



Kwantlen Student Association

Richmond Campus Council Meeting Agenda

Friday, July 15, 2005 @ 10:00 am
Richmond Campus Meeting Room, Room 1330

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| A. | Introductory Procedures | 11:00 |
| | 1. Call to Order | |
| | 2. Confirmation of Chair | |
| | 3. Confirmation of Recorder | |
| | 4. Adoption of Agenda | |
| B. | Membership | |
| | 1. Introductions | |
| | a. Results of Sam & Harvey's Behavioural Patterns Inventory | |
| | b. Warm-up Exercise Questions (Attachment No. 1) | 11:10 |
| | 2. New Members | |
| | 3. Declaration of Vacancies | |
| C. | Approval of Minutes | |
| | BIRT RCC approve the June 17, 2005 minutes as distributed via e-mail, online and in the RCC Notice Binder. | |
| D. | Presentations to Richmond Campus Council | |
| | 1. Introduction to Roberts Rules of Order (Paul Browning – 30 Minutes) | 11:40 |
| | 2. Inside the KSA – Introduction to Constitution, Bylaws & Regulations (Paul / Steve) | 12:10 |
| | 3. Inside the KSA – Introduction to Policy & Procedure (Steve) | 12:40 |
| | @@@ Lunch Break, 13:00 – 13:30 @@@ | |
| E. | Unfinished Business of the Previous Campus Council Meeting | |
| | 1. Fulfillment of Procedure 4.10 – Communicating with Groups (No. 2) | 13:30 |
| | 2. Recommendation to Council: Committee Selection (No. 3) | 13:40 |
| F. | Other Business – Including Notice of Motions | |
| | 1. Budget Update (No. 4) | 13:50 |
| | 2. Draft Contract for Halloween Event (No. 5) | 14:10 |
| | 3. Goal Setting re: academic and service issues (No. 6) | 14:20 |
| | 4. Pub Night Planning Review | 15:30 |
| G. | Previous and Upcoming KSA Council Meeting Review | |
| H. | Richmond Campus Council Director's Report (No. 7) | 15:45 |
| I. | Campus Council Member Reports, Motions & Log Book Review | |
| | 1. RCC Staff Rep – Kayce Hopwood (No. 8) | 16:00 |
| | 2. RCC Staff Rep – Kulvir Gil (No Report Received) | |
| | 3. RCC Rep – Harvey Mann (No Report Received – 4 th meeting in a row) | |
| | 4. RCC Rep – Johnny Ming Cheung Woo (No. 9) | |
| | 5. RCC Officer – Samantha Blied (No Report Received - On Approved Leave) | |
| | 6. RCC Officer – Cassandra Dieudonne (No. 10) | |
| | 7. RCC Officer – Rumin Mann (No 11) | |
| J. | Submissions | 16:25 |
| K. | Next Regular Meeting – Friday, July 29, 2005 @ 11:00 am | |
| | Note: Agenda items & reports due to Steve on Tuesday, July 26, 2005 @ Noon | |
| L. | Adjournment | 16:30 |

NOTE: The next agenda won't be this long!



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Attachment 1, Item B. 1. b. – Warm-Up Exercise Questions

Time: 11:10 am – 11:35 am (25 minutes)

Warm-up Exercise Questions

Note: These are meant to be spontaneous exercises – please don't do them before we start them.

Everyone will do these exercises – both volunteers and RCC members and any KSA staff that attend today's meeting.

People who miss meetings may be required to do these exercises as homework for the next meeting.

1. In front of you will be a post-it-note pad. For each question that follows, write the answer down on an individual post it note, one answer for each question with only one answer appearing on one post-it-note (in the end you should have 5 post-it-notes with 5 different answers on each post-it-note)...

 - i. What do you want to achieve today at the meeting?
 - ii. What do you want to avoid today at the meeting?
 - iii. Name one personal value or characteristic that you will bring to the table at today's meeting.
 - iv. What do you think one person could do to achieve success working at the KSA?
 - v. What do you do outside of school or work that brings you joy or fulfillment?

(NOTE: Over the past two meetings we have learned about people's favorite movie, color, what they are studying and we even learned some secrets about each other that no one else would know.)

Please observe the following ground rules during today's meeting-orientation...

1. Participate Fully
2. Ask “provocative questions”
3. NO Killer Phrases
4. Have FUN!



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Attachment 2, Item E.1. – Fulfillment of Procedure 4.10: Communicating with Groups
Time: 13:30 – 13:40 pm (10 minutes)

On June 3, 2005 we re-evaluated who was appointed to communicate with on-campus groups, as follows

- i. Athletics & Recreation –
- ii. Campus Specific Programs Unique to the Richmond Campus – Samantha
- iii. On-Campus Department Meetings – Steve
- iv. Clubs / Commissions of the First Year Experience Program and the Kwantlen Student Association – Steve / Kayce
- v. Kwantlen University College's Committee for Diversity, Inclusion and Action – Steve / Rumin
- vi. The Language Buddy Program and the International Students of Richmond Campus – Johnny
- vii. The Library, the Learning Center, and Counseling & Advising – Kayce
- viii. Volunteers – Steve / Robert / Cassandra

We still need to appoint someone to work with Athletics & Recreation.

At the time of debate on June 3, Council felt this might be an area Harvey could take up.

Also, Kulvir should be appointed to communicate or help communicate with some of these groups.

Ultimately, it should be decided with him and everyone else present.



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Attachment 3, Item E.2. – Recommendation to Council: Committee Membership
Time: 13:40 – 13:50 pm (10 minutes)

We need to finish forming recommendations regarding who would like to be on which committees.

I've re-attached information on the different Executive Board positions and their committees as presented in the Bylaws and Regulations, as follows:

1. Executive Board Duties – Bylaw Article 10 (Pg. 6)
2. KSA Regulations – Re: Committees – Section IV: Committees of Council (Pg. 6 -7)
3. Director of Operations Portfolio - KSA Bylaws & Regulations (Pg. 8) - Johnny
4. Director of Finance Portfolio – KSA Bylaws & Regulations (Pg. 9) -
5. Director of External Affairs Portfolio – KSA Bylaws & Regulations (Pg. 10) -
6. Director of Events & Student Life – KSA Bylaws & Regulations (Pg. 11) - Steve
7. Director of Academic Affairs – KSA Bylaws & Regulations (Pg. 12) - Kayce
8. KSA Regulations – Re: Liaisons (Pg. 13 - 14)

This information has been distributed before.

I'd also like each of us to volunteer and liaise with the liaisons:

1. Mature Students Liaison -
2. LGBT (Lesbian, Gay, Bisexual & Transgendered) Liaison – Steve?
3. Women's Liaison –
4. International Students Liaison – Johnny
5. Students of Color Liaison – Johnny
6. Disabilities Liaison -
7. Aboriginal / First Nations Liaison -

Again, the purpose of keeping in touch with liaisons is to see where RCC can help them out.

Attending their meetings isn't always required as it would be for the other on-campus groups. It's more informal communication but hopefully communication that will help the KSA run smoothly.

1. Executive Board Duties

By-Laws...

Article 10 Duties of the Executive Board

1. There shall be an Executive Board, composed of the five (5) members of the Executive. The General Manager and such other staff persons as are designated in the Regulations shall attend meetings of the Executive Board unless directed otherwise by a Resolution of the board.
 2. Subject at all times to the Constitution, Bylaws and Regulations, and the powers of Council, the Executive Board shall:
 - i. supervise and provide direction for the implementation and administration of the Policies and Regulations of the Society;
 - ii. be responsible for internal and external communications for the Society;
 - iii. present options and make recommendations to Council on matters of concern to members of the Society;
 - iv. provide full, succinct and timely disclosure of its activities and decisions to Council on an ongoing basis;
 - v. coordinate and engage in, or delegate the authority to coordinate and engage in, negotiations with parties on issues of a contractual nature;
 - vi. determine the resource needs of the Society so that the Society can pursue its constitutional purposes effectively;
 - vii. ensure that all deserving students involved in the Society receive some form of recognition for their contribution and service to the Society;
 - viii. approve changes in the contract between the Society and the General Manager, and inform Council if any substantial changes are made;
 - ix. ensure that minutes of all Executive Board meetings, once approved by the Board, shall be signed by the chair and submitted to Council for approval;
 - x. appoint by Resolution one of its members to be the Chairperson of the Executive Board, however Council may overrule this decision at any time by a Two-thirds (2/3) Resolution;
 - xi. negotiate annually the contract with the Societys General Manager, and provide an annual report to Council on the General Managers performance.
 - xii. perform such other functions as may be assigned by Council from time to time.
 3. Nothing in this Article shall be interpreted so as to restrict the authority of Council as established in these Bylaws.
 4. When a question arises over whether the Executive Board or Council is the appropriate body to deal with an issue, the Executive Board shall decide the matter, subject to the Bylaws, Regulations and Policy statements of the Society, and shall specifically note the decision in its minutes. However, Council may overrule the Executive Boards decision and choose to deal with the issue itself.
 5. Pursuant to Article 10(2)(iii), no information shall be withheld from Council notwithstanding the confidential nature of the information. The Executive may request that the information be disclosed in an *in-camera* session, at which time the Council shall decide whether to go into an *in-camera* session.
 6. In addition to the rules set out in the Regulations and Bylaws, the Executive Board may make such other rules as may be considered necessary, provided such rules and regulations are consistent with the Constitution, Bylaws, Regulations and Policies of the Society. Such rules shall be adopted by a Two-thirds (2/3) Resolution at a meeting of the Executive Board where all the members Executive Board are in attendance, and shall be placed in an Executive Procedures Manual.
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2. KSA REGULATIONS Re: Committees

SECTION IV: COMMITTEES OF COUNCIL

Article 1. General

1. Pursuant to Bylaw 5(1)(v), Council may at any time, by a Two-thirds (2/3) Resolution, establish a standing or ad hoc committee it considers necessary or advisable, or discontinue such a committee, but it shall not delegate its powers to the committee. The composition, structure and mandate of standing committees shall be placed within the Regulations. Ad hoc committees shall have their composition, structure and mandate set within the resolution that created them, and shall be dissolved by Council once their mandate has been discharged.
 2. In order to maintain effectiveness, the composition of a committee shall not exceed nine (9) voting members.
 3. Notice for all committee meetings shall be issued publicly by each committee's chair no less than forty-eight (48) hours before a meeting. Should this fail to occur, the failure shall be noted in the minutes.
 4. Quorum for any committee is a majority of its voting membership. If quorum is not present at a committee meeting, the lack of quorum shall be noted in the minutes. If a given committee has been granted the authority to spend money, such authority shall not be exercised at a meeting without quorum.
 5. The meetings of all standing and *ad hoc* committees shall be open to the public, unless otherwise specified in the Regulations, or unless the committee decides otherwise by a Two-thirds (2/3) Resolution.
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6. All committees may submit a budget to the Director of Finance. If a committee does not submit a budget, the Executive Board member responsible for the committee shall submit one on its behalf to the Director of Finance no later than January 10 in any given Fiscal Year.
7. The minutes of all meetings of all committees, once approved by the committee, shall be signed by the chair (or other person presiding over the meeting) and submitted to Council for approval.
8. All society committee meetings (whether committees of Council or of another body) must be held on Kwantlen University College campuses.

