



**Council Meeting
Monday April 28, 2014
Minutes**

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

Staff: Caroline Gagnon, Director

Councillors:	Mark Niehe	Spencer Oppal
	Akos Sebestyen	Ross Wamboldt
	Laura Stepney	Gilbert Kim
	David Solari	Christine Chen
	Cory Correia	Anya Besharah
	Tessa Chandra	Jin Sandhu
	Ema Baksa	Dominika Pilat
	TJ (Tae Jin) Moon	Jenny Chen
	Wen Shi	Aaron Hufsmith
	Joseph Hou	Jeremiah Tantongco
	Sean Fuoco	Kegan Belina

Absent:	Daniel Yen	Philip Kargut
	Trent Stewart	Adam Moffat
	Emily Pawluk	Albert Jeong
	Lindsey Wingerak	Eirene Cloma

Guest:

18.1. Meeting Called to Order

The Chairperson, Rebecca Davidson, call the meeting to order at 5:45 pm. (30 voting members).

18.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

Moved by: Rebecca Davidson

Seconded by: Ross Wamboldt

30/0/0 Carried

18.3 Approval of the Minutes April 14th, 2014

Be it resolved that the Council Meeting from April 14th, 2014 be accepted as distributed.

Moved by: Rebecca Davidson

Seconded by: Alicia Parayno

30/0/0 Carried

18.4 Guest Speakers:

18.4.1 Mental Health Advocacy Club Proposal

A group of students is proposing to start a student group focusing on mental health named UNMASC. Post-secondary students are stressed and as such, this group would like to foster a community of support for students by students. Other schools such as UBC and SFU have similar student groups. This group of students have already been involved in events such as Speak Up Speak Out. They propose to host events and get students connected to established services. It is not to replace Advocacy or Counselling, but just to provide support to students and guide them in the support direction. See attached proposal.

Questions:

- Do you have workshop already planned? Counselling has already offered to put up workshops for this group, so did other professionals.
- How many students are interested? Approximately 30 students are interested in joining the group.
- How many students would run the club? Approximately 4 students would be elected as executives.
- What is the general purpose of this club? It is to reach out to students, given that some may be more comfortable talking to students. It is a peer guided program.
- How will you train your volunteers to ensure confidentiality? Since the club is at the beginning, they would be working with Advocacy and Counselling to ensure that they would have the right processes and training.
- What level of mental awareness are you looking at? It is not a professional support; it is for students who have a certain level of distress, peers to peers. Another aspect is to educate the community about mental health.
- Have you reached out to professional services? Only counselling services for now.
- What is the future plan for the club? The student presenting still has more 2 years on campus, giving her enough time to create interest.

1 member joins Council meeting (31 voting)

18.5 Progress Reports and Updates: Executives

Progress reports as submitted.

Alicia:

- She invites all Councillors to the next Health Sciences set rep meeting.

18.6 Question Period

- Why did Brad and Mike not submit their report? Because of final exams and the overload of work.

18.7 Councillors' Forum

- There has been a serious incident between a mechanical engineering student and an instructor. Although the issue was resolved, it is important that the incident be recorded through the Advocacy Office. The instructor allegedly threatened the student.
- Study room are being booked for other purposes than school work. What can be done? According to the policy, if the room is not used appropriately, students can contact security and security will be advise the students to leave.

18.8 New Business

18.8.1 Club De-Sanctioning

Motion:

Be it resolved that the Engineers Without Borders become a de-sanctioned as a BCITSA club.

Moved by: Yasamin Alami

Seconded by: Mike Hanson

30/0/1 Carried

Yasamin received an email from the executives of the club stating that there is not enough interest in the club anymore since other students have been joining other engineering clubs.

Questions/Debate:

- What is the process if students would be interested in forming the club again in the future? They would have to go through a sanctioning process.
- Is this the club who competes nationally? No

18.8.2 BCITSA Boat Cruise Event

Motion:

Be it resolved that the BCITSA accept the risk of a \$1500 non-refundable deposit if 200 tickets are not sold by May 14 for the 2014 year-end boat cruise event.

