

- 10.1 Call to Order
- 10.2 Territory Acknowledgement
- 10.3 Acceptance of the Council Meeting Agenda
- 10.4 Acceptance of the Minutes: October 30th, 2023
- 10.5 Reports
 - 10.5.1 Director's Report - *Stewart M.*
 - 10.5.2 Executives' Updates - *Céline L.*
- 10.6 Old Business
- 10.7 New Business
 - 10.7.1 Student Fees consultation - *Céline L.*
 - 10.7.2 DTC Pop-Up Destress Event Objective Update - *Matthew P.*
 - 10.7.3 Club Sanctioning for White Hat Cyber Crew - *Joshua L.*
 - 10.7.4 Club Sanctioning for American Concrete Institute Chapter - *Joshua L.*
 - 10.7.5 Club Sanctioning for BCIT Dance Club - *Joshua L.*
- 10.8 Open Forum
- 10.9 Reminders
 - 10.7.1 Student Fees Consultation: November 27th, 2023 @ 5:30 pm in Council Chambers
 - 10.7.2 Annual General Meeting: November 27th, 2023 @ 6:45 pm in Council Chambers
- 10.10 Meeting Adjournment

Please refer to attached materials.

Executives: Joshua Luu – VP, Student Experience
 Charlene Steeves – Chair, School of Health Sciences
 Simran Anand – Chair, School of Business + Media
 Jimmy Wang – VP, External
 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
 Céline Lorient – President

Staff: Margarita Gaidasheva – Executive Assistant
 Stewart McGillivray – Government Relations Strategist

Councillors:	Alexander Bridgeman	Fiona Wong	Megan Jewell
	Andrea Martin Marcelo	Ho Yin Cheng (Pedro)	Muhannad Ahmad
	Andrea Obnamia	Jadon Matthias	Owen Rains
	Andrew Pham	Jasmine Yang	Parisa Saqib
	Aruzhan Basbulat	Jaspreet Bhuller	Quoc "Minh" Nguyen
	Cora-Lynn Bell	Kobie Smith	Shanti Stein-Gagnon
	Daniel Mah	Kyla Cruz	Su Yamin Tun
	Edward John Gatchalian	Matt kilpatrick (BMC)	Xavier Delaney

Regrets: Daniel Wong – Chair, Specialized Transport Campuses
 Roland Gagel – Director of Finance, Interim Executive Director
 Bobby Davidson, Fahad Ahmed Doza, Elaine Huang, Monika Monika, Will Ondrik - councillor

10.1 Meeting called to Order

The President calls the meeting to order at 5:35 pm (35 voting members of the Council).

10.2 Territory Acknowledgement

Céline Lorient, President, read the territory acknowledgement to begin the meeting

10.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Owen Rains

Seconded by: Matthew Puyat

Unanimous

Carried

10.4 Acceptance of the Minutes: October 30th, 2023

Motion:

Be it resolved that the Council Meeting minutes from October 30th, 2023, be accepted as distributed.

Moved by: Charlene Steeves

Seconded by: Andrea Martin

Unanimous

Carried

10.5 Reports

10.5.1 Executive Director's Report

As submitted.

Stewart went over the ED report

10.5.2 Executives' Updates

Matthew

- Downtown campus' gym construction delayed, won't be ready till spring 2024

Q: Anything done in the meantime to meet this need?

- Brainstormed with Abdul about partnership with the gym

Tech collider coordinator would like more student-led events

- Maybe introduce yoga class held in that space
- Put in gym equipment

Mia

- Upcoming event: financial literacy workshop
 - o In council chambers on Thursday, Dec 16 @ 2:30-4:30 pm
 - o Those who are interested can message Mia directly for details/info
- Executives and councillors are encouraged to let their set rep know, to help spread the word

Abdul

- Mental health dinner hosted,
 - o 21 people attended, would like to see more
 - o Could use help from councillors to get the word out about the next dinner
- Student spaces committee meeting,
 - o discussed objectives

Q: What are some of the Student Spaces Committee objectives?

- In health science building – would like to add some chairs and tables
- In downtown campus –bike lockers are needed
 - o Need to do something about the gym

- Water fountain at ATC
- Community fridge in downtown campus

10.6 Old Business – none

10.7 New Business

10.7.1 BCIT Student Fees Consultations

Stewart McGillivray provided background information on the BCIT Student Fees consultation

- Referred to information note
- BCIT is not obligated to do this consultation meeting with the SA, but they value feedback from SA
- Good trajectory over the last couple of years
- Councillors encouraged to think clearly and approach it with open mind

Q: Is the BCIT fees consultation scheduled for only 1 hour? Last year it took longer.

- Yes, 1 hour allocated for this meeting

10.7.2 Motion: DTC Pop-Up Destress Event Objective Update

Matthew provided a [link to the slideshow](#) to recap the event

- Matthew laments about the stressful times during covid
- No previous events really promoted the SA in the downtown campus

Q: What kind of games were rented for the event?

- Ping-pong
- Air hockey
- Tabletop games
- Transport and logistics were hard: Difficult to transport bigger games
- Handheld consoles provided by BCIT
- The cost went under Matthew's budget

10.7.3 Club Sanctioning for White Hat Cyber Crew

As submitted.

Joshua Luu, VP Student Experience, elaborated on the club info and its benefits
INCS is the correct abbreviation

Q: Are we charging membership fees? because that is the process for a general club

- Membership fee for general club is an outdated policy
- They want the student to be more engaged
- Moving forward – we're disregarding this rule (to charge a fee)
- Each club can make a decision if they want to charge

- Q: During clubs committee meetings – can the graduating students stay in the club?
- Yes, if they're on a "ladder program" – they can stay
 - President and VP of the club committee will continue to run the club
 - They will recruit more executives who can be treasurer and other roles

BCIT hackers get together every year, so it would be a good idea for those guys to get together with this new club.

