



Executive Meeting Minutes

Date: Oct 20 2022

Present: Chris, Beah, Kyla

Regrets: Alexandra,

Absent: Olivia

Chair: Tara

Secretary: Tara

Kyla motions to start the meeting, Beah seconds. Unanimous, motion passed.

Called to order at 9:15pm

Olivia begins the meeting by recognizing we are situated on unceded and unsundered 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.

Agenda: Chris motions to approve the agenda, Beah seconds, unanimous. Motion passed

Minutes: Beah motions to pass last weeks minutes, Kyla seconds, unanimous, motion passed.

Signatures:

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President

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Resource Coordinator

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## **Reports**

### **Beah**

- E-mails
- Booking spaces for birthday bash
- NSCAD Portfolio day
- Planning for supplies for events

### **Kyla**

- E-mails
- Instagram updates
- Edited events posters
- Updated website
- Called 7 Bays to ask why they weren't getting back to us
- Worked on Janga

### **Chris**

- Occupational Health & Safety meeting
- NSCAD Portfolio day
- Counted cash box

## **Feed NS Donation \$**

- Feed NS donated \$2800 to us. Tara spoke to Tonia asking if there was anything they needed to buy for the Food bank or should we just buy grocery cards for students. Tonia liked the idea of the grocery cards and will set up a system for students to fill out a form and get a card so no student will get multiple cards. She will also make a poster for advertising it. SUNSCAD will approve the form before it is finalized. Beah motions to buy grocery cards with the donation, Kyla seconds, unanimous, motion passed

## **Cash Box**

- Chris and Tara met to discuss the cash box and agreed that because there wasn't a full time person in the office in charge of the cash box that we should have a cash box. To many hands can have access to the box with no supervision. In the future if the exec is unable to buy said materials with their own money, they can ask Tara (Resource Coordinator) to purchase the materials and then get reimbursed. Everyone agreed that no more cheques would be given out ahead of time for purchases and that everything needs to be reimbursed. This is for transparency and organization. The money that is currently in the cash box will be spent and not replenished and receipts will be given to Tara.

### **Office Hours:**

- Everyone should choose 2 hours per week to spend in the office
- Tara will ask Olivia which 2 hours she would like to say are her office hours
- Beah will do Fri 2:30-4:30
- Chris will do 1-3
- Kyla will do Wed 10-12

### **Clean Out Offices**

- Everyone agreed to come in on Thur Nov 3 at 9am to reorganize and clean both offices

### **Free Coffee**

- The plan was mid Oct to have a Free Coffee Launch party, then start new Free Coffee Committee
- Discussion occurred on having it as a external committee not run by SUNSCAD. Everyone agreed to have SUNSCAD still run it.
- Kyla can head the committee whiles keeping Beah informed and then if/when Kyla isn't here in the winter term to transfer the running of the committee over to Beah.
- Current Free Coffee: Discussion occurred on how to handle the launch of the current black and white Free Coffee. It was decided to send out a letter/e-mail to everyone who contributed asking for comments and if they wanted one. Wait for 2 weeks and then give out to the student body. Kyla and Beah will take this on.
- Nov 1 is the goal for when the new Free Coffee Committee will start.

Beah motions to adjourn the meeting. Meeting adjourned at 10:12am