

Executive Committee Meeting Agenda  
Monday, June 25<sup>th</sup>, 2018  
5:30pm – 7:30pm

- 1.1 Call to Order
- 1.2 Acceptance of the Agenda
- 1.3 Acceptance of Meeting Minutes: May 7<sup>th</sup>, 2018
- 1.4 Old Business

- 1.4.1 Executive Director's Report

- 1.4.2 Additional Leader's Hall Attendees

*Motion:* Be it resolved that the BCIT Student Association send 3 additional student executives to the Leader's Hall Conference in Niagara Falls from June 17 to June 21. Their participation will be funded from the association's budget at a cost of \$2,000 per person.

- 1.5 New Business
  - 1.5.1 Inclusivity Statement
  - 1.5.2 Executive Outreach – Advertisements
  - 1.5.3 Foundation - Student Fund
  - 1.5.4 Gallivan Conference Report
  - 1.5.5 Leader's Hall Conference Report
  - 1.5.6 Council Meeting Presentation List
  - 1.5.7 Canadian Alliance of Student Associations
  - 1.5.8 Print Shop – Proposal for Cutting Machine

*Suggested motion:* Be it resolved that the BCIT Student Association pre-approve an amount of \$15,000 to purchase a pre-owned paper cutter.

- 1.6 Open Forum
- 1.7 Reminders
  - 1.7.1 Next Executive Committee Meeting: July 23<sup>rd</sup> – 5:30pm, SE2 - 317
- 1.8 Meeting Adjournment

**Executive Committee Meeting  
Monday, June 25<sup>th</sup>, 2018  
Minutes**

- Executives:** Justin Cervantes – Chair, School of Computing & Academic Studies  
Christian Colquhoun – VP External  
Timothy David – President  
Matt Hardwick – Chair, School of Business  
Jordan Holden – VP Campus Life  
Cory Pope – Chair, School of Energy  
Eiryll Sanchez – VP Student Affairs  
Henry Vo – VP Finance & Administration
- Satellite  
Councillors:** Spencer Glodek – Downtown Campus
- Staff:** Caroline Gagnon, Executive Director  
Darla Williscroft, Administrative Coordinator
- Regrets:** Chris Samra – Chair, Schools of Transportation, Construction & the Environment

### 1.1 Meeting Called to Order

The Chairperson, Timothy, calls the meeting to order at 17:45 (8 voting members, including Chair).

### 1.2 Acceptance of the Agenda

**Motion:**

Be it resolved that the agenda be accepted as distributed.

*Moved by: Christian Colquhoun*

*Seconded by: Cory Pope*

**7/0/0 Carried**

### 1.3 Acceptance of the Minutes: 2018-05-07

**Motion:**

Be it resolved that the Council minutes from 2018-05-07 be accepted as distributed.

*Moved by: Jordan Holden*

*Seconded by: Justin Cervantes*

**7/0/0 Carried**

### 1.4 Old Business

#### 1.4.1 Executive Director's Report

- Four senior management positions will have their title changed to Director of their respective departments. In previous years departments were smaller in size. The creation of NE1 and the catering expansion catalyzed this change. Retail has restructured to have Store Managers. The pub will have a new Floor Manager position.
- Sameer has tendered resignation, concluding 2018-06-29. Position was created by council 4 years ago. Previously, VP External was responsible for all of the government relation duties. Will wait to hire until the end of summer. Position is responsible for connecting with students.
- The draft copy of letter of understanding for student hub has been received and will be signed. This Letter clarifies how we will work with BCIT in relation to the hub. It is nonbinding and in it they have agreed to go faster in the process. They are proposing that the hub be placed in the area of the current SE4.

*17:52 councillor joins. Count is 9.*

- There are 8 remaining Internal policies to review throughout the summer. They are to be ready by September for staff implementation.

- Aiming for 2018-06-27 opening of NE1 pop-up store. Menu will be geared to students. The Stand in NE1 is very busy. Equipment quotes are arriving shortly. Renovations are aiming to be completed by the end of September with official opening the first week of October.

#### **1.4.2 Additional Leader's Hall Attendees**

- As previously sent out through email.

**Motion:**

Be it resolved that the BCIT Student Association send 3 additional student executives to the Leader's Hall Conference in Niagara Falls from June 17 to June 21. Their participation will be funded from the Association's budget at a cost of \$2,000 per person.

