

6.1. Call to Order

6.2. Territory Acknowledgement

6.3. Acceptance of the Agenda

6.4. Acceptance of the Minutes:

6.4.1 September 11th, 2023

6.5. Reports

6.5.1 Executive Director's Report

- Roland G.

6.5.2 Executives' Update

- Céline L.

6.6. Old Business

6.7. New Business – none

6.8. Open Forum

6.9. Reminders

6.9.1 Next Council Meeting: Tuesday, October 3rd @ 5:30 pm in Council Chambers

6.10. Meeting Adjournment

including a summary of the official decisions of the Executive Committee taken on Council's behalf during the summer months

Executives: Joshua Luu – VP, Student Experience
Céline Lorient – President
Charlene Steeves – Chair, School of Health Sciences
Simran Anand – Chair, School of Business + Media
Jimmy Wang – VP, External
Daniel Wong – Chair, Specialized Transport Campuses
Shelby Woida – VP, Equity and Sustainability
Matthew Puyat – Chair, Downtown Campus
Vrishank Prabhu – Chair, School of Energy
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment
Justin Saint – Chair, School of Computing and Academic Studies
Mia Bui – VP, Finance and Administration

Staff: Margarita Gaidasheva – Executive Assistant
Roland Gagel – Director of Finance, Interim Executive Director
Stewart McGillivray – Government Relations Strategist

Councillors: Owen Rains
Cora-Lynn Bell
Matt Kilpatrick
Fiona Wong
Shanti Stein-Gagnon
Monika Monika
Aruzhan Basbulat
Ho Yin Cheng (Pedro)

Introductions of the executive board and staff, welcome the new councillors.

6.1. Meeting called to Order

President calls the meeting to order at 5:30 pm (20 voting members of Council).

6.2. Territory Acknowledgement

Charlene Steeves read the territory acknowledgement.

6.3. Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Matthew Puyat

Seconded by: Owen Rains

Unanimous

Carried

6.4. Acceptance of the Minutes: September 11, 2023

Motion:

Be it resolved that the Executive Committee minutes from September 11, 2023, be accepted as distributed.

Moved by: Joshua Luu

Seconded by: Justin Saint

Unanimous

Carried

6.5. Reports

6.5.1 Executive Director's Report

- Roland G.

As submitted.

Discussion:

Q: Are we planning on keeping the Pavilion open later?

- We'll adjust business hours as volume requires, can extend if needed

Q: If hiring is done for the pub and retail, would extending the hours require additional hiring or can it be done with existing staffing levels?"

- Possible to extend to 1-1.5 hours, but past 6pm would be tricky

6.5.2 Executives' Update

- Céline L.

Celine Lorient

Very busy over the summer

Attended SUDS (Student Unions Development Symposium, hosted by the UBC Alma Mater Society), met student leaders, learned that other campuses have similar concerns and similar goals (

Established relationship with new BCIT president who is student centric

- Planned to have regular 1:1 meetings
- Meeting executives on Wednesday, Nov 29

Process started to hire an Executive Director, Shelby will update us

Support of the 11 executives was instrumental in success so far

Matthew Puyat

Over past few months has been working on a "Destress Event" at the downtown campus, plan to run it every semester

Tech collider already booked for it

Justin Saint

Working on improving the Set Rep program communication and updating the database, so that emails will be sent automatic and streamlined

Advocacy team working on Set Rep welcome package, including info and resources

Based on feedback from previous set reps – there was not enough communication and guidance on what the set rep does, so now we're improving it

Simran Anand

- Started workshop over the summer to connect with alumni, working on event banner; Workshop and sessions will start when midterms are done
- Simran would like to thank Celine for helping with process of increasing lighting around student housing to make it feel safer now
- Met with BCIT regarding their proposed revisions to the sexual violence policy, reviewing feedback, working to have an online reporting platform, it will open in December

Joshua Luu

- Over summer working with Celine on a sponsorship package to be sent out to groups to secure sponsorship, working towards finalizing first event at the end of October
- Working with Abdul to host communication event, goal is to host small activations – fun small things for students' wellbeing
- Working with Vrishank on Set Rep Ad Hoc Committee

6.6. Old Business – none

6.7. New Business – none

6.8. Open Forum

Shelby

- During National Day for Truth and Reconciliation – BCIT Indigenous Gathering Place for hosting open house, on Friday, September 29
- Talked to Roland about bring the "\$5 soup and bun combo" back to the Pavilion, and would like to hear any thoughts or feedback

What's the price for just the soup right now?

