

GENERAL ASSEMBLY



MINUTES

1st MEETING OF 2019-2020

MAY 6, 2019 AT 6:00 PM

ULSU Council Chambers

THE UNIVERSITY OF LETHBRIDGE **STUDENTS' UNION** - 4401 UNIVERSITY DR - RM SU180 - LETHBRIDGE AB, T1K 3M4
PH: 403-329-2222, FAX: 403-329-2224 – WWW.ULSU.CA

GENERAL ASSEMBLY MEMBERS - 17 VOTING MEMBERS (QUORUM IS 9 VOTING MEMBERS)

CHRIS HOLLINGSWORTH – CHAIR, **ANDREW GAMMACK** - PRESIDENT, **JORDAN MILES** – VP OPERATIONS & FINANCE, **RYAN MUNN** - VP STUDENT AFFAIRS, **KATE POTTS** - VP ACADEMIC, **BAILEY HARRAY** – VP EXTERNAL, **JONATHAN DIAZ** - A & S REP, **AMY LAMBERT** - A & S REP, **BRENNAN NIKOLAI-WILSON** - A & S REP, **CAYLEY FLEISCHMAN** - A & S REP, **IMOGEN POHL** – A & S REP, **SELENA BOUTILIER** - A & S REP, **ETHAN PULLAN** – EDUCATION REP, **PARKER BIJL** - RESIDENCE REP, **HOLLY KLETKE** – FINE ARTS REP, **BRIANNA ROGERS** – HEALTH SCIENCES REP, **JOE BABEY** – CALGARY CAMPUS REP, **MAYA MANY GREY HORSES** - INDIGENOUS REP, **vacant** – DHILLON SCHOOL OF BUSINESS, , **vacant** – DHILLON SCHOOL OF BUSINESS REP, **vacant** – 1ST YEAR REP, **vacant** – INTERNATIONAL REP.

ATTENDANCE: **CHRIS HOLLINGSWORTH** – CHAIR, **ANDREW GAMMACK** - PRESIDENT, **JORDAN MILES** – VP OPERATIONS & FINANCE, **RYAN MUNN** - VP STUDENT AFFAIRS, **KATE POTTS** - VP ACADEMIC, **BAILEY HARRAY** – VP EXTERNAL, **JONATHAN DIAZ** - A & S REP, **AMY LAMBERT** - A & S REP, **CAYLEY FLEISCHMAN** - A & S REP, **IMOGEN POHL** – A & S REP, **SELENA BOUTILIER** - A & S REP, **ETHAN PULLAN** – EDUCATION REP, **PARKER BIJL** - RESIDENCE REP, **HOLLY KLETKE** – FINE ARTS REP, **BRIANNA ROGERS** – HEALTH SCIENCES REP, **JOE BABEY** – CALGARY CAMPUS REP, **MAYA MANY GREY HORSES** - INDIGENOUS REP.

ABSENT: **BRENNAN NIKOLAI-WILSON** - A & S REP

GUESTS: **RILER MILLER**

Andrew gave recognition that we are on Blackfoot territory.

RATIFICATION OF CHAIR

MOTION [22104GA]

MSC: A. Gammack/J. Miles

BIMT the General Assembly ratify Chris Hollingsworth as the General Assembly Chair for 2019-2020 academic year.

Carried

1. ADOPTION OF THE AGENDA

1.1 ADOPTION OF THE AGENDA

MOTION [22105GA]

MSC: A. Gammack/R. Munn

BIMT the General Assembly adopt the agenda of May 6, 2019.

Carried

2. APPROVAL OF MINUTES

2.1 APPROVAL OF MINUTES

None at this time – 1st meeting of the term.

3. CHAIR REMARKS - Chris

I was on the ULSU from 2010 to 2014 and I'm pleased to be the Chair this year. I teach English online and volunteer with an organization where I teach integration in the classroom. I follow a stricter method of following Robert's Rules of Order. There will be a provincial election this year, it will be busy for you and I suggest you do prep over the summer.

4. PRESENTATIONS TO COUNCIL

None at this time.

5. REPORTS

Please read each report as posted on the ULSU website. Reports are due by the 5th of each month.

5.1 PRESIDENT – Andrew

- Attending meetings.
- Getting familiar with administrative items.

5.2 VP OPERATIONS & FINANCE – Jordan

- Constructed the budget
- Met with Cheri about operations, that will be a weekly meeting.
- We are in the search for a new Bar Manager, Riley will be leaving.
- I attended GFC today.
- Please fill out the new employee forms even if you've done one.
- The completed forms have to be submitted by Wednesday.

5.3 VP STUDENT AFFAIRS – Ryan

- Finding out that the EC can't ratify clubs because of policy so the GA will be doing it.
- All of the clubs on the list are ready for ratification.
- You can still put in event proposals but aren't a fully ratified club.
- Looking forward for Ahead of the Herd.
- Fresh Fest is still looking for applicants; an Event Coordinator and Volunteer Coordinator along with two assistance for each position.

