



**Council Meeting
Monday September 23, 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

Councillors:	Chris Chapman	Joseph Hou
	Catherine Pascuas	Aaron Hufsmith
	Laura Stepney	Daniel Yen
	Mark Niehe	Lindsey Wingerak
	Mikah Fox	Emily Pawluk
	Cory Correia	Adam Moffat
	Jenny Chen	Wen Shi
	Dominika Pilat	Spencer Oppal
	Jin Sandhu	Ross Wamboldt
	Helen Au	Gilbert Kim
	Sean Fuoco	Christine Chen
	TJ (Tae Jin) Moon	Ema Baksa
	Trent Stewart	David Solari
	Jeremiah Tandongco	

Absent: Mike Hanson, VP External Affairs

Guest: Larry Vezina, Director Student Services

5.1. Meeting Called to Order

The Chairperson, Rebecca Davidson, calls the meeting to order at 5:46 pm. (37 voting members).

5.2 Acceptance of the Agenda

It was moved that the agenda be accepted as with new business

5.8.5. Bi-Election

Moved by: Rebecca Davidson

Seconded by: Ross Wamboldt

36/0/1 Carried

5.3 Approval of the Minutes September 9th, 2013

Be it resolved that the Council Meeting from September 9th, 2013 be accepted with the following changes:

- Make a change from 4:45 to 5:45pm

Moved by: Rebecca Davidson

Seconded by: Ross Wamboldt

35/0/2 Carried

Motion:

Be it resolved that we move this meeting to recess for the training session.

Moved by: Rebecca Davidson

Seconded: Aaron Hufsmith

35/0/2 Carried

5.4 Guest Speakers:

5.4.1 Larry Vezina – Robert’s Rule Training (45min)

Larry Vezina, Director Student Services, presents Robert’s Rule of Order Training session to Council.

Rebecca calls the meeting back to order 6:39pm.

5.4.2 BCIT Anime Club (15 min)

Two students ask Council from the possibility of sanctioning the BCIT Anime Club (see attached package). Other schools, such as SFU and UBC have similar clubs. The club would be hosting activities such as screenings / festival; create fundraising activities such selling the pins; and discussion group. It would be a club that would bring all students interested in anime. They will also introduce anime to students on campus for their enjoyment.

Questions:

- Would you require funding? Some assistance would be required for photocopying posters to promote the club.
- How many students are interested and what is the proposed structure? 13 people have already interested and have signed the form. There is already a president and two directors.
- Would they charge for membership? No
- Would it be open for all students? Yes
- From those interested are they first year or second year? The question is asked for the purpose of continuity? Everyone who has signed up for the club is first year.
- What are some of the activities proposed? Beside those mentioned, they will ask members what they would like to do.
- How much money would you require? \$50 for printing and would like to receive support for AV equipment.
- Do you need to be of certain age? No

5.5 Progress Reports and Updates: Executives

Rebecca explains that Executives have submitted their progress report in writing which were distributed with the minutes. Councillors have the obligation to read the Executives' objectives status before the meeting. Executives will state "as submitted" and only speak of issues that have arisen since the submission and/or would like to mention to Council because of their importance.

Ramiza:

- She is working with Jennifer Moore from BCIT on the topic of living lab.

Daniel:

- Has been working on a blog web page with the marketing department. They are working through the hurdles.
- Met with engagement and event

Yasamin:

- One of her objective is to promote the SA to the larger community. Therefore, she is looking for two Councillors who would be interested in being interviewed on video, which would be posted on YouTube.

5.6 Question Period

- Can we get more information about life labs? BCIT wants to create opportunities for students and faculty to improve BCIT processes and to show case their efforts. They are trying to make BCIT a living lab. BCIT has funding available as long as it improves energy consumption for BCIT.
- When will we be receiving Executives Objectives? Objectives will be distributed for the next meeting.

5.7 Councillors' Forum

Is there a possibility to have a vending coffee machine? It was looked into it last year, and it is not possible because the machines are unreliable with the company that BCIT is using.

5.8 New Business

5.8.1 Budget Committee Volunteers

This committee is a standing committee for the purpose of overseeing the budget process.

Volunteers: Brad Johnson (Chair), Ross Wamboldt, Chris Chapman, Jeremiah Tandongco, Spencer Oppal, Adam Moffat, Jay Jung, Yasamin Alami, Gilbert Kim.

5.8.2 By-Law Committee Volunteers

This committee is a standing committee for the purpose of reviewing the bylaws of the association.

