

**Copies To:**

Stephanie Nedoshytko, President  
Robbie Lepp, VP Academic  
Parvin Sedighi, VP External  
Emma Patterson, VP Operations & Finance

Jason Garcia, VP Student Life  
Gwen Bauer, General Manager  
Alan Honey, Governance Advisor (Recording Secretary)  
Samantha Hay, Governance Assistant

1. Call to Order: 9:01am
2. Approval Minutes for: January 24, 2018

**VPA  
Carried**

3. Approval of Agenda

**VPE  
Carried**

TOPIC	DISCUSSION	ACTION/MOTION
1. CASA UEQ Conference	<p>Vpe – contacted by chair of CASA, would like to send myself and her to UEQ conference which is our Quebec partners. CASA would pay for accommodations and the flight, I would require the Friday off to fly there, and per diem. February 23-25. Pres – BFC presentations Vpe – could fly out in the evening and not miss the BFC presentations, and would fly back Sunday afternoon. Pres – if able to make the presentations, that is better; if impossible, that is okay.</p> <p>Action: Vpe to attend CASA UEQ meeting with SAMU covering per diem</p>	<p>Action: VPO to ensure budget is provided to SC prior to BFC presentations</p>
2. Political Engagement	<p>Vpe – hosting a political engagement event, a panel followed by a mixer, topic is on political engagement: how people can get involved and what are some barriers. Goal is up to 5 panelists. Would like to offer honoraria to the speakers. GM suggested we use the EC ____ line - would like \$100 for each speaker. Pres – the amount we have given in the past is usually around \$50, I feel \$100 is a bit high. Vpsl – we have not had a standard on honoraria. We have given out different amounts just depending on the speaker/event. Maybe we need some sort of standardized amount; it is important to compensate people on their work. I do sometimes feel \$50 is too little to provide. Vpe – they are expected to speak at the event and then at the mixer, and presumably they will be doing some prep work before the event which is how I arrived at the amount of \$100. Vpa – we have professional resources come to some of the committees that we have, multiple meetings requiring some</p>	<p><b>MOTION</b></p> <p><b>TO APPROVE UP TO \$500 FROM THE VPE SPECIAL PROJECTS LINE FOR THE PURPOSE OF HONORARIA FOR THE POLITICAL ENGAGEMENT EVENT</b></p> <p><b>VPSL CARRIED</b></p>

		<p>preparation, and we give less than that. I do agree that creating a standard would be good.</p> <p>GA – we pay at least \$100 for trainers to come in</p> <p>Vpe – we are going to try and give the option to elected representatives to donate the money to SAMU Cares as I do feel it is inappropriate for elected officials to be paid.</p> <p>Vpsl – do we need to even offer them an honorarium? If you hand an envelope with some having an honorarium in it and others don't.</p> <p>Vpe – I would still like to keep it up to \$500 because it could be that no elected officials come in which case we have to compensate them all</p>	
3.	Microwaves	<p>Vpsl – SAMU Allard Hall space does have an area for a microwave for students. Students often complain about not enough microwaves. Food services would be required to be in charge of microwaves. We are proposing that we have a micro size students' lounge in our Allard Hall space. We would like to purchase two microwaves, one more for the Students' Lounge, and one for Allard Hall space.</p> <p>GM – we do have a budget line for office equipment.</p> <p>Vpa – we do have an extra microwave that is used for Breakfast Club that we could move out, and just purchase one more.</p> <p>Vpsl – we would like this to be an office agenda meeting when the Vpo meets with John McGrath.</p> <p>Vpo – this would be an informational topic as to how we're alleviating students' concerns.</p> <p>Pres – asking his thoughts on the concerns that students have been having</p> <p>Vpo – added this to my list of things to discuss</p>	<p>Action:</p> <p>Vpa and Gm to pursue microwaves</p>
4.	Signing Authorities	<p>Gm – Events department are held responsible for their own budget, but they can't sign off on anything. I think it's an unnecessary step to require their director to sign off on a contract when they are held accountable by the budget. My recommendation is just on their budget line. We can stop any process before any money leaves.</p> <p>Pres – for me this seems fine for Events. Is it your thought to move with this with other parts of the departments?</p> <p>Gm – It would be the principle that if we approve a budget for the operational units I would like them to be able to engage in carrying out for that budget. We do have the mechanisms to recoup any fraudulent spending.</p> <p>GA – I think this would be a good topic to start at PSC.</p> <p>Pres – if this makes us more efficient and effective and gives the staff the accountability to carry out their position, then this makes sense.</p> <p>Vpsl – feel this is appropriate, and would alleviate some of the issues where signing is required such as the need for signing authority immediately.</p> <p>Vpe – on a principle level this makes sense, trusting that the decisions made are in the best interest.</p> <p>Vpa – do see some potential issues, because if we do sign a contract then we must pay them the amount. There are benefits to both ways, I do feel there is more risk if we go this route, but don't necessarily think it is a high risk.</p> <p>Vpsl – I think the area of contracts does have the highest risk.</p>	

		<p>Pres – my role is not to tell someone that their decision was a good decision, the role is to ensure that it was not a fraudulent transaction. I may not agree on how much money was spent on bringing someone in, I am ensuring that the cheque is going to the artist.</p> <p>Gm – for the most part, we have 15 or 16 individuals with credit cards, so the system is based on people being held accountable to their position and to their responsibilities, and having internal controls that can identify that this is the case before money leaves.</p>	
5.	Outstanding Action Items		
6.	President's Report	<p>EC Shadow Days  LEC Preparation  CAUS Counterparts Conference  Campus Planning Committee meeting  Councilor Days</p>	Action: GM and Pres to brainstorm questions regarding Cannabis legislation
7.	VP Academic's Report	<p>EC Shadow Days  Survey prep for Mental Health of Reading Week  Preparing TVs for advertisement  CAUS Counterparts Conference  Ukraine Conference planning</p>	
8.	VP External's Report	<p>EC Shadow Days  CAUS Counterparts Conference</p>	
9.	VP Operations Report	<p>GM and Director of Finance meeting re: Building  SAMU Staff Session with Kihew Waciston  EC Shadow Days  Met with Dave Buchanan re: MacEwan Bike Collective  CAUS Counterparts Conference</p>	
10.	VP Student Life's Report	<p>Met with Director of Marketing re: Status on marketing items  EC Shadow Days  CAUS Counterparts Conference  Sex Week preparation  Panel Discussion "Let's Talk about Prep Baby"</p>	
11.	GM report & Dashboards	<p>Budget  HR  Travel Advisory Committee  BambooHR  Budget</p>	
12.	Recognition	<p>Pres – I would like to recognize Renee for joining us and observing our meeting.  Vpe – I would like to recognize the Vpo for driving both way for the CAUS Counterparts conference.  Vpsl – I would like to recognize that it is Black History month starting tomorrow. I am very hopeful that we at MacEwan and SAMU better formally recognize Black History Month next year.</p>	

4. Adjournment

Time: 10:35am