

**Council Meeting
Agenda
Monday, September 21st, 2015
5:30pm-8:30pm**

- 5.1 Meeting called to order
- 5.2 Acceptance of the Agenda
- 5.3 Acceptance of Minutes: September 14th, 2015
- 5.4 Guest Speakers
 - 5.4.1 BCFPA Club Presentation
 - 5.4.2 Coding for All Club Presentation
- 5.5 Robert's Rules Training
- 5.6 Old Business
 - 6.6.1 Objectives: All
- 5.7 New Business
 - 5.7.1 Bylaw Committee Selection
 - 5.7.2 Student Space Committee Selection
- 5.8 Question Period
- 5.9 Councillor's Forum
- 5.10 Next Meeting: Monday, October 5th @ 5:30pm
- 5.11 Meeting Adjournment

Council Meeting
Monday, September 21, 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
Josephine McGeer, Health Sciences Chair
Emilio Da Silva, DTC Chair

Staff: Caroline Gagnon, Executive Director

Councillors:

Jessica Ngo	Farid Ahwazi
Matthew May	Henry Lo
John De Vera	Josephine Grant
Dean Tamboline	Marc Vouve
Mikaela Blumke	Morgan Latremouille
Rachelle Peters	Daniel Yen
Michael Hui	Reza Filsoof
Trevor Matthews	Stuart Budd
Justin Guggenheimer	Jessica Kim
Jessica Graham	Princess Valenzuela
Gee En (Angela) Kim	Sarah Thomasen
Shawana Michalek	Jessica Myroon
Minwoo Lee	

Absent: Harleen Bhullar

Guest: Harish Tak – BCFPA
Mikhail Avancena – BCFPA
Nadia Dobrianskaia – Coding for All

5.1 Meeting Called to Order

The Chairperson, Dylan Smith, calls the meeting to order at 5:45pm. (34 voting members, including Chair)

5.2 Acceptance of the Agenda

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

- Move 5.5 Robert's Rules Training after Meeting Adjournment

Moved by: Justin Deddens

Seconded by: Navin Vidyadharan

33/0/0 Carried

5.3 Acceptance of Minutes: September 14th, 2015

Be it resolved that the Council Meeting Minutes from September 14th, 2015 be accepted as distributed.

Navin Vidyadharan will be sitting on the election committee in place of Nav Bhatti.

Moved by: Josephine McGeer

Seconded by: Trevor Matthews

33/0/0 Carried

5.4 Guest Speakers

5.4.1 BCFPA Club Presentation

Students from the Financial Planning program are interested in starting a new student club which focuses on financial planning. Their goal is to create networking opportunities which would provide real life experiences for their members. They would also assist members in the creation of their portfolio, working on companies, sharing valuation, etc. by conducting case studies. With the assistance of faculty, they would bring in external speakers to help build their network. This club would promote the financial planning program to other students who may be interested.

Questions:

- BCIT already has a finance student club. What is the difference between them and this new club? The existing club focuses on Accounting, while the new club would focus on supporting the students get their Financial Planning Certification.
- Is there a parent association for this club? No there is no parent association.
- Clubs should be available to all students. Is this club to open to all students? Once the club starts operating, they would be interested in helping students from other programs with building their financial planning skills.
- Have you talked to the Financial Management Club to see if this club could operate as a sub section of their club? Both groups have different philosophies, so it would not work.
- Who will run the case studies? They will invite professionals as required.
- Is there a cost associated with joining the club? Yes, there will be some cost, which would help finance some of their activities.
- How many students are interested? The full set of second year and all first year Financial Planning students are interested. By focusing on first year student, it will help with the sustainability of the club.
- How many sets does the program have? Only one.

5.4.2 Coding for All Club Presentation

The idea behind the club is to make coding fun for all. The club is there to build a support network for everyone who is interested in coding. It brings people together, while the focus is for women. The idea is also be to bring events to high school girls to show them that coding

could be fun and very supportive. The group would break down some of the learning barriers. For women entering the field, there is no support network available to them. The group would give this to both women and men.