Article 2. Appointment of Committee Members

1. Unless otherwise stipulated in the provisions describing the composition of a committee, Council shall appoint the members of all committees. The term of each appointment shall be set by Council in the Resolution to appoint the individual(s), provided however that no term shall exceed eighteen (18) months. If a vacancy occurs in a Council-appointed position on a committee, Council shall appoint a replacement member as soon as possible.
2. Notwithstanding the preceding provision, where committee members must hold some other office in order to occupy a specific seat on a committee, their appointment shall terminate when they cease to hold that other office.
3. The Director of Operations shall cause to be advertised all at-large positions on committees. Such advertising shall be in the form of posters placed in conspicuous locations, including locations in or about the Society's offices on each campus, and in such other conspicuous locations at the discretion of the Director of Operations. The application deadline shall be no less than seven (7) days after the first day of posting. The Executive Board shall interview applicants in the manner it sees fit, and make recommendations to Council. However, the Executive Board's recommendations must include the number of applicants for each committee, and a statement alerting the Council members that they may review the details of any individual applicant, in confidence, if they so desire.
4. Notwithstanding paragraph 3 above, Council may establish its own interview teams for committee membership if it sees fit.

Article 3. Committee Chairs

1. Unless otherwise specified in the Bylaws or Regulations, Council shall appoint the chairs of all committees. With the exception of the Elections Committee, all committee chairs must be members of Council or staff members of the Society. Council may remove any person it has appointed chair of a committee by following the procedure stipulated in Bylaw 5(8).
2. The chair shall preside over the meetings of the committee, and shall not vote except to break or create a tie or otherwise to affect the result.
3. The duties of committee chairs shall be to set the agendas for meetings, call meetings, take minutes, ensure quorum is met at meetings, report to Council on the activities of the committee, and seek to remove and replace committee members who fail to attend meetings. Except for the duty to remove and replace members, these duties may be delegated to another committee member by a Resolution of the committee.
4. If a chair is unable to attend a meeting, the committee shall elect an acting chair for the meeting.
5. The chair shall administer the budget of the committee as approved by Council, and shall be the signing officer of the committee.
6. All chairs shall have access to secretarial support in performance of their duties, and the Executive Board shall ensure that chairs have such access.
7. The Director of Operations shall arrange appropriate training for all chairs, and shall provide each chair with a committee handbook upon request. The handbook shall include operating procedure, a guide to available resources, and the previous year's minutes and agendas.
8. Chairs of committees who are not members of the Executive Board or staff members of the Society shall receive a yearly honorarium, set by a Resolution of Council. In the event that a chair serves for less than a full year, the honorarium shall be pro-rated.
9. Chairs shall notify Council, at the earliest opportunity, of any vacancies on their committees.

Article 4. Replacement and Attendance

1. The chair may, at their discretion, ask for the resignation of any appointed committee member who has missed at least three (3) regularly scheduled committee meetings during the individual's term on the committee.
2. If a committee member does not submit their resignation after being requested to do so by the chair of their committee in accordance with paragraph 1 above, the chair may submit a motion to Council asking that the committee member be removed from the committee in accordance with Bylaw 5(8).

3. Director of Operations Portfolio

BY-LAWS...

Article 11 Duties of the Members of the Executive Board

1. The Director of Operations shall:
 - i. be the liaison between the Executive Board and the General Manager, and shall direct the General Manager in the course of her duties, subject to the Bylaws and Regulations of the Society;
 - ii. be responsible for the operations of the General Office and for the maintenance of all records of the Society.
 - iii. maintain or cause to be maintained updated master copies of the Societys Bylaws, Policies and Regulations and ensure that any changes to these documents are appropriately recorded and distributed to each campus;
 - iv. be a Signing Officer of the Society;
 - v. be responsible, through the General Manager, for the administrative duties of the General Office, and shall ensure that business on all campuses is carried out according to the Bylaws, Policies and Regulations of the Society; and
 - vi. have such other powers and duties as are stipulated in the Regulations, or are assigned by Council or the Executive Board from time to time.

REGULATIONS...

SECTION VI: EXECUTIVE BOARD

Article 3. Director of Operations

4. In addition to those powers and duties set out in the Bylaws, the Director of Operations shall:
 - i. chair the Services Committee and be the liaison between that committee and Council;
 - ii. be responsible for the management of the Society's offices and facilities, including their use, maintenance and condition;
 - iii. be responsible for the Society's referendums, annual general meetings, and special general meetings;
 - iv. *be responsible for causing the Society's annual daytimer to be produced*
 - v. liaise with the Campus Councils on administrative matters and the use of the Society's offices and facilities;
 - vi. negotiate, with the General Manager, contracts and other legal agreements concerning the Society's offices and facilities;
 - vii. attend all regularly scheduled meetings of the Executive Board and Council; and
 - viii. have such other powers and duties as are assigned by Council or the Executive Board from time to time;

SECTION IV: COMMITTEES OF COUNCIL

5. Operations and Services Committee

1. The voting members of the *Operations and Services Committee* shall be:
 - i. the Director of Operations, who shall be Chair;
 - ii. two (2) voting members of Council who are not members of the Executive Board; and
 - iii. five (5) at-large Members, appointed by Council.
2. The Commercial Services Manager shall attend meetings of the *Operations and Services Committee* unless directed otherwise by the committee.
3. The Services Committee shall:
 - i. discuss and analyze the services offered by the Society to its members, and make recommendations to Council;
 - ii. *discuss, analyze and make recommendations regarding the operations of the Society, other than human resources issues, as related to the Director of Operation's portfolio;*
 - iii. examine the revenue generated from commercial services, and recommend changes, expansions or cancellations to such services to the Commercial Services Manager;
 - iv. assist the Director of Operations in liaising with other student societies concerning the services they offer their membership, and analyze whether or not such services would be appropriate for the Society;
 - v. assist the Director of Operations and the Commercial Services Manager with the implementation of new services, when appropriate;
 - vi. present options and recommendations to Council regarding policies or plans that are related to its area; and
 - vii. have such other powers and duties as are assigned by Council from time to time.

4. Director of Finance Portfolio

BY-LAWS...

Article 11 Duties of the Members of the Executive Board

2. The Director of Finance shall:
 - i. manage the financial affairs of the Society in accordance with the Bylaws and Regulations;
 - ii. negotiate, with the General Manager, changes in the contracts for the staff of the Society (other than the General Manager) and present those changes to the Executive Board for approval.
 - iii. prepare a budget proposal for Council in accordance with the Regulations;
 - iv. be a Signing Officer of the Society; and
 - v. have such other powers and duties as are stipulated in the Regulations, or are assigned by Council or the Executive Board from time to time.

REGULATIONS...

SECTION VI: EXECUTIVE BOARD

Article 4. Director of Finance

1. In addition to those powers and duties set out in the Bylaws, the Director of Finance shall:
 - i. chair the Finance Committee and be the liaison between that committee and Council;
 - ii. negotiate, with the General Manager, changes in the contracts for the staff of the Society and all permanent staff (other than the General Manager) and present those changes to Council for approval, when appropriate;
 - iii. liaise with the Campus Councils on financial matters and their financial relations with the University-College;
 - iv. attend all regularly scheduled meetings of the Executive Board and Council;
 - v. advise Council, in writing, of any changes to the Society's financial investments;
 - vi. ensure that the Budget adopted by Council is adhered to by all areas and departments of the Society;
 - vii. bring motions to Council proposing amendments to the Budget when necessary;
 - viii. liaise, in cooperation with the Executive Advisor, with organisations or societies who have specifically been contracted to provide universal services to the membership.
 - ix. have such other powers and duties as are assigned by Council or the Executive Board from time to time.

SECTION IV: COMMITTEES OF COUNCIL

1. Finance Committee

- i. The voting members of the Finance Committee shall be:
 - a. the Director of Finance, who shall be Chair;
 - b. *four (4) members, composed of at least one (1) elected official from each Campus Council, three (3) of whom are voting members of Council who are not members of the Executive Board; and*
 - c. *four (4) at-large Members, appointed by Council.*
- ii. The Financial Administrator shall attend meetings of the Finance Committee unless directed otherwise by the committee.
- iii. The Finance Committee shall:
 - a. review the Director of Finance's draft budget for the Society and make such changes in the draft budget as it sees fit, and then forward that draft to Council in accordance with Section IX of the Regulations;
 - b. monitor the Society's accounts, and assist the Director of Finance in ensuring compliance with the Society's Budget;
 - c. recommend to Council changes to the Society's budget that are necessary or advisable;
 - d. ensure compliance with the fiscal procedures by all individuals and organizations within the Society;
 - e. assist individuals and bodies within the Society with the preparation of budgets;
 - f. present options and recommendations to Council regarding policies or plans that are related to its area; and
 - g. have such other powers and duties as are assigned by Council from time to time.

5. Director of External Affairs Portfolio

By-Laws...

Article 11 Duties of the Members of the Executive Board

4. The Director of External Affairs shall:
- i. liaise with, and represent the Society on, external organizations, committees and coalitions, unless such duties have been otherwise assigned in the Bylaws or regulations;
 - ii. liaise with organizations at Kwantlen University College representing the faculty, the other instructors, the teaching assistants, and the non-teaching staff on non-academic matters;
 - iii. be responsible for lobbying local, provincial and federal governments on the Policies of the Society;
 - iv. be a Signing Officer of the Society; and
 - v. have such other powers and duties as are stipulated in the Regulations, or are assigned by Council or the Executive Board from time to time.

Regulations...

SECTION VI: EXECUTIVE BOARD

Article 5. Director of External Affairs

1. In addition to those powers and duties set out in the Bylaws, the Director of External Affairs shall:
- i. chair the Student Issues and Actions Committee and be the liaison between that committee and Council;
 - ii. be responsible for community outreach and external political events of the Society;
 - iii. liaise with, and represent the Society on the Canadian Federation of Students BC Executive Committee, and attend all Canadian Federation of Students events, unless Council, by Resolution, designates some other elected official to perform these functions;
 - iv. attend all regularly scheduled meetings of the Executive Board and Council;
 - v. attend all regularly scheduled meetings of the Kwantlen University College Board Of Governors;
 - vi. liaise with organizations at the University College representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning external issues and lobbying; and
 - vii. have such other powers and duties as are assigned by Council or the Executive Board from time to time.

SECTION IV: COMMITTEES OF COUNCIL

2. Student Issues and Actions Committee (SIAC)
- i. The voting members of SIAC shall be:
 - a. the Director of External Affairs, who shall be Chair;
 - b. one (1) student member of the Kwantlen University College Board of Governors;
 - c. two (2) voting members of Council who are not members of the Executive Board; and
 - d. five (5) at-large Members, appointed by Council.
 - ii. The Executive Advisor shall attend meetings of SIAC unless directed otherwise by the committee.
 - iii. SIAC shall:
 - a. assist the Director of External Affairs in promoting communication with other student organizations;
 - b. assist the Director of External Affairs in keeping Council informed of Provincial and Federal Government educational policy;
 - c. assist the Director of External Affairs in keeping Council informed of municipal and community activities as they relate to post-secondary education;
 - d. discuss and analyze the impact of Provincial and Federal Government educational policy, and make recommendations to either the Director of External Affairs or Council;
 - e. subject to the approval of Council, lobby the appropriate level of government or the public on issues of interest to students, including but not limited to transit, student loans, post-secondary education funding, day-care, equity, student housing, and government policies;
 - f. prepare briefs, discussion papers, or policy documents with respect to post-secondary education for approval by Council and for submission to governmental or non-governmental bodies external to the University-college;
 - g. present options and recommendations to Council regarding policies or plans that are related to its area; and
 - h. have such other powers and duties as are assigned by Council from time to time.

6. Director of Events & Student Life Portfolio

By-Laws...