Moved by: Yasamin Alami

Seconded by: Aaron Hufsmith

28/0/0 Carried

Yasamin introduces the different cases for this event. Expenses are the same for the 3 scenario. The \$1500 deposit becomes the loss if the event is being cancelled. There is an incentive for every 10 tickets sold, vendors will receive one free ticket. Two DJ, one DJ being Jay Jung.

Questions/Debate:

- What was the feedback from the survey that was conducted earlier this month? 400 students answered the survey, 90% said that they would be interested.

- How successful was past events been? First one offered by the SA. Others groups have offered them in the past
- What is the date? The event is scheduled for May 23 but it could be moved to May 30 if the weather is not cooperating.
- What are the audio expenses? There will be no additional expenses
- Is the non-refundable deposit included in the budget? Yes.
- Will you reach out to clubs for selling the tickets? Yes.
- What are the transportation options to get to the event? Students have to find their own way there.
- How will you ensure that all the different Schools have access to the event? Through the promotion in the different building.
- Best case scenario, where will the money go to? General revenues.
- Will alcohol be served at this event? Yes, it is a 19+ event.
- Where does the loss of the money will come from? We have the funds to cover the loss.
- Who holds the liquor license for this event? It is all covered by the boat company.
- Boarding is at 5:30pm while departure is at 6:00pm. It is a 3 hour cruise.
- When will tickets be on sales? May 1st or earlier.
- Is the event restricted to BCIT students? It is difficult to exclude other students but the event is not advertised to other schools.

3 members leave Council meeting (28 voting)

18.8.3 Budget Announcement

Brad announces that the 2014/2015 budgets are now available for review. The acceptance of this budget is during the next Council Meeting. There will be an information session where Councillors can ask questions about the budget on Wednesday at 2:30pm in room 305.

1 member leaves Council meeting (27 voting)

18.9 Next Meeting: Monday May 5th, 2014

Next Council Meeting is scheduled for Monday May 5th, in the Council Chamber (SE2).

18.10 Meeting Adjournment

It was moved by Rebecca Davidson and seconded by Yasamin Alami that the meeting be adjourned at 6:31pm. **Carried**



**Council Meeting
Agenda
Monday, April. 28th 2014
5:45-7:30pm**

- 18.1 Meeting called to order
- 18.2 Acceptance of Agenda
- 18.3 Acceptance of the Minutes: April.14th, 2014
- 18.4 Guest Speakers:
 - 18.4.1 Mental Health Advocacy Club Proposal (15min)
- 18.5 Progress Reports and Updates: Executives (5min)
- 18.6 Question Period (5min)
- 18.7 Councillors' Forum (5min)
- 18.8 New Business:
 - 18.8.1 Club De-Sanctioning: Yasamin (10min) – *“Be it resolved that the Engineers without borders become a de-sanctioned as a BCITSA club”*
 - 18.8.2 BCITSA Boat Cruise Event – Yasamin (15min) - *“Be it resolved that the BCITSA accept the risk of a \$1500 non-refundable deposit if XX tickets are not sold by May. XX for the 2014 year-end boat cruise event”*
 - 18.8.3 Budget Announcement: Brad (10min)
- 18.9 Next Meeting: **Monday May 5th , 2014**
 - Council Chambers
 - 5:45pm – 8:00pm
- 18.10 Meeting Adjournment

