



Executive Committee Decisions 2014-2015

**A record of decisions made by the 2014-
2015 Executive Committee of the SSMU**

Updated as of 2014-10-08

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June 2014

June 2, 2014

Attendance: Pauline Gervais, Courtney Ayukawa, Daniel Chaim, Amina Moustaqim-Barrette, Claire Stewart-Kanigan, Kathleen Bradley, Stefan Fong

Minutes are recorded.

Minutes

The minutes of the May 26, 2014 Executive Committee meeting have been approved on Vibe.

Business Arising

Approval of sharing the 2013-2014 exit reports among the current Executive. The reports will be kept on Vibe under Executive Area – Reports – Files – Exit Reports – 2013-2014.

Approval of delegating VP Moustaqim-Barrette to be the Executive who will work with GM Gervais and the lawyers regarding the ongoing legal case. She will be the Chair of the Board of Directors if the case is discussed there.

Report of the President

Approval of renting the Gault Chalet for the Council Retreat (September 5-7) for a total cost of \$1315.31.

Report of the Vice-President (Finance and Operations)

Approval of VP Bradley moving ahead with the project to develop an ethical purchasing policy for SSMU, beginning with revising the job description of the FERC Coordinator.

Report of the Vice-President (Internal)

Approval of the Frosh Sponsorship Package.

June 9, 2014

Attendance: Pauline Gervais, Stefan Fong, Courtney Ayukawa, Amina Moustaqim-Barrette, Daniel Chaim, Kathleen Bradley, Claire Stewart-Kanigan

Minutes are not recorded.

Minutes

The minutes of the June 2, 2014 Executive Committee meeting have been tabled to the next meeting of the Executive Committee.

Business Arising

Approval of having the Executive Retreat Day on June 20, 2014 during the day.

Report of the General Manager

Approval of removing the old yearbooks from SB-17.

Approval of having the kitchen ventilation conducts cleaned by MJE Ventilation for a total cost of \$2,897.38.

Approval of purchasing the AzPOS system for The Nest for a total cost of \$5,380.83.

Approval of the April financial statements (as of April 30, 2014), pending a correction to be made to the rental cost in the building department.

Report of the Vice-President (Clubs and Services)

Approval of VP Fong taking July 1, 2014 as a vacation day. (Note: the Canada Day holiday for SSMU has been exceptionally moved from July 1 to June 30 this year.)

Approval of amending the constitution of McGill Students' Improv.

Report of the Vice-President (University Affairs)

Approval of waiving the room booking fees for the Peer Support Network (PSN) from August 26-28, 30, and 31 to train volunteers. These fees will be waived with a mention confirming that this is a one-time occurrence and will not be repeated next time (unless they get SSMU status).

June 16, 2014

Attendance: Pauline Gervais, Courtney Ayukawa, Amina Moustaqim-Barrette, Claire Stewart-Kanigan, Stefan Fong, Kathleen Bradley

Absence: Daniel Chaim (sick day)

Minutes are recorded.

Minutes

The minutes from the Executive Committee meeting on June 2, 2014 have been tabled to the next meeting of the Executive Committee.

Report of the General Manager

Approval of hiring Plank to make changes to the SSMU website for a cost of \$2,500.

Report of the President

Approval of President Ayukawa taking July 1, 2 and 3, 2014 as vacation days.

Report of the Vice-President (Finance and Operations)

Approval of VP Bradley taking July 9, 10 and 11 as vacation days.

Approval the TAMill funding application. TAMill will receive \$1,025 from the Charity Fund to cover the cost of boat security, the DJ, printing tickets, camera and video men, gas, and plates for their boat cruise fundraising event, pending TAMill providing VP Fong with a cruise contract.

June 23, 2014

Attendance: Courtney Ayukawa, Daniel Chaim, Stefan Fong, Kathleen Bradley, Claire Stewart-Kanigan

Absence: Pauline Gervais (vacation), Amina Moustaqim-Barrette (vacation)

Minutes are recorded.

Minutes

The minutes of the June 9, 2014 and June 16, 2014 Executive Committee meetings have been approved.

Vibe Approvals (since last meeting)

Approval of VP Moustaqim-Barrette taking June 23, 2014 as a vacation day.

Approval of VP Chaim taking July 10, 11 and 14, 2014 as vacation days.

