

Call to Order: 1:15pm

Attendance: Amanda Hamm, Alyshia Kelbert, Jonn Olson, Alycia Canada, Ariel Cummer, Faith Manulak

Land Acknowledgement

Assiniboine Community College campuses and the offices of the ACCSA are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Metis.

1.0 Consent Agenda

1.1 Approval of Agenda

1.2 Approval of Minutes of Previous SAC Meetings

a. 2023.07.12

1.3 Approval of Attendance of Previous Meetings

a. 2023.07.12

a) **Attendance:** Amanda Hamm, Alyshia Kelbert, Jonn Olson, Alycia Canada, Ariel Cummer, Faith Manulak

MOTION: Be it resolved that the consent agenda be adopted as presented. Moved by Cummer, seconded by Canada. Motion Carried.

2.0 Old Business

2.1 Home Opener Dates / Plans

a. Canada still hasn't heard about hosting on the right side of the college. Canada asked if there was already one in September do we need another one or can we just move ahead with a pep rally. Everyone is in agreement with that. Canada will let the alumni committee know our decision.

2.2 Safety Policy

MOTION: Be it resolved that the SAC approved the Safety Policy as presented on July 26th, 2023. Moved by Manulak, seconded by Crummer. Motion Carried.

2.3 SERC Testing Clinic

a. No update just waiting to hear where it can be held.

3.0 New Business

3.1 Note on Orientation Bags and Promotion Items

a. See below for items that were chosen.

b. The amount of \$11,778 was approved by council through an online vote on July 17, 2023.

3.2 Rural Campus Trips

a. Earlier in the summer, trips to Dauphin, Winnipeg & Portage were approved by council for Kelbert to attend in the end of September. It has since been decided that Hamm, Olson & Canada are going to attend these three campuses at the start of September. Kelbert does not think it is necessary for her to visit Winnipeg and Portage again only a few weeks later but she still wants to make the trip to Dauphin as it was also set up with the bookstore to go on that date.

b. Budget for all trips would be as follows:

Date/Location	September 7 th - Dauphin	September 8 th - Winnipeg/Portage	September 28 th - Dauphin
Gas	Brandon to Dauphin: (166.1 km) Dauphin to Brandon: (166.1 km) Total: 332.3km x .52= \$172.75	Brandon to Winnipeg: (216.8 km) Winnipeg to Portage: (84.9 km) Portage to Brandon: (126.8 km) Total:428.5km x \$222.82	Brandon to Dauphin: (166.1 km) Dauphin to Brandon: (166.1 km) Total: 332.3km x .52= \$172.75
Meals	Breakfast: \$11.75 x3= \$35.25 Lunch: \$16.10 x3=\$48.30 Total: \$83.55	Breakfast: \$11.75 x3= \$35.25 Lunch: \$16.10 x3=\$48.30 Total: \$83.55	Breakfast: \$11.75 Lunch: \$16.10 Total: \$27.85
Totals	\$256.30	\$256.30	\$200.60
Complete Total for all 3 trips: \$713.20			
5640 Travel & Mileage Budget has \$2000			

MOTION: Be it resolved that the SAC approves \$800 for rural campus trips in September. Moved by Crummer, seconded by Canada. Motion Carried.

3.3 Year End Gala Update

- a. Kelbert spoke with Eagles Nest about hosting our Year End Gala at their venue again. The date picked by council was April 11th. Kelbert asked the cost of the venue from 4pm-10pm. This would include their set up, the use of their tablecloths, their staff ect.
- b. Venue price would be \$2000 which is \$1000 less than last year.
- c. Kelbert was wondering if the council had meal ideas and Kelbert could look at getting prices on those idea's as well.
 - a) Chicken & fingers
 - b) Lasagna & garlic bread
 - c) Meat Options: chicken & steak
- d. Kelbert was wondering if anyone had a theme idea.

MOTION: Be it resolved that the SAC approves Eagles Nest as the Year End Gala venue for the price of \$2000.00. Moved by Manulak, seconded by Canada. Motion Carried.

