

Council Meeting
Agenda
Monday, October 31, 2022
17:30 PM – 19:30 PM
Council Chambers

- 3.1 Call to Order
- 3.2 Acceptance of the Agenda
- 3.3 Acceptance of Minutes
- 3.4 Reports
 - 3.4.1 Executive Director's Report - *Yael Z.*
- 3.5 Old Business
 - 3.5.1 Executive Update - *Executive Team*
- 3.6 New Business
 - 3.6.1 Policy Review – SL4.1 – Inclusive Childcare - *Yael Z.*
 - 3.6.2 Proposed agenda for 2022 AGM - *Mia B.*
 - 3.6.3 BCIT Marketing & Communications Photography Visit - *Sally P.*
 - 3.6.4 Chair of Specialized Transport- Motion Introduction & Discussion - *Theo R. & Cody P.*
 - 3.6.5 Club Sanctioning: BCIT Robotics Club, Video Journalism Club
& Redesignation of the BCIT Board Games Club - *Tanya F.*
- 3.7 Open Forum
- 3.8 Reminders
 - 3.8.1 Next Council Meeting: 2022-11-14 @ 17:30 in Council Chambers
- 3.9 Meeting Adjournment

Please refer to attached materials.

Council Meeting
Monday, October 31, 2022
Minutes

Executives:

Mo Baydoun – Chair, School of Computing and Academic Studies
Mia Bui – VP Finance and Administration
Tanya Fuchs – VP Student Experience
Liam Lauren – President
Celine Lorient – Chair, School of Health Sciences
Nolan Nordwall – VP External
Sally Poon – Chair, Downtown Campus
Cody Pallin – Chair, School of Transportation, Construction, and the Environment
Vrishank Prabhu – Chair, School of Energy
Theo Robson – Chair, Aerospace Technology Campus
Amanda MacKearney – VP Equity & Sustainability
Joshua Luu – Chair, School of Business+Media
Ashley Obeck - BMC Satellite Councillor

Staff:

Yael Zachs – Executive Director
Minnu Bennichan – Administrative Coordinator
Nicholas Janus – Business Systems Specialist

Councillors:

Erik Zhao	Carrie Liang
Cailin Shires	Laurie Solkoski
Daniel Mah	Matthew Puyat
Catherine Lam	Dennis Phan
Anmol Sidhu	Ashley Le
Crystal Man	Sha Gilani
Alyssa Ilich	Dan Minster
Andrew Warren	Nicolas Johnson
Shelby Woida	Yasmin Gardy
Gareth Moon	Owen Rains
Sharon Madavana Govindan	Karandeep Singh Kullar
Lata Kumari	Andrew Pham
Laurel Kinahan	
Ruby Hsu	

3.1 Meeting Called to Order

The Chair, Liam, calls the meeting to order at 17:33 (39 voting members, including the Chair).

3.2 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Mo Baydoun

Seconded by: Joshua Luu

Unanimous

Carried

3.3 Acceptance of the minutes

Motion:

Be it resolved that the Council Meeting minutes from 2022-10-17 be accepted as distributed.

Moved by: Joshua Luu

Seconded by: Mo Baydoun

Unanimous

Carried

3.4 Reports

3.4.1 Executive Directors Report

- As submitted.
- BCIT will join our next Council meeting to conduct their annual tuition consultation They will be returning in early January to present the results. Please come prepared to ask questions and provide your feedback.
- We are trying to minimize food wastage. Please let know Minnu by Friday if you are attending online.
- Based on feedback we received at Council, we have temporarily extended Pavilion hours until 7pm Monday to Thursday for a two-week trial. So far, it is going well. If the trend continues, we will continue to extend the hours and hire a few more staff.
- Stand stores are doing well in terms of sales compared to the same time period the last year.
- Construction of the new canopy at childcare has started.
- Hackathon planning is underway.
- Winter Fest will take place on November 29th. We have received a grant of \$4000 from the City of Burnaby for this event.
- Link Magazine will publish its longest issue this fall. We have some of the council members contribute their articles.

- The number of students we are seeing for the pantry is off the charts. To support students, we are planning an annual campaign and working with BCIT to raise money and collect food.

Discussion:

- Any update from the student refugee program?
 - The student is matched with a mentor who is also a student. The student is doing well, and we are currently looking at sponsoring another student next year
- Can we have a QR code for donating food to the pantry?
 - We do have the QR code accessible on our website
- Could we provide the leftover food from the Pub to the food pantry?
 - Not to the Food Pantry but it can go to the Community Fridge once the elevator is fixed.
- Is there any possibility to bring this outreach to the ATC campus?
 - Wellness is working to bring the food pantry to the specialty campus. Yael will follow up with more information on this
- Are we receiving assistance from the community?
 - We applied for a couple of grants. We are figuring out the best way to continue to keep donations coming. President, as part of his objectives, is planning to conduct a fundraising campaign.

3.5 Old Business

3.5.1 Executive Updates

- As submitted.
- The Pancake Breakfast conducted by the United Way went well. Many teachers brought their classes to the event. 18 companies participated.
- We received 17 submissions for the ATC Flag Contest. Lots of effort was put into that. We have chosen 5 of them for voting. The winning flag will be chosen as the campus flag.

Discussion:

- Is there any plan for the unchosen flags?
 - Shaleeta is digitalizing all of them.
- What kind of organizations are we reaching out to for pantry?
 - We are targeting companies and individuals.

3.5 New Business

3.5.1 Policy Review – SL4.1- Inclusive Childcare

- As submitted.
- As part of the proposal, we are writing to secure funding to build 3 new childcare centres, we are required to have an inclusion and diversity policy. The policy has

been created by experts in the fields of childcare as well as Diversity, Equity, and Inclusion.

- Staffs will be provided training on inclusion for best practices.

Motion:

Be it resolved that SL-4.1 Inclusive Childcare policy be approved as presented

Moved by: Mo Baydoun

Seconded by: Joshua Luu

35/0/1

Carried

3.5.2 Proposed Agenda for 2022 AGM

- As submitted.
- AGM 2022 will take place on November 28 followed by the Council Meeting.

Motion:

Be it resolved that the draft agenda for the BCITSA Annual General Meeting on Monday, November 28th be accepted as presented.

Moved by: Mia Bui

Seconded by: Mo Baydoun

36/0/0

Carried

3.6.3 BCIT Marketing and Communications Photography Visit

- BCIT Marketing and Communications would like to take some photographs during one of the council meetings on next month or the new year.
- A media release form will be sent out.

3.6.4 Chair Specialized Transport – Motion, Introduction, and Discussion

- As submitted.
- Chair of ATC and TCE are working on creating a new chair to best present student life at the specialty campuses.
- The proposed motion will clarify the responsibilities of the Chair of TCE and provides equal representation for the students of AIC and BMC. The responsibility of the students of AIC and BMC will be moved to the Chair of ATC and a new title will be proposed for the Chair of ATC to reflect the changes.

Discussion:

- Do you plan to add an additional seat?
 - No, we are not adding an additional seat.
- Does the BMC, Satellite Councillor continue to attend the executive meeting?
 - Yes, they have the ability to attend the executive meeting.
- How would you deal with the election concerns – very few students are interested to participate?

- Historically, this has been an issue. We are working on increasing SA presence in the specialty campuses. It is the accountability and responsibility of the Chair. Resources will be spent to fill this position.
- It is a huge improvement from what it is now.
- Can any students from AIC or North Van campuses run for the Chair?
 - Yes, with the current establishment, they will be running for the Chair of TEC position.
- We will be continuing to work once the motion is passed to establish a relationship with the Chair, students, and the SA.
- It would be difficult for a BMC student to run for the position. The schedules are very different for them. Usually, they will be away from September to January for placements. How will that work?
 - Prequalification for the Chair to run for the position will still be in place. If they are elected, they will have to remain active and acknowledge and agree to serve the term.
 - With stronger collaboration we can take steps to resolve that issue.
 - The Associate Deans from BMC have informed that two-year programs will be implemented.
 - This is an issue that currently exists. The proposed motion doesn't serve as a solution to this. Rather, it opens up an avenue for most students to have the opportunity to participate in elections.
- With the proposed position being eligible only for the students of specialty campuses, there are chances of an increase in election turnover. What if a student from BMC is elected. Would there be satellite councillors from AIC and ATC?
 - Yes, there would be one representative from each campus.

