

*Students' Society of McGill University  
Decisions' report from the first meeting of the 2012-2013 fiscal  
year (June 5th, 2012)  
Report by Pauline Gervais, General Manager*

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**Executives decisions / Meeting of June 5<sup>th</sup>, 2012**

MINUTES ARE RECORDED

Attendance: Josh Redel, Allison Cooper, Michael Szpejda, Haley Dinel, Pauline Gervais, Claire Michela

Absent: Jean-Paul Briggs (vacation)

- Minutes of May 17<sup>th</sup>, 2012 are approved
- Minutes of May 29<sup>th</sup>, 2012 are approved

President:

- Approval of Erinn Stewart for Handbook Sales Agent
- Approval of \$630 for perforated handbook pages which will increase revenues of \$3370
- Approval of looking into getting equipment for skype in small boardroom

VP UA:

- Approval of hiring of Brett Lamoureux as NA Indigenous Studies Researcher
- Approval of hiring Nicolas Quiazua as SSMU Explains Videographer

## Executives decisions / Meeting of June 13<sup>th</sup>, 2012

MINUTES ARE RECORDED

Attendance: Josh Redel, Allison Cooper, Michael Szpejda, Haley Dinell, Pauline Gervais, Claire Michela

Absent: Jean-Paul Briggs

### Minutes :

- Minutes of June 5, 2012 approved

### Approvals from Vibe since last meeting:

- 5 more hours for Kelly Leung for Advising Research
- Square Crop contract – Handbook version for Smart Phones

### General Manager:

- Approval of the cleaning contract from August 27, 2012 until May 3, 2013
- Approval of cleaning the 2<sup>nd</sup> floor tenants' kitchen for an amount of \$3,100.00 plus taxes

### President:

- Approval of the Lease Memo to MJM
- Approval of the James Admin building access
- Hiring of Cameron Butler for environment Commissioner over the summer for 200 hours at \$13.91 per hour for a total of \$2,782. The money will be taken from the Green Fee to be transferred to the General Administration budget
- Approval of the letter confirming the President of the SSMU as a member of the Board of Governors. Last paragraph will be removed.
- Business cards: will be discussed later at the Communication meeting

### VP University Affairs

- Approval for hiring Cameron Butler for Equity and Sustainability research phase I

### VP C&S:

- Rad Frosh MOA is tabled
- Culture Shock MOA is tabled
- Approval of charging 10% of the equipment value when rented by groups and approval of creating a by-laws about the whole SSMU equipment rental
- Approval of considering the MCSS (MacDonald Campus) as a club when renting a room in Shatner

### VP INTERNAL:

- COCA conference participation is tabled
- Approval of using CHIMP for the list-serv in the amount of \$150 per month for a period of 8 months, for a total of \$940 for the year, through the Communication budget

## Executives decisions / Meeting of June 20<sup>th</sup>, 2012

MINUTES ARE NOT RECORDED

Attendance: Josh Redel, Michael Szpejda, Haley Dinel, Pauline Gervais, Jean-Paul Briggs

Absent: Allison Cooper, Claire Michela

### Minutes :

- Minutes of June 12, 2012 is tabled

### Business Arising:

- Elections software up-date: Approval moving our voting system to a commercial 'cloud' election system called Symply Voting for an amount of \$520 (normally \$5,200 for 22,000 eligible voters at 90% discount).
- Law 78 buses: No buses for this week-end. Robin will keep the executives posted on traveling arrangement to Quebec.

### Old Business:

- Lease response off and to McGill: VP UA would reply to MJM through a memo and will reiterate our position as discussed.
- Juripop approval: Approval of paying \$4K to Taceq to pay the Juripop. \$2K will be coming from the External Affairs Department and \$2K would come from the General Administration budget.
- Taceq budget: The TACEQ budget should be presented for approval tonight at the Board of Directors meeting. SSMU is ready to contribute \$10K and the rest upon getting the financials' information for last year plus the revision of the budget for the year 2012-2013, plus

### General Manager:

- Approval of adding \$10K to the Gerts Budget in order to cover the counters purchases. The money would come from Cerf at the end of the year.

No other approval.

## Executives decisions / Meeting of June 26, 2012

MINUTES ARE RECORDED

Attendance: Haley Dinell, Pauline Gervais, Jean-Paul Briggs, Claire Michela, Josh Redel, Robin

Absent: Allison Cooper (vacation), Mike Szpejda

### Minutes :

- Decisions' report of June 20<sup>th</sup>, 2012 is approved

### VP Clubs and Services:

- Approval of DJ Guild as interim club
- Approval of McGill Student Veggie DIY Club as interim club
- Rad Frosh contract is tabled
- Culture Shock contract is approved
- Advanced room booking coordinator: approval of asking the coordinator to come to the office as soon as possible to fix the issues in the system and her hours are going to be done for the year. For the fall advanced room bookings, Mary will be taking care of them alone.

