



COUNCIL MEETING MINUTES
Monday, January 9, 2012

Executives: Nicola Gardner, President
Ricky Dasgupta, VP Finance & Administration
Tara Johnson, VP External
Matthew Nolletti, VP Campus Life
Gordon Newby, Business Chair
Tylan Fraser, VP of Student Affairs
Brian Harvey, Transportation, Construction & the Environment Chair
Marwan Marwan, Computing & Academic Studies Chair
Laura Chow, Health Sciences Chair
Amy Erskine, Energy Chair
Keith Miller, Chair of ATC

Councilors:

Mike Hanson	Jonathan Ng
Oshea Jephson	Tracy Jowett
Bailey McRae	Minoru Nakano
Rodrigo Jose Mendez	Denis Dobrozdravich
Jonathan Rock	Marcus O'Reilly
Victor Lu	Duff Walker
Frances Torres	Aaron Kool
Michelle Dragon	Ben Plasche
Kevin Smith	Emily Pawluk
Cole Harrison	Marc Yap

Staff: Caroline Gagnon, Director

Absentee: Alex Rines
Avinaash Kapil
Yinan Scott Shi
Zac Der
Chris Yendall
Daniel Smith

Guest: Jacob Kwitkosk
Alex Huijsman
Tyler Kirchsclaegen
Roger Mao

8.1. Meeting Called to Order

The Chairperson, Nicola Gardner, called the meeting to order at 5:45pm.

8.2. Acceptance of the Agenda

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

8.4.1 BCIT Archery Club

Moved by: Laura Chow

Seconded by: Dennis Dobrozdravich

29/0/0 Carried

8.3. Acceptance of the Minutes – November 28, 2011

Be it resolved that the minutes from November 28, 2011 be accepted as distributed.

Moved by: Gord Newby

Seconded by: Marcus O'Reilly

28/0/3 Carried

8.4 Guest Speakers - BCIT Archery Club

Every Wednesday for the past 2 years, students have been gathering on a drop-in basis to the archery program. Students have been very responsive to the sport, thus wanting to organize themselves as sanctioned club. It would allow them to practice at other time and location. See attached proposal.

Questions:

- Do students need any license to practice? No since it is not a weapon.
- Where do you practice? In the Gym but this is not the best space therefore they are looking for another location.
- Is the club looking for funding? If we can. What would it be used for? Equipment and events.
- How is it separate from BCIT's Rec Services Program? The drop-in stays with BCIT, while the other activities / practice time would be organized by the club. It would combine resources.
- Would the club purchase equipment? Students would use their own equipment. The club would also like to purchase some their own equipment.

8.5. Executive Progress Report

See attached plus additional comments.

Nicola

- Joined a group with all other universities - WTF (Where is the Funding). The group is addressing the lack of financial support for students from the BC government. The group is planning to go to legislation on March 26 to 28.

- Working with Student Services on improving the registration process. PT students taking FT course. Very challenging topic.
- Will conduct a survey of Part Time on the level of services that Student Association provides.

Tara:

- Working with Nicola with the VP Alumni and External on a special project. Will explain when further details are in place.
- Working on Toon-in campaign.

Matthew

- Developed the “Student Press Program”, a program encouraging students to write for the Link.

Tyler

- Still working on the mug wall in the Rix – working with Net Impact.
- Dealing with the mandatory gym class for IT students.

Marwan

- Working on an agreement with School of Computing to ensure that when an instructor does not attend class, they would have to be available at another time or make up for the class missed. This new structure could be implemented to other schools.
- Working to better defined the turnaround time for assignment / exam return from instructor; for a reasonable time to 5 business days. The school will look into this possibility.

Brian

- Talked with Rec Services to get a Billiard Table for GNW. It is not in the budget.
- Organizing a Pool Tournament scheduled for February 10 in the Professor Mugs Pub. Tell everyone.
- Set rep meeting is planned this month
- Is working with students to support them in the Western Engineering Competition in Calgary, however they are not a club therefore can't get funding through Student Initiative Fund. Working to receive support from their respective school and ASTTBC.

