



Minutes

Meeting of the Concurrent Education Students' Association Council

Sunday September 7, 2014

6:00 PM, Dunning 11

Members Present: Elisabeth Beard, Jena Bowden, Abbey Cressman, Liz Ferrell, Shannon Gamoff, Jacob Gardhouse, Morgan Gustas, Jenna Inglese, Gladys Kong, Dante Mottillo, Hannah Ramsay, Jon Reed, Carma Steenkamp, Erin Stewart, Jessalynn Tsang, David Wiercigroch, Danyi Wu

Also Present: Levi Burns, Shannon Cumiskey, Emily Dyson, Cherry Fung, Linnea Kalchos, Breanne Kewin, Joyce Leung, Stephen McPhaden, Melanie Ng, Alex O'Leary, Jaclyn Pearson, Victoria Raguseo, Emily Rowell, Melanie Shaw, Amelia Zhang

Regrets: Emma Finlayson, Charlotte Johnston, Hannah Komlodi, Will Lowry, Kate McNally

1. Adoption of the Agenda

2. Approval of the Minutes

3. Speaker's Business

Jessalynn Tang, Speaker and Chief Electoral Officer

- I was elected as speaker at the meeting on April 6th
- Speaker and CEO were positions that were instated in April
- Presentation on CESA meeting guidelines
 - o Anyone can place items on the agenda but it must be 24 hours before the agenda is made available
 - o Motions must be submitted to Hannah Ramsay (Executive Administrator)
 - o Robert's Rules are available online and all meetings will uphold these rules
 - o Meetings will begin promptly at 6:00pm and end around 9:00pm
 - o When using speaking rights, try to bring a new point to the group rather than repeating others
 - o When addressing others during the meetings try to use their name rather than personal pronouns
 - o When speaking a person must address the speaker rather than the people they are debating with
 - o Attendance will be taken at every meeting – if a person misses more than two meetings they will be summoned before the CESA Exec

Hannah Ramsay, Executive Administrator

- Office hours are starting this week for everyone
- Please try to keep the office when you are in there
- There is a snack list to sign up for meetings

4. President's Report

Abbey Cressman, President

- Welcome back everyone
- Orientation Executive can't be here tonight, so I will giving the Head Teach's report
- Frosh week went really well
- The Executive and the Teaches did a spectacular job
- CESA pizza lunch went really well, thanks to everyone that came out
- There is a new white board in the Con-Ed office, it's basically Bristol board with plastic over it – you cannot use whiteboard markers on it as they will not erase. Please make sure to use Crayola washable markers until we find a different marker
- If you have any ideas for the use of the white board please let us know

5. Vice President's Report

a. Vice President (Internal)

Elisabeth Beard, Vice President (Internal)

- It is important to read the reports before attending CESA meetings
- Weekly emails to me before Friday at 11:59 pm. It is your responsibility to write these not the director of marketing and design
- The buddy picnic went really well this morning, it was good to see so many people out

b. Vice President (External)

Gladys Kong, Vice President (External)

- Attended the TEAC meeting in May, the four semester program will not be affecting students in Concurrent Education currently
- You will be permitted to stay for an extra semester but it is not mandatory
- There is a YouTube video about it or you can talk to me about the breakdown
- There is now a "How to" guide you should have a look at to understand all about B.Ed., CESA, etc.
- Those of you that have 9:30 office hours need to go to the SLC front desk and ask for the CESA key. You will ned your student card to do this
- If the Con-ed office is locked and you need it talk to the Executive
- If you cannot make your assigned office hour email me and I will sort it out

6. Treasurer's Report

David Wiercigroch, Treasurer

- Reimbursements – if you are spending money for your position, if it is a cost you can cover, keep the receipt and you will be reimbursed. You can either scan and email it to me or put it in my mailbox
- Floats – if you take money for an even you will need a float, it’s on the event proposal form. I will need at least two weeks’ notice, if you do not know what sort of float you will need I can help you sort it out
- There is a new iPad to take credit card transactions for merchandise
- Anything related to registration in the office we will now be able to do on the iPad. I will need to know what fields you want on your form as an example “size, name” etc. I will create it for you but I need you to put it on your proposal form.
- There was an increase in student fees so are budget is slightly bigger
- If you think that you need a bigger budget you need to email me within the next week so that I can finalize the budget
- Presentation on the budget for 2014-2015
 - o The goals of the budget is to make sure that money is used responsibly
 - o Most people have access to the P&CC account and it will go under my budget
 - o Budget info for every position
- If anyone has any questions please feel free to email me

7. Senator’s Report

Danyi Wu, Senator

- The term officially started on September 1st
- I’m looking forward to attending the senators meetings
- I have been prepping for my duties in this position with Abbey this summer

8. AMS Representatives’ Report

Dante Mottillo, Representative to the AMS

- My position doesn’t really start until the first AMS meeting which is being held next week
- My plan for the year is to fill the gap of information between the AMS and Con-ed students
- I would like to make sure that everyone is well informed

