



**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
November 24, 2020 @ 3:00pm**

Voting Members:

Sean Waddingham, President
Alycia Stewart, VP Academic
Ruan Bouwer, VP External
Stephanie Ouellette, VP Operations & Finance

Aubrianna Snow, VP Student Life

Resource Officials:

Collin Steffes, General Manager
Alan Honey, Governance Advisor

1. Call to Order: 3:12pm

2. Approval of Agenda:

**VPO/VPSL
CARRIED**

3. Approval of Minutes for: November 4, 2020

**VPSL/VPE
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Feedback form update	Tabled from last meeting. Vpa -	Tabled.
2.	Committee Appointments	<p>GA – spoke to Allan Wesley & Greg Springate – both agreed to return to sit on our committees as the public members.</p> <p>Allan Wesley: https://roam.macewan.ca/islandora/object/person:79 https://ca.linkedin.com/in/allan-wesley-41540136?trk=people-guest_people_search-card</p> <p>Greg Springate: https://www.macewan.ca/academics/programs/bachelor-of-commerce/our-people/ https://ca.linkedin.com/in/gregory-springate-mba-cpa-ca-4535991b</p> <p>GA – we have vacancies on GASC and ASC. Had one nomination for ASC (Annette Kelm) & two nominations (Annette Kelm & Jason Miller) for GASC. Conducted secret ballot vote for the GASC seat, per procedure, and Jason Miller was chosen.</p>	<p>MOTION</p> <p>TO APPOINT ALLAN WESLEY TO THE GOVERNANCE REMUNERATION ADVISORY COMMITTEE AND GREG SPRINGATE TO THE AUDIT COMMITTEE FOR A TERM ENDING OCTOBER 31, 2021</p> <p>VPO/VPA CARRIED</p> <p>MOTION</p> <p>TO APPOINT ANNETTE KELM TO THE AWARDS SUB-COMMITTEE AND JASON MILLER TO THE GRANT ALLOCATION SUB-COMMITTEE FOR A TERM ENDING JUNE 30, 2021</p> <p>VPO/VPA CARRIED</p>

3.	Sub-Committee	<p>Vpsl – provided draft TOR – would like to create this sub-committee now and then send everything to BPC/SC to become more formal.</p> <p>Vpa -</p>	<p>MOTION</p> <p>TO APPROVE THE SEXUAL VIOLENCE STUDENT ADVISORY SUB-COMMITTEE TOR</p> <p>VPSL/VPE CARRIED</p>
4.	Alumni Development's relationship with SAMU	<p>Pres – Alumni Advisory council is something I sit on – is there a need to meet with AD on a more regular basis?</p> <p>GM – inaugural meeting to fact find and see where we might work together.</p>	<p>Action:</p> <p>Pres to set up meeting with GM & Michelle Stevenson</p>
5.	Follow-up meetings from Retreat	<p>Pres – these are things we need to discuss further. What is our priority?</p> <p>Gm – spoke to staff member about enhancing their role with EC/GM/Finance. Will update further. Staff member is enthusiastic to take this on. DiSC assessment follow-up will be booked soon. Would like to hear from EC about what is pressing the most from this list?</p> <p>a) needs brainstorm session.</p> <p>b)</p> <p>c) meeting being booked.</p> <p>d) consultant in progress –</p> <p>e) how would EC like to approach this one?</p> <p>Vpa – b) stands out for me. Be good to better understand our roles and that helps direct for some of these other topics.</p> <p>Pres – b) & e) go together and should be pushed to winter semester. DiSC & strat plan need to be started prior to winter break. a) is also important – don't want to lose what we started at retreat.</p> <p>Gm – do one session for a) but bring in some of our senior staff to help with the discussion. Then they can come back to us with further info.</p> <p>a) Building & Revenue (remember to bring 3-5 comments for each next meeting)</p> <p>b) Common understanding of Governance/Governance Reform – for transition</p> <p>c) DiSC Assessment</p> <p>d) Strategic Planning</p> <p>e) Transition & Succession – transition binders, etc.</p>	<p>Action:</p> <p>Gm to book brainstorming revenue meeting and strat plan meeting.</p>
6.	Follow-up Items/Questions from Retreat	<p>Pres – will send something out to EC for a) looking for endorsement. We all need to have our winter semester planning set and ready to implement.</p> <p>a) Review of SAMU positions on MacEwan-facing advocacy regarding COVID-19 pandemic</p> <p>b) Retreat notes, take-ways, etc. -I have compiled some good notes and will share</p> <p>c) Next steps on Winter Sem planning</p>	<p>Action:</p> <p>Ga to create WORD doc from 'parking lot' items and share with EC.</p> <p>Pres to share advo info with EC for endorsement.</p>

