



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
April 19, 2023 @ 2:00pm**

**Voting Members:**

Myles Dykes, President  
Stephan Vasquez, VP Academic  
Matt Yanish, VP External  
Larissa Williams, VP Governance & Finance  
Elaine Tran, VP Student Life

**Resource Officials:**

Darryl Kostash, General Manager  
Alan Honey, Governance Advisor

**Recording Secretary:**

Alan Honey, Governance Advisor

1. Call to Order: 2:02pm
2. Approval of Agenda:  
**VPGF/VPE  
CARRIED**
3. Approval of Minutes for: April 5, 2023  
**VPE/VPGF  
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	CAUS Review	Vpgf – for changeover conference we need to have it on record about sending outgoing execs to this conference – didn't plan for it in the upcoming budget. Vpe – believe we should continue to send both incoming and outgoing Pres/Vpe. Gm – if we need to find money for next year I think we can find it. Vpa – believe it's a valuable use	Action: Plan to send both incoming/outgoing execs to CAUS Changeover in the future.
2.	Procedures		<b>MOTION</b>  <b>TO APPROVE THE COMPUTER EQUIPMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b>  <b>VPGF/VPE CARRIED</b>  <b>MOTION</b>  <b>TO APPROVE THE EMPLOYEE REMUNERATION PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b>

			<p><b>VPGF/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE THE FINANCIAL REPORTING PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE</b></p> <p><b>VPGF/VPA CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE THE KEYS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b></p> <p><b>VPGF/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE THE MOBILE PHONES REIMBURSEMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b></p> <p><b>VPGF/VPE CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE THE RECRUITMENT, SELECTION, AND HIRING PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE</b></p> <p><b>VPGF/VPA CARRIED</b></p> <p><b>MOTION</b></p> <p><b>TO APPROVE THE TRAVEL AND ACCOMODATIONS PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB-COMMITTEE</b></p>
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			<b>VPGF/VPE CARRIED</b>  <b>MOTION</b>  <b>TO APPROVE THE VACATION ENTITLEMENT PROCEDURE ON THE RECOMMENDATION OF THE PROCEDURE SUB- COMMITTEE</b>  <b>VPGF/VPA CARRIED</b>
3.	Online Office Hours	Vpgf – approached by M&C to decide if it’s something we want to do going forward. Vpe – good idea that solves an issue that doesn’t exist anymore.	
4.	Elections Filming	Vpgf – for outgoings, scripts have been provided and we’re scheduled to film on May 25 – please mark that in your calendar. Let me know if you have a conflict.	
5.	Period Products	Vpsl - After follow-up and meetings with MacEwan about the cost and maintenance of offering period products on campus, SAMU is empowered to increase access to period products on campus, including within our own building. As such, we would like to request funds from the Maintenance Fund to facilitate the purchase and installation. On a personal note, though I will not see the project to completion (thank you, supply chain demands), I am excited to know that barriers will be removed for students who menstruate.	<b>MOTION</b>  <b>TO APPROVE AN EXPENSE OF UP TO \$5,000.00 FROM THE MAINTENANCE FUND TO PURCHASE AND INSTALL PERIOD PRODUCT DISPENSERS</b>  <b>VPGF/VPE CARRIED</b>
6.	Unbudgeted Expense	Vpgf – due to rising costs and budgeting error we need to approve this budget line to potentially go over.	<b>MOTION</b>  <b>TO APPROVE AN UNBUDGETED EXPENSE OF UP TO \$4000 TO G/L 506000</b>  <b>VPGF/VPA CARRIED</b>
7.	Flex time	Vpgf – do we want to track this via BambooHR? This is an option. Vpe – good idea – one less place for us to have to go to. Pres – support move to BambooHR. Better accountability for us.	
8.	GM Review		<b>MOTION</b>  <b>TO GO IN CAMERA</b>  <b>VPGF/VPE CARRIED</b>  <b>MOTION</b>  <b>TO GO OUT OF CAMERA</b>

			VPA/VPE CARRIED
9.			
10.	EC retreat responsibilities check in (Standing Item)		
11.	EC Priorities (Standing Item)		
12.	Project Updates (Standing Item)	Google Drive: <a href="#">Workplan &amp; Priorities Planning</a> folder	
13.	Outstanding Action Items		
14.	VP Student Life's Report		
15.	President's Report	CAUS board meeting. Touched based with Fund Development. Convocation Advisory Committee meeting update. Retreat prep. GOTV filming. CAUS ED review. Report writing. Met with GM. MacEwan Means Business launch. Student Affairs meeting. PSC meeting. GFC meeting.	
16.	VP Academic's Report	Academic misconduct meetings. Distinguished Researcher Award update. Textbook costs program update. SSJOC meeting. GFC meeting. Work Integrated Learning update. Dean of ConEd update. Teaching and Learning report update.	
17.	VP External's report	CAUS updates. Retreat prep. UEQ conference update. Chamber of Commerce Task Force update.	
18.	VP Governance and Finance's Report	SCOC meeting update. Transition work. Work with incoming. Q3 budget meeting. PSC meeting. Met with Maureen from MacEwan - update provided re. Pantry donation, security stations on campus. SSJOC update.	
19.	General Manager's Report	Staff fatigue update. Director of Security update. Oilers tickets update. Gallivan meeting.	

		Signing wall & Legacy update. Credit card update.	
20.	Recognition		

#### 4. Adjournment

Time: 4:11pm