3.6.5 Club Sanctioning

- As Submitted.
- There are 2 clubs that need to be sanctioned and one needs to change its designation from casual to general club.
- **Robotics Club:** it is created to spread interest in Robotics. There is a \$10 membership fee. There are external sponsors, and there are currently 13 members in this club.

Motion:

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

Moved by: Clubs Committee

Seconded by: Mo Baydoun

31/0/1

Carried

Discussion:

What are the plans to utilize resources for the robotics club?

- They will be conducting events. The resources will be used for buying materials.
- **Journalism Club:** Most of the costs are covered. The members will pay a small amount.

Motion:

Be it resolved that the BCIT Video Journalism club be sanctioned as a BCITSA general club as presented.

Moved by: Clubs Committee

Seconded by: Mo Baydoun

11/16/4

Not Carried

Discussion:

- Sustainability plan looks a little weak.
 - We will come up with a new plan.
- Do casual clubs have a membership fee?
 - Casual clubs have to fill out an application form. So, technically according to the bylaws, yes.
- Is there a guideline around the content of the video taken?
 - They represent the SA and BCIT. We should provide guidelines and media training.
 - It might be difficult to provide media training to every single member of the club.
 - We can have a general conversation about the guidelines and usage of footage.
- They should provide a media release form if they are filming people.
- How much is the membership fee for this club?
 - No membership fees.
- According to the bylaw it is required to have membership fees for clubs. So, technically are we allowed to vote on this motion?
 - We are planning to amend the bylaws to make the membership fees nonmandatory. We will mention this in the bylaw committee.
- There is a lack of specification in the application.
- **BCIT Board Games Club:** we are conducting more events this year.

Motion:

Be it resolved that the BCIT Board Games club be sanctioned as a BCITSA general club as presented.

Moved by: Clubs Committee

Seconded by: Joshua Luu

21/3/7

Carried

- How do we provide funding for the new games?
- We will sell the old games.
- Do the games purchased with the SA fund will be in the ownership of SA?
 - If the club shuts down, we will take down all its assets.
 - If so, it is good to keep the receipts.
- How many members are there in this club?
 - I don't know the exact number. I will get back to you on that.

3.6 Open Forum

- VP External provided verbal notice for updating External Policies EXT- 1 Student Affordability, EXT – 2 Needs-based Grants, and EXT 3 Ancillary Fees in the next council meeting.
- Would it be possible to bring back the Doggie Destress program?
 - Yael will provide an update on further plans for this
- The microwave in the ATC library is not working.
 - Please send an email to the Executive Director of SA.
- Can we implement a community fridge on the DTC Campus?
 - The undertaking challenge is that we require staff to maintain the fridge. Yael will follow up with an update after she speaks with the Wellness team
- Winter Fest will be on Tuesday, November 29th. If anyone is interested in volunteering for posters and tabling, please contact the marketing department.

3.7 Reminders

3.7.1 Next Council Meeting: 2022-11-14 @17:30 in Council Chambers

3.9 Meeting Adjournment

It was moved by Mo Baydoun and seconded by Yasmin Gardy that the meeting be adjourned.

Unanimous Carried

The meeting was adjourned at 18.23.

**Executive Director Report
October 31, 2022**

Student Services:

See attached

Childcare:

We are so excited to be able to finally report construction of our new canopy has started! This is a project that has been in progress for years and thanks to the final push by our staff, it is underway! Finally, our toddlers will stay dry and out of the sun!! These are pictures of the first day of demolition. Our team will keep us posted as construction continues.



Food & Retail:

Pavilion:

- For the month of October to-date (1st-24th), the store made **\$94,500** in net sales and served over **13,646** customers.
- We have implemented two self-serve terminals in September, to speed up the time for customers to order grill station food items and pizza. In September, **1,700** customers used these terminals, which represented 11% of overall transactions. In October to-date, close to **1,900** customers used these terminals, which represents 14% of overall transactions.
- Seeing that self-serve terminals option is received well by customers, we are working on adding more pictures and exploring with the POS software provider Profitek other options to make these terminals more interactive, while utilizing the existing software and hardware.
- We have extended the store hours to 7pm as of this week, for two weeks as a pilot project. So far, 4-7pm, we served 59 customers and made \$360 in sales on Monday; and served 56 customers and made \$375 in sales on Tuesday.
- We have collected the first 200+ responses from our Feedback about Food on Campus project. We are working with MarCom on compiling the data and analyzing the findings as they relate to all SA food selling locations.

Stand South

- For the month of October to-date (1st-24th), the store made over **\$47,000** in net sales and served **8,300** customers.
- The store hours continue to be until 4pm. While this Stand is the busiest of the two, the competitor Tim Horton's right across is open until 7pm. With the decreased number of students/classes on campus in the evenings, compared to pre-Covid, this makes it even less feasible to be open longer hours, considering that at least two staff members need to be scheduled to have the store open.

Stand Central

- For the month of October to-date (1st-24th), the store made over **\$28,000** in net sales and served over **5,600** customers.
- While this store has historically processed less transactions, compared to Stand South, due to its location and proximity to classes and other food providers, in specialty hot and cold coffee beverages, this store is in the lead. In October to-date, the team served 1,120 specialty coffee beverages for \$5,000 in sales, compared to Stand South, where the team served just over 1,000 specialty coffee beverages for \$4,700 in sales.
- The store hours remain until 4pm.

Geared Up

- For the month of October to-date (1st-24th), the store made close to **\$30,000** in net sales and served over **700** customers.

Habitat Pub:

- Pub sales are up \$5,000 from this time last year
- We are slowly seeing an increase in day-to-day traffic.
- We launched daily specials for MON – Wed to drive traffic earlier in the week.
- We are currently looking for one line cook but did finally fill the position for Prep cook in the pub.
- We have just confirmed and booked VDL event in the pub for November 26th. This is a big revenue generator for the pub. Last time we hosted this group, it brought in over \$10,000 sales for a day, we are not regularly open.

Marketing, Communications, Events and Publications:

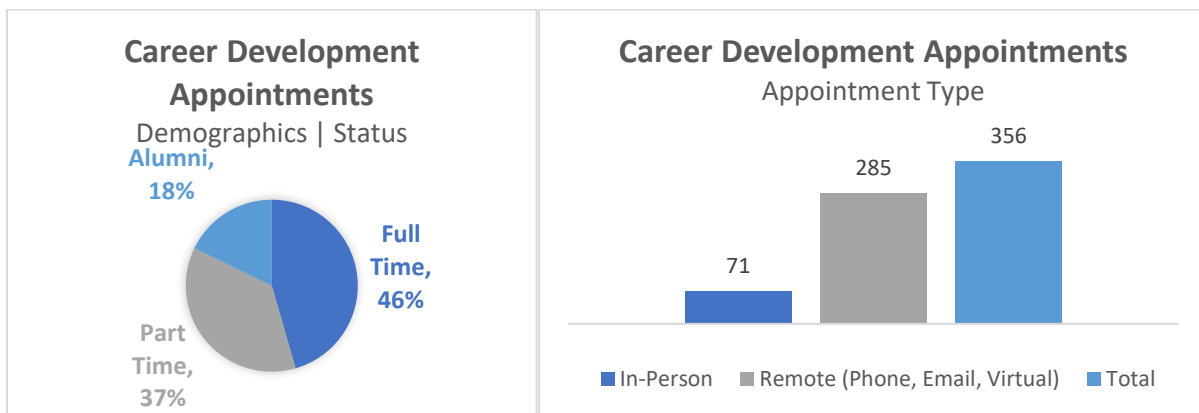
- Recently completed activations for the School of Fish and Wildlife job fair, various club meet & greets, and Career Services Expos.
- Hackathon planning is underway, and registrations are now open.
- Winter Fest: 14 vendors confirmed, and 9 are waiting for confirmation. Student Executive projects & events. The event will take place on Tuesday November 29th. We have received a grant of \$4000 from the City of Burnaby for this event.
- Link Magazine: Fall issue should be on stands now - *longest ever* at 56 pages, and even has a pull-out events calendar!

