

**EXECUTIVE COMMITTEE SUMMER DECISION
REPORT FOR LEGISLATIVE COUNCIL 2013-2014**

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JUNE

June 4, 2013

MINUTES ARE RECORDED

Present: Joey Shea, Tyler Hofmeister, Katie Larson, Brian Farnan, Stefan Fong, Samuel Harris, Pauline Gervais

Absent:

Minutes

The minutes of the May 28th 2013 Executive Committee Meeting are approved

Vibe Approvals

Approval of allocating the remaining \$124,769 of the Library Improvement Fund 2012-2013 toward extending library hours during exams

Business Arising

Approval of ceasing to keep paper records of all Executive Committee and Legislative Council meetings as soon as a secondary Vibe server is established

General Manager

Approval of purchasing 5 Microsoft Surface tablets for the executives. They will cost \$901.64 each, and 5 keyboards will have to be purchased for \$140 each as well as 5 Samsung dock stations (price to be determined), for a total of \$5225.00 from the General Administration budget (this amount will be transferred into the CERF account at the end of the 2013-2014 year).

June 11, 2013

MINUTES ARE RECORDED

Present: Joey Shea, Tyler Hofmeister, Katie Larson, Brian Farnan, Stefan Fong, Samuel Harris, Pauline Gervais

Absent:

Minutes

The minutes of the June 4th 2013 Executive Committee Meeting have been approved on Vibe Report of the General Manager

Report of the General Manager

Approval of \$8141.81 from the General Administration budget (which will then be transferred to CERF) for the 5 executive tablets, their warranties, and their docking stations.

Approval of the use of a structure on Vibe for the executives, where everything is filed under the current year and is then broken down into portfolio-specific workspaces and subworkspaces.

Approval of the updated SSMU Credit Card Internal Regulations policy and form

Vice-President (Internal)

Approval of researching potential cameras to buy for SSMU

Vice-President (Finance and Operations)

Approval of the transmission of student emails, mailing address information, and telephone numbers to ASEQ (this is a routine data transfer)

June 18, 2013

MINUTES ARE RECORDED

Present: Joey Shea, Tyler Hofmeister, Katie Larson, Brian Farnan, Stefan Fong, Samuel Harris, Pauline Gervais

Absent:

Minutes

The minutes of the June 11th 2013 Executive Committee Meeting have been approved on Vibe

Report of the General Manager

Approval of the new building hours: Monday – Tuesday, 7:00am-1:00am;

Wednesday – Friday, 7:00am – 3am; Saturday, 9:00am-5:00pm; and Sunday, 11:00am-5:00pm.

Approval of leasing a second server and collocation services from iWeb for \$2388 per year for an offsite backup and disaster recovery solution

Vice-President (University Affairs)

The job descriptions for equity research are amended to include comparing McGill to other Quebec universities and are approved

Vice-President (Internal)

Approval of purchasing Canon EOS Rebel T3i camera for SSMU for \$419.99

The approval of \$8035.11 for 1005 yearbooks was tabled, as the VP Internal will have to work with Accounting to research if it was already approved and if there is already a PO.

Vice-President (Clubs and Services)

Approval of up to \$2500 to be spent on legal fees to have Lampros review the Red Cross letter

The approval of a \$15 000 budget for PLANK software development of SSMURBS is tabled until after the summer when there is a better understanding of the budget

Approval of the Imaginus contract (SSMU will get 10% of sales or a minimum of \$5000, whichever is greater)

Vice-President (External)

Approval of up to \$10 000 for intervening in the Laurent Proulx case through TaCEQ (this has already been approved on May 21st, but it could not be found in the records)

President

Approval of spending \$1105.00 from the Council and Committees budget for booking Gault for the Council retreat

Approval of \$675 from the Executive Committee budget (\$325 for rental and gas for a minivan and \$350 for the rental of the location) for the Executive Retreat

June 25, 2013

MINUTES ARE RECORDED

Present: Joey Shea, Tyler Hofmeister, Katie Larson, Brian Farnan, Stefan Fong, Samuel Harris, Pauline Gervais

Absent: Katie Larson (sick)