9. Events Director’s Report

Liz Ferrell, Events Director

- Thank you to everyone that came out to help with the sidewalk sale
- Sign up for intermurals is Tuesday September 9th from 5-9pm
- Pancake breakfast is currently looking for a location. It will be September 14th at 10:30 am
- Workshops have been looked at and students have been polled for the topics that they would like to see covered in workshops
- The Back to School Smoker is Wednesday September 10th at Ale House starting at 7:30.
- The next event will be a coffee house in October

10. Marketing and Design Director's Report

Elisabeth Beard, Vice President (Internal)

- Meeting for B.Ed Spread Committee information session will be held in Douglas 509 on Wednesday September 17th at 7:00 pm. There will be snacks!
- Yearbooks are in and being sold
- The new websites are ready but haven't been launched yet
- Once your event has been approved by your umbrella head there needs to be a marketing proposal form filed out before you start advertising
- I have full control over the Facebook group currently, so if you want to post anything please talk to me
- Do not create a group or event before talking to me first
- There will be two (2) mass orders for jacket bars this year to match jacket sales any leftover bars will be sold throughout the year
- Merchandise is in and is currently being sold – promote it

11. Academic Commissioner's Report

Erin Stewart, Academic Affairs Commissioner

- We had an awesome two events during frosh week
- The CESA pizza lunch went really well
- Please stay tuned for information on peer tutoring
- There is a new event starting called Study Days more information will be available for that soon

12. Equity Commissioner's Report

Jon Reed, Equity Affairs Commissioner

- There have been more bursary applications for Con-ed camp than in previous years
- At the sidewalk sale I worked to connect with other groups so that we will be able to inform Con-ed students about other groups on campus to promote equity within the faculty

13. Year Representatives' Report

a. Second Year Representatives

Jacob Gardhouse and Carma Steenkamp, 2nd year Reps

- The Buddy Picnic went really well this morning
- There were more upper years than buddies, and it was an excellent turnout on both accounts
- A year event has been approved, there will be a Class of '17 reunion potluck in Victoria park on September 13th

b. Third Year Representatives

Jenna Inglese and Shannon Gamoff, 3rd year Reps

- In the midst of planning and advertising a BBQ event

- Have been in touch with a clothing supplier, we are working on more formal wear that would be appropriate during PRAC
- c. Fourth Year Representatives
Elisabeth Beard, Vice President (Internal)
- Pop procedure – the year competition jars are located on top of the fridge
 - Pop will be in the fridge and is \$1 a can
 - Make your own change using the jars
 - Proceeds go to the 4th year Thank-Q gift

14. QCE Report

Morgan Gustas, QCE Chair

- Both keynotes have been booked
- 17 workshops have been booked
- Current fundraiser is the raffle
- EXEC will be attending the TriColour open house September 9th
- Follow QCE on twitter, Facebook, and Instagram
- The logo for this year has been revealed as a light bulb
- The theme for the conference will be revealed on October 17th
- Halloween at the Underground has been booked for Halloween night
- If anyone has contacts that could be good speakers for QCE please contact Jaclyn or myself

15. Head Teach's Report

Hannah Komlodi, Head Teach

Abbey Cresseman standing in for Head Teach

- Frosh week was very successful
- The incoming class got a good sense of the Con-ed love that embodies the faculty
- There was lots of noise from Con-ed
- Thank you to everyone that was involved

16. Question Period

Kong: Is it the entire weekend or only Saturday for Tricolour Festival?

Cressman: I believe it's just Saturday, but I will report back with that.

O'Leary: So does the iPad now take credit card?

Wiercigroch: Yes, I will go over that later in the meeting

Gustas: Would you like our marketing council to go through CESA as well?

Beard: No you are an extension, so you will not have to go through me to advertise.

Cressman: Danny you can contact SSGS

Pearson: Where did the extra money for bursaries come from?

Wiercigroch: Money was reorganized within the budget and we had unused funds.

17. Old Business

a. What's in the name? (1)

Moved by: Liz Ferrell

Seconded by: Gladys Kong

That CESA Council amends the Committees of Council, subsections 5.10.01 (h), the Concurrent Education Students' Association Constitution, as outlined in Appendix: What's in the name?

Ferrell: We hope that this change will attract more people. It will make is easier to liaison between the community and the Association. This was looked at in April as well. It is currently being advertised as COM POM.

Motion to vote: Motion carries

18. New Business

a. Logo my Eggo

Moved by: Elisabeth Beard

Seconded by: Abbey Cressman

That CESA Council amend Articles 1 and 3 and add Appendix: Visual Identity Standards (Logo and Typography) as outlined in Appendix Logo my Eggo.

