendum is not in view.
- Daycare: Received the draft of the report from the consultant hired by BCIT. The report is in our favour. The final approval will be done during the November BOG meeting.
- Working with UBC AMS on an initiative.
- Review of the VP Public Relations and Marketing position has been moved to January.

7.6. Councillor Forum

- Councillors inquire about the election results for Educational Council. Candidates were not notified of the results. Nicola mentions that Jennifer Roosberg won the elections.
- There are still some issues with the Eh pod such as lack of recycling bins for bottles/ cans, having whole punch and staplers, and air circulation. The space is well utilized by students. It is recommended that existing recycling bins be moved in the 24 hours section. The projector room is very stuffy. The library reception has a key to open windows.
- Could touch less facets be installed in women and men's washroom in SE2.
- There are some issues with the heating system in; SW1 washrooms on the 2nd & 3rd floors are too cold; SW3 classroom 3000 is too hot.
- There are some issues about the quality of the paper towel used on campus
- Water fountains in SE2, second floor & NE1 ground floor are not working.
- Windows cannot close in SW3 2005 & 2009.

7.7. Question Period

- What is happening with the Impark contract? Jordan has not followed up with this issue, but will do so this week.
- Andrew was asked to describe the social event for the school of energy? Is it the same as the MESS club event? Andrew mentions that he does not want to compete, therefore if MESS wants to organize one, he will work with them instead.
- What is the capacity for the new daycare facility? The centre would allocate space for 12 infants and 25 preschoolers.

7.8. Unfinished Business

No unfinished business

7.9 New Business

7.9.1 Maximum Altitude Club

Motion:

Be it resolved that BCITSA sanctions the Maximum Altitude Club.

Moved by: *Dan Smith*

Seconded by: *Andrew Io*

25/0/2

Carried

Questions:

- How many members so far? There is no member. The Club has not started yet.
- How can sustainability of the club be guaranteed? Given that courses overlap, it should make the transition easier. They are also looking for instructors to get involved. There are about 18 students interested.
- How many international students? There is at least 5 right now are interested as ATC is largely composed of international students. Important to consider that if events are outside of country, international students may not be able to attend.
- How much is the club asking for? There has not been any financial request.
- Where would the meetings held? ATC would be the main location for this club.

Motion:

Be it resolved that BCITSA moves to table this motion until November 29th.

Moved by: *Mat Brownell*

Seconded by: *Kevin Pitura*

5/20/2

Defeated

Questions:

- Dan - There is no need to postpone given the demand.
- Nicola – though they do not have existing members, it is simply a different approach.

7.9.2 Student Complaints Policy

Nicola and Caroline explain to Council the reason for having a Student Complaints Policy for BCIT students. They ask Council members to see if there is an interest in such policy. Councilors explain that such policy would be worthwhile to pursue. It is important to define steps for students if required. Nicola will be working on this issue.

7.10. Next Meeting

Next meeting is scheduled for Monday November 15 at 5:30pm in the Council Chamber. Please note that the meeting will start with the Annual General Meeting, and then the Council Meeting will occur. Annual Report is distributed to all members.

7.11. Meeting adjourned

It was moved by Michal Harrison and seconded by Dan Smith that the meeting be adjourned at 6:43pm.
Carried

Council Meeting
Agenda
Monday November 1, 2010
5:30-7:30pm

- 7.1 Meeting called to order
- 7.2 Acceptance of the Agenda
- 7.3 Acceptance of the Minutes
- 7.4 Guest Speakers
 - 7.4.1 Dan Collins
- 7.5 Progress Reports: Executives
- 7.7 Councilor Forum
- 7.7 Question Period
- 7.8 Unfinished Business
- 7.9 New Business
 - 7.9.1 Maximum Altitude Club
- 7.10 Next Meeting
- 7.11 Meeting Adjourned

Maximum Altitude

ARTICLE I : Name and Logo of Club

Maximum Altitude – plane in front of mountains



ARTICLE II: Purpose of Club

There is a lack of a structured organization dedicated to improving the awareness of the student population at BCIT to aviation facilities in the region. We intend to provide an outlet for people interested in the field of aviation to share their ideas and experience some of the maintenance organizations, overhaul shops, museums, training facilities, and events related to aviation.