Minutes

The minutes of the June 18th 2013 Executive Committee Meeting have been approved on Vibe

Vibe Approvals

Approval of an additional \$165.47 for taxes on the rental of Gault for the Council retreat

Vice-President (Finance and Operations)

Approval of rejecting the London Life Banking Portfolio

Vice-President (External)

Approval of support (through TaCEQ) for MAGE-UQAC

JULY

July 2, 2013

MINUTES ARE RECORDED

Present: Pauline Gervais, Brian Farnan, Katie Larson, Stefan Fong, Samuel Harris, Joey Shea, Josée Couture (for the Financial Presentation)

Absence: Tyler Hofmeister (vacation)

Minutes

The minutes the June 25th 2013 Executive Committee Meeting have been approved on Vibe

Business Arising

Approval of the Executive's vacations

Report of the General Manager

Approval of cleaning the kitchen hoods' ventilation systems for \$2000

Vice-President (University Affairs)

Approval of the room booking for the Student Mental Health Conference contingent on passing a resolution in support of student mental health

July 9, 2013

MINUTES ARE RECORDED

Present: Joey Shea, Tyler Hofmeister, Katie Larson, Brian Farnan, Stefan Fong, Samuel Harris, Pauline Gervais

Absent:

Minutes

The minutes of the June 2nd 2013 Executive Committee Meeting were tabled until the next meeting

Vibe Approvals

Approval of the purchasing of new table tops for Gerts

Report of the General Manager

Approval of purchasing data recovery services from Vital Data Recovery for \$5403.83 from the General Administration budget

Vice-President (Finance and Operations)

Approval of VP Hofmeister taking August 2, 2013 as a vacation day

Approval of VP Hofmeister taking 4 vacation days to take Math 141 until 11am every day, plus three 3-hour tutorials and 3 study hours, until August 5th, pending his research into the University of Calgary program

Vice-President (University Affairs)

The Motion Regarding Commitment to Mental Health Promotion and Awareness is tabled to Vibe for comments and will be brought back after it is updated

Vice-President (Internal)

Approval of the Beach Club contract, pending GM Gervais' revision

Vice-President (Clubs and Services)

Approval of interim club status for McGill Students for a Free Tibet

Approval of interim club status for McGill Students' Chapter of Jam for Justice

July 16, 2013

MINUTES ARE RECORDED

Attendance: Pauling Gervais, Stefan Fong, Katie Larson, Tyler Hofmeister, Samuel Harris, Joey Shea

Absence: Brian Farnan (vacation)

Minutes

The minutes of the July 2, 2013 and July 9, 2013 Executive Committee meetings are approved.

Vibe Approvals

Approval of the late submission fee for the yearbook of \$700 to Friesens.

Approval of the Handbook printing increase to \$21, 537.12 for colour pages.

Report of the General Manager

Approval of \$4000 for McGill to do a feasibility study to install an exhaust hood in Gerts.

Vice-President (Clubs and Services)

Approval of purchasing online custom form services from Wufoo for \$259 USD (\$270.06 CAD) for the year. The money will come from the General Administration budget.

Approval of Principal Fortier booking the ballroom on November 5th, 2013 from 12:00-1:30pm for her post-installation reception. The fees will not be waived; just the advanced booking is approved.

Funding Committee Applications 2012-2013:

Organic Campus' application for \$4800 from the Green Fund is tabled.

Multiple clubs' application for cheque reimbursements from the Club Fund in the amount of \$174.06 is approved. The remaining money will be taken from the 2013-2014 Club Fund.

Choose Life's application for \$266.97 from the Club Fund is tabled.

The Conservationists' request for \$295.59 from the Green Fund is rejected.

Funding Committee Applications 2013-2014:

MUS CASCO's application for \$1000 from the Campus Life Fund is approved.

JDC Central's application for \$1120 from the Ambassador Fund is approved.

Orientation 2013's application for \$11, 270.00 from the Green Fund is tabled to the end of next week.

July 23, 2013

MINUTES ARE RECORDED

Attendance: Katie Larson, Brian Farnan, Stefan Fong, Samuel Harris, Tyler Hofmeister

Absence: Pauline Gervais (vacation), Joey Shea (vacation)

Minutes

The minutes of the July 16, 2013 Executive Committee meeting have been approved on Vibe.

