



**Minutes for the Executive Committee Meeting of the  
Students' Association of MacEwan University  
May 9, 2023 @ 2:00pm**

**Voting Members:**

Gabriel Ambutong, President  
Stephan Vasquez, VP Academic  
Jakob Cardinal, VP External  
Joseph A. La Torre, VP Governance & Finance  
Cierra Jacobs, 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:  
**VPA/VPGF**

Motion to amend the agenda to change Item 5 "Instagram" to "Social Media"

**VPGF/VPSL  
CARRIED**

**CARRIED**

3. Approval of Minutes for May 3, 2023  
**VPSL/VPE  
CARRIED**

TOPIC		DISCUSSION	ACTION/MOTION
1.	Healthy Campus Alberta	Vpsl – provided cost breakdown of HCA attendance.	<b>MOTION</b>  <b>TO APPROVE AN UNBUDGETED EXPENDITURE OF UP TO \$600.00 FROM G/L 525400 FOR VPSL TO ATTEND HEALTHY CAMPUS ALBERTA SUMMIT</b>  <b>VPSL/VPE CARRIED</b>
2.	2022-23 SARG Data	Vpa – propose we formalize a meeting schedule for this group. Students are continuing to show that they need financial support. This group could help us strategize about the growing affordability problems for students. Plan to submit a report at the May 25 EC meeting on this past year's efforts.	Action: Vpa to submit report and draft TOR for May 25 EC meeting re. SARG.

		<p>Vpsl - Alan has already created one; I propose we all sign off and familiarize ourselves with it in case we need to edit in future.</p> <p>Item(s) to potentially add to Norms:</p> <ul style="list-style-type: none"> <li>- follow proper briefing process for team support on issues. Have formal presentation on how to fill out the "Briefing Form" and provide the team with adequate information. Add briefing form to EC folder?</li> <li>- Being on time for events. Based off Media Training arrival time we should set a norm to arrive at events/meetings 5 minutes beforehand to orientate ourselves; especially external events/meetings. Open to other time suggestions.</li> </ul> <p>Briefing Form Vpgf – think form might be a barrier, depending on the topic, to effective meetings. Could use it if needed, but not mandate usage. Vpe – not sure it's something that is needed. Vpa – didn't use this last year, but seem some advantages, although may be a barrier to workflow. Maybe use it for project proposals.</p> <p>Arrival times Vpe – fine with five minutes ahead of time. How do we enforce the expectation. Vpgf – that seems like the right amount of time. Gm – like the direction you're going. Encourage everyone to not talk about events until you're back within our office(s). Pres – have to consider that there may be prior meetings. Vpgf – if there are back-to-back meetings we have to be understanding of that. Vpe – keep open communication within team if something comes up. Vpa – also consider if meetings go over time. Keep team updated.</p> <p>Gm – consider reviewing this again at the end of the summer to ensure it's still working.</p>	
3.	Norms Document		Action: Vpsl to bring Briefing Note idea to next EC meeting.
4.	Financial Reporting to EC	<p>Vpgf - I know there is documentation for the GM giving quarterly reports to EC; however, I would like to get the other member's thoughts on if they'd like a document, or an overview of Department 12 or the whole budget. Gm – suggest having a high-level overview, not the whole budget. We have an Audit Committee that reviews variances, and an external Auditor. Vpsl – we should be notified if we're approaching an issue. Just the important items.</p>	

		Vpe – agree with Gm. Vpa – also speak in favour of that.	
5.	EC Social Media	Vpgf – spoke to Elaine about using social media, with help from Shannon. Should we have a presence and what would it be used for. Vpa – not really any issues that came up for us to respond to on social media. We have other ways of interacting with students. Vpsl – content calendar being created. We would create idea for posts. Shannon would be responsible to posting. Vpe – agree Shannon can be the one enacting the posting plan. Gm – if something needs attention we can deal with it offline. We also have a M&C department that we can use if needed.	
6.	Calendar Permission for EC Supports	Vpsl – we should open up our calendar permissions to EC supports so they know what we're doing when we're busy.	Action: Ensure calendars are shared with all EC supports if the supports want it.
7.	EC Priorities (Standing Item)		To be used once EC Priorities have been decided.
8.	Project Updates (Standing Item)	Google Drive: <a href="#">Workplan &amp; Priorities Planning</a> folder	To be used once EC Projects have been decided.
9.	Outstanding Action Items		
10.	President's Report	Met with Michelle – they want sense of community. Still have to identify what that might look like between SAMU & MacEwan.	
11.	VP Academic's Report	AI update from Teaching and Learning meeting yesterday. Restorative resolutions update.	
12.	VP External's report	State of the City attendance today. CAUS & CASA updates.	
13.	VP Governance and Finance's Report	CRO appointment update. Met with Linda from Gallivan.	
14.	VP Student Life's Report	Sexual Violence Awareness Week planning meeting.	
15.	General Manager's Report	BambooHR update. Fall Fest update. Marketing doing review of their processes.	<b>MOTION</b>  <b>TO GO IN CAMERA</b>  <b>VPA/VPSL CARRIED</b>  <b>MOTION</b>  <b>TO GO OUT OF CAMERA</b>  <b>VPA/VPGF CARRIED</b>

16.	Recognition		
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4. Adjournment  
Time: 3:34pm