

MINUTES

Douglas Students' Union Representative Committee
Monday, September 12, 2016 • Room 207, Students' Union Building

11:07 the meeting was called to order by Tanysha Klassen. Attendance was as follows:

Committee Members Present

Aboriginal Representative	Sahara Tom
College Relations Coordinator/Clubs Coordinator	Monique Paulino
Disabled Students' Representative	Sterling Hillman
External Relations Coordinator	Surya Viswanathan
Internal Relations Coordinator	Jerzy Mazurek
Member at Large	Paul Wittayaworapat
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

David Lam Coordinator/Performing Arts Coordinator	Meredith Graham
Member at Large	Manuel Peña
Member at Large	Prabhjot Hundal
Women's Representative/Federation Representative	Iman Abdulla

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Executive Director	Steven Beasley

Quorum was declared to be present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/09/12:01 MOTION

Wittayaworapat/Mazurek

Be it resolved that the agenda be adopted.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledge the traditional territory of the Qayqayt First Nation

3. ADOPTION OF MINUTES

16/09/12:02 MOTION

Wittayaworapat/Viswanathan

Be it resolved that the minutes of the Representative Committee meeting held August 22, 2016 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Klassen reported that the Budget Committee had not met since the past meeting of the Representative Committee.

4.2 Building and Services Committee

Klassen reported that the Building and Services Committee had not met since the past meeting of the Representative Committee.

4.3 Campaigns and Events Committee

Viswanathan reported that the Campaigns and Events Committee held a single meeting since the past meeting of the Representative Committee for the purpose of event coordination. He said that there was no report from that meeting.

4.4 Policy and Bylaws Committee

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Klassen reported that the Policy and Bylaws Committee had not met since the past meeting of the Representative Committee.

4.5 Executive Committee

Armutlu reported that the Executive Committee held a meeting in the past week and discussed coming events, the campaign to promote open educational resources, and the renovations of Coquitlam office.

4.6 Adoption of Committee Notes

Ho reported that there were no committee notes for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Klassen reported that the Board of Governors had not met since the past meeting of the Representative Committee.

5.2 Education Council

Klassen reported that the Education Council had not met since the past meeting of the Representative Committee.

5.3 General Relations with Douglas College

No report was provided.

6. CONFIDENTIAL SESSION

11.11 the meeting moved in-camera without staff. Beasley and Ho left the meeting.

6.1 Report of the Labour Committee

11.16 Beasley and Ho rejoined the meeting. Mazurek left the meeting.

6.2 Legal Affairs

11.21 the meeting moved ex camera.

6.3 Motions Arising from the Confidential Session

16/09/12:03 MOTION

Wittayawaropat/Armutlu

Be it resolved that the recommendation of the David Lam Organizer Hiring Committee be accepted; and

Be it resolved that Delaney Sullivan be offered the position of David Lam Organizer.

CARRIED

16/09/12:04 MOTION

Armutlu/Hillman

Be it resolved that the recommendation of the Student Assistant Hiring Committee be accepted; and

Be it resolved that Kyle Maddox and Danielle Buteau be offered position of Student Assist.

CARRIED

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

16/09/12:05 MOTION

Wittayawaropat/Armutlu

Be it resolved that \$11,500 plus 10% contingency be approved for the creation of an office in room A1190 of the Coquitlam Campus; and

Be it further resolved that \$2,500 plus a 10% contingency be approved for the removal of the metal gate and relocation of electrical outlets in room A1190 of the Coquitlam Campus.

Beasley provided an overview of the planned work and quotes.

16/09/12:05 CARRIED

7.2 Operational Items

16/09/12:06 MOTION

Paulino/Hillman

Be it resolved that expenses of \$1,500 plus any applicable tax and delivery charges for the creation of materials and web content for a campaign to promote the use of open educational resources be ratified.

Armutlu reported on the development of the campaign.

Ho said that the materials were now completed and the campaign would be launched at the pancake breakfast held September 13, 2016.

7.3 Work Reports

Klassen reported that there were no work reports for adoption at the meeting. She said that Executive members had spoken about developing a more effective system for work report evaluation and approval.

The meeting discussed improvements to the system for assessing and approving work reports.

8. OLD BUSINESS

8.1 Executive and Staff Retreat

No report was provided.