*Moved by: Timothy David*

*Seconded by: Henry Vo*

**8/0/0 Carried**

**Discussion:**

- Was the trip valuable?
  - Will discuss in item 1.5.5.

#### **1.5 New Business**

##### **1.5.1 Inclusivity Statement**

- Other organizations at post-secondary schools have an inclusivity statement on their websites. This message is from our board to express the inclusive nature of our Association.

**Discussion:**

- Examples from other organizations are fine, but this statement should be written by the Board unless requested to be completed by management. This should be led by the students and not just approved as there will be more ownership to the statement.
- What is the difference between our values statement and this inclusivity statement?
  - This statement is to explicitly state that we are accepting of all kinds of people, rather than what we are here to do. Would like to have this included in our policies. Similar to our goals and guiding statements, we will craft something that comes from us and represents the Association.
- Our values statement already includes "all students".
  - We want to be more explicit.
- Is it the university or student union/associations who have this kind of statement?

- Mostly union/associations.
- Do we not already follow this?
  - We do, but its not explicitly stated.
  - We have internal staff and HR policies which reflect this, but nothing which looks outwards. We follow all hiring practises.

### **1.5.2 Executive Outreach - Advertisements**

- Executives in previous years have not done as much as we could have in advertising. The SA sends out monthly newsletters to students; a lot of students open it, but do not read the emails. Feel like more students would be more engaged with a video rather than text. Ryerson students are highly engaged, and they do videos. Two video examples are provided.
- Idea is to have an Executive spokesperson featured in these videos to get your face out there and message sent out to students.
- First video we would like to do is a welcome video to introduce the Executive team.

### **Discussion:**

- Social media takeovers are also ideal to have at every event, like doing Instagram stories or live to get the word out there.
- For the voting process there was a lack of knowledge of what person does. There is no real substance of why we are doing what we are doing, or what we are spending the money on salaries on. There should be substance behind everything, not just hype.
  - You use these videos to connect with people and let them know why we are doing what we do.
  - Should have Broadcasting students join in to create these videos.
  - We only have one person on staff who can edit the videos, so we should work with students to create them.

### **1.5.3 Foundation – Student Fund**

- Student fund which the SA provides to the Foundation. It has had various names throughout the year, but it is to support students in need. We need to decide how much we would like to
- Financial Aid is responsible for dispensing the fund to students. It is based on need.
- The Foundation presents us with an award for recognition of our contributions; what would we like to be recognized with?
  - A pillar or glass board in SW1 where we could put our Vision and Mission.
  - Every year our Executives should meet with big donors and showcase our board.

**Motion:**

Be it resolved that the BCITSA commit to provide \$30,000 to the Student Association Student Investment (SASI) fund for each of the next 5 consecutive years, starting in the 2017-2018 year.

*Moved by: Eiryll Sanchez*

*Seconded by: Cory Pope*

**Discussion:**

- Is this fund something you apply for?
  - No, you do not apply for this. It is given based on financial need throughout the year.
- When this money is given out, do the students see where it is coming from?
  - Students do know that the SA provides the money.
- Where did the amount of \$30,000 come from?
  - 17 years ago, it was \$25,000. We decided to up it to adjust up for inflation.
- Has there been money leftover at the end of the year?
  - No, they give out every dollar each year.
- Does BCIT have a fund similar to this for students in need?
  - General bursaries. Not a lot of people apply for them.

**Motion:**

Be it resolved that the BCITSA commit to provide \$30,000 to the Student Association Student Investment (SASI) fund for each of the next 5 consecutive years, starting in the 2017-2018 year.

*Moved by: Eiryll Sanchez*

*Seconded by: Cory Pope*

**8/0/0 Carried**

**1.5.4 Gallivan Conference Report**

- Every year, at no cost, we send two delegates to this conference to see where our money is going for our student benefit plan.
- Our 2 year renewal is coming up. They offer online counselling services, which would cost each student on the plan about \$0.20; the first online session is free. Learned that Gallivan has advertising services which we could use to promote things like the U-Pass referendum.