Amy

- Having trouble finding mentors with the School of Energy.
- BCIT President's Open Forum – Wednesday January 11 from 3:30pm-5:00pm

Gord

- New vending machines were replaced on campus during the break. There are some major issues with the machine, mainly it is the same products and they are charging more. Is presently trying to work with BCIT to improve this service.

8.6. Councilor Forum

- GNW got their Microwave.
- Students from GNW would like to have dumbbells that are heavier than 30 lbs.
- Apparently, the coffee cup / lids at the Stands are leaking.
- Students in residence would like to have a compost program. Recommended that they talk to Tom Moore directly.

8.7. Question Period

- School of Computing. Many councillors have questions / comments regarding the over time that will be paid to teachers who have missed their class. This would only apply for instructors who are absent (sick or other), not when there is a consensus between students and instructor. If there are additional costs associated with paying instructor overtime, students want to ensure that it will not affect their tuition fees.
- If they pay overtime – What would be the incentive for them to come to class?
- Some would like to try to bring this change to their respective Schools.
- Students question the (5) five days turnaround for exams/papers. Would that include term papers? Students want to ensure that the quality of comments is not reduced by having a specific time limit on turnaround time. This proposed change is only for the School of Computing.
- Instructor should be able to discuss with students about the guideline on how the assignment / homework can be returned. Insure that there is a policy in place by BCIT so it could work for others.
- If the mandatory (5) five day policy is established, could it be used to deal with instructors who do not perform?

8.8. Unfinished Business

No unfinished business

8.9 New Business

8.9.1 BCIT Archery Club

Motion:

Be it resolved that BCITSA sanctions the BCIT archery club

Moved by: Matthew Nolletti

Seconded by: Gord Newby

30/0/0 **Carried**

8.10. Next Meeting

Next meeting is scheduled for Monday January 23, 2012 at 5:45pm in the Council Chamber.

8.11. Meeting adjourned

It was moved that the meeting be adjourned at 6:27pm. **Carried**

Council Meeting
Agenda
Monday, January 9th, 2012
5:30-7:30pm

- 8.1 Meeting called to order
- 8.2 Acceptance of the Agenda
- 8.3 Acceptance of the Minutes: November 28th, 2011
- 8.4 Guest Speakers
- 8.5 Progress Reports: Executives
- 8.6 Councilor Forum
- 8.7 Question Period
- 8.8 Unfinished Business
- 8.9 New Business
- 8.10 Next Meeting on January 23rd, 2011
- 8.11 Meeting Adjourned

Chair Sch. Of Energy, Amy Erskine

Objective	Description	Current Status
Daycare	Oversee the creation of a daycare on Burnaby Campus	Contractors are being interviewed, selection process nearly complete. <u>Current status:</u> plans have been submitted to city hall for re-zoning (still awaiting response), non-binding letter of intent signed with BCIT
Cabin	Determine what happened to the cabin BCIT owned in Whistler	I have contacted a Whistler realtor to ask for advice on this objective. Awaiting reply.
Edit Bylaws	Revise & update BCITSA bylaws for accuracy and grammar	Bylaws have been edited and need to be typed up in the required format. Awaiting digital copy of bylaws from Ricky.
Lounge Committee	Improve BCIT's outdoor spaces	Meeting scheduled for Monday after council, plans were submitted to council