Student Services – September Highlights

Career Services

Career Development Appointments (1:1 meetings):

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Total	138	121	116	119								
Initial	57	53	43	47								
Follow-Up	81	68	72	67								
No-Show	2	2	1	1								



Professional Headshots:

	Burnaby Campus	Downtown Campus
Attended	91	79
Registered	106	103

Advocacy

New Intakes: 20 (compared to 24 in 2021)	
Academic Issues & Appeals	4
Faculty Conflict	5
Personal Concerns	9
Non-Academic Misconduct	1
Admissions/Registrar Issues	1

Wellness

Service:	Number Attended:
Pantry Visits	264
Zen Lounge	15*

	<i>*low due to fewer RMT students sent</i>
Wellness Support Meeting	22 <ul style="list-style-type: none"> • Quest Referrals – 7 • EFF (Emergency Food Fund) issued - 3

Student Development

BCITSA Career Mentorship Program		
	2021-22	Fall 2022
Mentee Applications	231	137
Mentors	269	273
Number of matches	95	23

BCITSA Student Initiative Fund				
	2019-20	2020-21	2021-22	September 2022
Applications	99	76	101	39
Approved	66	64	84	38
Received	56	51	56	-
Total amount of Funding given	\$11,403	\$8,548		\$4,708

Entrepreneurship

Service:	Number Attended:
1:1 Appointments	17
Mentorship Matches	7
In-class Visits	3
Informational Interviews	2

SA Expos

Aerospace Campus:		Downtown Campus	
Activity:	Number:	Activity:	Number:
Employer Meet and Greet	180	Social Event (food and games)	250
Social Event (food and games)	90	Professional Headshots	79
Doggie Destress	40	Doggie Destress	150

2022 2023 Executive Objectives						
	Position	#	Objective	Objective Update	Next Steps	Position Update
Liam Lauren	President	1	To make a charity campaign that will run in April to support the Food Support Hub through various fundraising events.	A donation account has already been set up for the food pantry, so that we will be used for this initiative as well and now I am working on ways to engage and target donors.		
Mia Bui	VP Finance & Administration	1	Advocate for accurate, transparent and timely information passed by BCIT to international students regarding Co-op program (with heavy focus on Accounting students this year).	There's a new exciting update: Lifting of the limit of 20 hours working/week for international students. Thus, students can work full-time when only holding a study permit from Nov 25, 2022 to Dec 31, 2023. I contacted Jennifer Kerr (Bachelor of Accounting Program Head), and discussed with her about this new change and proposed her to let international students complete their work terms during 2023 (for applicable students).	Jennifer said she will contact the ISC and discuss more with them about this. I asked her to cc my email address if she contact them through email. Waiting for their response now.	
		2	Collaborate with BCIT Wellness and BCIT Accounting Association (and/or other parties if applicable) to host an annual BCIT Tax Clinic.	Scheduled a meeting with Tara Mollet and Amy Smith to discuss about hosting a Tax Clinic and open the opportunity of collaborating with BCIT Accounting Association again.	Meeting on Nov. 3	
Tanya Fuchs	VP Student Experience	1	Increase student engagement with the BCITSA by planning and executing a year-end block party by May 2023.	Helping Marcom with some of the planning for Winter Fest! This event will be open to the community, so we will be able to gauge how much involvement from the community there will be for an event held by us at BCIT.	Recruit volunteers to help with set up/takedown and spreading marketing materials.	
		2	Support Wellness and Clubs staff in organizing and hosting the "Food Fight" food drive contest to support the Food Pantry program.	Both Wellness and Clubs staff roles are undergoing transition to new staff at the moment.	Meet with the new staff when they are settled in their roles to discuss the possibility of still running a food drive.	
		3	Perform an SKU analysis for the Stand stores and make recommendations for product offerings.	Starting on this in November	Retrieve past sales data from all Stand locations in November	
Amanda MacKearney	VP Equity & Sustainability	1	Work with BCIT on curriculum updates for diversity, equity, and inclusion initiatives, as well as cultural safety training.	I met with the new Accessibility Committee at the end of September to meet everyone and touch on some of the objectives that need to be met when analyzing current policies and then updating them to meet the new Accessible BC Act that came into effect on September 1, 2022.	Currently working on a presentation with Joanna Angelidis about using a social model lens for our policy analysis above other models as this is the most inclusive. This will be presented to the committee on the last Friday of October.	
		2	Have available for free disposable menstruation products in all BCIT washrooms by year-end.	Had a meeting with the United Way BC Period Poverty Task Force and Madeleine Shaw, the Director of Partnership & Impact at Aisle, one of the first groundbreaking ventures in the world to champion reusable menstrual products.	Contacting the BCIT SDGs and Sustainability department to look at possible cooperative funding or brainstorming ideas, as this should be an institution-funded venture. Also looking at doing a proposal for the Period Poverty Task Force Pilot Project Fund, as a private researcher. Shelby Woida is collaborating with me on this initiative.	
		3	Work on the development of a program that collects the leftover food products of students leaving residence and redistributes it to students in need.	Nothing yet	Need to find out who is taking over for Victoria and then initiate a pickup or drop-off location for when Students clear out of residence prior to the Christmas break.	
		4	Continuing the previous VP equity and sustainability objective of adding a fall reading break for programs one year in length or longer.	After (what I thought was a lacklustre presentation to the Associate Dean Committee, the AD of Marketing Management, Morgan Westcott, helped connect me with Kenton Low, Dean for the Faculty of Business and Media, who I will see on October 21, 2022, to go over my draft proposal.	Meeting in the near future with the Deans' Committee where I will be presenting the importance of the fall reading break for programs 1 year in length or longer. Once the information is presented, I believe it goes to the senate for approval (if the deans are in agreement with my evidence).	s
Nolan Nordwall	VP External	1	Increase the percentage of students who take part in the BCITSA general election from 2% to 7% by next election, Spring of 2023, using student outreach programs and student services to get more students involved in the Student Association	I volunteered with Kick Start this term, and talked a little about the SA with new students while I helped direct them. The food hand out event will have to be postponed this month, as I'm travelling to Victoria the week that we were planning on doing it. The Student Spaces committee formed, and I'll be asking them about funding the Zen lounge at DTC soon	Follow up with the student spaces committee members. Plan a new day for the food handout	The BCITSA Signed with AMS on a petition for a rent freeze. We just published our recommendation for the federal post secondary budget review. International students working hours have been uncapped for a trial period. We had a nice meeting with the folks from BCFS and discussed their lobbying objectives for the year. We've also formed the AdPoCo Committee, and I'll be Vice Chair of the Bylaw committee.
		2	Advocate to retain the current level of Canada Student Grants at their current level by next federal budget review in summer of 2023 by building strong relationships with student advocacy groups and effectively lobbying to members of parliament.	We've scheduled our trips for this term - Oct 25th to 28th for provincial lobbying, and December 12th to 16th for Federal lobbying. We met with FSAA and narrowed down the lobbying goals for the year, and we all agree that Canada Student Grants are going to be one of our 3 top priorities.	Go on the Victoria Trip, plan the next steps for meetings.	
Joshua Luu	Chair, School of Business + Media	1	Further develop and promote a Discord server aimed at students of the SOB+M and to achieve 500+ members in the server and to act as a resource for information for students			
		2	Investigate and improve the success of the set-rep program with the goal to have set-reps and instructors informed about the role and resources of being a set-rep.			
		3	Improve students' mental health by hosting fun ongoing social events where students can destress, build a sense of connection to BCIT, and feel comfortable accessing services that address their concerns (joint objective w/Celine).		Josh will complete a cost analysis of the expenses for 15-20 participants, then send Mia the budget for this event.	