Vice-President (Clubs and Services)

Approval of granting interim club status to McGill Students for Graphic Design.

Approval of granting full club status to McGill Mexican Students's Association.

Approval of extending the interim club status of Canadian Obesity Network Student and New Professional – McGill by two months.

Approval of the Campus Swaps contract for booking rooms B29 and B30 from August 26-28.
The fees will be waived.

July 30, 2013

MINUTES ARE RECORDED

Attendance: Katie Larson, Stefan Fong, Tyler Hofmeister, Joey Shea

Absence: Pauline Gervais (vacation), Samuel Harris (vacation), Brian Farnan (meetings)

Minutes

The minutes of the July 23, 2013 Executive Committee meeting have been approved on Vibe.

Vice-President (Finance and Operations)

The purchase of 1000 promotional sunglasses for Gerts is tabled to a Vibe approval when the verbally quoted cost of \$1300, or \$1.30 per unit, is confirmed.

Approval of purchasing 4000 Gerts promotional bottle openers for Frosh at \$0.55 per opener for a total of \$2200.

Vice-President (Clubs and Services)

Market Cooperative's application to become an ISG is tabled until Council so that more research can be done. Waiving the fee for their room booking is also tabled until more research is done.

Funding Committee Applications

M-SERT's \$1532.88 application to the Space Fund for new furniture is tabled for them to look at the furniture that is already available in the SSMU basement.

McGill Food Systems Project's application for \$686.86 from the Green Fund is approved, pending confirmation that all of the participants attending the conference are all still McGill students.

The AUS's application for \$255.23 from the Campus Life Fund for equipment for the outdoor concrete ping pong table is approved.

AUGUST

August 6, 2013

MINUTES ARE RECORDED

Attendance: Katie Larson, Stefan Fong, Tyler Hofmeister, Joey Shea

Absence: Pauline Gervais (vacation), Samuel Harris (vacation), Brian Farnan (meetings)

Minutes

The minutes of the July 30, 2013 Executive Committee meeting have been approved on Vibe.

Vibe Approvals

Approval of purchasing 1000 pairs of Gerts promotional sunglasses for \$1541 from VViTT International, Inc.

Business Arising

Approval of maintaining the same amount of \$4050 in funding for the Rad Frosh MOA. (Note: the actual MOA is not yet approved, just the amount to be used in it.)

President

Approval of sending the email draft she has prepared regarding the lease to Morton Mendelson.

Vice-President (Finance and Operations)

Approval of up to \$1600 for purchasing Gerts staff uniforms. (Note: just the amount is approved; the company and contract are not yet approved.)

Vice-President (Internal)

Approval of signing the Beach Club contract for Orientation.

Approval of spending \$2500.00 from the Communications budget (regarding technology updates) for a tri-level contract for platform services from Soapbox.

Funding Applications

M-SERT's application to the Space Fund for new office furniture is declined because they have the budget to pay for it themselves.

August 13, 2013

MINUTES ARE RECORDED

Attendance: Samuel Harris, Stefan Fong, Tyler Hofmeister, Brian Farnan, Pauline Gervais

Absence: Katie Larson (vacation), Joey Shea (vacation)

Minutes

The minutes from the August 6, 2013 meeting are tabled to the next Executive Committee meeting.

Approved on Vibe

Approval of the Rad Frosh MOA which has since been signed and sent out.

Approval of VP Shea taking Friday, August 9, 2013 as a vacation day.

For Approval from Vibe

The purchase of the USC POS System for Gerts for \$43 234 (plus tax) is tabled so it can be further looked into.

Report of the General Manager

Approval of the need to purchase a POS system for Gerts, and approval of the amount of \$45 000 to do so when a decision on the system is reached.

Vice-President (Internal)

Approval of clothing for Orientation: \$300.00 for coordinator hoodies, 100 volunteer t-shirts for \$6.00 each (these will come from each event budget).

Approval of invoice for Orientation week promotional and wrap up videos for \$1600 (from the Frosh budget) from Ryan McDowell at Productions Legato.

