

**Kwantlen University Student Association
Board of Directors Meeting Agenda
Friday, June 2nd, 2006 @ 12:00 PM
SURREY CAMPUS – KSA Offices**

- A. Introductory Procedures**
 - 1. Call to Order
 - 2. Confirmation of Chair
 - 3. Adoption of Agenda
- B. Membership**
 - Introduction
 - New Members
 - Declaration of Vacancies
 - LGBT Liaison
- C. Presentations to the Board**
- D. Approval of Minutes**
 - May 12, 2006
- E. President's Report**
- F. Staff Report**
- G. Unfinished Business of the Previous Meeting**
- H. Campus Council Reports and Motions**
 - 1. Langley Campus Council Report
 - 2. Newton Campus Council Report (**Attachment 1**)
 - 3. Richmond Campus Council Report (**Attachment 2**)
 - 4. Surrey Campus Council Report (**Attachment 3**)
- I. Liaison and Governance Representative Reports and Motions**
 - 1. Disabilities Report (**Attachment 4**)
 - 2. Aboriginal Report
- J. Executive and Executive Committee Reports**
 - 1. Vice President Internal Affairs Report (**Attachment 5**)
 - 2. Vice President Events & Student Life Report (**Attachment 6**)
 - 3. Treasurer Report (**Attachment 7**)
- K. Other Business**
- L. Submissions**
- M. Next Meeting**
- N. Adjournment**

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Attachment No. 1: Newton Campus Council Report

Prepared by: Ajay Cheema

1. NCC Meeting

- next NCC meeting will be held on Monday May 29th 2006
- various topics will be discussed, like event ideas and the vacant member at large position.

2. Student Event

- looking to have another monthly event in the up coming weeks.
- it is still unsure as to what we will be doing; such ideas will be discussed during the next NCC meeting.

3. 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.

4. Pool Cues

- the pool cue repair kit has worked well. It has been easy to fix the pool cues when the tips break.
- this has been really cost efficient, as the tips break on a regular basis.

5. Bios

- Sunny and I completed our bios and sent them in to VP Internal.

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May 12th, 2006

Attachment No. 2: Richmond Campus Council Report

Prepared by: Kulvir Gill

FUBAR

Bikram and I have met with Felix the co-founder of FUBAR. We talked about a lot of great event ideas, for example having a joint event where we would bring down some local artists. We are having another meeting with Felix next week sometime.

Welcome Week

I am planning a event with Bikram for this coming September were we bring in local community leaders to discuss topics that event the youth. I plan to make this a broadcasted event on Channel M. Some leaders that have shown interest are Sukh Dhaliwal, Ujjal Donsajh, Gurmant Grewal, Gurdip Gill, Shinder Purewal, Harbans Kandola and a few more will be called this week.

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Attachment No. 3: Surrey Campus Council Report

Prepared by: Ken McIntyre

1: Campus Council Concerns and Issues

A: The office hours of some of the members at large are still in the process of worked out at the time this report was written. A more up to date schedule of office hours has been handed into Jaivin in his box for his review.

B: Posters are being kept up to date and the boards are having all the older posters and ones that are not stamped removed. I will be making a notice to post on all our campus boards to make sure the posters are stamped otherwise they will be removed.

2: Campus Council Meetings and Events

A: Our last Campus council meeting was held on May 18 2006 at 2:00PM

B: Our next Campus council meeting will be held on May 31 2006 at 2:00PM, Attendance for campus council meetings has been an ongoing challenge for having all of campus council present. I am hoping this area will be improved upon in the near future.

D: The VP Events put on his DJ and BBQ day a couple of weeks ago and I assisted with the event, along with Surrey Member at large Shameel Fareed, who provided the hotdogs and buns.

E: The Donut day event took place last week; we gave out donuts and juice and held a raffle draw for four Tim Horton's gift packs. The VP events conducted the raffle after the event was over and one person still has to come claim her prize.

3: Other Campus Council Topics

A: A couple of the members at large still need keys to the SCC office.

B: Joe made a suggestion to me that if Campus council members have to work after the hours the café area is closed that we should have keys to the main door between the café area and the hall, due to security reasons

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Attachment No. 4: Disabilities Liaison Report

Prepared by: Ken McIntyre

1: Disabilities Issues and Concerns

A: There are no known issues or concerns at this time, as there is a lower amount of traffic on campus, this also includes less students with disabilities

2: Bus Passes for Students with Disabilities

A: I am still looking into finding the options for advertising of the service that offers bus passes to people with a registered disability, which also include some students that are currently attending Kwantlen

B: Even though the BC ministry of finance is responsible for administering the program it is Translink who is responsible for the advertising, which they do on billboards and buses

C: I have made several attempts to contact someone at Translink for information on possibilities for advertising on our boards; I have yet to receive a response. I will be continuing my efforts this coming week.

3: New Disabilities Scholarship

A: This is an ongoing project and is still in its basic formation, more information is to come.

B: I had a meeting with the Kwantlen Foundation and with a couple people from the Institution on the idea of a new disabilities scholarship and got a better idea of the type of groundwork that is needed

C: I will be sitting down with Danish in the near future to continue the process of developing the idea of a new disabilities scholarship that the KSA can provide to students with disabilities.