- \$4.49

Considering traffic, colder weather coming up, and proximity of trades building to the Pavilion – it would be a good idea to bring that back.

There was an idea from Shelby and Vrishank to hand out free soup to promote it, (like Costco samples)



Vrishank

- Had an idea to bring out free coffee, or hot cocoa, and have it between Tim Hortons and the Stand, since that's a busy walkway, so the students wouldn't have to go all the way to Great Hall

Mia

- would like to remind and encourage councillors to join at least 1 committee. There are 6 regular committees: Advocacy & Policy, Bylaw, Clubs, Equity & Sustainability, Finance, and Student Spaces Development.
- During the next council meeting a councillor can apply and get on one
- Information will be distributed, so they can check out the description and see which one they would like.
- There will be an online application form sent out

Where can we find the info on Committees?

- Margarita (executive assistant) will send it out, and add it to website

Are there restrictions?

- You can't join clubs committee, because of conflict of interest

What are the rules for the pub event? Can a student's friend join?

- Yes, as long as the tickets for the promo are available
- Marketing and ops team worked on it over the summer
- Hoping to see how attendance goes
- If successful – the idea is to host monthly events

Are we going to make profit on the event?

- Working with beer company to sponsor it
- May not be too much profit, the idea is to promote the event and generate interest for future events

Justin

- If this event goes well – the next one will be Halloween themed, on Friday, October 27th
- Hoping to get some numbers
- For now the plan is only one event per month

Shelby presenting her committee - Equity and Sustainability

- Funnest committee
- Required to pick 2 UN sustainability goals, and execute 2 initiatives
- Example from last year - Gender Equality, had a gender equality panel that provided representation of gender diverse students to share their experiences.

- Another example - Previously did workshop on waste management and recycling
- Committee can pick a new topic collectively, or from a list of existing goals
- Email Shelby if you have any questions

Jimmy

Advocacy and Policy committee

- Draft and review external policies concerning student affordability, such as housing, tuition, transport
- Worked on policy for sexual violence
- Work with him and Government Relations Strategist

Vrishank

- His Set Rep Program committee is not a regular standing committee but is temporary for this year
- Assessing current structure
- Encourage councillors to help out with set rep initiative, would like to hear their thoughts on how to improve the process and communication, which needs work

Josh

- Clubs committee approves funding requests or upcoming objective

Abdul

- Student spaces committee
- Work to improve spaces that students feel necessary
- There's a budget allocated
- Anyone interested to join should contact Abdul
- PS. That committee fixes microwave

Mia

- Chair of Finance, and of the Bylaw committee
- Finance Committee helps in preparing the May budget
- Finance Committee reviews the audited financial statements before the Annual General Meeting
- Bylaw committee works closely with Stewart to review a lot of bylaws and policies, which are outdated, review structure of the organisation, procedures to follow, governance, a little bit of politics
- "Sometimes we get pizzas" 😊

FYI – mostly pizza at committee meetings

Q: Can we see the budget?

- Budget is disclosed in meeting minutes, published online for public in May



Q: How frequently does the Bylaw committee meet?

- Depending on bylaw changes – might need to meet frequently
- Last year it was once a week in October due to tight deadlines
- Should not be as frequent as last year, so perhaps twice/month into November, and then once a month
- Depends on committee, most meet biweekly or monthly
- Some committees have projects they're working on
- Meet 2-3 times in the fall, more often in the spring

Roland suggested to check meeting minutes from May 8th, as the budget is approved at the second meeting. Available on website.

Q: Would it be possible to publish the budget on its own so it's easier to find?

- Yes, we can publish separately

Stewart gives simplified explanation of committees' process

Vrishank notes that the first council meeting is not an accurate representation of genuine council, because normally we'll have more councillors recruited for the next meeting to fill up required spot.