ARTICLE III: Membership

Membership at this time is limited to BCIT Students and Alumni, and focuses on the Aerospace Technology Campus. Instructors are welcome to join. There won't be any cost for members except for the cost of events, though there will be an effort to have events sponsored and low to no cost, through fundraising by members and companies donations.

ARTICLE IV: Election of Executives

Club Executives must be part or full time BCIT students in the year they will be in office. The executive positions are President, Vice President, Treasurer and VP Public Relations/Marketing - Secretary. Elections will be held in October for the following year, and decided by secret ballot (except for this year – right away for balance of 2010). Any members attending the election are eligible to vote, unless they

are a candidate for the position being voted upon. Where there is a single candidate for the position, there will be a vote to endorse the runner.

ARTICLE V: Duties of Executives

President:

- Preside over all meetings
- Decide on and organize annual events
- Carry out the provisions of the constitution
- Oversee committee actions
- Maintain order in the club and meetings

Vice-President:

- Assume the duties of the president in their absence
- Assist in carrying out events
- Perform any duties delegated by the President
- Co-chair all meetings

Treasurer:

- Handle funds and finances for the club
- Keep financial records and collect member/ event fees when required
- Propose yearly budget and event fees
- Pay any bills and release funds as decided by the executives
- Make a financial report at year end

VP Public Relations/ Marketing - Secretary:

- Promote the club through various mediums
- Seek sponsorship for events and outings
- Be the face for any media relations that may happen
- Take minutes

ARTICLE VI: Duties of Members

Members are expected to attend meetings whenever possible and they are encouraged to attend events organized by the club as well.

ARTICLE VII: Executive council

The executive council will consist of the President, Vice President, Treasurer and the VP of PR.

The duties of the executive council are to:

1. Govern activities and club events
2. Consider or implement the event suggestions of members
3. Bring suggested policy changes to members for a vote

ARTICLE VIII: Replacement of Executives

Should an executive fail to do their above duties they may be subject to removal by a two-thirds majority vote of club members. They must be notified one week prior to a vote for removal. Any Executive vacancies will be filled by a majority election within two weeks.

ARTICLE IX: Meetings

Meetings will be held monthly with the club members and a web based forum will exist to share ideas and opinions any time with one another. The Executive council will have administrative meetings in addition to these monthly meetings when the need arises. There may be committee meetings organized when a project requires more immediate attention with involved committee members.

ARTICLE X: Committees

From time to time, an event or project may require the more involved help of some of the willing members to be more successful. In cases like these, a committee will be created within the group to ensure that it happens that way. These will be established and disbanded on a need basis, and an open communication will exist between the committee and the rest of the club to share the results of their meetings.

ARTICLE XI: Events

Events will consist of any organized gathering of club members outside of the previously mentioned meetings. Normally these would be things like visits to museums, airports, maintenance shops and overhaul facilities, air shows and so on. Events will be subject to budget, relevance and planned attendance numbers from the club.

ARTICLE XII: Responsibilities

The club will adhere to Student Association regulations and bylaws, and will be responsible for their actions. All publicity and marketing for an event will bear the name and logo of the club.

ARTICLE XIII: Right to Act

Any executive of club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club executive.

ARTICLE XIII: Amendments to Constitution

As the club grows, the need will arise for changes to be made to this constitution. Any amendments to this constitution require a two thirds majority vote by the Executives and a subsequent majority vote by the club members to be passed.



Progress Report – Jim Moore – Chair of Health Sciences

Last updated: November 1, 2010

Date of Introduction	Action or Outstanding Issue	Status
October 4 th 2010	Mentorship program	Currently recruiting mentors
October 13 th , 2010	Libs electives issue for health science degree programs.	<ul style="list-style-type: none"> Talked with Paul Dangerfield at board meeting. Waiting for reply from him on issue.
October 27 th 2010	Set Rep Meeting	Outstanding issues being dealt with

Progress Report – Rachael Radford – VP Finance and Administration

Last updated: November 1, 2010

Date of Introduction	Action or Outstanding Issue	Status
October 18, 2010	Policy Committee	First meeting to be held November 3
October 18, 2010	By Law Committee	First meeting to be held the week of November 1
September	Monthly Financial Reports to Council	Monthly
September	Transition Document	Currently on schedule
September	2011 Election <ul style="list-style-type: none"> Ensure no positions run unopposed next year Increase votership to at least 500 	To begin March 2011

Progress Report – Nicola Gardner – VP Student Affairs

Last updated: November 1, 2010

Date of Introduction	Action or Outstanding Issue	Status
	Lounge committee	Still waiting for our signed agreement from BCIT. The Lounge Committee is having its first meeting following the Monday Nov 1 st Council Meeting
	Recycling	I have joined the BCIT Sustainability Committee and have my first meeting on Nov 3 rd
	Improving Elections	N/A until March 2011
	Miscellaneous	-Minimizing the number of different websites and avenues teachers can communicate information to us. ie, share in share out, lean.bcit.ca, my.bcit.ca and other random websites. -Having more bike lockers installed, increasing bike storage security.

