

Kwantlen University Student Association
Board of Directors Meeting Minutes
Thursday, April 13th, 2006 @ 12:00 PM
SURREY CAMPUS – KSA Offices

Members Present

Yasser Ahmad (Chief Operations Officer)
Joey Atwal (Treasurer)
Danish Butt (President) (Jaivin's Proxy vote)
Ajay Cheema (NCC Director)
Michael Van Fleet (Aboriginal Liaison)
Bikram Gill (VP Events)
Madiha Butt (Member at Large Surrey Campus)
Aaron Takhar (Executive Advisor)
Meenu Saran (Executive Assistant)
Jaivin Khatri (VP Internal)
Ken McIntyre (Disabilities Liaison, Minutes Recorder)

Introductory Procedures

The meeting was called to order 12:50 PM

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

No Objections

RESOLUTION BOARD023-2006

Danish/Bikram

BIRT the agenda be adopted as presented

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

Agenda is adopted as presented

Membership

Introductions

Introductions given clockwise

New members

None

Vacancies

RESOLUTION BOARD024-2006

Bik/Joey

BIRT we confirm Danish as president

- Discussion on the confusion of the status of Danish as president
- Joey gives some background on the reasons behind confusion and the staff issues behind the confusion,
- Aaron discusses the emergency meeting that was held on April 4 2006, where the employment of Pavan Basi was terminated. The matter is in their hands of the RCMP
- **No opposition**
- **Motion carried**

Danish is confirmed as president

Presentations to the board

- Michael gives a brief verbal report due to needing to leave the meeting early, he did not have a written report due to computer issues. Michael asks about the time for notice for event booking

No presentations

Approval of Minutes

RESOLUTION BOARD025-2006

Danish/Joey

BIRT we approve the minutes for the March 17 2006 and the April 4 2006 Board meetings

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

Minutes are approved

President's report (Presented by Danish But)

RESOLUTION BOARD026-2006

Joey/Danish

BRT that the Vice President External, Harvey Mann and the Surrey Campus Director, Dilshad Cheema be removed from office

- **A two thirds majority vote is needed to carry the motion**
- **No opposition**
- **Motion is carried**

Harvey Mann and Dilshad Cheema are removed from office

- Handed in written report (Attachment 1)
- Went over written report
- Young parents program, 11 applied for the awards program. There are concerns about the application process, the application processed will be reviewed
- Idea of an all purpose room for student use, meditation room, mothers to feed children, prayer room as possible uses for the room
- Discussion on all purpose room ideas and the need for guidelines for the use of an all purpose room discussed. Room booking process for the all purpose room also discussed
- Deep suggests a survey for the use of the proposed all purpose room

RESOLUTION BOARD027-2006

Danish/Joey

BRT the Vice President Events, Bikram Gill, conduct a survey of students in regards to the use of an all purpose room in the main KSA Office

- **No opposition**
- **Motion carried**
- Locks in the main KSA office on the surrey campus have been changed due to internal theft and staff issues
- Student Saver solicitation will be starting soon
- External portfolio will be taken over by the President temporarily, the duties of both positions overlap. The portfolio will be taken over by the president for next 4 months.

Staff Report (Presented by Yasser Ahmad)

- Yasser and Deep give a verbal staff report
- Pay increases issues for café workers; consensus is needed for direction on pay increase issues.
- discussion on direction of pay increase issues for café workers
- Joey comments that it is not fiscally feasible for wage increases
- Informal Consensus to give Jaivan and Yasser the authority to handle café issues
- Unresolved issues for Business Office Staff, need schedule for times they work, the schedules need to be forwarded to the Executive Advisor and the Chief Operations Officer.
- Deep comments on automation of all campuses and cash transactions, and schedules
- Aaron comments on a meeting held with the institution on the possibility of an online opt out plan for student health plan and hopes to have it in place for September, writing letters, accounts are being updated.
- Yasser comments on the transition from simply accounting to quick books

- Aaron comments that the Audit starts May 10 2006 and will be two weeks in duration.

RESOLUTION BOARD028-2006

Danish/Ajay

BIRT we recess for five minutes

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

Meeting adjourned at 1:50 PM

Meeting called back to order at 1:57 PM

- Yasser will be away from the office May 3 2006 due to family commitments, will be working from home

Unfinished Business from previous Board Meeting

None

Campus Council Reports and Motions

Langley Campus Council Report

- No report was submitted
- Andre not present

Newton Campus Council Report (Presented by Ajay Cheema)

- Verbal report was given
- Will submit report for minutes within next 2 days (Attachment 2)
- Had first campus council meeting March 22 2006
- Pizza day event happened on April 6 2006
- Pool queue issues and bought pool queue repair kit
- Idea to set up system to give out change in the office to students who need it, theft concerns were expressed
- Working on getting a new member at large for Newton to fill the vacancy

Richmond Campus Council Report

- Written report submitted after the meeting to be included in the minutes (Attachment 3)
- Kulvir not present

Surrey Campus Council Report

- **Jaivin Khatri (VP Internal) comes in at 2:10 PM**
- Vacancy of SCC director
- Ken gives a speech as to why he thinks he should be Surrey campus director

- Other interested candidates announced are Shameel Fareed (Surrey Member at Large), Maryam Kahn (Student at large) and Amrita Singh (Student at Large), Ken is present other interested candidates are not present
- Aaron suggests a secret ballot

RESOLUTION BOARD029-2006

Bikram/Joey

BIRT a secret ballot be held to elect a Surrey Campus Director BIRFT Yasser count the ballots BIFRT that the ballots be destroyed after the count

- **Motion carried**

Secret ballot is held

Ken is elected Surrey Campus Director

- Ken will not have a vote on the board, and will keep the Disabilities Liaison portfolio
- Ken comments that he will be going to lay some ground work and find out what is needed for transition, will be holding a campus council meeting soon
- Hope to have a full written report in for the next board meeting

Liaison and Governance reports

Disabilities Liaison Report (Presented by Ken McIntyre)

- Written report handed in (Attachment 4)
- Went over written report
- Building external contacts for potential resources
- Going to update the disabilities posters and repost them on all four campuses once they have been updated
- Ken went briefly over Education Council activities

Executive and Executive Committee reports

Vice President Internal Report (Presented by Jaivin Khatri)

- No written report handed in, apologizes for no written report due to being busy with school
- Verbal report was given
- Agenda Bios and cover is done, going to get café and clubs information in the next day timer agenda
- Looking at replacing the old furniture in the café
- Empty water cooler bottles going to be taken soon, going to change the water cooler contract to save money
- Elected Officials need to keep better track their office keys

- Emphasis on using expense form for events, comments on out of meeting motion forms, no longer require two thirds vote but just a regular vote for an out of meeting motion, out of meeting motions supposed to be presented at the next board meeting

Vice President Events Report (Presented by Bikram Gill)

- Written report was submitted (Attachment 5)
- Went over written report
- Put together a survey to be conducted about the café menu, will be making a survey about the proposed all purpose space and another for a new name of the student cafe
- Storage cleaning did not happen due to a miscommunication will be happening next Tuesday
- Will be organizing an event for the first week of the next semester, details to come about the event
- Have three new clubs, Muslim Student Association, Cricket club and Sociology club
- **Ajay Cheema (NCC Director) leaves at 2:45 PM Danish has his proxy vote for the rest of the meeting**
- The KSA is having a float for the Vasakhi parade, a hummer has been donated by APEX communications Inc. The hummer will pulling the float

Vice President External Report

- Portfolio given to the president
- Suggestion to strike form agenda

RESOLUTION BOARD030-2006

Danish/Jaivin

BIRT item J3 the VP external report be struck from future agendas

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

Item J3, VP external report is struck from future agendas

RESOLUTION BOARD031-2006

Jaivin/Bikram

BIRT Danish Butt be appointed as the local 26 representative for the Canadian Federation of Students

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

Danish is appointed as the Local 26 representative for the Canadian Federation of Students

Treasurer Report (Presented by Joey Atwal)

- written report was submitted (Attachment 6)

- Went over written report
- Report is attached
- Working on fitness center issues and setup
- Working on day to day financial issues
- Working on obtaining new or used different gym equipment for the fitness center

- Discussion on the potential cost of the gym equipment and proposed marketing strategy for the fitness center

- Looking into the idea of having training manuals for workout training, for students
- Joey needs to get advertising for the fitness centre to Jaivin, and work on advertising the fitness center with Bikram Gill and Elmor Alra (Fitness Center Attendant), Joey has agreed to come up with a workout manual and to properly remodel the fitness centre

Other Business

None

Submissions

None

Next Meeting

April 28 2006, will be a prep meeting for the next semester, come with ideas and goals for the summer semester. The next meeting will take place at Noon

Adjournment

RESOLUTION BOARD032-2006

Jaivin/Joey

BRT the meeting be adjourned

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

Meeting adjourned at 3:10PM

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Attachment No. 1: President's Report

Prepared by: Danish Butt

1. Single Mothers Program

- a. There have been a great number of people applying for bursaries for the next semester.
- b. Due to the quantity of applications this is taking a while to process all the applications
- c. I am currently working on changing the protocol of the application process for the bursary.
 - i. More Source Documents

2. Student Support Center

- a. We now have a vacant office space in the Executive Office in Surrey. We are planning to convert this office into a Student Support Center. Services that this space can provide to students will be:
 - i. Meditation Room
 - ii. A place for mother to feed their children
 - iii. An area for various clubs and support groups can meet
 - iv. Prayer Room
 - v. Overall "Student Space" for students and not elected officials and staff.