Vrishank Prabhu	Chair, School of Energy	1	Reach out to at least 6 full time programs starting in Winter 2023 about useful info for new students (such as SA benefits, peer tutoring, advocacy, dealing with instructor issues, etc.)	Brainstormed ideas - creating a promotional 5min video to play during orientations, attending orientations personally to promote SA services with candy and maybe custom merch/shirts? (since students love free stuff) Participate on student tours.	Communicate with councillors on their thoughts, what would be the best approach to this objective and find the best ways to communicate to the new students. Could even pass this at a set rep meeting	Planning the set rep meeting for Nov. 2!
		2	Gather data from 50 students about common and reoccurring academic issues to resolve problems and/or pass on to future chairs	Communicated with Shaleeta about Link Magazine, since the next edition is based on technology - great idea came up	Brainstorm topics and then get in contact with various students around the school of energy to get their insight on the SoE, their program and answer common questions that would be good for an article/magazine (something new and current students would find useful)	
		3	Assist in planning and promoting at least 2 networking events organized by SA and work towards reviving clubs in the School of Energy (such as IEEE)	Reached out to a student who had interest in creating a robotics club, and there is progress going on with that! Other students who heard about the movement got interested and we have a little more buzz going on about it.	Reach out to Phillip/successor about some networking events, promote the robotics club through IEEE discord and assist with creating it's own discord (maybe ask Josh for advice? He's good with discord)	
Mo Baydoun	Chair, School of Computing & Academic Studies	1	Promote the physical health and wellness of Computing students who suffer from the effects of a sedentary lifestyle through tabling and events (Joint objective with Céline).			
		2	Find a way to include the 'Academic Studies' portion of my constituents in the Set Rep program as well as establish a line of communication with their program head.	Went to their orientation, recruited set reps. Fin.	Work on other stuff.	
		3	Improve student engagement & relieve stress through a LAN party.			
Céline Lorient	Chair, School of Health Sciences	1	Improve students' mental health by hosting fun ongoing social events where students can destress, build a sense of connection to BCIT, and feel comfortable accessing services that address their concerns (joint objective w/Josh).	Emailed Kirk and Michael to assist in marketing strategy (posters and social media content) and planning the event space for a pilot of 15-20 students on November 24th, 5:30-7:30 pm in Council Chambers . It will be an informal dinner-style conversation about mental health (Mental Health Dinner). We are aligning the date with the Doggy Destress.	Develop marketing content, and plan the event space in collaboration with Michael, Kirk, and Yuna. Josh will complete a cost analysis of the expenses for 15-20 participants, then send Mia the budget for this event.	Arranged a pleasant coffee chat on October 25th with Connie Evans to discuss how the SoHS Interprofessional Committee can support my objectives. She's in full support.
		2	Promote the health and wellness of students by hosting two sports day competitions in Spring 2023 (joint objective w/Mo).	We brainstormed some health and wellness tabling and marketing ideas with Cody. Thank you! Mo will receive feedback from his set reps and follow up with Michael and keep me informed.	Consider the best times/locations/dates for tabling per our schedule. Planning sports days first week after spring break and early/mid April to increase accessibility. Receive health promotion strategies to decrease sedentary lifestyle from Connie Evans and see which ones would be best to implement.	The first set rep meeting was held on October 20th, 4:30-5:30 pm. Received valuable feedback on objectives. Currently, planning for the next one (industry panel - mental health focus) on December 1st, 4-6pm.
		3	Strengthen the health sciences family at BCIT by hosting an end-of-finals social event on November 25th at Habitat to boost morale. I aim to have health science trivia games, door prizes, and coincide the event with a burger and beer promo.	I sent an event inquiry to Mike. He will inform me if he can find staff to work until 8 pm or possibly later for the event. The burger and beer promo is feasible with pre-sale ticketing. My health sciences councillor, Andrew, has strength in planning social events. I look forward to learning and collaborating with him to make this event successful!	Consolidate feedback and plan tentative details of Health Sciences Social @Habitat in the event overview document.	Inquired about past Jack.org (Canada's only charity training and empowering young leaders to revolutionize mental health) chapter at BCIT, and reestablishing it in collaboration with Connie (expressed interest in being a sponsor) and Josh.
Cody Pallin	Chair, Schools of Transportation, Construction & Environment	1	Compile the feasibility and interest into a report of implementing the Set Rep program to the considered "Trades" courses under the School of Construction and the Environment	Currently learning of the differences within each Trades Program and where a S	Continue talking with students/program instructors	Planning Set Rep Meeting for Nov. 3
		2	Develop a feasibility and interest report of forming an Aerospace Marine Annacis Chair position from the existing Aerospace Technology Campus Chair position while also clarifying the Transportation, Construction & Environment Chair position to be strictly BCIT Burnaby Campus based.	To be presenting on Oct. 31th Council Meeting	Work to proposing at AGM	Continued work with Theo to progress the Chair Specialised Transport Objective
		3	Establish power connection to the newly installed study desks on the BCIT Library (SE14) third floor.	All tables but 6 have power connection now	end objective	Worked with Yael and Yvonne to address faulty furniture in SW9 that posed a risk to students. Items will be taken down and disposed of with no cost to the SA
		4	Display BCIT Motorsport's Ford Fairmont Futura project car (pretty sure that's what it is) in a public BCIT location to generate discussion and connection to BCIT's School of Transportation. (AKA Operation Wildcat)	Car has been painted black, no longer of interest to present	end objective	
Sally Poon	Chair, Downtown Campus	1	Increase the visibility of SA services at DTC by hosting in-person office hours at the Student Lounge with snacks, monthly.	Snacks purchased, students are stopping by the SA office. Also created sandwich board (took some time to scrub off old content) to set up!	Host 2nd floor office hours and see how that goes!	Set Rep meeting happened this past Wednesday with Set Reps in attendance. We talked about feedback from the Student Expo, Student Spaces that can use work, and brainstorm how to improve Student Experience with Career Services. There were a lot of ideas and lot to follow up on. Please feel free to reach out to me if you'd like the meeting minutes. :) Students have been visiting the office with questions about benefit plans and the previous tech career fair, which did really well!
		2	Gain a better understanding of DTC Student Service needs by forming a quick survey that can be used to collect student interest throughout the year.	Spoke with Amy Smith, she provided feedback that forms are already pre-existing for career workshops. Also, we found out there's a student feedback form for student services that's particular to downtown as well.	Waiting to hear back from MarCom about what the survey is used for and if we can access data to the feedback form to know if it's tracking useful information on DTC students.	
		3	Develop a planned, new DTC Student event for the Winter term.	Changed this objective to a specific event, given there's been staffing changes, objectives to bring more wellness events monthly is less possible. Contacted Student Life Offices to collaborate on a de-stressing themed event that is more unique to DTC. Received feedback from Set Reps on what they'd like to see happen.	Meeting with my Councillors to decide on the definitive event we'd like to host -> Set up a meeting with Kirk, Josh(?), and any other SA staff that can be involved in the planning to discuss logistics.	
Theo Robson	Chair, Aerospace Campus	1	Create and host a 'Campus Flag' contest as well as a grand flag raising ceremony to community build and increase SA presence on campus.	Flag contest is underway! Tabling has begun and all students at ATC will receive submission forms via their Set Reps. Submission close on October 14th - though some late submissions may be accepted to ensure all students have the opportunity to participate.	Students will continue filling out submission forms for myself and the ATC team to review and select serious entries. These entries will then be paired with a designer to create digital mock-ups to be displayed in the Atrium.	
		2	Develop an indepth analysis of current Diversity + Inclusion environment at ATC to be used to weave such values into the school's culture moving forward.	Initiative tabled at this time until proper focus can be given.		

		3	Develop a feasibility report of creating an AMA Chair (Aerospace-Marine-Annacis) to have all satellite students (excluding DTC) represented on the board by a satellite chair.	Formal proposal being written with the intention to be proposed at the AGM. Meetings with various stakeholders planned and scheduled to confirm applicable details.	Motion will be introduced at the next Executive Meeting. Any revisions made will then be added before introduction to the following Council Meeting.	
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Student Leader Reports

Name	Position	Report	Optional - Other Notes
Ashley Obeck	BMC Satellite Councillor		
TBD	AIC Satellite Councillor		

Committee Reports

Committee	Report by	Last Meeting	Next Meeting	Optional - Other Notes
Finance	Mia Bui	Meeting on Oct. 20		
Student Spaces	Cody Pallin	Informal: October 17th	Meeting #1: November 9th	
Bylaw	Mia Bui	N/A, Committee just formed		
Advocacy & Policy	Nolan Nordwall	N/A, Committee just formed	I've sent out a doodle to plan the meeting, waiting on final responses.	have our first meeting!
Clubs	Tanya Fuchs	Met on October 23, 2022. Approved two new club sanctionings and one designation change to bring to Council. Approved \$2,200 in event funding and \$1000 in special funding.	Next meeting will happen mid November. Final date TBD.	
Board of Governors	Liam Lauren			
Education Council	Tanya Fuchs			
Alumni Board	Nolan Nordwall			
Equity & Sustainability	Amanda MacKearney			

SUBJECT: Inclusive Childcare	POLICY NO: SL-4.1	LAST REVIEWED: October 2022
APPROVED BY: Draft	MANAGED BY: Director, Childcare	NEXT REVIEW: January 2024

SUMMARY

Policy Statement

BCIT Student Association Child Care Services (BCITSA – CCS) is committed to inclusion where children are welcomed and know they belong. Inclusion of children’s diverse abilities and care needs, development, culture, spirituality, family composition, and identification allow all children to participate meaningfully in all aspects of our child care programs.