7.	Ponoka Campus	<p>Pres – SAMU Fees. Do we need to match our fees to our services at the campus?</p> <p>Vpo – this should go to BFC for discussion. Will ask Justin to put together more info for them.</p> <p>Gm – Justin has already begun putting together info for BFC. We need to have a comprehensive look at our options before making a decision.</p>	
8.	EC Work updates/chats	<p>Vpa – proposing this because we’ve had so much time away from office recently. Is there an appetite to go back to daily chats?</p> <p>Vpsl – in favour going back to morning chats in some capacity.</p> <p>Vpe – second that comment. Better than work update system we’re trying now.</p> <p>Vpo – need to stick to a specific timeline if we’re going to do it. We can’t go over time.</p> <p>Vpe – if someone has to miss an occasional update, that’s fine. 2-3x per week. Morning preference. T-th or m-w-f?</p> <p>Pres – like Steph’s comment of 2x. M-Th sounds good.</p> <p>Gm – from my experience a M-Th works really well. Remember to be concise. ‘Hill Street Blues’ model on Monday’s.</p> <p>Vpo – Tu-F? Monday we have so many new things in our email to deal with.</p> <p>Vpsl – 8:30am M/Th.</p> <p>Vpe – compromise on T/Th if we need to? M/Th is fine too.</p>	<p>Action: M 8:30am check-ins – beginning next week. Figure out from there whether W or Th moving forward.</p>
9.	Biweekly brainstorms	<p>Vpa – came from retreat – idea to having adding in bi-weekly brainstorm session. The have bi-weekly EC meetings. Thoughts?</p> <p>Pres – interesting in piloting the idea.</p> <p>Vpo – worth trying it.</p> <p>Gm – would provide opportunity to have other staff involved depending on the topic.</p>	<p>Action: Have brainstorm meeting on December 9 in place of regular EC meeting.</p>
10.	Outstanding Action Items		
11.	VP Academic’s Report	<p>Faculty OER survey meeting.</p> <p>AVP students hiring committee meeting.</p> <p>Council on student affairs meeting.</p> <p>GFC exec meeting.</p> <p>CAUS counterparts.</p> <p>FAS Council meeting.\</p> <p>IT meeting.</p> <p>Met with councillor.</p> <p>Winter initiatives with M&C.</p> <p>E-proctoring meeting.</p> <p>SAC work.</p> <p>GFC meeting.</p>	
12.	VP External’s Report	<p>CAS Advo month.</p> <p>CAUS Advo week.</p> <p>CAUS counterparts.</p> <p>Will submit written update as well.</p>	
13.	VP Operations & Finance Report	<p>Meetings: Tuition/MNIF’S meetings Social committee (4 weeks of Christmas) meeting with marketing about food for thought town hall SAMU Intranet events + start up Retreat</p>	

		<p>CAUS Counterparts SC meetings Alberta Health town hall Ponoka U-pass Meeting with Rick</p> <p>Items worked/working on: Payments (CMO/GPFS) + invoices Social committee stuff Death of a student Alumna letter Emails, emails and more emails. Visa statement Social media/marketing requests Working with Linda and Marketing Made the newsletter exam/Christmas tips, tricks and supports Committee thank you letters Updated Bamboo, calendar, doodle polls for meetings</p>	
14.	VP Student Life's Report	<p>collab meeting w Denise from student affairs MNIFs meetings FFAC dean appointment meetings (3? 4? Who knows) Book of the year meeting and reading Councillor interviews Open house Retreat GASC Counterparts Pride planning meetings SC special meeting SVPEC student meeting Webinar run thru SC Finished w the SV stuff Webinar – penny drops Ponoka chat MHFA training SL meeting SGWMG SRP stuff SVPEC RJ reading</p>	
15.	President's Report	<p>Tuition Consultation New Building Sustainability Workshop Dr. Trimbee Installation as 6th President & Vice-Chancellor Council on Student Affairs 1st meeting Retreat Programming (my SC report for Nov goes into more detail on this) Meeting with Andriy Bazelevskyy (brother of Misha) Compiled Agenda for MacEwan Pres/VP's meeting Counterparts Programming CAUS Future/Strategic Planning CAUS AB2030 Meeting CAUS Campaign Discussion Many MLA meetings with CAUS (UCP and NDP) Many MP meetings with CASA (Liberal, NDP, and CPC)</p>	

		Special SC Meeting Regular SC Meeting Met with Sean Gallivan Heartland Challenge/Next Step School Event planning w/ United Way Grant MacEwan University Faculty Association President meeting Tuition Meeting w/ Myrna Student Advisory Committee troubleshooting Alumni Advisory Committee update meeting General Faculties Council Student Refugee Program class enrollment for our incoming student	
16.	GM Report	HR updates. Onboarding with Justin.	
17.	Recognition		

4. Adjournment

VPSL
CARRIED

Time: 4:48pm