

**Call to Order:** 3:40PM

**Attendance:** Jonn Olson, Faith Manulak, Justice Constant, Alycia Canada, Tasha Swanepoel, Ariel Cummer, Emma Babiak, Kailee-Rae Delmage, Amanda Hamm

### **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. 2023.09.13**

#### **1.3 Approval of Attendance of Previous Meetings**

##### **a. 2023.09.13**

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

**b) Online:** Emma Babiak, Kailee-Rae Delmage, Tasha Swaenepoel, Justice Constant

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

### **2.0 Old Business**

#### **2.1 Southport Budget**

- Popcorn supplies were delivered

- Alyshia & Alycia to go out to Southport again – to take cupboards there instead of auctioning them off

- Alyshia and Amanda have found 2 fridges at Costco (one is \$399.00, the other one is \$599.00) - \$600 budget for a fridge

Motion: Be it resolved that the SAC a budget of \$600 for a fridge for the Southport Campus. Moved by Alycia Canada seconded by Ariel Cummer. Motion carried.

### **3.0 New Business**

#### **3.1 Menstrual Products**

**a.** Briefing notes sent out yesterday by Jonn

**b.** Faith had a meeting on Sept 18 with the company Aisle, they have a mission to abolish period poverty. Need to know if everyone would be interested in getting pads, liners, and cups. The Campaigns & Actions Committee is thinking of contributing \$500 from their budget and \$1500 from the Emergency Funds budget that was from the College (strike money) - \$1000 to purchase 39 cups (\$988.65) and \$1000 to purchase 87 maxi pads (\$991.80). Total budget of

\$2000. Kailee-Rae advised that she thinks it's too much money to spend on period products; Alycia Canada, Amanda Hamm and Faith Manulak explained the reasoning behind the budget.

Motion: Be it resolved that the ACCSA allocate \$500 from the Campaigns and Actions Committee and \$1500 from the Emergency Fund (strike money) for the menstrual products moved by Faith Manulak, seconded by Alycia Canada. Motion carried.

#### **4.0 Executive Updates**

##### **4.1 Vice President of Operations**

- a. Has been working on the by-laws and then will have a meeting to get the changes to the by-laws approved.

##### **4.2 Vice President of Engagement**

- a. B-Queer was supposed to be on Oct 13<sup>th</sup>, the queen (Icesis Couture) was under contract with someone else and is no longer available for Oct 13. BUSU went ahead and moved the date to Nov 2<sup>nd</sup> without consultation with the ACCSA. Because of the contract breach, we are unable to participate in B-Queer with BUSU but will continue a working relationship on future events.
- b. Amanda, Jonn and Alycia have gone to Parkland & Winnipeg for visits. They have a meeting with the dean at the Winnipeg campus, as students there feel as though the ACCSA could do more to support them at their campus.
- c. Working at helping Winnipeg with an event around their graduation
- d. Had scheduled an STI testing clinic for Sept 20<sup>th</sup>, this date was postponed due to the ACCSA office renovations
- e. Happy Hour event on Sept 28 – Council to attend if possible – if event is successful, it will determine if we continue to run them
- f. Wellness Fair scheduled for Oct 10<sup>th</sup> – ACCSA will only be helping with the interactive portion in the cafeteria. In the north hallway, there will be a tea station as well as Myofix set up outside of our temp office (room 221).
- g. Since B-Queer is no longer happening, we have money sitting in the engagement budget that can be used for events. Council members to let Alycia know if they have ideas of where we can put the money towards. Amanda suggested that we partner with either athletics, alumni or ACC and bring back a past event such as Sun of a Beach to change things up. This could also bring in money for the SA as well.

##### **4.3 Vice President of Diversity & Inclusion**

- a. The Halloween Food Drive will be from Oct 24-31; there will be a donation drop off in-front of the ACCSA office. Will be promoting to students and staff, donations will go to Samaritan House on November 1<sup>st</sup>. Co-op sells hunger bags,
- b. Soccer Food Drive is October 15<sup>th</sup> – Will need 3 volunteers to be there for 12:30, anyone who brings donations will be entered into a giveaway to win a \$50 give card
- c. Earth tree giveaway idea for Earth Day – 125 trees to the Brandon campus, 25 to Dauphin, 20 to Portage – Faith advised these do not have to be planted on campus but can be planted wherever is suitable – Trees come in burlap bags

and are delivered straight to the campus. Faith to add to the media request post of why the SA is doing this.

#### **4.4 Remote Campus Chair**

- a. Popcorn Day was a success – the only barrier they faced is that 1<sup>st</sup> years are there only certain days and they did not have enough shirts for all students Water cooler is set up for everyone and fridge budget has been sent out. They will be doing Popcorn Wednesdays every second Wednesday. Emma and Kailee-Rae asked about advertising the SA at the Southport campus. Advised they can send a media request to Karley Woods, and she can make marketing material then send through inter-office mail to the campus to avoid printing costs.

### **5.0 Executive Director Updates**

#### **5.1 Office Update & Staff in Office Scheduling**

- a. The SA has moved to a different office; room 221 – We are still waiting on doors for the new ACCSA space – Jonn and Amanda wanting to take a walkthrough of the new space with Jim Simmons to see if it's just the doors that they need, or if they need more

#### **5.2 Retreat December 20-21, 2023, Proposed Plan**

- a. Would go up in the afternoon of a workday on December 20<sup>th</sup>, the first day would be relaxation and team building, with the next day being a PD Day. Amanda proposed to pay for the 1<sup>st</sup> day from the staff appreciation budget, and the 2<sup>nd</sup> day from the professional development budget. Hotel rooms still need to be booked for this; \$1100 for December 20<sup>th</sup> and a portion of the 21<sup>st</sup>

Motion: Be it resolved that the SAC approved a temporary budget of \$1100 for a staff retreat from December 20<sup>th</sup> to December 21<sup>st</sup> moved by Alycia Canada seconded by Faith Manulak. Motion Carried.

#### **5.3 Belongify (SAC Meeting Dec 19, 2023, conflict)**

- a. Need to figure out what our PD would be (WestCan advised theirs is \$2500 for 1 day of PD); we could do Myers-Briggs personality testing or Belongify which is a company that focuses on training teams to work better together. Need to decide on a cost-effective PD activity.

#### **5.4 Clubs – Fundraising, Foundation**

- a. There are currently two active clubs which are currently starting to plan events. We seem to be running into an issue of clubs fundraising for events. We're unable to provide receipts due to the nature of our organization. Currently trying to find a better way for fundraising for clubs – perhaps create a committee consisting of Alyshia, Amanda, Ariel (recommended by Amanda) for this purpose. Amanda to put out a meeting to organize this committee.

#### **5.5 Project Red**

**5.6 Communication to Facilities**

- a. If staff or council have facilities issues, to email Amanda and she will email facilitiesissues@assiniboine.net

**5.7 Bringing in Sheryl and Pam to Future Meeting**

- a. Sheryl and Pam would like to have a meeting to talk about policies. Date October 18<sup>th</sup>.

**5.8 Staffing – Workplans Update**

- a. PD requests for the whole year to be sent to Amanda so as not to overspend the PD budget.
- b. Interviews scheduled next week for student hires: 1 for Intramural Assistant and 1 for Marketing & Events Assistant
- c. Alyshia and Amanda have a meeting with Sheryl of the Winnipeg Campus to see how the SA can better support that campus, as students there feel left out.

Motion: Be it resolved that the SAC purchase 2 seats to the Brandon Chamber of Commerce Luncheons for \$810 out of the strike fund. Moved by Alycia Canada seconded by Tasha Swanepoel. Motion Carried.

**5.9 Professional Development**

**5.10 Community Engagement – Chamber Luncheons**

- a. Amanda looked into a price on the Chamber of Commerce Luncheon; would be great for networking with other individuals. It would be 2 seats at 10 luncheons throughout the year (all posted at the Brandon Chamber of Commerce site). \$50/per seat, cheaper if a full years' worth is paid for. This would open the ACCSA up to various opportunities with regard to networking within the Brandon community. The money for this would come out of the Emergency Funds (strike money) budget.

**5.11 AMICCUS-C Conference – London, Ontario, May 27-30, 2024**

- a. Do not yet know how much the conference is.

**6.0 Upcoming Dates, Reminders, & Deadlines**

**6.1 Happy Hour Mixer Thursday, September 28, 2023**

**6.2 Distribute Orange Shirts Thursday, September 28, 2023**

**6.3 Wear Orange Shirts Friday, September 29, 2023**

**6.4 Campaign Period Ends Friday, September 25, 2023**

**6.5 Office Closed – in lieu of National Day for Truth and Reconciliation Monday, October 2, 2023**



- 6.6 **Voting Period Begins Tuesday, September 26, 2023**
- 6.7 **Voting Period Ends Wednesday, September 27, 2023**
- 6.8 **Election Results Announced Thursday, September 28, 2023**
- 6.9 **National Day for Truth and Reconciliation Saturday, September 30, 2023**
- 6.10 **Peer Support Popcorn Day Wednesday, October 4, 2023**
- 6.11 **Alyshia Kelbert off October 5-15, 2023**
- 6.12 **Office Closed – Thanksgiving Monday, October 9, 2023**
- 6.13 **Wellness Fair Tuesday, October 10, 2023**

**7.0 Open Forum**

- 7.1 Amanda needs a new laptop, as she has been having various issues with it unsyncing her from Sharepoint and disconnecting her from the internet. \$1100 proposed for the purchase of a new laptop for Amanda. We had previously purchased laptops online, but do not have IT support from the College because of this. As such, laptops need to be purchased through the College.

Motion: Be it resolved that the ACCSA allocate \$1100 for a new laptop from the College for Amanda Hamm, moved by Faith seconded by Emma. Motion Carried.

**8.0 Adjournment**

Motion: Be it resolved that the SAC meeting end at 4:55 PM. Moved by Jonn Olson, seconded by Faith Manulak. 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:**