Motion:

Be it resolved that the White Hat Cyber Crew be sanctioned as a BCITSA general club.

Moved by: Vrishank Prabhu

Seconded by: Clubs Committee

Yes: 27 No:0 Abstain: 4

Carried

10.7.4 Club Sanctioning for American Concrete Institute Chapter

As submitted.

Joshua Luu read a brief on this competition-based club

Q: How many members are in this club?

- CSCE has about 130 members
- On the application there's about 13 members

Motion:

Be it resolved that the American Concrete Institute Chapter be sanctioned as a BCITSA general club.

Moved by: Matthew Puyat

Seconded by: Clubs Committee

Yes: 25 No:0 Abstain: 6

Carried

10.7.5 Club Sanctioning for BCIT Dance Club

As submitted

Joshua elaborated on this fun, social club

- Members of this dance club provided info on the meeting schedule, the types of dances they want to provide, expand year by year
- Rent the studio from BCIT rec services
- 70 students interested in joining the club
- Safety plan in place
- Would like to have teachers, and recruit more teachers
- Will promote this club and teacher position on IG
- Different styles and experiences

Q: Are members paying fees to help fund the studio rental and teachers?

- \$20 one-time membership fee
- Fundraising plans during winter term
- Contacted dance clubs at other schools for fundraising ideas
- Idea to hold Dance classes for the general public and charge a fee for them
- Looking to expand in the future

Q: Are you planning on running a competition team?

- Eventually, right now too early to think about it
- Depends on peoples' skill levels, try-outs
- Other schools do competitions, so this wants too as well
- Since many are beginners – want them to feel comfortable

Q: What styles? Tap? Ballet?

- Not really, because they require special shoes
- Most people ask for hip hop

Q: Would there be an end of year competition?

- Would depend on year end fundraising
- Space rental is an issue
- Suggestion to use the Great Hall

Motion:

Be it resolved that the BCIT Dance Club be sanctioned as a BCITSA general club.

Moved by: Celine Loriot

Seconded by: Clubs Committee

Yes: 29 No: 1 Abstain: 0

Carried

10.8 Open Forum

Mia invited students to attend the BMO event for the networking opportunity

Jimmy will have an update from AdPoCo for next council meeting on December 4th

- Working on a policy for a parental leave for pregnant students

Celine met with Lisa Colins, she supports this policy

10.9 Reminders

10.9.1 BCIT Student Fee consultation: November 27th, 2023 @ 5:30 pm in Council Chambers

10.9.2 Annual General Meeting: November 27th, 2023 @ 6:45 pm in Council Chambers

10.9.3 Winterfest: December 15th from 11:00 am - 6:00 pm in the Great Hall

President’s Townhall – all students invited – November 22nd at 3:30pm-4:30pm SW1-1205

- Opportunity to speak to the BCIT president directly,
- Raise any concerns, ask questions
- Celine suggested this, and now it’s happening. Yay!

Q: Can anyone attend or just council attend?

- All students are welcome to attend, councillors are encouraged to attend
- Hybrid set up for this meeting

Q: How does someone become a vendor for the Winterfest or other events?

- Need to submit an application form at least a month before the event
- This form goes to the marketing team

10.10 Meeting Adjournment

It was moved by owen and seconded by josh that the meeting be adjourned.

Unanimous Carried

The meeting was adjourned at 6:33 pm

Executive Director's Report – Council Meeting Nov 14, 2023

- **Executive Director/Director of Finance/Organizational activities of note:**
 - Student Fees for Oct 2023 are up by 55% compared to Oct 2022, however Oct 2022 was a low month in comparisons to Oct of previous years so the increase this year is exaggerated. Also it could be that BCIT is collecting fees earlier this year for the January intake so it could be that Nov will see a decline. All fees are up by about 10% YTD to \$4.45 million across all categories of fees, but likely this increase will decline over the coming months.
 - Business Systems is working with Fund Development Specialist to create Donor/Sponsor Identification and acquisition system/process
 - Currently working with BCIT Registrar's Office to finalize election dates for spring 2024
 - Exploring options with BCIT to provide more U-Pass refunds (not many) within current contract
 - BCIT is consulting on Policy 5401 *Program Development and Credentials* ([link](#)), BCITSA is exploring ways to collect and relay meaningful student feedback prior to the November 30th deadline

- **Student Services**
 - Fund Development Specialist for the Food Security Program was hired and started work on Oct 30 – Welcome: Laury 😊
 - **Services - Past Events**
 - Pop-Up Pantry at Downtown Campus: Took place on Nov 2nd alongside the De-Stress Pop-Up.
 - We had 122 students visit our booth and walk away with food to take home. We surveyed students asking preferences for day of the week/time for future Pop-Up Pantry's (scheduling 1/term).
 - Geomatics and Construction Career Fair: Was hosted at Burnaby Campus on November 8th.
 - 23 employers attended and 407 students attended
 - **Services - Upcoming Events:**
 - Pop-Up Pantry at Aerospace Campus: November 28th from 11 AM – 12 PM
 - Students are welcome to stop by the tables outside the SA office (library hallway).
 - Peak Leadership 2024: Registration is now open for our exciting annual Peak Leadership program! Over the course of six weeks in the Winter term, this award-winning program is designed to equip students with hands-on leadership experience that enriches their resume and positions them as a standout candidate in the eyes of employers. Check out the full schedule of events, read about the program details and apply today [here](#).
 - <https://www.bcitsa.ca/careerservices/students-and-alumni/peak-leadership/>

- **People and Culture**
 - Annual United Way Campaign will be launching on November 14th. This year we will also run a food pantry drive for those who want to give to students, but who may not have extra dollars for giving. Both campaigns will be featured at the annual Holiday Party and Pot Luck
 - The Health and Safety binders have been updated and consolidated into one 'Health and Safety' document for the entire org. This includes processes and forms for all workplace health and safety-related topics and incidents. This will be posted on SharePoint and rolled out to teams soon.

