

**Kwantlen University Student Association  
Board of Directors Meeting Minutes  
Friday, May 12th, 2006 @ 12:00 PM  
SURREY CAMPUS – KSA Offices**

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**Members Present**

**Danish Butt (President)**  
**Michael Van Fleet (Aboriginal Liaison)**  
**Brian Tran (Richmond Member at Large)**  
**Ken McIntyre (Surrey Director, Disabilities Liaison, Minutes Recorder)**  
**Harm Sidhu (Richmond Member at Large)**  
**Joey Atwal (Treasurer) (Ajay Cheema's Proxy Vote)**  
**Jaivin Khatri (VP Interim)**  
**Kulvir Gill (Richmond Director)**  
**Bikram Gill (VP Events)**  
**Aaron Takhar (Executive Advisor)**  
**Madiha Butt (Surrey Member at Large)**

**Introductory Procedures**

The meeting was called to order at 12:55 PM

Aaron Takhar will be chairing the meeting if there are no objections

**No Objections**

**RESOLUTION BOARD043-2006** **Jaivin/Danish**

**BIRT we adopt the agenda as presented**

- **No opposition**
- **Motion carried**

Agenda is adopted as presented

**Membership**

Introductions

Introductions given clockwise

New Members

None

Vacancies

Newton Member at Large

LGBT Liaison

- Discussion on possible people for the LGBT Liaison position

**Presentations to the Board**

- More members of Gallivan and Associates are on campus and request to address the Board of Directors
- John Gallivan is present in the group from Gallivan and Associates
- Members of Gallivan and Associates were present at the previous Board of Directors meeting to address concerns they had.

**RESOLUTION BOARD044-2006**

**Jaivin/Joey**

**BIRT we go in camera with voting members only, including Aaron, and Ken**

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

In Camera

**RESOLUTION BOARD045-2006**

**Joey/Jaivin**

**BIRT we not hear the presentation by Gallavin and Associates**

- **Motion carried**

**RESOLUTION BOARD046-2006**

**Danish/Jiavin**

**BIRT we go out of Camera**

- **No Opposition**
- **Motion carried**

Out of Camera

**RESOLUTION BOARD047-2006**

**Danish/Joey**

**BIRT we recess for five minutes**

- **No opposition**
- **Motion carried**

Meeting adjourned at 1:10PM

Meeting called back to order at 1:17PM

- Aaron and Danish notifies Gallivan and Associates that the Board of Directors does not wish to hear their presentation
- Gallivan and Associates submit a written statement to the Board of Directors
- Written statement as passed around for everyone to read

Presentation by the President

- Mistake on the Agenda, no presentation to be given

### **Approval of Minutes**

**RESOLUTION BOARD048-2006**

**Danish/Jaivin**

**BIRT we approve the minutes of the April 28 2006 Board meeting**

- **No opposition**
- **Motion carried**

Minutes are approved

### **Presidents Report (Presented by Danish Butt)**

- Handed in written report (Attachment 1)
- Went over written report
- Was away from the office for the week
- Met with David Ross about the prospect of obtaining our own building
- Met with members from Gallivan and Associates about concerns they had
- Where are those campus handbooks?
  
- Discussion on campus council handbooks
- Round table on the progress of handbooks

### **Staff Report (Presented by Aaron Takhar)**

- Aaron gives a verbal report
- Yasser is away from the office till the end of the month
- Deep has set up a remote system for Yasser to work from home
- Deep is out of the office on vacation and will return on Monday
- Doing some transition work with the Campus Directions
- Deep has been keeping up on supply request forms, and upkeep of the technical workings on each of the campuses
- Yasser has been doing a lot of accounting work
- Audit started on May 10 for a duration of a two week period, Aaron and Joey are working to assist the auditors prepare appropriate documents for the auditors
- Meenu notifies the board about problems with the Point of Sale system, trying to get rid of the old cash registers, going to update handbooks
- **Madiha Butt (Surrey Member at Large) arrives at 1:30 PM**

- Meenu expresses concerns about the office hours and campus traffic
- Discussion on office hours and campus traffic issues
- Danish, Jaivin and Meenu have received input from the board and will meet on the issues that have been expressed.