5.4 VP ACADEMIC – Kate

- I have been transitioning with the role.
- I've been looking into speaker series ideas.
- Reading over policy about the new grade appeal procedure.

5.5 VP EXTERNAL – Bailey

- I've been transitioning to the job.
- Andrew and I have CAUS changeover this weekend and we will be doing a lot of training.

5.6 GENERAL ASSEMBLY ANNOUNCEMENTS

Imogen – I sit on the Dean of Health Sciences Search Committee, this summer I need two – three students to come on campus. If you know anyone in health sciences, please send their names my way. Currenting emailing and would like to do a time capsule, it will be open to all students.

6. ITEMS FOR INFORMATION

6.1 VOLUNTEERS FOR CHANCELLORS DINNER - Andrew

The Chancellor's Dinner is a fancy dinner held on May 30th on the first day of convocation to welcome the chancellor. We need 5 more student volunteers to attend and their dinner will be paid for. Those hours will count for your September hours if you wanted to attend.

6.2 CAUS CHANGEOVER (Insert 6.2) – Bailey

The CAUS Changeover Conference will be held in Canmore, Alberta on May 10th – May 14th with Andrew Gammack, Bailey Harray and Victoria Schindler attending. The cost will be \$2,228.58 and the travel budget will be approved under item 8.2.

We will be learning advocacy training and ethics, we also set CAUS priorities.

7. ITEMS FOR ACTION: CLUBS, GROUPS, AND INDIVIDUALS

7.1 CLUB RATIFICATION – Ryan

Everything checks out, all of their documentation is in place.

MOTION [22106GA]

MSC: M. Many Grey Horses/R. Munn

BIMT the General Assembly ratify the following clubs for the 2019-2020 academic year:

- | | |
|---|--|
| 1. Calgary Management Student's Society | 8. Itty Bitty Bellydance |
| 2. WUSC | 9. Operation Smile |
| 3. Uleth Swing | 10. Management Students Society |
| 4. MTS (Musical Theatre Society) | 11. Music Undergraduate Society (new club) |
| 5. International Students Association | 12. Neuroscience Club |
| 6. Humans of Uleth (New club) | 13. Smash Club |
| 7. Campus Roots | 14. Agricultural Students Society |
| Carried | |

8. ITEMS FOR ACTION: ULSU BUSINESS

8.1 ULSU OPERATING BUDGET (Handout) – Jordan

Jordan presented the ULSU 2019-2020 Operating Budget.

MOTION [22107GA]

MSC: J. Miles/I. Pohl

BIMT the General Assembly approve the 2019-2020 ULSU operating budget.

Carried

8.2 TRAVEL BUDGET (Insert 8.2) – Jordan

Discussion

- Have there been consideration for travel funds for GA growth opportunities?
- We have talked about it in previous years but haven't had money in the budget and the conferences that the EC go on are critical.
- if there is something that GA members would like to attend though please submit a request and we might be able to arrange it.

MOTION [22108GA]

MSC: J. Miles/I. Pohl

BIMT the General Assembly approves \$37,400 for travel expenditures to be used in the 2019-2020 school year. Monies to come from the All Travel Conference/per diem budget line.

Carried

8.3 COCA CONFERENCE (Insert 8.3) – Ryan

This is a conference where we learn a lot about all avenues of entertainment. There are a lot of workshops and feel this is a critical conference. There are many workshops on marketing and promotion that would greatly benefit Garrett's job. If you bring Riley on for COCA, the cost for hiring him for Fresh Fest will be less. We didn't add shuttles to the budget and that is why we added the extra \$300 for the three-person trip.

The General Assembly agreed to approve the three-person proposal rather than the two-person.

Three Person Budget

Cost	\$5707.15
Contingency 10%	<u>\$ 570.00</u>
Shuttle	<u>\$ 300.00</u>
TOTAL	<u>\$6577.15</u>

We will just be approving the office travel budget because the council travel budget is already approved in the major budget line.

MOTION [22109GA]

MSC: R. Munn/A. Gammack

BIMT the General Assembly approve the maximum expenditure of \$2,500 for Ryan Munn, Garrett McGowan and Riley Miller to attend the COCA Conference in Niagara Falls, ON, June 17 – 21, 2019. Monies to come from office travel.

Carried

8.4 UPSOURCEDHR (Insert 8.4) – *Andrew*

This is something that was suggested by last year's Council because some people's workload is too large. We shopped around and found a place in Lethbridge who will be more formal and polished than evaluating things ourselves. If any big action would be taken it would go to the General Assembly.

Cheri – I support the initiative but I'm concerned about using up this budget line so quickly in the year. We use Special Funding for many initiatives throughout the year and spent all of it last year.

MOTION [22110GA]

MSC: A. Gammack/J. Miles

BIMT the General Assembly approve the amount of \$7,796.25 for external staffing consultation. Monies to come from Special Funding.

Carried

8.5 ULSU CALENDARS – *Cheri*

This is an annual expense. We sell enough advertisement space to cover the costs of printing both the calendars and the handbooks.

