

SIASST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL - MEETING MINUTES
Tuesday May 11, 2010
Via Teleconference

PRESENT: Jeanette Murphy, Patricia Albert, Adrian Knievel, Josh Poetker, Laura Hopper, Tara Pejski, Joel McFarlane (By Proxy), Carol Tetreault (Staff), Sheila Finlayson (Staff)

1. Call to Order

Tara called the meeting to order at 4:38 p.m.

2. Adoption of Agenda

MOVED by Jeanette, SECONDED by Josh to accept the Agenda as presented. CARRIED.

3. Adoption of Meeting Minutes – March 30, 2010

MOVED by Jeanette, SECONDED by Adrian to accept the March 30, 2010 Meeting Minutes as presented. CARRIED.

4. VP Reports

MOVED by Jeanette, SECONDED by Laura to accept the VP Reports as presented. CARRIED.

5. Old Business

5.1. GOV – 8 Executive Remuneration Policy Amendments

MOVED by Jeanette, SECONDED by Laura to accept the Executive Remuneration Policy as amended. CARRIED.

5.2. Saskatoon Chamber of Commerce Fees

The non-profit membership fee for the Saskatoon Chamber of Commerce is \$183.75. Tara will review and summarize the benefit of becoming a member.

ACTION: Tara

5.3. Reserve Funds Policy

Deferred.

ACTION: Jaelyn & Carol

5.4. President's Salary Allocation Draft

Complete.

5.5. Clubs' Program Information in Scanner

Complete.

5.6. SIASST Programs – Raising Funds as Course Curriculum

Deferred.

ACTION: Jaelyn & Jeanette

5.7. Election Campaigns Policy – ELEC-3 Amendment

MOVED by Jeanette, SECONDED by Laura to accept the ELEC-3 – Election Campaign Policy as amended. CARRIED.

6. New Business

6.1. Development of Committee Representatives' Listing

Deferred.

6.2. Destruction of Spring 2010 Election Ballots

MOVED by Josh, SECONDED by Adrian to destroy the Spring 2010 Election Ballots. CARRIED.

6.3. SA Fees

Deferred.

6.4. Financial Report – Third Quarter

MOVED by Jeanette, SECONDED by Laura to accept the Financial Reports – Third Quarter as presented. CARRIED.

6.5. Signing of the Oath of Office

The Oath of Office has been signed by all members excluding Adrian who will sign it in June.

ACTION: Adrian

7. Announcements

None.

8. Next Meeting

To be determined.

9. Adjournment

MOVED by Jeanette, SECONDED by Patricia to adjourn the meeting at 4:56 p.m. CARRIED.

**SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND
CAMPUSES INC.
GENERAL COUNCIL MEETING MINUTES
Saturday, January 23, 2010
Room F211, Woodland Campus, Prince Albert, SK**

Present: Jeanette Murphy, Sharon Henderson, Collin Holderness, Tara Pejski, Jaelyn Willness, Clinton Ekdahl, Jeffrey Harder, Brendan Carroll, Joel McFarlane, Laura Hopper, Daniel Lam and Carol Tetreault

Regrets: Sheila Finlayson

1. Subject: Call to Order
Jeanette called the meeting to order at 11:04 p.m.

2. Subject: Agenda
MOVED by Tara, SECONDED by Jaelyn to accept the agenda as amended.
CARRIED.

3. Subject: Meeting Minutes
MOVED by Tara, SECONDED by Collin to accept the October 18, 2009 and December 17, 2009 General Council Meeting Minutes as presented. CARRIED.

4. Subject: Executive Councils' Report
MOVED by Jaelyn, SECONDED by Collin to accept the Executive Councils' Reports as presented. CARRIED.

5. Subject: Campus Council Reports
MOVED by Jaelyn, SECONDED by Sharon to accept the Kelsey and Woodland Campuses Councils' Reports as presented. CARRIED.

6. Subject: Old Business
6.1 Executive Remuneration Policy Draft
Refer to December 17, 2009 General Council Meeting Minutes.