Volunteers: Brad Johnson (Chair), Dominika Pilat, Jin Sandhu, Daniel Sumano, Alicia Parayno, Rebecca Davidson, Eirene Cloma, Mark Niehe

5.8.3 Student Association - Centre Grand Opening

Caroline announced that the Student Association will be hosting an event on Tuesday, October 22 for the opening of the BCIT Student Association Centre. The event will be divided into two smaller events. The first event will focus on the larger community and will be hosted from 12noon to 1:30pm while the later part of the event is only for SA past Student Executives, Councillors and some members of the BCIT Leadership team and will be hosted from 6pm to 8pm.

5.8.4 BCIT 50th Anniversary Celebration

Rebecca announced that BCIT is celebrating their 50th Anniversary from September 2014 to June 2015. BCIT is asking students for their input. If anyone has some ideas on how to make the 50th Anniversary a memorable one, please contact Rebecca. She will pass on the information.

5.8.5 Bi-Election

As of today Emilio Da Silva, Chair of Downtown Campus has resigned from his position. We will be running a bi-election in the upcoming months. As per the bylaws, Eirene Cloma, VP Student Affairs, will be responsible for the bi-election as the CRO. The election committee will be reviewing the election the process. The committee is composed of a DRO, which needs to be a Student Executive and 2 Councillors.

Volunteers: Eirene Cloma (CRO), Yasamin Alami (DRO), Mark Niehe, Dominika Pilat.

5.9 Next Meeting: Monday October 7, 2013

Next Council Meeting is scheduled for Monday October 7, 5:45 to 8:30pm in the Council Chamber (SE2 – 285).

5.10 Meeting Adjournment

It was moved by Rebecca Davidson and seconded by Ramiza Rafeeq that the meeting be adjourned at 7:17 pm. **Carried**



**Council Meeting
Agenda
Monday, September 23rd, 2013
5:45-8:15pm**

- 5.1 Meeting called to order
- 5.2 Acceptance of Agenda
- 5.3 Acceptance of the Minutes: September 9th, 2013
- 5.4 Guest Speakers:
 - 5.4.1 Larry Vezina – Robert’s Rule Training (55 min)
 - 5.4.2 BCIT Anime Club (15 min)
- 5.5 Progress Reports and Updates: Executives (5 min)
- 5.6 Question Period (10 min)
- 5.7 Councillors’ Forum (10 min)
- 5.8 New Business
 - 5.8.1 Budget Committee Volunteers- Brad (10 min)
 - 5.8.2 By-Law Committee Volunteers- Brad (10 min)
 - 5.8.3 Student Association Centre Grand Opening- Caroline (10 min)
 - 5.8.4 BCIT 50th Anniversary Celebration- Rebecca (10min)
- 5.9 Next Meeting: Monday October 7th, 2013
 - Council Chambers
 - 5:45pm – 8:30pm
- 5.10 Meeting Adjournment

Name & Position	Priority Objective	Objective Description	Objective Status	Position Update
Rebecca Davidson- President	1		Constructive meetings on different visions and directions for the career centre with VP of Student Services and the BCITSA Director	
	2		Had constructive meetings with Brad	Dealt with governance and oversight issues, attending the SA's Manager Meeting, worked on BOG items, reviewed Policies and Procedures, designed the criteria and formatting of the Executive Objective, volunteered for Orientation and FroshFest, met with Gallivan and Associates.
	3		No progress January objective	
Brad Johnson- VP of Finance & Admin	1		Scheduled meeting next week with Vince and Caroline to discuss book sales	
	2		Outline additional possible PT services with the director	
	3		No progress made January objective	
	4		Set up to get 25,000 Credit card for club use with Controller and bank, pending paperwork	Designed councillor online forms, re-designed executive objectives form and progress report template. Spoke with classes during orientation about Peak Leadership and Set reps, dealt with governance and oversight issues
Eirene Cloma - VP of Student Affairs	1			Attended BCIT VPs/BCITSA meeting alongside student executive, Met with BCIT President and VPs to discuss
	2			
	3			