- **Marketing**
 - Winterfest: Wednesday, November 15, we are hosting Winterfest in the Great Hall with 22 vendors. Posters, mail-outs and all marketing has been deployed.
 - "Study Break" Comedy Show: Friday Dec 1 in Habitat Pub, \$20 for a beer and the show, 2 comedians. Posters out soon. Food Specials!

- **Retail**

For the Month of:	Oct-2023		Sales Data to:	31-Oct	% of Sale Days for Month	
Total Business Days:	20		Days of sales:	20	100%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	860	\$ 35,300	\$ 41,100	86%	\$ 35,500	\$ (5,600)
St Central	6,150	\$ 35,500	\$ 40,300	88%	\$ 35,500	\$ (4,800)
St South	7,600	\$ 46,400	\$ 66,200	70%	\$ 46,500	\$ (19,700)
Pavilion	16,850	\$ 125,000	\$ 141,300	88%	\$ 125,000	\$ (16,300)

For the Month of:	Nov-2023		Sales Data to:	7-Nov	% of Sale Days for Month	
Total Business Days:	21		Days of sales:	5	24%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	160	\$ 7,200	\$ 32,700	22%	\$ 30,000	\$ (2,700)
St Central	1,480	\$ 8,600	\$ 39,800	22%	\$ 36,000	\$ (3,800)
St South	1,890	\$ 11,000	\$ 54,000	20%	\$ 46,000	\$ (8,000)
Pavilion	4,140	\$ 31,200	\$ 141,700	22%	\$ 131,000	\$ (10,700)

- Geared Up – For Winterfest will stay open to 6pm (Normally closes at 4pm)
- St Central - Will be open later on Nov 15th to accommodate WinterFest.
- Pavilion – Diwali Specials.

- **Habitat Pub**

- Oct Sales \$49,500 up 3% (\$1,400) from Oct 2022
- Private Saturday night party, Nov 4 (Vancouver Dodge Ball League) generated \$8,800 in sales
- Habitat (Mike) participated in BCIT United Way Pancake Breakfast.

- **Childcare Centre**

- The Childcare remains full with 62 children in attendance in our 3 centres.
- Waitlist is grown but we are managing to find spaces for most students who are needing care.
- The centres are getting ready for their “holiday fundraisers”! they will be offering to the parents such things as calendars (with their children’s pics), ornaments, edibles, all of which the children have made. The money raised will be used to buy items on their wish list. This is such an exciting project for the children to take part in.
- We will be launching our “kids giving to kids” campaign later in November. Each year we collect gift cards, socks etc. for Directions Youth Services downtown. This agency offers low-barrier programs and services to support youth under 25 who are in crisis or experiencing homelessness for multiple reasons. This agency helps support more than 1000 youth per year to find safety from the streets, eat hot meals, receive medical care, find long term housing supports and so much more.
- We have 3 staff who will be celebrating 5 years with the SA this year!
- Hosting second practicum ECE Student of the fall

2023-2024 Executive Objectives				2023-2024 Executive Objectives For Council Meeting date of: 2023 Nov 14 Update 4
Name	Position	#	Objectives	
Céline Lorient	President	1	Improve students' mental health awareness through hosting 3-5 campus convos. JO w/ VP Student Experience.	11/7/2023. Had interview by BCIT journalism student on Campus Convos.
		2	Work with the Executive Director Search Committee to appoint a permanent Executive Director. JO w/VP E&S and Chair of HS.	Met with committee to provide feedback to Boyden on the executive director briefing, and ad strategy. Had dinner with Kathryn Young, Managing Partner, on Boyden's human capital consulting.
		3	Foster good governance principles and practices by supporting the BCITSA governance review. JO w/BCITSA Government Relations Strategist.	Collaborating with Tara, Director of People and Culture on promoting Movember within the BCITSA through The Know, mustache contest, and arranging a lunch and learn (tentative November 24 afternoon). Working with Gurleen, Advocacy Specialist, Charlene, and Stewart on proposing BCIT develop a policy that supports students while they are on maternal/parental leave. Looking at bad governance bylaws that can be suggested to be removed/reworded in the future.
			Miscellaneous	Attended a reception hosted by KPU and BCIT to meet and network with delegates from Ireland's higher education sector. Paying respects at Remembrance Day ceremonies. Collaborating with Simon Chiu and Jeff Zabudsky to spread awareness of BCIT President Student Forum. Working with Roland and BCIT facilities and campus development team on Council Chambers patio feasibility study. Had regular 1:1 meeting with Lisa Collins. Invited by BCIT Foundation for the Fall Entrance Awards and Scholarships Celebration on November 16.
Charlene Steeves	Chair, School of Health Science	1	Increase interprofessional collaboration and education for School of Health Science students by hosting student-led Power Hour events that bring in speakers to discuss topics relevant to the health sciences field. First event will be held on October 25th, 2023.	Meeting with the SoHS on November 20 to set up date for Power Hours in the New Year and organize speakers.
		2	Increase Set Rep participation and engagement within the School of Health Sciences by the end of the year (May 31, 2024), measured by attendance and feedback.	Attended a Financial aid and bursaries information session with BCIT Financial Aid to see what funds are available to nursing students in the light of the sunseting of the bursary. BCIT Financial Aid is going to make a one page summary of everything discussed and the bursaries and scholarships available to students, which I will circulate when it is complete.
		3	Help the Executive Director Search Committee appoint a new Executive Director	Met with Executive Director search committee to provide feedback to Boyden on the executive director briefing, and ad strategy.
Matthew Puyat	Chair, Downtown Campus	1	Host a De-Stress Event every semester post-midterms for the DTC	10/17 - Food and Game determined via online set rep discussion. 10/20 - Project Destress Event Underway, Catering ordered, Club tabling check-in, Marketing material available, Games quote submitted 10/27 - \$1120 HouleGames Expenditure, MediaWorks and Campus Coordinator contacted for advertising on the screens at the DTC 11/02 - Day of the Event! 200-250~ total participants over the span of 2hours. 11/03 - Post-Destress Debrief Report on it's way.
		2	Support Student Wellness via advocating for Gym and Rec Services + small Quality of Life Initiatives	10/04 - Set Rep Meeting was hosted, Gym was addressed, Destress event discussion on what games and food to be provided. 10/06 - BCITea Initiative - Green tea finished, Release of Earl grey - 26 gone in the first day. 10/13 - Earl Grey all Finished, Tea Initiative part II underway with a variety of more tea and bigger budget. 10/17 - Spoke with a construction worker on opening of the gym (as it's not opened yet despite provided date), according to source, gym light opening maybe delayed until December 10/29 - English Breakfast + Earl Grey Bought! (200p) 11/5 - English Breakfast All gone, new schedule to release it once a week on a certain day so that it doesn't run out all too fast 11 / 8 - SSDC Meeting on DTC gym, BCITea, and getting coffee