Purpose of This Policy

The purpose of this Policy is to:

- Facilitate an inclusive childcare environment where children are welcomed, respected, supported and valued
- Outline the guiding principles that will establish an inclusive environment
- Establish an equitable, consistent, and supportive response when children may be withdrawn from care

Application of This Policy

This Policy applies to all employees, and to Parents and/or Legal Guardians of children who are registered at the Childcare Centre.

Related Documents and Legislation

Legislation

- N/A

BCITSA

- Policy SL-4

Forms Associated with This Policy

- N/A

Amendment History

- Created October 2022

DEFINITIONS**Childcare Centre**

The Childcare Centre is defined as the location on BCIT property that houses the childcare operations of the BCITSA. Furthermore, Childcare Centre shall normally refer to all Childcare Centre operations, including any operations that are age-specific, unless specifically stated otherwise.

Parent or Legal Guardian

For the purpose of this policy, a Parent or Legal Guardian will be considered the primary caretaker(s) for an individual child.

Supported Child Development Program

The Supported Child Development Program is a program administered by the BC Centre for Ability, maintained to provide additional supports for childcare programs, such as consultation services, and extra staffing assistance for children who have a demonstrated need for additional supports.

Inclusive Child Care

Inclusive Child Care includes programs that support the individual strengths and needs of each child by providing children of all abilities equitable access to quality childcare.

Cultural Competency

Cultural Competency is the ability to understand, communicate with and effectively interact with people across cultures.

DUTIES AND RESPONSIBILITIES

Director, Childcare

The Director, Childcare is responsible for the interpretation and enforcement of this policy, including but not limited to:

- ensuring there is purposeful learning for children with additional needs within the programs
- regularly reviewing with staff, the planning and resources provided for children with diverse needs to ensure inclusion and relevance
- supporting staff to obtain the appropriate knowledge and cultural competency skills for the implementation and maintenance of this policy

Guiding Principles

At the BCITSA Childcare Centre, we are committed to following the principles of Justice, Equity, Diversity and Inclusion in our programming and services. We believe that:

1. Inclusive and diverse programs are quality programs
2. We must be responsive to the needs of our community
3. Our programming should be reflective of the varying needs and diverse backgrounds of the children and families accessing our services
4. All children are welcome and bring value to our program
5. Fair treatment does not mean equal treatment
6. Good programming requires dedicated staff who are flexible in their approach, and who are provided with relevant learning opportunities wherever possible

Commitment to Inclusive Childcare

At the BCITSA Childcare Centre, we are committed to providing inclusive learning and play environments for all children. We intend to foster this environment through appropriate staff training, collaboration with BCIT's Indigenous Initiatives and families to celebrate diverse holidays and cultural traditions, and provide additional support to low-income families, families new to Canada, and to young families.

Commitment to Decolonization

At the BCITSA Childcare Centre, we recognize the traumatic impact colonization has on children from Indigenous communities. We are committed to learning, unlearning, and relearning our practices to ensure that we are not further contributing to harm caused by colonization. We aim to foster this environment through ongoing, quality training for our staff, hosting Indigenous Elders

to teach the children about Indigenous culture, and respectfully integrating Indigenous practices into our programming.

Procedures:

Inclusion is reflected in all BCITSA – CCS policies and practices, staffing, and environments.

Our aim is to support the individual needs of each child. All children are welcomed, respected, supported and valued allowing them to participate meaningfully in all aspects of the program.

We are committed to modeling inclusion for the entire childcare centre, and to maintaining an inclusive environment with equitable access, support, and participation for all children.

We learn about each child from the family first upon registration. Inclusion means knowing the family and welcoming family participation.

Our program adapts to meet the needs of all children, so children of all abilities have equitable access to quality childcare. Knowledge of each child's growth, development, and needs allows the program to adjust with an awareness of the child.

Our educators work as a team to collectively meet the needs of all children. Enhanced staff may be added to meet the needs of all children in the group.

We support families through referrals and partnerships with other organizations (Fraser Health, BC Centre for Ability, Aboriginal Supported Child Development (ASCD)) that offer specialized/additional services to children who require extra supports.

We welcome early intervention service providers into our childcare programs including speech language pathologists, physio, occupational and behavioural therapists, ASCD specialists and others are appropriate.

We develop individual care plans for children with diverse abilities. These plans are developed in cooperation with other early intervention specialists working with the child.

This policy reinforces our commitment to providing equitable service to all children regardless of abilities, physical or health needs, gender, race, ethnic origin, nationality, national origin, religion or belief.

Practices:

To provide inclusive childcare, BCITSA Childcare Services strives to ensure that:

- All interior and exterior learning and care areas in our childcare centres are accessible for all children attending our programs.

- Adaptations to furniture, equipment, and spaces, where necessary, are made to reduce or remove barriers for children’s diverse abilities.
- Learning experiences reflect the unique interests, abilities, cultures and needs of the children in our programs.
- Learning materials, equipment, toys, and books reflect people of diverse abilities and diverse cultures.
- Learning materials are visible and at the children’s level so that every child can access materials independently.
- Adjustments are made to routines and transitions, so every child’s learning experience is positive.

Professional Development and Training:

BCITSA – CCS aims to hire educators who have completed their Special Needs Post Basic training.

BCITSA – CCS employees are required to complete the Ministry of Children and Family Development’s “The Foundations of Inclusive Child Care Training” within six (6) months of being hired.

Additional training on inclusion is encouraged and supported by BCITSA – CCS.

When a child with complex needs is enrolled in our program all educators within that program will receive specialized training from the appropriate professional(s) to support the safety, well-being and successful inclusion of the child.

DECISION NOTE

October 27, 2022

PREPARED FOR:	BCITSA Council
PREPARED BY:	Mia Bui and Stewart McGillivray
ISSUE:	Proposed Agenda for 2022 AGM

RECOMMENDATION:

That Council adopt the following motion to approve the Annual General Meeting draft agenda.

MOTION:

Be it resolved that the draft agenda for the BCITSA Annual General Meeting on Monday November 28th be as follows:

5:30pm - Mon. Nov. 28th - Council Chambers & Virtual

- 1. Call to Order*
- 2. Adoption of the Agenda*
- 3. Report on the Audited Financial Statements for 2021/22*
- 4. Appointment of Auditors for 2022/23*
- 5. Reports from the President*
- 6. Motions from the Bylaw Committee*
- 7. Adjournment*

BACKGROUND:

Under the Bylaws and the *Societies Act*, the Association is required to hold an Annual General Meeting once a year and it must be within six months of the end of the fiscal year. The fiscal year of the Association ends on May 31st and the AGM this year is scheduled for Monday November 28th at 5:30pm, followed by a Council meeting.

The Bylaws of the Association require that Council set the agenda for the AGM beforehand. Historically, the AGM includes a presentation on the previous year's financial statements, reports from management and the President, a motion appointing auditors, and proposed amendments to the Bylaws. Consistent with past practice, the draft agenda incorporates all of these items.

What the Proposed Motion does:

There are three components:

- 1) The proposed motion changes the **written** responsibility for all students from Annacis Island Campus (AIC) and BCIT Marine Campus (BMC) to the Aerospace Technology Campus Chair.
 - 2) The proposed motion clarifies the Transportation, Construction and Environment Chair is responsible for only students in the school of Transportation, Construction and Environment located at the Burnaby Campus.
 - 3) The Aerospace Technology Campus Chair (ATC) position will be dissolved and renamed to Chair of Specialized Transport.
-

Background

There exists a certain gray-area between the BCITSA Executive Board, AIC, and BMC due to the challenge of gaining adequate representation. This is not a challenge that can be easily solved - both campuses have short programs and are geographically far from Burnaby's (and thus the SA's) influence. The Bylaws have been followed as guidelines to account for the representation challenge at Specialty Campuses.

Students at AIC and BMC are represented by a Specialty Counselor who was selected based on availability and interest. Student from these campuses do vote to elect a chair in the BCITSA election, but in practice, the chair they elect has no presence nor suitable capability to serve that campus.

The Specialty Counselor (s) act currently as their own separate entity, and receive such benefits as an honorarium, to be the voice of their campus on the executive board. Specialty Counselor privileges to not include, however, any additional voting privileges from a general Counselor. It is worth noting that Specialty Counselors are not elected, but selected based on interest.