	4			student executive objectives, Provided opportunity for both parties to communicate what is going on in student life and BCIT's operation, Gained insight on the school's direction in the next 5 years
	5			
Yasamin Alami- VP of Campus Life	1	Host final fling around May 30th on a boat for a minimum of 600 people. Ensure the event is cost neutral and fun final event for students to leave with a good relationship with the SA	No progress made since busy with Orientation and FroshFest wrap up	
	2	Launch a mobile app for the students which includes key information about locations, specials, events and facility hours.	Have an initial contact, meeting with set reps to discuss benefit and buy in.	Wrapped up FroshFest and Orientation. Had a meeting about FroshFest with key collaborators. Gaining more insight about Orientation and currently writing a report to give to BCIT. Will be commencing presidential meeting with club presidents on Tuesday September 24th. Also holding club training session in early October for students that missed the summer session. First installment of club funding delivered in June and reviewing financials of clubs to learn more about the different uses of club funding.
	3	SA5K undie run [with Alicia] recruit 300 students for a run in March around campus and use funds raised to replenish the emergency food fund	No progress made yet	
	4	Bucket list with SA activities and student life activities	Bucket list created, going to publish on blog soon.	
	5	Provide a detailed [minimum 12 page] transition document to successor which lists key dates, tips, tricks and contacts to succeed.	Initial layout planned; need to commit time to perfect it.	
Mike Hanson- VP of External	1	Develop relationships with government at all levels especially municipal, all provincial levels, make them aware of issues specific to BCIT	Meeting with David Eby (opposition critic for advanced education, MLA point Grey)	
	2	ABC's take responsibility for working with ABC members to bring forward issues to the province	Attending next ABC's meeting.	
	3	Investigate the possibility of expanding career services and developing a business plan		
	4			
	5			
Jay Jung - Chair of Business	1			
	2			

	3			
	4			
	5			
Tariq Shobab- Chair of Energy	1	Facilitate inter-disciplinary term projects	Scheduled meeting with Dean of Energy to discuss strategy; will connect with other chairs to strategize	
	2	Establish a system to showcase alumni, give insight to current students about post-graduation	Productive talk with VP Finance to discuss strategy, will approach VP External, and Justin to get involved	Created template for set-rep meeting minutes. Formulated strategy for objective 2 with VP Finance. Appointed counsellors. Currently working on establishing relationships with the Deans and Associate Deans of not only School of Energy, but other schools as well to better achieve Objective 1.
	3	Improve awareness / involvement in extra-curricular activities - SoE	Researched all the events occurring throughout the year, currently compiling list	
Hung Le- Chair of Computing & Academics	1	Change the current innovation challenge or create a new one that would be hosted more frequently and with focused objectives		
	2			
	3			
	4			
	5	Successfully host two LAN parties.	Met and established connection with Games Dev Club. Set dates for the LAN parties and started organizing a plan to execute the parties. In process of booking rooms for the dates.	Appointed Councillors. Hosted successful first set rep meeting. Established monthly meeting with Dean of School of CAS. Followed up on student concerns about A/C in some student labs.
Alicia Parayno- Chair of Health Science	1	promote mental health	Met with Fiona about Zen Lounge	Appointed councillors. Planning agenda for first set rep meeting. Messaged program heads to visit

	2	create student networking opportunities	Worked with a student to facilitate the organization of a Food Protection Health Mixer	health science programs - still in the process of planning other visits.
	3 4	promote physical health	Met with Ian to discuss process of putting on event with a physical health theme	
	5	encourage health science clubs	Approached student about sanctioning a club that has been previously hosting events (BCFPA)	
Ramiza Rafeeq- Transportation, Construction & Environment	1	Living Lab, find out what it does for students, how to get students involved with it.	Have a meeting with Jennie Morie the sub stability manager at BCIT who can tell me the idea behind living lab and where to do with it.	Created a list for all set reps at both campuses.
	2	Increasing the space of the NE1 stand.	Talk to Caroline about where to start with this idea	Have to contact program heads on Monday Sept 22 2013 about set rep lists if not received by Friday Sept 20 2013. Create an agenda for set reps with prices and food ordering. Get in touch with associate deans if they want to attend. Keep in touch with Tim Wong about other objectives
	3 4 5	See if NE1 parking lot can be regraded.	Email Tim Wong about the parking lot being updated	
Emilio Da Silva - Chair of Downtown Campus	1	Continue meetings with Dean of School of Computing. Align monthly meetings with Computing Chair	First meeting was September 4th/2013. Will continue meetings as per schedule allowances.	The schedule for the meeting between the Chair of Computing, Chair of Downtown and the Dean of the School of Computing will be on the first Friday of every month. The Office downtown has been

