



Agenda

MEETING OF THE CONCURRENT EDUCATION STUDENTS' ASSOCIATION COUNCIL

September 18th 2011

Dunning Hall, Room 11

1. Adoption of the Agenda
2. Adoption of the Minutes from the AGM
3. Speaker's Business
 - Placards
 - Elections Results
 - Weekly Emails
4. President's Report
5. Vice President's Report
 - a. Vice President (Internal)
 - b. Vice President (External)
 - Office procedures and office hours
6. AMS Report
7. Senator's Report
8. Statements by Members
 - Melissa Sit (Treasurer)- regarding the financial procedures for council
9. Question Period
10. New Business
11. Discussion Period
12. Adjournment (vote)



President's Report September 18th 2011

Hello Council!

First, hope you all had an amazing summer! Also, welcome new members of council! In the coming year of change for CESA it will be exciting to have fresh perspective! It was a busy summer here in Kingston for me and I have plenty of things to report about.

Faculty of Education Planning

Over the summer I have been working with the Faculty of Education on their Academic Plan to advocate for undergrads. We have been trying to set up a series of “practical” teaching workshops (ie how to use and integrate SmartBoard’s), develop ways that Con-Ed students can integrate into Education research, and a more detailed, consistent curriculum for PROF courses. If you have any questions or concerns that you would like me to bring to the Faculty specifically just let me know!

Working with ASUS (Arts and Science Undergraduate Society)

I had a meeting with Rico Garcia, the President of ASUS in June. We both want interfaculty relations and communication to improve and will be working towards that this year.

Alumni Dinner – May 27th 2011

Maheen, Kim, Jody and I went to the Faculty of Education Alumni Dinner to introduce our new council to the Faculty and other representatives. It was a great evening and we even got to meet Peter Millikan!

Con-Ed Office

Katie will talk more about the Con-Ed Office and Office Hours. It has a fresh new look this year!

First AMS Meeting

James and I attended our first AMS Assembly Meeting. Fun times was had by all. For those that do not know, the AMS Assembly is where very important discussions concerning all Faculties and University organizations are discussed. James will be talking to you more about this.

PROF Class Reps

We want to try something new this year and that is have PROF Class reps. This is an effort to increase communication to all Con-Ed students, not just ones on Council, and

the ones that always read their emails. The Exec will be talking to your PROF Class teachers to make sure it is okay and if you are a Year rep you will be getting an email shortly about this.

Council Training – Equity and Positive Space

We will be holding ours within the next few weeks. We have Positive Space Training scheduled on October 2nd at 5pm (NOT 7pm). We will have the Council meeting after the training. Maheen and Alyson will talk more to you all about this!

Safe

We have a new safe in the office. Please try not to steal it. Melissa will be talking to you all about how we will be handling money this year, including getting reimbursed for any expenditures you incur from your position.

Last Words

As I said, this will most likely be a year of change for CESA Council. I would like everyone to keep an open mind, be respectful to each other, and follow Suzie's directions when we have these very important discussions.

Cheers!

Alex



Vice President Internal's Report

Hi Council!

Hope everyone's first week went well!

In the past couple of weeks a lot has been going on within the Internal Umbrella!

Thanks to the help of Exec and great volunteers, the Sidewalk Sale and Buddy Picnic were a huge fundraising success! We're still determining the total profits; nevertheless, fundraising is off to a great start! After holding interviews we are really excited for the new Fundraisers and their great ideas for the year! Also, welcome to the new First Year Reps and Athletic Stick!

Frosh Week started off great with everyone's presence at Vic Hall Steps. Thanks to everyone who came out and especially to the Third Year Reps (Molly and Jill) for their post-Steps Breakfast! Great work by Dana and Mike for the very popular and entertaining Buddy Picnic that had around 150 frosh and buddies! Also, the Intramural Sign-up ran smoothly and as a result of the huge sign-ups, Shayne and Emmaline are entering more teams than ever. I'm looking forward for the intramural season to start! The Back-to-School Smoker had a huge turnout! The '15s took the top prize, but thanks to everyone who came out, the significant profits will be put towards formal. Finally, after talking to the rest of the Umbrella throughout the summer, I'm excited to see their great ideas put into action this year. Look out for emails from them regarding future events!

The first ASUS Assembly of the school year will be on Thursday September 22 at 7pm in the McLaughlin Room (in the JDUC). I'll be reporting back to you on the meeting next CESA meeting, but feel free to stop by in-person on Thursday!