Progress Report – Ciara Hamagishi – VP PR and Marketing

Last updated: November 1, 2010

Date of Introduction	Action or Outstanding Issue	Status
September 2010	Events & Programs Development	<ul style="list-style-type: none"> • Movember campaign is launching November 1st • Students from all schools will hopefully participate. • Event success will hopefully make this a re-occurring event. • BCIT executives have also joined in for the cause, making it a student and staff event.
September 2010	Review of the VP PR and Marketing roles and responsibilities	<ul style="list-style-type: none"> • Meetings with SA marketing department began last week to help develop position.

Progress Report – Brian Harvey – Chair, School of Transportation, Construction & Environment

Last updated: November 1, 2010

Date of Introduction	Action or Outstanding Issue	Status
Monday, October 18, 2010	Marketing Committee	Awaiting next meeting
New Initiative	Better communicate to school reps at Burnaby, BMC and Great Northern Way Campuses	Looking into obtaining names of all Set Reps as well as planning a visit to BMC & Great Northern Way campuses to investigate further
New Initiative	Promote more social activity amongst the schools.	Promoting Movember Campaign, LAN Party and began planning for Pool Tournament.

Progress Report – Dom Audette – ATC Chair

Last updated: October 28, 2010

Date of Introduction	Action or Outstanding Issue	Status
September 14 2010	Start an Aviation Enthusiast Club	Proposing club Movember 1st
September 14 2010	Initiate at least 2 field trips	CAMC participation , on track
September 14 2010	Increase ATC Student awareness and attendance at SA Events	Made all reps aware of upcoming events /ongoing progress

Progress Report – Michal Harrison – Chair, Computing & Academic Studies

Last updated: October 28, 2010

Date of Introduction	Action or Outstanding Issue	Status
September 2010	Enhance social and outreach aspects of the School of Computing & Academic Studies	A LAN party is taking place on Friday, November 5, from 6:00 PM on in SE06-1 st floor.
September 2010	Mentorship Program	Received a lukewarm response from B.Tech students regarding being protégés; will be opening it up to all set reps to see if they wish to be participate, and will open it up further if necessary to fill the 10 protégé positions.
September 2010	Set rigid standards for feedback	No update.

Progress Report – Andrew Io – Chair of School of Energy

Last updated: November 1, 2010

Date of Introduction	Action or Outstanding Issue	Status
Sept. 2010	24/7 hours lab access	Paul Morrison has received a quote for installing swipe card
Sept 2010	To be an active member of the lounge committee	The first meeting of the lounge committee is happening right after this meeting
Sept 2010	Social event	MESS is offering a party on Nov. 26th.
Sept 2010	Disability access to SW9	Automatic doors are getting installed in 3 weeks
Oct 2010	Facilities issue	Tracking status of facilities request

Progress Report – Dan Smith – VP Campus Life

Last updated: November 1st, 2010

Date of Introduction	Action or Outstanding Issue	Status
	To increase Club membership by 25%, on-campus presence, and potency	Clubs are functioning within normal parameters. Some day-to-day activities (ie: general housekeeping) require attention but nothing of great significance.
	To increase weight room hours	Met with Peter and Mary from Rec Services, continuing discussion on cost/benefit of extending the HoO.
	To increase EhPod and MediaWorks Services	Focusing on installing a water fountain and microwave in EhPod. Preliminary discussions held. Continuing to pursue objectives.
	Movember Campaign	Website nearly complete, poster campaign in progress, Movember Canada BCIT Team page active (http://ca.movember.com/mospace/544216/), lecture presentations conducted, and events coming together. Clean shaven today.

Progress Report – Dillon Zolnierczyk – Chair School of Business

No Report

Progress Report – Jordan Harris – President

No Report