



**Office of President**

Tel: (514) 398-6801 | president@ssmu.mcgill.ca  
3600 McTavish Street, Suite 1200  
Montréal, Québec, H3A 0G3

# REPORT OF THE EXECUTIVE COMMITTEE TO COUNCIL

**REPORT COVERING: SUMMER MONTHS + LATE AUGUST & EARLY SEPTEMBER**

**PRESENTED ON: SEPTEMBER 29<sup>TH</sup> 2016**

## General Note:

**SQ = Only Discussion items were on the agenda (no items for approval were presented at the Executive Committee)**

**2016-06-02**

### Attendance

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

### Minutes

The minutes from the May 26<sup>th</sup> meeting of the Executive Committee were approved.

### For Approval from Vibe

Approval of the hiring of Zacheriah Loeb-Houston for Finance Department Trainer.

### Business Arising

Approval of rehiring Michelle Blassou as Barriers for Education Researcher - Summer (30 hours);

Approval of rehiring Ashley Bach for First Generation Students Researcher - Summer (50 hours);

Approval of hiring Josika Gupta for the Second Mental Health Commissioner;

Approval of Elaine's Vacation Days (July 25<sup>th</sup> – 28<sup>th</sup>);

Approval of Dan's Vacation Days (June 13<sup>th</sup>);



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Approval of Niall’s Vacation Days (July 9<sup>th</sup> – 24<sup>th</sup>).

## 2016-06-09

### **Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

### **Minutes**

The Minutes from the June 2<sup>nd</sup> meeting of the Executive Committee were tabled for future approval as the recording secretary did not have time to fully complete them.

### **For Approval from Vibe**

Approval of the extension of hours allocated to the Handbook Editor from 90 hour to 95 hour.

### **Business Arising**

SQ

## 2016-06-16

### **Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

### **Minutes**

Both the minutes from the June 2<sup>nd</sup> and June 9<sup>th</sup> meetings of the Executive Committee were approved at this meeting of the Executive Committee.

### **For Approval from Vibe**

Approval of the 4<sup>th</sup> Floor Project.



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**Business Arising**

Approval of the hiring Hannah Besseau for Mini-Courses Manager;

Approval of the Creation of the Student Staff Positions Outlined in the Library Improvement Fund Proposal - TABLED;

Approval of Frosh Contract to go to legal and expenses accrued to be covered.

**2016-06-23**

**Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

**Minutes**

The minutes from the June 16<sup>th</sup> meeting of the Executive Committee were approved at this meeting of the Executive Committee.

**For Approval from Vibe**

Approval of the creation of an Alternative & Equitable Governance Researcher – Summer Position (50 Hours);

Approval of the creation of a University Affairs Website Developer - Summer Position (20 hours);

Approval of the creation of an Unpaid Internships Researcher (100 hours).

**Business Arising**

SQ

**2016-06-30**

**Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, David Aird, Sacha Magder.

**Minutes**



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The approval of the minutes from the June 23<sup>rd</sup> meeting of the Executive Committee were tabled as the Recording Secretary was on holiday at this time.

**For Approval from Vibe**

SQ

**Business Arising**

Approval of the extension of hours allocated to the Handbook Editor from 95 hours to 97 hours.

**2016-07-07**

**Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers.

**Minutes**

The minutes from both the June 23<sup>rd</sup> and June 30<sup>th</sup> meetings of the Executive Committee were approved at this meeting of the Executive Committee.

**For Approval from Vibe**

SQ

**Business Arising**

Approval of the expense of \$1000 for legal to draft a vending machine contract;

Approval of David’s vacation days (1<sup>st</sup> of August – 15<sup>th</sup> of August);

Approval of an additional \$1400 to the room 411 project (Junking Stuff) from the CERF;

Approval of the hire of Juliette Selye for Lunch Time Front Desk Receptionist;

Approval of the expense of up to \$3200 for a window washer from the CERF;

Approval of the up to \$3000 expense on extra security provisions until next Monday.



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## 2016-07-14

### Attendance

Ben Ger, Erin Sobat, Elaine Patterson, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

### Minutes

The minutes from the July 7<sup>th</sup> meeting of the Executive Committee were approved at this meeting of the Executive Committee.

### For Approval from Vibe

SQ

### Business Arising

Approval of the hiring Marc Crawford for University Affairs Web Developer;

Approval of the hiring of Leslie Ann St-Amour for Alternative & Equitable Governance Researcher;

Approval of Sacha's vacation days (July 25<sup>th</sup> – July 29<sup>th</sup>);

Approval of a \$120 expense from Department #4010 Account #6120 on [doors signs for every employee];

Approval of an increase of \$300 for a total of \$500 to go spent on legal costs associated with the exploring the trademark of Sadie's Corner;

Approval of an expense of \$5000 for an alarm system replacement.

## 2016-07-21

### Attendance

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers, Melissa Cederqvist.



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**Minutes**

The minutes from the July 14<sup>th</sup> meeting of the Executive Committee were approved at this meeting of the Executive Committee.