Article 11 Duties of the Members of the Executive Board

5. The Director of Events and Student Life shall:
- i. be responsible for planning, organizing and monitoring activities that pertain to the social needs and recreational aspects of students lives, mainly but not limited to, on campus;
 - ii. coordinate with the Campus Directors in the planning and implementation of any fundraising activities or campus-specific events;
 - iii. liaise with Kwantlen University College on issues pertaining to events and student life; and
 - iv. have such other powers and duties as are stipulated in the Regulations, or are assigned by Council or the Executive Board from time to time.

Regulations...

SECTION VI: EXECUTIVE BOARD

Article 6. Director of Events and Student Life

1. In addition to those powers and duties set out in the Bylaws, the Director of Events and Student Life shall:
- i. chair the Events and Communications Committee of Council and be the liaison between that committee and Council;
 - ii. advertise Society events to the membership;
 - iii. develop and co-ordinate a communications strategy between the Society and its members;
 - iv. attend all regularly scheduled meetings of the Executive Board and Council;
 - v. liaise with Kwantlen University College on matters of student life and recreation;
 - vi. be responsible for the Society's advertising;
 - vii. be responsible for the Society's volunteers;
 - viii. maintain, or cause to be maintained, the Society's web site and ensure that it is up to date with the latest event and activity information;
 - ix. have such other powers and duties as are assigned by Council or the Executive Board from time to time.

SECTION IV: COMMITTEES OF COUNCIL

3. Events and Communications Committee (ECC)
- i. The voting members of the ECC shall be:
 - a. the Director of Events and Student Life, who shall be Chair;
 - b. the campus Director from each campus or their written proxy to a voting member of their campus council; and
 - c. in the absence of the Director of Events and Student Life, the Events and Clubs Coordinator shall chair the meeting.
 - ii. The Events and Clubs Coordinator shall attend meetings of ECC unless directed otherwise by the committee.
 - iii. ECC shall:
 - a. assist the Director of Events and Student Life in developing events that will enrich the social, personal and academic lives of students on different campuses;
 - b. publicize, or cause to be publicized, events taking place on any campus, whether organized by the Society or otherwise;
 - c. assist the Director of Events and Student Life in making recommendations to Council and the Executive Board regarding Clubs and Program Based Support;
 - d. advise Council and the Executive Board on how to communicate information about the activities, events and issues facing the Society to its membership, its staff, the University College, and the community at large in a full, succinct and timely manner in a clearly defined and maintained communication strategy;
 - e. establish channels, protocols and programs aimed at encouraging input from and consultation with the Society's membership;
 - f. oversee the management of an electronic communications network, including but not limited to the Student Association website;
 - g. arrange for the preparation and insertion of Society information supplements into campus publications on a regular basis; and
 - h. have such other powers and duties as are assigned by Council from time to time.

7. Director of Academic Affairs Portfolio

BY-LAWS...

Article 11 Duties of the Members of the Executive Board

7. The Director of Academic Affairs shall:
- i. liaise with organizations at Kwantlen University College representing the faculty, the other instructors, the teaching assistants, and the non-teaching staff on academic matters;
 - ii. liaise with Kwantlen University College on issues pertaining to academics; and
 - iii. have such other powers and duties as are stipulated in the Regulations, or are assigned by Council or the Executive Board from time to time.

REGULATIONS...

SECTION VI: EXECUTIVE BOARD

Article 7. Director of Academic Affairs

1. In addition to those powers and duties set out in the Bylaws, the Director of Academic Affairs shall:
- i. chair the Academic Committee of Council and be the liaison between that committee and Council;
 - ii. attend all regularly scheduled meetings of the Executive Board and Council;
 - iii. attend all regularly scheduled meetings of the Kwantlen University College Education Council;
 - iv. liaise with the Campus Councils on academic matters and academic relations with the University-College;
 - v. liaise with organizations at the University College representing the faculty, the sessional instructors, the teaching assistants and the non-teaching staff concerning academic affairs;
 - vi. oversee and ensure the organization and implementation of the annual August new-student orientations as jointly organized by the Campus Councils and the Counseling and Advising Departments on each campus;
 - vii. act as the KSA representative on the KUC First Year Experience Committee, and attend meetings of that committee; and
 - viii. have such other powers and duties as are assigned by Council or the Executive Board from time to time.

SECTION IV: COMMITTEES OF COUNCIL

4. Academic Issues Committee

- i. The voting members of the Academic Issues Committee shall be:
 - a. the Director of Academics, who shall be Chair;
 - b. one (1) student member of the Kwantlen University College Education Council;
 - c. four (4) voting members of Council who are not members of the Executive Board; and
 - d. three (3) at-large Members, appointed by Council.
- ii. The Executive Advisor shall attend meetings of the Academic Issues Committee unless directed otherwise by the committee.
- iii. The Academic Issues Committee shall:
 - a. discuss and analyze the impact of University-College academic policies on students, and make recommendations to Council;
 - b. create and maintain a database of University-College committees with student membership, and recommend to Council persons for appointment, including its own members, to such committees of the University-College;
 - c. subject to the approval of Council, lobby the appropriate level of the University-College on issues of interest to students, including but not limited to daycare, equity, safety, academics, University policies and campus planning;
 - d. assist Campus Councils with academic and other issues between them and their local campus administration;
 - e. present options and recommendations to Council regarding policies or plans that are related to its area; and
 - f. have such other powers and duties as are assigned by Council from time to time.

8. **Liaisons****Regulations...****Article 9. Non-Voting Members of Council**

1. Pursuant to Bylaw 5(6), Council may, by a Two-thirds (2/3) Resolution, establish non-voting seats on Council.
2. Non-voting members, except for the Speaker of Council and the Ombudsperson, may move or second motions, and may take part in debate, but shall not vote on any motion. They shall have the same rights as voting members regarding placing items on Council's agenda prior to Council meetings.
3. Pursuant to Section III, Article 2 of the Regulations, the Ombudsperson must act in an impartial and unbiased manner when attending meetings of Council, and therefore shall not:
 - i. move or second motions;
 - ii. request items be added to Council's agenda other than "Presentation of the Ombudsperson";
 - iii. enter debate in such a manner as to support or oppose a given motion; and
 - iv. participate in the decision-making process in any other way.
4. Non-voting members of Council shall not be considered directors of the Society, nor shall their presence or lack thereof at a Council meeting have any impact on the quorum of that meeting.
5. The two (2) student representatives of the Kwantlen University College Board of Governors shall be non-voting members of Council.
6. The four (4) student representatives of the Kwantlen University College Education Council shall be non-voting members of Council.
7. There shall be seven (7) Liaison positions on Council:
 - i. the Women's Liaison;
 - ii. the First Nations Liaison;
 - iii. the Students with Disabilities Liaison;
 - iv. the Students of Colour Liaison;
 - v. the LGBT (Lesbian, Gay, Bisexual, and Transgendered) Liaison;
 - vi. the Mature Students Liaison; and
 - vii. the International Students Liaison.
8. The Liaison positions shall be non-voting members of Council, elected by the membership in a general election for a one-year term concurrent with the terms of the members of the Executive Board. In the event of a vacancy in any Liaison position, Council may appoint an individual, or run a by-election to elect an individual to serve out the remainder of the term. In the event of Council appointing a liaison directly, Council may set the term of the appointment as it sees fit, up to the date of the next general election.
9. The prime purpose of the Liaison positions shall be to afford particular groups of members who historically face unique challenges to their participation in post-secondary education an opportunity to be specifically represented at Council. Any member of the Society who self-identifies with a given group may vote for, and run for, the Liaison position representing that group. No member may run for or hold more than one (1) Liaison position at any one time, and no Liaison may hold or run for another elected or appointed position within the Society. No person holding another elected or appointed position within the Society may hold or run for a Liaison position.
10. Liaisons may be removed from their positions by a Two-thirds (2/3) Resolution of Council.
11. Liaisons shall be paid a yearly honorarium set by Council. Changes to the honorarium shall not take effect until April 1st in any given calendar year. If a Liaison serves less than a full term, the honorarium set by Council shall be pro-rated.

Article 10. Duties of Council Liaison Positions

1. Council Liaisons shall:
 - i. attend meetings of Council to represent the views and concerns of their constituency;
 - ii. establish and coordinate a commission pursuant to paragraph 2 below;
 - iii. advertise broadly the meetings of the commission to the membership no less than seven (7) days prior to the meeting;
 - iv. provide, in consultation with the Director of Events and Student Life, events, workshops, seminars, etc. concerning their constituency;
 - v. submit an annual budget proposal to the Director of Finance;
 - vi. liaise with external groups, in consultation with the Director of External Affairs, on issues pertaining to their constituency;
 - vii. advise the Director of Operations, in writing, of the members of their commission and any changes thereto;
 - viii. provide a monthly written report to Council; and
 - ix. have such other powers and duties as are assigned by Council or the Executive Board from time to time.
2. Council Liaisons shall maintain a close relationship with the members of their constituency, in part through regular meetings of a commission. The commission shall:
 - i. be no fewer than five (5) members of the Society, self-identified with the constituency group, appointed by the Liaison coordinating the commission;
 - ii. meet at least monthly, and submit the minutes of such meetings to Council;
 - iii. be open to all members of the Society who self-identify with the constituency;
 - iv. provide support and input to the Liaison in the carrying out of her duties;
 - v. recommend Policies and Regulations to Council with regard to their constituency;

Kwantlen Student Association

- vi. authorise expenditures from the appropriate liaison budget, in accordance with Article 9 below; and
 - vii. have such other powers and duties as are assigned by Council or the Executive Board from time to time.
3. Commissions may establish their own procedures, provided that they:
 - i. act democratically; and
 - ii. keep minutes of their proceedings and submit those minutes, for information, to Council.

Article 11. Liaison Budget Allocations

1. In the event that Council, through the Budget, chooses to allocate funds for the activities of the Liaison positions (other than remuneration), the disbursement and use of those funds shall be in accordance with this Article.
2. The prime purpose of funds allocated to the Liaison positions shall be to organize workshops, seminars and other events in order to work towards generally improving the access to post-secondary education, and quality of post-secondary education, for the respective constituency.
3. Notwithstanding Section VIII, Article 1(1) of these Regulations, the spending authority for all Liaison account line items in the Budget shall be the appropriate commission representing that constituency. In accordance with Article 8(3) above, commissions may only disperse funds from their account if:
 - i. the dispersal was approved by a majority, at a duly advertised regular meeting of the commission, where no less than fifty percent plus one (50% + 1) of the voting members on that commission were present, and at no time can those voting members be less than three (3);
 - ii. there are sufficient funds still available for activities that semester, in accordance with Article 9(4) below;
 - iii. the dispersal meets the spending purpose limitation of Article 9(5) below; and
 - iv. minutes clearly showing the desired dispersal are forwarded to the Director of Finance and the General Manager.
4. A commission shall ensure that there are sufficient funds available throughout the year for its activities. To this end, a commission shall not spend more than forty percent (40%) of its Budget allocation in the spring semester, and no more than twenty percent (20%) of its Budget allocation the summer semester. All monies remaining in the Budget allocation may be spent in the fall semester. Further dates will be set by the Director of Finance.
5. Funds allocated to a Liaison's activities in the Budget shall not be used for remuneration for the Council Liaison or any other member the commission, other than reimbursement of reasonable organizing expenses (local travel, cell phone costs and other incidentals) provided that such reimbursement does not exceed fifteen percent (15%) of the funds available in any given semester.
6. In the event that the requirements of Article 11(3) above cannot be fulfilled, for any reason, and the appropriate Liaison still requires a disbursement from the appropriate Budget-allocated line item, that Liaison shall bring a motion to Council, who shall decide the manner.



