

Kwantlen University Student Association
Board of Directors Meeting Agenda
Friday, September 29th, 2006 @ 4:00 PM
Surrey Campus –Oasis Lounge

- A. Introductory Procedures**
 - 1. Call to Order
 - 2. Confirmation of Chair
 - 3. Adoption of the Agenda
- B. Membership**
 - Introduction
 - New Members
 - Declaration of Vacancies
- C. Presentation to the Board**
 - Compliance with Court Order – Financial Reporting
 - Presentation of Petition
- D. Approval of Minutes**
- E. President’s Report**
 - 1. Regulation Changes
- F. Staff Report**
- G. Unfinished Business of the Previous Meeting**
 - 1. Updated Letter of Concerns (Attachment 1)
- H. Campus Council Reports and Motions**
 - 1. Langley Campus Council Report
 - 2. Newton Campus Council Report (Attachment 2)
 - 3. Richmond Campus Council Report (Attachment 3)
 - 4. Surrey Campus Council Report (Attachment 4)
- I. Liaison and Governance Representative Reports and Motions**
 - 1. Disabilities Report (Attachment 5)
 - 2. LGBT Report (Attachment 6)
 - 3. Aboriginal Report
- J. Executive and Executive Committee Reports**
 - 1. Vice President Internal Affairs Report (Attachment 7)
 - 2. Vice President Events & Student Life Report (Attachment 8)
 - 3. Treasurer Report
- K. Other Business**
 - 1. Request for Meeting Time Change (Attachment 9)
- L. Submissions**
- M. Next Meeting**
- N. Adjournment**

**Kwantlen University Student Association
Board of Directors Meeting Agenda**

September 29th, 2006

Attachment No. 1: Letter of Concerns

Prepared by: Steve Lee

O. Staff, Elected & Appointed Officials as well as

P. Members of the Kwantlen Student Association

Q.

NOTE: This was sent for inclusion in the September 1, 8 and 15 2006 agenda. I've added a few things to it and ask that it be reattached to the September 29, 2006 agenda.

New issues appear first. Older, unresolved issues appear last. If changes were made to older stuff, it is noted.

NEW ISSUES

1. Meeting Time Change

I hope everyone can support my request for a change to the meeting time to 6:00pm to accommodate my attendance. If it cannot be done for September 29, then I humbly ask that it be done for all future meetings until the change over to a new Board of Directors.

I arrived at the ending of the first meeting, could not make the second meeting due to work and was sick for the third meeting. I work Monday to Friday from 9am – 5pm and absolutely cannot make a 4pm start time. I could make a 5:30pm or 6pm start time. I do want to participate at a higher level – above and beyond just submitting reports.

I also hope that everyone will accept that the topic “Treasurer / Director of Finance / Financial Report” be placed as a Presentation to Council to ensure that this topic is dealt with as per the Court Order.

2. Meetings with the CRO (with or without the Ombudsperson)

I have heard that Aaron Takhar and Danish Butt sat in on the meeting that our Ombudsperson had with the CRO (especially given the allegations of undue influence and misconduct in past elections by Mr. Takhar). In short, it looks bad. I believe that this was highly inappropriate, given that it was my understanding that the Ombudsperson would be the only person meeting with the CRO and that any information for the CRO would be given to the CRO through the Ombudsperson.

In the future, any information from either side in this ongoing dispute regarding the running and conduct of the election should be given to the CRO through the impartial person of the Ombudsperson. Any meetings between the CRO and the Ombudsperson should be private and between those individuals only. Should each side be interested in knowing what they discuss, I am sure that they are very capable of producing minutes or notes of their meetings for distribution to interested parties.

3. Notice Posters

The notice posters are disappearing under piles of book and housing postings. I would encourage the Ombudsperson to talk with the CRO about producing larger full color 11 by 17 notice posters; as well as for posting notice for polling and for the referendum. STUDENTS DESERVE TO KNOW ABOUT THE ELECTION. We should be going above and beyond the notice provisions in the Bylaws and Regulations. It is our duty to do so.

Also, I believe the petition states that the referendum should be held concurrently with the general election - so it would have the exact same dates / times / polling locations as the general election. So the only thing that needs to be taken care of is posting notice of the questions themselves. No times or dates need to be discussed.

4. Financial Stuff

I want to see the December 2 and February 3 meeting agendas and minutes as soon as possible. These minutes are more than 200 days overdue. I still want to see all the other agendas and minutes that I have requested on numerous times already – as included in this letter below.

I also do have one question - was Tomkins reappointed as the KSA auditors by the Board of Directors at anytime since the June AGM? If my recollection serves right, they were not re-appointed as the auditors at the June AGM.

Further, from looking at KSA reports, agendas and minutes that are online after June 2006, it is my understanding that the KSA worked with Tomkins on some outstanding audit issues. I would like to request that Tomkins be present at the September 29, 2006 Board of Directors meeting to give a thorough update about what these outstanding audit issues were. Perhaps they could also address at that time, the questions about the audit that Lisa Coan had brought forward over the summer, which have been included in my last three agenda reports to the Board of Directors.