### **Unfinished Business from previous Board Meeting**

Disabilities Motion (Attachment 2)

**RESOLUTION BOARD049-2006**

**Joey/Danish**

**BIRT the regulations be suspended, BIFRT Ken McIntyre retains the portfolio of Disabilities Liaison, in conjunction with his duties as Surrey Director.**

- **Motion requires two thirds majority**
- **No opposition**
- **Motion carried**

### **Campus Council Reports and Motions**

Langley Campus Council Report

- Andre is not present
- No report was submitted
- Jaivin and Danish made a decision that if people do not hand in their reports on time payroll will be withheld
- Point of order was raised about Jaivin not having his report in on time by Kulvir, chair rules the point is well taken
- Discussion on the point of order and handing in reports on time
- Consensus is reached for reports to be handed in to Ken at Tuesday midnight AKA Wed 12:00 AM
- Andre gave a call to Aaron about being absent due to working another job in preparation for the National CFS conference
- Jaivin will be working with Andre about getting reports in
- Aaron makes a point to communicate among campus directors and peers for better communication and to coordinate activities and for helping each other.

Newton Campus Council Report

- Ajay is not present
- Written was submitted (Attachment 3)
- Written report is attached
- Recently had an event on Newton Campus
- Board goes over written report attachment

Richmond Campus Council Report (Presented by Kulvir Gill)

- Written report was submitted (Attachment 4)

- Chair thanks the Richmond Members at Large for coming to the meeting
- Went over written report
- Transition from high volume of students to a lower volume during the summer semester
- Met with student who had an idea about the Pole to Pole campaign
- Kulvir gives a brief overview of the pole to pole event
  - Holding an event in the near future
  - Share and delegating tasks for preparing an event to learn some more
- Joey asks Kulvir to have a better prepared report
- Aaron asks if the Xbox is in Kulvir's office and couch issues
- Discussion on releasing money for campus events
- Chair gives two warnings to Kulvir for rude behavior, Chair requests the report be up to standard or the chair will reject future reports

Surrey Campus Council Report (Presented by Ken McIntyre)

- Written report was submitted (Attachment 5)
- Went over written report
- A Surrey campus event will be held on May 24 2006
- Had a campus council meeting
- Next campus council meeting will be May 18 2006
- Will discuss issues with respect to office hours with campus council

**Liaison and Governance Reports**

Disabilities Liaison Report (Presented by Ken McIntyre)

- Written report was submitted (Attachment 6)
- Went over written report
- Scholarship ideas in the works for students with disabilities
- Working on advertising bus passes for disabilities students
- Aaron requests we start a new volunteer database and get volunteers to sign up at our events

**RESOLUTION BOARD050-2006**

**Jaivin/Joey**

**BIRT we recess for 10 Minutes**

- **No opposition**
- **Motion carried**

Meeting adjourned at 2:42PM

The meeting is called back to order at 2:58PM

Aboriginal Liaison Report (Presented by Michael Van Fleet)

- Written report was submitted (Attachment 7)
- Went over written report
- Wanting to find out how much money is available for funding aboriginal groups
- Has come with a proposal from an aboriginal activists
  
- Handed around the proposal and went over the proposal
- Individual works for Redwire Media, a magazine for Aboriginal expression
- The individual sits on its board of directors
- Discussion on the proposal

**RESOLUTION BOARD051-2006**

**Ken/Danish**

**BIRT we release \$150.00 from the donations line item for Aaron Mecredi to attend the Western Shoshone Defense projects Spring Gathering Conference, BIFRT that \$150.00 be released from the Aboriginal Liaison line item for the same purpose.**

- Discussion on the motion

**Ken calls the question, Jaivin seconds**

- **No opposition**
- **Call to question carried**

**Motion vote:**

- **No opposition**
- **Motion carried**
  
- Discussion on who will be responsible for sitting in on the Board of Governors and Education Council for observation
- Consensus is reached that Jaivin is responsible for Education Council attendance, and that Danish, Jaivin, Bikram and Aaron are responsible for Board of Governors attendance

**Executive and Executive Committee reports**

- Discussion on executive committees composition and meetings

Vice President Internal Report (Presented by Jaivin Khatri)

- Written report was submitted (Attachment 8)
- Went over written report
- Got new label maker and laminating machine for Richmond, going to finish up office door soon
- Going to be making a database for office hours for all staff and elected officials
- Getting rid of the empty water jugs
- Report is attached

Vice President Events and Student Life Report (Presented by Bikram Gill)

- Written report was submitted (Attachment 9)
- Went over written report
- Cleaned up the financial locker and took the material to the new storage
- Collected all the stuff from the overdue lockers for pickup by the students at the KSA office
- Going to hold an event on the same day as the Surrey Campus Council event
- DJ event will be held in the courtyard of Surrey Campus
- Working on the annual report

Treasurer's Report (Presented by Joey Atwal)

- Handed in written report (Attachment 10)
  - Went over written report
  - Compiled office hours schedule for Friday for KSA staff and elected officials
  - Working on a world cup soccer event
  - Gym ads are currently being worked on and is an ongoing process
  - Bikram comments that next ECC meeting will be held on May 14 at 1:00 PM
  - Working on the event idea of having a Much Video Dance Party
- Discussion on Richmond Campus Council coordination issues, receipts and inventory
  - **Kulvir Gill (Richmond Director) leaves the meeting at 3:56 PM**

**RESOLUTION BOARD051-2006**

**Joey/Jaivin**

**BIRT we recess for five minutes**

- **No opposition**
- **Motion carried**

Meeting adjourned at 4:00 PM

Meeting called back to order at 4:24 PM

**RESOLUTION BOARD052-2006**

**Joey/Jaivin**

**BIRT Danish Chair the meeting until Aaron returns**

- **No opposition**
- **Motion carried**

Danish is now chair

**RESOLUTION BOARD052-2006**

**Joey/Bik**

**BIRT we go in camera with voting members and the executive advisor only.**

- **No opposition**
- **Motion carried**

In camera

**RESOLUTION BOARD053-2006**

**Joey/Jaivin**

**BIRT we go out of camera**

- **No opposition**
- **Motion carried**

Out of camera

**RESOLUTION BOARD054-2006**

**Joey/Jaivin**

**BIRT we put forward the following referendum question to members on May 24 to the 25 2006. BIFRT the polls be open from 10 Am to 4PM both days on all campuses. BIFRT that Sukh Hier be contracted to administer the election and Jaivin handle the contract terms between the KSA and Mr. Heir.**

Question:

Do you agree with terminating the current KSA health and dental plan in its entirety?

Yes or No

- **Motion carried by two thirds**
- **Motion carried**
- Discussion on idea of purchasing land for our own building
- Discussion on potential building fee for students

**RESOLUTION BOARD055-2006**

**Jaivin/Joey**

**BIRT a referendum question be put forward to the students regarding a \$10.00 building fee per student per semester**

- **Michael Van Fleet (Aboriginal Liaison) leaves at 4:57 PM**
  - Aaron comments on fee being too steep
  - Danish comments that \$7.00 would be more appropriate
  - To keep it in line with Douglas Student Union Building fee

**Amendment to main motion**

**Danish/Bik**

**BIRT the amount be changed to \$7.00**

- **Motion carried by two thirds**
- **Motion Carried**

**Other Business**

None

**Next meeting**

The next Board meeting will be held on June 2 2006

**Adjournment**

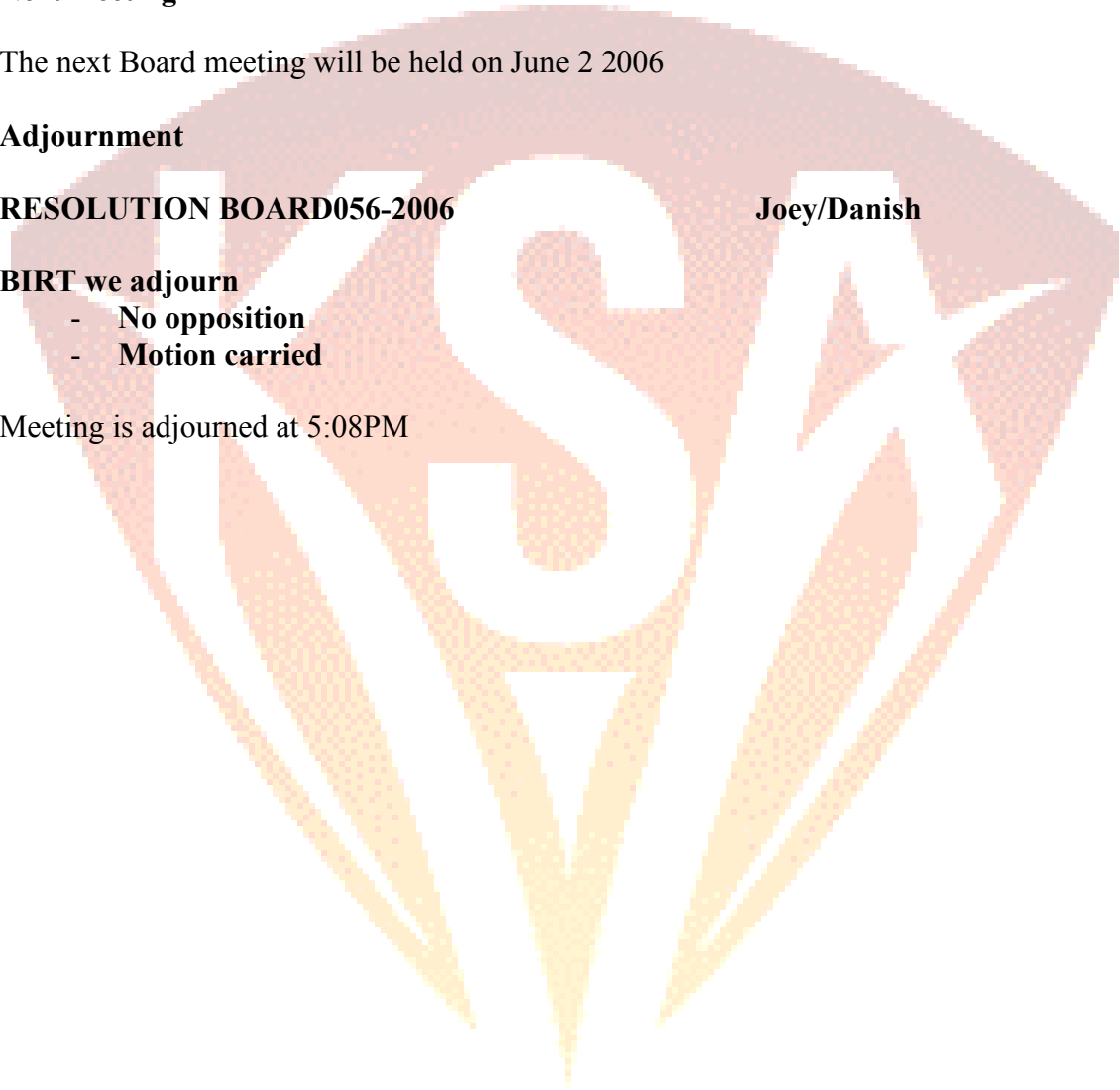
**RESOLUTION BOARD056-2006**

**Joey/Danish**

**BIRT we adjourn**

- **No opposition**
- **Motion carried**

Meeting is adjourned at 5:08PM



**Kwantlen University Student Association  
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**May 12th, 2006**

**Attachment No. 1: President's Report**

**Prepared by: Danish Butt**

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I have been absent for 6 working days, but the moment I got back it was back to the grind. Myself and Aaron had a meeting with David Ross on May 9 (Tuesday). We discussed important issues such as the purchasing of our own building, updated him on how are internal working have been since the "incident", and how we would like the building opened at 7:15a.m so that Joe or Chris from the Café are able to prepare for the morning rush. Mr. Ross also threw out the idea of perhaps co-hosting events with the faculty for the 25<sup>th</sup> anniversary of the University. Gallivan and Associates also paid Aaron and I a visit to discuss certain matters pertaining to our health and dental coverage, I would urge the board to meet with all the gentlemen, because they have traveled a long distance to be enlightened by the board as to why some members are disgruntled with the plan. WHERE ARE THE CAMPUS COUNCIL HANDBOOKS????

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**Attachment No. 2: Disabilities Motion**

**Prepared by: Ken McIntyre**

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Disabilities Motion on Regulations Error

Whereas:

The regulations stipulate that Liaisons cannot hold any other position in the KSA and that any other official cannot hold a liaison position in conjunction with any other position within the KSA and;

It is the expressed wishes of the KSA Board of Directors that Ken McIntyre retains the portfolio of the Disabilities Liaison in conjunction with his duties as Surrey Director;

I recommend the following motion:

**Motion:**

**BIRT the regulations be suspended, BIFRT Ken McIntyre retains the portfolio of Disabilities Liaison, in conjunction with his duties as Surrey Director.**

## **Kwantlen University Student Association Board Meeting Minutes**

**May 12th, 2006**

**Attachment No. 3:** Newton Campus Council Report

**Prepared by:** Ajay Cheema

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### 1. Bulletin Boards

- have been working on cleaning up the bulletin boards. Put up some new postings that I received from students.
- took down old and unstamped postings.

### 2. NCC Meeting

- was held on Monday May 1<sup>st</sup> 2006, with Sunny Kahlon and myself present.
- various topics were discussed, like event ideas and the vacant member at large position.
- next meeting TBA.

### 3. ECC Meeting

- attended the ECC meeting last month.
- various event ideas were discussed and I got an update as to what is going on at the other campuses.

### 4. Newton Campus Event

- a Samosa and Pop day was held on Wednesday May 3<sup>rd</sup> 2006.
- it was a very good turn out, the best thus far as Sunny and I promoted the event well by putting up signs around the campus.
- next event TBA.

### 5. Member at Large

- there is still a vacancy for one of the member at large positions at Newton.
- Campus Council has a couple of names in mind but has yet to come to a decision as to who to appoint.

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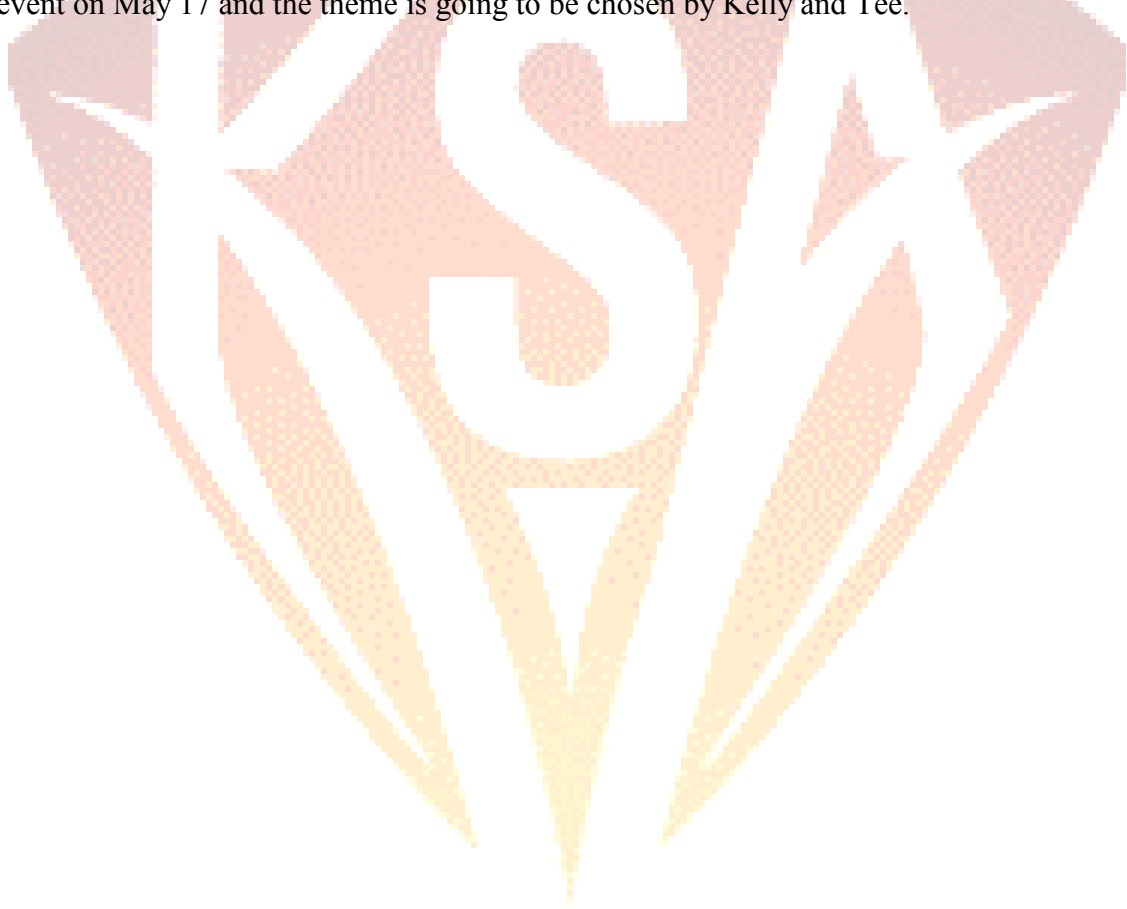
**May 12th, 2006**

