

**Minutes**

Meeting of the Concurrent Education Students’ Association Council

Sunday January 15, 2017

6:00 PM, Dunning 27

**Members Present:** Jena Bowden, Joyce Chiang, Katey Day, Alexandra DaSilva, Chloe Demizio, Kealey Ducharme, Sebastian Faudemer, Jacob Gardhouse, Scott Kell, Kerri Lee, Jathorsan Lingarajan, Gillian McMurray, Makenzi Mellon, Aliyaa Mohammed, Sean Musclow, Carla Namkung, Erica Pasternak, Sherri Patterson, Matthew Rowland, Carma Steenkamp, Seane Thorman, Emilie Watson, Tiffany Wong

**Also Present:** John Carney, Celine Corazza, Aubrey Cottreau, Anjini Datt, Liam Dowling, Yael Gazit, Jessica Gibson, Madison Kent, Jansen Lau, Olivia Litt, Grace MacPhail-Wagner, Bronte McMaster, Michelle, Nyamekye, Amanda Rankin, Abby Skene, Oshaen Swartz, Connie Trinh, Lindsey Tulk, Morgan Vallati, Jessee Vaughan, Gabriel Vesco, Emily Walker, Ishta Xavier

**Regrets:** Alexandra Bosco, Kevin Chong, Afsheen Chowdhury, Jacob Gardhouse, Cameron MacDonald, Marisa Madigan, Caitlin O’Driscoll, Ellen Seyers, Erin Silverberg

1. **Motion #1-** Adoption of the Agenda of the meeting of January 15, 2017

Moved by: Jena Bowden

Seconded by: Jacob Gardhouse

1. **Motion #2-** Approval of the Minutes of the meeting of November 27th, 2016

Moved by: Jena Bowden

Seconded by: Jacob Gardhouse

1. **Speaker’s Business**

*Sean Musclow, Speaker and Chief Electoral Officer*

* Snacks
  + There is a google doc in the Facebook page and if you guys could sign up to bring snacks to the next few meetings that would be great
* Elections
  + The Candidates Forum is on January 23 at 8:00pm in Dunning 11
  + It would be great to have all of Council and Extended Council there
  + It is a great way to get to know and support our candidates and see what Council will look like next year
  + Voting days are January 30th and 31st

1. **President’s Report**

*Jacob Gardhouse, President*

* I hope you all had a restful break
* Thank you for your work during first semester
* Thank you for participating in Con-Ed Week, it was a massive success and we got a lot of positive feedback
* If you have any suggestions for the future, let us know
* Thanks to the year reps, Cameron, the interns, Sherri and Carma for their work this week
* Dr. Luce-Kapler has reached out to me and asked to bring a panel of Con-Ed students to West Campus on Monday, January, 23 at 9:00 to hear about our experiences and where you think they can improve
* If you would like to join us, please email me as soon as possible
* Sherri has worked hard on a PowerPoint outlining our progress this year that we will see later
* Thank you all for your feedback in November, we take it seriously and want to provide a positive experience for all of you
* Election packages are due tomorrow in the Con-Ed office
* If you are interested in running for anything, please get your reports in by tomorrow
* Late packages will not be accepted
* We are looking forward to election season and seeing what the future of CESA holds
* Let me know if you have any questions

1. **Vice President’s Report**
2. **Vice President (Internal)**

*Carma Steenkamp, Vice President (Internal)*

* Welcome back
* This week has been crazy
* QCE was an amazing weekend
* Jacob, Sherri & I had fun visiting all the prof classes this week and seeing everyone (except the fourth years)
* The next few weeks are going to be busy as we enter election and hiring season
* Hiring will be done by next year’s exec
* Please go out for any position you are interested in
* Feel free to contact the people currently in those positions if you have questions
* It is hard to believe that it has already been a year and GPS will slowly be becoming irrelevant
* There is still a lot planned before the end of the semester
* The year reps hosted Cosmic Dodgeball and separate year events this week
* BEWIC is almost here and it starts next weekend on the 20th and 21st which is this Friday and Saturday
* Anyone not on a team is welcome to stop by and cheer
* The interns hosted their Late Night with Con-Ed event on Wednesday and they did a fantastic job
* Just a reminder to send any submissions for the weekly emails and prof reps to Amanda
* Originally ASUS Assembly was moved from Thursday of this week to Tuesday due to many members participating in QMP
* We did not meet quorum so Assembly was rescheduled for next Wednesday
* I was unable to go to the last Faculty Board meeting so Jacob went in my place and the next one is on the 27th