Finally, I would seriously urge Council to consider releasing as much financial information as possible - perhaps through an in-camera motion. If there are areas of concern, that may have to be followed up on in court, we can withhold that

information. But anything we can release ' should be released. *To this end, I would ask that as much information as possible be released out of camera, in a report that is included with the meeting agenda.* Part 4 of the Society Act requires financial information be provided to the membership, and the KSA has had numerous requests for this information to be released over the last year. Specifically, the act states:

"Accounting records

36 (1) A society must keep proper accounting records in respect of all its financial and other transactions.

(2) Without limiting subsection (1), a society must keep records of the following:

- (a) all money received and disbursed by the society and the matter in respect of which the receipt and disbursement took place;*
- (b) every asset and liability of the society;*
- (c) every other transaction affecting the financial position of the society.*

Inspection by members

37 Unless otherwise provided in the bylaws, the documents, including the accounting records, of a society must be open to the inspection of a director or member on reasonable notice to the society."

What lead to the court action(s) on the part of the students was a concern over the financial management of the society and an on-going concern that its true financial state was being hidden from the membership by some staff and elected officials. As the interim board, we must make as much effort to become as transparent as possible - which I realize may be difficult for some, and may lead to serious legal repercussions for others. In short, let the cards fall where they may - the students deserve to know how their money is being handled!

OLD STUFF: Part 1 (From September 15, 2006)

1. Posters

The 2ft by 3ft full color posters that appeared in Richmond and presumably on other campuses are very questionable. My questions here are:

- *Who authorized the production of these posters (THEY appear to have been a recent decision as they do have Jamsheed on them)?*

- *Why do they use the old positions? The voting members of the interim board are just voting members of the board – they have no position.*
- *The only members of the board that have positions still would be the liaisons and the education council & board student reps – and why don't those students have posters?*
- *And why do Laura and I not have posters? It doesn't matter that we don't have them in my mind, as I think this is an inappropriate expenditure by the interim KSA Council.*
- *How much did these posters cost – (large scale printing on paper like that cannot be cheap – it would be a travesty for any of us to spend KSA (student) money on pre-election posters)?*

And my only other question is – why can't the election posters look like this?

2. Welcome Week Spending

I am sorry I could not make the last meeting. It is my understanding that the budget for the fall Welcome week is over \$23,000. This is at least \$10,000 more than what has been spent on Welcome Week in the past and that \$10,000 could be viewed as extraordinary spending that is in violation of the court settlement order.

3. Finance Stuff

Further to my earlier requests for a release of financial information, I would like provided to the interim board:

- *Financial statements from the bank (we are with CIBC for daily business banking right?) – monthly, quarterly or one that covers the period of January 1, 2005 until now – showing each and every transaction clearly and concisely, the date of each transaction and the amount and where and who the money went to – just like you would have with real bank statements you get for a personal account.*
- *Statements from all of our investment holders that cover the period of January 1, 2005 until now – showing complete information about when money was invested or withdrawn and what the current balances are.*

This should be very easy to produce. I am very concerned that no real financial information of any substance has been disclosed in the agendas for September 1 and 8. And why do we not have a Treasurer's report for those meetings? He

should be the one answering all of these questions or if he cannot, then the staff person responsible for the finances should be addressing my concerns, in writing, for students to see!

A failure to address my financial concerns could be viewed as a violation of the court order. It is possible that all those who are failing to live up to the court order could possibly be found to be in contempt of court.

4. Bylaws & Constitution online

I realize we have not agreed on the regulations, but the old copies of the constitution and bylaws are still on the website. I sent electronic copy of the version I had, based on what is filed in Victoria. This should be posted asap.

5. Continuing to hire people during interim period

It is my understanding people were hired on at the last Council meeting. This could be viewed as an extraordinary expenditure and action under the court order and those who voted in favour of hiring more people could possibly be found to be in contempt of court.

6. Minutes & Agendas

It is interesting that the minutes for the September 1 meeting mention nothing of the server crash that Aaron claims destroyed the minutes and agendas I have been requesting copy of. Why was this admission / excuse removed? Was the server really down last year? Was information really lost? Why were there no backups of these very important documents? Anyone responsible for not ensuring the protection of these seminally important documents could be held liable. They bylaws (both the old and the “raf2k5” bylaws) require these documents be kept. It is very sad that the old archive of minutes and agendas is not back online. There was activity in the KSA before RAF – the KSA existed before RAF. Ideally, we should have minutes and agendas online for meetings going back to 1981 if we have them. Most of the meeting minutes and agendas that are not online that I have specifically asked for on numerous occasions are now at least 200 days overdue.

OLD STUFF: Part 2

1. CRO Selection (NEW NOTES ARE IN THIS SECTION)

COMPLETED. Now that we have a CRO agreed upon, we need to setup elections@kusa.ca and advertise that widely. No more having Meenu answer questions – this has to be independent.