Justin asked about forming a hackathon committee of his own and would like guidance

- Stewart advised that he could call it whatever he wants and do whatever he wants with it. For example, to call it a "working group"

Q: What's a hackathon?

- Coding competition where students work together to make an app and present it to judges
- It's a timed event: 36 hours, it will be judged by industry professionals
- Participation looks great on a resume, helpful for getting hired
- Next one is in January
- Large event, 150 capacity, 2 hackathons in the year
- Main scoring is presentation of the app
- Promoted and sponsored by BCIT School of Business and School of Computing
- During event need help getting mentors, and sponsors
- There will be food at the event
- Event takes a lot of planning
- \$10/ticket, certain groups are covered; TD bank has 50 spots covered for co-op students, women in computing
- Similar program for indigenous students

Q: Are you joining a hackathon that's already running by BCIT?

- Used to be run by BCIT, but now SA organizes it

Q: Can anyone join, even alumni, as a recent grad?

- Yes, they still can join
- They can also be a mentor at the event

Reminder: Pub event is on Friday, September 22

- Hosted by Joshua
- \$12 for burger and beer, and \$12 Uber credit
- DJ
- Open 4pm till 11pm

Q: Will tickets be available at the door?

- No, they want all tickets sold prior

Q: When do ticket sales close?

- Few days before event

Q: What's the max capacity for the pub event?

- There are 150 promo combos available
- Pub will still have food at drinks, but only 150 are for \$12
- Max capacity for the pub is 302

Q: Poster ads mention beer, but can we do different drinks other than beer?

- Yes, other drinks available, like juice, water, non-alcoholic

Q: Is this event for students only? What about faculty and alumni?

- Mostly gathering for students to welcome them back to school
- It's not a closed private event, anyone can attend and buy a ticket, no restrictions for ticket purchase

6.9. Reminders

6.9.1 Next Council Meeting: Tuesday, October 3rd @ 17:30 in Council Chambers

6.10. Meeting Adjournment

It was moved by Owen Rains and seconded by Matthew Puyat that the meeting be adjourned.

Unanimous Carried

The meeting was adjourned at 6:15 pm

Council Meeting – September 18th, 2023

6.4.1 Executive Committee Meeting Minutes

This is a standard motion to approve the minutes from September 11th, 2023

Attached materials: minutes from September 11th (4 pages)

Council Meeting – September 18th, 2023

6.5.1 Executive Director’s Report

The Executive Director’s report is included below. It summarizes recent activities of the Association as well as a more comprehensive overview of the summer months. The Executive Director may refer to the report and take questions from Council.

Directors Report – Executive Council Meeting September 18, 2023

- Student Services
 - Zen Lounge reactivated – Some challenges of attendance from the Massage students but going well otherwise.
 - Planning Evening with Leaders - an opportunity for Execs, Council, Club Execs, and SA Volunteers to join the Student Services for an evening of networking, appy's and getting to know the programs and services that are here for students. There will be a Scavenger Hunt game for students to play. Oct 5 from 4pm-6pm. Invites and restrictions to go out next week
- Retail
 - Sales across all operations for first 9 days up by about 4%,
 - But transaction volumes are down by about 7%
 - Campus Print & Copy back to regular schedule
- Habitat Pub
 - Sales for 9 days at about \$22,000, pretty much the same as last year, Transaction also the same at approx. 1250 guests.
- Childcare Centre
 - No update
- People and Culture
 - Staff recruiting for Pub and Retail complete.
 - Recruiting for Fund Development Specialist
- Marketing
 - SA Expo activations at the Specialty Campuses are underway. Marine and Annacis were both very popular and well-attended. ATC is happening next Tuesday and DTC is Wednesday.
 - The TD Bank Activation in the Great Hall will be here Sept. 25 to 28 offering fun activities and opportunities for students to sign up for low-fee chequing accounts.
 - Hackathon planning is already underway for January. BCIT has committed to \$2500 for prizing so far.
 - Axiom Builders and Bosa Construction have officially signed on to be an Annual Sponsor of the BCITSA for 23/24.
- Finance
 - No Update
- Business Systems
 - Club Hub SharePoint site live, have already received some positive feed back from Club Execs using the portal for expense reimbursements.
- Other Items
 - None

