

Executive Committee Meeting Agenda  
Sunday, June 11<sup>th</sup>, 2023  
14:00 – 15:00  
Council Chambers

- 1.1 Call to Order
- 1.2 Land Acknowledgement
- 1.3 Acceptance of the Agenda
- 1.4 Acceptance of the Minutes
  - 1.4.1 Council Meeting Minutes: 2023-05-08
  - 1.4.2 Executive Meeting Minutes: 2023-05-15
  - 1.4.3 Council Meeting Minutes: 2023-05-29
- 1.5 Reports
  - 1.5.1 Executive Director's Report - *Yael Z.*
- 1.6 New Business
  - 1.6.1 Ratification of By-Elections - *Stewart M.*
  - 1.6.2 Selection Committee Appointment - *Stewart M.*
  - 1.6.3 Elections Committee Appointment - *Stewart M.*
  - 1.6.4 Renewal of the Set Rep Program Ad-Hoc Committee - *Vrishank P.*
- 1.7 Open Forum
- 1.8 Reminders
  - 1.8.1 Next Executive training session: 2023-07-09 @ 10:00 in Council Chambers
  - 1.8.2 Next Executive Committee Meeting: 2023-07-09 @ 15:00 in Council Chambers
- 1.9 Meeting Adjournment

*Please refer to attached materials.*

**Executive Committee Meeting**  
**Sunday, June 11<sup>th</sup>, 2023**  
**Minutes**

- Executives:** Simran Anand – Chair, School of Business + Media  
Mia Bui – VP Finance and Administration  
Celine Loriot – President  
Justin Saint – Chair, School of Computing and Academic Studies  
Charlene Steeves – Chair, School of Health Sciences  
Jimmy Wong – VP External  
Matthew Puyat – Chair, Downtown Campus  
Abdul Aziz Ansari – Chair, School of Transportation, Construction, and the Environment  
Vrishank Prabhu – Chair, School of Energy  
Daniel Wong – Chair, Specialized Transport Campuses
- Staff:** Yael Zachs – Executive Director  
Crystal Man – Administrative Coordinator & Board Liaison  
Stewart McGillvray – Government Relations Strategist
- Regrets:** Joshua Luu – VP Student Experience  
Shelby Woida – VP Equity and Sustainability

**1.1 Meeting Called to Order**

The Chair, Celine, calls the meeting to order at 13:15 (9 voting members, including Chair).

**1.2 Land Acknowledgement**

A land acknowledged was provided by the Chair.

**1.3 Acceptance of the Agenda**

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Matthew Puyat*

*Seconded by: Mia Bui*

**Unanimous**

**Carried**

**1.4 Acceptance of the Minutes**

**1.4.1 Council Minutes: 2023-05-08**

**Motion:**

Be it resolved that the Council minutes from 2023-05-08 be accepted as distributed.

*Moved by: Simran Anand*

*Seconded by: Matthew Puyat*

**Unanimous                      Carried**

**1.4.2                      Executive Minutes: 2023-05-15**

**Motion:**

Be it resolved that the Executive minutes from 2023-05-15 be accepted as distributed.

*Moved by: Charlene Steeves*

*Seconded by: Justin Saint*

**Unanimous                      Carried**

**1.4.3                      Council Minutes: 2023-05-29**

**Motion:**

Be it resolved that the Council minutes from 2023-05-29 be accepted as distributed.

*Moved by: Mia Bui*

*Seconded by: Charlene Steeves*

**Discussion:**

- The meeting did not reach quorum that day, what is the procedure in that case?
  - Since quorum was not met, it was not possible to vote on any business other than adjourning.
  - There was some discussion, but Council was not able to make decisions and the meeting was adjourned after thirty minutes.

**Motion:**

Be it resolved that the Council minutes from 2023-05-29 be accepted as distributed.

*Moved by: Mia Bui*

*Seconded by: Charlene Steeves*

**Unanimous                      Carried**

**1.5                      Reports**

**1.5.1                      Executive Director's Report**

- See attached.
- The administrative offices and most operations are now under summer hours, but childcare hours remain the same.
- Currently hiring for several positions, including some Canada Summer Jobs roles.
- Wellness Day is coming up on June 27<sup>th</sup> to allow employees and Executives to get to know each other and learn tools, such as personal finance and mindfulness.

## 1.6 New Business

### 1.6.1 Ratification of By-Elections

- See attached.
- The results were valid and several recommendations came up as a result.