### VP Internal:

- Year book: Approval of Josten's contract in the amount of \$28,292 for 300 copies and for 252 pages

### President:

- Approval of hiring Charif El-Khoury from Heenan Blaikie as Judicial Board member

## Executives decisions / Meeting of July 3, 2012

MINUTES ARE RECORDED

Attendance: Haley Dinell, Pauline Gervais, Jean-Paul Briggs, Claire Michela, Robin Reid Fraser, Josh Redel

Absent: Allison Cooper, Michael Spejda

### Minutes :

- Minutes of June 12<sup>th</sup> and June 26<sup>th</sup> are approved

### General Manager:

- Approval of SSMU Office regulations
- Approval of getting the SSMU governance documents (Constitution, By-Laws, Policies and Plans) revised by Heenan Blaikie
- Approval of purchasing a fridge for the SSMU office (\$599.00) from Sears
- Approval of the Events' administrator's job description
- Approval of the Inter-Tech quote in the amount of \$10,881.23 for new cubicles in the SSMU office
- Approval of the Century's invoice for cleaning the second floor kitchen in the amount of \$7,166.16

### VP University Affairs

- Unpaid week vacation in March 2013 is approved for Haley to go to a special trip in United Arab Emirates.

## Executives decisions / Meeting of July 10, 2012

MINUTES ARE RECORDED

Attendance: Haley Dinel, Pauline Gervais, Jean-Paul Briggs, Claire Michela, Robin Reid Fraser, Josh Redel, Allison Cooper, Michael Spejda

### Minutes

- Minutes of July 3<sup>rd</sup>, 2012 are approved

### General Manager

- Myriam's work load (inform Myriam to add a task section in her report, listing what she has to work on for the executives to define the priorities)
- Lola Rosa 2<sup>nd</sup> Floor contract will be renewed for one year

### Clubs and Services

- Regarding the Red Cross Agreement, Pauline will call Johane Lafleur from the Red Cross and see if they are open to make changes to the contract
- ECOLE researchers (11.85 hour, 60 hours each for a total of 120 hours total: \$,1422.00 From the Green Fund to be transferred to General Admin)
- Seble Gameda is approved for Culture Shock Coordinator

### External

- Approval of Juripop budget of \$7,200 SSMU maximum participation, including \$4,000 already approved (all from general administration) (Executives are not approving to pursue with the appeal)
- Approval of TACEQ \$15,000 budget total (excluding the \$7,200 to Juripop) to TACEQ, including a revision in January 2013)(approval of creating a TACEQ department)

### President

- Dave's reconference proposal application will be produced and submitted for funding
- Approval of Aaron Vansintjan and Allison Jones for the ECOLE Researcher Positions

## Executives decisions / Meeting of July 17, 2012

MINUTES ARE RECORDED

Attendance: Haley Dinel, Jean-Paul Briggs, Josh Redel, Allison Cooper, Michael Spejda, Pauline Gervais, Claire Michela

Absent: Robin Reid Fraser (vacation)

### Minutes:

- Approval of July 10<sup>th</sup>, 2012 Minutes

### Business Arising:

- About the garbage bins, Pauline will Dave to look into what the bins are going to look like and how much they will cost and located in the office.
- Allison, Josh and JP are going to form the Committee in charge at looking at the design of the new SSMU documents. The committee will present the results at the executive committee for final approval.

### Report of the General Manager

- Approval for Ryan Hughes to come and meet Marie-Élaine and Josh for a first discussion on the archiving budget
- Approval of renaming the position called Creative Marketing Manager for Sponsorship Coordinator
- Approval to extend the contract of Claire Michela and hiring her for the next academic year to help the General Manager with the governance document up-dates, minutes, meeting planning, filing and general help. We estimate 8 hours per week. Marie-Élaine will create the job description and the contract.
- Approval of offering LIC to pay \$20,000 up-front at the moment of approving the project with Facilitates and the rest will be referred from the moment we receive the invoice from McGill, over 12 months, amount to be added to their monthly rent. This arrangement has to remain confidential.