INFORMATION NOTE

November 10, 2023

PREPARED FOR:	BCITSA Council
PREPARED BY:	President & Government Relations Strategist
ISSUE:	Upcoming BCIT Fees Consultation

OVERVIEW

BCIT sets rates for tuition, mandatory ancillary fees, and other fees generally on an annual basis. This process is regulated by the *College and Institute Act* of British Columbia and the Government's *Tuition Limit Policy*¹. The fees are set in the spring so that they can take effect in time for the coming school year. BCIT holds consultations with the Student Association in the fall, and then returns in the spring before the final rates are set. This year, BCIT will be attending the Council meeting on Monday November 27th at 5:30pm, prior to the Annual General Meeting.

TUITION FEES AND OTHER FEES

With the broad category of student fees, there are numerous different types of fees. For example, this consultation does not include fees collected on behalf of the Student Association or for BCITSA programs run by TransLink and Gallivan. Fees like parking rates or housing charges are regulated by BCIT and have a direct impact on student affordability, but they are not considered "mandatory fees" because they are associated with services that a student may choose to use or not to use. These optional services are not covered by the *Tuition Limit Policy*.

This leaves tuition and mandatory ancillary fees. The ancillary fees charged by BCIT include the learning resources fee, student services fee, student technology fee, building fee, and student ID card fee. They are listed online ([full-time](#); [part-time](#)). Generally, mandatory fees at BCIT are quite minimal, and the *Policy* limits increases to 2% annually.

Tuition amounts, and applicable policies, are very different for domestic students and international students. Like ancillary fees, tuition fees for domestic students may not increase by more than 2% annually. The Government of British Columbia does not currently regulate tuition fees for international students. BCIT may increase tuition fees for international students by any amount for any reason. As reported at past Council meetings, the provincial government may introduce predictability requirements ("tuition transparency," in their vocabulary) but BCIT does not appear to be moving forward with those until the government requires them to do so.

¹ "Tuition Limit Policy." B.C. Ministry of Post-Secondary Education and Future Skills ([link](#)).

BCIT STUDENT ASSOCIATION ROLE

BCIT is not required to consult with students on routine increases to fees. Previously, they would consult privately with the Executive Board and in recent years they have expanded the consultations to include Council. This is very positive, especially because it is voluntary.

Of the ten External Policies of the Student Association, half of them relate to the fees that students pay to BCIT for tuition, services, housing, and parking. These can be found online ([link](#)) and are EXT-1, EXT-3, EXT-7, EXT-8, and EXT-9, all adopted by Council in the past three years. These policies inform the official stance of the Association when dealing with government and other entities on these matters.

Strictly speaking, BCIT anticipates a certain amount of pushback from student leaders when it comes to tuition. Members of Council might have any number of viewpoints about the appropriate levels of tuition (higher, lower, same, eliminated, etc) for domestic and international students, and should feel free to express them.

Fundamentally, the BC Government requires BCIT to manage its finances but does not provide them with adequate funding to do so. If BCIT feels that they must raise fees, they will do so. With that in mind, there are various tactics or approaches which councillors may wish to consider such as highlighting parts of the proposal that are unclear, any specifics that are unfair or create further inequalities, or ways in which the additional funds could nonetheless be reinvested into services and priorities that support students. From a loss, the Student Association may yet extract a win.

NEXT STEPS

BCIT will send various of its officials to Council on Monday November 27th. An entire hour has been devoted to their presentation and any questions and discussion with them. This will be discussed in further detail with Council during the Tuesday November 14th meeting.

BCIT will earnestly seek to incorporate any feedback that Councillors provide on the 27th. They are happy to receive and answer questions afterwards. In the long-term, they will also benefit from additional feedback that Chairs, Councillors, and others can solicit from classmates and set reps. They may revise the proposals based on the feedback and they will return to Council in the spring. After that, the final proposals will be introduced for approval by BCIT's Board of Governors as part of the budgetary process later in the spring.

DECISION NOTE

Nov 14th, 2023

PREPARED FOR: BCITSA Council

PREPARED BY: Joshua Luu, VP Student Experience

ISSUE: Club Sanctioning

RECOMMENDATION:

That Council approves the new BCITSA Club Application for the *White Hat Cyber Crew*.