**Attachment No. 4:** Richmond Campus Council Report

**Prepared by:** Kulvir Gill

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These past few in Richmond have been a huge adjustment for our campus council, we have seen a huge decrease in student population that usually occurs in the summer semester. We have been re-working our boards, so they are more organized and easy to post for a certain category. I have been working with a student on a adopting "Pole to Pole" a leadership orientated group focusing on teaching young adults leadership skills and sending them around the world for free. We have purchased a brand new set of couches and hope to paint the lounge later on this summer. Lastly we are having our event on May 17 and the theme is going to be chosen by Kelly and Tee.



## **Kwantlen University Student Association Board Meeting Minutes**

**May 12th, 2006**

**Attachment No. 5:** Surrey Campus Council Report

**Prepared by:** Ken McIntyre

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### **Campus Council Meetings and Activities**

- We had a campus council meeting on May 4 2006, the minutes for that meeting have been typed up and ready for distribution
- Due to being in between semesters we had only minimal attendance, however we expect to have better attendance at our next Campus Council meeting
- The next Surrey campus Council meeting will be held on May 18 2006 at noon, in the Surrey campus Office
- Surrey Campus Council will be holding a Donut day event on May 24 2006 for students to come out and meet their elected officials for the Surrey campus

### **Campus Council Issues**

- The idea of a student food bank on the Surrey Campus remains unresolved and will be put to a vote at the next meeting, when more members are present
- The process of getting all the office hours posted is coming along and by the time this report is presented at the meeting the hours should be posted
- We have introduced a log in sheet to keep better track of office hours worked

### **Campus Council Events and Projects**

- A motion was passed releasing \$150.00 for the donut day event from the Surrey Campus Council Line Item
- We received a more accurate amount we have left in our budget for the fiscal year
- The Campus Council Handbook is nearing completion and will be ready for use very soon
- The Bios for the website are slowly coming in from the members of Surrey Campus Council

## **Kwantlen University Student Association Board Meeting Minutes**

**May 12th, 2006**

**Attachment No. 6:** Disabilities Report

**Prepared by:** Ken McIntyre

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### **Disabilities and Commission Issues and Concerns**

- No new issues to report at this time
- Have been looking into the Chronicle to see if they can publish an ad for the commission, but they do not seem to publish during the summer semester

### **External Communication and Community Contact**

- I have received a written response from the BC Ministry of Finance with respect to advertising for the bus passes for people with disabilities
- They do not provide advertising, however Translink does its own advertising for the bus passes
- I will be contacting Translink in the near future to look at options that we could use here at the KSA

### **Disabilities Scholarship provided by the KSA Idea**

- I have been in email conversations with various individuals in the Institution about the possibility of the KSA providing a scholarship for People with Disabilities
- The idea is being well received so far and I am still in the early stages of laying the groundwork
- What I have been told is that the amount that would be ideal would be \$500, based upon need and academic standing

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**Attachment No. 7:** Aboriginal Liaison Report

**Prepared by:** Michael Van Fleet

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- Working on the proposal Aaron Takhar asked for.
- Checking my e-mail.
- going to Native events
- Trying to set up my office so I can work more efficiently