MOTION [22111GA]

MSC: I. Pohl/J. Diaz

BIMT the General Assembly approve the maximum expenditure of \$6,071 for 2500 Event Calendars. Monies to come from the handbook budget line.

Carried

8.6 HANDBOOKS/AGENDAS – *Cheri*

MOTION [22112GA]

MSC: A. Gammack/A. Lambert

BIMT the General Assembly approve the maximum expenditure of \$11,850 for 2500 agendas. Monies to come from the handbook budget line.

Carried

8.7 QIP - FRESH FEST (Insert 8.7) – Ryan

This is the largest outdoor music festival in Lethbridge. We are requesting less money from QIP because we will be working on getting more sponsorship. Everything else is pretty standard.

Discussion

The performers haven't been chosen yet.

MOTION [22113GA]	<u>MSC: R. Munn/I. Pohl</u> BIMT the General Assembly approve the maximum expenditure of \$38,000 for the Fresh Fest budget of the 2019-2020 year. Monies to come from QIP. Carried
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8.8 SWAG – Cheri

This is our general swag order. Council will make choices on what to order and this is our budget for it.

MOTION [22114GA]	<u>MSC: I. Pohl/A. Lambert</u> BIMT the General Assembly approve the maximum expenditure of \$5,000 for ULSU swag. Monies to come from Council Promotions. carried
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8.9 ULSU APPAREL – Cheri

This is an annual expense where each Council member and permanent staff receives \$40 toward a ULSU branded jacket or sweater to wear throughout the year. We would like to order these items so you have them for September. You can get your name and position embroidered on them if you want. Tracy will email everyone the link to the catalogue.

There are 22 Council members including the chair as well as 10 Staff members.

\$40 x 32 = \$1280
10% contingency= \$128
Total = \$1408

MOTION [22115GA]	<u>MSC: R. Munn/B. Harray</u> BIMT the General Assembly approve the maximum expenditure of \$1,408 for ULSU branded apparel at a maximum of \$40 each for each council member and permanent ULSU staff. Monies to come from Council Advertising and Promotions. Carried
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8.10 FOOD KIOSK PURCHASE (Insert 8.10) – Cheri

We hired an Engineer to see if it was feasible to install duct work and yes, we can put duct work in but it will cost \$119,000. I talked with our lawyer, EC, previous and current bookkeeper and feel that the duct work is too expensive for us at this time. Over the years, students have been requesting more food options. Purchasing Smoothie Hut, we could still sell smoothies but we want to change the model to quick and fast options. Or we could also do a franchise. By purchasing the Kiosk, we would have endless opportunities. We could do almost anything with a countertop cooker. Cheri is proposing that ULSU purchase the Kiosk. This price includes work that will get it ready for what we have to offer. If the motion is approved, we will strike up a subcommittee to discuss all options. We have given so much money to other places like Sports and Rec, Library, Daycare and feel this would be a good option for the ULSU.

Discussion:

- Does the ULSU get any money back from this?
- We could sell it to a business owner as a franchise or we could run it ourselves.
- Before we take on another endeavor, we should talk about the loss in the Zoo last year.
- Why would we do another venture if we can't get the Zoo working?
- It will be focusing on a different demographic.
- Gross profits were up in the Zoo but the deficit was due to staffing. We didn't know we had a deficit in the Zoo until March. If Warren and Riley had known in advance, we could have corrected inefficiencies sooner.
- Our bookkeeper left us and our new bookkeeper is fantastic but she had a huge workload to catch up on.
- We anticipate a better year this year.
- Was hoping to purchase the location and then decide on what to do through the subcommittee.
- I like the idea of buying it and having healthier food options. Currently, the only healthy option is subway. If we do purchase it, it would be better than selling it.
- I like the idea and securing it for our own purpose is a good idea, I'm in favour of buying it.
- Every month there are phone calls to purchase the kiosk.
- Regardless what we do with it, there is a financial risk. If we don't do anything with it and just sell it, the difference wouldn't be that much.
- This is something that would affect both the short and long term.
- I'm in favour of the ULSU buying the space and believe that it will have a positive impact on the student body.
- Please email Cheri if you want to be on the subcommittee.

MOTION [22116GA]

MSC: J. Miles/J. Diaz

BIMT the General Assembly approve the expenditure of \$158,536.46 for the purchase of the Smoothie Hut Food Kiosk on second level of the Students' Union Building. Monies to come from Capital Replacement Fund.

Carried

9. OTHER BUSINESS

9.1 CLEANING THE STORAGE ROOM

The storage room down the hall is a huge mess. It's a five-person job and we need to take inventory so we don't buy things that we already own. We need to do a full day sweep of it. Imogen will do a doodle poll as there are GA members interest in helping. Most of the paint in the cupboard is dried up.

The GA room needs cleaning too, it would be nice if this group could continue with that room as well.

10. NEXT MEETING

TBD

11. ADJOURNMENT

11.1 ADJOURNMENT

MOTION [22117GA]

MSC: R. Munn/J. Miles

BIMT the General Assembly adjourn the meeting of May 6, 2019.

Carried