**Science Student’s Association Meeting Attendance**

**August 13th, 2019**

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| --- | --- | --- |
| **Position**  | **Name**  | **Present** |

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| --- | --- | --- |
| President  | Justin Lin | Yes |
| Vice President | Eric Vasas | No (Regrets, Proxy: Mrittika Deb) |
| Chairperson | David Chamberlain | Yes |
| Secretary | Tristan Rohatynsky | Yes |
| Senator | Jaime McNicholl | Yes |
| Senator | Katelyn Casalla | Yes |
| Senator | Kristine Macalinao | Yes |
| UMSU Representative | Brendan Scott | Yes |
| UMSU Representative | Chloe McElheron | Yes |
| UMSU Representative | Dani Stackiw | No (Regrets, Proxy: Savannah Szocs) |
| UMSU Representative | Matt Rakar | Yes |
| Accessibility Representative | Pending | N/A |
| Indigenous Students’ Representative | Gillian McIvor | Yes |
| International Students’ Representative | Juanita Garcia | No (Regrets, Proxy: Dustin Erickson) |
| LGBTTQ\* Representative | Pending | N/A |
| Women’s Representative | Emily Kalo | No (Regrets, No Proxy) |

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| --- | --- | --- |
| Treasurer | Justin Cruz | Yes |
| Director of Academics | Tyler Szun | Yes |
| Director of Communications | Savannah Szocs | Yes |
| Director of Special Events | Serena Phillips | Yes |
| Director of Student Services | Mrittika Deb | Yes |
| Executive Assistant/Communications Programmer  | Dustin Erickson | Yes |
| Academic Programmer | Stuti Gupta | Yes |
| Academic Programmer  | Tino Dogo | Yes |
| Lounge Programmer | William Kong | Yes |
| Special Events Programmer | Dana Segal | No (Regrets) |
| Special Events Programmer | Demi Andromidas | No (Regrets) |
| Special Events Programmer | Selina Audino | No (Regrets) |
| Student Services Programmer | Kanso Alaka | Yes |
| Student Services Programmer | Shelly Lam | Yes |

**Science Student’s Association Meeting Minutes**

**August 13th, 2019**

**Called to Order: 6:08 PM**

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| 1. Approval of Agenda
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|  Brendan Scott motions to approve the agenda, Chloe McElheron seconds; Motion passed.  |

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| 1. Acknowledgement to use of Treaty Land
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|  Gillian McIvor acknowledges that we are meeting on treaty land.  |

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| 1. Approval of Minutes
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|  Justin Lin motions to approve the previous meeting minutes with the following amendments, as such to change the attendance as such that Emily Kalo and Dana Segal’s absences will be excused (with regrets). * Both Dana and Emily sent in regrets for previous meeting
* Dana Segal’s absence is excused in previous meeting’s minutes
* Emily Kalo’s excusal is to be determined as no proxy was designated
* Absence will remain as not excused, but may be subject to change
* Excusal will be determined by Executive Team at their next meeting

Savannah Szocs seconds; Motion passed.  |

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| 1. Committee Reports
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| 1. Executive
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| * No report
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| 1. By-Laws
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| * No report
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| 1. Councillor Reports
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| 1. Special Events
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|  **Serena Phillips Reports:**1. **Update on Rentals for Faculty of Science Orientation**
* Two invoices, still waiting on one
* Currently have the invoices for the Inflatable Obstacle Course and Dunk Tank
* Do we want to pay the two current invoices in full or just pay for half?
* Will pay in full
* Serena Phillips motions to approve $1135.50 for the Dunk Tank and the Inflatable Obstacle Castle
* Chloe McElheron seconds; Motion passed
* Inflatable Obstacle Course and Dunk Tank rental information are detailed below:

----- Inflatable Obstacle Course Rental Info -----**PARTYWORKS INTERACTIVE GAMES RENTAL AGREEMENT**

|  |  |  |
| --- | --- | --- |
| 62 Stanford Bay | Event Date: | Sept. 3th/2019 |
| Winnipeg, MB R3P 0T4 | Event Day: | Tuesday |
| Ph: (204) 487-4FUN (4386) | Event ID#: |  Y-2374 |