Name & Position	Priority Objective	Objective Description	Objective Status	Position Update
Rebecca Davidson- President	1	Student Advancement Center	The hiring committee has dissolved and we officially have a new career and student services manager.	Reviewed Caroline's new job description and file with HR specialist, held an extra ordinary executive meeting where Caroline presented to us, attended a managers meeting, had a few meetings with the incoming president and worked on a video together, had a SIF meeting.
	2	Election Changes	Incomplete - drafted new bylaw change suggestions for the new president	
	3	Building relationships with BCIT, including the president and the BOG	Caroline and myself presented the strategic plan to the BCIT BOG on April.8th	
	4	The BCIT Bookstore	BCIT President is aware of the proposal, and BCIT is in discussions with the unions, they hoped to have an answer to us by the end of April, but the discussions are taking a little longer, and our answer will be delayed.	
Brad Johnson- VP of Finance & Admin	1	BCIT Book Store Study		
	2	PT Services		
	3	Copy and Print Analysis		
	4	Club's Credit Card		
Eirene Cloma - VP of Student Affairs	1	More resources/support for female students at BCIT	Complete	Met with Nickie from Registrar's Office on Apr 16 to discuss EdCo student election process. Met with Aboriginal Services on Apr 24 and May 2 to develop terms of reference for Aboriginal Student
	2	Continue BCIT Respect Campaign	Objective removed	

	3	First Nations/Aboriginal presence in SA	In progress	Council and prepare for EdCo presentation. Attended EdCo Exec meeting on April 30. Was interviewed by BCIT Mag on Apr 25.
Yasamin Alami- VP of Campus Life	1	Host final fling around May 30th on 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	Working on a breakeven analysis and bringing a motion to council to approve	Been meeting with Amy to flesh out the documentation and the rules for new events based funding. Held the first marketing committee meeting. Working towards making the year end boat cruise a success.
	2	Launch a mobile app for students which includes key information about locations, specials, events and facility hours.	Still in beta testing	
	3	SA5K rave run [with Alicia] recruit 300 students for a run in March around campus and use funds raised to replenish the emergency food fund	completed/unsuccessful	
	4	Bucket list with SA activities and student life activities	scraped	
	5	Provide a detailed [minimum 12 page] transition document to successor which lists key dates, tips, tricks and contacts to succeed.	completed	
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	Complete	Responded to Upass enquires. Attended executive meeting. Attended Chris Hadfield event.
	2	ABC's take responsibility for working with ABC members to bring forward issues to the province	Complete	
	3	Investigate the possibility of expanding career services and developing a business plan	Complete	
Jay Jung - Chair of Business	1	BCITSA - Year End Boat Party	Working on the logistics and marketing plans of the party	Facilitated a successful monthly set rep meeting. The set reps would like to have a small get together after the next set rep meeting at Rev's
	2	Facilitate inter-disciplinary term projects	N/A	

	3	Unifying the education platforms such as D2L, my.bcit.ca, and share out	Coordinated a focus group meeting with about 20+ attendees. Many instructors and students attended the meeting	Bowling Centre.
	4	Launch a year-end video project for the school of business	Cancelled	
Tariq Shobab- Chair of Energy	1	Facilitate inter-disciplinary term projects	Compiling transition document	Had successful set rep meeting, preparing for final one on first Wednesday of May. Compiling transition package, waiting to train incoming chair.
	2	Establish a system to showcase alumni, give insight to current students about post-graduation	Completed, creating follow-up document	
	3	Improve awareness / involvement in extra-curricular activities - SoE	Completed, creating follow-up document	
Hung Le- Chair of Computing & Academics	1	Review the current innovation challenge and explore the possibility of changing its format or creating a new one with different criteria	complete	Held final set rep meeting ;_;
	2	Explore different possibilities for students from all the schools to meet and collaborate.	no progress	
	3	Successfully host two LAN parties.	complete	
	4	Creating a comprehensive planning package for future LAN party events	in progress	
Alicia Parayno- Chair of Health Science	1	Promote student health and wellness	no new progress	Mostly organizing last health science set rep meeting & social at the moment.
	2	Increase student communication and sense of community within school and between schools	Finalizing last set rep meeting/health science social (Apr 30). Continuing IPE meetings. Invited successor into the meetings to facilitating the transition to carry on the collaboration/inter-professional piece.	
	3	To help increase the presence of health science clubs	no new progress	