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 4, Item F.1. – Budget Update

Time: 13:50 – 14:10 pm (20 minutes)

On July 7, I was informed that RCC may be in a deficit situation. As such, I reviewed the information provided to me by Surrey and I'm reprinting the results of my review here, for the record.

RCC Budget Reconciliation

As at: July 8, 2005

Done by: Steven Lee

I've gone through as thoroughly as I can, all motions moved by RCC from December, 2004 to ensure it reconciles with what has been spent to date.

I believe the summaries I have produced are correct and true as per what has been moved by RCC.

To date, we have not overspent our budget in either fiscal year 2004 or fiscal year 2005. Our budget for remaining fiscal year 2005 does rely on fundraising and ticket sales but estimates are conservative and based on what has been successful in the past.

Contents of this document...

Page 2 – Errors with my Summary as sent out on July 6, 2005.

Page 3 – Errors with KSA Summary as received on July 6, 2005.

Page 6 – Outstanding expenditures by Steve

Related Attachments...

2004BudgetActivity.pdf

2005BudgetActivity.pdf

PART 1 – ERRORS WITH MY SUMMARY...

1. ERROR – MY SUMMARY – I had neglected to track all the motions moved for the shows in December, from the 2005 budget. This has been corrected and they have now been included.
2. ERROR – MY SUMMARY – The cancellation and retraction of the ONE MAN STAR WARS show has also been reflected in my summary.
3. ERROR – MY SUMMARY – The release and retraction of a 2nd SLIPKNOT (PFK) cheque has been included in my summary.
4. ERROR – MY SUMMARY – The \$389.44 for TSUNAMI RELIEF did not get added to the total amount moved from RCC budget resulting in our final number being over by this amount. This has been corrected in my summary.
5. The amount leftover for fiscal 2004 by RCC calculations is \$49.64. This may be higher once the couch and brochure wall are purchased.
6. The corrected reconciled amount for fiscal 2005 as of June 29, 2005 is a remainder of \$824.20 for the year.

With various upcoming events, RCC is projecting to raise approximately \$3,000 (with the bulk of this amount coming from the one-man sex education show, which in fiscal 2004 raised us just under \$700; and from the Halloween event at Wild Coyote with the Beat Radio Station – all revenue estimates have been made at very conservative levels based on past experience with these kinds of events).

Therefore, the corrected amount that should be reflected for the budget for the rest of the year is \$2,339.44 (which takes into the account the above error of TSUNAMI RELIEF).

The incorrect number that the BUDGET FOR THE REST OF THE YEAR as approved on June 3 was based on was \$2,728.88. This will be amended and a new budget for the rest of the year approved at the next meeting.

PART 2 – ERRORS WITH KSA SUMMARY...

1. ERROR – KSA SUMMARY – The \$150 (CR25 – December 17, MOTION:Rich2004-170-4) released in January to me should be recorded as being from 2004 as the money was moved from that budget for the purposes of creating a brochure wall in Richmond similar to the one outside the Surrey office. However, being that Friday, December 17 was late in the term, the main office had closed for Christmas and cheque requests for December motions were not processed until January.

This purchase has not yet been negotiated, as it cannot be purchased and installed until TOWER INDUSTRIES removes the games from Richmond. After repeated messages left for them over the last few months, they have not yet removed the machines.

As such, this would decrease the amount recorded in 2005 by \$150.

2. ERROR – KSA SUMMARY – The \$500 (CR26 – December 17, MOTION:Rich2004-171) released in January to me should again be recorded as being from 2004 as the money was moved from that budget for the purposes of purchasing a couch.

However, being that Friday, December 17 was late in the term, the main office had closed for Christmas and cheque requests for December motions were not processed until January.

This purchase has not yet been negotiated, as it cannot be purchased until TOWER INDUSTRIES removes the games from Richmond. The couch will go in the current location of where some of the red chairs are and these red chairs will be moved below the new brochure wall or over by the copier (as we may move the copier to the area of where the arcades are now). After repeated messages left for them over the last few months, they have not yet removed the machines.

As such, this would decrease the amount recorded in 2005 by \$500.

3. POSSIBLE ERROR – KSA SUMMARY (4442) – My records have \$337.44 being moved for ROWE EVENTS, 1st cheque cut to them. The KSA summary has \$316.72 listed as being the amount moved from RCC budget. Please check to see which amount is correct. If the KSA amount is correct, then my summary should be lowered by \$20.72. If the KSA amount is incorrect, then the KSA summary increases by \$20.72.
4. ERROR – KSA SUMMARY (CR 38) – Only \$510 from the 2005 budget was released towards getting a better Karoke machine (February 11, 2005 – RCC2005-005-4). In December 2004, a total of \$925 (December 3, 2004 – Rich2004-166-3; December 17, 2004 – Rich2004-170-2) was moved for Karoke Machine and Sound Equipment.

However, being that Friday, December 17 was late in the term, the main office had closed for Christmas and cheque requests for December motions were not processed until January. When it came time to purchase the Karoke machine, it was found (in late December) that the models sold at Future Shop would not live up to regular, rigorous use. About \$150 worth of Karoke CDs were purchased in late December at Future Shop.

As such, it was decided to move additional funds in February to get a better Karoke machine – one that would last.

The cheque that was cut for \$629.99 should have had \$119.99 come from the 2004 budget. As such, this would decrease the amount recorded in 2005 by \$119.99.

5. ERROR – KSA SUMMARY (ER280205) – A cheque was cut to me for \$24.92 for the 2nd Spring BBQ. However, \$6.30 of this amount should have come from mileage not the RCC budget. The amount moved (February 25, 2005 – RCC2005-014) from our budget was \$18.62.

This should be corrected to have \$6.30 lowered from what was spent in the RCC budget.

6. ERROR – KSA SUMMARY (ER2020705-A) - \$192.61 is listed as coming from the 2005 budget to me for sound system equipment. However, only \$510 was moved from the 2005 budget for these purposes. However, being that Friday, December 17 was late in the term, the main office had closed for Christmas and cheque requests for December motions were not processed until January.

The \$192.61 should come from the 2004 RCC budget; and this same amount should be recorded as being lowered from the 2005 budget.

7. POSSIBLE ERROR – KSA SUMMARY – My records have \$371.64 being released for the 2nd staging rental from ROWE EVENTS. KSA Summary has the cheque to ROWE being listed as \$348.82. Please check to see which amount is correct. If the KSA amount is correct, then my summary should be lowered by \$22.82. If it is incorrect, then the KSA summary increases by \$22.82.
8. POSSIBLE ERROR – KSA SUMMARY – My records have \$337.44 being moved for ROWE EVENTS, 3rd cheque cut to them. The KSA summary has \$316.72 listed as being the amount moved from RCC budget. Please check to see which amount is correct. If the KSA amount is correct, then my summary should be lowered by \$20.72. If the KSA amount is incorrect, then the KSA summary increases by \$20.72.
9. ERROR – KSA SUMMARY – When the VCR was purchased, \$182.33 was released. The VCR cost RCC \$139.92 when using my staff discount at Future Shop. A total of \$16.45 went out on mileage to get the VCR from Metrotown. In the expense report for this, it was noted that I would pay RCC back a difference of \$25.96 provided that \$16.45 was moved from mileage to the RCC account. This has not happened yet.

\$16.45 should be moved from mileage to increase the amount recorded in RCC for 2005.

10. ERROR – KSA SUMMARY – MISSING EXPENDITURE AMOUNT – On April 8, 2005 (RCC-2005-016), \$100 was moved to be transferred to the SCC budget for the purchase of the foosball table.

The amount recorded in the RCC budget should be lowered by \$100.

11. ERROR – KSA SUMMARY – MISSING EXPENDITURE AMOUNT – On April 8, 2005 (RCC-2005-015), \$389.44 (\$189.44 being raised at a BBQ; \$200 being moved by Council in January from each Campus Council budget) was moved to be given to Red Cross, in combination with any amounts raised from the concert in January and with any amount raised at any other campus council event on the other campuses).

The amount recorded in the RCC budget should be lowered by \$389.44.

12. MISSING REVENUE AMOUNTS – KSA SUMMARY – The amounts of \$21 (for Spring Show), and \$56.98 (from Pancake breakfast) have not yet been turned over to KSA but will be shortly.

Once received, the amount recorded for RCC in 2005 in the KSA summary will increase by \$21 and \$56.98 respectively and will then reconcile with my summary.

OUTSTANDING RCC EXPENDITURES by Steve...

Brochure Wall	\$150	Moved in Fiscal 2004
Couch	\$500	Moved in Fiscal 2004
Printer	\$512.98	Moved in Fiscal 2005

Provided the arcades are removed shortly, the couch purchase and the brochure wall purchase should occur by no later than mid-August.

The printer money may come back to RCC as RCC began investigating getting a large format color laser printer to replace or supplement the current black & white copier in Richmond, one that both RCC and students could use. The GM at the time who helped us get this proposal going indicated the funds for this could come from capital purchases if approved by Council. We hope to have something to Council so that if this is done, it can be done by end of August and ready for students and RCC to use by September 1.

OTHER OUTSTANDING EXPENDITURES by Steve...

Pancake Breakfast ~ \$170 Moved in Fiscal 2005 – Welcome Week

We had planned on having a breakfast in conjunction with Welcome Week but it was cancelled due to strike. We then postponed it for later in that term but again the event was cancelled due to strike. We have finally done one already this summer and the receipts for which will be coming in shortly. A lot of the stuff for this was purchased in January, with some wet ingredients being purchased this term.

KSA Richmond Campus Council - 2004 BUDGET ACTIVITY WORKSHEET

Jan 1 Base Budget, January 2004 \$7,400

January Budget Activity		Released	Earned	Spent	Remaining	Balance
Jan 8	EXPENSE - Welcome Week	1,500		\$1,400	\$100	6,000
Jan 20	EXPENSE - Chinese New Year	200		200	0	5800
Jan 29	EXPENSE - Caucks Game Night	14.13		14.13	0	5785.87
Total Spent in January				1614.13		
BALANCE FORWARD to February						5785.87

February Budget Activity		Released	Earned	Spent	Remaining	Balance
Feb 23	EXPENSE - Foosball Repairs	225		182.82	42.18	5603.05
Total Spent in February				182.82		
BALANCE FORWARD to March						5603.05

March Budget Activity		Released	Earned	Spent	Remaining	Balance
March 29	EXPENSE - Foosball Repairs	50		50	0	5553.05
March 29	REVENUE - Bottle Deposit		7.5			
Total Spent in March				50		
Total Earned in March				7.5		
BALANCE FORWARD to April						5560.55

April Budget Activity		Released	Earned	Spent	Remaining	Balance
April 7	EXPENSE - Diversity Month Funds	99.97		99.97	0	5460.58
Total Spent in April				99.97		
BALANCE FORWARD to May						5460.58

May Budget Activity		Released	Earned	Spent	Remaining	Balance
May 5	EXPENSE - Welcome Day BBQ	275		227.85	47.15	5232.73
Total Spent in May				227.85		
BALANCE FORWARD to June						5232.73

June Budget Activity		Released	Earned	Spent	Remaining	Balance
June 25	EXPENSE - BBQ Grill & Utensils	400		397.13	2.87	4835.6
Total Spent in June				397.13		
BALANCE FORWARD to July						4835.6