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Attachment No. 5: VP Internal Report

Prepared by: Jaivin Khatri

1. Office Logistics
 - a. There was issue with the back sink clogging which would not allow for the cleaning of the area. Also a distinct smell would also emerge from that but I had a plumber come in and fix that along with some other touch up work

2. Water Cooler
 - a. I have placed an order in for a new water cooler and that should be coming in the next week or so.\

3. Canadian Federation of Student Semi Annual General Meeting
 - a. The meeting lasted from May 24, 2006 to May 28, 2006. It was an overall good meeting with good participation from the whole local.
 - b. Some meetings that I partook in touched base on:
 - i. Federation Services
 - ii. Travel Cuts Breifing
 - iii. Tuition related Workshops
 - iv. Various Presenters
 - v. Discussion on the BC college system

4. The KSA Lounge
 - a. The café has finally got a working shift schedule of 4 hour shifts.
 - b. Joe, the café consultant has finished off the majority of his projects and now is on a “on call” basis.
 - i. Price list for all food items
 - ii. Recipe with cost for all items in fishbowl
 - c. We still need to do a taste test for a new blend of coffee for the cafe.
 - d. I also am in the process of make new cash forms for the float and new cash drop procedure. Have not got around to it, but plan to work with Yassar in making a new one.
 - e. The Food runs to outside carriers such as Costco and Cash & Carry have commenced.
 - f. Rest of report will be discussed “in Camera”

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Attachment No. 6: VP Events

Prepared by: Bikram Gill

FUBAR

- Working with Felix who is a promoter at Cheers regards to an upcoming club night where an entertainer will be coming down to entertain the local crowd, which will engage community involvement with our youth.
- Met with Felix on May 31st and discussed details about throwing a club night at cheers by being cost efficient or maybe even bring profit to the KSA.

WELCOME WEEK

- Had an event where DJs from Calgary were brought out without any cost, the only cost was from the BBQ was set and hot dogs were given out to the students. The turnout was good because we ended up finishing of every wiener.
- Also went to Richmond and helped by cooking and serving for their welcome back week event that was being held by the Richmond director (Kulvir Gill).
- Planning on having another event at the beginning of next month, more details will be given at the next meeting about the event.

PUB NIGHT

- Made a presentation at the SCC meeting on behalf of the Treasurer (Joey Atwal) about having a pub night in September. After discussing great ideas with the campus council there were some issues about where to have the event, either in the fishbowl, the gym or even in the back area of our office. The council wants to bring out a DJ for the entertainment and also have theme to the pub night. One day liquor license will be required.

ROOM BOOKING

- Sent out a letter to Gordon lee who is the VP Information & Development - Strategic Services person regarding the room booking system and requested authorization for the system. But still have not gotten a response so I will re send the letter and will talk to Mr. Lee in person. This authorization will make the process of booking rooms much more convenient and less complicated.

RECYCLING AND CLEANING

- Took out pop cans, milk cartons and other objects that can be recycled from the fish bowl.
- Also helped Meenu in organizing and boardroom by placing the boxes that contains important files and placed them on the shelves also did other cleaning in the office. The boardroom might seem a little dirty, but that's because the boardroom was being occupied for different reasons.



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Attachment No. 7: Treasurer

Prepared by: Joey Atwal

5. Able Copiers file analysis
 - a. Compiled information regarding services and pricing given to KSA offices for maintenance of computer machinery.
 - b. Implementing new service agreement.
 - c. Rather than being serviced per “x” copyblock, we will now be only enlisting the services of Able Copiers when necessary.

6. World Cup
 - a. Working out an event for World Cup 2006, a major sporting event that is basically the Superbowl of soccer.
 - b. Made Advertising for event such as player images, World Cup facsimile, foosball players and spray painted poster boards.
 - c. Event shall take place from June 12-13 perhaps in courtyard adjacent to offices or fishbowl.
 - d. No room has been booked as of yet.

7. Detailed Employee Database
 - a. Compiled information of each employee such as Name, Position, Hours, E-mail, Personal number as well as office number.
 - b. In case of emergency or any work related concerns, this database will help with contacting a cohort as soon as possible.
 - c. Database will be distributed next week to all KSA employees (fishbowl staff need not apply.)

8. Reimbursements/Expense Forms
 - a. As of Monday, May 29, took over as individual in charge of distributing and reviewing expense forms.
 - b. Pending review process, I will hand over source documents over to Yasser Ahmad, who will print any cheques required, and I will then file them the source document in necessary sequence.

9. Accounting information
 - a. Separating important financial notices and documents and proceeding to file in proper place.
 - b. Looking over 2005 Sales Journal’s and Pay periods to make sure everything is in order and satisfactory to the KSA.

10. Financial Statement information

- a. Separating all 2005 source documentation from all files.
- b. Looking over files to ensure auditors have taken each document relevant to the audit.
- c. In case any files from 2005 are found, the documents shall then be given to the auditors to review.

11. Office Inventory

- a. Keeping tabs on machinery around office to ensure that they are not lost/stolen.
- b. Will be shortly making unexpected visits at all campuses to ensure that all members of the KSA are doing their office hours and all equipment is intact.

12. KUSA.CA review

- a. Making sure all office hours are correct on website and whether any other mistakes are found.