This proposed motion eliminates this gray area, assigning the responsibility of AIC and BMC on a chair's role and purpose on the Executive Board. Students at BMC and AIC will regain their voting privilege by electing a chair who, both in writing and practice, directly represents them. Specialty Counselors will not be forced to operate as an independent entity and instead work closely with the Chair of Specialized Transport and other Specialty Counselors. Specialty Counselor Positions will be filled more diligently with a chair responsible to ensure the positions are attempted to be filled to the best of their ability. Student Association Funds will be better utilized and will reach the students who need it most. Specialty Campus Long term plans are able to be developed now with an Executive Board structured in a way to ensure the work gets passed from board to board until completion.

In addition to basic governance structure, it has become abundantly clear that AIC and BMC need more direct focus and student representation from the Student Association. There are significant cultural issues that exist that need long term plans to rectify. It is the opinion of the proposing Chairs that the focus of one board is not enough to ensure these issues are able to be properly addressed and solved. The motion ensures that all future boards will be structured in a way to maintain focus to Specialty Campuses with a executive role with specific responsibility and capability to serve AIC and BMC.

*Aside from voting to elect the President and Vice-President Positions not limited to a school or campus along with the entire BCIT Student base.

Additional Details

The way it exists now:

Under the current Student Association Bylaws, in the BCITSA elections, AIC and BMC students vote to elect, and therefore are the responsibility of, the Chair of Transportation Construction and Environment (TCE).

The vast majority of the students who are eligible to vote, and therefore are the responsibility of the TCE Chair, are Burnaby Campus Students. Students at AIC and BMC are often neglected by the TCE Chair both because of the standard geographic and low student base challenges, but additionally because the priority of the TCE Chair will be on the majority of their student base - Burnaby Campus Students.

If a student from AIC or BMC ran and got elected onto the Executive Board, they would be elected to the role of Transportation, Environment and Construction.

It is of the opinion that any students who are eligible to vote for a Chair position are therefore that Chair's responsibility for during their term.

Motion Immediate Results

Upon the passing of the proposed motion, Theo Robson, the Aerospace Technology Campus Chair (2022/2023) will assume the role Chair of Specialized Transport. Cody Pailin, Chair of Transportation, Construction and Environment, will no longer represent students enrolled in courses based in Annacis Island Campus (AIC) or BCIT Marine Campus (BMC).

The Role of Chair of Specialized Transportation

The proposed Chair of Specialized Transport will have the responsibility of recruiting Specialty Councilors: resulting in having more direct focus to ensure these campuses will consistently have (within future boards) representation. Further, the Chair of Specialized Transport will create a close team of themselves and the three Councilors (ATC, BMC, AIC) to work together to influence policy, budget allocation and initiative developments.

There will be two Councilors with the Specialty Counselor role and one General Counselor depending on the Campus the Specialty Campus Chair is from. See 'Specialty Counselor' for additional details.

Student Spaces Committee

The Chair of Specialized Transport is proposed to be the automatic **Vice-Chair of the Student Spaces Committee**. This is an important piece to ensure Specialty Campuses have a presence on this committee as has been the case previously (technically) through the Transportation, Construction and Environment's multi-campus student base.

Specialty Counselors

The Specialty Counselor position is not inherently attached to any one campus, and as such, the position has the ability to be filled based on the nature of each year's Executive Board.

For example, if an AIC Student was to get elected into the Chair position, that year ATC and BMC would have Specialty Counselors and the AIC Counselor would become a General Counselor. If a BMC Student were elected into the Chair Position, ATC and AIC would have Specialty Counselors and the BMC Counselor would be a General Counselor. It's the same model that exists now - ATC has a General Counselor because ATC always has a Student from that Campus represented on the Executive Board. Now with the distinct possibility of a BMC/AIC Student becoming elected, this gray area needs to be clarified.

The key point is equal representation:

- Every Campus should have a student who attends Executive Meetings, whether with Voting Privileges (Chairs) or not (Specialty Counselors).
- There should not exist a time when a Campus does not have the ability to attend Executive Meetings because A) no active Chairs represent their campus or B) there are no Specialty Counselor positions available for that campus.

Executive Meetings

This motion further clarifies the nature of the Specialty Campuses presence during Executive Board meetings during the year and Board during Summer Months.

Proposed Phrasing - With regard to Specialty Campuses, one (1) student from each Specialty Campus may attend, whether designated as Chair, Counselor, or Member, to attend Executive Council Meetings with the purpose of representing their geographic population. Unless the Member has been elected Chair, they will not have voting privileges.

Position Titles

This motion clarifies **two position titles** to maintain accuracy within our Governance Structure.

Chair of Specialized Transport: Replaced Aerospace Technology Chair title to reflect this motion. This title used the term 'Specialized' to signify it's relationship with the Specialty Campuses as well as the unifying relationship between them: Transportation.

* The title of 'Chair or Transportation was considered, but because there exists a large number of Transportation Students in Burnaby, a more specified designation was required to ensure clarity.

Specialty Campus Counselor: Updates the positions title from previous 'Satellite' designation to match BCIT's phrasing.

Elections

All students enrolled in classes based at A) Aerospace Technology Campus, B) BCIT Marine Campus, or C) Annacis Island Campus, will be eligible to vote for the Specialized Transportation Chair Position.

All students enrolled in classes in the schools of Transportation, Construction and Environment based in Burnaby will be eligible to vote for the Chair of Transportation, Construction and Environment.

The motion we've developed gives students from AIC and BMC a significantly increased ability to run and be elected as Chair - under the current model, if they were to run, they'd be running for Transportation/Environment/Construction Chair - virtually impossible to achieve considering that AIC/BMC students would have to campaign in Burnaby where that Chair's majority students eligible to vote are located. Because of the essential impossibility of an AIC/BMC Student being elected Chair because of this, the SpecialtyCounselors have remained as a constant position at AIC/BMC. With this new motion, however, chances are much higher for an AIC/BMC Student to get elected into a Chair Position, as the students eligible to vote for the position are limited to that of ATC/BMC/AIC. Granted, geography still makes it difficult to campaign, but only 39

Students from ATC participated in the last election, so BMC or AIC with a strong voting turnout could elect a position without too much dependence on the other campuses' votes.

What this motion does not do:

This motion does not **reduce or negate** the relationship the Executive Board has with its Specialty Councilors. They will remain as the direct voice representing their campus, and, as such, will continue to receive honorariums and their seat alongside the Executive board during the summer. The Specialty Councilors will work with the proposed Chair of Specialized Transport as a team.

This motion does not **add or reduce** any voting privileges to the Executive Board.

Precedence

A motion brought forth to the Council to restructure executive roles is **not** unprecedented.

Over the past decade the role of Vice President Equity and Sustainability was created, the role of Vice President Student Spaces was redeveloped, and the role of DTC Chair was created to better represent all Students at Downtown campus.

The Executive Board must maintain flexibility in its structure to best represent all students at BCIT.

Community Feedback

All three Associate Deans from Aerospace Technology Campus, BCIT Marine Campus and Annacis Island Campus **have been consulted and are in favor** of the proposed motion.

Ashley Obeck, the current BMC Satellite Counselor, has been consulted and is working closely with the development of this motion.

The BCITSA Executive Board has been introduced to this motion at the Executive Meeting on Monday, October 24th.

Accountability

Our objectives do not end with this motion being passed; both Theo Robson (ATC) and Cody Pailin (TCE) will work together for the rest of their terms to ensure **successful application, development, and adaptation** of this new Executive Position. They will be able to continue building relationships this new position will utilize when elected to serve their first full term.

Additionally, when elected, the new Chair of Specialized Transport will be trained by both Theo and Cody, as well as supplied with an in-depth set of transition documents, to ensure no confusion for future boards.

Club Sanctioning Applications

Monday October 31, 2022

PREPARED FOR: BCITSA Council

PREPARED BY: Tanya Fuchs, VP Student Experience

ISSUE: 1. Sanctioning of the BCIT Robotics Club.
2. Sanctioning of the Video Journalism Club
3. Re-designation of the BCIT Board Games Club

MOTION:

- “Be it resolved that the BCIT Robotics Club be sanctioned as a BCITSA general club as presented.”
- “Be it resolved that the Video Journalism Club be sanctioned as a BCITSA general club as presented.”
- “Be it resolved that the BCIT Board Games Club change its designation from a Casual Club to general club status.”

