



Executive Meeting Minutes 2018

Date: September 17, 2018

Present: Cassidy, Peri, Brad, Isa, Fern

Regrets:

Chair: Tara

Secretary: Celeste

Call to order 2:34 pm.

Tara begins the meeting by recognizing we are on unceded and unsurrendered Mi'kmaq territory. The Mi'kmaq people are hosting us on this land.

Isa motions to approve the agenda. Brad seconds.

Kassidy motions to approve the minutes. Isa seconds.

Signatures:

President

Resource Coordinator

Reports

Brad

- interview prep for mental health resources on campus
- PRC meeting

Fern

- Skills workshop
- food bank help
- meeting with James about facilities with Cassidy

Isa

- Skills workshop
- Senate
- PRC meeting
- met with student about issues

Peri

- food bank
- PRC meeting
- Skills workshop

- Budget review with Tara

Kassidy

- Senate
- food bank help
- emails
- SUNSCAD agendas and schedule
- met with student about issues with Isa
- Skills workshop
- met with James about facilities

General discussion

Parking

- Tara requests \$7 parking refund from meeting at Port campus
- Kassidy motions to approve, Fern seconds, unanimous

Kitchenette update

- official contract from NSCAD received
- only an 8 month contract so next SUNSCAD exec may have to repeat this work
- says only exec (not council etc) can prepare foods
- users (exec) should take food-handlers course annually
- SUNSCAD will not sign contract in its current version
- already spent 3200 on insurance (budget 2500)
- **Kassidy will begin contract changes discussion on slack**

Free Coffee

- Tara asks permission to send Free Coffee contributors copies if not in town
- SUNSCAD already doing this, permission granted

Community Standards/Priorities

- Kassidy would like to develop an understanding of the expectations, working practices, communication standards, etc for the exec as a team
- **paper posted in office for brainstorming and sharing ideas to review later**

Office Hours

- need to update and POST THEM!
- **send Tara your office hour time** (1 hr spent in the SUNSCAD office during class/daytime hours.)

Food Bank

- Kassidy and Fern met with James about food bank facility handling.
- SUNSCAD will come up with a policy. Also requested signage
- need to name the old Food Bank room

Class Talks concerning open SUNSCAD positions

- should get message together as a team
- Kassidy will start a slack channel, CFS provided basic script, can add on to
- **Tara will send reminder about positions via email, will extend deadline**
- exec should bring nomination forms with them to classes

Designer

- SUNSCAD needs to hire new designer for fall semester
- Cassidy motions to put out call for fall semester designer, Peri seconds, unanimous
- we are over budget
- budget for honoraria is 2000, currently at \$420.50 spent on this budget line. 1 food bank help for summer + 2 for fall + 2 for winter + 1 designer for summer + 1 designer for fall + one chief returning officer (external) for winter semester + secretary (hourly based) = estimated \$3500 reach. \$1500 over budget.
- **Kassidy will put call out for designer**

Budget

- \$2785.62 spent on conferences, not including fern's flight issue – budget 4000. CFS NGM in november still upcoming, as well as Circle conference. Will have to prioritize
- orientation budget 3000, spent \$2345.35. Some checks not yet cleared.
- over on insurance 2500 budget, spent \$3211 on insurance
- wages and salaries on track, remember spending will increase with incoming VP external
- honoraria: see “designer.”

Secretary

- Cassidy motions to put call out for secretary. Fern seconds, unanimous
- **Tara will send email template for call out for secretary, Fern will send**

Hunger Action Month

- brainstorming for event, to take place perhaps during food bank delivery hours/day (monday morning)
- **Fern will start a slack thread for brainstorming/discussion process**

Bursaries

- budget of \$3000 for bursaries, can set it up so that SUNSCAD can select applicants
- would like to be as 3rd party as possible, not wanting to favour students exec already knows
- Brad motions to put stipulation on dispensing of bursary towards low income students (not families.) Fern seconds, unanimous
- **Kassidy will start Slack channel.** By next monday write down everything desired in terms of bursary stipulations
- Jim offered to start initiative to provide free menstrual products for students, using money from bursaries
- Jim/James on board with dispensing in bathrooms
- Isa met with Randall, researched dispensers (expensive) – not sure why they are required if the products are free?

\$100 South House

- SH wanted confirmation of compensation for anti-o workshop(s) at Free Coffee
- Isa motions to pay SH \$75 for Free Coffee anti-o workshop. Peri seconds

Extension Cord

- Peri motions to purchase second extension cord for kitchenette: multi-port, ~ meter of reach
- Fern seconds, unanimous.
- **Fern will research cost/brand**

Poster for Election

- Cassidy will make poster for election

- Tara will send details

Courier line in budget

- line created to help bring food to Port campus
- Cassidy has been driving food to Port
- Brad motions for SUNSCAD to pay Cassidy 1 full tank of gas per term as compensation.
- Isa seconds, unanimous

Safe Space

- Talked about topic during Skills. SUNSCAD has offices but no safe space for comfortable and confidential meeting places
- would like to create space in office, or old food bank room, with couch etc.
- Peri suggests using old food bank space as primary safe space, if booked, Peer Mentor room
- peer mentor room already fulfills that function...
- Tara believes the Peer Mentor room belongs to SUNSCAD, and was given to peer mentors
- can SUNSCAD get keys for that space? / it should never be locked except for when in use for counselling.
- should let peer mentors know it should not be locked.

Proposal

- everyone should review proposal for \$5000 from the advancement committee
- review on Slack

Strike by-law committee

- required for SUNSCAD name/title changes, policy changes, etc
- to be struck at next council meeting
- next council meeting will be scheduled for before the end of september
- committee would be useful for general by-law review

Draw for Blender/Coffee Maker

- SUNSCAD needs to do the draw for the blender

Coffee Maker

- Can be used with pods in the kitchenette space, but not the pot (to be kept in office,) as there is mould risk with poor cleanliness/maintenance
- Fern motions to use coffee maker in kitchenette, Peri seconds, unanimous

Love Dumpster

- is being used as ... a dumpster
- Isa suggest SUNSCAD changes the name
- Fern has encountered razors, dirty underwear, etc., requests protective gloves for maintenance work
- new name to be decided by councillors/at council meeting
- Cassidy motions to buy protective gloves, Fern seconds.

Brad motions to go In Camera, Peri seconds.

Isa motions to go out of In Camera, Fern seconds.

Brad motions to adjourn, Cassidy seconds, unanimous.

Meeting adjourned at 3:55 pm.