



## **Executive Meeting Wednesday, August 27, 2013 Minutes**

**Executives:** Rebecca Davidson, President  
Brad Johnson, VP Finance & Administration  
Yasamin Alami, VP Campus Life  
Eirene Cloma, VP Student Affairs  
Ramiza Rafeeq, Transportation, Construction & the Environment Chair  
Hung Le, Computing & Academic Studies Chair  
Daniel Sumano, ATC Chair  
Jay Jung, Business Chair  
Tariq Shobab, Energy Chair  
Alicia Parayno, Health Sciences Chair

**Staff:** Caroline Gagnon, Director

**Absents:** Emilio Da Silva, DTC Chair  
Mike Hanson, VP External Affairs

### **3.1. Meeting Called to Order**

The Chairperson, Rebecca Davidson, calls the meeting to order at 2:55 pm. (10 voting members).

### **3.2 Acceptance of the Agenda**

The Agenda was approved as presented.

*Moved by: Ramiza Rafeeq*

*Seconded by: Alicia Parayno*

**10/0/0 Carried**

### **3.3 Approval of the Minutes**

The minutes of July 23, 2013 were approved as distributed.

*Moved by: Tariq Shobab*

*Seconded by: Ramiza Rafeeq*

**10/0/0 Carried**

### **3.4 Old Business**

#### **3.4.1 FroshFest/Orientation**

Yasamin reminds everyone that Orientation is this coming Tuesday, September . It is important that all Executives be involved in some capacity. There are 4 positions: Tour guide, Info booth, Roamer, BBQ/square helper.

Further, Froshfest is scheduled Friday, September 6. Yasamin asks for everyone's availability. Eirene will take over Yasamin's duties of during this event in her absence. The doors open at 1:00pm until 6:00pm. Positions still available: Promote by selling tickets, take down and supervision throughout the event.

### **3.5 New Business**

#### **3.5.1 Progress Report**

Brad will be sending to everyone a template for their progress reports which will include their objectives. Progress report will have to be submitted on the Thursday before Council. If progress reports are not submitted before Thursday at 4:00pm, Executives will not be able to present, even verbally, their report to Council

#### **Comments/ Questions:**

- When do you want the objectives by? Thursday, Sept 5<sup>th</sup> at 12:00pm. Caroline will be sending all executives the document to complete by the end of the week.

#### **3.5.2 BCIT/BCITSA Executive Meeting**

Rebecca reminds Executives that each month the SA and BCIT Executives meet together. As the chair of the meeting, Rebecca asks what format the group would like to adopt for these meetings. Instead of roundtable format, it was decided that the Executives as a group will prioritize campus issues and then will present them to the BCIT Executives. Executives would also like to create a system that old businesses are brought forward to see what has been accomplished. However the September meeting will focus on introducing students' objectives.

Rebecca will also distribute a brief summary of each of the attendees' portfolio.

#### **3.5.3 Executive Training Session**

Rebecca asks for some feedback regarding the training sessions:

#### **Comments:**

- Breakfast to be reviewed.
- The long day worked with the activity on the Monday. Left on a happy note. To keep.
- Start time should be pushed a little later.
- Team building exercise very good.
- Recommends some training on Friday even if there could be challenges with students working on that day.
- Should add a rundown of Student Services. Same as Marketing Department did.
- The list of BCIT people should include their pictures and portfolio.
- Research of other Student Associations could be a good Friday activity.
- Sessions were the right amount of time. Having different presenters was good.
- The information binder should be given at the July meeting to allow time for reviewing.
- More hands on activities.

### **3.6 Director's Report**

- **Construction:** SE2 is complete. Soft opening will occur on August 28, while an official opening event is organized for October 16, 2013.

- **Announcement:** BCIT president should be at the end of semester.
- **Staff Changes:** New staff members: most services, new Store Supervisor (NE1), Health & Dental assistant.

**3.7 Next Meeting:**

Next Council Meeting will be scheduled for Monday September 9, 5:45pm in the new Council Chamber (SE2 – 283)

**3.8 Meeting Adjournment**

The meeting is adjourned at 3:41 pm. **Carried**



**Executive Meeting  
Agenda  
Tuesday, August 27<sup>th</sup>, 2013 2:00-4:00pm**

- 3.1 Meeting called to order
- 3.2 Acceptance of the Agenda
- 3.3 Approval of Minutes
- 3.4 Old Business
  - 3.4.1 FroshFest/Orientation: Yasamin
- 3.5 New Business
  - 3.5.1 Progress Reports: Brad
  
  - 3.5.3 BCIT/ BCITSA Executive Meetings: Rebecca
  
  - 3.5.3 Executive Training Session: Rebecca
- 3.6 Director's Report: Caroline
- 3.7 Next Meeting: Monday, September 9<sup>th</sup>, 2013  
Council Chambers  
5:45pm – 7:00pm
- 3.8 Meeting Adjournment