August 20, 2013

MINUTES ARE RECORDED

Attendance: Pauline Gervais, Katie Larson, Tyler Hofmeister, Samuel Harris, Joey Shea, Brian Farnan, Stefan Fong

Absence:

Minutes

The minutes of the August 6, 2013 Executive Committee meeting have been approved on Vibe.

Report of the General Manager

The new building hours for the Fall are approved. The approved hours are listed below:

Monday and Tuesday: 7:00am – 1:00am; Wednesday – Friday: 7:00am – 3:00am;

Saturday: 9:00am – 1:00am; Sunday: 11:00am – 7:00pm

Approval to mandate the General Manager to resolve the 2003 unpaid bursary issue with McGill.

Vice-President (Internal)

Approval of the Working SSMU Frosh Budget 2013.

SEPTEMBER

September 3, 2013

MINUTES ARE RECORDED

Attendance: Pauline Gervais, Katie Larson, Stefan Fong, Joey Shea, Samuel Harris, Brian Farnan, Tyler Hofmeister
Absence:

Minutes

The minutes from the August 13, 2013 and the August 20, 2013 Executive Committee meetings were approved on Vibe on August 22, 2013.

Business Arising

Approval of offering to pay the retroactive commercial taxes for Bocadillo (\$622) and asking them to pay the commercial taxes for this year (\$2300).

Approval of the PO for the Daily \$6232 for 240 days of advertising on both their French and English websites. VP Farnan will be responsible internally for the allocation of these days.

Approval of having Executive Committee meetings on Wednesdays from 11:30am – 2:30pm, with the exception of weeks when Senate is held, when Executive Committee meetings will be held on Monday at the same time.

Approval of ceasing to print the documents from Executive Committee and Legislative Council meetings, as there is now a backup, off-site server that protects the data, which is all on Vibe.

Report of the General Manager

Approval of using the previously approved \$1000 to cover the entirety of the book cases in the Boardroom with Plexiglas, as opposed to just covering the section with the old books.

Approval (in principle) of purchasing a tablet and scanner/photocopier for the Gerts office. The General Manager will take on this project and find quotes.

Funding Committee Applications

Approval of granting Students In Mind \$372.00 (their shortfall) from the Campus Life Fund for their mental health conference.

Approval of granting the Canadian Association of Critical Care Nurses \$2046.80 from the Ambassador Fund to attend the annual CACCN conference. They will be asked for receipts and a general report.

Approval of granting the MUS Cancer Auction Committee \$500.00 from the Charity Fund for their live auction fundraising event during the Winter Carnival.

Approval of granting the Christie Community Bike Ride \$500.00 from the Charity Fund for their expenses (minus food) for their bike ride fundraiser.

Vice-President (Clubs and Services)

Approval of taking a vacation day on Friday, September 13, 2013.

Vice-President (Finance and Operations)

Approval of making the following changes to the SSMU's contract with Lester Asset Management, and mandating Lampros to make these changes:

- A provision specifying LAM's liability to SSMU for losses in circumstances of negligence, breach, and the like in its management of SSMU's funds
- SSMU's prior consent to a change in the inventory dealer (custodian). Approval executed by both an executive and the GM
- Notice of 15 days be issued by the party seeking to terminate in order to allow for a transitional period

September 9, 2013

MINUTES ARE RECORDED

Attendance: Pauline Gervais, Katie Larson, Stefan Fong, Joey Shea, Samuel Harris, Brian Farnan, Tyler Hofmeister

Absence:

Minutes

The minutes from the September 2, 2013 Executive Committee meetings were approved on Vibe on September 9, 2013.

Vibe Approvals (since last meeting)

Approval of using Galland at the cost of \$659.96 (including taxes) for the bus to and from the Council retreat.

Business Arising

The approval of the Style Guide, Communication Guide, and Communication Plan were tabled to next week's Executive Committee meeting so that the Executives can read through them.

Report of the General Manager

Approval of the July financial statements.

Report of the President

Approval of the print ads for the General Assembly (one ad in each the Daily and Le Delit each semester) for a total of \$5748.76.