1. **Vice President (External)**

*Sherri Patterson, Vice President (External)*

* Hello and welcome back
* Con-Ed Week was a great way to kick off January and I’m stoked for another great semester
* I attended two TELC meetings since our last Council meeting
* The December meeting discussed the B.Ed survey that was conducted last year
* The Dean and Associate Dean are striking an advisory panel to see what should be done
* This meeting was followed by dinner at The Keg with Yael and the rest of the meeting members
* The January meeting discussed Federation Day for the 5th years which is coming up soon
* The External umbrella has been hard at work as usual
* Big congratulations go out to the QCE Executive for running a fantastic conference, your hard work and dedication does not go unnoticed
* Keep an eye out in the next few weeks for fun events
* The questions from the PRAC Questionnaire have been compiled and sent off to the PRAC office for them to compose an FAQ to send to students
* If anyone else has any questions to do with PRAC, please forward them to me and I will forward them on
* Big thank you to everyone for completing a Mid-Year Review
* You have given all of the Umbrella Head’s important feedback about how we can each improve in our roles and we are grateful for that
* There will be a presentation to share some of the feedback later in the meeting
* Thank you to everyone who came out to or helped with Con-Ed Week events
* This week was a success because of all of you!

1. **Executive Administrator’s Report**

*Jena Bowden, Executive Administrator*

* Hey everyone, welcome back
* I hope you all had a nice break and are getting back into the swing of things
* A lot of exciting things have been happening over the break and the first week back
* We are in nomination period right now
* Sean has been busy over the break organizing elections
* For reference the dates we have are:
  + January 18th-29th: Campaign Period
  + January 23rd: Candidates Forum
  + January 30th-31st: Voting Days
* Please come out to the Candidates Forum
* If your position is “up” for election right now keep an eye on your email as candidates may have questions
* If you are running for a position in the election you must email me and let me know that you will be taking a leave of absence
* If I do not receive an email, I will assume that you are staying in your position and that you are not running in this election
* The new Office Hour Schedule is out but will be changing soon due to class conflicts
* Please message me as soon as possible if you have a conflict
* If anyone is available Fridays from 12:30 to 1:30, please let me know as that slot is vacant right now
* I may be private messaging you in order to move you around in the schedule in order to accommodate other people
* Everyone on Council and Extended Council must write a transition manual (Except Teach Exec)
* Transition manuals are due Friday, March 17th
* This is an extremely important document and all are due by that date
* If that date is impossible to make then you must submit an addendum to your submission transition manual by Saturday, April 8th
* Over the break I worked to spruce up our office bulletin boards
* There is more space on the calendar now for events, locations and times
* If you notice there is something missing from the board, let me know
* If you have any other ideas for the office, please let me know!
* Just a reminder about Robert’s Rules for the meeting, if you wish to speak in meeting, please refer to the back of your placard
* During the meeting laptops and cellphones are for Council business only

1. **Events Director’s Report**

*Emilie Watson, Events Director*

* It is so nice to see everyone again
* I hope that week one treated you well
* Relay for life will be held March 10-11th
* We have registered a team for Con-Ed and will be advertising in the coming weeks
* We would love to see people come out to this so be on the lookout for registration info
* Liv and Maddy are in the midst of planning their last two events of the year before formal
* These details will be released in the coming weeks so keep an eye out
* Anjini and Jessee are working hard to plan ESS and have been contacting very exciting speakers and presenters
* Details for the next workshops will be coming soon
* Ishta has been taking a look at her position to see how it can be approved in the future
* She also confirmed that all the finances from her Homecoming events are in order and organized
* Thanks for all your hard work, Ishta!
* I’m going to be meeting with Lindsey and Jessica to talk about some of the initiatives we’d like to see happen this semester
* There are many opportunities on the horizon like volunteering at Martha’s Table
* Stay tuned for that and info about the first CommComm meeting of the year!

1. **Marketing and Design Director’s Report**

*Oshaenlynn Swartz, Marketing and Design Director*

* Hey everyone, Happy New Year!
* I’ve been quite busy with marketing Con-Ed Week and creating other event proposals
* Thank you to everyone who has helped market this year by sharing events and graphics
* John is currently working on sorting out more email issues
* If you are having trouble accessing your email, please let him know ASAP and if you haven’t logged into your email in a while, please make sure it is still accessible
* Jansen and Connie will be releasing an issue of B.Ed Spread at the end of the month, which will be a combination of December and January
* Reminder that each of us has a month for which we’re expected to submit an article, if you are unsure of your month, check the Council group
* Shout-out to Cameron for all his hard work in hiding the apples for #MerchSearch2k17
* All of the new merch products have come in and look great!
* Don’t forget to purchase yours and tell your friends about all the cool swag they can buy
* Celine and Emily have also been working hard this week to take photos at Con-Ed Week events
* Photos will be posted within 2 weeks of the events so keep your eyes open!
* They are also currently working on establishing a photography committee
* PLEASE NOTE: They are looking for help with taking photos during BEWIC so if you are interested or know someone who is, please contact myself, Emily or Celine