He should also revise the notice poster to include the 3rd missing officer position in Langley and Newton. The bylaws state at least 3 officers per campus. The

current posters are probably okay though – even though they fail to show a 3rd position in Newton and Langley – the spirit is there and all new postings should reflect this addition and the nomination packages should also reflect it. The website should be updated asap).

Has anything been put in the Chronicle?

2. Structure of the Interim Council (PART OF ORIGINAL REPORT ON SEPTEMBER 1)

First off, it is very important to note that the individuals named in the settlement as being voting members of the board of directors hold no specific position. We are all equals on this interim board, each with one vote. There are no interim executive board members or specific campus council members.

Secondly, although the settlement does not address remuneration specifically, the regulations were reset to the old ones that were in place before January 2006. As of August 21, the wage increases that had been supposedly passed in January 2006 and even prior to that in June 2005 are out of order and the following schedule would be in order, as per Section IX: Article 2 of the Regulations:

- Executive Board Members – bi-weekly sum of \$412.00
- Chairperson of the Executive Board – an additional bi-weekly sum of \$51.50
- Campus Directors – bi-weekly sum of 20 hours per week at \$0.75 above minimum wage per hour
- Campus Representatives – bi-weekly sum of 10 hours per week at \$0.40 above minimum wage per hour
- Campus Officers – bi-weekly sum of 5 hours per week at minimum wage per hour

It is prudent that people be remunerated for their contributions to the KSA during the interim period, and I would recommend that all voting members named in the settlement be remunerated at a rate of a Campus Representative.

Concerned students will be watching the interim council's actions closely, so I think that it is extremely important we act in the highest possible ethical and transparent manner possible. The KSA should strive from now on to be as open, transparent and accessible as possible.

Finally, please remind Ken that he should be sending notice to the Board of Governors and Education Council student representatives as they have always

been non-voting members of the Board of Directors. They don't have to show up but should have the opportunity to know when Council is meeting, and they should have opportunity to present reports if they wish.

3. Copy of the Constitution, Bylaws and Regulations Online (PART OF ORIGINAL REPORT ON SEPTEMBER 1)

R.

This should be updated to reflect the settlement order which struck the bylaws of both the September 2005 and November 2005 SGMs, and declared that the pre-September 2005 Bylaws were in effect.

The constitution on the website is also incorrect as per the copy filed with Victoria.

Attached are the copies of the Constitution and Bylaws that I have on hand in word and html format. They are correct and true, as compared to what is filed with Victoria.

S.

4. Appointment of Jamsheed Khan – Violation of Court Order? (NEW ON SEPTEMBER 8)

I noticed in an e-mail Ken McIntyre sent out about notice for the September 8 meeting that Jamsheed Kahn was listed as VP External - when I thought the position had been previously been vacant, with the duties simply being performed by the President. He also now appears on the KSA site: <http://www.kusa.ca/index.php?pid=79> as also being in the VP External position. He did not appear in the e-mail notice of August 30, 2006. A few questions:

- a. *When was he appointed to work in this position?*
- b. *By whom?*
- c. *When did he start working?*
- d. *Why did he not appear on the site before today?*

It was my understanding that quorum was not achieved on Friday, September 1, therefore, appointing him to perform even just the staff duties would not have been possible.

Furthermore, I would argue that if he stays on he would not have a vote and would not have signing authority. The court order appears clear in who makes up the interim council and has no provisions for adding people. Also, the only removal provisions that exist are upon application to the court.

Although I am not a lawyer, I would consider randomly hiring this or any other individual during the interim period without the approval of Council as falling outside the realm of the day to day operations of the Society (as per paragraph 11 of the court order).

I would further question whether Council even has any kind of hiring ability during this interim period - especially considering the position he was hired to fulfill (VP External) does not exist anymore.