- The top 3 high risks for our students are, based on MyWellness Assessment:
  - Attention deficit hyperactivity disorder: 87% of students were not previously diagnosed with this disorder. Students are claiming symptoms to their doctors to have access to Adderall or similar medications. Other schools do not see this trend.
    - This constitutes the risk of substance abuse.
    - Should we not discuss this with the doctors on campus?
    - Typically, depression is number one and adjustment disorder is second. Normally, anxiety comes in third.
- Monthly home page views are high for our school compared to other schools. We are advertising and students are clicking to access information.

**Discussion:**

- Can we look into the number of claims for abortions? It has been a topic at other schools.
  - It would be listed in the drug claim report.

**1.5.5 Leader's Hall Conference Report**

- Allowed the team to bond together and start off on a good note. By meeting other student executives from across Canada we had opportunity to network and make connections. The breakout sessions allowed for different executive groups to connect. Can see how other student associations are connecting with their student body, and gain insight into how other people in similar roles do their job.
- Session on how to interact with staff was helpful.
- Mental health was a big trend of the conference.

**Discussion:**

- Keynote speaker stood out while talking about vulnerability. Benefit is to meet others in similar roles, bounce ideas off each other, and see differences between schools and associations/unions.
- Put our situation into perspective; we are doing very well.

**1.5.6 Council Meeting Presentation List**

- Last year at Council meetings we had little engagement from external parties. A major issue at council is always parking, followed closely by food services. We should bring in speakers to address these questions. Please bring suggestions forward.

### 1.5.7 Canadian Alliance of Student Associations

- Advocacy group conference, for the federal level of politics. One big issue being discussed is marijuana. This group teaches policy work to student leaders. Have been offered 2 free observer spots for the conference at the University of British Columbia.

#### Discussion:

- Are they providing you these seats to become affiliated with them?
  - More of a trial; we do not need to join.
- Is there a reason why we would not want to be a part of the Canadian Alliance of Student Associations?
  - It has been proposed before. They are at the federal level, but education is at the provincial level. There is a provincial group as well, but we opted out. We have a Government Relations strategist to do the work we want rather than what the group wants.
  - Conference is setting the goals for the Canadian Alliance of Student Associations for the next year. We can see what they have planned and can evaluate.

### 1.5.8 Print Shop – Proposal for Cutting Machine

- Our current capacity to cut is very low. Proposing to purchase a pre-owned cutter to increase our capacity to serve students.

#### Motion:

Be it resolved that the BCIT Student Association pre-approve an amount of \$15,000 to purchase a pre-owned paper cutter.

*Moved by: Jordan Holden*

*Seconded by: Spencer Glodek*

#### Discussion:

- What is the lifespan and value?
  - About 12 years lifespan for us, where we can sell for about \$5,000 afterwards. Our current machine can be sold for about \$3,000.
- Our print shop broke \$120,000 in sales for the first time last year and broke even this year. We have seen an increase in architectural students using our service. BCIT Marketing is using our services as we provide a faster service.
- There is no model selected yet, which is why we are pre-approving the budget for the item. This would have gone through the normal budget approval, but the request came in after budget approval and is above the discretionary amount.



- Looking for the mid-range cutter. In the market this pre-approved price can get us what we are looking for.

**Motion:**

Be it resolved that the BCIT Student Association pre-approve an amount of \$15,000 to purchase a pre-owned paper cutter.

*Moved by: Jordan Holden*

*Seconded by: Spencer Glodek*

**8/0/0            Carried**

**1.6    Open Forum**

- How was the ice cream tasting?
  - Delicious product. Looking to repay the machine in a year.
- Where will this machine be located? How much will the ice cream be sold for?
  - In Stand Central. Not sure on pricing yet.
- When is soft serve ice cream going to be in the store?
  - Will be available by September.
  
- Who is available on 2018-06-27 afternoon for our Geared Up photoshoot?
  
- Student Union Development Summit on 2018-08-17 to 2018-08-20. Would like to send the whole board if you are available for the weekend.

**1.7    Reminders**

**1.7.1**      Next Executive Committee Meeting: 2018-07-23 @ 17:30 in SE2 - 317

**1.8    Meeting Adjournment**

It was moved by Cory Pope and seconded by Jordan Holden that the meeting be adjourned.

**8/0/0            Carried**

The meeting was adjourned at 19:24.