MOTION:

Be it resolved that the White Hat Cyber Crew be sanctioned as a BCITSA general club.

BACKGROUND:

The Whitehat Cybersecurity Club is focused on building a community for cybersecurity students within the School of Computing and School of Energy. Its activities include workshops, community engagement, and skill development sessions. They emphasized the club's inclusive nature, aiming to benefit all students, and its efforts to bridge the gap in resources for students studying Information Security and Cybersecurity (ISCS). The club intends to organize sessions, recruit executive members, maintain a leadership team for continuous improvement, offer workshops for practical skills, engage in community campaigns, provide skill development opportunities, and feature industry speakers to guide students along their career paths. The current ISCS program is under the BCIT School of Energy, although the work they are involved in tends to differ and wish to foster a specific community for interested students.

This motion is based on the following considerations:

- The Whitehat Cybersecurity Club's mission to create a community for cybersecurity students aligns with our organization's goals by fostering a supportive environment for students pursuing this specific field.
- The club's focus on workshops, community engagement, and skill development sessions offers valuable opportunities for students to enhance their knowledge and expertise in cybersecurity.
- By officially recognizing the Whitehat Cybersecurity Club as a sanctioned club, we will provide the necessary support and resources to help them achieve their objectives, thereby enriching the educational experience for students interested in Cyber Security

Additional Considerations:

While this club demonstrates strong potential and planning, with 10 initial students committed to joining this club, a large majority of these members will graduate in 2024. While the Clubs Committee has discussed this and I have written this decision note in favour of this club's sanctioning, it is to note that strong efforts will need to be made to ensure the sustainability of members in this club to continue for future years.

DECISION NOTE

Nov 14th, 2023

PREPARED FOR: BCITSA Council

PREPARED BY: Joshua Luu, VP Student Experience

ISSUE: Club Sanctioning

RECOMMENDATION:

That Council approves the new BCITSA Club Application for the *American Concrete Institute Chapter (ACI Chapter)*.

MOTION:

Be it resolved that the American Concrete Institute Chapter be sanctioned as a BCITSA general club.

BACKGROUND:

The ACI Club primarily focuses on concrete technology and actively participates in annual competitions, which occur twice a year – once in the fall and early spring, featuring five different competitions. The club's activities involve extensive preparation for these competitions, including research, practice, and attending conventions, which coincide with the competition events. Membership primarily consists of Civil Engineering students, who have been running the club as an unsanctioned club historically. The ACI Club has the unique distinction of being the only club in civil engineering that travels to the USA for these conventions. They also engage in events like beam casting and offer flexibility for students who may have limited time to commit.

The club emphasized its achievements, such as participation in international conventions, field trips, and collaborations with other engineering clubs, like mechanical engineering. They are currently an extension of the Civil and Structural Engineering Club (CSCE) and have expressed a desire to separate from the CSCE club to manage their finances independently, citing benefits like having separate bank accounts to handle expenses like plane tickets, and seeking financial support from the Student Association (SA) to expand their activities.

This motion is based on the following considerations:

- The ACI Club's focus on concrete technology and active participation in annual competitions aligns with our organization's goals and encourages students' practical involvement in their field of study.
- The club's achievements, including international conventions, field trips, and collaborations with other engineering clubs, demonstrate its commitment and dedication to excellence.
- The desire to separate from the CSCE club is motivated by the need for more effective financial management, especially when it comes to expenses like plane tickets.
- Financial support from the Student Association (SA) can aid in expanding the club's activities and providing more opportunities for members.
- By officially recognizing the ACI Club as an independent entity, we would allow them to manage their finances more efficiently and facilitate their continued success in competitions and conventions. This move will enable them to operate with more autonomy while still benefiting from the resources and support of our organization.

DECISION NOTE

Nov 14th, 2023

PREPARED FOR: BCITSA Council

PREPARED BY: Joshua Luu, VP Student Experience

ISSUE: Club Sanctioning

RECOMMENDATION:

That Council approves the new BCITSA Club Application for the *BCIT Dance Club*.

MOTION:

Be it resolved that the BCIT Dance Club be sanctioned as a BCITSA general club.

BACKGROUND:

BCIT Dance Club highlights the club's vision, which focuses on creating a vibrant dance community that promotes cultural and social connections. They discussed the club's focus, emphasizing the importance of dance, music, learning, community, and relaxation. The club plans to offer two sessions per week with various dance styles, such as Acro beats, kpop, contemporary, and more. They also emphasized the importance of communication channels and reported successful recruitment efforts with a substantial number of interested students.

This motion is based on the following considerations:

- The club's vision aligns with our organization's goals by promoting cultural, social connections, and student life through dance.
- The club's proposed focus on dance, music, learning, community, and relaxation contributes to a well-rounded student experience, providing a platform for students.
- The club's recruitment efforts have been successful, with a significant number of interested students, making it a promising addition to our list of sanctioned clubs. (20 initial student signatures, majority 1st years)
- The club's plan to offer two sessions per week featuring various dance styles will cater to a broad range of interests among our student body. Timeline shows commitment and structure.
- The club's emphasis on communication channels, including Email, Discord, Google Forms, and a promotional Instagram account, having define plans for an effective outreach and engagement.

BCIT DANCE CLUB- Longevity Plan (Rough)

1. Mission and Goals:

The purpose of having a clearly defined mission and goals is to create general guidelines for the long-term preservation and continuity of the club.