E-mail: info@winnipegpartyworks.com

|  |  |
| --- | --- |
| ***BILL TO*** University of Manitoba Science Student Assoc. | ***SITE CONTACT*** Demi Andromidas |
| ***ADDRESS*** 239 Machray Hall/186 Dysart Rd | ***SHIP TO Chancellor Circle*** |
| ***CITY*** Winnipeg | ***PROV***MB | ***POSTAL***R3T 2N2 | ***ADDRESS*** Near Elizabeth Dafoe Library and Univ Centre |
| ***ATTN:*** Demi Andromidas | ***CITY*** Winnipeg | ***PROV***MB |
| ***PHONE 204-474-8256*** | ***FAX:***   | ***SALESPERSON*** Patti McDougall |
| ***DELIVERY DATE***Sept.3th/2019 | ***DELIVERY TIME***11:30am | ***EVENT START TIME*** 12:00 pm | ***EVENT END TIME***3:00pm | ***STRIKE TIME*** |

|  |  |  |
| --- | --- | --- |
| **ITEM #** | **EQUIPMENT RENTED** | **AMOUNT** |
|  | Velcro Olympics | $795.00 |
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|  |  | Rental Charges |  $795.00 |
| **Miscellaneous Items: Deliver charge: $50.00** |
|  |  | Misc. Charges |  $50.00 |
|  |  | Subtotal |  $845.00 |
|  |  | Applicable Taxes |  $42.25 |
|  |  | **Total** |  **$887.25** |
| **\***Accounts due after 30 days are subject to interest equaling 2% per | Deposit Required |  $443.63 |
|  month (24% per annum) or the maximum amount allowed by law.  | Remaining Balance |  $443.62 |

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| **Site Requirements** |
| ***Electrical Requirements:*** |
| ✓ | 15-amp service is required within 80 feet of the equipment and is the responsibility of the renter. |
|  2 | Separate circuits are necessary within 80ft of structure |
|   | Generators will be supplied by Partyworks Interactive Games at a rate of $120.00 each + applicable taxes. |
| ***Volunteer Requirements:*** |
|   | Partyworks Interactive Games will provide complete staffing for the event. |
|  | Partyworks Interactive Games will provide partial staffing for the event. |
| ✓ | renter has agreed to supply  |  2 | Adult supervisor(s) for the event. |
| Additional Information: Two volunteers are required at all times to help with supervision of game |
|  |

**TERMS AND CONDITIONS**1. **DEPOSIT** – A 50% deposit is required in advance to secure the equipment and services agreed upon. **Equipment and services shall not be reserved until the Rental Agreement is signed and the 50% deposit is received by Partyworks Interactive Games.** The remaining balance is due the day of the event **prior to the start of set up operations.**
2. **CANCELLATION** – The 50% deposit is non-refundable if the equipment and services are cancelled within 90 days of the scheduled event.
3. **PERMITS AND LICENSES** – If required, the undersigned (the renter) shall arrange for and assume the costs for any city or provincial permits or licenses.
4. **EQUIPMENT SUBSTITUTION** – Every effort will be made to have the equipment originally requested at the event, however Partyworks Interactive Games reserves the right to substitute equipment of equal or greater value for the event. If equipment cannot be substituted, Partyworks Interactive Games will refund the 50% deposit and the renter agrees that Partyworks Interactive Games will not be held liable for any further loss related to the event.
5. **EQUIPMENT MAINTENANCE** – A total of 20 minutes of maintenance time shall be allowed during each 4 hours of operation or portion thereof for each piece of equipment.
6. **RAIN POLICY** – Cancellation of an event due to rain is at the discretion of Partyworks Interactive Games. If an event is cancelled due to rain, the following shall apply:
* If cancelled prior to any preparation for the event – the 50% deposit shall be credited for future rentals and no further payment is required for the cancelled event;
* If cancelled after preparation and/or set up have begun but before the scheduled start time – 25% of the total event cost shall be due and payable;
* Once operational: \*If cancelled up to 59 minutes after the scheduled start time – 50% of the total event cost is due and payable.

\*If cancelled after more than one hour – the full balance of payment owing shall be due and payable.1. **OVERTIME RATES** – Overtime rates shall be calculated based on the original duration and total event cost and shall be charged for each hour or portion thereof for equipment kept in operation beyond the scheduled end time.
2. **TRAVEL FEE** – If an event is held outside of the perimeter of Winnipeg, the renter is responsible for all costs associated with transportation, labour, accommodations and food expenses incurred by Partyworks Interactive Games.
3. **INDEMNIFICATION** – The renter shall hold harmless and indemnify Partyworks Interactive Games, its officers, employees, agents, assignees and sub-contractors from any and all injury or claim that may occur as a result of use of the equipment or services, except in the case of gross negligence on behalf of Partyworks Interactive Games.
4. **INSURANCE** – Partyworks Interactive Games carries a minimum of $2 million per occurrence of insurance.