## **Executives decisions / Meeting of July 24, 2012**

MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Michael Szpejda, Claire Michela

Absent: Robin Reid Fraser (vacation), Haley Dinell (vacation), Pauline Gervais (vacation)

### Minutes:

- Tabled until next meeting

### VP Clubs and Services:

- Approval of Rad Frosh Contract in principle

### President:

- Approved increase in frosh mail-out cost by \$850.00 from the communications budget for a total amount of \$3544.90

### VP Finance:

- Approval for TaCEQ budget for next year of \$12,426 to be paid in installments (a new budget line will have to be created for this)

### VP University Affairs:

- McGill 101 research hours extended 5 hours for Isabelle, 10 hours for Sean. The total increase in this research will be \$169.95



## Executives decisions / Meeting of July 31, 2012

MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Michael Szpejda, Robin Reid-Fraser, Claire Michela

Absent: Haley Dinel (vacation), Pauline Gervais (vacation)

### President:

- Hiring of Online Handbook Sales Agent on commission of 10% for new ads and 5% for ads from a previous year, two months of work 2-5 hours per week

### Clubs and Services:

- Approval of SSMU Equipment Outdoor Rentals Deposit Fee Schedule as laid out by Mary Yang
- Plank quote received and John will pursue working with them. This was not yet approved.

### Internal:

- Approval for signing The Beach Day Contract, according to Lampros' recommendation-this will require a deposit but should cost nothing
- Approval for signing the Forum Contract for \$12,647.25
- Approval for the Frosh Budget with revenues \$136,500, expenses \$123, 807, net cost at \$12,693.00

### Finance and Operations

- Approval for School Schmool application for funding at \$2,000 from the Green Fund and \$500 from CLF

## Executives decisions / Meeting of August 8, 2012

### MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Robin Reid-Fraser, Haley Dinel, Claire Michela, Pauline Gervais

Absent: Michael Szpejda

Minutes of July 17, July 24 and July 31 are approved.

### General Manager

- The Fall building hours are approved and will be distributed and up-dated on the website
- Approval of paying the VP UA (2011-2012) for her exit report that just got delivered

### President

- Approval of sending Josh Redel, Allison Cooper and Michael Szpejda to the SUDS (Student Unions Development Summit) conference from Aug 16- getting back on Aug 18<sup>th</sup> 2012. Total cost is (\$3,765.00) – getting \$2,000 funding from the participant's faculty (Arts, Engineering and Science - plus \$750 from the External Department (not yet approved) and - \$200 from each portfolio attending the conference - \$445 from the executive committee
- \$800 is approved from the Frosh Budget for the Video Filming of the Frosh Opening (get a copy of the email from Josh)

### Clubs and Services

- Approval the Medical Grand Rounds for interim club status
- Decision about granting UofMosaic the interim club status is tabled

### Finance and Operations

- Approval of having Bocadillo being our 3<sup>rd</sup> tenant for the second floor food court Funds applications:
- Approval of granting \$1197.73 to Campus Crops from the Green Fund
- The application of granting \$7000.00 to Harriet Kim from the Charity Fund and Green Fund to cover the shipping of goods in Haiti is tabled
- The application of granting of granting \$1600 to Santropol Roulant Inc. (Edible Campus Project) from the Green Fund to cover the traveling cost of a speaker is tabled
- Approval of granting 66% of \$1045.00 to Shefa Project U (Interim Status club) from the Ambassador Fund to attend a conference in LA

- The application of granting \$500 to the Cancer Auction from the Campus Life Fund to cover the cost of stage rental from McGill is tabled and referred to the Funding Committee

#### University Affairs

- Approval of increasing by 11 hours at \$11.30 per hour to the total hours of Henry Gass for the Corporate Campus research
- Approval of hiring Cameron Butler for Equity and Sustainability researcher part 2

#### External

- Approval of increasing the TACEQ budget by the amount of the invoice that needs to be paid in the amount of \$2,619.43 for expenses that happened before the new budget got approved as of September 1<sup>st</sup>, 2012.

## Executives decisions / Meeting of August 14, 2012

MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Robin Reid-Fraser, Haley Dinel, Michael Szpejda, Claire Michela, Pauline Gervais

Minutes of August 8<sup>th</sup> are approved.

### VP Clubs & Services

- Midnight Kitchen policy approved in principle, and MOA needs to be prepared and approved
- The front kiosk will be used by Mini Courses on Activities Night

### VP Internal

- The beer cost will be \$1.50 each, and no information will be sent to McGill

## Executives decisions / Meeting of August 21, 2012

MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Robin Reid-Fraser, Haley Dinel, Michael Szpejda, Claire Michela, Pauline Gervais

Minutes of the meeting of August 14th are tabled.