6.2 Saskatoon Chamber of Commerce Fees
Deferred.

ACTION: Sheila

6.3 Reserve Funds Policy
Deferred.

ACTION: Jaelyn & Carol

6.4 E-Voting Policy
Members agreed that the SA Bylaws contain the appropriate guidelines for this procedure and as such believe that a separate policy is not warranted at this time.

6.5 Committee Terms of Reference

Chairpersons reported that their Committee's Terms of Reference have been reviewed. New Council members will be asked to volunteer for the various committees this afternoon at which time Committee orientations will take place.

6.6 Allowable Entertainment Expenses Research

Members determined that our present policies cover allowable expenses. It was further noted that any breach of policy would result in the loss of privileges.

6.7 Revisions - Director of Students Affairs & Director of Student Life Job Descriptions

Done.

7. Subject: New Business

7.1 Resignation – Jon Elder

Jaelyn informed members that Jon Elder, President SIAST SA Kelsey & Woodland Campuses Inc. has resigned his position due to personal and academic obligations. Members discussed the distribution of the President's job duties. As our Elections are slated for March, members agreed that duties be divided between the Executive Council for the remainder of the term.

The allocation of the President's salary was brought forward at this time and Jaelyn, Jeanette and Tara removed themselves from the meeting due to a possible conflict of interest. General Council members lent their support to Executive Council members by offering to take on additional campus job functions. Members discussed options of payment for the extra work incurred by the Executive Council members. Carol will develop a draft for members to review.

ACTION: Carol

Jaelyn asked all new Council members to review the Bylaws and Policies as they relate to the specific academic requirements of Council members. If assistance is needed in interpreting the Bylaws and Policies, members are asked to contact their respective VP Campus.

Periodically, generally at the end of each semester, members' academic standings will be gathered and submitted to the Internal Policy Committee for verification.

7.2 Clubs & Societies Fundraising Events

MOVED by Jaelyn, SECONDED by Collin that CLUBS-5 Clubs and Societies Fundraising Events Policy be accepted as presented. CARRIED.

Members suggested providing an outline of the Clubs' Program to the student body. Jaelyn will submit an article for publication in the *Scanner*.

ACTION: Jaelyn

It was suggested that providing sample forms and "how to fill out" information would also be useful. It was noted that each campus has SA staff members trained in completing this documentation and are available to assist any Club who is in need of assistance.

Members discussed the authority of SIAST programs to include the raising of funds as part of course curriculum ie) Corrections, Rec & Tourism, HRS, IRM, etc. Jeanette and Jaelyn to further investigate.

ACTION: Jeanette & Jaelyn

7.3 Conflict of Interest Amendment

MOVED by Jaelyn, SECONDED by Collin that the GOV-5 Conflict of Interest Policy be accepted as amended. CARRIED.

Clarification was reviewed regarding the definition of an SA employee and an SA operation. If an Executive member is hired for an SA operation by a non-SA staff member, this Policy would not apply.

7.4 Financial Quarterly Report

MOVED by Jaelyn, SECONDED by Collin that the Financial Quarterly Report – 2nd Quarter ending December 31, 2009 be accepted as presented. CARRIED.

8. Subject: Announcements

8.1 Policy Amendment

Jeff indicated that the Election Campaigns Policy – ELEC-3 Section 1b should be amended to read more clear. Jaelyn will review and forward recommended changes.

ACTION: Jaelyn

8.2 Elections

Jaelyn announced that dates for the upcoming Election would be set at this afternoon's meeting. Jaelyn encouraged members to consider allowing their names to stand for the various positions and/or encourage other students to become involved.

8.3 Locker Rental Program

Clinton inquired as to whether or not instructors can gain access to a student's locker on demand. This program is partnered with the Campus Director's Office: the campus owns the lockers and locks while the SA administers locker usage to the student body. It was noted that gaining access to a student's locker can only be granted by the respective Campus Director.

8.4 Retreat Orientation

The Orientation is scheduled for April 30, May 1 & 2nd at Hannin Creek Kelsey Camp, Candle Lake.

9. Subject: Next Meeting

The next General Council Meeting will be held at the Retreat Weekend – April 30, May 1 & 2, 2010.

