

**Executive Meeting
Agenda
Thursday, September 3rd, 2015
10:00am-11:30am**

- 3.1 Meeting called to order
- 3.2 Acceptance of the Agenda
- 3.3 Acceptance of Minutes: July 20th, 2015
- 3.4 Old Business
 - 3.4.1 Expectations: Dylan
 - 3.4.2 Objectives: Dylan
 - 3.4.3 Orientation & Froshfest: Brad
 - 3.4.4 Set Rep Meetings: Dylan
- 3.5 New Business
 - 3.5.1 Office Hours: Dylan
 - 3.5.2 Elections Proposal: Dylan
 - 3.5.3 Progress Reports: Dylan
 - 3.5.4 BCIT-BCITSA Executive Meetings: Dylan
- 3.6 Question Period
- 3.7 Next Meeting: Monday, September 14th @ 5:30pm
- 3.8 Meeting Adjournment

**Executive Meeting
Thursday, September 3, 2015
Minutes**

Executives: Dylan Smith, President
Bradley Lindsay, VP Campus Life
Heyden Vargas, VP Student Affairs
Nav Bhatti, Computing & Academic Studies Chair
Meghan Fisher, Business Chair
Justin Deddens, Transportation, Construction & the Environment Chair
Shubhi Singh, VP External Affairs
Navin Vidyadharan, ATC Chair
Jamie Haakons, Energy Chair

Staff: Caroline Gagnon, Executive Director

Absent: Josephine McGeer, Health Sciences Chair
Emilio Da Silva, DTC Chair

3.1 Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 10:32am. (9 voting members)

3.2 Acceptance of the Agenda

It was moved that the agenda be accepted as distributed.

Moved by: Justin Deddens

Seconded by: Heyden Vargas

9/0/0 Carried

3.3 Acceptance of Minutes: July 20th, 2015

Be it resolved that the Council Meeting Minutes from July 20th, 2015 be accepted as distributed.

Moved by: Nav Bhatti

Seconded by: Shubhi Singh

9/0/0 Carried

3.4 Old Business

3.4.1 Expectations

In the meeting binder, all Executives have received the expectation document. The Chair goes over the disciplinary actions. It is important for all Executives to communicate issues and hand-out their respective progress report. Hopefully, the procedure will not be, but if it does, then the bylaws will take effect. If the process is not followed by the President then all are responsible to ensure that it would be address with the VP Finance and Administration, since that position manages the actions of the President.

3.4.2 Objectives

All executives have received a link to the objective document. The deadline to submit their objectives is Friday September 11. If they don't have access, contact Justin Bargiacchi.

3.4.3 Orientation & Froshfest

Training sessions for the volunteers are scheduled this week. If anyone is available to assist during Orientation day, please contact Brad directly. Volunteers are needed until 3pm. Volunteer shirts are available at the office. Orientation volunteers will get in for free during the Froshfest event. Reminder that Froshfest is scheduled for September 18.

3.4.4 Set Rep Meetings

All should have connected with their respective staff member (see below). Set rep meetings scheduled in the Council Chamber for September will need to be moved since the room will not be ready until October.

- Miranda Cross - School of Business and the School of Health Sciences
- Amy Smith - School of Construction and School of Computing
- Hannah Bielert - School of Energy
- Chantel Dickson - Satellite Campuses

3.5 New Business

3.5.1 Office Hours

This year, Executives are expected to work 5 hours per week, which 1.5 to 2 of these hours will need to be advertised as public office hours. Availability is to be submitted by Friday, September 11th.

3.5.2 Election Proposal

Changes for the election process are being proposed. These changes were made to clarify and improve existing processes. The document can be found in the meeting binder. The Chair goes over the major points of the proposed procedural changes:

- Election Committee selection and process
- New Selection Committee
- New Appeals committee
- CRO would become an ex-officio member of Council during elections
- Timing of the elections
- Details addressing slates

This document will be presented to Council in October. If approved, then they will be presented at the AGM scheduled for November. These changes would not take affect for the upcoming bi-election as the new process has not been approved. If anyone has comments/questions contact Dylan directly.

3.5.3 Progress Report

The progress report is an open document accessible by all Executives. The new deadline for submission will be on Wednesday at 11:59pm since meeting binders need to be sent to Council on Friday morning to ensure that everyone has 2 business days to read over the document. Keep the report concise and detailed information can be given verbally during the meeting.

3.5.4 BCIT-BCITSA Executive Meetings

There was a discussion about the efficiency of these meetings. These are the proposed changes; having an agenda, taking minutes, change the meeting format to include a quick 10 minutes update non actionable items, remaining of meeting will be structured to discuss approximately 3 discussion points which would tangible actions. Agenda will be submitted to BCIT and BCITSA Executives one week before the scheduled meeting. The BCITSA Executive Director will now attend the meeting and will take minutes.

3.6 Question Period

- Bill Dow has now invited Dylan to sit on the AVP Student Services selection committee.
- BCIT is moving to the next phase of the DNA exercise. They anticipate that the document will be completed in December 2015.

3.7 Next Council Meeting: Thursday, September 14th, 2015

Next Council Meeting is scheduled for Monday, September 14th, 2015 at 5:30pm. Town Square

3.8 Meeting Adjournment

It was moved by Nav Bhatti and seconded by Justin Deddens that the meeting be adjourned.
11:25am **Carried**