Ramiza Rafeeq- Transportation, Construction & Environment	1	Living Lab, find out what it does for students, how to get students involved with it. DONE		Setting up to passing over to Tony Akins, new chair, possibly meeting next week Thursday. Also, getting ready for last set rep meeting for both Burnaby and marine campuses.
	2	Increasing the space of the NE1 stand.		
	3	NE1 parking lot		
	4	Program Evaluation with student input. Have asked set reps to talk to their class about problems with programs		
Albert Jeong- Chair of Downtown Campus	1	DTC facility improvement (lighting, card reader, heating issue and gym)	In Progress	Heating issue came up again in the set rep meeting from the new set reps. DTC is still in the process of fixing the heating system. Individual rooms are currently controlled by main system, which results in varying temperature by rooms due to heat from the computer and the sunlight. Individual room should get their own temperature control. In the past, the SA presentation was missed in the DTC. Hannah and I am doing the best to find the time when the term starts. I told Hannah to be prompt in doing the presentation also in getting set reps at the moment of the presentation.
	2	Making sure SA presentation is done at the first week of the DTC program	In Progress	
Daniel Sumano- Chair of Aerospace Technology Campus	1	Work with SA Marketing Communication Strategist in the creation of an Online Fund Raising Auction.	In progress	Helped organized student volunteering in Chris Hadfield visit to the ATC.
	2	Work with SA Events & Program Manager in creating monthly events at the ATC.	In progress	
	3	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.	No progress made	

Mental Health

BCIT Student Association

BCITSA Club

Application Document

www.bcitsa.ca

u

Created:
11/25/2011

Steps for BCITSA Club Sanctioning

Step 1 Complete the BCITSA Package for applying to be a new club including:

- Club Proposal Form
- General Information
- Membership List
- Club Agreement
- Budget Requests (If Any)/Club Financial Sustainability

Step 2 Submit completed package to the Clubs Coordinator at clubscordinator@bcitsa.ca. This will be reviewed with the VP Campus Life.

Step 3 Next, you will be invited to represent the interests of your club at a Student Council meeting (see steps 3-5). At least one member must represent your club at the Student Council Meeting.

Step 4 After a brief 5 minute presentation about your club and its general operations, the BCITSA Student Council will approve, reject or further question/ request information regarding your club.

Step 5 Next, a vote will take place to sanction your club and once approved you may begin running your clubs operations.

Step 6 You will be contacted by the VP Campus Life or the Clubs Coordinator for a mandatory training session where you will be lead through club By-Laws and Procedures regarding clubs rights and responsibilities of operations. You will also be assisted with creating your Club's Constitution document in which you will operate under.

Step 7 Submit constitution document to VP Campus Life for approval, before receiving any Student Association benefits/funding. This must be submitted within 30 days after sanctioning from council. If not received, the issue will be brought forward to council.

****Please contact the Clubs Coordinator in the U-Connect Office in building SE2 at clubscordinator@bcitsa.ca or 778-331-1328 if you have any questions.**

asmith@bcitsa.ca

Amy

Sanctioning is complete, pending full application process of the above steps is signed off by VP Campus Life.

Club Proposal Form

Please complete the following forms and submit to the Clubs 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: UNMASC Mental Health Advocacy Club

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

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

Club Mandate/Objective:

To raise awareness surrounding mental health issues, decrease stigma surrounding mental health and help-seeking, foster a culture of support and openness, and promote mental wellness.

Outline what you intend to accomplish upon sanctioning:

offer events, activities and workshops that facilitate a non-threatening means of support for students throughout the year, reaching all campuses (including satellites).

Create a network among members of the BCIT Community. Upon sanctioning the group will also work to recruit more members

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

Provide ~~an effective~~^a means of support, Promote mental wellness and work to decrease stigma surrounding mental illness and help seeking. Educate members of the BCIT community about issues surrounding mental health.

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

The UNMASC mental health advocacy club is a student run organization that seeks to raise awareness surrounding mental health issues and decrease stigma surrounding mental health and help seeking. We are here to foster a culture of support and openness and to promote mental well being. UNMASC stands for the values of this club - UNderstanding, Mental well being, All are welcome, Support through Community.