Progress Report – Laura Chow– Chair of Health Sciences

Last updated: Thursday, January 5, 2012

Date of Introduction	Action or Outstanding Issue	Status
Tuesday, September 6, 2011	Increase Set Rep Participation and Attendance at Set Rep meetings	<ul style="list-style-type: none"> • Next Set Rep meeting: Wednesday, January 11, 2011 at 5:30pm; 21 RSVP'ed as coming • Guests: Heather Hyde (Counselling Services); Brian Harvey (Pool Tournament); Kathleen Bird (Legacy Club)
Tuesday, September 6, 2011	Continue expansion of the Health Science Mentorship Program	<ul style="list-style-type: none"> • Working with Catherine to try to get Clinical Genetics mentees • Continuing to advertise the mentorship program – brainstorming to get nursing mentees & make the program more feasible for Health Science students
	Recycling – work with Nicola to improve recycling at Burnaby Campus	<ul style="list-style-type: none"> • Officially dropped initiative Dec. 5, 2012 (not enough time to go through with anything & it's already making headway on its own)
Wednesday, September 28, 2011	Health Science Chair Applicants – promote position to ensure there are applicants to become the next Health Science Chair	<ul style="list-style-type: none"> • No progress as of Sept. 29, 2011 • Will begin promoting the position in January so that people know that it's up for grabs when application time rolls around
Thursday, September 22, 2011	Mental Health Awareness Week	<ul style="list-style-type: none"> • Meeting with Karl & Catherine Thursday, January 12, 2012 at 1pm to discuss the way we want to go about things • Meeting with identified parties likely January 23, 2012 (e.g. counselling, HR, security, etc...) • Brainstorming on how to work with different agencies (e.g. Bell & Vancouver Canucks) to get them on board with support as they are working to promote awareness as well • As requested by a fellow chair on Mon. Dec. 5, 2011, asked if counselling services could request for an additional 2 counsellors rather than just 1 in their proposal – proposal was sent in long before I learned about the request for an additional counsellor; I will be sure to mention it when I have my meeting re: Mental Health Awareness
Monday, September 12, 2011	Re-visit Whistler Retreat	<ul style="list-style-type: none"> • No progress as of Thursday, September 28, 2011 • Will revisit after the Harrison trip & look at both trips collectively • Trip to Harrison weekend of January 20 – 22, 2012
Thursday, September 29, 2011	School of Health Sciences Mixer	<ul style="list-style-type: none"> • Will look to plan another “unofficial” mixer in early January as reception was a little better • Will organize a meet & greet for Set Reps with Bill Dow & ADs in late January

Monday, October 17, 2011	Harassment & Discrimination Committee	<ul style="list-style-type: none"> • Monica Kay attended Set Meeting on Wednesday, November 23, 2011 • Met with Monica Kay on Thursday, November 24, 2011 to discuss the current materials for harassment & discrimination – will have another committee meeting in January/February to go over the things that are not yet completed
Friday, November 18, 2011	Criminal Record Check Process	<ul style="list-style-type: none"> • Meeting with Alex Ku & Karl Tegenfeldt on Tuesday, January 10, 2012 at 3:30pm to discuss the issue encountered • Emailed by Bill Dow Thursday, January 5, 2012 to discuss matters brought forth in original letter sent to Alex; my intent is to focus on BCIT being more transparent and for them to improve the communication to students (e.g. people working at Enrolment should know why students are charged \$40, not \$20 as opposed to having to jump through hoops to try to get the answer)

Progress Report – Keith Miller – ATC Chair

Last updated: January 06, 2012

Date of Introduction	Action or Outstanding Issue	Description	Status
September 6 th , 2011	Walkway	Asphalt walkway from main parking lot to cafeteria	BCIT health and safety board has decided that there is no room in the budget for this project this year.
September 6 th , 2011	Set Rep Attendance/ Participation	80% consistent Set Rep attendance	Set rep meeting on October 26 th cancelled, but attendance has been improving significantly overall.
September 6 th , 2011	Set Rep incentives	Rewards and perks to encourage set rep attendance and participation	T-shirt initiative underway.

November 21 st , 2011	BCIT PAC meeting	PAC meeting is a presentation of BCIT to representatives of industry of how they are running the school, and the reps have an input on what they would like to see from students coming out of BCIT.	Made a presentation on ATC students' behalf for what the students would like to see more of in terms of how the program relates to industry.
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Progress Report – Ricky Dasgupta – VP of Administration and Finance

Last updated: January 6th, 2012

June, 2011	Coop for Financial Management students	<ul style="list-style-type: none"> • Check back with the Program Head and Coop Department on the progress made so far.
August, 2011	Campus Food Bank	<ul style="list-style-type: none"> • Talk with Catherine to initiate something, however small.
September, 2011	Business Cards and Name Badges	<ul style="list-style-type: none"> • Talk to Taj and get a ordering system up and running a.s.a.p.
September, 2011	Transition Policy	<ul style="list-style-type: none"> • Present the transition package to Caroline and the Executives for approval. Integrate transition into the bylaws.
September, 2011	Revamp Set Rep awards, increase student awards and bursaries	<ul style="list-style-type: none"> • Explore opportunities of joint funding of Set Rep Awards with BCIT. Present information to executives and council for additional funding by the S.A.
September, 2011	Review processes and operations of BCITSA	<ul style="list-style-type: none"> • As I will be working on the first presentation, there will be further discussions of S.A operations with Roland (our controller).