3.4 SAC Meetings Meal Plan

- a. The council had previously discussed how to save on costs it would make more sense to do one meal a month where council could order their choice

of meal & the other meeting, we just ordered trays from Co-Op. Kelbert made up a meal plan idea to have this prepared for the year of meetings.

- b. See Below for the plan.
- c. Council agrees with this plan.

4.0 Executive Updates

4.1 Vice President of Operations

- a. Updating the HR Manual. Hamm and Cummer met to discuss this and found some updates that need to be made.

4.2 Vice President of Engagement

- a. **Rob Nash team next week**

4.3 Vice President of Diversity & Inclusion

- a. Waiting to hear from SERC about September movie night
- b. Marshall from SERC is going to come in November
- c. Cystal Bunn to meet next week about a Women's Sweat

5.0 Executive Director Updates

5.1 AMICCUS-C

- a. First AMICCUS-C meeting network of ED's at Students' Associations across Canada. There is an upcoming conference in Red Deer that might be a good PD opportunity and will bring back to the team when she has more information.

5.2 UPASS- Update

- a. Cards are at Brandon Transit getting loaded, will come back and be turned into student cards with registrars' office. Not sure of replacement card plan yet.

5.3 Financial Update

- a. Visa cards should be here by mid August.

5.4 Audit Update

- a. Ginnut, Lindsay & will get materials to BDO before the move. I have requested they schedule our 3-4-day audit in September.

- 5.5 Hamm was asked to participate on the Career Symposium Board and she believes that for this year she should just focus on her position and maybe look at this again in follow years.

5.6 Orientation that is partnered with college.

- a. Last year we spent \$1669.25 and there was 140 people in attendance. Hamm is asking if we can approve a budget of \$2000 to spend on orientation events. Kelbert asked what budget line this would come out of. It would come out of the events budget. Olson agrees that it is easier to just approve a certain amount. Cummer thinks that it is a good idea to just give them an idea of what we are offering.

MOTION: Be it resolved that the SAC allocates \$2000 for orientation plans with the college. Moved by Canada, seconded by Cummer. Motion Carried.

5.7 Student Hire

- a. Hamm made a suggestion of asking our current summer student hire to stay on throughout the school year instead of hiring someone new. It would make sense because the student already knows our office, already knows our programs, already knows about the health & dental plans and knows about U-Pass. The council agrees that it makes sense to offer her this position instead of training someone new. Hamm is going to have a conversation with the student hire on July 27th to discuss this opportunity.

5.8 I have requested a meeting as a follow up to the Volunteer Fair request in Dauphin.

6.0 Upcoming Dates, Reminders, & Deadlines

- 6.1 Ginnut off August 3-9, 2023
- 6.2 Office Closed August 7, 2023 – Civic Holiday
- 6.3 Alyshia off August 16-21, 2023
- 6.4 Jonn off August 21-25, 2023
- 6.5 International Orientation August 30, 2023, 9am-3:30pm
- 6.6 North Hill Orientations August 30 – September 1, 2023
- 6.7 Office Closed September 4, 2023 – Labour Day
- 6.8 First Day of Classes September 5, 2023
- 6.9 Fall Election Nomination Period Begins September 5, 2023

7.0 Open Forum

7.1 Pam was going to email Olson information on a Pronoun Training. Just wanted everyone to know this may be coming up for the council to take.

7.2 Peer Support

- a. Kelbert asked everyone's opinion on holding off on doing a September training for peer supporters. She stated that she thinks it would be beneficial to work through a semester with the current volunteers that have taken the summer training before adding on more volunteers. Everyone agreed to hold off on another training until January.

7.3 New Computer

- a. Last meeting it was approved to purchase new laps. They were ordered from Amazon but once they arrived, we were notified by the college that they would not assist us with the laptops if they were not purchased from them. It was decided that Kelbert would give one of them a try anyway. The computer would be great for everyday needs but does not hold up for the work we need to do.
- b. It has been decided that one of the other 3 laptops would be used for a giveaway at the AGM and the other would be used for a giveaway in Dauphin.
- c. Kelbert is requesting a new laptop be ordered through the college. The cost of these laptops is: \$985.00 plus tax and eco fees.



