



Executive Board			Staff		
President	Alyssa Martinson	Y	Executive Director	Natalie Wallace	N
VP Internal	Ava Griffioen	Y	Summer Worker	Sara Himer	N
VP External	Minji Kang	Y	Admin Assistant	Connor Fidelak	Y
VP Student Services	Rochelle Beekman	N			

Meeting called to order at 5:35 p.m. Opening Prayer by Alyssa Martinson

## 1. Approvals

MOTION To approve of the Agenda from August 4, 2023

President/VPI  
CARRIED

MOTION To approve of the Minutes from July 21, 2023

President/VPE  
CARRIED

## 2. Old Business

## 3. Executive Reports

### 3.1. President (A. Martinson)

- Met with Trevor from Development – we are not doing a harvest banquet because of budget.
  - Followed up and there will be some sort of dinner to take its place.
  - Possible different format – October?
- Able to update strategic plan a little bit in her area
- Spoke with registry about receiving scholarships and prof of enrolment – what if we had an email version of that?
  - Helpful for students who are at home or out of province/country.
- Started on speech for Orientation.

### 3.2. VP Internal (A. Griffioen)

- Meeting with Natalie to go over social media plan – posted new logo on Instagram!!
  - Positive vs negative feedback on new logo – mostly positive
- Talked with Natalie about agenda
- Corresponding with Dr. Ooms about academic calendar
  - Talked about IS and Mental Health days that are given in place of weeks off.
  - Going to go through and count the calendar for actual hours in the school years.
- Sasha sent a diversity calendar that different cultures and communities celebrate.

### 3.3. VP External (M. Kang)

- Emailing back and forth with Anika from ASEC regarding Ambrose SA and the president wanting to becoming more active members of ASEC
  - Becoming more a mentor for them

Minutes prepared by Natalie Wallace, Executive Director

#### Future Meeting:

Date	Meeting	Time	Location
August 16, 2023	Executive Board	5:30 PM	Teams



- Exciting because they are an independent Christian University, and they are trying to become more active members again.
- Preparing for the Goals conference
  - Minutes from Mandate are concerning because there was no mention of financial aid for current post-secondary students.
  - Another concern: They seem to focus on enhancing skilled job programs and lots of the mandates seem to benefit polytechnic institutions
- Chris Easley from UofA from SU, emailed back about observation and wants to discuss why we want to join and discuss our goals – sent availability about the meeting and just got back when leaving for vacation.

### 3.4. VP Student Services (R. Beekman)

- Focus has been on the ARK anthology program. They are running a scavenger hunt; however, I had some difficulty with the distance portion of the activity. I have been collaborating with their summer student and met with her this morning.
- An email to all the professors regarding our pantry program was sent, looking for recipe ideas was also sent out in these last two weeks. I am very excited about this program and have already answered a few questions regarding the idea.
- We received our first pantry donation from the second harvest food program. I could not have done this without the help of Sara, our summer student. Hoping it will be an ongoing donation.
- Reflecting on how dispersal of pantry items, and what seems to make the most sense is that the pantry remains locked unless volunteers are manning it, and we use the “help your shelf” initiative as an alternative dispersal method.
- Working hard on scheduling to ensure that my time is appropriately spent representing the Student's Association throughout the school year.

## 4. Staff Reports

### 4.1. Executive Director (N. Wallace)

- Preparations for the launch of the new website
- Rewrote content for the website and sent to Alan.
- Work on policies and procedures
- Editing the brochure with Sara
- Edited the health care brochures and content.
- Met with Coralee about collaboration effort between student life and SA
- Finalized promotional materials and sent them off for printing.
- Final wrap up with Connor and Sara on summer projects.
- Reconciliation with Connor for July.
- Switched law offices – moved with Andrew and we are not in conflict of interest.
- Moved back into the my office

### 4.2. Website Developer (S. Himer)

- Info books:
  - Thank you all for your feedback and support in helping create this info book for students to learn about us and the resources available to them, If you would like to view the final product here is the link: <https://fliphtml5.com/edit-book/96453965/bookinfo>
- Brand Identity Guide:
  - Submitted in the marketing folder for staff/EB approval, add any suggestions as you see fit and I am more than happy to add them in when I get back from BC on the 20TH 😊
  - In this guide you will see a note about the font download links - please make sure you have these official fonts downloaded on all devices you use for TKUSA related documents to keep the integrity of our brand identity. Included are the free download links for your convenience.
- Website:

Minutes prepared by Natalie Wallace, Executive Director

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- I learned a lot about maneuvering the website and gained a lot of skills which I have passed to Connor and now he is a pro – so if there are any issues or things to be added in or taken out he knows how! However, we decided it would be best to utilize Alan's expert, professional talents as a website developer to further the website progress as we proceed towards our site launch. We have made sure all files and content have been downloaded into our drive for archival purposes and so we can say goodbye to the old and ring in the new!
- Important info:
  - Last year I created a password cheat sheet and ironically, it needed a password to be opened, likely because it was created by my account which was then deactivated after my contract ended. Therefore, I will send an email containing important information to Connor and perhaps he can put it into a document with no password restrictions.
- Pantry donations:
  - Our contact at Shoppers Drug Mart Bonnie Doon is Dwight, he is a store Manager that has confirmed verbally that we will continue to receive ongoing food donations whenever they have items available, he will put it through the app (Second Harvest Food Rescue) and we can collect the items within the time frame they give us. It is important that we collect the items within the time frame as some of the products can be close to expiry.

#### 4.3. Administrative Assistant

- Worked on Reconciliations
- Assisted in final touches to the new website
- Researched other SA/SU in Alberta on a club's procedure
- Wrote our own clubs' procedure which is still in construction.
- Made a new clubs membership list with all the presidents names and emails.
- Moved Natalie back into her office in the University Building as well as stuff I will be using in the Fall.
- Scanned and organized some more files
- Finalized stuff around the office.
- Had a super fun final day lunch with Natalie and Sara.
- Assisted Sara in picking up donations from Shoppers Drug Mart.

#### 5. New Business

#### 6. Question Period

#### 7. Adjournment

##### 7.1. MOTION To adjourn the meeting.

Adjourned at 5:58 p.m.

President/VPI

CARRIED

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Alyssa Martinson  
President  
The King's University Students' Association

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

Minutes prepared by Natalie Wallace, Executive Director

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