One member joins the meeting (35 voting)

Questions:

- What does the School think about it? They have been very supportive because not many women go in this field.
- What does coding mean? Language or coding? It is a little bit of everything. They will focus on what members are looking for.
- How does it focus on women? Though it is focusing on women to ensure that they stay in the field, it is also open for all students in the first and second term.
- Is this a study group? It is a support network and outreach for young women outside of BCIT to help increase the numbers of women in the field.
- How would it differ from the peer tutoring, was it not accessible? It is a little extra help.
- How do you differentiate a user and a helper? It is both; sometimes the helper becomes the user.
- Is there any difficulties accessing computer labs? Through the School, they have been able to use the labs.
- There is a need to ensure that support is provided ensuring that women are more involved.
- How do you intend to promote this club? Direct emails will be sent to students through the School.
- It appears that the club has two focuses, study group and outreach? Yes. How will the club manage both? It is about asking students who are interested in participating, they can assist with outreach. There is about one outreach event per term.
- How do you assist students in coding? It is about getting through the coding itself.

5.5 Old Business

5.5.1 Objectives: All

In lieu of the progress report, the Executives will present their respective objectives. Councillors will be receiving a copy of the objectives.

Dylan:

- Bring car sharing to BCIT. Car to Go should be on campus shortly while Zip Car will be near residence and Modo near SW1.
- Reform election process
- Strengthen Board processes
- Strengthen the relationship between the BCIT and BCITSA.

Brad:

- Orientation & Froshfest
- Organise year end party
- Work in collaboration with Rec Services to improve service offering

Shubhi:

- Include the PTS to Upass program since BCIT is the only PSI in the lower mainland that does not provide Upass to PTS
- Research the need of trade students, which done in collaboration with Kwantlen and Fraser Valley University.
- Strengthen the relationship with the unions on campus
- Participate on different committees

Nav:

- Working on program review for CST and CSI
- Organize the LAN party in October and the Game Jam in conjunction with the CST club
- Bring a the Canadian Undergraduate CST Conference to BCIT

Heyden:

- Review the water fountains situation and hopefully replace them with water refilling station
- Bring more notification for lab and/or elevator closure
- Work on developing data ensure that services are offered by SA are meeting students' expectations.

Justin:

- Assist with the water fountain situation
- Work with BCIT to improve the recycling program while promoting it to students
- Explore the different way to engage trades students
- Lobby to rename the BTech credential to BArch.

Meghan:

- Strengthen the relationship between external organizations and the School of Business
- Improve the communication between the SOB, the SA and students

Josephine:

- Work with the Lounge Committee to identify more student space on campus
- Improve the inter-professionalism between health care professions
- Review part of the nursing curriculum

Jamie:

- Work on the recycling program
- Promote energy saving through the computer labs
- Rename the School of Energy to Engineering creating an engineering community

Navin:

- Solving the parking pricing issue at ATC
- Improve the recreation services at ATC
- Work to bring Counselling services at ATC, since the introduction of this service at DTC
- Promote health and hygiene at ATC
- Bring better networking between alumni and students

Emilio

- Improve the relationship with the new BCIT staff and SA

- Working with International Students
- Work with the Bylaws committee to recommend changes to the DTC Chair position
- Linking SA Career Services and Tech companies to bring more opportunities at DTC
- Lobby to have the solarium issue fixed

5.6 New Business

5.6.1 Bylaw Committee Selection

This committee will not be in operation until the new VP Finance & Administration is elected.

Motion:

Be it resolved that Matthew May, Marc Vouve, Nav Bhatti and the newly elected VP Finance and Administration join the Bylaw Committee.

Moved by: Meghan Fisher

Seconded by: Nav Bhatti

34/0/0 Carried

5.6.2 Student Space Committee Selection

Motion:

Be it resolved that Justin Deddens, Heyden Vergas, Josephine McGeer, Dean Tamboline, Sarah Thomasen, Stuart Budd, Justin Guggenheimer join the Student Space Committee.