Approval of VP Stewart-Kanigan taking July 21-25, 2014 (inclusive) as vacation days.

For Approval from Vibe

Approval of doing two hour Executive Committee meetings for the duration of President Ayukawa's summer course. They will discuss the meeting length after trying it for a few weeks.

July 2014

July 1, 2014

Attendance: Pauline Gervais, Claire Stewart-Kanigan, Amina Moustaqim-Barrette, Daniel Chaim, Kathleen Bradley

Absence: Courtney Ayukawa (vacation), Stefan Fong (vacation)

Minutes are recorded.

Minutes

The minutes of the June 23, 2014 Executive Committee meeting have been tabled to the next meeting of the Executive Committee.

Report of the General Manager

McGill's request to lease Room 108 for the Shag Shop was rejected because it would limit the space that could be used by groups (especially dance groups). The request has been rejected pending a discussion between GM Gervais and VP Fong.

July 7, 2014

Attendance: Pauline Gervais, Courtney Ayukawa, Stefan Fong, Daniel Chaim, Kathleen Bradley, Amina Moustaqim-Barrette, Claire Stewart-Kanigan

Minutes are recorded.

Minutes

The minutes from the June 23, 2014 and July 7, 2014 Executive Committee meetings were approved.

Business Arising

The Mental Health Policy and Procedures for regular and casual staff members was tabled to the next meeting of the Executive Committee.

Report of the General Manager

Approval of the cleaning contract with Century for \$10,471.40 per month plus taxes. The contract will last from August 2014 to the end of April 2015, with an approximate total cost of \$85,000 plus taxes.

Report of the Vice-President (External)

Approval of VP Moustaqim-Barrette taking August 18-22, 2014 as vacation days.

The La Prep food voucher for lunch with CADEUL was tabled to the next meeting of the Executive Committee.

Approval of using the SSMU name for the defense in the Laurent Proulx case. The use of the SSMU name in this case does not bind the SSMU to any cost or involvement in the case.

July 15, 2014

Attendance: Pauline Gervais, Courtney Ayukawa, Stefan Fong, Kathleen Bradley, Claire Stewart-Kanigan, Daniel Chaim, Amina Moustaqim-Barrette

Minutes are recorded.

Minutes

The minutes from the July 7, 2014 Executive Committee meeting have been approved on Vibe.

Vibe Approvals (since last meeting)

Approval of using \$129 (tax included) from the La Prep food voucher for SSMU's lunch with CADEUL on July 15, 2014.

Old Business

Approval of the ~~Mental Health Policy~~ and Procedures for regular and casual staff members.

July 22, 2014

Attendance: Courtney Ayukawa, Kathleen Bradley, Amina Moustaqim-Barrette, Stefan Fong

Absence: Pauline Gervais (vacation), Claire Stewart-Kanigan (vacation), Daniel Chaim (in Ottawa)

Minutes are recorded.

Minutes

The minutes from the July 15, 2014 Executive Committee meeting were approved.

Report of the Vice-President (External)

The Motion Regarding the SSMU's Involvement in the Laurent Proulx Case was amended and approved.

July 29, 2014

Attendance: Courtney Ayukawa, Daniel Chaim, Amina Moustaqim-Barrette, Claire Stewart-Kanigan, Kathleen Bradley, Stefan Fong

Absence: Pauline Gervais (vacation)

Minutes are recorded.

Minutes

The minutes from the July 22, 2014 Executive Committee meeting were approved.

Report of the President

Approval of posting SSMU jobs on myFuture through CaPS this year.

August 2014

August 5, 2014

Attendance: Courtney Ayukawa, Daniel Chaim, Kathleen Bradley, Amina Moustaqim-Barrette, Claire Stewart-Kanigan, Stefan Fong

Absence: Pauline Gervais (vacation)

Minutes are recorded.

Minutes

The minutes from the July 29, 2014 Executive Committee meeting were approved.

Report of the President

Executive Committee meetings will be on Mondays from 1:30-3:30pm for the remainder of the summer. Reports will be submitted by 12:00pm on the day of the meeting.

August 11, 2014

Attendance: Stefan Fong, Courtney Ayukawa, Daniel Chaim, Amina Moustaqim-Barrette, Claire Stewart-Kanigan, Kathleen Bradley, Pauline Gervais

Minutes are recorded.