	2	'Assist with new infrastructure/courses downtown regarding representation and management for existing courses/infrastructure and students by Q1 2014.	Awaiting office downtown so I can begin my work. Do have our first two set reps from DTC, will have a meeting later in Sept.	roughly put together; I still do not have access to a computer at my desk and am using BCIT wireless to do my work. We have our first set reps and will be having our first set rep meeting in the next couple of weeks. The BCIT forensics event I went too on Monday was very successful, all of the new people hired know about the SA and what we do.
	3	'Assist with overhaul and restructuring of school of forensics at DTC. Focus on "cybercrime school" and the fixing of supply/demand issues for courses.	Overhaul of Forensics program will begin according to the dean in early 2014. Will follow up later to see if schedule changes.	As pre the update, I need to wait until sometime in 2014 to know what is going on with the forensics program. I have gone to all course heads of the full time programs downtown, and talked to classes as well. Next month there will be a Confucius Institute event, I will have details soon I am told. Focusing on finding a councillor for DTC at current, and finishing our office.
	4	'Promote events in partnership with BCIT Confucius institute downtown to encourage more student participation	Have been added to Confucius Institute email list per last meeting. First event should be in October.	
	5	'Aggressively seek opportunities for improvement and more effective use of SA resources downtown over term, leave full framework for next person to take over	'Will start getting framework together when I get more accomplished downtown. Will not finish book until last two months of position (April/May)	
Daniel Sumano- Chair of Aerospace Technology Campus	1	Work with SA Marketing Communication Strategist in the creation of an Online Fund Raising Auction.	Strategy for creation of website has been finalized. Unfortunately, in the electronic transfer of 150 photographs alignment of photos and written descriptions been lost.	Selected ATC Student Councillor. Created list of Class Reps and forwarded to Administrative Assistant to the Associate Dean. Held, ``Welcome Back`` Class Rep Meeting. Distributed Class Rep Representative Package. Began working on re-aligning photographs in objective one. Created information document regarding objective priority two.
	2	Work alongside Class Rep in organizing Aviation related Tour.	Tour has been promoted and student information has been collected. Final date and time are in the works.	

3	Work with SA Events & Program Manager in creating monthly events at the ATC.	Four out of the following eight months have events scheduled, with one month double booked. Request has been sent for the creation of an additional event in November. Request has been sent for clearing the double booked month to single event. Service and Engagement Coordinator and I are in the process of finalizing plans for two additional events. Last event still open
4	Work with SA Marketing Communications Manager in the designs and strategy for the creation of Student and Alumni friendly website. In which through photo's & comments, their achievements & life travels can be expressed to inspire new students and individuals in the community. Note: ties created in objective with BCIT Alumni Association will hopefully be an asset for Objective with priority 5.	Working on strategic plan for presentation to SA Marketing Communication Manager.
5	Construct an information package in which my successor may if willing brings students to the workplace In exchange companies will have access to ATC students, post information to students and student volunteers. Bringing the workplace (companies) to ATC will not only create income but allow students to network and soak themselves in the industry. Specific task will depend on company needs. But allow companies to speak to students, post information at ATC, free labour.	Re-evaluating objective.



Club name: Anime Club

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

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

Club mandate/objective:

- To bring people of similar interest together, and meet new friends
- To discuss anime

Outline what you intend to accomplish upon sanctioning:

- Hold screenings to watch anime
- Hold discussions within the group about anime
- Get a stand in Anime related events like Summer Festival in SFU
- Get a spot in the anime Revolution Convention

Briefly explain how your club will benefit student life (with examples):

- Having this club will ensure that people interested in anime are able to express interest while at BCIT
- Bring people of similar interest together, meeting others
- A short break from studying. A type of entertainment
- People can discuss their interests (anime)
- Learn the Japanese language and culture

Please write a paragraph about your club to be used for promotional purposes on the BCITSA website (required):

Are you a fan of Shingeko No Kyojin, Bleach, Naruto, Detective Conan, Miyazaki Films or Blaz Blue? Then the Anime Club is for you! It's a club where you can discuss your favorite anime, to express your love for anime and to watch the latest episodes. Come and have fun with your peers.

Website contact email: animeclubBCIT@hotmail.com

Budget Request for New Clubs

More detailed budget/funding section to be covered in your club constitution document. This section should directly align with the constitution document.

Every year, the BCITSA helps our clubs operate by setting aside an amount of money to be distributed amongst our sanctioned clubs. This money is broken up into three accounts for existing/returning clubs, newly sanctioned clubs, and clubs that compete. Every club is eligible to apply for funding, but it is at the discretion of the VP Campus Life and necessary committees to distribute these funds.

Amount Requested: \$ 50

Reasoning: Start up fund for advertising to gain new members

To be used for: Fliers, Posters, and Hand-outs

Refer to BCITSA club funding document for additional funding/budget requirements and general information.

Additional Resources Request: a room with a projector/TV, computer/laptop

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:

To ensure the longevity of our club, we plan to hold club elections to make sure that there are club executives to keep the club running after previous executives have graduated. Hold fundraisers, for example like a spot in the vendor hall of Anime Revolution, or a stand in events like Summer Festival in SFU to make sure there are funds for club activities.

A common way of collecting funds for club operations is to charge a membership fee for new club members. If you plan to charge a membership fee, please state the amount and what this will entitle the clubs members to:

Membership fee (if any): \$ _____

What membership fee entitles member to:

