

Kwantlen University Student Association
Board of Directors Meeting Minutes
Thursday, April 28th, 2006 @ 12:00 PM
SURREY CAMPUS – KSA Offices

Members Present

Sunny Kahlon (NCC Member at Large)

Andre Lesur (Langley Director)

Joey Atwal (Treasurer)

Ajay Cheema (Newton Director)

Yasser Ahmad (Chief Operations Officer)

Kulvir Gill (Richmond Director)

Bikram Gill (VP Events)

Aaron Takhar (Executive Advisor)

Harm Sandhu (RCC Member at Large)

Brian Tran (RCC Member at Large)

Meenu Saran (Executive Assistant)

Ken McIntyre (Surrey Director, Disabilities Liaison, Minutes Recorder)

Jaivin Khatri (VP Internal)

Michael Van Fleet (Aboriginal Liaison)

Introductory Procedures

The meeting was called to order at 12:29 PM

Aaron will be chairing the meeting if there are no objections

No objections

RESOLUTION BOARD033-2006

Joey/Andre

BIRT the agenda be adopted as presented

- **No opposition**
- **Motion Carried**

Agenda is adopted as presented

Membership

Introductions

Introductions were given clockwise

New Members

None

Declaration of Vacancies

NCC member at large

Presentations to the Board

- Health Plan Representatives from Gallivan and Associates have traveled to the KSA offices to give a presentation to the board
- Looking into managing the student health plan ourselves. Supposed to have a presentation to the board on this topic.
- When Jaivin arrives we will have a presentation on this topic

RESOLUTION BOARD034-2006

Joey/Bikram

BIRT we go in camera with everyone present

- **No opposition**
- **Motion Carried**

In Camera

RESOLUTION BOARD035-2006

Kulvir/Joey

BIRT we go out of camera

- **No opposition**
- **Motion Carried**

Out of Camera

RESOLUTION BOARD036-2006

Kulvir/Joey

BIRT we hear a presentation from the representatives of Gallivan and Associates for a maximum of 10 minutes

Amendment to the main motion

Joey/Andre

BIRT the time be extended to 30 minutes

- **No opposition**
- **Motion Carried**

- **Sunny Kahlon (NCC Member at Large) leaves at 1:00 PM**

- Presentation given to the board by Gallivan and Associates on the Student health plan.
- Presentation given by Brian McLaughlin, Brian Boechler, and Mark Healey.
- Concerned about information obtained about a possible referendum question on opting out of the health plan, here to obtain feedback about concerns the board may have.
- **Jaivin Khatri (VP Internal) arrives at 1:05 PM**
- Received anonymously through an email a copy of a draft referendum question with respect to the student health plan.
- Want to see if we can come to a meeting of the minds with respect to this issue
- No known issues at this time to be discussed
- The board was not was not aware of concerns that the Gallivan and Associates representatives had at the time.
- Issues were resolved and Gallivan and Associates are to contact the KSA president upon his return

RESOLUTION BOARD037-2006

Joey/Kulvir

BIRT we go in camera with everyone present

- **No opposition**
- **Motion Carried**

In Camera

RESOLUTION BOARD038-2006

Kulvir/Jaivin

BIRT we go out of camera

- **No opposition**
- **Motion Carried**

Out of Camera

Approval of Minutes

RESOLUTION BOARD039-2006

Kulvir/Jaivin

BIRT we approve the minutes for the April 13 2006 board meeting

- **No opposition**
- **Motion Carried**

Minutes are approved

President's Report

- No written report was submitted
- Danish is away

Staff Report

- Aaron Takhar will be giving a verbal staff report
 - Prepping for the summer semester, Jaivin has been helping out
 - Still working on putting everything such as inventories on databases
 - The secure section of the website should be up soon, for minutes and events posting etc.
 - Emphasis will be for students to check the website for information
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- Discussion on general staff concerns with respects to campuses
 - Yasser states he will be away from the office for about a month due to family issues, will be working remotely, please communicate via email and phone for important issues.

Unfinished Business from the Previous Meeting

No Unfinished Business

Campus Council Reports and Motions

Langley Campus Council Report (Presented by Andre Lesur)

- Will send in a report for the minutes, had email issues
 - Verbal report given
 - Boards are up to date, waiting for poster paper
 - People coming in for health and dental plan questions, bus passes are being sold
 - Will be having a campus council meeting soon
 - Will get minutes for the two previous campus council meetings up to date soon
 - Looking into buying a basketball hoop for LCC
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- Kulvir comments on potential liability issues for basketball hoops on campus
-
- **Michael Van Fleet (Aboriginal Liaison) arrives at 1:51 PM**
 - LCC voted to discontinue the student food bank on the campus

Newton Campus Council Report (Presented by Ajay Cheema)

- Handed in written report (**Attachment 1**)
- Went over written report
- Working on poster board issues and up keep
- Report is attached
- Campus Council will be meeting next week on May 1 2006
- Still working on getting a new member at large

Richmond Campus Council Report (Presented by Kulvir Gill)

- No written report was submitted
- Will submit a written report by tonight to be included in the minutes (**Attachment 2**)

- Verbal report given
- Been having poster board issues, lots of unauthorized posters being put up
- Got a key for the pool table to fix any problems as needed
- New couches are coming in to the lounge
- **Bikram Gill (VP Events) leaves at 2:02 PM**
- Out of meeting motion for new couches expense

RESOLUTION BOARD040-2006

Kulvir/

BIRT we appoint Gogan Schottha as LGBT Liaison

- **Motion dies due to lack of a seconder**

Surrey Campus Council Report (Presented by Ken McIntyre)

- Written report submitted (**Attachment 3**)
- Went over written report
- Report is attached
- SCC wants to see if we can the napkin dispenser moved in the Cafe
- Had a SCC meeting on April 24 2006
- Will be having another SCC meeting before May 8 2006
- Thinking of bringing back the student food bank at SCC

RESOLUTION BOARD041-2006

Ken/Jaivin

BIRT we recess for 15 minutes

- **No Opposition**
- **Motion Carried**

Recess at 2:27 PM

- **Ajay Cheema (Newton Campus Director) leaves during the break**
- **Bikram Gill (VP Events) Returns to the meeting during the break**

Chair call the meeting back to order at 3:10PM

Liaison and Governance Representative Reports and Motions

Disabilities Report (Presented by Ken McIntyre)

- Handed in written report (**Attachment 4**)
- Went over written report
- Report attached
- Looking into scholarships for possible new ideas for students with disabilities

Aboriginal Report (Presented by Michael Van Fleet)

- Got back the computer from being serviced
- Handed in written report (**Attachment 5**)
- Went over written report

- Helping organize and work security on aboriginal issues rally with respect to Six Nations
- Going to bring a pamphlet with information on the Six Nations issue
- Michael gives an explanation on the background of the Six Nations Aboriginal issues

Executive and Executive Committee Reports

Vice President Internal Affairs Report (Presented by Jaivin Khatri)

- Handed in written report at the meeting (**Attachment 6**)
- Went over written report
- Tax clinic has been completed
- Changed the office water cooler contract in order to save money
- 2006 student planner agenda is complete
- Looking into hiring a café manager, café procedures, and having a training session next Friday, coffee tasting session May 2 2006 at noon
- New café name will be the Tinted Lounge
- Café changing close time to 5 PM during the summer semester

RESOLUTION BOARD042-2006

Joey/Jaivin

BIRT the Xbox does not leave the Richmond campus BIFRT a signup sheet implanted and administered by the Richmond Business Office Staff for tracking of the Xbox

- Motion Carried

Vice Present President Events and Student Life Report

- Bikram is not present at the time of the report
- Written report handed in at the meeting, still need electronic copy for the minutes
- Jaivin and Joey go over the written Events report
- Discussion on possible events to hold during the summer semester

Treasurer Report (Presented by Joey Atwal)

- Handed in written report (**Attachment 7**)
- Went over written report
- Made some advertising for the KSA fitness room
- Helped with the Student Saver program
- Joey presents the quarterly financial report

RESOLUTION BOARD042-2006

Kulvir/Jaivin

BIRT we go in camera with everyone in the room

- **No opposition**

- **Motion carried**

In camera

Meeting is adjourned at 4:05 PM due to loss of quorum, due to Bikram Leaving the meeting again.



Kwantlen University Student Association Board Meeting Agenda

April 28th, 2006

Attachment No. 1: Newton Campus Council Report

Prepared by: Ajay Cheema

1. Bulletin Boards

- put up some new postings that I received from students.
- took down old and unstamped postings. This is becoming an ongoing problem where students are putting up postings without getting them stamped.

2. Supply and Technical Work

- filled out a supply form and received a new ink cartridge for the printer.
- with regards to the shredder, a new one will not be bought, due to a tight budget.

3. Next NCC Meeting

- will be held next week on Monday May 1st 2006.

4. Event

- working on setting up an event next week at the lounge.
- this will be discussed in further detail at the NCC meeting.

5. Member at Large

- there is still a vacancy for one of the member at large positions at Newton.
- working on getting another member to help fill in the hours.