July Budget Activity		Released	Earned	Spent	Remaining	Balance
July 2	EXPENSE - Foosball Repairs	30		30	0	4805.6
July 2	EXPENSE - Carwash Supplies	100		96.52	3.48	4709.08
July 16	EXPENSE - Ice Cream Event	350		349.02	0.98	4360.06
July 16	EXPENSE - One Man Show	900		900	0	3460.06
July 16	EXPENSE - Dance*	750		750	0	2710.06
Total Spent in July				2125.54		
BALANCE FORWARD to August						2710.06

*Not yet spent as of October 18

August Budget Activity		Released	Earned	Spent	Remaining	Balance
Aug 13	EXPENSE - Canada Day Board Game	60		59.02	0.98	2651.04
Aug 13	EXPENSE - Fortune Cookies	70		70	0	2581.04
Aug 19	REVENUE - Pub Night		29.07			2610.11
Total Spent in August				129.02		
Total Earned in August				29.07		
BALANCE FORWARD to September						2610.11

September Budget Activity		Released	Earned	Spent	Remaining	Balance
Sept 10	EXPENSE - Pub Night Funding	214		214	0	2396.11
Sept 24	EXPENSE - Pancake Utensils	250		257.26	0	2138.85
Sept 24	REVENUE - Pub Night Ticket Sales		185			2323.85
Sept 24	REVENUE - Raffle for RCC General**		18.5			2342.35
Total Spent in September				471.26		
Total Earned in September				203.5		
BALANCE FORWARD to October						2342.35

**Also earned \$67.75 from Raffle for Hotel Vancouver prize which has to go to Awards / Bursaries

October Budget Activity		Released	Earned	Spent	Remaining	Balance
Oct 19	EXPENSE - One Man Show - Remainder Owing			925		
Oct 19	EXPENSE - One Man Show - Rental Stage			286.83		
Oct 19	EXPENSE - One Man Show - Condoms			35.46		
Oct 19	EXPENSE - One Man Show - Towels			18.26		
Oct 19	EXPENSE - One Man Show - Fresh Fruit			4.66		
Oct 19	EXPENSE - One Man Show - Pop			52.06		
Oct 19	EXPENSE - One Man Show - Dinner for Volunteers / Artist			78		
Oct 19	REVENUE - One Man Show - Ticket Sales		606.63			
Total Spent in October				1400.27		
Total Earned in September				606.63		
BALANCE FORWARD to October						1548.71

November Budget Activity		Released	Earned	Spent	Remaining	Balance
Nov 20	EXPENSE - Foosball Repair Matching (130) / Labour (9.50 * 4)	168		168		
Nov 20	EXPENSE - Fortune Cookies Additional Cost of 1 more Box	13		13		
Nov 20	EXPENSE - Christmas Decorations	150		143.07		
Total Spent in November				324.07		
Total Earned in November				0		
BALANCE FORWARD to December						1224.64

December Budget Activity		Released	Earned	Spent	Remaining	Balance
Dec 3	REVENUE - Sold Remaining Ice Cream to Newton		50			
Dec 3	EXPENSE - Food for goal setting session	50		50		
Dec 3	REVERSAL of July 16 - Not Doing Dance		750			
Dec 3	EXPENSE - Deposit for CHIAPPAS Show	400		400		
Dec 3	EXPENSE - Deposit for SLIPKNOT Show	500		500		
Dec 3	EXPENSE - Surround Sound System	625		625		
Dec 3	EXPENSE - Desktop Publishing & Laminating	200		200		
Dec 3	EXPENSE - Remaining RCC Amount to PRIZES	249.64		249.64		
Dec 17	REVERSAL of Dec 3 EXPENSE - Deposit for CHIAPAS		400			
Dec 17	REVERSAL of Dec 3 EXPENSE - Deposit for SLIPKNOT		500			
Dec 17	REVERSAL of Dec 3 EXPENSE - Remaining to Prizes		249.64			
Dec 17	EXPENSE - Volunteer Appreciation	50		0		
Dec 17	EXPENSE - Karoke Machine / CDs / Cables	300		300		
Dec 17	EXPENSE - Desktop Publishing & Laminating	150		150		
Dec 17	EXPENSE - Brochure Wall Supplies	150		150		
Dec 17	EXPENSE - Couch	500		500		
Total Spent in December				3124.64		
Total Earned in December			1949.64			
BALANCE FORWARD to KSA Savings						49.64

The October expenses now include the One Man Show Revenues and Costs
We lowered the ticket price to \$7 on the 18th to push as many remaining tickets as we could out and it worked.

This leaves us with a good \$1,528 left, which we can use in November and December.

We must spend all of our money, as the Director of Finance said that if we do not we may not get as much in next year's budget - lowering RCC's ability to do more for students.

KSA Richmond Campus Council - 2005 BUDGET ACTIVITY WORKSHEET

Jan 1 Base Budget, January 2005 \$6,900

December Budget Activity to Move from 2005 Budget		Released	Earned	Spent	Balance
Dec 17	EXPENSE - SLIPKNOT Deposit	500		500	
Dec 17	EXPENSE - Chiapas Deposit	400		400	
Dec 17	EXPENSE - One Man Star Wars Deposit (Charles Ross)	400		400	
Total Spent in December out of 2005 Budget				<u>800</u>	
Total Earned in December towards 2005 Budget			<u>0</u>		
BALANCE FORWARD to January					6100

January Budget Activity		Released	Earned	Spent	Balance
Jan	No Activity				
Total Spent in January				<u>0</u>	
BALANCE FORWARD to February					6100

February Budget Activity		Released	Earned	Spent	Balance
Feb 2	REVENUE - Welcome Week BBQ for Tsunami Relief		189.44		
Feb 11	REVERSAL of ONE MAN STAR WARS DEPOSIT (Charles Ross)		400		
Feb 11	EXPENSE - Foosball Repair Labour (\$9.50 * 2 hours)	19		19	
Feb 11	EXPENSE - 2nd SLIPKNOT Deposit	400		400	
Feb 11	EXPENSE - ROWE EVENTS Staging Rental	337.44		337.44	
Feb 11	EXPENSE - Karoke Machine	510		510	
Feb 11	EXPENSE - Desktop Publishing & Laminating	310.76		276.27	
Feb 11	EXPENSE - 2nd BBQ	150		150	
Feb 25	REVENUE - 2nd BBQ		86.86		
Feb 25	EXPENSE - Further BBQ Expenses	18.62		18.62	
Feb 25	EXPENSE - Shelving & Storage Supplies	97.54		97.54	
Feb 25	EXPENSE - Desktop Publishing & Laminating	72.74		72.74	
Feb 25	EXPENSE - Color Printer	512.98		512.98	
Feb 25	EXPENSE - VHS VCR	182.33		139.92	
Feb 25	EXPENSE - Money Released for Tsunami Relief	389.44		389.44	
Total Spent in February				<u>2923.95</u>	
Total Earned in February			<u>676.3</u>		
BALANCE FORWARD to March					3852.35

March Budget Activity		Released	Earned	Spent	Balance
March 11	EXPENSE - Remaining Slipknot Funds	1105		1105	
March 11	REVERSAL of 2nd Slipknot Deposit		400		
March 25	REVENUE - Slipknot Ticket Sales (3 @ \$7)		21		
March 25	EXPENSE - ROWE EVENTS Staging Rental	371.64		371.64	
Total Spent in March				<u>1476.64</u>	
Total Earned in March			<u>421</u>		
BALANCE FORWARD to April					2796.71

April Budget Activity		Released	Earned	Spent	Balance
April	EXPENSE - Langley Pub Night (Moved by Main Council)	125		125	
April 8	EXPENSE - Bunnies for Prizes	200		115.14	
April 8	EXPENSE - Foosball Table Acquisition	100		100	
April 8	EXPENSE - Foosball Table Repair Parts	78.17		78.17	
April 8	EXPENSE - Foosball Table Labour (\$9.50 * 2 hours)	19		19	
April 8	EXPENSE - Cookies for Facilities, Bookstore, etc.	25		19.96	
Total Spent in April				457.27	
Total Earned in April					
BALANCE FORWARD to June (No activity in May)					2339.44

June Budget Activity		Released	Earned	Spent	Balance
June 3	EXPENSE - Candy Fair Items	340		160.62	
June 3	EXPENSE - Summer Advertising	202.36		202.36	
June 3	EXPENSE - 6 Foosballs	6.68		6.68	
June 3	EXPENSE - Remaining Chiapas Funds	800		800	
June 3	EXPENSE - ROWE EVENTS Staging Rental	337.44		337.44	
June 3	EXPENSE - Orientation Lunch	47		47	
June 17	EXPENSE - Shelving & Storage Supplies	104.37		104.37	
June 21	REVENUE - Pancake Breakfast		56.98		
June 29	REVENUE - BBQ Donations		86.25		
Total Spent in June				1658.47	
Total Earned in June				143.23	
BALANCE FORWARD to July					824.2

Notes: We need to place more emphasis on fundraising this summer, to recoup the \$679 we didn't make on the Slipknot show. If we do some car washes, part can cover that. I'm estimating \$100 profit for each wash, but if we do them well there is no reason why it wouldn't be three to five times that amount.

The fundraising we did with the BBQs was good, it pulled in a nice amount of money.

We need to ensure we work on our fairs if we are doing them as that is another source of revenue we did not meet this term as we didn't work hard on the career fair. This can be reversed, as once the date is set we should start contacting organizations immediately.

We must execute our marketing plans properly in the future.

**2005 Summer & Fall Semester Budget (May - December, 2005)
As approved on June 3, 2005**

Balance Forward, Richmond Campus Budget (as of May 1, 2005) 2728.88

Revenues

	Projected	To Date	Remaining	Percent to Budget
Summer Funding Allocation (\$2,728.88 * 0.20)	540	540	0	100
Summer Event - BBQ Donations Revenue (\$50 @ 1 BBQ)	50	80.25	30.25	160.5
Summer Event - Chiappas Show Revenue (June 2, 6 @ \$7 each)	42	42	0	100
Summer Event - Car Wash Revenue (\$40 * 3 washes)	120	0	-120	
Summer Event - Ice Cream & Candy Fair Fundraiser Revenue (\$40 @ 3 events)	120	0	-120	
Summer Event - Pancake Breakfast Revenue (\$3 / serving @ 40 servings)	120	56.98	-63.02	47.48333333333333
Summer Event - Canada Day Sign-Ups (2 Companies @ \$50 each)	100	0	-100	
Summer Event - Canada Day Pub Night Ticket Sales (June 29, 15 @ \$5 each)	75	0	-75	0
Summer Event - End of Term Pub Night Ticket Sales (August 5, 30 @ \$5 each)	150	0	-150	
Summer Event - Bottle Drive	40	0	-40	
Fall Funding Allocation (Remainder - \$2,728.88 - 540)	2188.88	2188.88	0	
Fall Event - Welcome Week Pub Night Ticket Sales (September, 20 @ \$5 each)	100	0	-100	
Fall Event - Lessons from a 7ft Penis Revenue (November 16, 95 @ \$7 each)	665	0	-665	
Fall Event - Career Fair Signups (October 12, 5 Companies @ \$75 Each)	375	0	-375	
Fall Event - Halloween @ Wild Coyote (October 31, 100 Tickets @ \$10 each)	1000	0	-1000	
Fall Event - End of Term Pub Night Ticket Sales (December, 20 @ \$5 each)	100	0	-100	
	5785.88	2908.11	-2877.77	

Summer Revenue Projection Needed to Balance

817 179.23 -637.77 21.937576499388

Fall Revenue Projection Needed to Balance 2240 0 -2240

TOTAL REVENUE PROJECTION NEEDED TO BALANCE IN 2005

3057

0

Expenses

Summer Event Expense - Chiappas Show (includes \$400 downpayment)	1,200	1,200	0
Summer Event Expense - Staging Rental for Chiappas	337.44	337.44	0
Steamcleaner Rental for Lounge	225	0	-225
Foosball Repairs	50	0	-50
Storage & Shelving Costs	104.37	104.37	0
Summer Event Expense - Advertising (Posters & Leaflets)	215	202.36	-12.64
Summer Event Expense - Candy & Ice Cream Purchase	340	244.04	-95.96
Summer Event Expense - Canada Day BBQ	210	133.02	-76.98
Summer Event Expense - Appetizers @ Canada Day Pub Night	100	0	-100
Summer Event Expense - August Orientations (BBQ?)	250	0	-250
Fall Event Expense - Advertising Posters & Leaflets	528.63	0	-528.63
Fall Event Expense - Norman Nawrocki Sex-Ed Show	1,500	0	-1500
Fall Event Expense - Condoms & Fruit for Norman Nawrocki Sex-Ed Show	90	0	-90
Fall Event Expense - Dinner for Norman Nawrocki Sex-Ed Show Volunteers	100	0	-100
Bluelite Entertainment - Halloween Organizers (they take a percentage of door)	0	0	0
Fall Event Expenses - Career Fair / Drug Fair / Sex Fair Expenses	300	0	-300
Fall Event Expense - Holiday Lounge Get-Together for Volunteers	150	0	-150
Contingency **	85.44	47	-38.44
	5785.88	2268.23	-3517.65

Notes on 2nd page...

