



Student Union of NSCAD
D250, 5163 Duke Street
Halifax, NS B3J 3J6

May 14, 2021

Executive Meeting Minutes

Present: Laura, Nicole, Hannah, Elizabeth [left meeting at 6:01 pm]

Absent:

Regrets:

Chair: Laura

Secretary: Nicole

Call to order 4:07 PM.

Laura motions to approve the agenda. Hannah seconds.

Laura begins the meeting by recognizing we are situated on unceded and unsurrendered Mi'kmaq territory, which is covered under the Peace and Friendship Treaties since 1725. It is our responsibility to understand our relationship with the land as stewards, arrivants, and settlers.

Signatures:

President

Resource Coordinator

Present

Laura Lima Nishida, She/Her // President // president@sunscad.org

Nicole Maggio, She/Her // VP Academic // academic@sunscad.org

Elizabeth Graham, Anything // VP External // external@sunscad.org

Hannah Craig, She/Her // VP Internal // internal@sunscad.org

AGENDA

- **Approve Previous Minutes**
- **Payroll Items**
- **AON Quote Renewal**
- **Foodbank Update**
- **Instagram**
- **Mazon Canada**
- **Motion to go into Camera**
- **Motion to come out of Camera**
- **Recaps**

Approval of Previous Minutes

- Laura shared the Google Drive document folder for everyone to access the minutes.
- Nicole suggested delaying the approval of minutes until the next meeting.
- Minutes will be Approved next week after all members have had a chance to view them.

Payroll Items

- Everyone confirmed completing the tax forms for Tara.
- Laura will provide the list of pay periods until May 2022.
- Laura reminded everyone that we don't get paid for Council meetings, AGM etc.
- Nicole also explained that "working meetings" are unpaid and are usually 15-30 minutes before the official Executive meeting.
- Laura confirmed that there has been no need to call a working meeting as of yet.

AON Quote Renewal

- Laura motions to approve the quota of \$2184 for AON Insurance coming from the Insurance Budget Line.
 - Liz seconds.
 - No oppositions.

Foodbank Update

- Liz
 - Foodbank training hasn't commenced because Jacey can't get into the Foodbank due to Covid-19 restrictions.
 - The email for hiring Foodbank positions has been sent out.
 - Liz is going to find the best time to get Foodbank running while maintaining Covid guidelines.
 - Can't deliver to anybody like last year. Maybe a SUNSCAD van is a possibility.
 - Giftcards can once again be a possibility.
- Nicole
 - Wanted to confirm that a mass email was sent out because a couple of notices popped up on her email today regarding Foodbank appointments.
 - Nicole will be contacting Liz about taking over Squareshare.
 - Nicole wanted to confirm that FeedNS is aware of NSCAD's closure due to Covid guidelines. Liz confirmed that they are.
- Hannah
 - Will do an Instagram post reminding NSCAD students of the campus closure and the hold on Foodbank.
- Laura
 - A SUNSCAD van will take a huge toll on budget.
 - E-giftcards is something we can do, which saves on postage and student needing campus access.
 - Nicole mentioned that giftcards shouldn't be advertised on the Instagram page, rather encourage students to contact SUNSCAD should they have food needs.
 - Laura will create a shareable Google Doc for Liz to fill out should a student email they have need for a gift card.

Instagram

- Hannah
 - Has been doing Introduction posts - e.g. bio & photo of SUNSCAD Executive.

- Laura
 - Has done some stories on Instagram.
 - Office hours can be Friday's from 6-8pm.
- Hannah
 - Asks for everyone's office hours so we are not logged in and posting on Instagram simultaneously.
- Nicole
 - Concerned that Facebook needed posts as well and she doesn't go on Facebook.
 - Hannah confirmed that Instagram is automatically linked to Facebook.
- Liz
 - Assures everyone that she is on the Discord constantly.

Mazon Canada

- Nicole
 - Tara sent out an email this afternoon regarding two student positions in Toronto for a charitable Jewish organization that does seem legit.
- Hannah
 - Pointed out that Mazon Canada does have a charitable registration number which you can cross reference with the Canada Government website.

Motion to Go in Camera

- Laura motions to go in camera.
 - Hannah seconds.
 - Executive went in camera at 5:07 pm.
- Laura motions to go out of camera.
 - Hannah seconds.
 - Executive went out of camera at 6:16 pm.

Recaps

- Laura
 - Contact International Border Services.
 - Contact the two International students.
 - Contact James Rae re: Smudging ceremonies.
 - Sign the AON Insurance and submit to Tara.
 - Send Bio and Picture to Hannah.
 - Code of Conduct follow-up email.

- Hannah
 - Post a reminder on Instagram re: Foodbank closure and Foodbank positions.
 - Post a reminder on Instagram re: Secretary & Chair positions.
 - Sign cheques.
 - Clear out 770 unread Inbox emails.
 - Send email to all Executive about how to look up charity numbers.

- Nicole
 - Contact Leanne, Joann, & Christina re: Summer Tuition fees.
 - Sort through Google Docs.
 - Figure out SquareShare and contact Liz.
 - Attend the PSC meeting. Edit PSC docs.
 - Attend the UCC meeting. Sort through UCC docs.
 - Send bio and picture to Hannah for Instagram post.
 - Set up Instagram access on both devices.
 - Contact Emily Davidson re: MFA student concerns.

Laura motions to adjourn. Nicole seconds.

Meeting adjourns at 7:03 PM.