MOTION: Be it resolved that the SAC approves a new laptop to be purchased at the cost of \$1000 through the college for the Program Coordinator. Moved by Canada, seconded by Cummer. Motion Carried.

7.4 Parkland Welcome Back BBQ

- a. Ashley Sidlar from the Parkland campus has requested fund to help host the Welcome Back BBQ for students on September 5th. She has requested the following:

Proposed Budget (Council and General):

Items	Cost
Burgers (6 dozen)	155.00
Hotdogs (6 dozen)	75.00
Plates	15.00
Napkins	8.00
Drinks	80.00
Buns	60.00
Chips	50.00
Condiments	15.00
Total	458.00

MOTION: Be it resolved that the SAC approves \$500 for the Parkland Welcome Back BBQ from the Parkland Budget Line. Moved by Cummer, seconded by Manulak. Motion Carried.

8.0 Adjournment: 2:34pm

Be it resolved that the meeting be adjourned at 2:34pm. Motioned by Manulak, Seconded by Cummer. Motion carried.

After these minutes are approved in the following SAC Meeting:

Meeting minutes to be signed by Executive signing authorities

Name	Title	Signature

Date:

Other Notes:

Promotional Items:

Promotional Items Budget

MONEY AVAILABLE IN BUDGET LINE	Promo Items Subtotal	\$10,516
	Promo Items Taxes	\$1,262
	Total Promo Items After Taxes:	\$11,778

Promo Items - Orientation Bags	Cost Per Item	Quantity	Totals
Notebook	3.02	2000	\$2,040
Key chain with level and measuring tape	1.76	800	\$1,408
Drawstring Bags	1.65	2000	\$3,300
Straws	0.96	2000	\$1,920
Total for Orientation Bags	3.07	10,000	\$8,668

Promo Items to Have On-Hand	Cost Per Item	Quantity	Totals
Knitted beanie	3.02	50	\$151
Blankets	7.57	50	\$379
Pens	0.39	400	\$156
Mugs	2.47	150	\$371
Retractable badge reel	1.18	400	\$472
Notebooks	6.4	50	\$320
Total for On-Hand Promo Items	\$20	\$900	\$1,848

Meal Plan Idea for SAC Meetings

Budget: \$4500.00

Staff Lunch: \$300.00

CO-OP Meals: \$1062.79

Left for Summer & Individual Meals: \$3137.21

September 13: Order individual Meals

September 27: Order from CO-OP

Vegetable Tray: \$23.99 (15-25)

Classic Meat and Cheese: \$94.99(12-20)

Spinach Dip x 2: 17.98

Drinks: \$20.00

Total: \$156.96

October 1: Order individual Meals

October 18: Order from CO-OP

Wings and Chicken Tenders (12-15): \$84.99

Vegetable Tray: \$23.99 (15-25): \$23.99

Drinks: \$20.00

Total: 128.99

November 8: Order individual Meals

November 22: Order from CO-OP

Vegetable Tray: \$23.99 (15-25)

Classic Meat and Cheese: \$94.99(12-20)

Spinach Dip x 2: 17.98

Drinks: \$20.00

Total: \$156.96

December 6: Order individual Meals

December 20: Order individual Meals

January 17: Order from CO-OP

Wings and Chicken Tenders (12-15): \$84.99

Vegetable Tray: \$23.99 (15-25): \$23.99

Drinks: \$20.00

Total: 128.99

January 31: Order from CO-OP

Vegetable Tray: \$23.99 (15-25)

Classic Meat and Cheese: \$94.99(12-20)

Spinach Dip x 2: 17.98

Drinks: \$20.00

Total: \$156.96

February 13: Order individual Meals (later meeting)

February 28: Order individual Meals

March 13: Order from CO-OP

Premium Sandwich Tray: \$47.99

All Wrapped Up Platter (8-12): \$84.99

Vegetable Tray: \$23.99 (15-25)

Drinks: \$20.00

Total: \$176.97

March 27: Order individual Meals

April 10: Order from CO-OP

Vegetable Tray: \$23.99 (15-25)

Classic Meat and Cheese: \$94.99(12-20)

Spinach Dip x 2: 17.98

Drinks: \$20.00

Total: \$156.96

April 24: Order individual Meals