

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
July 12, 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: 2:00pm

2. Approval of Agenda:

**VPSL/VPGF
CARRIED**

3. Approval of Minutes for: July 5, 2023

VPGF/VPE

MOTION

TO AMEND PREVIOUSLY ADOPTED MOTION E2023-07-05-3 TO STRIKE 'TO APPROVE THE ADVOCACY OPPORTUNITY AT THE CALGARY STAMPEDE FOR JULY 7&8TH FOR THE VPE TO ADVOCATE ON BEHALF OF THE STUDENTS' TO READ 'TO APPROVE AN EXPENSE OF UP TO \$1150.00 FROM G/L 525300 FOR THE VP EXTERNAL TO TRAVEL TO THE CALGARY STAMPEDE TO TAKE PART IN ADVOCACY OPPORTUNITIES WITH THE COUNCIL OF ALBERTA UNIVERSITY STUDENTS'

**VPGF/VPSL
CARRIED**

CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. Norms Additions: Flex & Office Hour Communication	<p>Vpsl – briefly discussed already in team huddle – thoughts about communication addition to our team norms?</p> <p>- Changes in work hours communicated via Teams & indicated in calendar.</p> <p>Gm – suggest the standard is any time between 8:30am & 5pm – anything before or after those times should be communicated – anything that falls between those times aren't expected to be communicated.</p> <p>Vpsl – also need to communicated flex time if leaving early.</p>	<p>Action: GA to update norms and bring to next EC meeting.</p>

		Pres – use Team Huddle as initial point of contact re. accountability topic, and then escalate if needed. Vpgf – ensure one to one conversations are happening prior to team huddles. Gm – use time sheets if you're unable to trust each other day to day. Also, maybe we need a support to help EC with some of these conversations. Team huddle – if things are getting too heated we should shut item down and bring in appropriate supports.	
2.	HCA Wellness Summit	Vpsl – written conference review provided.	
3.	MCCRF	Vpa – misplaced receipt after meeting with Dean.	MOTION TO APPROVE THE MISSING CREDIT CARD RECEIPT FORM FOR STEPHAN VASQUEZ FOR A PURCHASE IN THE AMOUNT OF \$19.03 DATED JUNE 14, 2023 VPA/VPE CARRIED
4.	Minister's Reception		MOTION TO APPROVE AN EXPENSE OF UP TO \$200.00 FOR VP ACADEMIC TO TRAVEL TO CALGARY FOR THE MINISTER'S RECEPTION ON JULY 20, 2023 VPGF/VPSL CARRIED
5.	2023-2024 EC Workplan		MOTION TO APPROVE THE 2023-2024 EC WORKPLAN VPA/VPSL CARRIED
6.	Project Updates (Standing Item)		
7.	Outstanding Action Items		
8.	VP Governance and Finance's Report	Gallivan meeting update. SIH meeting update.	
9.	VP Student Life's Report	Social media meeting update.	
10.	President's Report		
11.	VP Academic's Report	OER discussion with Library-update provided. Dean meetings update. Student research update.	

		Textbook program update. Academic Integrity Office update. MOTION TO GO IN CAMERA VPA/VPE CARRIED MOTION TO GO OUT OF CAMERA VPA/VPSL CARRIED	
12.	VP External's report	Beaver Hills gathering update. CAUS update.	
13.	General Manager's Report	Building update. Vendor update. SG update. Ponoka update. Credit Card update. NFO.	
14.	Recognition		

4. Adjournment

Time: 3:37pm.

Outstanding Action Items

Item Date	Action Item	Completed? (yes/no)
May 4, 2022	<p><i>Flex</i></p> <p>Continue on with flex for this year and report to Audit Committee quarterly & EC monthly.</p> <p>*Bring to last EC meeting of the month</p>	Ongoing
May 25, 2023	<p><i>SARG</i></p> <p>GA & VPA to edit TOR and bring to EC next week.</p>	Ongoing
May 31, 2023	<p><i>Sharepoint & Onedrive use</i></p> <p>EC to have everything transferred over from Google Drive by end of August.</p>	Ongoing
	<p><i>Signing Norms document</i></p> <p>Add Norms Document review to agenda for last EC meeting in August.</p>	Ongoing