Mission Statement:

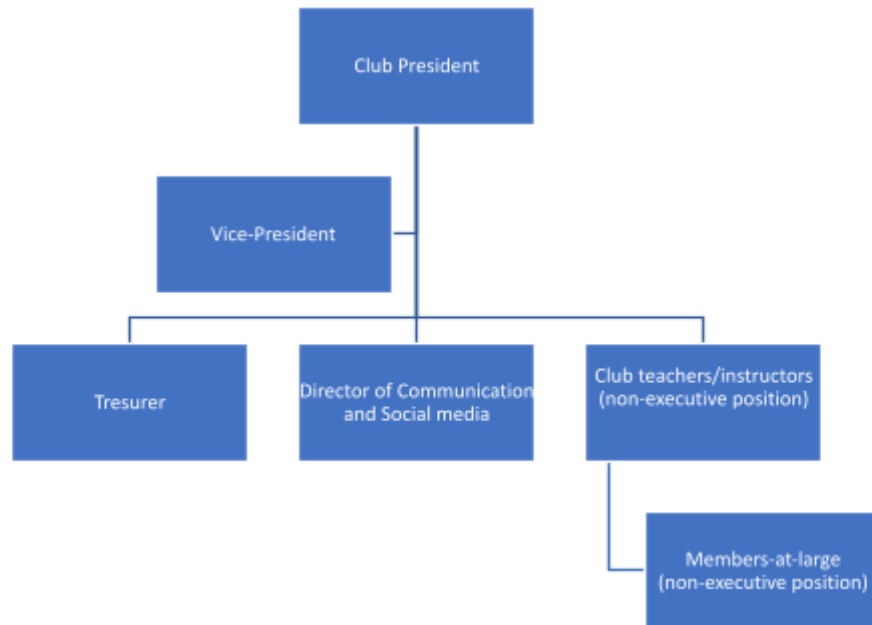
Our mission at the BCIT Dance Club is to foster a vibrant and inclusive community that empowers students to explore their creative potential through the art of dance. We are dedicated to enhancing the BCIT student experience by promoting physical well-being, cultural appreciation, and social connections. Through the joy of movement and self-expression, we aim to inspire and unite our diverse student body in a dynamic and welcoming dance environment.

Club Goals:

- a. **Cultivate a Diverse Dance Community:**
Encourage students from all backgrounds and skill levels to join and feel welcomed.
- b. **Promote Health and Well-being:**
Organize regular dance sessions and workshops to enhance physical fitness and mental well-being.
- c. **Cultural Enrichment:**
Explore a variety of dance styles from different cultures to promote cultural appreciation and diversity.
- d. **Creative Exploration:**
Provide opportunities for students to express themselves, explore their creativity, and build confidence through dance.
- e. **Skill Development:**
Offer skill-building opportunities through club classes and sessions for those interested in improving their dance abilities.
- f. **Social Connections:**
Organize social events, and group activities to foster friendships and connections among members.
- g. **Inclusivity and Respect:**
Create an atmosphere of respect, inclusion, and acceptance for all members, regardless of their background, gender, or experience level.

2. **Leadership and Succession Planning:**

a. **Club Executive and Leadership Structure:**



b. **Club Executive Succession Plan**

Our club plans on following the BCIT club policy by electing future club executives

c. **Club Constitution**

- i. The club constitution will outline the club's purpose, membership requirements, and decision-making processes. This will serve as a reference for current and future club executives on how to run and lead the club.

3. **Recruitment and Membership Growth:**

- a. Participate in any school-wide/BCITSA recruitment events such as “Club Day”.
- b. Actively recruit new members during orientation and throughout the school year through promotion of club activities on Instagram.
- c. Offer engaging and relevant activities to attract and retain members.

4. **Collaboration with Student Government:**

- a. Establish good relations with the student government and seek funding or support for club activities and events.

5. **Effective Communication:**

- a. Maintain a strong online presence with a club website or social media pages.
- b. Send regular newsletters and updates to members.
- c. Utilize communication tools like email, group chats, or dedicated platforms

6. **Budget and Funding:**

- a. Develop a clear budget, allocate funds wisely, always prioritizing starting club necessities, and track expenses.
- b. Explore fundraising opportunities, sponsorships, and partnerships with local businesses.

7. **Maintain Records:**

- a. Keep accurate records of club activities, including meeting minutes, event details, and attendance records
8. **Insurance/Liability**
- a. In terms of insurance/liability, since all members will be current BCIT students we would be covered by the school. In relation to the Mind and Body studio which we will be using predominantly, we also have liability coverage for using that space since it is a part of the BCIT campus.

BCIT Dance Club Safety Plan

1. General Liability Insurance
 - a. As an officially sanctioned club, the BCIT Dance Club will be covered under BCITSA's general liability insurance.
2. Emergency Procedures
 - a. Medical Emergencies
 - i. Club members will be required to submit emergency contact information prior to attendance of any club session, meeting or dance class.
 - ii. At the start of each session/class, the teacher or executive in attendance will designate themselves and one other club member to call 9-1-1 or BCIT Security for first aid.
 - iii. The teacher and the designated club member will review the following medical emergency protocol:
 1. In the case of a medical emergency that requires immediate attention designated club members are required to contact 9-1-1
 - a. The teacher or designated club member will contact the injured club member's emergency contact.
 2. In the case of a medical emergency that does not require immediate attention the designated club members will call BCIT Security at 604-451-6856 for first aid or first call 604-432-8872 and bring the injured club member to the west side of NE16 along Goard Way.
 - a. The injured club member will be required to fill out an online [non-staff online incident report](#) and [student injury report form](#) which is submitted to: BCIT_firstaid@bcit.ca.
 - b. The injured club member can review the following document for additional support: [Guide For Injured Students](#)

b. Fire Safety

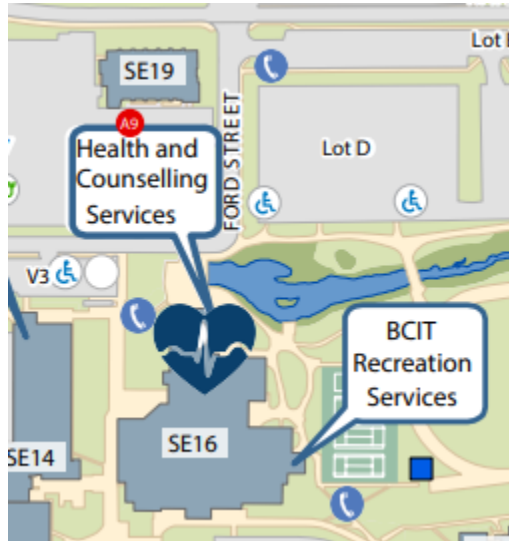
The BCIT Dance Club will adhere to school policy regarding fire safety. BCIT fire safety procedures include ([taken from here](#)):