1. **Treasurer’s Report**

*Joyce Chiang, Treasurer*

* Hey Council, hope you have had a great first week back!
* I have been having trouble accessing my email so the half year budget updates have been MIA
* I will be trying to get those to everyone by Monday
* You may get them through Facebook instead of email

1. **Academic Affairs Commissioner’s Report**

*Katey Day, Academic Affairs Commissioner*

* Hi CESA Council
* I hope everyone had a wonderful break and a good start to the semester
* Con-Ed Study Days was a very successful event
* We ran five subject specific study sessions for first year students and had upper years facilitate
* After sending out a survey, we received very positive feedback
* The Faculty Board this Monday has been cancelled due to a lack of agenda items
* The next meeting will be in February

1. **Equity Affairs Commissioner’s Report**

*Kerri Lee, Equity Affairs Commissioner*

* I am working on organizing Anti-Oppression training through the SIC (Social Issues Commission)
* We will all be participating in Anti-Oppression training in February.
* Speaking of the SIC, if you have not had the chance to already, I highly recommend taking a look at their website - <https://myams.org/socialissues/>
* Important information that we discussed at Equity Caucus regarding the AMS Committee on Inclusion:
  + *“The AMS is striking a committee that will seek to evaluate, report and recommend on its current and future abilities to fulfill its mandate as a student government to "serve and represent the diversity of students at Queen's University" and to ensure that all students feel as though they belong within the AMS. Successful applicants will be expected to attend weekly meetings that will end before exams in the winter term of the 2016-2017 academic year. Members will work with members of the AMS Assembly as well as AMS Executive Team in order to develop an interim report that will be refined, continued and implemented into the 2017-2018 academic year. They will be expected to complete deliverables between meetings and attend consultation meetings throughout the process. The expected time commitment is around 3-5 hours a week and the selection committee will be choosing two students-at-large to participate. Ultimately, this committee seeks to address racial and ethnic discrimination and how the AMS, as the student government, can foster a more inclusive environment.”*
* Here is the link to apply! <https://leakeren1.typeform.com/to/zdiG1b>
* Afsheen and I are organizing an event in collaboration with Avery and Lily from EQuIP (Education on Queer Issues Project)
* We will be having a panel event in collaboration with EQuIP during the last week of January: January 25th, 2017 at 7 pm in Dunning about LGTBQ+ issues in the classroom
* We are really excited about this and we will be keeping you all very updated

1. **Senator’s Report**

*Scott Kell, Senator*

* Hi everyone
* The Fall Term Break Task Force is going through the survey results and working on recommendations to send to the principal before next month
* Senate doesn’t meet again until January 31st

1. **AMS Representatives’ Report**

*Tiffany Wong, Representative to the AMS*

* I hope everyone had a restful and lovely winter break and first week back
* At the AMS Assembly meeting on December 1, 2016, the AMS Assembly approved the first reading of Section 2.2.3 of the Constitution, which completes the housekeeping on the split of the Speaker and Chief Electoral Officer as initiated at the end of the 2014-15 year
* Last year was the first year in which the Speaker and the CEO were separate
* The AMS Assembly also approved changes to Policy Manual 4 which included changes to ensure accurate terminology, gender neutrality and updated cross references are now being proposed to bring Section 5 up to speed with the rest of Chapter 1
* This policy has now been created by the AMS Executive and the Judicial Affairs Manager, amongst others

1. **Year Representatives’ Report**
2. **First Year Representatives**

*Makenzi Mellon and Jathornsan Lingarajan, 1st year Reps*

* Hi everyone, this past week has been so busy and fun
* It was so amazing to experience our first Con-Ed Week
* The Cosmic Dodgeball tournament went awesome, we had such an amazing turnout and so much fun
* We also hosted karaoke and skating and we had a great turnout despite the weather
* We heard from other first years that the teach info night was extremely beneficial
* Thank you to everyone that helped make Con-Ed Week so amazing
* Con-Ed is truly another family to us

1. **Second Year Representatives**

*Alex da Silva and Chloë Demizio, 2nd year Reps*

* Hello, we hope you all had a relaxing holiday break!
* We had an awesome turn out of first and second years for our pre-dodgeball rally
* It was really great to see the first and second years connecting
* Everyone had a great time getting to know each other and making headbands
* We will be meeting with the first years to discuss doing a Valentine candy gram fundraiser this February
* We are planning on having a second year skate date as our first event of second semester
* We will let you know when that will be, as it depends on the weather
* We are also planning on having a social at the Grizz and another Just Dance night with lots of snackage
* More details will follow at the next meeting
* Have a great week!