I, THE UNDERSIGNED RENTER, ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND ACCEPT THE ABOVE TERMS AND CONDITIONS REGARDING THE RENTAL AND USE OF THE SAID EQUIPMENT AND SERVICES.*In order to secure the event booking, please retain one copy of this Agreement for the Renter’s records and return one* ***original signed copy*** *and the* ***deposit*** *to Partyworks Interactive Games.*

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| **CUSTOMER SIGNATURE:**  | **DATE:**  |
| **NAME AND/OR COMPANY: U of M Science Student Association** | **EVENT I.D: Y – 2374** |

----- Dunk Tank Rental Info -----**209 Osborne St.****Winnipeg, MB R3L1Z4****204 453 0133****enquiries@gagsunlimited.com****RENTAL COST** $150.00 per 5 hours (including fill and drain time) each additional hour is $25.00. If booking for more than one day Daily Rental is $250.00 \*taxes and delivery not included\*(There is no longer a discount for schools, day cares, community clubs, and churches)**DELIVERY/PICKUP COST** $75.00 within Winnipeg limits ($30.00 extra for holiday/long weekend deliveries)Out of town deliveries are charged are based on KMsOur deliveries start after 9 am. Our pickup cut off time is 8 pm. Special arrangements are subject to added fees.**DUNK TANK DETAILS** Tank diameter 5ftWidth 5’6ftCanvas arm 6ft Height 8ftWeight (Empty) 385lbs Weight (Full) 4385lbs Holds 400 Gallons of WaterBall Hitch 1 7/8**DIY PICKUP AND SET UP**Some customers may qualify to pick up and set up their dunk tankSpecial arrangements must be made. A $30.00 fee is required for the option to pick up and return the dunk tank.**Client is responsible for filling and draining** **You fill it with water** using a garden hose 1 hour to fill.When you are finished, **you open the valve at the back of the tank,** and it will take 30 mins to drain. If the tank is not drained at the agreed pick up, **you will be charged an additional $30.00. fee the delayed pick up.****We will require the following info in order to complete the invoice** -Phone & Cell Numbers -Mailing & Delivery Address-Delivery drop off & Pick up Times -Name of Contact Person on Site and phone number-Email-A valid credit card number is required on file for all rentals and is destroyed after the items are return without damage.We deliver the Dunk Tank and balls as close as we possible to the agreed time.**We will set it up and show you how to operate it**.**INVOICING** An invoice will be sent to you with a request for 50% deposit to confirm the booking. The remaining balance is due at the time of delivery. Your requested date will not be guaranteed without a deposit.Eg: Dunk tank $150 + Delivery $75 + tax $23.25 = $248.25 Deposit required $124.12Payments are accepted by Cash, Cheque or Credit Card. Cheques are made payable to Gags Unlimited.**Cancelations Fees**For cancelations due to weather $50.00For cancelations otherwise 50% deposit retainedClient is responsible to call for cancelations at least 24 hours prior to delivery. An answering machine message at 204 453 0133 is a valid cancelation method. Failure to cancel forfeits the entire deposit. |
| 1. Academics
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| * No report
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| 1. Lounge Programming
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| * No report
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| 1. Community Representatives
 |
| * No report
 |
| 1. LGBTTQ\*
 |
| * No report
 |
| 1. Women’s
 |
| * No report
 |
| 1. Indigenous Students Report
 |
| * No report
 |
| 1. International Students Report
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| * No report
 |
| 1. Student Services
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| **Mrittika Deb Reports:**1. **Locker Clear-out Day**
* Locker Clear-out day scheduled for: Friday August 16th
* Reminders:
* An email will be sent out to all science students
* Physical signs have been posted for students to see
* Councillors, make sure you let your friends know as well
* Stories and posts will also be made on the SSA Instagram account
1. **Early Bird Locker Sales**
* Date: Wednesday August 28th and Friday August 29th
* Time: 11AM to 1PM
* Location: Allen Parker hallway by Buller Greenhouse
* Cash box needs float money ($50 in fives): Justin C
* Justin C has taken care of this
* Will need keys to the temporary office to store materials for locker sales and leftover items from locker clear-out
* Stuff that was removed from last year will also have to be stored in the temporary office
* Last year the float was stored in the actual office, but will be stored in the temporary office this year as the area is still closed off
* Justin L will provide the key
1. **Councillor Lockers**
* Councillor who want lockers:
* Fill out your Full name and locker number and location in this Goggle doc:
* https://docs.google.com/spreadsheets/d/1-7x2vl0eiVA9vn8d5-5srHqPutkeptG75SphR68DIC0/edit?usp=sharing
* Last day to submit your locker info is Sunday, August 18th
* Councillors who are reusing the same locker from last year:
* Reusing the same locker from last year? Let Student Services know ASAP, otherwise your lock will be cut
* If you don’t remember your locker number from last year, message Student Services
* Councillors reserving lockers for friends:
* Reservations will not be held by councillors for friends until after the 29th
* Priority will be given to students at the Early Bird sale
* Student Services will have a tentative map of locations of lockers available for viewing
1. **Regular Locker Sales**
* Date: Thursday, September 12th and Friday, September 13th from 12PM to 2PM (tentatively)
* Locker sales will continue to resume after this date and occur at regular office hours (councillors will be responsible for locker sales as people come and go from the office)
* Councillors will get instructions later on how to proceed if someone would like to purchase a locker during your office hours
* Location: SSA office
* A section for student emails was added to the locker purchase form to make things easier in case the student needs to be contacted
1. **Locker Prices**