3. Locks Changed

- a. Due to various security issues arising in the last couple of weeks and to better track room keys we have replaced keys for the front doors in the Executive office in Surrey and the Accounting Office in Surrey

4. Student Saver Solicitation

- a. I will be heading up the Student Saver Solicitation for the rest of the month for the discounts are due at the end of this month. I plan to head down to the CFS BC office sometime next week to pick up various materials I will require and anyone interested please feel free to contact me to participate.

5. External Affairs Position

- a. For the rest of the summer semester I will be taking over the duties of the Vice President of External Affairs. A majority of the duties do overlap so this will be a quite easy transition.

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Attachment No. 2: Newton Campus Council Report

Prepared by: Ajay Cheema

1. Newton Campus Council Meeting

- was held on March 22 2006, with Sunny and myself present.
- several things were discussed, like the student appreciation day that was held earlier that month. We discussed possible future events.
- other motions were passed, like getting a new pool cue and a repair kit for pool cues.

2. Pizza day event

- was held on April 6 2006.
- there was a very good showing, as a lot of students came out for the event.
- everyone enjoyed it and gave their input and suggestions for further events.

3. Bulletin Boards

- have been tidying up the boards and removing old postings.
- put up the student tax clinic postings.
- have been trying to promote the service.

4. Working on getting a change system for the students

- council has experienced an excessive number of students coming and asking for change.
- thus, we are trying to get a change system at the office, where we have change available if a student requests.

5. Working on getting a new member at large.

- currently there is only Sunny and myself, thus we need another member to fill the hours.

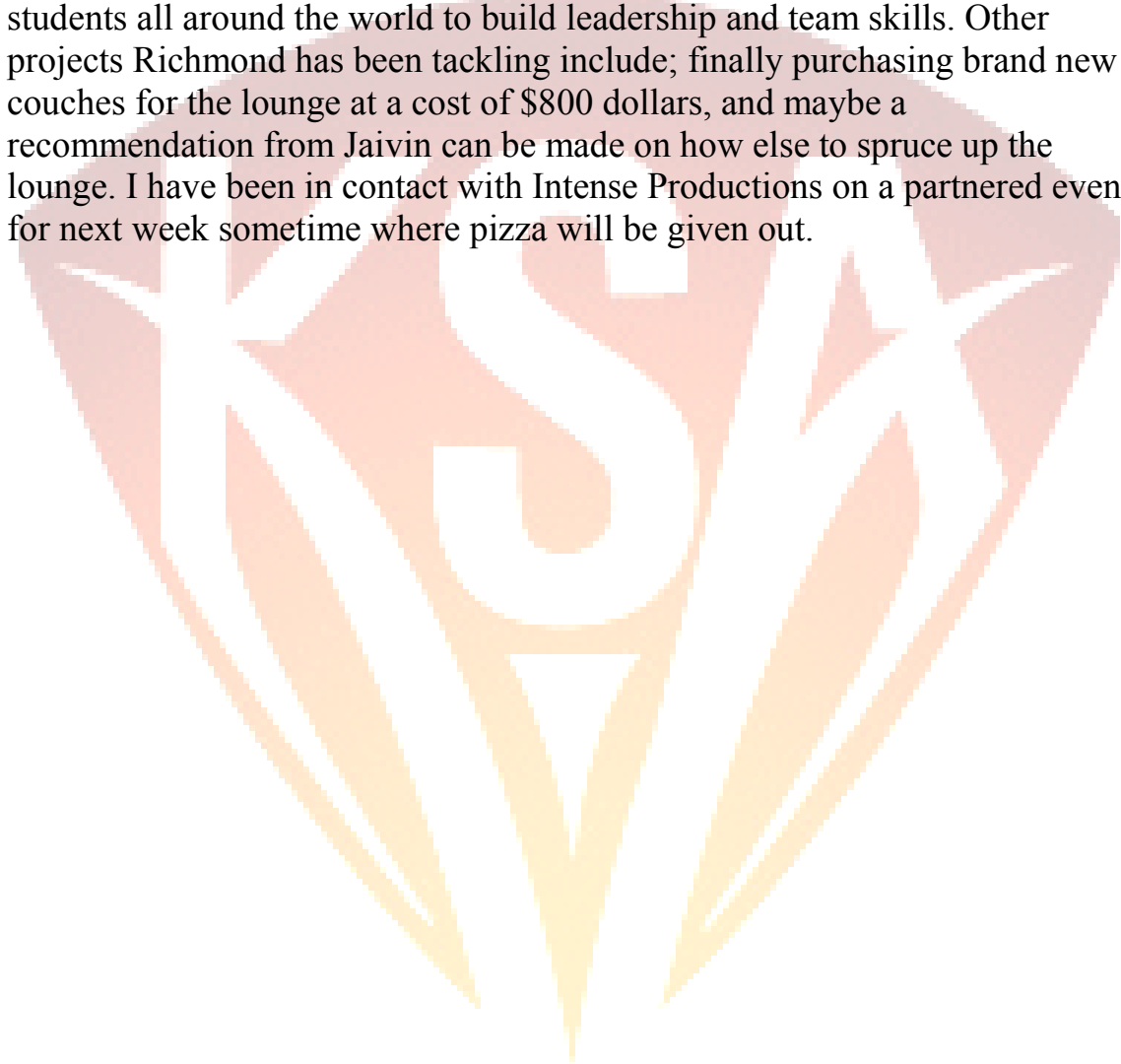
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Attachment No. 3: Richmond Campus Council Report