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Attachment No. 2: Richmond Campus Council Report

Prepared by: Kulvir Gill

These last few weeks at Richmond have been a huge transition for us, we have dealt with the huge decrease of students that usually happens during the summer semester. The Richmond Council and I plan to rearrange the boards so they are cleaner, easier to read, and more organized. During the last ECC meeting, we discussed many great plans for events. Bikram and Ken had great plans for Surrey and even Richmond, and in today's I plan to discuss our event for this month.. I am looking into maybe have the KSA sponsor a local college team in some sort of adult league, and also look into the Pole to Pole campaign, and how the KSA can use that, and help that plan grow like we do the BC Book Worm.

Kwantlen University Student Association Board Meeting Agenda

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Attachment No. 3: Surrey Campus Council Report

Prepared by: Ken McIntyre

1. Surrey Campus Council Meetings and motions

- A Surrey Campus Council meeting was held on April 24 2006 at noon
- This was the first meeting that I had chaired as Surrey Director so it was a little more on the brief side in order to get things going. We hope to have another Campus meeting before the start of next semester in order to finalize some plans and events for the upcoming semester.
- The date of the next meeting will be emailed and posted at least 3 days in advance of the next meeting date.

2. Transition Progress

- Since last board meeting I have been tackling minor operational issues in order to ensure everything in the Surrey Campus office is in working order, such as updating the voicemail and email accounts.
- As well as some minor office cleaning and organizing, I am pleased to say that everything space wise now looks pretty spiffy.
- Since it is in between semesters, office hours for campus council have been and will be varied due to final exams. Will have a set schedule of office hours for all members of Surrey Campus Council by May 8 2006
- Campus Council is going to try self regulation for office hours and will institute a log book if self regulation does not work.

3. Campus Council Activities and Issues

- We are currently working on our bios and should have them in by the end of this week, which will include our pictures
- Did some event brainstorming for possible future events such as a poker night, pub night, as well as doing medium sized events for the summer and then going all out for the fall semester.
- Campus Council discussed the idea of bringing back the student food bank and requested the topic be brought before the board for feedback
- Campus Council also requested the issue of the Napkin Dispenser which partially blocks the counter to the office be brought to the board for discussion

- The Surrey Campus Computer will be getting a cleanout later this coming semester in order to better improve performance.

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Attachment No. 4: Disabilities Liaison Report

Prepared by: Ken McIntyre

1. Disabilities Concerns and Issues

- There are no new issues or concerns at this time
- Had a couple of students come by and ask for my email so they can email me some concerns, no emails have been received

2. Disabilities Commission Update

- Due to the semester in classes there is a drop in traffic at the campus, will pickup advertising for putting together a commission when the summer semester starts
- Had a few students interested in the commission but they did not have enough time because of studies

3. Other Activities and Updates

- The LBGT Liaison poster is done and is ready to be distributed
- Going to be working on ideas for potential awards for Disabilities students for scholarships
- Will be talking to the Institution's Disabilities Coordinator for ideas on what would be needed for potential awards
- Noticed a snafu with respect to holding the disabilities portfolio and the regulations, I have been working on a motion that will address this issue which will be brought up under other business

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Attachment No. 5: Aboriginal Liaison Report

Prepared by: Michael Van Fleet

This is my report for the last meeting and the meeting on Friday 06\04\28

- Reading information that I have collected
- organizing the information that I have collected
- checking my e-mails and replying to
- this is all I have been able to do because my computer is away getting prepared



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Attachment No. 6: VP Internal Report

Prepared by: Jaivin Khatri

1. Office Logistics
 - a. We recently moved our storage facility to a new one at Public Storage. During the move a Uhaul truck had to be used in the move. It has been paid by myself and I would like to bring forward the following motion

2. Office Hours
 - a. People need to readjust their office hours for the semester and post them and pass an email letting people in the office know when they will be doing them due to the fact our schedules change a great deal every semester.