**Motion:**

Be it resolved that the Executive Committee, on behalf of Council, ratifies the results of the 2023 BCITSA byelections and that the following members of the Association are declared elected to the following offices for a term that began on June 1st, 2023 and ends on May 31st, 2024:

Vice President Equity and Sustainability: Shelby Woida

Chair of the Specialized Transport Campuses: Daniel Wong

*Moved by: Celine Loriot*

*Seconded by: Matthew Puyat*

**Unanimous Carried**

*13:29 Daniel Wong becomes a voting member of the Executive Committee. Count is 10.*

### 1.6.2 Selection Committee

- See attached.
- Being proactive this year by appointing a vice-chair to the Selection Committee this summer to ensure that the Association is prepared in the event of a by-election.
- This person, with the VP Student Experience, will be joined by a third member appointed by Council in the fall.
- The only individuals who should run are those who are very certain that they will not be running for re-election.

**Motion:**

Be it resolved that Mia Bui be appointed to the Selection Committee as Vice-Chair for the term ending May 31st, 2024.

*Moved by: Celine Loriot*

*Seconded by: Jimmy Wong*

**9/0/1 Carried**

### 1.6.3 Elections Committee

- See attached.
- Again, being proactive this year by appointing a vice-chair to the Elections Committee this summer to ensure that the Association is prepared in the event of a by-election.

- The rules are less restrictive in terms of which Executives serve on the summer Elections Committee.

**Motion:**

Be it resolved that Charlene Steeves be appointed to the Elections Committee for the term ending October 30th, 2023.

*Moved by: Celine Lorient*

*Seconded by: Matthew Puyat*

**9/0/1 Carried**

**1.6.3 Renewal of the Set Rep Program Ad Hoc Committee**

- See attached.
- The previous Council voted to create an ad hoc committee to review the Set Rep program and make recommendations to improve the program moving forward.
- Per the bylaws, the committee was dissolved at the end of May 2023 and the former Chair of that committee is looking to renew the committee to continue the work that was started.

**Motion:**

Be it resolved that the Executive Board renews the Set Rep Program ad-hoc committee for the 2023-2024 term and re-appoints Vrishank Prabhu as Chair.

*Moved by: Vrishank Prabhu*

*Seconded by: Celine Lorient*

**9/0/1 Carried**

**1.7 Open Forum**

- No items were brought up in open forum.

**1.8 Reminders**

**1.8.1 Next Executive training session: 2023-07-09 @ 10:00 in Council Chambers**

**1.8.2 Next Executive Committee meeting: 2023-07-09 @ 15:00 in Council Chambers**

**1.8 Meeting Adjournment**

It was moved by Celine Lorient and seconded by Daniel Wong that the meeting be adjourned.

**Unanimous Carried**

The meeting was adjourned at 13:41.

**Executive Director Report**  
**June 11, 2023**

- Our operations are now under summer hours:
  - Geared Up: 9am to 4pm Monday to Friday until June 20<sup>th</sup>. Closed on Fridays starting June 30<sup>th</sup>.
  - Stand Central: 7am to 3pm Monday to Friday
  - Stand South: 7am to 3pm Monday to Friday until June 30<sup>th</sup>. Closed from July 3<sup>rd</sup> to August 18<sup>th</sup>.
  - Pavilion: 6:30am to 3pm Monday to Friday
  - Habitat Pub: 11am to 5pm Monday to Friday until June 30<sup>th</sup>. Closed July 3<sup>rd</sup> to August 14<sup>th</sup>.
  - Childcare hours remain the same
  - All other SA services – 8am to 3pm Monday to Friday
- We are currently hiring for several positions:
  - Equity, Diversity, and Inclusion Specialist – this position is funded through a grant that we received to implement an EDI strategy for the organization.
  - Food Security Program Coordinator
  - Executive Assistant to the Board and Executive Director
  - Funds Development Specialist – this position will be posted later this summer, aiming for an August start
- Canada Summer Jobs positions have mostly been hired; we are still working on confirming a couple of the positions. Most students will start on June 26<sup>th</sup>, with others starting in July. All positions are funded for a total of 8 weeks each.
- Wellness Day is scheduled for June 27<sup>th</sup>. All Execs are invited and encouraged to attend. It will be a day to meet other staff, learn some tools to focus on wellness and have fun. Lunch will be included. If you are planning to attend, please register by end of day Monday June 10<sup>th</sup>.