- i. Instructions to occupants in case of fire
When you discover a fire in the building:
 1. Leave the fire area immediately.
 2. Sound the fire alarm by activating the nearest red fire alarm pull station.
 3. Call the Fire Department, dial 911 from a safe location and give the address: (BCIT Building____, (street address), (Municipality)
Recreation Services address: BCIT Building SE-16, 3700 Willingdon Ave SE16, Burnaby, BC V5G 3H2
 4. Close doors behind you while leaving the building via the nearest safe fire exit.
 5. Remain calm and assist others.
 6. Proceed directly to the Designated Assembly Area

If you hear the fire alarm:

 7. Leave the building immediately via the nearest safe fire exit
 8. Close doors behind you while leaving the building

9. DO NOT use the elevators
10. Remain calm and assist others.
11. Proceed directly to the Designated Assembly Area:
Nearest designated assembly area is in from of SE19



ii. General Information

1. While exiting, walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is underway. Proceed along corridors and through exits in a quiet and orderly manner. High-heeled shoes are hazardous while proceeding downstairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.
2. Assist persons requiring assistance to reach the nearest safe exit.
3. When you have reached the outside of the building, move away from the doorway to allow others behind you to emerge from the exit and proceed to the assembly area.
4. DO NOT use the elevators
5. DO NOT RE-ENTER THE BUILDING FOR ANY REASON until you have been advised to do so by the Fire Department.

3. Day-to-day Class Safety Procedures

a. Security

- i. To maintain a secure and controlled environment, attendance will be taken prior to the start of each BCIT Dance Club class or meeting. Club members are expected to present their BCIT ID to verify their identity. This measure ensures that those in attendance affiliated with BCIT, either as students or BCIT staff members.
- ii. In cases where an individual shows up and cannot be confirmed as a BCIT student or BCIT staff member, or if their behavior raises concerns, the following procedure will be implemented:

1. Club representatives will politely approach the individual in question and request that they leave the premises.
2. If the individual refuses to leave or becomes confrontational, club representatives will take action to maintain safety by contacting BCIT security at 604-451-6856 to request assistance. Security personnel will be dispatched to address the situation promptly.
3. Simultaneously, club representatives will notify the BCIT Recreation Services front desk at 604-432-8612 to provide them with the necessary information and inform them of the situation.

b. Capacity Limits

- i. The BCIT Dance Club is committed to ensuring the safety and well-being of its members by adhering to occupancy limits in the dance studio. The occupancy limit for the dance studio is set at a maximum of 20 individuals at any given time. This limit is established to prevent overcrowding and maintain a safe and comfortable environment for all participants.

Capacity will be managed through the following steps:

1. Members will be encouraged to pre-register for dance classes or club meetings. This registration process will help us gauge the expected attendance and ensure that we stay within the occupancy limit.
2. Attendance will be taken at the beginning of each class or meeting. Members must sign in or confirm their attendance to assist in maintaining the occupancy limit. Those who have not pre-registered will be allowed to enter only if the occupancy limit has not been reached.
3. A designated club representative will keep track of the number of participants in the studio. If the occupancy limit has not been reached, additional members may be allowed to join the class.
4. If the occupancy limit has already been reached, members who did not pre-register for that class or meeting will be kindly asked to leave the studio to ensure compliance with safety guidelines.

c. General Health and Safety

- i. Found below are the general health and safety steps that will be taken at each club session or dance class that involves physical activity.

1. Mandatory Warm-Up:

Prior to the commencement of each dance class, a mandatory warm-up session will be conducted. This warm-up is essential for preventing dance-related injuries as it prepares the body for physical activity. It includes stretching and light aerobic exercises to increase blood flow, flexibility, and reduce the risk of muscle strain.

2. Mandatory Cool-Down:

At the end of each class, a mandatory cool-down period will be included. This cool-down is designed to gradually decrease heart rate, relax muscles, and prevent post-exercise soreness. It typically involves stretching and deep breathing exercises.

3. Disclaimer of Injuries to Teachers:

Teachers will provide a clear disclaimer at the beginning of each class, emphasizing that dance involves physical exertion and may carry some risk of injury. Members will be encouraged to disclose any pre-existing injuries or medical conditions to ensure that the dance instruction can be adapted as needed.

4. Teacher's Right to Deny Participation:

Teachers have the right to deny participation to club members if they have legitimate concerns about the member's physical condition or any pre-existing injuries that might be aggravated by the dance routine. This is done in the interest of member safety and to prevent potential injuries.

5. Member's Right to Excuse Themselves:

Club members always have the right to excuse themselves from participating in specific dance movements or activities if they do not perceive them as safe due to a previous injury or any other reason. Members are encouraged to communicate their concerns to the instructor and make modifications to movements when necessary to avoid exacerbating existing injuries.

6. Dance Techniques and Progression:

Instructors will employ a gradual progression of dance techniques, starting with basic movements and gradually increasing the complexity of routines. This helps prevent overexertion and injuries related to attempting advanced movements without proper preparation.