5. Fulfilling Other Requirements of the Settlement Order (VERY IMPORTANT - PART OF ORIGINAL REPORT ON SEPTEMBER 1)

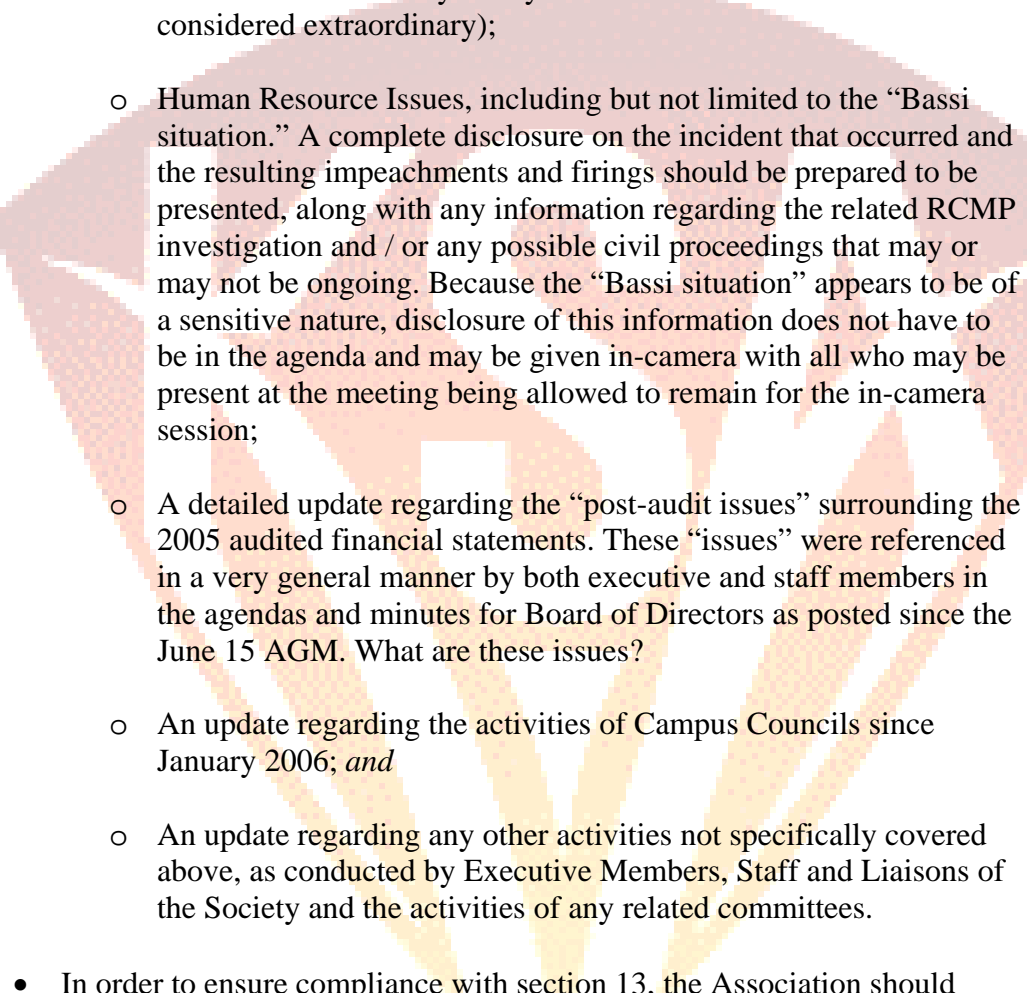
I ASK THAT ALL STAFF OF THE SOCIETY MAKE ANSWERING THE FOLLOWING FINANCIAL QUESTIONS THEIR HIGHEST PRIORITY.

It is important to meet on or before September 1, 2006. To not meet or achieve quorum on or by this date would be in violation of the settlement order. If you could not live up to this then you should not have agreed to this date. It is my understanding that those who fail to attend could in future be held in contempt of court.

It is curious that the Association appears to have been extremely cautious and diligent about trying to meet on a by-weekly basis since June 2006, that it would now again appear to be a difficulty.

In order to ensure that sections 11 and 13 of the settlement order are met, it is important that the following information should be prepared and presented in the agenda for the September 1, 2006 meeting:

- To ensure compliance with section 11, a complete list and detailing of all projects individuals of the KSA is currently working on should be prepared and presented. This would include, but would not be limited to complete information on:
 - The Advocacy and lobbying efforts of the Association;
 - The Legal activities regarding any outstanding or ongoing legal disputes which the association may have been involved in since May 2005 until now (in addition to the two petitions surrounding fall 2005 SGMs that were recently resolved through settlement);
 - The dialogue between the Association and the Institution since May 2005;
 - Any renovations or capital projects that have taken place since May 2005 until now. This update should include complete financial information regarding all related expenditures, who approved those expenditures and any other information regarding any contracts that have been signed to complete those renovations or capital projects;

- 
- An update regarding past and upcoming events. This update should include information on events that have occurred since January 2006, as well as information regarding any events that are planned to occur over the next three months. It should also include information regarding all related expenditures that have occurred or plan to be occurred (furthermore, it is important to note that section 11 would essentially forbid any events other than the normal August Orientations and the Welcome-Week event in early September. Concerts, dances and other similar events are not traditional / annual day to day events and as such would be considered extraordinary);
 - Human Resource Issues, including but not limited to the “Bassi situation.” A complete disclosure on the incident that occurred and the resulting impeachments and firings should be prepared to be presented, along with any information regarding the related RCMP investigation and / or any possible civil proceedings that may or may not be ongoing. Because the “Bassi situation” appears to be of a sensitive nature, disclosure of this information does not have to be in the agenda and may be given in-camera with all who may be present at the meeting being allowed to remain for the in-camera session;
 - A detailed update regarding the “post-audit issues” surrounding the 2005 audited financial statements. These “issues” were referenced in a very general manner by both executive and staff members in the agendas and minutes for Board of Directors as posted since the June 15 AGM. What are these issues?
 - An update regarding the activities of Campus Councils since January 2006; *and*
 - An update regarding any other activities not specifically covered above, as conducted by Executive Members, Staff and Liaisons of the Society and the activities of any related committees.
- In order to ensure compliance with section 13, the Association should address in a report included with the September 1, 2006 Council meeting agenda, answer to the following outstanding questions, which were presented to the KSA by student Lisa Coan on Sunday, July 9, 2006:
 1. Why was the audited report for the 2005 fiscal year dated on May 26, 2006? The audited report for the 2004 fiscal year was dated as being completed by March 7, 2005. Why was there such a huge delay?