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| --- | --- | --- |
| **FULL LOCKERS** | **Science** | **Non-Science** |
| Full year (2 semesters) | $20 | $30 |
| Half year (1 semester only)* Sept. → Dec.

OR* Jan. → Aug.
 | $10 | $20 |
| **HALF LOCKERS** | **Science** | **Non-Science** |
| Full year (2 semesters) | $10 | $15 |
| Half year (1 semester only)* Sept. → Dec.

OR* Jan. → Aug.
 | $5 | $10 |

* All the same except for a $5 increase to the half-lockers prices
1. **September Food Giveaway**
* Pizza will be given away for the September Food Giveaway
* Date is TBD and will be declared later
* Looking at approximately the last week of September but date is not exact yet
* Approval of up to $700
* This amount is higher than what will actually be needed in reality
* Breakdown of other food options and budget planning will be provided at the meetings in September
* Councillors with vehicles at the University during the semester, please contact Student Services if you are able to help us during food giveaways with transporting the food
* Need access to a car
* Jaime can help out when her schedule permits
* If anyone else can help out, message Student Services
* Gloves and garbage bags will need to be purchase
1. **Gabby Neufeld from Trees Winnipeg**
* Volunteer opportunity happening tomorrow evening with Trees Winnipeg
* Will train volunteers on how to identify ash trees with pests
* This data will go to the city of Winnipeg
* Date:Wednesday, August 14th
* Time: 7PM – 8:15PM
* Location: White Ridge neighbourhood
* Register here: <http://treeswinnipeg.org/winnipeg-forest-watch/>
* If anyone is interested and available you can sign up here

----- Email from Gabby Neufield from Trees Winnipeg ----- |
| 1. Treasurer
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| **Justin Cruz Reports:*** + 1. **Current Financial Status**
* As of right now we have $57 362.24 in the bank account
* However once you subtract the outstanding cheques, we really only have about $55 237.24
* Need to figure out exactly what the initial starting amount is
* Gala expenses moved over from the previous year that still need to be paid out
* Currently Justin C doesn’t know how much income we are going to generate from locker sale, Ski Trip tickets, and Gala tickets
* If anyone was in last year’s council and knows roughly the amount made last year from any or all of these, please let Justin C know
* Need to figure out about how much we’re going to be making
* The bulk of SSA’s income comes from the Student Org Fees that the university give outs
* Currently also unaware of the exact amount that will be given out this year
* Won’t get this information until Justin C attends the Treasurer workshop in the beginning of September
	+ 1. **Budget**
* Hopefully everyone has gotten a chance to look at the budget that Justin C sent out previously in the Slack group chat
* Pretty straight forward, but if anyone has any questions feel free to ask Justin C
* Some changes that need to be made for the budget
* Hoodie reimbursements and food budget for council meetings will need to be included in an updated budget
* Budget will be updated
	+ 1. **Food Budget for Council Meetings**
* Need someone in charge of handling food for the upcoming council meetings
* Brendan will estimate and then give a price to Justin C
* Estimate around $1100 for the remaining meetings for food
* Will likely only spend about $1000
	+ 1. **Expenditure and Reimbursement Procedure**
* Justin C also wants to clarify the procedure regarding expenditure and reimbursement
* Procedure:
* If there are any expenses that are included in the budget that councillors need to pay for, you can either pay it upfront yourself and then submit the invoices or receipts to Justin C and a cheque will be issued to you for that amount, OR if you are unable to or don’t want to pay that amount yourself, let Justin C know as soon as possible so he can pay for it with our council’s debit card
* If you need a credit card specifically for the payment and don’t have one to use, let Justin C know as well so he can take care of it for you
* Cheques:
* Just like Justin C mentioned earlier, he can’t issue cheques without the invoice or receipt
* Also can’t give out blank cheques for you to use as Justin C, as well as Justin L or Eric need to sign it
* Cash float for locker sales:
* For the locker sale happening in the beginning of the year, Justin C is going to withdraw some cash to use as a float since it is going to be all paid in cash
* Cash box is currently empty, but will be filled up with float money
	+ 1. **Incurred Expenses**
* Lastly, if there is anyone that needs to be reimbursed for anything, let Justin C know now so that a cheque can be written for you today since Justin L and Justin C are both present to sign
* Not all Gala reimbursements from last year have been reimbursed yet
* Cheques will be written out for these
* Gill, Chloe, Jaime, Savannah, Mrittika all still need to be reimbursed
* Justin Tsang (last year’s treasurer) has the old list in case any other councillors need to be reimbursed as well
* Chairperson honorarium needs to be paid out as well
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| 1. Council Reports
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| 1. (Vice) President
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| **Justin Lin Reports:*** + 1. **Tuesday, July 16th Meeting**
* Discussed at the orientation meeting on Tuesday, July 16th:
* Specific roles for orientation (not everyone):
* Sponsorship: Jaime and Tyler
* Volunteers: Kate and Gillian
* Panel: Stuti
* To do list:

|  |  |  |  |
| --- | --- | --- | --- |
| Person in Charge | Task | Done | Notes |
| Serena & Communications | Email departmental student group head |  |  |
| Kate & Gillian | Draft/send out volunteer recruitment emails |  |  |
| Stuti | Name tags for councillors and panelists |  |  |
| Stuti | Send emails to people who participated in panel last year |  |  |
| Eric | Trying to find the full presentation that was used last year |  |  |
| Eric & Justin | Delegate bags  |  |  |

* Eric and Justin also have a meeting with the Dean this upcoming Thursday
* Meeting with Orientation Committee members after this meeting and the following will be discussed:
* When recruiting volunteers, do we want to send a Google doc to determine what roles they are interested in + if they are shy/enthusiastic etc. so we can pair the with an appropriate position?
* Kate and Gillian will send out a Google form asking for availability and possibly other questions for the volunteers
* Do we need to make a plan B if Armes construction is not finished?
* Currently this is TBD
* Currently have two people hosting each room and finalizing panelists
* Will get an update from Stuti
* Volunteer update?
* Will also get a volunteer update from Kate and Gillian once Google form has been sent out
* Buller area/Armes rooms booking?
* Need to ensure that rooms in Armes and Buller lawn have been booked
* DJ, dunk tank, photo booth, inflatable obstacle course, student group information booths?
* Dunk Tank and Inflatable Obstacle Course have been rented by Special Events
* Savannah is sending out an email to departmental student groups
* Prizes for scavenger hunt?
* Need to be determined and confirmed
* Will they be the same as last year? TBD
* Welcome gift bags?
* Handed out gift bags last year
* Gift bags for this year need to be made
* PowerPoint Presentation
* Eric is trying to find the full presentation that was used from last year
* Not sure yet if any of the PowerPoint needs to be changed
* Scavenger hunt clues
* Have all of the clues been made yet?
* Hosts for each room
* Should we have one or two people for each room to act as hosts?
* Good idea to keep things running smoothly
* Room 1: Eric & Jaime
* Room 2: Justin L & TBD
* Room 3: Stuti & TBD
	+ 1. **UMSU Orientation Day Arrangements (from Jelynn)**
* The UMSU Round-up on Welcome Day (September 3) will be happening from 10:45 AM to 2:45 PM. **Please have your tables set up by 10:30 AM.**
* We have a table on the Quad as well that will need to be set up
* As previously mentioned above, people (new students) will be there from 10:45 AM – 2:45 PM
* Need 2 volunteers for the table at the Quad?
* Gillian and Chloe will do this
* More details to come on this
	+ 1. **Council Pictures**
* A date needs to be set before the start of Fall term
* Last year photos were done in July
* Pictures will be used for the Meet the Members posts on social media and on the SSA website
* Photographer?
* Savannah will take the photos
* Camera?
* Savannah has a good Canon camera we can use
* She also has a tripod she can borrow from a friend
* We can use a timer for the group shot of the entire council or find someone else to take it on the day of
* Pictures will include:
* Individual
* Everyone needs to get an individual photo done
* Groups
* President + Vice President
* UMSU Reps
* Senators
* Community Reps
* Secretary + Treasurer + Communications
* Student Services
* Academics
* Special Events
* Chairperson
* Council
* Entire council needs to get a group picture together
* Possible dates:
* Likely will be the last week of August or beginning of September
* Needs to be done before Fall term starts, otherwise everyone will get too busy
* We will be having orientation for the actual Orientation Day
* Explaining things to the volunteers/doing a run through
* We could take pictures on whatever day this is as all councillors should be there
* Issue: this date will likely be after the long weekend
* Lots of people may be gone
* September 2nd
* Day before orientation
* Won’t work because will likely be getting last minute stuff ready for the next day
* Too busy
* September 3rd (Orientation Day)
* Will all be together during orientation
* Possibly after orientation?
* Won’t work
* Too many things going on
* People may need to leave early and take down and clean up could take a while
* Likely will be taken before orientation
* **Tentatively scheduled for the day of orientation (September 3rd) in the morning**
* We can take the pictures before registration starts so everyone will need to be ready before
* Registration is 9-9:30 AM for science students
* **Will meet at 8 AM the day of orientation for pictures**
* Can take the group picture first and then people can swap places so others can go set up (set up is 8-9 AM)
	+ 1. **Fall and Winter Meeting Dates**
* Meeting dates are set by the Chairperson (David)
* According to Bylaws, one of the duties of Secretary is to reserve the meeting room for the biweekly council meetings and pick up the key to the meeting room on the day of the meeting
* Tristan will be doing this for all future meetings
* Meetings will be held about once every two week (biweekly)
* Usually will be set for Monday every 2 weeks at 6 PM
* Any specific requests from council members?
* We will do Tuesdays for the month of September so David is able to attend
* Can’t do Mondays in September since the Chairperson would be gone
* Will be more lenient for people who can’t make it to September meetings since we switched it to Tuesdays on short notice
* So far we’re looking at the 10th and 24th (both Tuesdays) for September
* Will go back to Mondays for the rest of the year
* David will make a schedule for the meeting dates for the year and send it in the group chat
	+ 1. **Office Hours and Cleaning Schedule**
* Tristan has a report below in the minutes on this
* Arranged by Secretary (Tristan)
* This year, 8:15 AM – 4:30 PM for office hours? See motion below
* 3 office hours total (per week in combination) for the year per councillor
* Cleaning schedule: 2 or 3 councillors per week throughout the school year
* Exact duties to be laid out and detailed when the office available to us again in the Fall
	+ 1. **Food for Council Meetings**
* Who would like to take on organizing food for council meetings?
* Last year an UMSU rep took on this job, could another one do it again this year?
* Brendan will take on this responsibility and be in charge of organizing food for council meetings
* Currently, $500 on Justin C’s budget, but may need to be more
* Will be changing this amount to $1100
* See above minutes
* Dietary restrictions?
* Gluten free, vegetarian, etc.
* Should be having food at every meeting that’s happened so far, but this hasn’t happened yet
* Moving forward in next meetings, food will be there
	+ 1. **Message in Slack Regarding Faculty Tenure/Promotions**
* Looking for people to give comments on Faculty
* Really important for the faculty and for the people who are looking for comments
* If you get a chance and know any of the people mentioned, please send in your input