BIRT the revised 2004 budget, as follows and as sent out on July 8, 2005 be approved.

Review of Canada Day Spending...

Date	Item for goods purchased or Location for mileage claim	Purpose (activity or event)	Supplier for Item	Mileage (km @ .35 per/km)	Dollar Value
28-Jun-05	BBQ Items	Canada Day	Costco		159.28
29-Jun-05	Outdoor Games	Canada Day	Superstore		117.37
29-Jun-05	Prizes	Canada Day	Superstore		149.62
29-Jun-05	Decorations	Canada Day	Superstore		120.74
29-Jun-05	Propane	Canada Day	Mohawk		20.63
29-Jun-05	Hot Dog / Ham Buns	Canada Day	Costco		55.8
29-Jun-05	Returned Corn	Canada Day	Costco		-33.45
29-Jun-05	Decorations	Canada Day	Party Bazaar		43.03
TOTAL SPENT					633.02
TOTAL MOVED AT COUNCIL					500.00
AMOUNT BUDGETED IN BUDGET FOR REST OF YEAR					210.00
TOTAL AVAILABLE TO SPEND					710.00
AMOUNT OUTSTANDING TO BE MOVED BY RCC					133.02

There are a number of prizes that were going to be used at the Canada Day Pub Night, but since that was cancelled they will be used at the next pub night.

We know have a large selection of decorations that can be used in future years to come (streamers, flags, etc.) as well as some outdoor games (badminton, etc.) that weren't played due to the mixed bag of weather but can be used during future summer events.

We also have some Canada Day specific leftover give-away items (flags, pins, etc.) that can be saved for the 2006 Canada Day event.

BIRT \$133.02 be released from the RCC budget to Steven Lee to cover the outstanding costs of the Canada Day event.

**REVISED 2005 Summer & Fall Semester Budget (May - December, 2005)
FOR APPROVAL on JULY 15, 2005**

Corrected Balance Forward, RCC Budget (as of May 1, 2005) 2339.44

Revenues	Projected	To Date	Remaining	Percent to Budget
Summer Funding Allocation (\$2,339.44 * 0.20)	450	450	0	100
Summer Event - BBQ Donations Revenue (\$50 @ 1 BBQ)	50	80.25	30.25	160.5
Summer Event - Chiappas Show Revenue (June 2, 6 @ \$7 each)	42	42	0	100
Summer Event - Car Wash Revenue (\$40 * 2 washes)	120	0	-120	
Summer Event - Ice Cream & Candy Fair Fundraiser Revenue (\$40 @ 3 events)	120	0	-120	
Summer Event - Pancake Breakfast Revenue (\$3 / serving @ 40 servings)	120	56.98	-63.02	47.48333333333333
Summer Event - Canada Day Sign-Ups (2 Companies @ \$50 each)	100	0	-100	
Summer Event - Canada Day Pub Night Ticket Sales (June 29, 0 @ \$5 each)	0	0	0	
Summer Event - End of Term Pub Night Ticket Sales (August 5, 45 @ \$5 each)	225	0	-225	
Summer Event - Bottle Drive	40	0	-40	
Fall Funding Allocation (Remainder - \$2,339.44 - 450)	1889.44	1889.44	0	
Fall Event - Welcome Week Pub Night Ticket Sales (September, 25 @ \$5 each)	125	0	-125	
Fall Event - Lessons from a 7ft Penis Revenue (November 16, 95 @ \$7 each)	665	0	-665	
Fall Event - Career Fair Signups (October 12, 5 Companies @ \$75 Each)	375	0	-375	
Fall Event - Halloween @ Wild Coyote (October 31, 100 Tickets @ \$10 each)	1000	0	-1000	
Fall Event - End of Term Pub Night Ticket Sales (December, 30 @ \$5 each)	150	0	-150	
	5471.44	2518.67	-2952.77	
Summer Revenue Projection Needed to Balance	817	179.23	-637.77	21.937576499388
Fall Revenue Projection Needed to Balance	2315	0	-2315	
TOTAL REVENUE PROJECTION NEEDED TO BALANCE IN 2005	3132			0

Expenses			
Summer Event Expense - Chiappas Show (includes \$400 downpayment)	1,200	1,200	0
Summer Event Expense - Staging Rental for Chiappas	337.44	337.44	0
Steamcleaner Rental for Lounge	175	0	-175
Foosball Repairs	50	0	-50
Storage & Shelving Costs	104.37	104.37	0
Summer Event Expense - Advertising (Posters & Leaflets)	215	202.36	-12.64
Summer Event Expense - Candy & Ice Cream Purchase	340	244.04	-95.96
Summer Event Expense - Canada Day BBQ	210	133.02	-76.98
Summer Event Expense - Appetizers @ Canada Day Pub Night	100	0	-100
Summer Event Expense - August Orientations (BBQ?)	200	0	-200
Fall Event Expense - Advertising Posters & Leaflets	414.19	0	-414.19
Fall Event Expense - Norman Nawrocki Sex-Ed Show	1,500	0	-1500
Fall Event Expense - Condoms & Fruit for Norman Nawrocki Sex-Ed Show	90	0	-90
Fall Event Expense - Dinner for Norman Nawrocki Sex-Ed Show Volunteers	100	0	-100
Bluelite Entertainment - Halloween Organizers (they take a percentage of door)	0	0	0
Fall Event Expenses - Career Fair / Drug Fair / Sex Fair Expenses	200	0	-200
Fall Event Expense - Holiday Lounge Get-Together for Volunteers	150	0	-150
Contingency **	85.44	47	-38.44
	5471.44	2268.23	-3203.21

Notes on 2nd page...

** This may change by a \$500 increase, as right now, we have not purchased the colour printer we moved money for and I may be returning that money to the budget if we get a colour laser copier. Me and Desmond were working on a proposal for Council but that has been put on hold. I may move ahead with it on my own but I would like to finish work on this with Desmond. If it does increase, it will give us an approximate \$600 contingency. We have to also consider funds available for Foosball repairs, and for installation of sound system.

It includes no huge expenditures, such as capital equipment. I don't see us having to buy much more in terms of equipment this year, other than sound system installation and maybe an X-BOX (about \$400).

This can be amended as time goes along. **We have to work hard to meet our revenue projections, which are very conservative. We can beat these projections.**

Especially for the Penis show, we sold 95 @ \$7 on the day of, so if we have our ads out by August, we should be able to sell out. This would have us break-even for the show. I also hope the cost of the show will go down, last year we paid \$1,900, I hope we can pay as low as \$1,300.



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 5, Item F.2. – Draft Contract for Halloween Event

Time: 14:10 – 14:20 pm (10 minutes)

The contract for the Halloween event serves to setup an agreement where we hire BLUELITE ENTERTAINMENT to do most of the logistical stuff for the event.

I'm waiting for Niraj's input into the contract, and it may change between the time this is distributed and the time the event is done. I've asked Niraj to attend this Friday's meeting to sell what his organization can do for us.

THE CONTRACT WILL BE DISTRIBUTED TO ALL CAMPUS COUNCIL MEMBERS PRIOR TO THE MEETING.

BIRT RCC recommend to the Acting Director of Operations, the Director of Finance and the General Manager, the approval of the administrative contract for the Richmond Campus Council Halloween event.

I hope by the next meeting we can bring forward information regarding doing a spring show, and a possible contract for approval.



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 6, Item F.3. – Goal Setting – academic & service issues

Time: 14:20 – 15:30 pm (1 hour and 10 minutes)

We did a review of this last December, but I feel we need to revisit it and ensure we are all on the same page.

Definitely finishing plans for Fitness Center and for expanding the lounge should take priority.

I think we can use this next hour to...

1. Review why we ran – why are we here?
2. Review and brainstorm what kind of issues should be addressed over the next year.
3. Review and brainstorm what kind of services we could add to the KSA in Richmond.

The KSA is essentially built on three pillars to provide students with a balanced mix of advocacy, services and events.

Here are the notes from the December 3, 2004 meeting of Richmond Campus Council...

1. Review of What We've Done – 8 months out (No. 3)
Mark suggested that perhaps a better question to ask would be:

- a. What did you want to achieve when you ran for Office?
- b. Have we accomplished it? Or: Are we accomplishing it?

Adam...

- a. *Ran because at the time no one was doing stuff. He wanted to be there for students, not to move countries or be really politically active but to just be there for office hours, to help out.*
- b. *Is doing his hours, is being there for students. Would like us to get the SURVEY done so we can ensure we are getting good communication between KSA and students.*

Mark...

- a. *We have all gotten involved and that is irrelevant if we have a mandate (i.e. a large percentage of students actually voting compared to the small percentage that does vote). It is more urgent for us to know why we ran. The KSA should identify on-campus issues and where possible, develop meaningful ways to address them. Always ask – what are we to do? Is it applicable? Is identifying an issue enough?*

He ran because he wanted to help identify campus issues. He noted that there is a polarization on campus between the KUC and KSA. He wants to understand the Powers that Be and how they run KUC. There seems to be a large amount of anti-student sentiment among administrators that seem to have no interest in improving student life.

- b. *He would like to us to continue identifying campus issues, and where possible to develop meaningful ways to address them where possible.*

Johnny...

- a. *Got involved as a volunteer and wanted to participate on a personal level to achieve KSA goals and help students enjoy their post secondary educational experience. Make the KSA more visible to students and develop good relationships with facilities and other on-campus groups.*

Robert...

- a. *Wants to help out with the activities of RCC and get people involved. Got involved as a volunteer, then as health & dental coordinator. It's important to remember that we are students too – and when things come up we shouldn't just shove them under the carpet. Wants to provide unity and a voice for students – ADVOCACY.*

Ashveen...

- a. *Ashveen ran to see more done for students, to have more events that involve students – social events, comedy events, career fair, etc.*

Adam

- a. *Got involved because in the past no one did stuff. He wanted to be there for students, not to move countries or be politically active. He feels he is there for students and has been improving student life through things like the Anime Club. Would like to see us do the survey to get info on what students want.*

Steve...