CAMP! After a busy week of registration there are 70 people signed-up for camp! I'm looking forward to seeing some of you there and meeting everyone else there! Thanks again for passing on any information I had regarding Camp.

Until Sunday,

Kimberly Howald



Con-Ed Office Procedures

Attendance Requirements

As per the Constitution, all members of CESA Council are required to hold an office hour in the Con-Ed Office once per week during regular classes.

Members are expected to be in the Office at thirty (30) minutes past the hour, and are expected to remain in the Office until at least twenty (20) minutes past the hour.

Members are expected to sign in before every office hour.

Members are expected to arrange for themselves someone to cover their office hour if they cannot attend for legitimate reasons.

The Office Key

The key to the Con-Ed Office is accessed through the JDUC office (main door on the right.) Ask for the CESA key and exchange your student card for the key. At the end of your office hour, return the key to the JDUC Office to retrieve your student card.

The Office Computer

The Office computer is to be used first and foremost for CESA-related business, and secondly for personal use. If a Member not on their office hour needs the use of the computer for CESA-related business, and the Member who is on office hour does not, priority goes to the member requiring use for CESA business.

Members should not download any files to the Desktop. If members need to download or keep files on the Office computer, they should save the file in their position's folder located in My Documents.

Members should exercise caution when using DC++ or other file-sharing software on the computer, but are invited to do so.

Members must not access or download explicit or offensive content on the Office computer.

Computer access is restricted to members of Council and committees of Council.

Responsibilities of Members on Office Hour

Members are expected to be available to assist any member of the Association should they visit the Office for assistance. This includes, but is not limited to, providing general information, accepting registration and payment for events, providing contact information for appropriate members.

Members are reminded that despite the social atmosphere of the Office, it is first and foremost an office, the place of business for the Association and a primary source of information for all members.

Members are responsible for ensuring the Office remains an inviting space for all members of the Association.

Members are responsible for ensuring that the Office, and in particular the Office desk, is tidy before the end of their office hour. Members should not feel compelled to clean up after others, but rather clean up after themselves and ensure others clean up after themselves.

Members are asked to notify the President and Treasurer if certain supplies are getting noticeably low (i.e. pens, paper, envelopes, staples, Post-It's, etc.)

The Office Phone

When answering the telephone, identify CESA by saying "Concurrent Education Students' Association" or "Con-Ed Office" and identify yourself.

If there is a voicemail, indicated by a blinking diamond beside the messages button, check the messages by pressing the messages button. Enter 3685# as the mailbox number and 050930# as the password. This is also written on the phone.

Record messages in the Voice Mail Log underneath the phone, and notify the appropriate member by email or note in their mailbox.

Do not make long distance calls on the CESA telephone, this is incredibly expensive. If you anticipate making long-distance phone calls for CESA-related business, consult with the President and Treasurer to determine the best course of action.

Miscellaneous

Check the mailbox on the door for mail that may have come when the Office was closed. This is only necessary if the door is closed when you arrive at the Office.

See Financial Procedures to review how money is handled in the Office.

Office supplies are for CESA-related use only. Do not take pens from the office. Do not use envelopes for personal use.

Do not use envelopes for scrap paper.



AMS Representative's Report



The first AMS Assembly of the new term occurred on Thursday September 15, 2011. For those of you who do not know the assembly discusses and votes upon issues that affect policies both internal and external to the university. Below is a summary of the actions of the Assembly. If you require more detailed information please contact me. I am more than willing to either meet in person or send you the requested information.

Assembly ratified Adam DiSimine as the Commissioner of the Environment and Sustainability (CES) for the 2011-2012 year.

- Creation of bike store in Mac-Brown is a priority of CES this year.

The AMS Assembly ratified Jocelyne Patenaude-Lavell, Liam Faught, Naomi Mares, Andrew Green, Stephanie O'Mahoney to the positions of Judicial Affairs Deputies for the 2011-2012 year.

The AMS appointed Duncan Peterson and Kelsey Patterson to the Student Life Centre Council .

The AMS Assembly approved the addition of 2 additional AMS members to the existing 2 members of the Queen's Centre Student Working Group (The QCSWG determines the distribution of funds for the completion on the QC).

Assembly ratified the motion to improve the effort to rebrand the student village as the University District under the direction of the Municipal Affairs Commission (MAC).