1. **Third Year Representatives**

*Sebastian Faudemer and Matt Rowland, 3rd year Reps*

* Hope you all had a wonderful break and are ready to start up a new semester
* Con-Ed Week has been a blast and I am very pleased that the amazing 18s won it all
* We are currently in the process of organizing our “Halfway There” party because we are halfway done – We have a Facebook event for that if you want to check it out
* We are also planning to have a skating event at some point and we are going to start to get in touch with the second year reps so we can start planning out the 3rd and 4th year house crawl
* We are looking forward to another fun filled semester!

1. **Fourth Year Representative**

*Gillian McMurray and Erica Pasternak, 4th year Rep*

* How much do Erica and Gillian love being back at school for second semester? SO MUCH
* We hope that your breaks were super stellar
* Con-Ed week was a huge success and there were so many Con-Ed 17s who came out to Cosmic Dodgeball and played their hearts out
* Our next year event planning is underway and you will hear about it very soon
* The fridge is also nice and stocked with yummy treats

1. **CESA Clubs Director’s Report**

*Erin Silverberg, Clubs Director*

* …

1. **QCE Chair’s Report**

*Seane Thorman, Clubs Director*

* Welcome back!
* It was so great to see so many of you at Conference and we cannot thank you enough for your help and support
* It’s still so surreal that QCE is over
* It was a great weekend
* We hope that all of you had as much of a pleasant experience attending as we did planning it
* Certificates that were not picked up at the Conference are in the QCE Chair mailbox in the Con-Ed office and are available for pickup
* Hiring will be upon us before you know it so stay tuned for information regarding applications and information sessions
* If you need anything, as always, let me know!

1. **Head Teach’s Report**

*Chloë Demizio, Head Teach*

* On behalf of Teach Exec 2017, I would like to express how grateful we are for your continued love and support as we begin our terms
* We are beyond excited to begin creating a MAGnifiCCent Con-Ed Orientation Week
* Teach Applications have officially been released
* We were extremely impressed with the turn out that we had for the Teach Hiring Info Night as well as the interest we have been receiving
* Applications are due by Tuesday, January 17th at 5:00pm
* Interviews are taking place throughout the weekend of January 19th -22nd
* Respect the time around January 29th as that is when the results will be released
* Aubrey and I are very excited to be attending our first official ORT meeting during the third week of classes
* Thank you everyone for your support, we cannot wait to welcome the class of 2021 later this year!

1. **Statements by Members**
2. Liam Dowling – Skate Sharpening

* Since there is a lot of skating going on over the next few weeks I thought I would let you know that Bikes and Boards has a skate sharpener
* It is $6 to get a pair of skates sharpened and we can do hockey skates

1. John Carney – Information Services and Technology Student Advisory Committee

* This is a fun and informative little committee which discusses IT and Tech related issues
* I unfortunately cannot attend as I am in class
* If you are interested in being a proxy, please let me know
* You do not have to be techy to attend

1. Abby Skene – First Year Intern Event

* The interns and I hosted our event this week and it was a huge success
* Thank you all

1. Carma Steenkamp – Leave of Absence

* If you are planning on taking a leave of absence, please let your umbrella head know as well as Jena so that your job can still be done while you are away

1. **Question Period**

**Vesco:** Is the leave of absence only for elected positions?

**Bowden:** Yes, a leave of absence is taken if you are running in the winter elections, which are happening at this time.

**20. New Business**

* 1. **Motion #3 –** Homecoming Crew (A)

Moved by: Ishta Xavier

Seconded by: Emilie Watson

*That CESA Council amends the Job Description Policy Manual as outlined in Appendix: Homecoming Crew (A)*

**Xavier:** This is the first year that CESA has had an Alumni Homecoming Coordinator. It went very well. I am moving to add a second Alumni Homecoming Coordinator position as there seemed to be two aspects to the position. One aspect was making connections and contacting the alumni and the other was actually planning the events that would take place on the weekend. It was a lot of work but I did get a lot of support. I think it would be more beneficial to add another Coordinator position. If you have any questions or concerns, feel free to add!