8.2 Office Re-organization and Office Furniture Purchases

Beasley provided a report on the ongoing office re-organization and related office furniture purchases.

8.3 Healthy Drink Service

Viswanathan reported that Ryan's Vending was working to compile the list of items that could be supplied for the new service. He said that the list was expected from the vending service shortly.

9. NEW BUSINESS

9.1 2016 Welcome Events

The Representative Committee reviewed upcoming welcome events, and discuss preparation for events scheduled through to the end of September.

10. OTHER BUSINESS

Tom reported on planning for Sisters in Spirit events to be held on October 4 and 5, 2016.

11. UPCOMING MEETINGS

Klassen reported that the Representative Committee was scheduled to meet on the following dates:

- September 26 – 9am at the New Westminster Campus
- October 3 – 9am at the Coquitlam Campus

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- October 24 – 9am at the New Westminster Campus
- November 7 – 9am at the Coquitlam Campus
- November 28 – 9am at the New Westminster Campus
- December 5 – 9am at the Coquitlam Campus
- December 19 – 9am at the New Westminster Campus

Klassen reported that the Executive Committee was scheduled to meet on the following dates:

- September 22 – 10am
- October 6 – 4:30pm
- October 20 – 10am
- November 13 – 4:30pm
- November 17 – 10am
- December 1 – 4:30pm
- December 15 – 10am

Members discussed rescheduling the September 22 meeting of the Executive Committee to September 23 and agreed to the change in consideration of the scheduled presentation to the BC Standing Committee on Government Finance and Services, scheduled for September 22 at 10am.

12. ANNOUNCEMENTS

No announcements were made.

13. ADJOURNMENT

12:01 the meeting was adjourned.

Adopted by the Representative Committee on September 26, 2016



Tanysha Klassen, Chair



Steven Beasley, Executive Director

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Douglas Students' Union Representative Committee
Monday, September 26, 2016 • Room 207, Students' Union Building

9:16 the meeting was called to order by Prabhjot Hundal. Attendance was as follows:

Committee Members Present

David Lam Coordinator/Performing Arts Coordinator	Meredith Graham
Disabled Students' Representative	Sterling Hillman
External Relations Coordinator	Surya Viswanathan
Internal Relations Coordinator	Jerzy Mazurek
Member at Large	Prabhjot Hundal
Pride Representative	Tanysha Klassen
Member at Large	Paul Wittayaworapat
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

Aboriginal Representative	Sahara Tom
College Relations Coordinator/Clubs Coordinator	Monique Paulino
Member at Large	Manuel Peña*
Women's Representative/Federation Representative	Iman Abdulla*

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Executive Director	Steven Beasley

*Absent with regrets

Quorum was declared to be present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/09/26:01 **MOTION**
 Mazurek/Graham
 Be it resolved that the agenda be adopted.
 CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Hundal acknowledged the traditional territory of the Qayqayt First Nation.

3. ADOPTION OF MINUTES

16/09/26:02 **MOTION**
 Wittayaworapat/Klassen
 Be it resolved that the minutes of the Representative Committee meeting held September 12, 2016 be adopted.
 CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Hundal said that the Budget Committee had not met since the past meeting of the Representative Committee.

4.2 Building and Services Committee

Hundal said that the Building and Services Committee had not met since the past meeting of the Representative Committee.

4.3 Campaigns and Events Committee

Hundal said that the Campaigns and Events Committee had not met since the past meeting of the Representative Committee

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4.4 Policy and Bylaws Committee

Hundal said that the Policy and Bylaws Committee had not met since the past meeting of the Representative Committee.

4.5 Executive Committee

Armutlu said that the Executive Committee had not met since the past meeting of the Representative Committee. He said that a meeting had been scheduled for September 22 but had been moved, then cancelled, due to conflicting schedules of Executive members.

4.6 Adoption of Committee Notes

Hundal said that there were no notes to adopt.

Beasley reported on work he had undertaken to develop a new, more effective structure for committees. He said that a new structure would better align the committees with the work of the Students' Union and with Executive member portfolios. He said that ideally, each Executive Committee member would have role leading or co-leading a committee.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Ho reported on the Board of Governors meeting held September 22, 2016. She noted new that there were three new members of the Board, including one new student member, Robin Kaul. She said that she and Paulino spoke with Kaul after the meeting and he was interested in meeting with the Students' Union. Ho reviewed the other two new members of the Board.