September, 2011	Increase understanding of BCIT Financial among executives and councillors	<ul style="list-style-type: none">• I will be preparing for the first presentation on the January 23rd Council meeting.
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Rest of the Executives will inform you of their progress during the Council Meeting.

The BCIT Archery Club

ARTICLE I

THE NAME OF THIS ORGANIZATION SHALL BE: The BCIT Archery Club

PURPOSE/MISSION OF THE CLUB

ARTICLE II

The purpose of the club is to build an environment towards Focusing, Relaxation, Fun and Archery Skills while supporting the community among BCIT students. The BCIT Archery Club to enhance student life and enrich students experience through Archery to further their knowledge of Archery and all aspect it offers. The BCIT Archery Club allows individuals who want to discover, learn, and improve their Archery skills and enhance their experience of BCIT. We plan to hold meetings, social outings to ranges, fund raisers and regularly scheduled shoots.

MEMBERSHIP

ARTICLE III

All BCIT students, staff and alumni are eligible to be a member of "The BCIT Archery Club".

A person is considered a member if he/she is a BCIT student attending classes in the current year, Eligible alumni that must have attended class from the previous 4 years and all active staff. To be considered a member you must be signed up as a member for this year. All Members retain membership for 2 Years. All active members may bring a friend to specified events and regular scheduled shoots, to promote interest in Archery and BCIT activities. The active member's friends may be allowed to retain non-voting member status with the writer permission of any of the executive members.

MEMBERSHIP FEE

ARTICLE IV

The membership is free of charge for this year 2011 and can be reviewed in the upcoming years, though event fees apply to any students attending off-campus events and trips.

MEMBERSHIP STRUCTURE

ARTICLE V

Membership is open to all BCIT students, Staff, Alumni at large of which only active BCIT students and Staff may hold executive positions. All active members are eligible to vote on club decision making measures.

Non BCIT affiliated Members of the community at large may hold nonvoting associate memberships and may not hold any executive positions.

MEMBERS/DUTIES OF MEMBERS

ARTICLE VI

All BCIT Archery Club members, including executives, shall activate according to the clubs goals and present **Constitution**.

All BCIT Archery Club members are expected to be respectful to other members of the club and towards students, staff, and community by avoiding any discrimination, harassment or misconduct and adhering to BCIT Policy.

ELECTION OF EXECUTIVES

ARTICLE VII

Clubs executives must be part-time or full -time BCIT students or Staff in the year that they will be in the office. The executive positions are President, Vice President, Treasurer, and Secretary. The assistant executive position is the Range Office which is appointed by the President and only active when necessary. Elections for the following year will take place in October, and will be decided by secret ballot. In the event that there is only one candidate for a particular position, that candidate will get this position.

Member may hold multiple executive positions if required with the exception of president and vice president. In the event nobody wants to take an executive position the current president/previous president/last still active executive member will be able to appoint responsibilities and hold multiple roles to assist the club in functioning, until a new vote can occur at the next available meeting to appoint members to take executive positions.

Elections shall take place twice a year once in October and in February.

- Only BCIT students and staff can vote
- Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place.
- The term of office shall be for four months. An executive can only hold office (any position) for a total of six terms.
- Nominations for executives can be made from any club member. All executives must be BCIT students. Clubs Faculty Advisor and BCIT Staff can hold an executive position. The successful candidate will be the one with the most votes. In the case of a tie, a single arrow closest to the center shoot will decide the tie. All active voting members will judge, seniority (first gain membership, then age) shoots first.

