



Meeting Minutes | Procès verbal

18 APRIL | AVRIL 2018 | 3 - 5:15PM | RGN

MEETING SECRETARY | SECRÉTAIRE DE RENCONTRE

Executive member appointed | Membre de l'exécutif choisi : Michelle Lamont

ATTENDEES | PARTICIPANTS

	Title Titre	Name Nom	Attendance Présence
UNSA Executive Team Équipe exécutive de l'AÉPSI	President Présidente	Sarah Thibert	Present Présente
	VP Finance VP des finances	Michael Dans	Present Présente
	VP Communications VP des communications	Michelle Lamont	Present Présente
	VP Internal VP d'affaires internes	Emily Reynolds	Present Présente
	VP External VP d'affaires externes	Renée Morin	Present Présente
	VP Social VP sociale	Nerija Sungaila	Present Présente
	VP uOttawa Affairs VP d'affaires uOttawa	Zizo Aldaqqaq	Present Présente
	VP Algonquin Affairs VP d'affaires Algonquin	Vacant Libre	N/A
	VP Pembroke Affairs VP d'affaires Pembroke	Peggy Li	Present Présente
	VP Philanthropic VP d'affaires philanthropiques	Rachel Purdy	Present Présente
	VP Equity VP équité	Vacant Libre	N/A
	CNSA Official Delegate Déléguée Officielle de l'AÉIC	Asmaa Mabrouk	Present Présente

ADOPTION OF AGENDA | ADOPTION DE L'ORDRE DU JOUR

EXECUTIVE TEAM UPDATES | MISES À JOUR DE L'ÉQUIPE EXÉCUTIVE

Président | Présidente

- Order of proxy change
 - VP Finance : Brings up the fact that VP Internal is to take over in the case that President needs to be replaced. Internal moved to 2nd in proxy list.
 - Collectively decided that all VP academic positions should be at the same level in the order of proxy.
- Location of summer meetings
 - Decided that they will be held on campus.
- Exec jackets: Julia from safety house (jackets from UNSA 2017-2018)
 - People like the black jacket.
- Exec retreat
 - Potential dates : Week before 101 week.
 - Early week, kit stuffing.
 - Thursday & Friday (29th and 30th of August), retreat.
 - Saturday, start of 101 week.
 - Location : To be determined. Ideally, less than 1h drive.
- Points for UOSU meeting
 - New office : Ask UOSU for the old SFUO office. This would hopefully make us more central and available for students.
 - Main campus office : Definitely needed for 101 week.
 - Financial situation for the year to come. Levys?
 - Question to be asked : How will round tables be working ?
- General Assembly plans
 - Definitely once a year but ideally once a semester.
- Agenda for all meetings
 - We agree with how Sarah is doing it. We like to stay paper free.

VP Finance | VP des finances

- Emails
 - Decision for G Suite over Microsoft Office.
 - Importance of only using Facebook group chat for social purposes.
 - Cheque requests and finance inquiries only to be done through email.
- Website
 - Postponed to after exams.
- Office
 - Shoe matt, broom and cleaning supplies.
 - Possible chore board ?
- Meetings
 - Possibility of each exec member giving an update at each meeting.
- Budget
 - Overview of projected revenue.
 - Overview of projected expenses by position.
 - Explanation of what a levy is.
 - Importance of showing students why we're important. We hope this will make students not opt out of their student fees.
 - Budget and Reimbursement form to be sent out by email.
- Reimbursements
 - Cheques are to be in Michael's slot in the office before the last Monday of the month at noon.

VP Social | VP sociale

- 101 week
 - Coordinator & Guide applications
 - Opening up an application, ensuring that it is equitable and bilingual.
 - Theme
 - Amazing race = Amazing nurse.
- Warm + Fuzzies
 - Build team spirit!
 - Nice notes & compliments!

VP Communications | VP des communications

- Shared drive: Official manual
 - Michelle presented what she has so far.
 - Sections to add?
 - Will be sent out by email once we get our G Suite accounts.
- Meeting minutes
 - New template.
 - Will be sent out for approval by email once we get our G Suite accounts.
- Communication guidelines
 - Document presentation
- MJCGCE Volunteer hours
 - Start keeping track now!
 - Co-curricular record.

OPEN DISCUSSION | DISCUSSION LIBRE

Algonquin and Equity Elections

- Application now, by-election in September.
- Will be lead by President.

Year Reps

- Application sooner in the year, possibly right after 101 week.
- Possibility of office hours for Year Reps.

101 Week Day at Pembroke

- Possibly the last Saturday of 101 Week.

Panda Game Pembroke

- Possibly setting up a bus from Pembroke to Ottawa for Panda game.

Meeting adjourned.