2. Do you have any comment(s) on the quality of record keeping in the auditor's management letter?
3. As per the balance sheet, the operating fund balance has gone from surplus to significant deficit during the year resulting in a cash shortfall in the operating fund, requiring \$224,000 being borrowed from the Capital Fund long-term investments. This represents 18% of the long-term pool of funds, which proportionately diminishes the KSA's external investment income. Please answer the following questions based on this circumstance:
 - a. Why is there a deficit?
 - b. Why were the details of this deficit not disclosed in the notes to the Financial Statements or in the report of the Treasurer?
4. I have a few questions about the mortgage and promissory note receivable. It would appear that the KSA has not only risked the funds by investing such a large portion in a single instrument, but the KSA has chosen an instrument which is inherently of a higher risk and therefore seemingly inappropriate given the circumstances presented. Please answer the following questions:
 - a. Why was \$620,000 of long term investments (representing approximately 49% of the investments) invested in a mortgage receivable and promissory note receivable?
 - b. Why were both secured by a SECOND charge on a borrower's property, both bearing a very low 5% rate of return, and both including an exceptionally long repayment term?
 - c. When was this investment approved, and by whom?
 - d. Does this show up in the auditor's management letter?
 - e. Who is the borrower?

- f. What is the Fair Market Value for the properties in question?
 - g. How saleable are the properties provided as security?
5. Accounts Payable appears to be up 24% over the last year. Is the KSA staying current with suppliers or is the KSA at risk here due to unpaid accounts?
6. The Statement of Operations Operating Fund went from slightly less than breakeven last year to a significant deficit this year (\$323,000). The KSA entered the year arguably knowing they had to cut expenses and instead increased wages by \$168,000 (38%). Based on this circumstance, please answer the following questions:
- a. Why were additional staff hired *and / or* what pay adjustments occurred during the year?
 - b. Does this show up in the auditor's management letter?
 - c. Finally, why was there such a substantial increase in professional fees during the year? What necessitated this increase? Why were there no notes in the financial statements or in the Society Reports to the Membership regarding the specific use of these professional fees?
7. In a year of cash-flow pressures, why:
- a. Was \$27,000 spent on Café-Lounge equipment?
 - b. Did the Café-Lounge double its loss during the year, from approximately \$16,000 in 2004 to more than \$30,000 in 2005?
 - c. Was more than \$51,000 spent on other furniture and / or equipment? What was purchased?
 - d. Who authorized the above purchases?
8. The lobbying fund expenditures more than doubled to \$56,000. Presumably the auditors are satisfied that these expenses have been appropriately charged to this fund. But specifically, what activities comprise them? What type of "Lobbying" had

occurred in 2005 that is consistent with the referendum restrictions that are in place on the fund?

9. Please provide the specifics of the bursaries awarded during 2005, which amounted to \$14,000.

- In order to further ensure compliance with sections 11 and 13, the Association should produce electronic copy (in MS Word or Adobe PDF) of:

- The management letter that should have accompanied the 2005 audited financial statements;
- All executive board meeting agendas and minutes from Executive Board meetings as held from January 1, 2005 until now;
- All Board of Directors / Council meeting agendas and minutes for all meetings of the KSA Board of Directors as held from January 1, 2005 until now, including, but not limited to copies of documents as related to the following meetings:

- i. April 29, 2005
- ii. May 13, 2005
- iii. May 27, 2005
- iv. June 10, 2005
- v. June 15, 2005
- vi. June 24, 2005
- vii. July 8, 2005
- viii. July 22, 2005
- ix. August 5, 2005
- x. August 19, 2005
- xi. September 30, 2005
- xii. Mid-October 2005
- xiii. October 28, 2005
- xiv. November 4, 2005
- xv. November 18, 2005
- xvi. December 2, 2005
- xvii. December 16, 2005
- xviii. January 6, 2006
- xix. 2ND January 2006 meeting (if any)
- xx. February 2, 2006
- xxi. February 10, 2006
- xxii. February 24, 2006
- xxiii. March 17, 2006
- xxiv. April 4, 2006

- xxv. April 13, 2006
- xxvi. April 28, 2006
- xxvii. May 12, 2006
- xxviii. June 2, 2006
- xxix. June 16, 2006
- xxx. June 30, 2006
- xxxi. July 14, 2006
- xxxii. July 28, 2006
- xxxiii. August 11, 2006

