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Executive Meeting Minutes

Date: Nov 6, 2023

Present: Alexandra, Chris, Tara, Owen

Regrets: N/A

Absent: N/A

Chair: Owen

Secretary: Tara

Owen calls the meeting to order at 2:07pm

Owen 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.

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

Minutes: Chris motions to move item to old business for next week Alexandra seconds, unanimous. Motion passed

Signatures:

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Exec Member Resource Coordinator

**Reports**

**Alexandra**

* N/A

**Chris**

* N/A

**CRA Issues**

* Alexandra brought up questions on why SUNSCAD now does financial reviews and not audits and when this was decided.
* Tara responds that this was voted on years ago in a AGM as they are less expensive and as we are small we were told we didn’t really need to do an audit
* We are just needing to catch up on the taxes not being done from previous years.
* Both exec asked Tara why this wasn’t taken care of and she assumed that the accountants were just doing this as they had done it in the past. She said that she would be more cognizant on checking this in the future
* Alexandra was concerned and felt that because we are dealing with a CRA issue that we should tread carefully
* Alexandra motions to record this portion of the meeting because we are all involved in this topic and Chris seconds, motion passed.
* Chris and Tara inform Alexandra of the meeting that will be setup with the accountants. All agreed that it would be beneficial to make sure Alexandra will be able to make it to the next meeting with the accountants.
* Chris and Alexandra were unhappy with how Tara reacted to the accountants e-mail and would like Tara to ask SUNSCAD before sending an e-mail of this importance on behalf of SUNSCAD. No motion was made; it was a unanimous request.

**Contract**

* Alexandra would like to have Tara’s contract sent to her for comparison with the SUNSCAD Bylaws. Tara said she would get it to her by the end of the day.

**SUNSCAD Property**

* Would like to discuss keeping the laptop and all equipment in the SUNSCAD office.
* Chris states we should have an asset registry. And is wondering why the Simply accounting program is not on the laptop. Tara explains the situation with her working from home. She was unable to install the updated simply information. She already had the software uploaded but was unable to transfer over the files do to the NSCAD outlook blocking the .CAB files. And the ports she had to work with were all already being used. And then it just wasn’t a priority.
* Alexandra motion to have all the SUNSCAD digital equipment and devices kept in the SUNSCAD office at all times, unless if voted on for events or during extraneous circumstances such as the NSCAD campus being closed/shut down. Chris seconds, unanimous, motion passed.

**Improving Student Interaction**

* Alexandra would like to bring back Free Coffee and will do some research. She asked if the other two have anything on-hand about how it was run, if they could share with her.
* Tara mentioned in the past SUNSCAD would fund $3000 to Free Coffee every year and then set up a committee to get students to help with the design. SUNSCAD usually didn’t have a designer on exec.

**Motions**

* Alexandra motions to put a job call out for a new chair position, Chris seconds, Unanimous, motion passes
* Tara put forward that it would be a good idea to motion to pay $50/poster for the year for designers. Alexandra had some questions to clarify the specifics of the motion’s wording “for the year” and Tara answered.

Chris suggests doing some more research. Maybe speak with Andy on what would be a fair prices and how to pay them equivalently to the effort of their work.

* Alexandra motions to put a job call out for the Food Bank for the Jan 1st winter term. Chris suggests putting this on hold to get a better job description from Tonia, Unanimous.

**Discussion**

Discussion occurred among the execs and Tara regarding the back ups of Simply accounting and making sure we have at least 3 back ups. Alexandra suggested that Tara can look into getting another external hard drive from the school. Tara said it was a good idea and that she will make sure that the lap top simply accounting is able to work. She will reach out to Owen to allow the simply e-mails to be received once again in her e-mail.

* Discussion occurred among the execs and Tara regarding how an investigation needs to occur with regards to the Customer support package that was bought by Tara to save the Simply Accounting information. The discussion revolved around the price and the cause of the shut-down of the program. Tara explained that there were software errors dating back to 2006 because Tara has always closed down the program with the x box at the top right of the screen. Simply accounting finally wouldn’t open the 2024 edition. They (Simply) let her know that she needs to close it by file then exit.

**Announcements**

* N/A

Chris motions to adjourn the meeting, Alexandra seconds. Meeting adjourned at 1:18pm