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**May 12th, 2006**

**Attachment No. 8: VP Internal Report**

**Prepared by: Jaivin Khatri**

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1. Office Logistics
  - a. I have been in the process of getting some new equipment to replace the either broken or misplaced old equipment
    - i. The Label Maker
    - ii. The Laminating Machine in Richmond
    - iii. The Front Door Gate in the Surrey Executive Office
  
2. Office Hours
  - a. People still haven't handed in their office hours for the summer semester. I need these to generate a worksheet for all office members with their hours of work so when someone needs to get a hold of another person they will know the best time to call.
  
3. Canadian Springs Water
  - a. I am in the process of getting the empty jugs and cooler out of the office. I have arranged for a pick up on May 16<sup>th</sup>.
  
4. The KSA Lounge
  - a. New Procedures have been written up by me along with the consultation of the Joe Bawja.
  - b. An orientation was held on May 5<sup>th</sup> for the staff of the Lounge to show them the new procedures that have been written up.
  - c. I attended the Neptune food show and obtained a variety of material and ideas about our lounge. We went on to obtain a Deli Slicer, Blender, and Robo Coup food processor.
  - d. We did not have a taste testing on May 2<sup>nd</sup>, yet I urge the board to set a date to obtain a new coffee blend.
  - e. I also am in the process of make new cash forms for the float and new cash drop procedure.
  - f. We are currently trying to move away from ordering from Neptune and move over to obtain goods at cheaper costs from Costco, Cash and Carry, and Fruiticana.
  - g. We are also trying to make a price list for all the products sold in the Lounge.

- h. I have been shifting around hours in the Lounge throughout the last week and will be for the next few weeks due to the fact of low intake students during the summer semester.



## **Kwantlen University Student Association Board Meeting Minutes**

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**Attachment No. 9:** VP Events Report

**Prepared by:** Bikram Gill

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### **STORAGE**

Cleaned out the financial locker and stored in the new storage, also organized the new storage for easy access to the equipment and accessing in and out of the storage without any difficulties.

### **LOCKERS**

Cut off all the locks so they can be renewed for the summer semester, also cleaned out the lockers and removed the equipment that was in the lockers and stored it in the board room so the student can claim their belongings before the 30<sup>th</sup>

### **WELCOME WEEK**

Having an event on May 24<sup>th</sup> regarding the 25 year anniversary for the Student union and the welcome back week for the summer semester.

Will advertise the KSA café lounge and other upcoming events ( World Cup day), also get students to sign up as volunteers for future projects.

### **KSA DJ Night**

“Dj Knuckles” will be coming down to entertain the Kwantlen students on May 17<sup>th</sup> which will also include a BBQ where we might charge students for burgers or hotdogs.

### **ANNUAL REPORT**

Working on the annual report for the upcoming AGM

### **KSA Café Advertisement**

Working on the advertisement for the KSA café to encourage better sales .

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**Attachment No. 10: Treasurer's Report**

**Prepared by: Joey Atwal**

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5. Cheque Reconciliation
  - a. Matched bank information with appropriate KSA documents noting what cheques have been printed and cashed since early January.
  
6. Office Hours
  - a. Compiled a schedule of work hours for the summer from staff and elected people.
  - b. As of Weds. Still incomplete, but will be done by end of Friday.
  
7. World Cup
  - a. Working out an event for World Cup 2006 to be held either in the fishbowl or outdoors in area surrounding the KSA office.
  - b. Made Advertising for event. Although incomplete, Player images, World Cup facsimile, and Spray painted poster boards have been completed. Unable to finish due to the fact that we are still unaware of where the event shall take place.
  
8. Gym ads
  - a. Two gym advertisements have been completed detailing membership rates.
  - b. Depicts "the Simpson's" as well as the "Get geared for the summer" motto.
  
9. Much video dance party
  - a. Looking into possibility of holding MVDP event during the fall semester.
  - b. As noted on website, able to hold event in conference center, possibly outdoors pending conditions, as well as hold a 24 hour marathon.
  - c. Would like to send out email for more information, however information such as time and date is required for e-mail.