- The March 23, 2005 KSA Annual General Meeting including an electronic copy of the membership sign-in list;
 - The September 29, 2005 KSA Special General Meeting including an electronic copy of the membership sign-in list;
 - Any other relevant document(s) that support any and all of the above inquiries.
- Many of the above documents were also requested by student Lisa Coan in her e-mail of July 9, 2006 and should have been made available to the auditors in order to complete the 2005 audit – as such, they should be easy for the KSA to produce these documents (I also believe that these same documents were also requested earlier in the year during the January 2006 election by candidate Rob Mumford). Finally, the Bylaws and Regulations require that these documents be accessible to the student body. Traditionally, this has taken place by having said documents placed on the Society's website;
 - In the past the Association has maintained a schedule for its Board of Directors, showing:
 - In respect of each employee, the total remuneration paid to the employee and the total paid for the employee's expenses; and
 - A consolidated total of all remunerations paid to all other employees.

To ensure compliance with sections 11 and 13 of the settlement agreement, the Association should present such a schedule to the September 1, 2006 meeting of Council.

- Article 13(2)(6) of the "RAF BILL2K5" Bylaws stated that the Senior Staff Members shall:

“Submit to the Board quarterly financial reports, with the approval of the Operations Supervisor, in the manner specified in the Regulations and in accordance with the individuals and procedure listed in Article 13(2)(ii);”

Further, Article 17(1)(vi) of the old pre-September 29 Bylaws stated that the General Manager shall:

“Submit to Council quarterly financial reports in the manner specified in the Regulations;”

And Section V. Article (2) (4) and (5) of the pre-December 31, 2005 Regulations states:

4. In accordance with Bylaw 17(1)(vi), the General Manager shall deliver written financial reports to Council four (4) times per year; in January, April, July and October. Such reports shall include:
 - a. Expenditures to-date in each budgeted line item;
 - b. Revenues to-date in each budgeted line item;
 - c. Reference, in a form determined by the General Manager, to the previous year’s Budget comparing the current financial status to the same reporting period of the previous year;
 - d. Such other information as the General Manager may determine, or that has been requested by Council or the Executive Board.
5. At the request of Council, by Resolution, the General Manager shall provide interim reports at times other than those specified in paragraph (4) above.

As such, the Association should produce at the September 1, 2006 meeting of Council copy of all quarterly financial reports as issued to date during the 2005 and 2006 fiscal years.

Ensuring that the Society’s finances are in order should be a priority for this interim council. If they are, it should be very easy to answer and provide information regarding all of the points outlined in this e-mail.

Respectfully,

Steven H. Lee



**Kwantlen University Student Association
Board of Directors Meeting Agenda**

September 29th, 2006

Attachment No. 2: Newton Campus Council Report

Prepared by: Sunny Khalon

1. Newton Campus Director

- (a) Ajay has resigned as the Campus Director & the position is now vacant.
- (b) For the meantime, I will be taking over the duties of the Newton Campus Director.

2. BOS

- (a) The students are now aware of the new BOS staff and are pleased that they no longer have to travel to surrey for services.
- (b) Jem is doing well as she comes to work on time and does what is asked of her. She is friendly and gets along well with campus council and the students.

3. Bulletin Boards/Cleanup

- (a) General cleanup after Welcome Week has been carried out.
- (b) Posters and notices have been removed from the bulletin boards and lounge area.
- (c) Three boxes of Welcome Week Goody Bags still remain at the office and it's not yet clear what will be done with them. The boxes are taking up a fair amount of office space. Perhaps, they may be given out at another event or taken to storage.

4. Student Agendas

- (a) Student Agendas are being continuously distributed to the students.
- (b) However, several boxes of agendas still remain in the Newton office.

5. Lounge Area

- (a) General repairs of pool equipment were carried out.
- (b) Foosball and Ping-Pong table are in good condition.

**Kwantlen University Student Association
Board of Directors Meeting Agenda**

September 29th, 2006

Attachment No. 2: Richmond Campus Council Report

Prepared by: Brian Tran

1. Maintenance of offices

- a. RCC has spent a great deal of time and effort working on cleaning up the offices. Large boxes labeled to Kurt Penner were sent to the campus a bit late for the welcome week event. We now have organized ten large crates to make room in our office since having them stuck outside in the lounge would only create a mess and cause a problem with facilities.
- b. Since the cleaning people of Kwantlen stopped coming into our offices for daily cleaning, we have pushed a bit harder in ourselves to help make sure that the messes that are left behind are cleaned up. We do have students come in here and hang out and talk to us and occasionally have lunch in here. And sometimes they forget to pick up after themselves and we take care of their mess.
- c. Garbage has been a relatively big issue here, since there are no garbage cans in the KSA, I have been talking to Barry (the head of facilities) of getting the cleaning people to come in here and help maintain the cleanliness of the office.

2. Maintenance of the lounge

- a. People have been steadily enjoying our couches and watching the television. At the end of the day the couches get disorientated and we at RCC have to do our best to make sure we keep the couches organized so the students can have a pleasant time in the lounge. The students are first on our priority list.
- b. Garbage cans, there are none in the lounge and students tend to leave their garbage on the table. I have again been talking to Barry about getting a few garbage cans in the lounge. Trying to implement some garbage cans in the lounge so the students can keep their lounge clean.