**Watson:** We would love to see a fundraiser happen in the winter semester, just to continue to extend the position and see the alumni involvement in the winter as well as in the fall around Homecoming.

**Wong:** I am fully in favour of this change as I believe it would alleviate the stress on the one person in the position as well as give students more of an opportunity to get involved.

**Kell:** I have a question about “–m,” would the Relay for Life fundraiser occur in the fall around Homecoming or be at a later date?

**Xavier:** This would take place in the winter semester. It would take place in February or March and allow for the position to be extended into the winter semester.

**Day:** I was wondering why the changes say that the Homecoming Director would only reach out to Alumni to donate to Relay for Life when it is not directly benefitting Con-Ed.

**Watson:** We are extending the position so it’s more of a year round position rather than just Homecoming and fall semester focused. We also thought that it was a good cause and that even though it isn’t directly benefitting us, it is a Con-Ed event.

**Thorman:** I feel like the changes limit the position to only reaching out to alumni for Homecoming and Relay for Life and that there are many other initiatives that alumni could support.

**Patterson:** It is possible to propose an amendment to remove “Relay for Life” and replace it with “initiatives” to be more all encompassing

**Thorman:** I would like to propose an amendment to 4.17.01 n) “Reach out to Alumni to donate to Con-Ed initiative(s) in conjunction with the Events Director.”

Deemed friendly.

*Motion to vote:* ***Motion passes unanimously***

* 1. **Motion #4** – Homecoming Crew (B)

Moved by: Ishta Xavier

Seconded by: Emilie Watson

*That CESA Council amends the Constitution as outlined in Appendix: Homecoming Crew (B)*

**Xavier:** We are moving the position of Alumni Homecoming Coordinator to Extended Council instead of Council where is it more appropriate.

*Motion to vote:* ***Motion passes unanimously***

**21. Discussion Period**

1. Mid-Year Review Presentation – GPS

**Patterson:** Hi everyone, this presentation is based on the Mid-Year Reviews that you completed so thank you all for your input. This is just going to be an update on where we are at so far this year. Please hold all your questions until the end!

**Steenkamp:** One of our mandates was approachability. We have been holding exec specific office hours on Mondays from 2:30-3:30 in the Con-Ed Office. This office hour is a way to interact with Con-Ed students and council, we have had a lot of fun and will continue holding an exec office hour this semester. We have also made it our mission for at least one of us to attend all major or minor events to support all council and extended council. We also are very proud of our project in conjunction with our second year reps which was the buddy picnic. It was one of our biggest successes this year. A first year was paired with an upper year over the summer, kind of like a pen pal and they met at the buddy picnic, which was held the Saturday after Orientation Week. We also worked in conjunction with Oshaen to create a shorter version of Robert’s Rules, meeting previews and summaries to post to the Facebook page to let other Con-Ed students know what changes are being made and what is happening.

**Patterson:** We have also focused on connecting with the Kingston community this semester. We had a letter/card making event where we made over 70 cards. It was an opportunity to de-stress and to give back to the community. Jacob took the cards to the hospital a few weeks ago and KGH was very grateful. CESA Days is something that we expected to run both first and second semester, but first semester was really busy and already full of events so it didn’t end up happening. It will be happening this semester so if you have any suggestions let us know and we will keep you posted! Our mid-year review feedback suggested that we host events that appeal to a more diverse group of people. Madison and Olivia are planning events, but if you have any other ideas please let them or a member of exec know. Turnout hasn’t been incredibly high, but we encourage you to come out to them, they are really fun! A lot of people also mentioned having council socials like movie nights and potlucks. It was suggested by a lot of people that more engagement from Council and Extended Council during meetings would be something that we would all benefit from. Hearing from everyone rather than just exec would be more engaging and interesting. Remember that not everyone gets a vote during council but everyone is allowed to voice their opinions. Reaching all of Con-Ed is something that we are working hard to do but we all need to do so as a group. We will be hosting things like “Bring a Friend to Council” which will hopefully have a huge turnout. This semester, we will be continuing to look over policy, revamping some positions on Council, elections, CESA Days and anything else that you guys want to see happen!

**Lee:** What are your office hours again?

**Patterson:** Mondays 2:30-3:30.

**22. Speaker’s Last Word**

* Discombobulate
* Who wants to tell me what this means?
* McMurray: When you are flustered, mixed up and you don’t really know what’s going on

**23. Adjournment:** Meeting adjourned at 6:51 PM