10. Subject: Adjournment

MOVED by Tara, SECONDED by Jaelyn to adjourn the meeting at 12:54 p.m. CARRIED.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL - MEETING MINUTES
Sunday October 18, 2009
Room 150 - SIAST Kelsey Campus

PRESENT: Jon Elder, Jaelyn Willness, Sharon Henderson, Jeanette Murphy, Tara Pejski, Heinrich Malan, Ben Paskaruk, Chrisandra Simonson, Collin Holderness, Joel Williams, Carol Tetreault (Staff), Sheila Finlayson (Staff)

1. Call to Order

Jon called the meeting to order at 9:39a.m.

2. Adoption of Agenda

MOVED by Jaelyn, SECONDED by Chrisandra to accept the Agenda as presented. CARRIED.

3. Adoption of Meeting Minutes – April 26, 2009 & September 3, 2009

MOVED by Jaelyn, SECONDED by Ben to accept the April 26, 2009 and September 3, 2009 Meeting Minutes as presented. CARRIED.

4. Old Business

4.1 Executive Honorarium Policy Draft (Jon)

MOVED by Jeanette, SECONDED by Jaelyn to accept the Director Honorarium Policy as presented. CARRIED.

4.2 Executive Remuneration Policy Draft (Jon)

MOVED by Jaelyn, SECONDED by Collin to accept the Executive Remuneration Policy be accepted as presented.

Jon opened the floor for discussion. There is a general consensus among Council Members that this motion should be tabled until such time that the required office hours is determined for each position to ensure that the salaries reflect any such changes.

MOVED by Jaelyn, SECONDED by Ben to table the motion to accept the Executive Remuneration Policy as presented until after the AGM. CARRIED.

ACTION: Council

5. New Business

5.1 Bylaw Amendments (Jon)

Jon provided a summary of the Bylaw amendments forwarded to Council of which have also been forwarded to lawyer Rich Gabruch for review. Jon opens the floor for discussion. Council would like Bylaw 8 should include that the final ratification of any clubs/societies be through approval of VP Finance. Council would also like Bylaw 17 to state that the maximum course load for Executive Council be based on percentage of credit units. The maximum for the President being 40% and the VP's being 60% of the total course credits.

15 Minute Break

Meeting Reconvened at 11:35 a.m.

5.2 Affiliations with Outside Organizations (Jon)

• **Chamber of Commerce**

MOVED by Collin, SECONDED by Ben that the SIAST SA Kelsey & Woodland Campuses, Woodland Campus become a member of the Prince Albert Chamber of Commerce. CARRIED.

Sheila will investigate the fees and requirements for joining the Saskatoon Chamber of Commerce.

ACTION: Sheila

- **Saskatchewan Student Coalition**

MOVED by Ben, SECONDED by Heinrich to become a member of the Saskatchewan Student Coalition. CARRIED.

5.3 Policy Drafts for Approval

- **Policy Framework (Jon)**

MOVED by Jeanette, SECONDED by Tara to accept the Policy Framework Policy as presented. CARRIED.

5.4 Policy Discussion

- **Reserve Funds – Health & Dental Capital Expenditure, Special Projects, Etc.**

Jon opened floor for discussion. Council agrees that a written policy on Health & Dental Capital Expenditure, Special Projects, Etc. would be of benefit to the organization and a draft be created.

ACTION: Carol & Jaelyn

- **E-Voting Electronically**

Jon opened floor for discussion. Council agrees that a written policy on E-Voting be created.

ACTION: Internal Governance & Policy Committee

5.5 Standing Committees Terms of Reference Acceptance (Jon)

Each Committee's respective Chairperson will forward the updated Terms Of Reference to Jon. Jon will update and distribute to Council for review.

ACTION: Committee Chairpersons & Jon

5.6 Financial Quarterly Report (Jaelyn)

Jaelyn presents the Quarterly Financial Report.

MOVED by Jaelyn, SECONDED by Jeanette to accept the Financial Quarterly Report as presented. CARRIED.