Moved by: Justin Deddens

Seconded by: Meghan Fisher

34/0/0 Carried

5.6.3 Clubs Committee

Motion:

Be it resolved that Bradley Lindsay, Morgan Latremouille, Jessica Graham, Farid Ahwazi, and the newly elected VP Finance & Administration join the Clubs Committee.

Moved by: Dan Yen

Seconded by: Morgan Latremouille

34/0/0 Carried

5.7 Question Period

- All-candidates debate for the Federal Election is schedule next Wednesday.
- The recycling and the energy saving projects are very interesting. Is there any data available to the public? Yes, the data is on the BCIT website. There are enough garbage cans, but not enough recycling bins on campus. There are no organic or recycling bins in classrooms.
- Encourages all councillors to follow BCITSA on social media
- Are there any events for Councillors? There will be an event in October for all councillors.

5.8 Councillors' Forum

- Is there a possibility of the bringing coffee machines in the EhPod? Will investigate.
- Students lose access to Wi-Fi during the summer, when not registered. Is there a way we could advocate if students could maintain their access? Will investigate.
- We should look at ways to improve the photo shot event offered by Career Services. Students had to wait for a long time.

- Are there ways to increase the hours of operation for some of the buildings? Students have to make a request to their respective Dean. The names will be then given to Safety and Security to give the student access to the building.
- Is the SA Facebook moderated? It should be focusing on BCIT topics. It is starting to get out of control.

5.9 Next Council Meeting: Monday, October 5th, 2015

Next Council Meeting is scheduled for Monday, October 5th, 2015 at 5:30pm. Location TBD.

5.10 Meeting Adjournment

It was moved by Nav Bhatti and seconded by Matthew May that the meeting is adjourned.

7:15pm **Carried**

BCIT Student Association

BCITSA Club Application Document

www.bcitsa.ca

Last Amended:
2015-06-02

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 Program Coordinator at clubs@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 Program 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 Program Coordinator in the Uconnect Office in building SE2 at clubs@bcitsa.ca or 778-331-1328 if you have any questions.**

Club Proposal Form

Please complete the following forms and submit to the Clubs Program 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: British Columbia Financial Planning Association

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

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

Club Mandate/Objective:

To connect active financial students with professionals in the financial sector. We work on applying the knowledge you've learned in the classroom to real-life situations (case studies and actual portfolio/financial analysis) as well as career networking opportunities for dedicated students/members.

Outline what you intend to accomplish upon sanctioning:

To help students become interested and engaged in finance which will allow them to develop the necessary skills that will allow them to pursue and ultimately obtain a career in the financial industry.

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

This club will provide students the opportunity to work in a team environment. Students are provided the opportunity to practice financial materials learnt from lectures and apply them to real world scenarios. Students will actively learn how to make and maintain business relationships (networking events).

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

Website Contact Email: _____

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: British Columbia of Financial Planning Association

Acronym (if applicable): BCFPA

Contact E-Mail: harishtak@hotmail.com

Contact Phone Number: 6047812545

EXECUTIVE MEMBERS

President

Name: Harish & Mikhail

Phone: 604 781 2545

E-Mail: harishtak@hotmail.com

Signature: _____

Vice President

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Treasurer

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Other Executive: _____

Name: _____

Phone: _____

E-Mail: _____

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: British Columbia of Financial Activities

- 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	Ranj Hothi	R.H	ranjodh.hothi@gmail.com	FP	2nd
2	Ryan Connolly	R.C	Rconnollyd@gmail.com	FP	2nd
3	Cameron Yee-Chan	C.C	cameron_yeechan@icloud.com	FP	1st
4	Jacky Ly	J.L	Ly_j@live.com	FP	1st
5					
6					
7					
8					
9					
10					

- ✓ Additional membership sheet attached?
- ✓ Total number of members: TBD

Yes No

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: \$ TBD

Reasoning:

To Be Used For

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:

Training first year Financial Planning or Finance students to take-over the executive committee.