**For Approval from Vibe**

Approval of the hire of Erica Kindsfather for Unpaid Internship Researcher.

**Business Arising**

Approval of one (1) vacation day for Elaine (September 30th);

Approval of a \$750 expense for office paint;

Approval of the hire of Wei-Wei Lin for On-Call Graphic Designer;

Approval of the hire of Lukas Bolam-Smith for Part-Time Porter;

Approval of the fall & winter building hours;

Approval of the holiday shutdown period (Building Shutdown: December 22nd to January 3rd) (Winter Hours: January 4th to April 28th).

**2016-07-28**

**Attendance**

Ben Ger, Erin Sobat, Niall Carolan, Daniel Lawrie, David Aird, Ryan Hughers, Melissa Cederqvist.

**Minutes**

The minutes from the July 21<sup>st</sup> meeting of the Executive Committee were approved at this meeting of the Executive Committee.

**For Approval from Vibe**

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**Business Arising**

Approval of moneys allocated for legal for review of the Conflict of Interest Policy;

Approval of Ben’s vacation days (August 22nd – August 24th, Inclusive);

Approval of edits to the Parliamentarian job description.

**2016-08-04**

**Attendance**

Ben Ger, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Elaine Patterson, Ryan Hughes.

**Minutes**

The minutes from the July 28<sup>th</sup> Executive Committee meeting were approved at this meeting of the Executive Committee.

**For Approval from Vibe**

SQ

**Business Arising**

Approval of Sacha's vacation days (August 19th and 22<sup>nd</sup>);

Approval of Ben’s vacation days (Monday August 22<sup>nd</sup> – 24<sup>th</sup>, Inclusive).

**2016-08-11**

**Attendance**

Ben Ger, Elaine Patterson, Niall Carolan, Daniel Lawrie, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

**Minutes**

The minutes from the August 4<sup>th</sup> meeting of the Executive Committee were tabled until a future time.

**For Approval from Vibe**



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**Business Arising**

Approval of Statement of Support of ASEQ Signing.

**2016-08-20**

**Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers.

**Minutes**

The minutes from the August 4<sup>th</sup> and 11<sup>th</sup> meetings of the Executive Committee were tabled until a future time.

**For Approval from Vibe**

SQ

**Business Arising**

SQ

**2016-08-25**

**Attendance**

Ben Ger, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers, Melissa Cederqvist.

**Minutes**

The minutes from the August 4<sup>th</sup>, 11<sup>th</sup> and 20<sup>th</sup> meetings of the Executive Committee were tabled until a future time.

**For Approval from Vibe**

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**Business Arising**

Approval of changes to section 17 of the Employee Manual.

**2016-08-29**

**Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers.

**Minutes**

The minutes from the August 4<sup>th</sup> meeting of the Executive Committee were approved at this meeting of the Executive Committee, however the minutes for the Executive Committee Meetings on August 11<sup>th</sup> and 20<sup>th</sup> remained tabled until a future time.

**For Approval from Vibe**

SQ

**Business Arising**

Approval of a \$500 allocation to the Crashpad for food;

Approval of a \$400 Allocation for new porter shoes.

**2016-09-12**

**Attendance**

Erin Sobat, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers.

**Minutes**

The Minutes for the August 11<sup>th</sup>, 20<sup>th</sup> and 29<sup>th</sup> meetings of the Executive Committee were tabled for future approval.



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**For Approval from Vibe**

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**Business Arising**

Approval of \$1,500 expense for the Conflict of Interest Policy to go to legal;

Approval of up to \$1,500 for the Board of Directors letter to go to legal;

Approval of Sacha’s vacation days (Monday October 3rd);

Approval of Ben’s vacation days (Monday October 3rd – Tuesday October 4th).

**2016-09-19**

**Attendance**

Ben Ger, Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, David Aird, Sacha Magder, Ryan Hughers.

**Minutes**

The minutes for the August 11<sup>th</sup>, 20<sup>th</sup> and 29<sup>th</sup> meetings of the Executive Committee, and September 12<sup>th</sup> meeting of the Executive Committee were all tabled for future approval.

**For Approval from Vibe**

Approval of the hiring of Valentina Bashkatova for the Accounting Technician;

Approval of the joint SSMU-PGSS statement on the McGill Sexual Violence Policy.

**Business Arising**

Approval of Sacha’s vacation days (October 11th, 12th, and January 4th – 6th).

**2016-09-26**

**Attendance**

Erin Sobat, Elaine Patterson, Niall Carolan, Daniel Lawrie, Sacha Magder, Ryan Hughers.



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**Minutes**

The minutes for the August 11<sup>th</sup>, 20<sup>th</sup> and 29<sup>th</sup> meetings of the Executive Committee, as well as the September 12<sup>th</sup> and 19<sup>th</sup> meetings of the Executive Committee, were approved at this meeting of the Executive Committee.

**For Approval from Vibe**

SQ

**Business Arising**

SQ