- a. *Also ran on a platform of bringing a balanced mix of advocacy, services and events and feels we are getting there.*

Shane (Volunteer)

- a. *Got involved because he needed to study a non-profit organization. He'd like to help the KSA find ways to improve revenues and communication. Before he got involved he didn't realize how large the KSA was and how we worked, and that every student is a member.*

Duncan

- a. *Wanted to improve the visibility of KSA; more activities like UBC. Pride KUC / Support; work on budget and where funds go; ensure things run effectively – feels we are working towards this, budget is more scrutinized and there are more activities.*

More discussion occurred, leading from the above two questions, in terms of areas that RCC could improve upon. At this point, Campus Council was thinking globally towards larger issues affecting RCC and students on the Richmond Campus.

IMPROVE COMMUNICATION Between...

1. *KSA officials internally & between RCC & EBOD (executive / liaison committee meetings)*
2. *RCC and KUC staff about events, clubs, etc.*
3. *RCC and students*

The issue of Richmond being a transient commuter college was raised. Is this changing? Mark noted that there is no shortage of cultures, organizations and events that deal with issues that affect our lives. AS SUCH, RCC SHOULD BE INTERESTED IN RICHMOND AND WHAT IS HAPPENING IN RICHMOND KUC.

What kind of stuff could we do on campus if we focused on just dealing with RICHMOND ISSUES... if we can find ways of getting students to know who admin is, that would be good. A who's who? With Prizes. Invite admin to our events. Little events take as much time as larger ones.

Some identifiable problems include.. ACCESS TO INFORMATION – RESOURCES, APPEALS, COMPUTERS, SOFTWARE, PRINTERS, the RESTOCKING FEE, HOURS OF OPERATION, VOLUNTEERS, etc. There is a polarization between KUC and KSA. What can we do in regards to this? Can we create or help improve forums of complaint so that we get info on the challenges students face and can act on them (should this be a procedure or the society)? Fundraising? Can we identify campus issues and develop meaningful ways to address them? Is identifying them enough?

Do we do one MAJOR EVENT or little events?

Kwantlen Student Association

<http://www.yourksa.ca/>

RCC thought about maybe developing a constitution or ends statement / values / mission statement – that encapsulates what we do in Richmond... We should Enrich (Events that highlight issues); Inform (advertising / promotion / communication); disseminate info, advocacy, involve students, identify challenges.

Are students consumers or employees – active participants “partners”. KUC determines every factor of why we are here. They can fire (fail) us, they can change course requirements. Students feel powerlessness? KSA feels powerlessness? KUC limits and controls resources. Do we (students) allow problems to fester? Many students will “jump through hoops” just to get a piece of paper. Grades are important to them.

Who is RCC? General philosophy....

- PLANNING (controlling / organizing / leading) Both Long Term / Short Term
- Advocate for students
- Enrich student life
- Advocacy, services & events
- Identify problems on campus – are we responsible for solving or helping to solve them?
- Manage and administer resources responsibly
- Organize students around issues
- Turn students into active participants

2. Action on Advocacy, Events & Services (No. 4)

RCC discussed the specifics of what it wanted to do in the spring and what it wanted to spend the remainder of its funds for 2004 on.

In thinking more locally, the ideas that were discussed above were then organized into internal / external areas.

Internal	External
<p>Access to...</p> <ul style="list-style-type: none"> • Information (from KUC / KSA) • Resources (KUC) & Facilities • Computers & Software (KUC) • Appeals (KUC) • Rooms / Hours of Operation (KUC) <p>Fees...</p> <ul style="list-style-type: none"> • Restocking (Bookstore) • Parking (lack of meters – confusion over how you pay) • Cafeteria (are you getting your money's worth) <p>Improving Student Life...</p> <ul style="list-style-type: none"> • Events on campus / off campus • Welcome Week • Welcome Week Pub Night with bands? • Career Fair • Environmental Fair • Diversity Month (Chiappas show) • Valentines Dance • Theatresports? • Sports (summer – volleyball) <p>Volunteers</p> <p>Lounge Improvements...</p> <ul style="list-style-type: none"> • Maximizing current usage • Expansion? 	<p>Underfunding of KUC</p> <p>Lansdowne</p> <ul style="list-style-type: none"> • Can we lobby to get some of it if it changes? • Municipal / Provincial / Federal • Involve KUC / Foundation / Board • Local businesses • Richmond City Council

RCC would like to develop a budget for spring 2005, based on the same amount RCC got for 2004. RCC would like to develop a 40 spring / 20 summer / remaining fall allocation scheme similar to how liaisons spend to guide future campus council budget spending. It was noted there should be a conservative estimate of revenue that could be earned from events; and what expenditures would be spent (advocacy, events, maintenance of equipment). Do we need to set aside funds for renovations or for fitness center? For volunteer recognition?



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 7, Item H. - Richmond Campus Director's Report (Steve Lee)

Time: 15:45 – 16:00 pm (15 minutes)

Campaigns, Events and Activities Update

Here's what I've been working on....

1. Worked the Canada Day event. It went well. What I wrote in our report to Council captures my feelings on the event very well...

"Canada Day went well, in spite of a lot of construction activity going on in the rotunda that day. The following groups attended: Amnesty International; Battered Women's Support Services Society; the Asian Society for the Intervention of AIDS; the Canadian Federation of Students, Travelcuts, the KSA Ombudsperson, KSA Women's Liaison.

A lot of organizations we contacted couldn't come today (which, with the construction is probably good) but are definitely interested in the various events we have coming up in the fall and spring.

We raised \$86.25 at the BBQ. We could've broken \$120-150 I think, but the veggie burgers were freezer burnt and became unusable (couldn't return it because we bought it back in January – luckily the veggie hot dogs were ok). The corn on the cob we bought at Costco was rotten so we didn't serve any of it (but we did return it and got our money back). This was an unbudgeted amount – I didn't budget to bring in any money at the BBQ so it's good.

We purchased some prizes, some which were given out, with some that we are saving for our August pub night. We purchased more give-away Canada items from Superstore (Canadian Flag playing cards; Canada Flag Jester Hats; Canada Day hair piece things with bobble flags attached to them which were extremely popular). We should really try and get funding next year so we can get more stuff like this; some places even have shot glasses, etc. We should get like ROOTS or something Canadian to promote on campus at the Canada Day event. This kind of mid-summer term event has the potential to be very cool – a dynamic mix of fun, entertainment and education. As Kwantlen each year offers more courses in the summer, this event should grow year by year by year.

We also bought some decorations – a few nice flags, some streamers, windsocks and plastic cups. We also got some summer games but we weren't able to use them cause the weather sucked. Later that day Steve visited BAZAAR & NOVELTY downtown and they had a huge selection of Canada Day stuff and we picked up some nice plastic streamer things that we will put in storage with some of the other decorations and Richmond can use them in future years. They also sell temporary tattoos. We should not forget this place next year.

We cancelled the Canada Day pub night because we found it tough to get people out – no tickets were moving. We have big plans already though for our end of semester pub night on August 5, which should go very, very well. We're already brainstorming ideas for things to do that night and

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should have promotional material ready by early next week. We want it to be a nice big hit to finish the term off and it can serve as a way to start promoting the fall events as we'd like to have our fall advertising leaflets ready for distribution by this time.

We were disappointed that no executive members came out to our Canada Day event, and that no staff from Surrey came out. I know we didn't ask for them to come out specifically, but in a way we shouldn't have to ask to have multi-campus positions attend, for a large multi-campus event like this they should just do it. Better communication in this area will help in the future I think – and nevertheless, we do thank our Ombudsperson and the Women's Liaison and the Mature Students Liaison for attending. The LGBT Liaison was going to attend but was still under the weather (we thank her for calling and letting us know her status for that day).

Thanks to Reps Kayce Hopwood & Johnny Woo, Officers Rumin Mann & Cassandra D, Stella Fong, Mature Students Liaison / RCC Volunteer Robert Kovacic (who cut his finger, poor guy), as well as RCC Volunteers Philip Newmarch, Grace Ma, Ivan Wangsasaputra, Ashveen Koonja & Leanne Ferguson for helping. No thanks to the local weatherpersons and the crappy weather they ushered in for the day. And thanks to all of campus council for working to communicate with organizations at the last minute as we tried to get lots of people on campus."

2. Was still trying to get hold of BLUELIGHT ENTERTAINMENT in regards to Halloween at Wild Coyote. It took some time, but I finally heard back from them and I will be calling them to go over the contract before the meeting occurs and hopefully I will have a contract at the meeting to go over.
3. By the time this meeting happens, I hope we will be going around to classes to do some more surveys. We started doing a good chunk of perception surveys in the spring and I want us to do more. Joey has offered to help coordinate Surrey and Newton to get some results from those campuses as well. I'm continuing work on a secondary research report summarizing past KSA surveys and marketing efforts. Work continues on the marketing plan that this research and that these surveys will inform.
4. Contacted Canadian Blood services about doing "Dracula's Blood Drive." They can't do a blood drive but have a mobile info booth that also allows people to find out their blood type and to find out about giving blood regularly. So we'll do that in late October, "Dracula's Blood Fest," and I have invited Heart & Stroke to come on campus and promote healthy lifestyles to help reduce risk of heart disease and stroke, as it's all blood related. I thought about also inviting some of the non-profit AIDS societies but we are already doing a sex fair and I want to keep this fairly small and manageable. If I get in touch with BLUELITE I may see about arranging to have the Beat live on location at Dracula's Blood Fest to help promote Canadian Blood Services and the Heart & Stroke Foundation, as well as the Halloween event.
5. In contacting organizations about the sex-fair, I got in touch with sexualityandu.ca. A few years ago Lisa Coan when she was events director, ordered a lot of stuff from them and so we got in touch with them again to see if they still give out materials and found they do so we placed a huge order for promotional materials from these good folks who run the website sexualityandu.ca. We ordered 13,000 rulers (we'd like to see one given out with each agenda), 800 kleenex, 4,000 stickers, 800 frisbees, 4,000 magnets, 80 posters, 1,500 pamphlets and 250 condoms (Actually asked for 400 if they can give them, said 150 would be saved for the sex-education show alone). Also asked if they can be a regular supplier of the free condom program. Also told them about the sex-education fair Richmond is organizing. Now, if we do get all of what we asked Steve will make sure stuff is sent to other campuses for distribution at events. Should know by Council whether they can fulfill the order – if I don't hear back from them I assume it will go through ok. I asked that the stuff be shipped ASAP by end of July if possible. When received I'll make sure they are distributed across the campus councils.

6. I asked everyone to generate cool ideas for the end-of-semester pub night to form the basis of our marketing thrust for that event. I'd like us to sell at least 60 tickets for this event. We have 8 people directly working with KSA Richmond (Myself, Harvey, Johnny, Kayce, Kulvir, Cassandra, Rumin, Samantha), as well as 3 very involved volunteers (Grace, Robert & Ivan), as well as our business office person (Stella). That's 12 people. If each of us sold 3 tickets each, that's 36 people in attendance. If we sell 4 tickets each, that's 48 people in attendance. If we sell 5 tickets each, that's our magic number 60 (and that's if none of the 12 who sell attend). So I think that's doable. Consider this our test for getting people out to our fall events.
7. Forms should be out for inviting organizations to fall events and to collect donations. Hopefully by the time this meeting happens we are all working hard on this very important venture!
8. Sent out templates for reports to other members of Council including executives, liaisons and other campus councils. Also resent templates to campus council members for reporting to Campus Council meetings.
9. Finished the minutes for the last meeting of Campus Council and distributed them online.
10. Set an orientation date for Harvey and Kulvir. On Tuesday, July 5, 2005 Kulvir asked if Tuesday, July 12, 2005 at 10am would be workable and I was fine with that. This orientation was to be an office and procedure manual orientation, as well as campus tour, similar in style to the session that was done on June 3 for all other campus council members. A few volunteers were invited as well – but in the end only Ivan showed up. I waited until 10:30am and then left as I had other things to attend to. At 10:30am I noted that the orientation would be rescheduled for Friday morning at 8:30am, before the 10:00am Campus Council meeting. Harvey has office hours starting at 9:00am, so I hope this will be workable. I am willing to carpool if needed – I'm already bringing Paul, Ivan and probably Kulvir.
11. Finally, I've continued keeping a tally of who is submitting reports on time and who is attending meetings and keeping their office hours as per their posted schedule. It's my duty to monitor these things and I thought that it may help keep us on our toes if we know that it's being reported somewhere. We're not all perfect, but it's good to track. This review is attached.