3. Bulletin boards

- a. We have started to remove book postings because we are trying to get the www.bcbookworm.ca website up and running. It is a great website and it's really easy to use. I personally have used it myself and I find it a wonderful and easy website.
- b. Students have come up to me and asked me how the website works. The students have come into the office and asked me "how do I post books", "I want to buy a book". And I go through a step by step orientation on the website.

- c. I have removing these “Essay Experts” postings. Every single day the come in to Kwantlen with a stapler and staple at least two postings on each board. I find it ridiculous because it states on the boards that staples are not allowed on the bulletin boards. RCC is constantly on the lookout for these posters so they don’t clutter up the students posting board.

4. Removal of “white couches”

- a. Students have complained about the white couches that have been in the office before. And it is my duty as Richmond Director to remove the couches for the students.
- b. The couches that were in here before were pretty disgusting. So I sat down with Barry and we arranged something. He didn’t want them in the lounge because they were unappealing and that they took up space. So Barry said that he would get his men from facilities to move the couches down to the receiving area and that it would be up to me to remove them. Barry said that it would be 50-60 dollars to remove the couches. I told him that it was quite all right and that I could borrow my father’s truck for the day and go to the dump and pay 15 dollars out of my own pocket to remove the couches. In total we saved 45 dollars that day.

5. Voicemail

- a. Thanks to Aaron, he helped me set up my voicemail. Finally I have a proper voicemail account, having this would further establish my connection to the students. If they have questions or concerns and I am not in the office, they can leave me a message and I can get back to them as soon as I am available.

6. Internet

- a. Deep our IT guy has helped RCC out greatly by getting the internet back into Richmond. He has been extremely helpful by fixing out computer problems. He has hooked up our printer to both computers, making it more efficient in the office.

7. RCC Meeting

- a. There is an RCC meeting on Thursday at 12pm in the Richmond Campus Council office. All are welcome to come.
- b. We have been thinking about a few ideas for October. We wanted to throw a little event where students would get something to eat and win a few prizes.
- c. To be discussed later on Thursday.

8. Pool table

- a. Students really want something to do and I want to remove this pool table.

It takes up space and is really not doing anything.

The guy that comes in to collect money doesn't really want to help me know how to fix the table. He listens to me complain that the machine is jammed; he fixes it and tells me everything is ok. I ask him how he fixed it and he replies with a "call me if you need anything". I think this does not fix the problem at all. And I need to sit down and think about what to replace this table with. I might want to throw out a survey to students of what they want to have instead of this coin operated pool table.



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Attachment No. 4: Surrey Campus Council Report

Prepared by: Ken McIntyre

Camps Council Issues and Concerns

A: There are no known issues or concerns at this time

B: Been keeping the posters up to date on all the posting boards on the Surrey campus and ensuring that all the housing forms are filled out for the housing board

Campus Council Meetings and Events

A: There are no campus council meetings scheduled at this time

B: There are no events scheduled at this time

C: I would like to hold a small event before the end of the term and I would like to suggest a donut day, which is both small and cost effective. An event like this can be put on for under \$200.00 and requires little preparation time and cost.

Other Activities

A: The bus schedules and the information table in front of the main business office on the Surrey campus has been kept up to date and tidy with ensuring that bus schedules are kept plentiful and that all information resources are organized, for easy access for the students.

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Attachment No. 5: Disabilities Liaison Report

Prepared by: Ken McIntyre

Disabilities Liaison Issues and Concerns

A: There have been concerns raised about accessibility to the parking spots for people with Disabilities at the Surrey campus. Increased awareness is needed to ensure that these spots are not blocked and are easily accessible people who need them the most

Disabilities Commission

A: No meetings are scheduled at this time due to the amount of time left in the term

B: I have encountered significant challenges over my time as Disabilities Liaison being able to put together a commission. I hope the next Liaison will be able to have much better success in forming a commission.

Information Resources

A: Translink has sent a significant amount of leaflets and pamphlets on the services they offer to people with disabilities with respect to transit services, to made available to students. Translink has sent some before but they have all been distributed. I have placed these resources out on the information desk in front of the Surrey KSA Office

B: The BC Coalition for People with Disabilities have sent several sheets that have a summary of their information resources and an order form section for ordering these resources, in order to be handed out to students. I have placed these resources out on the information desk in front of the Surrey KSA Office

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Attachment No. 6: LGBT Liaison Report

Prepared by: Duncan Keist

- Jaivin is currently working on my business cards and Deep is working on the Pride Kwantlen website which is now up (go to kusa.ca and click on “Pride Kwantlen”).
- I replenished the bus flyers’ supply in front of the KSA.
- I will speak to Michael about his office hours and if there is room for improvement.
- This motion is to reimburse me so that I can purchase LGBT books for the Kwantlen library. I will pay no more than a total of \$100.