Prepared by: Kulvir Gill

Over the past few weeks I have kept myself busy on numerous projects. I have been working with a student on how to support and make students aware of a “Pole to Pole” campaign where a charitable organization sends students all around the world to build leadership and team skills. Other projects Richmond has been tackling include; finally purchasing brand new couches for the lounge at a cost of \$800 dollars, and maybe a recommendation from Jaivin can be made on how else to spruce up the lounge. I have been in contact with Intense Productions on a partnered event for next week sometime where pizza will be given out.



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Attachment No. 4: Disabilities Liaison Report

Prepared by: Ken McIntyre

Disabilities Issues and Concerns

- Their seem to be a lack of external contacts and information for students with disabilities to draw on. I have been looking into this by contacting some outside organizations, through a book of contacts I have obtained
- Disabilities posters will be updated soon and sent out to campuses to continue to raise awareness about disability issues
- Getting a commission together has been quite challenging and it continues to be an ongoing project

External Contacts

- Bridges to the Future, I have left my information with as a connection for youth who are making the transition from high school into post secondary education. The organization assist with youth who have disabilities make the transition from youth to adulthood, including post secondary education
- Ministry of Finance is responsible for the disabilities pass services for people with disabilities to travel on the transit system within the Greater Vancouver Region. I have sent them a letter requesting posters to put up around campus to advertise this service

To do list for next two weeks

- Design and post LGBT ads for LGBT Liaison position
- Continue assembling external contact list
- Obtain stamper for business cards

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Attachment No. 5: VP Events Report

Prepared by: Bikram Gill

Surveys

- Surveying Kwantlen Students regarding the fish bowl menu and what the students would like to see on the menu
- Survey for the new name for the Fish Bowl

Storage Cleaning

- Cleaning out the storage and organizing it in a way where it would make it easy to access.
- Also bring out the big heavy freezer to the front of the storage so it can be sold for a great price!

Upcoming Event

- Organizing back to school pizza and popcorn party, which will also help us promote bookworm, and do more surveys

Kwantlen Clubs

- Signed up 3 more clubs within this week (Muslim Club, Cricket Club, and Sociology club)
- Apparently Kulvir is suppose to get some clubs signed up in Richmond

Helping Organize the float for the Vasakhi Parade this weekend

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Attachment No. 6: Treasurer's Report

Prepared by: Joey Atwal

Other than signing checks, looking over statements, etc., there has been nothing but the usual business for me. Along with the financial duties that I usually partake in, I have also been given the task of handling the fitness center. I have been looking into getting a pulley/cable machine and also getting rid of inferior machines for the pulley, since there are 2 separate stands that need to be 10 feet apart from each other. The gym will be shifted in order to make room for the pulley, and I am in the process of gathering up a team of select individuals who are willing to possibly put in a day of work, most likely on a weekend, to set up the gym. New advertising and marketing for the gym is also being done currently however nothing has been finalized from the few drafts I have made.

Thank you,

Joey Atwal