Beard: We have created a new CESA logo thanks to Amelia. This will allow us to put restrictions and rules in order to help when we use the logo. I based it off the AMS procedure, so ours is quite similar. It is the responsibility of the Marketing and Design Director to make sure that it is being used properly and expanding the CESA brand. Anything CESA related will have the CESA logo: anything that goes through QCE, Frosh week, clothing, and the website. Some items will not have the logo if it not aesthetically pleasing as an example the CESA pens.

Burns: Where does the crest fall in?

Beard: Our crest is for the faculty; our logo is only for CESA. So the crest is for the everyone, and the logo is specifically CESA.

Inglese: For clothing should we be using the logo or the crest?

Beard: You can do your own logo as long as the CESA logo is on there somewhere.

Motion to vote: Motion carries

b. Ipad

Moved by: David Wiercigroch

Seconded by: Abbey Cressman

That CESA Council Council amend Article 7 of the Communications Policy Manual as outlined in Appendix: iPad.

Wiercigroch: This will be a change to the Communications Policy manual to describe how we would like to see the iPad being used. The iPad will be available to everyone; it will be in the office charging for anyone coming in for an office hour. If you want to use it for an event you need to fill out on your event proposal form and also email me. I will email you conformation. If you need to fill out registrations let me know what fields you need for your event so that I can make it on the iPad. If anything were to break while you are renting it you are responsible, that being said there is a warranty on it and a super good case.

Cressman: Motion to amend:

- 7.02.02: iPad shall be housed in the Con-ed office desk
- 7.02.07: redundant, strike out that subsection entirely

Motion to vote: Motion carries

c. The Mothership

Moved by: Elisabeth Beard

Seconded by: Gladys Kong

That CESA Council amend Articles 4, 5, 6, 7 and 8 of the Communications Policy Manual as outlined in Appendix: The Mothership.

Beard: In the spirit of branding we are trying to make advertising as consistent as possible. The primary source for advertising will be on the Con-ed Facebook page. We want to try to keep all information on one page. However year events can be put through year pages

Gardhouse: A period was missed in 5.02.05

Stenkamp: Do year reps need to submit marketing forms?

Beard: If you want the Facebook page for the event you will, but if you want to create your own page you can.

Motion to vote: Motion carries

19. Discussion Period

a. iPad Sales via Square

Wiercigroch: (presentation on how touse sales app on iPad) There is an app to make sales on the iPad. Hold it in portrait form. Click what you want it should appear. You can also clear sales. We so not take debit, but we can take cheque. The square is in the headphone jack and you just swipe the credit card through it. They will need to sign on the iPad, and they will receive a receipt via email. We

can also do refunds, but remember to give them the form of money that they paid in ie. If they gave cash give them back cash.

Ferrell: If you click credit card it gives you the option of typing in the credit card number. Do you still need to do that if you swipe?

Wiercigroch: If you swipe the credit card the number should show up automatically.

Pearson: While we are selling stuff does the discount count for jacket bars and water bottles and also water bottles and clipboards?

Beard: No, just water bottles and clipboards

Reed: If we take cash or cheque where do we put it?

Wiercigroch: There is a cash box in the office that always has a float in it.

Kewin: Where is the square kept?

Wiercigroch: It will be kept on the iPad since that is its primary purpose. If you are taking it out for an event and you do not need the square leave it on the desk.

b. Con-Ed Camp Office Procedure

Beard: Registration starts in the office tomorrow. Anyone that comes in to pay their fees needs to be moved to the paid section. They will get a conformation email. There is a binder in the office; we are not taking registrations without payment. Only take cash or cheque. The money and cheques go in the envelope marked for camp. The money need to be recorded on the front side of the envelope. All cheques need to be made out to Concurrent Student Association and they need to be postdated. They need to be \$75 regardless of whether or not they have a bursary. Registration ends this Friday.

c. Emails!

Cressman: Tomorrow evening there will be an email with a Statement of Understanding in it. You all need to print that off, sign it, and put it in Hannah Ramsay's mailbox. The due date of this will be on the form or in the email. You will also be receiving up-to-date event proposal forms, marketing request forms, a copy of the current budget, and Robert's Rules. Also please make sure to check your emails regularly. If you don't have access to your emails we will help you figure it out. It is in your job description to respond to emails within 24 hours so please try to do this in order to keep communication open.

O'Leary: Athletic Sticks have not had access to the email services in 3 months. IT's have tried to fix it but we are going to Stauffer tomorrow to see what they can do for us. Sorry if we haven't responded to your emails.

Pearson: I received an email in my account that says my storage is almost full. It's a virus so don't open it.

Beard: If you are having trouble with emails please talk to Levi and I. If you are sending emails CC their individual accounts.

Ng: What would the process be to send an email to an entire group?

Ramsay: If you send the email to me I will send it to the entire year.

Gustas: What should I do if I forgot to put something in my report?

Tsang: You can add it to your next report or put it on the Facebook page

20. Adjournment: Meeting adjourned at 7:29 PM