



Executive Board			Staff		
President	Alyssa Martinson	Y	Executive Director	Natalie Wallace	Y
VP Internal	Ava Griffioen	Y	Marketing Coordinator	Josh Boone	Y
VP External	Minji Kang	Y	Admin Assistant	Connor Fidelak	Y
VP Student Services	Rochelle Beekman	Y			

Meeting called to order at 3:35 p.m. Opening Prayer by Alyssa Martinson

1. Approvals

MOTION To approve of the Agenda from September 7, 2023

President/VPE
CARRIED

MOTION To approve of the Minutes from August 16, 2023

President/VPI
CARRIED

2. Old Business

3. Executive Reports

3.1. President (A. Martinson)

- Started regular meetings with ED.
- Setting up meetings with rest of the VPs to look at strategic plan.
- Support for orientation and Fall Kick off and connecting with new students.
- Connected with Bow Valley College about student entrepreneurship and connected them with the LBA and will look at possible virtual workshops that could be valuable to students.
- GBV Report review
- Connected with a couple of students interested in General Council.
- Looking at booking a monthly breakfast with PrezMel as a connection point.
- Met our new refugee student and went to church.
- President's Council this morning: Shannon shared that enrollment and registration - current registration is 834 but the numbers are not confirmed. In terms of finances, we are starting on the right foot. Looked at working genius program and see if our team could take it too. Sasha did a presentation on DEI and approved a living document on King's Inclusion.

3.2. VP Internal (A. Griffioen)

- Budget Meeting with Natalie and reviewed the student groups and funding.

Minutes prepared by Natalie Wallace, Executive Director

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- Had students talking to her about the first-year guarantee. Curious since there is a waitlist because there are waitlisted students and so many single occupancies. Has set up a meeting with Kiel to learn more about it.
- Met with Geordie from EDSA who will be sitting on General Council
- Supported the Orientation and the Fall Kick off events - ran the bouncy castle and it went really well .

3.3. VP External (M. Kang)

- Attended the ASEC Goals Conference - report below
- Met with Larry about the indigenous students' cheques as it is out of registry's hands. The band cheques are still getting processed and disconnected from automatic emails being sent out by finance. May not be as isolated since other cheques have also had the same processing challenges.
- Attended the CASA strategic planning meeting and policy planning meeting. Will present it at the e-plenary on Sept 22
- Met with Alex (ED from CAUS) with Natalie. Does not look like a good fit for observership as it is a pathway to membership and want to maintain positive relationships with ASEC and does not want to seem like "poachers".
- Looking at the possibility of an EDI focus group to express issues with TKUSA about inclusivity and events and with advocacy.
- Met with LBA and Magdalena about a Careers Fair on campus. Capacity challenges right now so look at promoting other career fairs or advocating to get more support for Centre for Career and Calling.
- September 11 there is an ESA meeting at 1 pm at SAMU. Minji is not available as she is meeting with the NDP Critic for Advanced Education.
- ASEC called on the GOA to form a GBV working group.

3.4. VP Student Services (R. Beekman)

- Orientation went great and Rochelle wants to thank for everything.
- Flu Clinic will be set for Oct 20 and QR code to sign up. Promotion big this year.
- Rochelle went to pick up our student refugee and heard great things.
- Setting up meeting with Chandra about bottle pick up and giving volunteers.
- Meeting with publications about this year
- Running Oiler's fundraiser for tickets - discounted tickets will be made available.
- Switching pantry to a Hamper Style and students can receive one hamper per month if they register. Help your Shelf will continue soon.

4. Staff Reports

4.1. Executive Director (N. Wallace)

- FINANCES: The first draft of the year's financials has been received. Meeting with Byron and Tristin by the end of this week to finalize. Meeting with the Audit team of Shylene and Sarah to prep for the Audit. Scheduling to be completed by the third week of October to prepare for the AGM.
- Preliminary budget meeting with Ava, LBA, EDSA and several clubs. A meeting is scheduled with LBA, The Level, and Publications next week. Need to schedule with Rochelle for clubs and special events. Working on the ratified budget and have created a new template to reflect our financial statements and for easier presentation to students.

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- Waiting on new student numbers and remittance at the end of September for final preparations to the Ratified Budget and meeting with Ava.
- STAFF: Preparing work plans with Josh and Connor for Monday's staff meetings. Monday mornings will be busy with ED/Prez meetings followed by Level Manager meetings and staff meetings until 12:30 pm. Trying to optimize staff hours and productivity by keeping staff meetings to half an hour and attendance at EB meetings for the reports and new business as needed.
- LEVEL: Good start to the year. Ashlynn and Isabella have been working hard. They did a comprehensive review of pricing and adjusted help offset rising costs of materials. Isabella has implemented a new inventory system using Square. Square is now charging a subscription cost for the tipping program which we have decided was worth the cost. Ashlynn will be hosting a team meeting in the next week to improve some communication with our new staff members and finalize their training. Greg from facilities has agreed to move the plug from under the Leder Business Association sign to the left side of the NAB doors so we can set up the coffee cart there (and keep it there unless we need to move it). Dealing with some maintenance and plumbing issues on the Level. Greg is assisting and we will be bringing Caffé Tech back in to look at the water pipe and steamer wand. Greg will be bringing the plumber in to ensure that we are up to code and the line is fixed so it runs smoother and does not get kinked.
- HEALTH CARE: Following up with health care questions about part-time access to the program. Unfortunately, part-time students are unable to access the program as it is outside of our contract with ACL Benefits. Do not see the demand to pursue evaluating that option being opened as it would include an increase in costs. I have requested a meeting with the registry, Rochelle and myself to clarify the program for the registry so there is no miscommunication.
- CLUBS: Assisting with the club showcase and club applications and questions. Setting up meetings with Presidents to review budgets. Gearing up for the club fair on September 20th. Currently looking at up to 22 clubs this year. Waiting on applications and renewals for a couple of them. New clubs include Hip Hop Dance Society and Cricket Club.
- Met with Shannon regarding fundraising and donors with SA going forward.
- Met with Alex from CAUS with Minji
- Met with Coralee regarding many different areas of Student Life and SA collaboration.
- Met with Amber from finance and Becky regarding processes for payment and invoicing of TKUSA events.
- Busy with many student inquiries about clubs, health care, running special events and more and support for orientation and Fall Kick off.
- Preparing a lot of marketing materials and signage for this past week.
- Focus for the upcoming week will be on preparing the audit team, wrapping up financials, adjustments to the working budget, following up with registry, General Council elections promotion, budget review, getting clubs and waivers set up and publications meeting.
- Will be away on Friday, September 15th for the Grand Opening of the playground I built at my daughter's school.

4.2. Administrative Assistant (C. Fidelak)

- Continuing to work on the website.
- Helped Angela with Orientation swag bags.
- Set up TV slides.
- Training on Navori
- Monthly Reconciliation
- Lots of prep/work for Orientation & Health Care table (not well attended).
- Helped with the fall kick off at the button station.
- Filing/shredding documents

5. New Business

5.1. Fall Semester Housekeeping (A. Martinson)

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- Meet with Heather Taylor to get your keys and double check your key cards to get access.
- TKUSA office space is a working space and welcome to host people here. Access to the office is a privilege and is usable but just communicate with everyone. Make sure that dishes are done and everyone to take care of the space that we use.
- Make sure to give people time to comment on the reports that you are preparing and share to the folder in teams.
- Reminder that reports are just the highlights and summaries rather than a task list.
- Remember to have grace with each other and ensure that staff requests are checked in with Natalie and that she is here to support the team but shift from summer focus.

5.2. Orientation and Fall Kick-off debrief (R. Beekman)

- Prepared a document about what went well and what she would change and will add to the student services.
- Will not use the cloth anymore for the chalk, Freezies quicker and with scissors, colour me kings went well. Use a shorter space instead. Think of using the sandwich board signs.
- Fall Kick Off: Could have used the paper flyers more for promotion. Estimated for 200 people and was almost perfect amount.
- Sundae station was good but easy to melt. Catering could have helped by not bringing it out sooner.
- Pin making was great. Student Life and the Library have pin makers.
- Bouncy castle was not as attended but it was half the cost.
- Orientation table went well - great that it was rehearsed.
- Instagram added 50 followers, would have been great to add more people to the draws.

5.3. ASEC Goals Conference Report (M. Kang)

- Report has been submitted.
- One note - Minji suggested that student affordability policy that was chosen. The group wanted to strategize that lowering the student interest rate to 0% and Minji doesn't see the conservative government taking that path. Would have liked to have seen a different strategy put forward to advocate for student affordability. Not sure what other strategies were discussed at this time.

5.4. Alberta Post-Secondary GBV Report (A. Martinson)

- May be good to have Sasha come to our board meeting to look at the impact of the report for us at King's.
- Look at what a practical step may be to make movement based on that report.
- Review our stats verses the Alberta GBV Report to identify where we are doing well and what we can be doing better. Look at doing an article as well with Sasha, REES and GBV in general. Talk to Coralee as well.

5.5. KSS Student Group Formation (R. Beekman)

MOTION: To Approve the King's Science Society as an official Student Group as they meet the eligibility requirements of our TKUSA Student Group Policy.

1st: VPSS

2nd: President

Yes - 4

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No - 0

Why would they like to be a student groups? They are a major area of study and would like to have representation from science and would like to potentially ask for more funding and representation to increase the impact of their group.

What is your process for determining your executive? Currently, they have filled all the executive roles, but they will look at doing elections toward the future years.

Curious about expectations on the budget? Not looking to ask for the full 30% and keeping it aligned with the current club budget allocated to KSS. Focus on increasing the representation on council. Science is currently 219 (138 for EDSA and 84 for Business).

5.6. Ballyhoo Update and Inquiry (A. Martinson)

- Sold all the Ballyhoos and the special editions from last year.
- The book binder had an honorarium and would like to increase her amount to honour her time since she made more books than originally determined.
- Feel like that is a lot of money on top of the \$550 that we have already given as an honorarium since we did not budget for it accordingly. Want to ask how many were originally agreed upon, how many she did in total and to see the books themselves.
- Dorian is requesting a key to the main office to assist in taking all the files off the ballyhoo computer and an email to use while helping and advising on the ballyhoo. Team is happy to coordinate with him about coming in to use the office but will not be giving out a key at this time.

6. Question Period

6.1. Karissa Elgert is the new Indigenous student worker and looking to set up a meeting with
Minji and Ava.

7. Adjournment

7.1. MOTION To adjourn the meeting.

Adjourned at 5:09 p.m.

President/VPSS
CARRIED

.....
Alyssa Martinson
President
The King's University Students' Association

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Ava Griffioen
Vice President Internal
The King's University Students' Association

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