Minutes

The minutes of the August 5, 2014 Executive Committee meeting have been approved on Vibe.

Report of the Vice-President (Internal)

Approval of the Terrasses Bonsecours venue contract for the Frosh concert.

Report of the Vice-President (Clubs and Services)

Approval of VP Fong and VP Stewart-Kanigan using Thursday, August 14th and Friday, August 15th as work days out of the office at the SUDS conference in Vancouver.

Report of the Vice-President (Finance and Operations)

Approval of QPIRG's funding application for Rad Frosh. QPIRG will be granted the full requested amount of \$4,005.00 from the Campus Life Fund. The money will be used to cover the deficit they are running, by making the event financially accessible and providing bursaries for students who are unable to afford registration.

August 18, 2014

Attendance: Courtney Ayukawa, Claire Stewart-Kanigan, Daniel Chaim, Kathleen Bradley, Stefan Fong, Pauline Gervais

Absence: Amina Moustaqim-Barrette (vacation)

Minutes are recorded.

Minutes

The minutes of the August 11, 2014 Executive Committee meeting have been approved on Vibe.

Old Business

Approval of signing the contract with Dannic for the Frosh concert. (The Executive Committee approves, although the General Manager does not – see the signed meeting summary document.)

Report of the Vice-President (University Affairs)

Approval of VP Stewart-Kanigan taking August 25th and 26th as vacation days.

Report of the President

Approval of posting the following information online for SSMU job descriptions for student staff: a range of salaries (with the ability to contact HR and receive the specific information for that position), the hours for the position, and the average weekly hours for the position.

Report of the General Manager

Approval of doing a pilot project with Google Applications Suite to test the feasibility of using this software at the SSMU.

August 20, 2014

Attendance: Pauline Gervais, Courtney Ayukawa, Claire Stewart-Kanigan, Kathleen Bradley, Daniel Chaim, Stefan Fong, Alessandro Sangiovanni (Operations Manager)

Absence: Amina Moustaqim-Barrette (vacation)

Minutes are recorded.

Business Arising

The revised operating budget for The Nest was tabled to the next meeting of the Executive Committee as there was not time to go through the budget and discuss it.

Approval of postponing the opening of The Nest from the beginning of September to the beginning of October.

August 27, 2014

Attendance: Stefan Fong, Kathleen Bradley, Courtney Ayukawa, Claire Stewart-Kanigan, Daniel Chaim

Absence: Amina Moustaqim-Barrette (vacation), Pauline Gervais (meetings)

Minutes are recorded.

Report of the Vice-President (Finance and Operations)

Approval of granting Divest McGill \$3,020 from the Ambassador Fund for the People's Climate March for the UN Climate Change Summit in New York City. This amount covers the bus cost in the amount of \$53.93 per person.

Approval of granting Divest McGill \$2,000 from the Green Fund for Naomi Klein's book launch. This amount covers the venue, the website, and whisper translation.

Approval of granting OAP \$400 from the Green Fund to build garbage and recycling bins.

Engineers Without Borders' application for \$6,00 from the Green Fund was tabled so that they can provide actual numbers from registration for who attended and is requesting reimbursement.

September

September 5, 2014

Attendance: Daniel Chaim, Courtney Ayukawa, Kathleen Bradley, Claire Stewart-Kanigan, Stefan Fong, Pauline Gervais

Absence: Amina Moustaqim-Barrette

Minutes are recorded.

Minutes

The minutes of the August 18, 2014; August 20, 2014 and August 27, 2014 Executive Committee meetings were approved.

Vibe Approvals (since last meeting)

Approval of VP Moustaqim-Barrette taking August 27-29 as vacation days.

Report of the General Manager

Approval of asking Friesens for a minimum of \$3,600, plus the costs of the newspaper ads that are compensation for SSMU's advertisers, in compensation with a goal of getting \$5,000 in compensation.

Report of the Vice-President (University Affairs)

Approval of revising the Mental Health Coordinator's pay evaluation.

September 12, 2014

Attendance: Daniel Chaim, Courtney Ayukawa, Stefan Fong, Claire Stewart-Kanigan, Pauline Gervais

Absence: Kathleen Bradley, Amina Moustaqim-Barrette

Minutes are recorded.