DUTIES OF EXECUTIVES & ASSISTANT EXECUTIVES

ARTICLE VIII

President – The president is responsible for the promotion of the Club

Rather, he/she ensures that:

- The club operates according to the guidelines of its constitution.
- The club works towards its objectives as agreed upon by the membership.
- Oversee all committee activities
- The next Chairperson is trained
- Preside over all meetings
- Decide on and organize yearly events
- Carry out the provisions of the constitution
- Oversee all committee meetings

Vice President

Vice President – ensures that:

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

Secretary

- Records of what the group has done are maintained, distributed and are accessible to all the members.
- Minutes/notes are taken at all meeting
- All club correspondence is monitored, and brought to the attention of the appropriate person(s)
- the next Secretary is trained

Treasurer - is responsible for:

- The bank account with the BCIT Student Association and all financial transactions for the club.
- The next Treasurer is trained
- Keep financial records and collect dues
- Pay bills and release fund as voted by the general Membership and President.
- The President and the Treasure will be signing authorities for the club.
- Decide yearly budget and event fees
- Pay bills and release funds as decided by the executives
- Make financial report at the end of the year

Range Officer - is responsible for:

- Calling “Range Clear” when range is clear.
- Ensuring the safety of all participants.
- Performing any necessary duties the president requires.

REPLACEMENT OF EXECUTIVES/ IMPEACHMENT/DISCIPLINARY PROCESS

ARTICLE X

- A movement to impeach an executive officer may be made by any executive officer or by petition of at least three voting members. When the motion is made the President will be informed. In the Case of a movement to impeach the president the Vice President will be informed.
- A general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.
- At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have an opportunity to reply.
- There will be a question period after which a vote will be taken by the clubs` members who is neither initiator nor subject of the impeachment.
- The vote will be by yes/no secret ballot. If at least two thirds of the votes are for impeachment, the officer will be immediately removed from his or her position.
- The remaining executive may choose to call an immediate by-election to replace that officer.

Executives must be notified one week prior to a vote for removal. Any Executive vacancies will be filled by a majority election within one month.

FUNDS

ARTICLE XI

- The BCIT Archery Club must sign up a checking account through the BCITSA.
- All financial transactions shall be made explicit through the BCITSA clubs account; all financial dealings shall be done through the BCITSA designated staff.
- All membership fees, funds from selling tickets, sponsorship and donations, fundraising, bake sales and etc. must be deposited in the BCITSA BCIT Archery Club club account.
- Club's bank account must have two signing authorities: one representative from the club and one from BCITSA. Signing authority from the BCITSA can though the VP of Campus Life or the Controller. Clubs signing authorities falls on the President or/and the Treasurer.
- Any deferral of signing authority to another member of the executive must come with the clubs meeting minutes, stating the change and reasoning behind the switch.
- The BCITSA Constitution & By laws, Policies and Procedures supersede all other documents related to the club and its accounting procedures.

MEETINGS

ARTICLE XII

Unless otherwise stated, the quorum for all meetings shall be (25%) of the Active membership of the Club.

- There shall be hold monthly member and executive meetings. The first meeting of the following term will be set up by the outgoing executive.
- At that meeting subsequent meeting times and locations will be set. Meeting times and dates will be forwarded to members via email.
- It should be equal to 50% of your exec +1 or 2 people whichever more for executive meetings is.
- An emergency meeting can be called by any executive via email and must sent at least 48 hours prior to the meeting time.

RESPONSIBILITIES

ARTICLE XIII

The BCIT Archery Club accepts full financial responsibility for all on campus and off campus activities/ events/space and equipment which was booked through BCIT or BCITSA; moreover, this club adheres to all BCIT Student Association by Laws, policies, procedures, regulations, manuals, guides and etc.

RIGHT TO ACT

ARTICLE XIV

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

AMENDMENTS

ARTICLE XV

- Constitutional amendments may be proposed by any officer. The amendment will then be voted on by AGM/SGM.
 - ✓ A movement to constitutional amendments may be made by any executive officer or by petition of at least four voting members. When the motion is made the Clubs Director/Chair/President will be informed.
 - ✓ A general meeting will be called as soon as is reasonably possible.
 - ✓ At the constitutional amendment meeting, the person or persons that initiated the process will state their argument.
 - ✓ There will be a question period after which a vote will be taken by the clubs` members
 - ✓ The vote will be by yes/no secret ballot. If at least two thirds of the votes are for constitutional amendment, it will be immediately approved.

- If it is approved the constitution will be amended and a note describing the amendment and the date it was made will be inserted in the constitution.

AFFILIATIONS

ARICLE XVI

- We are not currently affiliated with any organizations.
- Any affiliations must go through the amendment process of the current Constitution.