7. Hydration and Rest Breaks:

8. Adequate rest breaks and hydration opportunities will be provided during classes to prevent exhaustion, dehydration, and fatigue-related injuries.

9. Dance Floor Safety:

The dance floor will be regularly inspected to ensure it is clean, free from obstacles, and suitable for safe dance practice. If there are any issues, the recreation services front desk can be contacted at: (604) 432-8612

d. Communicable Disease Prevention and COVID-19 Procedures

i. The BCIT Dance Club will follow all current BCIT Communicable Disease Prevention and COVID-19 procedures. The procedures (taken from the [BCIT website](#)) include:

General Communicable Disease Prevention and Protocol

1. If you are feeling unwell, please stay home to protect others and take care of your own health. It is important that we take care of each other and follow all [BCCDC guidelines](#) on communicable diseases for post-secondary institutions.
2. If you are feeling unwell, please stay home to protect others and take care of your own health. It is important that we take care of each other

and follow all BCCDC guidelines on communicable diseases for post-secondary institutions.

3. If you are feeling unwell, please stay home to protect others and take care of your own health. It is important that we take care of each other and follow all BCCDC guidelines on communicable diseases for post-secondary institutions.
4. Masks can be a great tool for preventing the spread of infections. Masks are optional and individuals may choose to wear them as a personal choice. We expect everyone in the BCIT community to respect each other's choices and comfort levels.

Precautionary Measures to Avoid Transmission of COVID-19

5. Stay home when you are ill and avoid close contact with others. You may decide to use a Rapid Antigen Test to assess if you have COVID-19 but even if the test result is negative, you should stay home if you have symptoms.
 6. Wash your hands frequently for at least 20 seconds using soap and water. If a sink is not available, 60-90% alcohol-based hand rubs (hand sanitizer) can be used if your hands are not visibly soiled. If they are visibly soiled, you can use an alcohol-based disposable hand wipe to remove the dirt and then use an alcohol-based hand rub.
 7. Do not touch your face/eyes/mouth with unwashed hands. When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands.
 8. Requirements regarding the use of masks, proof of vaccination status, and physical distancing are no longer in effect.
What to when testing positive for COVID-19 and/or have COVID-19 symptoms
 9. Do not attend classes or come to campus. If you are already on campus, please avoid others and return home.
 10. Follow the guidance provided by your health authority and the steps on the BCCDC's page on If You [Have COVID-19](#).
 11. You may let your close contacts know but you are not required to tell anyone that you have COVID-19. The [BCCDC provides you with information](#) on how to define and notify your close contacts.
- ii. Specific BCIT Dance Club policy on Communicable Disease Prevention and COVID-19 includes:
1. The BCIT Dance Club is committed to adhering to all current BCIT Communicable Disease Prevention and COVID-19 procedures, as outlined by the British Columbia Centre for Disease Control (BCCDC) and post-secondary institution guidelines.
 2. All members of the BCIT Dance Club are required to perform self-assessments regularly. If you are feeling unwell, it is mandatory to stay home to protect others and prioritize your own health. We

emphasize the importance of following the BCCDC guidelines on communicable diseases for post-secondary institutions.

3. The use of masks within the BCIT Dance Club is considered optional. Individuals are free to choose whether to wear masks based on their personal comfort and preference. We expect all club members to respect each other's choices and comfort levels regarding mask usage.
4. If a club member tests positive for COVID-19 or experiences COVID-19 symptoms, they must refrain from attending club activities.

e. Anti-Harassment and Bullying Policy

The BCIT Dance Club has no tolerance for harassment, such as bullying, or discrimination based on race, religion, sexual orientation, or gender. All BCIT Dance Club Members are expected to be respectful of each other's differences and refrain from using discriminatory language. In addition, BCIT Dance Club members should not use vulgar or offensive language.

Disciplinary Process

If BCIT Dance Club members are found to be in violation of the Anti-Harassment and Bullying policies, the disciplinary process listed below will be followed. Proper documentation in the form of a signed report indicating what has been done will be shared with the offending club member and relevant club executives via email.

i. First Offence

A first offence will result in a verbal reminder of club anti-harassment and bullying policies by either the class teacher or any club executives present.

ii. Second Offence

A second offence will result in a written notice from a club executive summarizing and documenting the offending BCIT Dance Club member's actions. This notice will detail how the employee has BCIT Dance Club policies and will explain how the BCIT Dance Club member can improve and meet expectations.

iii. Third Offence

A third offence will result in a disciplinary hearing detailing how BCIT Dance Club member has violated club policies. The employee will again receive guidance on how to improve and meet the club's expectations. A contract will be given to the club member to sign. This contract will reiterate what has been discussed in the meaning and violation of this contract in the form of a fourth offence will result in termination of club membership.

iv. Fourth Offence

A fourth offence will result in the termination of club membership for the offending BCIT Dance Club member.

- v. Any BCIT Dance Club member found to be displaying aggressive behaviour such as physical assault and verbal abuse will be terminated immediately.

f. Training and Education

- i. All BCIT Dance Club members are required to review the club safety plan prior to attendance of their first club meeting, session, or dance class.

- ii. BCIT Dance Club members are encouraged to review the following general dance injury prevention tips ([taken from this article](#)):

Most overuse injuries and even some traumatic dance injuries can be prevented.

Follow these guidelines to reduce your risk of injury:

1. Eat well and stay hydrated before, during and after class.
2. Get enough rest and avoid overtraining.
3. Do cross-training exercises to build strength and endurance in all parts of your body.
4. Always wear proper shoes and attire.
5. Always warm up before training or performances.
6. Lead a healthy lifestyle and get to know your body.

When injuries happen, address them immediately and get advice from a doctor or physical therapist.