Report of the General Manager

Approval of accepting Friesens compensation credit of \$5,025 (for a total invoice of \$14,300) and continuing to work with them for SSMU's publications for the next year.

Report of the Vice-President (Internal)

Approval of VP Chaim taking September 22, 23, and 24 as vacation days.

Approval of including the Reggie Love (Obama's ex-personal assistant) event in the next listserv.

Report of the President

Approval of allowing McGill to post the following article and picture on their home page. Article: "SSMU President saw need for woman in the election"

<http://publications.mcgill.ca/reporter/2014/09/ssmu-president-saw-need-for-woman-in-election/>

September 19, 2014

Attendance: Courtney Ayukawa, Amina Moustaqim-Barrette, Claire Stewart-Kanigan, Kathleen Bradley, Pauline Gervais, Stefan Fong, Daniel Chaim

Minutes are recorded.

Minutes

The minutes from the September 5, 2014 and September 12, 2014 Executive Committee meetings were tabled to Vibe because they were not posted until last night.

Vibe Approvals (since last meeting)

Approval of purchasing an oven for The Nest for \$5,247.46 (including taxes, installation and disposal).

Report of the General Manager

~~The Security Code of Ethics was amended and approved.~~

The Daycare and SSMU services contract was amended and approved.

The SSMU Health and Safety Policy was tabled to the next meeting of the Executive Committee.

Report of the Vice-President (Clubs and Services)

~~Approval of VP Fong taking September 22, 2014 as a vacation day.~~

Report of the Vice-President (Internal)

Approval of VP Chaim taking September 22 and 23 as vacation days. He will also be out of the office for September 24 and 25 for religious holidays (not vacation).

September 23, 2014

Attendance: Stefan Fong, Courtney Ayukawa, Amina Moustaqim-Barrette, Kathleen Bradley, Claire Stewart-Kanigan, Pauline Gervais

Absence: Daniel Chaim (vacation)

Minutes are recorded.

Vibe Approvals (since last meeting)

Approval of using \$161 from the La Prep food voucher for Campaign Orientation.

Business Arising

Approval of VP Bradley taking Friday, September 26, 2014 as a vacation day.

Approval of VP Fong taking November 14, 17, 18, 19, 20 and 21 as vacation days.

Approval of the SSMU Health and Safety Policy.

Approval of the audited financial statements.

October

October 1, 2014

Attendance: Pauline Gervais, Daniel Chaim, Kathleen Bradley, Courtney Ayukawa, Claire Stewart-Kanigan, Amina Moustaqim-Barrette, Stefan Fong

Minutes

The minutes from the September 5, 2014; September 12, 2014; and September 19, 2014 Executive Committee meetings have been tabled to Vibe.

Vibe Approvals (since last meeting)

Approval of using \$43.13 from the La Prep food voucher for the Residences SSMU Info Session.

Business Arising

Approval of VP Bradley sitting on the Beer MOA Committee with the faculties.

Report of the Vice-President (External)

The discussion on signing on to the redistribution of fiscal measures was tabled to a later date.

Approval of using \$276 from the La Prep food voucher for sandwiches and salad for Community Engagement Day volunteers.

October 8, 2014

Attendance: Pauline Gervais, Daniel Chaim, Kathleen Bradley, Courtney Ayukawa, Claire Stewart-Kanigan, Amina Moustaqim-Barrette, Stefan Fong

Minutes

The minutes from the September 5, 2014; September 12, 2014; September 19, 2014 and September 23, 2014 Executive Committee meetings have been tabled to Vibe.

Vibe Approvals (since last meeting)

Approval of President Ayukawa taking October 10, 2014 as a vacation day.

Approval of eliminating the division between Executives for the La Prep food voucher. The voucher will now be divided into office use and portfolio use.

Approval of the Fire Safety Procedure.

Old Business

Approval of using \$90 from the La Prep food voucher for the second SSMU Info Session.

Report of the Vice-President (Internal)

The 4 Floors budget was tabled to the next meeting of the Executive Committee.

The SSMU-PGSS event discussion was tabled.

Report of the Vice-President (Finance and Operations)

Approval of VP Bradley taking Friday, October 10, 2014 as a vacation day.