### VP Finance and Operations

- Approval to send the memo to get tickets for the Swedish House Mafia concert during frosh, which will cost us nothing up front and we will not have to pay for those we don't sell

### President

- Nida Nizam was approved for hiring as the Speaker of Council
- Alexandra Hechanova was approved for hiring as the Graphic Designer
- Kristen Perry approved for Environment Commissioner

### VP Clubs and Services

- Approval to put SEDE on the discounted room bookings list (half priced external groups)

### VP Internal

- Approval of Dagwoods contract (no financial commitment from SSMU)
- Approval of \$1,229.95 to hire the Young Soul music group at Forum during frosh
- Approval of Terrasse Bonsecours for the frosh concert with a contract approved in principle
- Picnik concert approved in principle for \$23 per ticket for first 1000 tickets and \$12 for each one after

## Executives decisions / Meeting of September 7, 2012

### MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Robin Reid-Fraser, Haley Dinel, Michael Szpejda, Claire Michela, Pauline Gervais

Minutes of the meeting of August 14 and 28, 2012 are approved.

#### Vibe approvals:

- Approval of NeoPost contract settlement penalty of \$3,500
- Approval of Plank contract \$13,500
- Approval of a policy on Advertising on Cafeteria Window
- Hiring of Yutong (Nicole) Yang Mini-Courses Website Manager and PR Coordinator
- Approval of waiving Campus Swaps booking fee
- McGill Cricket club \$1,040 from Ambassador Fee

#### VP Clubs & Services

Approved as full-status clubs

- The Conservationists
- Energy Association

Approved as Interim status clubs

- UofMosaic
- Women in Leadership
- International Criminal Court Club

#### VP Finance

- Approval of Hiring Daniel Zimskin for Junior Accountant

#### VP External

- Approval of sending out SSMU election results statement

#### President

- Approval of Council retreat Chalet Cost \$1,843.05
- Approval of food for council retreat cost \$1,050

#### General Manager

- Approval of Linux certification training for Wallace Sealy in the amount of \$2,995.00 plus taxes
- McGill Chaplaincy request to waive the fee for renting the ballroom is not approved
- Approval of the Audited Financial Statements as of May 31, 2012

## Executives decisions / Meeting of September 12, 2012

### MINUTES ARE RECORDED

Attendance: Jean-Paul Briggs, Josh Redel, Allison Cooper, Robin Reid-Fraser, Haley Dinel, Michael Szpejda, Claire Michela, Pauline Gervais

Minutes of the meeting of September 7th, 2012 are approved.

### General Manager

- Tribune/SSMU contract renewal: Josh and Pauline are going to talk to the Tribune editors in chief about them looking to hire someone to replace Myriam at the end of the year.
- Daily's ads: GM will let know the Daily that the decision will be only made next week at the executive meeting when each of the executives would have look at their respective budget. The decision was made to not have the web ads for \$5,500.00. Also, VP Internal will mandate the SSMU CPM to make research on the impact on the different media on Campus.
- Approval of purchasing a new desk for the reception in the amount of \$3,500 including the delivery and installation.

### President

- Approval of getting food from LaPrep in the amount of \$300 for the presentation of the executive goals on Monday Sept 17<sup>th</sup>, 2012

## Executive decisions/ September 19, 2011

### MINUTES ARE RECORDED

Attendance : Michael Szpejda, Robin Reid-Fraser, JP Briggs, Haley Dinel, Allison Cooper, Josh Redel, Pauline Gervais, Claire Michela

Approval of the minutes of September 12, 2012

### Vibe approval:

- Taceq regularization and September invoice approved (as attached)

### General Manager:

- Approval of the Daily's ads package:
  - Web ads, 2 ads rotation English and French for \$5,500.00 from August 30, 2012 to April 30, 2013 from the Communication Budget
  - General Assembly budget: 2 half pages
  - Activities Nights budget: 6 half pages – 3 for the fall, 3 for the winter
  - Campaign budget: 4 half pages
- Approval of the BPR service offer in the amount of \$9,500 plus taxes on HVAC assessment and integrate the measurement interventions in the report.
- Approval of the Archivist Assistant job description, 280 hours at \$12.36 per hour. Could be distributed between 2 students
- Approval of the Student Archivist job description, 175 hours at \$11.85 per hour.
- The whole Archiving project is approved in the amount of \$43,410.00, that includes the salary of the Archivist, the students' positions, the rent of a scanner, shredding cost and material cost.
- Yearbook sale: The executives agreed to sell the yearbooks that SSMU has in the basement at a reduced prices. VP Dinel will look into contacting DAR to see their interest and the Libraries to make sure they have copies of all of them. VP Dinel will also look into seeing what can be done at the Homecoming event.
- Approval of GM's assistant salary 35 weeks, 10 hours per week for a total of \$4,235.00

### President:

- Approval of spending \$500 from the LaPrep food voucher for the Meet your SSMU event on Friday 21<sup>st</sup>, 2012

### VP UA:

- Approval of waiving booking fees for the Mental Health Awareness Week event