5.7 SA Accountability (Ben)

An open discussion regarding SA Accountability was held. Concerns brought forward include executive visibility, financial accountability, and appropriate use of student dollars. The Council asked to be informed on other student associations' policies on allowable entertainment expenses.

ACTION: Carol & Internal Governance & Policy Committee

5.8 General Council Members Employed By the Students' Association (Jon)

Chrisandra removes herself from the meeting for this item due to conflict of interest. The floor is opened for discussion.

MOVED by Ben, SECONDED by Collin that General Council members be ineligible for employment with SA operations and services. CARRIED.

Note: Any members that could be seen as having a conflict of interest with any agenda item must remove themselves from the meeting for that portion.

5.9 Revision of Directors Job Descriptions: Student Affairs & Student Life

Jaelyn will forward revisions of Student Affairs and Student Life Job Descriptions to Carol & Sheila at which time they will be posted on the network for all members to access.

ACTION: Jaelyn

6. Announcements

- Tara & Chrisandra will be away at the SPRA Conference from Thursday, October 22 to Saturday, October 24, 2009.
- Jon will be attending SSC meetings in Regina. SSC is currently working on lobbying the government for a reduction in interest on student loans.

- *Scanner* articles are due Tuesday, October 27, 2009. Please submit articles directly to Perry or Tennille but forward any position articles to Jon for review.

7. **Next Meeting**

The next meeting will be January 9 & 10, 2010 at the Prince Albert Campus.

8. **Adjournment**

The meeting is adjourned at 1:24 p.m.

SIAST STUDENTS' ASSOCIATION KELSEY & WOODLAND INC.
GENERAL COUNCIL MEETING MINUTES
Sunday, April 26, 2009
Kelsey Alumni Camp – Candle Lake SK

Present: Brittany Holderness, Melissa Wahl, Tara Brown, Monica Horn, Jaelyn Willness, Melissa Parenteau, Jeanette Murphy, Cheyenne Gervais, Courtney Haslund, Carol Tetreault (Staff) and Sheila Finlayson (Staff)

Guests: Sharon Henderson, Maegan Spezowka, Chrisandra Simonson, Joel Kowbel, Jon Elder, Tara Pejski, Joel Williams and Ben Paskaruk

1. Subject: Call to Order
Jon called the meeting to order at 10:15 a.m.

2. Subject: Adoption of Last Meeting's Minutes
Deferred.

3. Subject: Adoption of the Agenda
MOVED by Jeanette, SECONDED by Courtney to accept the Agenda as presented.
CARRIED.

4. Subject: Policies
The following policies were forwarded to Council members for review and discussion:

- Travel Expenses
- Participation Credit
- Computer Usage
- Executive & Staff Discounts

MOVED by Jeanette, SECONDED by Tara to accept all policies as presented.

MOVED by Jeanette, SECONDED by Brittany to amend the Travel Policy to state General Council as opposed to Executive Council. CARRIED.

MOVED by Courtney, SECONDED by Jeanette that all policies are amended to state General Council as opposed to Executive Council. CARRIED

CARRIED.

5. Subject: Executive Employment – Summer
Brittany provides history with regards to summer employment for the organization. Discussion took place. It was determined and agreed that the specific terms of summer employment will be established by the incoming Executive Council.

6. Subject: Honorarium Policy Discussion
Brittany will prepare a draft policy for General Council's review.

ACTION: Brittany

- 7. Subject: Executive Remuneration**
Brittany will prepare a draft policy for General Council's review.
ACTION: Brittany
- 8. Subject: Oath of Office**
All incoming General Council members signed the official Oath of Office documents.
- 9. Subject: Transition Consultant**
Discussion was held regarding hiring Brittany Holderness as Transition Consultant for the month of May 2009. Members agreed this would be beneficial to the organization and that each Campus Council will be required to pass a motion indicating such.
- 10. Subject: Announcements**
Carol suggested, and members agreed that two separate operating budgets be developed for the upcoming year under one accounting system in order to ensure a true understanding of the financial position of each campus.
- 11. Subject: Adjournment**
MOVED by Brittany, SECONDED by Melissa that the meeting be adjourned at 11:10 a.m. CARRIED.