As per the procedure manual, I must point out that Harvey has not been filling out the logbook as requested on numerous occasions to do so. He has also not submitted any reports as requested to do so since the start of our term. I have requested he attend an office orientation session before the start of today's meeting and hopefully he will attend and hopefully he will be at today's meeting so we can all move forward on the same page.

Summer 2005 - Meeting Tracking Schedule

1. Campus Council Meeting Attendance								
	May 20 *	June 3	June 17	July 15	July 29	August 12	August 26	September 9
Steve Lee, Director	YES	YES	YES					
Kulvir Gill, Staff-Representative	N/A	N/A	N/A					
Kayce Hopwood, Representative	NO	YES	YES					
Harvey Mann, Representative	NO	NO **	NO **					
Johnny Woo, Representative	YES	YES	NO **					
Samantha Blied, Officer	NO	YES	YES					
Cassandra Dieudonne, Officer	YES	YES	YES					
Rumin Mann, Officer	NO	YES	YES					
Stella Fong, Staff	YES	YES	YES					
Robert Kovacic, Volunteer	YES	YES	YES					
* Meeting Cancelled ** Regrets								

2. Campus Council Meeting Reports Received								
	May 20*	June 3	June 17	July 15	July 29	August 12	August 26	September 9
Steve Lee, Director	YES	YES	YES	YES				
Kulvir Gil, Staff-Representative	N/A	N/A	N/A	NO				
Kayce Hopwood, Staff-Representative	NO	NO	YES	YES				
Harvey Mann, Representative	NO	NO	NO	NO				
Johnny Woo, Representative	NO	YES **	NO	YES				
Samantha Blied, Officer	NO	NO	YES **	NO ***				
Cassandra Dieudonne, Officer	NO	NO	YES	YES				
Rumin Mann, Officer	NO	NO	NO	YES				
* Meeting Cancelled								
** Report Received Late								
*** On Approved Leave When Report was Due								

3. Council Meeting Attendance									
	May 13	May 27	June 10	June 15	June 24	July 8	July 22	August 5	August 19
Steve Lee, Director	YES	YES	YES	YES	YES	YES			
Kulvir Gill, Staff-Representative	N/A	N/A	N/A	N/A	YES	YES			
Kayce Hopwood, Staff-Representative	NO	NO	12:30 - 3:00	NO *	YES	YES			
Harvey Mann, Representative	?	?	12:30 - 3:00	10:30 - 11:00am *	NO *	NO *			
Johnny Woo, Representative	YES	YES	YES	NO *	YES	YES			
Robert Kovacic, Volunteer / Mature Liaison	N/A	N/A	YES	YES	NO	NO			
*Gave Proxy									

Executive, Liaison & Other Meetings Update

Just Council – which I think, we are all up to speed on.

Here is an update on the motions Richmond recommended to Council for adoption at the June 24 meeting of Council:

4. Regulation Change: Timeframe for Minutes – ADOPTED BY COUNCIL ☺
5. Regulation Change: Proof of Registration – ADOPTED BY COUNCIL ☺
6. Regulation Change: Students on Events Committee – REFERRED TO EVENTS COMMITTEE ☺
7. Recommendation on appointing Richmond members to Committees: DEFEATED BY COUNCIL ☹ (but Council wanted to leave appointments to next meeting of Council, so in a way, Council should've just postponed this motion but hindsight is 50/50)

I was disappointed to see concerns in the Director of Finance report for the July 8 meeting regarding our budget, which I think Richmond has worked very well to keep up-to-date. We did have troubles making revenue projections for the earlier shows due to a plethora of reasons that have been very well documented in past Richmond reports, agendas and minutes.

So far, this summer, we are on target for meeting and even beating the very conservative revenue projections we set. If we can smash our projections, then we will be in very solid shape heading into the fall. If anyone has any concerns regarding our budget and our budget activities, especially if they are a member of Richmond Campus Council, I would hope they would bring it to an RCC meeting first and foremost, or contact myself at anytime (e-mail is the best way to get hold of me).

For the Good of the Order and Other Campus Concerns

Thank you everyone – we've become much better at calling / e-mailing into the office when we are not going to make it for our office hours. My own office hours are now Wednesdays from 10am – 5pm.

Please remember to fill out the logbook when you are doing KSA work. Remember, you can be in the office above and beyond your regular hours for the sake of ensuring the office is open to deal with student concerns but if it becomes busy with other people who are actually doing KSA work then consider working on the personal stuff elsewhere on campus at that time.

Please remember to continue submitting reports to all future regular meetings of Richmond Campus Council and DON'T BE LATE for meetings or shifts (and if you are going to be late – then contact us).

I'm glad we were able to raise about \$150 in June. Hopefully we can continue raising a lot of money to help fund future events and activities and really make them much more dynamic in the fall and spring of 2005 – to make this the best year ever!

That's about it for now, as long as we do our work and keeps track of it then there should be no problems with the running of Richmond activities. If any of you have any questions or concerns about anything we are doing, please feel free to talk to me anytime – I will probably look at arranging times to meet with you all individually in the near future to see how you are adapting and coping with the work. As I noted last meeting, ***I APPRECIATE ALL THE EFFORT AND WORK YOU HAVE ALL BEEN PUTTING IN SO FAR. We just need to document it a bit better and communicate with each other a bit more cohesively.***

I thank you all for your patience while I was away on conference and when I was sick and for when I was dealing with upgrading my personal computer & catching up on homework. I will be submitting a report on what I did at the conference to the next meeting of Council.



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 8, Item I.1. - RCC Representative Report – Kaycee Hopwood
Time for all Reports: 16:00 – 16:25 pm (25 minutes)

Campaigns, Events and Activities Update

- After talking to some of my friends that were at our Canada Day BBQ, the consensus was that they thought the food was great, barring the whole veggie burger mishap (But hey, what can you do, right? Stuff happens). They also said that the tables and information booths were very educational. Basically, in a nutshell, they agreed we should do this again. I told them to wait until August when we have another BBQ. We are having another one, aren't we?
- Now onto the Dating Auction, Rumin and I are progressing towards ideas for posters, and other advertisements that can go around campuses. We don't have anything completely concrete yet, but hopefully we'll have a couple of different posters by next RCC meeting. Basically it's been a lot of brainstorming, and trial and error of our various ideas. Essentially we've come up with a lot, but have much more to go through. We'll give everyone a better idea vocally, rather than on paper, but just wanted to give the concrete facts here.

Executive, Liaison & Other Meetings Update

- Since our last RCC meeting, I have been to 2 KSA Council meetings, one on June 24th, and another on July 8th. On June 24th, it was resolved that I would be re-hired with Kulvir and we would share the hours of Campus Representative. On July 8th, last Friday, there really was no meeting as there was not enough for quorum.

For the Good of the Order and Other Campus Concerns

- I want to congratulate Steve, Johnny and others that helped with the BBQ. I thought it went well, and you guys worked a lot of hours on it, and made it a great time. Take all the credit, because you all deserve it!
- As of next week I'll go in from 11-4pm on Mondays, as well as 11-4 on Tuesdays.

Kwantlen Student Association

<http://www.yourksa.ca/>



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 9, Item I.2. - RCC Representative Report – Johnny Ming Cheung Woo
Time for all Reports: 16:00 – 16:25 pm (25 minutes)

Campaigns, Events and Activities Update

Canada Day BBQ – Wed. Jun. 29

Overall, it went pretty well. We managed to raise some money (\$70+), even if it was a box sitting passively on the table (of course, the cooks, me, mainly) 'encouraged' the folks to put in a buck or two so they can get ahead of the line. Anyways, I'm sure we'll do really good fundraising in the Welcome Week in September.

A few of hiccups during setup:

- 1) Tables weren't set until 11 am – Facilities were a bit too busy with the fire alarm refit so I ended up putting the tables out in the Rotunda myself (Tim of Facilities unlocked the storage door for me); some exhibitors were annoyed
- 2) Had to rinse out the coolers myself – they stank because the meat juice fell into the cooler; Next time, whoever's cleaning up, ensure that no opened meat packets are inside the cooler on its own – put it into a grocery bag or better yet, cook all of it at once.
- 3) Spoiled foods – the corns had moldy bottoms (right where it was cut off) but I found them in the morning, un-refrigerated; some of the frozen meats had freeze burns (as proclaimed by Philip)
- 4) We need to fill the propane tanks the day before the event so that we don't waste any time.

Other than, the event went pretty well!

Executive, Liaison & Other Meetings Update

Nothing new to report.

For the Good of the Order and Other Campus Concerns

Nothing new to report.



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 10, Item I.3. - RCC Officer Report – Samantha Bliet
Time for all Reports: 16:00 – 16:25 pm (25 minutes)

No report was received, but as per the last Campus Council meeting, Samantha was on approved leave during the time the report was due...

June 17

MOTION: RCC-2005-047

**Moved by Steven Lee, seconded by Cassandra Dieudonne,
THAT RCC grant Samantha a leave of absence for any shifts that fall during June 23rd – 27th and between July 7 – 13th, 2005 and that she be allowed to make up any missed hours at other times as convenient to her.
(Samantha abstains - MOTION CARRIED)**

Campaigns, Events and Activities Update

Executive, Liaison & Other Meetings Update

For the Good of the Order and Other Campus Concerns



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 11, Item I.4. - RCC Officer Report – Rumin Mann

Time for all Reports: 16:00 – 16:25 pm (25 minutes)

Campaigns, Events and Activities Update

- I have been working on the Date Auction. I have researched and found other campuses across North America who have done this event as well. They raised a significant amount of money. I want to do it in Surrey Campus because more people will come out then. I want to hold it at the conference centre in surrey campus. I want to do it for September since it will be the start of a new semester and there will be a lot of people on campus and there will be no exams in that month.
- I think there should be a poker tournament.

Executive, Liaison & Other Meetings Update

No updates.

For the Good of the Order and Other Campus Concerns

We need new computers!!!! These ones are soooooo annoyyingggg!!!! They barely work!



**Kwantlen Student Association
Richmond Campus Council Meeting Agenda**

Friday, July 15, 2005

Attachment 12, Item I.6. - RCC Officer Report – Cassandra Dieudonne
Time for all Reports: 16:00 – 16:25 pm (25 minutes)

Campaigns, Events and Activities Update

I attended and participated in both the pancake breakfast and canada day bbq and they both were successful congrats to everyone who worked on it and who volunteered.

I think that for the end of semester pub night karaoke would be a good idea but maybe we can try and do it somewhere other than Ralph's since we always do it there - just an idea!

Executive, Liaison & Other Meetings Update

Attended last few Council meetings, one in Surrey on June 24 and last week's in Langley. They were interesting to see the least and I'm glad I got to see Langley campus.

For the Good of the Order and Other Campus Concerns

Nothing new to report.