Summer 2023 Council Summary - Director Reports

- Student Services
 - Food Bank activity decreased over summer but still active at hundreds of visits
 - Food Security Coordinator started Sep 5 - Mary
 - Clubs Program Coordinator started end of August – Tiana
 - SA Open House went well and was well attended by BCIT staff. Many of the BCIT Senior Leadership Team made appearances, including the new BCIT President Dr. Jeff Zabusdsky
 - Planning Student Services Week the first week of October with a career fair, wellness fair, and leadership event for SA student leaders and staff from the Student Services department
 - Advocacy continued to open cases during summer, expect ramping up of cases by end of Sept
- Retail
 - Stand South closed for 6 weeks. Reopened mid Aug.
 - Print Shop closed for 6 weeks. Reopened mid Aug.
 - New In-house sandwiches and muffins are now available, greater variety and prices
 - Sales during Summer for Pavilion and Stands bit slower than last year. Geared up is same as last year
- Habitat Pub
 - Closed for 6 weeks Reopened Mid August
 - New menu is out for both Food and Cocktail/Drinks
 - Chalkboard work is complete and Student participation is active
 - Fall Term Lunch Specials planned and activated.
 - Marketing material for Sept 22 Student Habitat Pub party, Brews & Bites, is out.
 - Ticket includes \$12 Uber voucher, only for use of night of party, to/from Pub
- Childcare Centre
 - Childcare full at 62 kids. Children from 9 BCIT Students and 7 BCIT Staff. This is one of the largest student intakes we have had.
 - New canopy for our toddler centre who are now able to enjoy the outside without always being directly in the sun, completed in the Spring.
- People and Culture
 - Hired EDI Specialist on 1 year contract based on Grant to implement SA EDI Strategy
 - New Executive Assistant Hired
 - SA Wellness Day was held on Tuesday June 27th. Was very well received by Staff
 - Staff End of Summer Celebration (EoS) went well, had anecdotal positive feedback, 50 plus attendees
 - Onboarded 8 Canada Summer Job Grants students.
 - Recruited and Hired Staff for Retail and Pub and other departments
- Marketing
 - Planning Kickstart and SA Expo during Summer
 - Completed marketing materials and activation programming for all departments as required
 - Week 1 of Kickstart went well, petting zoo, free ice cream and inflatables were popular
 - Built relationships and negotiated with various potential sponsors
- Finance
 - Student Fees Jun to Aug up by 15.2% but fees were increased by 10.7% so net 4.5%
 - Part-time student fees, net increase of 20.5%, slight decrease in Trades
 - Still very earlier and historically, a lot of variability in Student Fees in terms of timing and by category, but if continues, projection suggests will be close to budget of \$3,960,000
- Business Systems
 - New and Improved Club Hub SharePoint site constructed and implemented
 - Reviewed Set Rep Program automation and implemented improvements

- A Staff is on leave probably to Christmas, Summer staff has agreed to contract extension
- Other Items
 - Reschedule Whistler Executive Training to accommodate 9 Executives attending 3 day UBC Student Union Development Summit (SUDS)
 - Whistler Executive Training Completed
 - Interim Executive Director met with various leaders of BCIT to assure of stability and continuity of SA with respect to the leadership change.

INFORMATION NOTE

September 15, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	Government Relations Strategist
ISSUE:	Decisions from the Summer Months

SUMMARY:

Under the BCIT Student Association's Bylaw, there is an elected Board of Directors comprised of 12 students. In September, they appoint additional BCIT students to serve as Councillors. The Council holds many of the most important governance powers, including the power to set the annual budget, call a referendum, adopt binding policies, and impeach Executives.

In the summer, the 12 members of the Board also form an Executive Committee that acts for Council. It may exercise the powers of Council between June 1st and the first Monday after Labour Day (September 11th, 2023). There are safeguards to prevent them abusing this power, and they are obligated to report all decisions to Council in September, as presented below.