----- Message from Slack ----- *“Hey everyone, the Faculty of Science office has posted two requests for student comments: one for faculty applying for tenure, the other for faculty applying for promotion. Please see the two attached documents.**They are hoping for as much student input as possible, so please send in any comments that you have about these faculty members.**Comments should be addressed to Dean Stefi Baum and sent to marilyn.shantz@umanitoba.ca. They are due on Friday, August 23”** + 1. **LDC Meeting**
* Local Discipline Committee
* Can anyone go to the meeting on August 22?
* Eric can attend the meeting now, so there is no issue anymore

----- Message from Christine Adams -----*Hi Justin & Eric,* *My name is Christine Adams, I am the Undergraduate Program Coordinator in the Dean’s Office. One of my jobs is to coordinate discipline hearings. I am working on scheduling 2 discipline hearings on August 22nd one at 9 & one at 10. We need student representation at the meeting. Normally we have 2 representatives from SSA who will attend meetings as needed. The 2 students who served last year are unavailable. I wondered if one of you could please attend the hearings, or if you could ask one of your other SSA members to attend. If you could please let me know by Tuesday, August 13th, if one of you would be willing, or if there is someone else who could fill in for you, that would be most appreciated.**We can identify the representatives for 2019-2020 in the coming weeks.**Thanks so much,**Christine** + 1. **Hoodies**
* Has everyone filled out this form who wants a hoodie?
* <https://docs.google.com/spreadsheets/d/10FxgFsyng0WNO-QQOM4aQdiaPdW0VLxUNW7QKvM9vsI/edit?usp=sharing>
* Not everyone is on the list, so want to double check
* Everyone that is at the meeting has filled out the form if they want one, or is filling out the form now
* Eric is going to put in the order
* Everyone will send the money to Eric first and then we will get the reimbursement (50% for the cost of the sweater)
* Hopefully we will get hoodies by the beginning of the year
	+ 1. **Student Group Funding**
* 6 departmental student groups
* There is actually 7 departmental student groups
* MiSC (Undergraduate Microbiology Student’s Club) is a department student group now
* Savannah and Stuti will sort this out, and MiSC will be emailed about having an information booth on Buller lawn
* Last year each departmental student group was given $1000 for start-up funding
* Do we want to do the same for this year and continue to give this amount, or do we want to increase it? Increase amount, e.g., $1500/student group?
* This is up for discussion
* Things to consider:
* Can we get money from the referendum?
* We don’t know yet if we’re going to get covered by the referendum
* Are we sitting at a relatively similar position in terms of the budget as last year?
* Executive Committee will meet about this and see where we’re standing with fee budgeting and then we will proceed from there
	+ 1. **Treasurer/Budget Update**
* Report given by Justin Cruz
* See above in the minutes
	+ 1. **Motions to Vote On**
* **VOTE ON THESE:**