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): \$ TBD

Entitles Member To:

Club Agreement

The BCFPA 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 Program 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 BCFPA 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: Harish Tak & Mikhail Avancena

Club Treasurer: TBD

VP Campus Life: _____



Student
Association

enhancing student life

BCIT Student Association

BCITSA Club Application Document

www.bcitsa.ca

Last Amended:
2015-06-02

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Step 2 Submit completed package to the Clubs Program Coordinator at clubs@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 Program 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 Program Coordinator in the Uconnect Office in building SE2 at clubs@bcitsa.ca or 778-331-1328 if you have any questions.**

Club Proposal Form

Please complete the following forms and submit to the Clubs Program 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: Coding for All

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

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

Club Mandate/Objective:

To promote, maintain and increase number of female students attending Computer Programs at BCIT through teaching, mentoring, guiding girls

Outline what you intend to accomplish upon sanctioning:

Build a concrete foundation for the club's future through creating awareness of the club existence and obtain financial support

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

Computer science from a purely number based perspective has a low intake of female students. Some female students have expressed that at times they feel overwhelmed or intimidated being in a very male dominated environment. Our club hopes to change the low intake of women by holding fun coding events for younger girls (elementary and high school.) We will also provide the support to our fellow BCIT students through holding social events. For example on October 23-24 we hope to participate in Richmond's Library's Annual Science Bash and Tech Fair (each year more than 250 families attend.) Also we hope to bring a few speakers in to share their stories in Computer Science.

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

Coding for All! We are a club geared towards making coding fun. We focus on instilling that technology is enjoyable and impressive. Through holding teaching/mentoring events for a younger generation, we will bring perspective students together with current students. These social activities will build confidence to pursue a computer science education.

Website Contact Email: codingforu221e@gmail.com

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: Coding for All

Acronym (if applicable): CFu221E

Contact E-Mail: codingforu221e@gmail.com

Contact Phone Number: 778-968-2656


EXECUTIVE MEMBERS

President

Name: Nadia Dobrianskaia

Phone: 778-968-2656

E-Mail: nadezhdadobrianskaia@gmail.com

Signature: 

Vice President

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

Treasurer

Name: Stuart Budd

Phone: 778-321-7453

E-Mail: stubbudd@gmail.com

Signature: 

Other Executive: _____

Name: _____

Phone: _____

E-Mail: _____

Signature: _____

FACULTY ADVISOR (not mandatory, but recommended)

Name: Mirela Gutica Department: CST Ext: _____

E-Mail: mirela_gutica@bcit.ca Signature: _____ Date: _____

Membership List

Club Name: Coding for All

- ✓ 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	Simran Gill		simran_08@live.ca	CST	2015
2	Trista Huang		trista.huang@outlook.com	CST	2015
3	Hao Fang (Leia)		leiafangbb@gmail.com	CST	2015
4	Eva Yu		eva.yu.yu@gmail.com	CST	2015
5	MAE YEE		mae.cst@hotmail.com	CST	
6	Cynthia Vanginkel		cynthiavg@bcit.ca	Computing Dept.	n/a
7	STEVE ECCLES		steve.eccles@bcit.ca	Comp + Academic Services	n/a
8	ROB NELSON		rneilson@bcit.ca	CST	n/a
9	Becky Zhan		becky.zhan@outlook.com	CST	2015
10	Rosanna Wubs		rosannawubs@gmail.com	CST	2015

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

Membership List

Club Name: Coding for All

- ✓ 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.
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- ✓ 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	Jens Christensen		undergroundrking@gmail.com	CST	2015
2	Leon Ho		leonlai.ho@gmail.com	CST	2015
3	Gerald Becker		ger_0_1@hotmail.com	CST	2015
4	Wilson Carpenter		wilsonkcarpentere@gmail.com	CST	2015
5	Dany Marquez		danymarquez@hotmail.com	CST	2015
6					
7					
8					
9					
10					

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

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.

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Amount Requested: \$ _____

Reasoning:

To Be Used For

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:

Our sustainability plan is to involve first year students in key positions in the club. This will ensure the longevity of this club. One of our mandates will be that there is always a first year student with some sort of authority.

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): \$ 0

Entitles Member To:

n/a

Club Agreement

The Coding for All 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 Program 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 Coding for All 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: _____