The AMS assembly approved the Student Maintenance and Resource (SMART) business proposal under the direction of MAC.

AMS assembly ratified the creation of Sustainability Assessment Team to promote sustainability in the AMS as well as the greater Queen's community, to be a resource to clubs at Queen's who plan events and to conduct surveys with the purpose of more sustainable event planning in the future.

The AMS Assembly approved a Youth Mentoring Youth Policy to promote sustainability in the greater Kingston community, by educating schoolchildren. Any member of the AMS can apply to this program, YES YOU FUTURE TEACHER.

The AMS Assembly also discussed the Summer Strategic Plans from AMS Commissioners , upcoming policy revisions and the University Registrar's new registration time outline.

If you want to see the discussions points contact me or Alex and we can send you a copy.

Cheers
James Ahlin
CESA REP to the AMS



Financial Procedures 2011/2012

Budgeting

The Treasurer and the President will table a preliminary proposed budget for the 2011/2012 fiscal year at the first meeting of Council.

Each member of Council must submit to the Treasurer within ten days of the first meeting a completed "Budget Planning Sheet 2011/2012".

The Treasurer and the President will table a final budget for the 2011/2012 fiscal year at the second meeting of Council, based on the recommendations of each member of the Council.

Making Purchases on Behalf of CESA

If you need to spend any of your own money in your capacity as a member of Council and expect to be reimbursed, you must ensure to get the expense pre-approved by the Treasurer and President to ensure that the expenditure is within the budget. To get an expense pre-approved, fill out a Reimbursement Request Form from the red folder in the Con-Ed Office and place it in the yellow "Submitted RRF" folder.

Look for your approved RRF in the green folder entitled "Approved RRF" and if approved, continue with the purchase.

If you do not get your expenditure pre-approved, you may not be reimbursed for some or all of your purchase. If you do not have a receipt for your purchase, you will not be reimbursed.

Following your purchase, attach your receipt to your approved RRF and place it in the folder in the Con-Ed Office entitled "Receipts". You must indicate on the receipt or on an attached piece of paper all items purchased.

Never pay a Queen's department directly and seek reimbursement. Have them bill CESA directly. This will save us money.

P&CC Accounts and Expenditures

If you have access to a CESA P&CC account, you must show your student card at the P&CC front desk to charge the account. The only people who have a CESA P&CC account are: the President, VP Internal, Exec Admin, Treasurer and the B.Ed Spread Editors.

You must take the receipt to the Con-Ed office and put it in the white letter envelope with your position marked on the front. Put this white envelope inside the large yellow "Receipts" folder. Put your name on and it and indicate what was printed. This may be done on the back of the receipt or on an attached piece of paper.

Members of Council who do not have access to a P&CC account should follow normal reimbursement procedures or ask the Executive, Executive Administrator or Treasurer to charge it to the Executive P&CC account.

Cash Policy

If you are running an event that will be earning cash revenue, you must arrange with the Treasurer and/or President to use the cash box.

All cash received at an event must be given to the Treasurer and/or President to be recorded in the accounting system and deposited in the CESA bank account.

Under no circumstances should cash revenue from an event be immediately used to pay an expense for the event. The finances of CESA must be reported as income and expense, not as net profit or loss.

Fundraising

The Fundraisers will raise funds for CESA as a whole, and those funds will be distributed to the appropriate positions as outlined in the budget.

The Fundraisers will not run fundraisers for specific positions, events, or purposes.

Accepting Payments in the Con-Ed Office

Instructions for accepting payments for specific events/items (Formal, clothing etc) will be given prior to each event, but here is the general policy we will try to follow this year:

When receiving cash or cheques in the Con-Ed office, payments must be sealed in an envelope and placed in the safety deposit bag. If it is your office hour, please keep this bag in your sight at all times and ensure the next council member starting their office hour after you knows where it is.

The envelope must have the following information written on the outside:

- Full Name
- Email
- Reason for Payment
- Amount of Payment
- Date and time the payment was received

Encourage those paying in cash to pay the exact amount because it is laborious to arrange a partial refund later, but we will provide partial refunds if people do not have the exact amount.

Ensure all cheques, including those for Conference, are made out to the Concurrent Education Students' Association.

At the end of the day, a member of exec or the treasurer will ensure payments accepted that day are placed in the safe or deposited into the CESA bank account.