BIRT the KSA reimburses the LGBT Liaison for the purchase of LGBT books for the Kwantlen Surrey campus library upon receipts given to the Treasurer.

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Attachment No. 7: VP Internal Affairs Report

Prepared by: Kaivin Khatri

1. Health & Dental Plan

- a. The current office of the Benefits office is going to be moved to another location to make room for an office for our Commercial Services Manager and a secure storage for the dry goods of the Oasis Lounge.
 - i. The current Benefits Office is planned to be moved to the front of Surrey Campus Council Office. The back area will be cleared out and in its place an organized office space to accommodate the Campus Director, Reps, and Liaisons that work out of that office.
 - ii. There is an issue of Security, however with this and the security of some files that the Benefits office carries, I will be talking later on in the week with Mark Healey to seek a resolution for this
- b. Opt outs and general day-to-day operations of the office have been moving forward normally.

2. The KSA Lounge

- a. Have been working on making materials and procedures with the Commercial Services Manager.
- b. I have had to do managing shifts in the Lounge during peak times. Also I have had to cover where I can and help out where I can due to staff illness. The problem is since these are student employees, their school schedules conflict to cover shifts when co-workers are sick.
- c. A more detailed report will be given in person

3. Welcome Week

- a. The 2006-week of welcome was a great success. I dedicated a great deal of time helping Stafford put on this spectacular event and was pretty much second in command of arranging help, transportation and implementation of the event. Overall there was great turnout at each campus.

4. Back to Books Bash

- a. The Back to books bash in the Oasis Lounge was a great success. The venue of the Oasis and Outside Patio was a huge hit. Great response from student over the concert and event as well as the new look of the lounge

5. Book Board Surrey Campus

- a. Due to the fact that WWW.BCBOOKWORM.COM is a huge success. I feel that having a dedicated book board would impeded the work of the website. So as done so before, we shall keep referring students to [WWW. BCBOOKWORM.COM](http://WWW.BCBOOKWORM.COM).

6. Campus to Campus Check up

- a. I have been traveling campus to campus dropping off supplies and material. Also to check out if each of the business operations are being conducted as normal.

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Attachment No. 8: VP Events and Student Life Report

Prepared by: Stafford Richter

A: Welcome Week

I am presently working with Yasser to make sure all the remaining invoices from Welcome Week are in order for our financial records. I am also pursuing the remaining for-profit organizations that didn't pay for their attendance and participation in the Welcome Week events as agreed upon in the contract.

In rebuttal to the accusations made by Steve Lee against myself in the September 8th Agenda under the section "Letters of Concern" that I wildly overspent on Welcome Week 2006 I have the following to say: I did what I thought was right to make a positive impression on new and returning students to Kwantlen who might have a negative impression of the KSA. Also it can be argued that the "Back to the Books Bash" was a separate event from Welcome Week. This event did cost \$5000 but organizing an event of this magnitude is nearly impossible without properly paying for quality bands of which I had 6, alcohol, sound and staging proper promo materials etc. I believe this event has raised the bar for all future KSA events to come, as we grow as institution students will come to expect these kinds of events from their student union. It is also an indication to our constituency of where their student fees are being invested. As a sign of our success at the event there were at one point 220 people in attendance and the assessed capacity of the Oasis Lounge is 113. We also generated \$640 in alcohol sales and we ran out of alcohol from our two 50 liter kegs and 20 bottles of 2L grower bottles.

Welcome Week for the most part was a huge success we received rave reviews about the Ryan Leech bike trials and the Hybrid Movement live stunt demonstrations. I believe in the future we should reassess our usage of the Party works Interactive Games they were under utilized for the week I thought.

B: Student Life Report to the Board of Governors

I have been asked by Denny Hollick a student who sits on many advisories panels here at Kwantlen to submit a joint report with the Student Life and Development department about the state of student extra-circular life on campus. I have to report on what the KSA is doing too better student life and enhance it for the years to come. I plan to talk about the New Student Vision Plan as a means to success. Also we should look at coordinating our events with the student life department in the future. What does everyone else think?

C: The Halloween Masquerade Event

This event is going to be HUGE! We are organizing it in coordination with F.U.B.A.R Entertainment for the evening of Tuesday October 31st. Plans are in the works to make this the biggest KSA of all time bar none. The Oasis Lounge will be used as a beer garden and the gym will be used as the main venue for the under age crowd. \$2,000 worth in student scholarships will be handed out throughout the night. DJ Alibaba formerly of the Beat 9.45 will be on hand spinning it live as well as another celebrity guest DJ (likely J-Swing, JL 14, G-man and Risk etc). In the coming weeks I will obtain: a liquor license, security, booze, promotional materials and securing other acts to play the side stage in the Oasis Lounge. ECC will be very active so stay on the lookout for updates



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Attachment No. 9: Meeting Time Change

Prepared by: Steve Lee

Proposed Motion:

BIRT the regular meeting of Council be changed to be 6:00pm

