



UNIVERSITY OF BRITISH COLUMBIA STUDENTS' UNION

Executive Meeting Minutes

7th January 2014

@ 11.30 am

Present: Nick Dodds Services Coordinator/Executive Chair
 Shaman McLean Internal Coordinator
 Rocky Kim Financial Coordinator
 Alex Gula External Coordinator
 Bob Drunkemolle General Manager

7.1.1 The Meeting was Called to Order @ 11.33 am

7.1.2 Recognition of Okanagan Peoples' Territory

7.1.3 Speaker's Business

None.

7.1.4 Approval of Agenda

BIRT: The Agenda be approved as presented.

Approved.

7.1.5 Approval of Minutes

BIRT: The minutes of the Executive Meeting of 16th December 2013 be approved as presented.

BIFRT: There will be no further adoption of proxy votes at future Executive Committee meetings.

Moved By: McLean

Seconded By: Gula

Vote: Unanimous

7.1.6 Presentations

Dodds presented a project proposal flowchart and template to be adopted by the Executive Committee (see attached).

There was no vote but the Executive Committee unanimously agreed to undertake this procedure going forward.



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Dodds to make presentation to Board of Directors on 13th January 2014.

Action By: Dodds

7.1.7 Updates

None.

7.1.8 General Orders

None.

7.1.9 New Business

Governance

The following items are to be included in each Executive's Google calendars.

General Elections (inc CRO appointment)

Action By: McLean

Fee Letter – to be approved by Executive Committee before delivery

Action By: Drunkemolle

Board of Directors meetings (collecting information and submitting to meetings, reading the minutes, reading the agenda, participating in the meeting, follow up work).

Action By: All

Appointment of a new Meeting Chair for Board of Directors (Dodds to Chair 13th January 2014 meeting)

Action By: All

Committees (preparing agendas, executing meetings, writing minutes, any follow up work).

Action By: All

Committee Reports

Action By: All

Executive Reports

Action By: All



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Executive Meetings (collecting information and submitting to meetings, reading the minutes, reading the agenda, participating in the meeting ((all other follow up work should be outlined in other projects)).

Action By: All

Transitional Tasks

Action By: All

Monthly meetings with Deborah Buszard (submitting items, prep meeting before, debrief/follow up work)

Action By: All

Current Mandated Projects

The following items require the preparation of a Project Proposal prior to the next meeting.

Conclusion of Food Services Contract

Action By: Kim

Library Space

Action By: Kim

Well Action Group Finalization

Action By: Gula/Dodds

Staff Directives

Action By: McLean/Dodds

Strategic Financial Plan

Action By: Kim/Drunkemolle

Conclusion of Legal File

Action By: Drunkemolle

5 minute recess @ 12.13 pm meeting resumed @ 12.18 pm

Internal Projects/Organizational Projects

The following items require approval by the Board of Directors and then preparation of Project Proposals prior to the next meeting.



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General Manager Evaluation

Action By: Dodds

Executive Evaluations

Action By: Not Required

Induction Program for new staff

Action By: Drunkemolle

First Week Program

Action By: Tabled

CFS Plan

Action By: McLean

Internal Communication Synchronization. McLean to undertake all social media and internal e-mails to the Board of Directors.

Action By: McLean

Executive Office Hours to be sent to EA

Action By: All

Bi-Weekly Phoenix Pages (articles to be sent in advance)

Action By: Dodds

Student Surveys/Engagement – Info tabling twice per month:

Townhall

Action By: McLean

Infotables

Action By: Dodds

Social Media

Action By: McLean

General Manager Projects

UNC2 – Space, Offices & Businesses

Action By: Drunkemolle

Green Bean Menu

Action By: Drunkemolle



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Summer Projects – new offices, repairs to The Well, improvements to plumbing in the Green Bean and Koi Sushi

Action By: Drunkemolle

Other

The following items are required to go to the Board of Directors for approval then Project Proposals prepared prior to next meeting.

Ratification of The Phoenix Staff Honoraria/Salary

Action By: Drunkemolle

Part Time Union Employee Scheduling

Action By: Drunkemolle

Karma Bowl Expansion

Action By: Gula

Olympics – supporting athletics

Action By: Gula

Waste Audit

Action By: Gula

Board of Directors Retreat Booking

Action By: Kim

7.1.10 Discussion & Announcements

None.

7.1.11 Meeting Adjourned @ 1.33 pm

Moved By: Shaman

Seconded By: Gula

Vote: Unanimous