BACKGROUND:

Please see the attached club application forms for the BCIT Robotics Club and the Video Journalism Club. A third application is attached for the designation change (re-sanctioning) request made by the BCIT Board Games Club. The Clubs Committee met on October 23, 2022, and unanimously voted to bring all three applications to Council to make the final sanctioning decisions. The committee minutes are also attached to provide some more information on the presentations that were made during the meeting.

BCIT Student Association

BCITSA Club Application

Last Amended:
2019 - 08 - 01

Club Proposal

Please complete the following forms and submit to the Clubs Program Coordinator.

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

Club Name: BCIT Robotics Club

Please choose the type of the club you wish to start:

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: _____

Please chose the classification of the club you wish to start:

- General Club – has all the rights and responsibilities outlined in the Clubs Policies and BCITSA Bylaws. General Clubs shall also have full access to all Club Resources
- Casual Club – less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources, and no access to funding of any kind
- Designated Club – bears the name and professes the policies of a political party, religious organization, or similar. Designated clubs have all the rights and responsibilities as a General Club, except as otherwise specified in BCITSA Policy. Designated Clubs shall not have access to funding of any kind

Club Mandate/Objective:

The goal of the club is to bring together students interested in robotics, so that they can share their work, learn and collaborate, as well as to spread interest in robotics to more people. Long term goals include making BCIT have an important presence in the Vancouver robotics scene. Students can participate in competitions, build useful robots for society, and collaborate with the industry and other universities.

Outline what you intend to accomplish upon sanctioning:

Get recognition, support, resources, and visibility to allow students to learn, share, build innovative projects, host, and participate in events in the field of robotics.

Briefly explain how your club will benefit student life: (give a few examples)

Students will be able to learn about robotics, become able to create projects of their own, network and collaborate with others from different programs, participate in events and competitions. Robots can be showcased for entertainment, as well as acting as a highlight for BCIT and employers. People from different fields of engineering and technology can collaborate and learn from one another.

Promotional Paragraph to be used on the BCITSA website (mandatory):

The BCIT robotics club aims to expand interest in robotics, teach students how to build their own robots and create event opportunities. All are welcome, it's a great opportunity to learn, network, work on and showcase your personal projects.

Club Sustainability

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

Weekly meeting will be held, members will work together on projects, students from first terms will be encouraged to participate in the club. We will also seek partnerships with companies and other robotics groups to allow for the building of larger projects and event participation.

Membership

This section is not required if you are applying as a Casual Club. Casual Clubs cannot collect membership fees from its members.

A common way of collecting funds for club operations is to charge a membership fee for new club members. GENERAL Clubs must have an annual membership fee of a minimum of \$1.00 and maximum of \$50.00.

Membership Fee: \$ 10.00

Entitles Member To (voting rights, free event admission, etc.):

Access to parts for robots, voting and priority attention on club matters, free event admission.

BCIT Student Association

BCITSA Club Application

Last Amended:
2019 - 08 - 01

Club Proposal

Please complete the following forms and submit to the Clubs Program Coordinator.

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

Club Name: Video Journalism Club

Please choose the type of the club you wish to start:

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: _____

Please chose the classification of the club you wish to start:

- General Club – has all the rights and responsibilities outlined in the Clubs Policies and BCITSA Bylaws. General Clubs shall also have full access to all Club Resources
- Casual Club – less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources, and no access to funding of any kind
- Designated Club – bears the name and professes the policies of a political party, religious organization, or similar. Designated clubs have all the rights and responsibilities as a General Club, except as otherwise specified in BCITSA Policy. Designated Clubs shall not have access to funding of any kind

Club Mandate/Objective:

To raise awareness of local, national events
with the use of Journalism

Outline what you intend to accomplish upon sanctioning:

Getting other students to join and promote journalism.

Briefly explain how your club will benefit student life: (give a few examples)

Improve video editing skills, resume, improve interviewing skills

Promotional Paragraph to be used on the BCITSA website (mandatory):

Are you interested in interviewing people? Do you want to improve your interviewing or video editing skills? Or want to talk or raise awareness about of a local issue? Come Join us and let's work together to do just that!

Club Sustainability

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

This is a student lead club. Their voices matter and their interests will be highly valued and will be integral to our work. Hence, they will likely be encouraged to stay. Furthermore, it is an extension of what we are studying. Hence, it will help improve their grades.

Membership

This section is not required if you are applying as a Casual Club. Casual Clubs cannot collect membership fees from its members.

A common way of collecting funds for club operations is to charge a membership fee for new club members. GENERAL Clubs must have an annual membership fee of a minimum of \$1.00 and maximum of \$50.00.

Membership Fee: \$ _____

Entitles Member To (voting rights, free event admission, etc.):

Club Agreement *(completed after sanctioning by Student Council)*

The _____ club is now sanctioned under the BCITSA, and has read, and agrees to follow the BCITSA club requirements listed below:

- This club agrees and understands that should they violate any rules of the BCITSA Club package, the BCITSA By-Laws & Constitution, Policies & Procedures, the BCIT Policies & Procedures and the Code of Conduct, they may be subject to probation and de-sanctioning.
- This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs Program Coordinator.
- Any amendments to the rules and/or guidelines in which the BCITSA clubs operate under, by VP Campus Life, shall be considered valid under the BCITSA Policies and Procedures.

We, the _____ club, are liable for all unauthorized debts incurred by the club. We agree not to enter into any contractual relationship unless it is authorised by BCITSA. We are also aware and agree that the club may be termed "dissolved" as a result of a majority vote of the BCITSA Student Council.

Signatures:

Club President: _____

Club Treasurer: _____

VP Campus Life: _____

BCIT Student Association

BCITSA Club Application

Last Amended:
2019 – 08 - 01

Club Proposal

Please complete the following forms and submit to the Clubs Program Coordinator.

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

Club Name: BCIT Club Association

Please choose the type of the club you wish to start:

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: Wellness Cultural

Please chose the classification of the club you wish to start:

- General Club – has all the rights and responsibilities outlined in the Clubs Policies and BCITSA Bylaws. General Clubs shall also have full access to all Club Resources
- Casual Club – less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources, and no access to funding of any kind
- Designated Club – bears the name and professes the policies of a political party, religious organization, or similar. Designated clubs have all the rights and responsibilities as a General Club, except as otherwise specified in BCITSA Policy. Designated Clubs shall not have access to funding of any kind

Club Mandate/Objective:

The BCIT Board Games Association aims to aid in the mental wellness of students by providing a space for relaxation, socialization, and entertainment. We are about bringing people together through the power of board games.

Outline what you intend to accomplish upon sanctioning:

We intend to help students come together and enjoy a break from studies while on campus. We will use the board games left behind by other clubs and new board games donated by members to accomplish this

Briefly explain how your club will benefit student life: (give a few examples)

Board games have been shown to benefit wellness. By both providing an effective ice-breaker and as a challenge between friends, the BCIT Board Games Association will benefit student life.

Promotional Paragraph to be used on the BCITSA website (mandatory):

The BCIT Board Games Club is back! Complete with all the classics such as Catan, Monopoly, and Risk plus a few new additions to our collection such as Da Vinci's Code, Diplomacy, and the infamous Dark Souls the Board Game. From the casual to the hard core, everyone is welcome to spend a day board gaming away!

Club Sustainability

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

By taking advantage of the board game swap at the annual Vancouver Board Games Con, the BCIT Board Games Association can provide new experiences for its members at little to no expense

Membership

This section is not required if you are applying as a Casual Club. Casual Clubs cannot collect membership fees from its members.

A common way of collecting funds for club operations is to charge a membership fee for new club members. GENERAL Clubs must have an annual membership fee of a minimum of \$1.00 and maximum of \$50.00.

Membership Fee: \$ 0

Entitles Member To (voting rights, free event admission, etc.):

Club Agreement *(completed after sanctioning by Student Council)*

The _____ club is now sanctioned under the BCITSA, and has read, and agrees to follow the BCITSA club requirements listed below:

- This club agrees and understands that should they violate any rules of the BCITSA Club package, the BCITSA By-Laws & Constitution, Policies & Procedures, the BCIT Policies & Procedures and the Code of Conduct, they may be subject to probation and de-sanctioning.
- This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs Program Coordinator.
- Any amendments to the rules and/or guidelines in which the BCITSA clubs operate under, by VP Campus Life, shall be considered valid under the BCITSA Policies and Procedures.