Website Contact Email: twilson84@my.bcit.ca

General Information

The following information will be released in the BCITSA council meeting and meeting minutes. Please ensure that it is suitable for publication. Only club contact information will be published on our website.

Club/Organization Name: UNMASC Mental health advocacy club

Acronym (if applicable): UNderstanding Mental well being All are welcome Support through Community

Contact E-Mail: twilson84@my-bcit.ca Phone Number: (778) 928-0441

EXECUTIVE MEMBERS

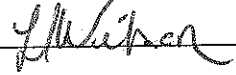
President

Vice President

Name: Teresa Wilson Name: _____

Phone: (778) 928-0441 Phone: _____

E-Mail: twilson84@my-bcit.ca E-Mail: _____

Signature:  Signature: _____

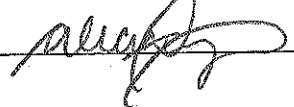
Treasurer

Other Executive: Promotions

Name: _____ Name: Alicia Parayno

Phone: _____ Phone: 778-882-9813

E-Mail: _____ E-Mail: alicia.parayno@gmail.com

Signature: _____ Signature: 

FACULTY ADVISOR (not mandatory, but recommended)

Name: _____ Department: _____ Ext: _____

E-Mail: _____ Signature: _____ Date: _____

FOR OFFICE USE

Date Application Received: _____ Received by: _____

Membership List

Club Name: _____

- ✓ In order to prove there is sufficient interest in starting your new club, this document must be filled out in full.
- ✓ Treat this list as an initial membership of the club. If you have additional members, please add an additional page.
- ✓ Please ensure full names are printed clearly. Otherwise it could delay your application and influence your funding. (This application will not be processed if names are missing or illegible)
- ✓ This Membership List will be kept confidential by the BCITSA upon sanctioning, and will not be included in the meeting minutes.

	Full Name	Signature	Email	BCIT Program	Year of Schooling
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- ✓ Additional membership sheet attached? Yes No
- ✓ Total number of members: 20

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: \$ 200⁰⁰

Reasoning: To promote club events and to open a
chequing account for the club.

To Be Used For: Club events, banking

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

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:

The club will be sustained primarily through fundraising
events. If possible, the club will find and apply for
outside funding. An election for executive members will
be held at the end of each school year.

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): \$ _____

Entitles Member To:

Club Agreement

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 de-sanctioning.

This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs 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 _____

UNMASC Mental Health Advocacy Club

Interest for a BCITSA Mental Health Advocacy Club

Would you like to see a Mental Health Advocacy Club at BCIT? Please fill out the sign up below to indicate your interest for the club and for being a member. Also, if you are interested in being an executive member or helping to form the club, please indicate "YES" in the 3rd column. If you have suggestions for the club's mandate or activities, please comment on the backside.

Name	E-mail	Interested in an exec. position? (Y/N)
teresa Wilson	twilson84@my.bcit.ca	Y
Peter Harris	peterharris7@gmail.com	Y
Thomas Manson	ThomasManson212@gmail.com	✓
Nadine Durig	ndurig@yahoo.com	
Sheesta Mallick	shmalikzade@yahoo.ca	N
Sandra.tereseferas@teath.ca		N.
Amandaxding	axding@gmail.com	N
Amol Thind	a_thind05@hotmail.com	N
Kay Tam	kay.tam428@gmail	N
Kevin Power	kevinpower033@gmail	N
Brittany McCreeshy	bmcCreeshy@my.bcit.ca	N
SIMRET DHILLON	sdhillon109@my.bcit.ca	N
Sarahannah Gularchal	sarahannah@hotmail.com	M.
Dany S. Bhatia	dbhatia1@bcg.bcit.ca	N.
Emily Goodsil	egoodsil@my.bcit.ca	N
Navreet Gill	ngill79@my.bcit.ca	N.
Jasmyjn Nijjar	jnijjar14@my.bcit.ca	N.