Reimbursements for Sweaters:* ***Moved by: Vice President (Eric Vasas)***
* *BE IT RESOLVED THAT (50% of the total paid by councillors) be approved to be withdrawn by Justin Cruz to reimburse council members $40 each for ordering hoodies with sleeve embroidery and council members $35 each for ordering sweaters without sleeve embroidery.*
* ***Motion Status: Jaime McNicholl seconds; Motion passed and carried unanimously***

Office Hours:* ***Moved By: President and Vice President (Justin Lin and Eric Vasas)***
* *WHEREAS office hours currently do not allow students access to the services SSA provides until 8:30 am*
* *WHEREAS morning labs start at 8:30 am Monday through Friday*
* *BE IT RESOLVED THAT for the 2019/2020-year office hours will run from 8:15am to 4:30pm*
* ***Motion Status: Brendan Scott motions to amend the motion to change the office hours to run from 8:15am to 4:15pm; Justin Lin seconds; Motion amended***

Office Hours (Amended):* ***Moved By: President and Vice President (Justin Lin and Eric Vasas)***
* *WHEREAS office hours currently do not allow students access to the services SSA provides until 8:30 am*
* *WHEREAS morning labs start at 8:30 am Monday through Friday*
* *BE IT RESOLVED THAT for the 2019/2020-year office hours will run from 8:15am to 4:15pm*
* ***Motion Status: Brendan Scott seconds; Motion passed and carried unanimously***