We, the _____ club, are liable for all unauthorized debts incurred by the club. We agree not to enter into any contractual relationship unless it is authorised by BCITSA. We are also aware and agree that the club may be termed "dissolved" as a result of a majority vote of the BCITSA Student Council.

Signatures:

Club President: _____

Club Treasurer: _____

VP Campus Life: _____

Clubs Committee Meeting

October 24th

Agenda

Date | time 10/24/2022 1:00 PM | Location Virtual(Teams)

1. Club Sanctioning Applications

1.1 Video Journalism Club

1.2 BCITSA Board Games Club

1.3 Robotics Club

2. Club Funding Request

2.1 Engineering Student Society = ESS Kickoff Event

- Total: Pizza + tip + plates = \$422.00 and Marketing Material \$50

Event description: Welcoming 100+ students and intro to ESS.

2.2 Engineering Student Society = Western Engineering Competition Preparation – Bonding Updating, and Planning(October 19)

- 4 X LARGE PIZZA from Uncle Faith's. Roughly \$25 each so \$100 in total.

Event description: To network with club members, give updates on organizing for the Western Engineering Competition and BCIT Engineering Competition, finalize sponsorship package and club room proposal, finish the pre-registration form for WEC, and plan for the info session.

2.3 Info meeting for WEC (October 25)

- **Location:** SW1 2009

- Pizza \$500 = 20 pizzas + tip/plates, napkins and a locker lock

- 80 people

Event description: Infor session for western engineering competition to recruit competitors. We need to convince them to come to the meetings in order for them to be interested in the competition.

2.4 Building Science Club = Building Science Meet & Greet(October 20)

- Item price per 1 amount Total:
 - Chafing Dish 12.45 x 1 = 12.45
 - Serving dish (all together): 126 x 1 = 126 Pasta salad
 - 2.5 x 40 = 100 Chicken
 - 25 x 10 = 250 Chips
 - 7 x 4 = 28 Sauce for chips
 - 8 x4 = 32 Printings
 - 4 gift cards: 1 x \$50 and 3 x \$25 = 125
 - **Since budget for total changed a bit, total with PST is \$750**

Event description: Meet & Greet club meeting. 6-8 pm (Bingo with prizes) @ The Parkside Brewery 2731 Murray Street Port Moody, BC V3H 1X1

2.5 BCIT Esports Association = Halloween Games Night

- Roughly \$180-190 for the pizza and \$20-30 for snacks and drinks. There are spare plates and cups in the club storage.

Event description: This event begins at 5:30 pm with an introduction and some ground rules, and students will be free to chat and play the video/board games provided by the executives. The food station will be monitored by the staff members to ensure food is equally distributed. The event ends at 10:30 pm and the staff will return all equipment requested from BCITSA. Our club has not hosted an event since the start of the pandemic and therefore, this will be our club introduction event where members get to socialize and connect with each other. I will also have the chance to announce the goals of this club and my plans for the year to the members.

How else are funds being raised? \$5 from admission fee from external members; usually, these are non-BCIT friends of some attendees.

2.6 BCITSA Finance Association: Professional Designations Discussion Panel

- Room Rental setup per Chartwell's Quote: \$55 Food and Snacks: \$500 from Chartwells, \$100 for drinks and miscellaneous snacks Parking for panelists: \$50 Merchandise/gift baskets for panelists: \$100 Unexpected costs: \$100

Event description: The event is a mix of networking time and discussion panel for three financial management alumni from BCIT who have professional designations and are doing well in their careers. In addition, 3 company representatives will be invited to talk about what they look for in entry-level positions as well as designations. Goal is to show our current financial management students how to prepare for a career start and professional designation while still at school. By exploring different options we like our students to have a better understanding of what paths they can go into after graduation. Additionally, they can network with alumni and company representatives.

2.6 JDC West: Competition Funding Proposal

- Requesting \$1000 to help fundraise for competition

Meeting Minutes

Chair: Tanya Fuchs, VP Student Experience

Committee: Andrew, Erik

Staff: Naru Ota, Club Program Coordinator

1. Club Sanctioning Applications

1.1 Video Journalism Club

- The idea behind the club is to create a community of students who are interested in the video journalism world.
- The idea is to take trips to local events to showcase ongoing activities to students and improve their video journalism skills.
- They would like to be a general club to get some financial assistance from the SA for the local trips they take. For instance, help fund the cost for a \$5 entry fee to a local event for reporting.

- **Unanimous vote to bring the Video Journalism Club sanctioning application to Council.**

1.2 Board Games Club(Change in designation from Casual to General)

- The Board Games Club would like to be a general club to get some financial assistance from the SA for future collaborations and events with the BCIT community.

- **Unanimous vote to bring the Board Games Club's proposal for a change in designation to Council.**

1.3 Robotics Club

- Students proposing this club would like to create a community of students who are interested in creating robots.
- The reason for this is to share knowledge and interests amongst student who study robotics and engineering. Furthermore, there is no robotics club currently with the SA
- Like most engineering clubs, the club will be raising funds through fundraising events and sponsorships.

- **Unanimous vote to bring the Robotics Club sanctioning application to Council.**

2. Event Funding

2.1 Engineering Student Society = ESS Kickoff Event

- Total: Pizza + tip + plates = \$422.00 and Marketing Material \$50

Event description: Welcoming 100+ students and intro to ESS.

- **Vote: Unanimous approval for the event expense.**

2.2 Engineering Student Society = Western Engineering Competition Preparation – Bonding Updating, and Planning(October 19)

- 4 X LARGE PIZZA from Uncle Faith's. Roughly \$25 each so \$100 in total.

Event description: To network with club members, give updates on organizing for the Western Engineering Competition and BCIT Engineering Competition, finalize sponsorship package and club room proposal, finish the pre-registration form for WEC, and plan for the info session.

- **Vote: Unanimous approval for event expense.**

2.3 Info meeting for WEC (October 25)

- **Location:** SW1 2009
- Pizza \$500 = 20 pizzas + tip/plates, napkins and a locker lock
- 80 people

Event description: Infor session for western engineering competition to recruit competitors. We need to convince them to come to the meetings in order for them to be interested in the competition.

- **Vote: Unanimous approval \$200. The remainder will be paid from the clubs account which approximately has \$600.**

2.4 Building Science Club = Building Science Meet & Greet(October 20)

- Item price per 1 amount Total:
 - Chafing Dish 12.45 x 1 = 12.45
 - Serving dish (all together): 126 x 1 = 126 Pasta salad
 - 2.5 x 40 = 100 Chicken
 - 25 x 10 = 250 Chips
 - 7 x 4 = 28 Sauce for chips
 - 8 x4 = 32 Printings
 - 4 gift cards: 1 x \$50 and 3 x \$25 = 125
 - **Since budget for total changed a bit, total with PST is \$750**

Event description: Meet & Greet club meeting. 6-8 pm (Bingo with prizes) @ The Parkside Brewery 2731 Murray Street Port Moody, BC V3H 1X1

- **Vote: Unanimous approval for \$750 for event.**

2.5 BCIT Esports Association = Halloween Games Night

- Roughly \$180-190 for the pizza and \$20-30 for snacks and drinks. There are spare plates and cups in the club storage.

Event description: This event begins at 5:30 pm with an introduction and some ground rules, and students will be free to chat and play the video/board games provided by the executives. The food station will be monitored by the staff members to ensure food is equally distributed. The event ends at 10:30 pm and the staff will return all equipment requested from BCITSA. Our club has not hosted an event since the start of the pandemic and therefore, this will be our club introduction event where members get to socialize and connect with each other. I will also have the chance to announce the goals of this club and my plans for the year to the members.

How else are funds being raised? \$5 from admission fee from external members; usually, these are non-BCIT friends of some attendees.

- **Vote: Unanimous approval for \$230 for all event expenses**

2.6 BCITSA Finance Association: Professional Designations Discussion Panel

- This event is a great opportunity for students to network and understand the financial world.

- **Vote: Unanimous approval for \$500. The remainder will be paid by FA's club account.**

2.7 JDC West: Competition Funding Proposal

- Requesting \$1000 to help fundraise for competition

- **Vote: Unanimous conditional approval if JDC WEST is able to fully fundraise the money in time.**