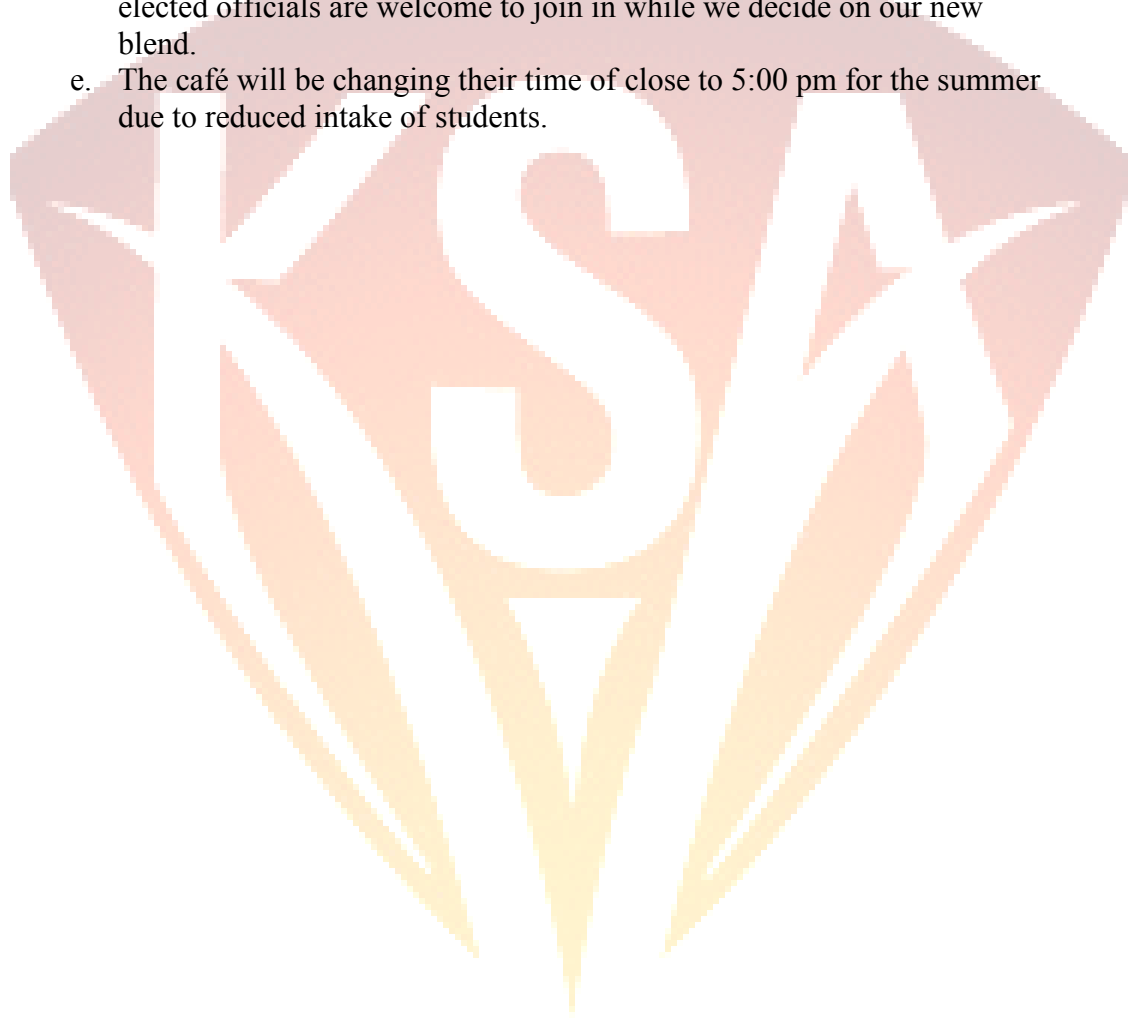
3. Canadian Springs Water
 - a. We have cancelled with Canadian Springs Water and from now on we will be working with simply H2O.
 - b. By doing this the KSA will end up saving about \$800 a year.

4. Student Tax Clinic
 - a. The student tax is now finished and the last of the taxes are being taken care by our hired staff for this project, Lawrence Ling.
 - b. Overall the turnout for this service was not that great and we ended up have 14 customers
 - c. Although the turnout for this years tax season is low, we have a great deal of time to prepare and I plan to move forward again with this service with a better marketing strategy for the new year.

5. 2006/2007 Agenda
 - a. The Ad space is now completed in the agenda along with the the Agenda cover. This finishes off all the things we are required to do at our level to make this agenda.
 - b. of money and inventory.

6. The KSA Café
 - a. Due to state of the operations in the Café up until now, I have now taken on a bigger role in the operations of the Fishbowl

- b. I am currently working with our consultant, Joe Bawja to make Job descriptions for all the staff in the Café. There has been none placed in the past and with these job descriptions we are creating operating procedures for the staff as well to make work more effective and give direction to the staff.
- c. There is plans to set an orientation for KSA Café for staff that is tentatively set for May 5th.
- d. We have now decided to switch coffee blends to reduce cost, yet at the same time obtain a better coffee. There will be a taste testing on Tuesday May 2nd at 12:00 pm and all coffee drinkers and staff and elected officials are welcome to join in while we decide on our new blend.
- e. The café will be changing their time of close to 5:00 pm for the summer due to reduced intake of students.



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Attachment No. 7: Treasurers Report

Prepared by: Joey Atwal

1. Cheque Reconciliation

- Looked through which cheques had been cashed in, etc.

2. Fishbowl pricelist

- Typed inventory, item list, prices, and location of vendors for fishbowl.

3. Fishbowl vent cleanup

- Cleaned up vents in fishbowl due to grime and dust buildup which is unsanitary for food prep.

4. Student Saver business hunt

- Looked for businesses to get involved in S.S. program.