Amendment to the SSA Bylaws - Executive Assistant* ***Moved by: President and Vice-President (Justin Lin and Eric Vasas)***
* *WHEREAS the current position of “Communications Programmer” is responsible for assisting the Director of Communications, President, and Vice President*
* *WHEREAS the title of “Communications Programmer” doesn’t fully describe the expectations of the role*
* *WHEREAS the Vice President is currently the Chairperson of the Executive Committee*
* *BE IT RESOLVED THAT “Communications Programmer” be changed to “Executive Assistant” as an appointed position under Article XI.2.b. in the SSA Bylaws.*
* *BE IT RESOLVED THAT in accordance with Article XI.2.b. in the SSA Bylaws, the roles of the Executive Assistant include:*
1. *Assist the Director of Communications in the completion of their duties.*
2. *Assist the President and Vice President with their communication through the Science.StudentsAssociation@umanitoba.ca email address.*
3. *Act as chair for the Executive Committee*
* *BE IT RESOLVED THAT in accordance with Article X.2b. in the SSA Bylaws:*
	+ *The Executive Committee, hereafter referred to as the executive, shall be composed of:*
		1. *Executive Assistant; as chair*
		2. *President*
		3. *Vice President*
		4. *Treasurer*
		5. *Two other elected Councillors elected from and by Council*
* ***Motion Status: Motion taken from the table; Motion passed and carried unanimously***
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| 1. Senate
 |
| * No report
 |
| 1. UMSU
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| **Chloe McElheron Reports:****UMSU Meeting July 25, 2019:**1. **St. John’s Ambulance Presentation**
* There was a presentation by St. John’s Ambulance
* In summary:
* St. John’s Ambulance sends representative to social events to watch attendees in need of medical attention
* They are trained and certified in First Aid and CPR and are trained to know when it is the appropriate time to call an ambulance
* Although unaffiliated, they are known to work well in combination with Red Frogs to keep social events safe
1. **Motions Passed**
* One motion passed
* Involved approving $435 for the request of armorial bearings in Canada to the Canadian Heraldic Authority in recognition of UMSU’s centennial anniversary
1. **UMSU President Report**
* President Jakob Sanderson reported the following:
* Board of Governors approved a contract amendment that increased premiums for international students from $606 to $865
* Sustainability working group is taking applications
* Applications can be found online and on social media
* More information on this through their website and on social media as well
* Biggest thing Jakob emphasized was for the elections
* More information will be coming in October
* Want to promote voting and help increase voter turnout this year
* Not enough time to get organized for the September 10th vote
* Preparing for September 10th Provincial Election and October Federal Elections
* GOTV (Get Out the Vote) campaigns
* Will be involving student associations around the university
* UMSU executives attend many conferences
* One conference attended included CASA (Canadian Alliance of Student Associations), a federal advocacy coalition that UMSU has considered joining
* Overall positive experience and will continue to examine their strengths and will consider bringing a membership vote to the board later this year
1. **UMSU VP Advocacy Report**
* VP Advocacy Sarah Bonner-Proulx reported the following:
* Attended the PEP-AH (Post-Secondary Partnership for Alcohol Harms) Conference and presented a report on the conference
1. **UMSU VP Community Engagement Report**
* VP Community Engagement Kyra Fanning reported the following:
* Wellness Week will be run in November prior to Fall Reading Week
* More information on this to come
1. **UMSU VP Finance & Operations Report**
* VP Finance & Operations Mbuli Matshe reported the following:
* Attended the CFS Conference and presented a report on this conference
* Also presented a Combined Budget report
1. **Canadian Organization of Campus Activities (COCA)**
* UMSU Executives attended COCA (Canadian Organization of Campus Activities)
* Creating LGBTQ2+ Safe Inclusive Programming
* Execs have also been attending lots of other conferences and will bring more information to the UMSU meetings on these
 |
| 1. Communications
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| * No report
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| 1. Other Business
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| 1. Important Dates/Notes
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| 1. **Fall Term Office Hours & Cleaning Week Schedule (Tristan Rohatynsky)**
* Will be making the office hours and cleaning schedule soon so if everyone could direct message Tristan their schedule for fall term on Slack when they get a chance
* If you know about any days/weeks you’ll be gone for fall term you can let Tristan know about those too (for the cleaning week schedule)
* If you’re a TA for any labs or anything include that in your message as well and let Tristan know what time they’re at so there’s no conflicts
* Right now only the fall term schedule will be made just in case anyone needs to make changes to their winter schedules
* A reminder will be sent in the group chat just in case anyone forgets and for everyone that missed this meeting
* Please try to have your schedules in by this Friday, August 16th , or by Monday, August 19th the latest
* Once everyone’s schedules are in, a tentative schedule will be sent out as soon as possible
1. **Update on LabTREK (Brendan Scott)**
* Brendan will be messaging everyone on Slack to discuss roles for LabTREK
* What the day will consist of (as of now):
* Will get one lab tour instead of several like last year
* Will go to a presentation about NSERC
* Will also be hearing from undergraduate and graduate students about their research as well
* Will be a larger variety of stuff this year as compared to last year
* Then go to an NSERC presentation
* Hearing from undergraduate and graduates students about their research
* More variety of stuff this year
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| 1. Dismissal
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| Jaime McNicholl motions for dismissal at 7:10 PM, Kristine Macalinao seconds; Motion passed.  |

**Motions**

**August 13th 2019**

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| **Motion Regarding: Council Hoodie Order** | **Category: Reimbursement** |
| **Motion:** Be it resolved that 50% of the total paid by councillors be approved to be withdrawn by Justin Cruz to reimburse council members $40 each for ordering hoodies with sleeve embroidery and council members $35 each for ordering sweaters without sleeve embroidery.  |
| **Status:** Motion passed**Moved By:** Eric Vasas**Seconded By:** Jaime McNicholl |

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| **Motion Regarding: Office Hour Times for the 2019/2020 Year** | **Category: Office Hours** |
| **Motion:** Be it resolved that for the 2019/2020-year, office hours will be run from 8:15 AM to 4:15 PM. |
| **Status:** Motion passed**Moved By:** Justin Lin and Eric Vasas**Seconded By:** Brendan Scott |

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| **Motion Regarding: Amendment to Communications Programmer Position Title and Roles** | **Category: SSA Bylaws** |
| **Motion:** Be it resolved that “Communications Programmer” be changed to “Executive Assistant” as an appointed position under Article XI.2.b. in the SSA Bylaws. In accordance with Article XI.2.b. in the SSA Bylaws, duties will include assisting the Director of Communications with the completion of their duties, assisting the President and Vice President with their communication through the council email address, and act as a chair for the Executive Committee.  |
| **Status:** Motion passed**Moved By:** Justin Lin**Seconded By:** Eric Vasas |

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| **Motion Regarding: Reimbursement for Dunk Tank and Inflatable Obstacle Course for Orientation** | **Category: Reimbursement** |
| **Motion:** $1135.50 to be approved to be reimbursed for purchasing the Dunk Tank and the Inflatable Obstacle Course for the Faculty of Science Orientation Day.  |
| **Status:** Motion passed**Moved By:** Serena Phillips**Seconded By:** Chloe McElheron |