BACKGROUND:

The Board has certain inherent powers over human resources matters and other confidential legal or business decisions. Therefore, not all decisions of the Board are reported out in this document. The Decision Note outlines all of the decisions that the Executive Committee took on behalf of Council, and certain of the Board's decisions that are not confidential in nature.

Under the Bylaws, a report summarizing all decisions of the Executive Committee must be provided to the first meeting of Council - that is what this report accomplishes. During the first four meetings of the month, it is required that a detailed presentation be provided, and Council may overturn or alter any of the Executive Committee's decisions by a 2/3 vote.

DECISIONS OF THE EXECUTIVE COMMITTEE AS COUNCIL:

June 11th, 2023 (minutes [here](#)) — the Executive Committee ratified the results of the by-election, declaring that Shelby Woida and Daniel Wong were duly elected as the VP Equity and Sustainability and the Chair of Specialized Transport Campuses for 2023/24, respectively.

June 11th, 2023 (minutes [here](#)) — the Executive Committee reauthorized the creation of an ad hoc (temporary) Committee to review and support the Set Rep Program. It is chaired by the Chair of Energy, Vrishank Prabhu. It will need Councillors to join the Committee at a future meeting.

June 11th, 2023 (minutes [here](#)) — the Executive Committee passed motions declaring a former Executive to be "no longer a member in good standing" and passed motions retroactively impeaching that individual.

August 27th, 2023 (minutes [here](#)) — the Executive Committee passed a motion formally approving the creation of a new governance rule. This requires that an Indigenous territory acknowledgement occur at the start of formal BCITSA meetings such as Council, Committees, the Board, and the Annual General Meeting. It can be found [here](#).

September 11th, 2023 (minutes not yet uploaded - included in this meeting package) — the Executive Committee passed a motion on behalf of Council which authorized a new expenditure for the Executive Board to retain the services of an executive search firm as it begins the process to hire a permanent Executive Director.

DECISIONS OF THE EXECUTIVE BOARD:

June 11th, 2023 (minutes [here](#)) — during the Executive Committee meeting, the Board also exercised its power to appoint vice-chairs. The VP Finance and Administration, Mia Bui, was appointed to be the vice-chair of the Selection Committee. Charlene Steeves, Chair of the School of Health Sciences, was appointed to be vice-chair of the summer elections committee, which oversees by-elections for any vacancies in the summer and fall.

July 9th, 2023 (minutes [here](#)) — during the Executive Committee meeting, the Board also exercised its power to appoint a vice-chair. The VP Student Experience, Joshua Luu, was appointed to be the vice-chair of the *ad hoc* Set Rep Program Committee.

August 10th, 2023 (minutes not available, closed meeting) — during the Executive Board meeting, the Board adopted a motion establishing governance review of the Student Association, to be led by the Government Relations Strategist.

August 27th, 2023 (minutes not available, closed meeting) — during the Executive Board meeting, the Board adopted a motion formally approving the terms of reference for the governance review led by the Government Relations Strategist.

August 27th, 2023 (minutes not available, closed meeting) — during the Executive Board meeting, the Board adopted a motion designating Shelby Woida, VP Equity and Sustainability, to chair a future committee that the Board may establish to support the hiring process for a permanent Executive Director.

September 11th, 2023 (minutes not available, closed meeting) — during the Executive Board meeting, the Board adopted a motion to pay the equivalent of one-month's honorarium to Céline Lorient, the President, for extraordinary performance of her duties as an Executive when she was not otherwise being remunerated. The amount was established by Council in May 2023 and the period May 25th, 2023 to July 9th, 2023, approximately six weeks. The President recused herself from the consideration of this motion and did not participate in the vote.

September 11th, 2023 (minutes not available, closed meeting) — during the Executive Board meeting, the Board selected Boyden ([link](#)) to support the Student Association in its search for a permanent Executive Director this year.

September 11th, 2023 (minutes not available, closed meeting) — during the Executive Board meeting, the Board requested the President and the VP Equity and Sustainability to return to the Board on September 25th with a formal proposal establish the Executive Director Search Committee, based on the skills and availability of various Board members.