Ho reported on tuition fees introduced for new programs. She said that the new fees, \$200 per credit, were higher than other courses at the 1000 and 2000 level due to the amount of fieldwork and the unique model of delivery.

9:26 Paulino joined the meeting.

5.2 Education Council

Paulino reported on the Education Council meeting held September 19, 2016. She reported that new programs were approved and that beyond those program approvals, the meeting was mostly housekeeping.

Graham reported on the renovations at the New Westminster Campus and the benefits for members.

Beasley reported on the concept papers presented by the business and management department.

5.3 General Relations with Douglas College

Beasley and Paulino reported on their meeting with new Douglas College Associate Vice-President for Student Services Sarah Dench, held on September 22. They noted that the meeting was positive and that Dench appeared to have a willingness to work with the Students' Union in a progressive manner.

Graham reported on her attendance of a Douglas College Foundation meeting. She noted that staff and members were very pleased with the Edge and Welcome events and provided positive feedback to the Students' Union.

Paulino reported on the strategic plan presentation to the Senior Management Team on September 20. She said that it was very positive and that the group was impressed with the work of the Students' Union in since the new Representative Committee took office.

Beasley reported on the willingness of the College to review the Activity Fee arrangement and contract. He said that the institution would prefer to collect the funds directly and agreed with the Students' Union that the current system created challenges for both parties. He said that he and Paulino made clear that the Students' Union would be looking for assurances that the funds, if collected by Douglas College, would continue to fund the same activities as they currently do.

Members discussed the Activity Fee and its collection mechanisms.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

There were no issues arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

There were no capital items for approval.

7.2 Operational Items

There were no operational items for approval.

7.3 Work Reports

Beasley said that he had been investigating ways to make the work report approval system more effective and efficient. He said that the current dual reporting system that required both time sheets and a work report may be unnecessary. He said that the schedule on which members presented their work report to the Representative Committee could be improved, and that the work report presentation should go through the same channels as the timesheets such that the two documents could be cross-referenced. He said that the process of having work reports presented to the Representative Committee without the ability of members to read them in advance, coupled with the format, meant that the likelihood that a member would be held accountable in that forum was low.

Members discussed the system for work reports, including ensuring that Representative Committee members still had the ability to report on their activities at meetings.

8. OLD BUSINESS

8.1 Executive and Staff Retreat

Beasley reported that work on the strategic plan was ongoing and that during the reporting period, this work focused on the production of a presentation that could be made to the Senior Management Team and Board of Governors. He noted that a presentation to the Board would occur in November.

8.2 Office Re-organization and Office Furniture Purchases

Beasley reported on the purchase of furniture for meeting rooms in the Students' Union Building. He said that the new items would arrive mid-October and that work was underway to get the rooms painted in advance of the installation of the new furniture.

8.3 Healthy Drink Service

Viswanathan reported on the development of a healthy drink service and said that the process was held up because the service provider, Ryan Vending, was not being responsive. He said that work to extract a timely response from Ryan's Vending was ongoing.

8.4 2016 Welcome Events

Ho reported that an event de-brief was held on September 23 and that a written report would be prepared. She said that the de-brief was scheduled in advance of a similar meeting that the College would be holding, and at which the Students' Union would be invited to provide input.

Ho reported that the movie afternoon events were upcoming in the following week and that though no schedule was yet created to ensure proper staffing by Reps at these events, she would be working on one soon.

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Ho reviewed the events upcoming in October, including the Sisters in Spirit Vigils on October 4 and 5, and the Oktoberfest event, HarvestHaus, on October 9. Ho provided an overview of the HarvestHaus event and spoke about the need to promote it.

Ho reported on the women's self defence course scheduled of October 13.

Members discussed promotion of events.

9. NEW BUSINESS

9.1 U-Pass Research Contract

Hundal said that a request has come forward from the Student Caucus of the U-Pass Advisory Committee for \$3,700 towards the hiring of a contract research and government relations firm to produce a business case supporting the extension of the U-Pass BC Program for an additional ten years. The cost requested represents an equal share of the expense that is to be covered by each of the participating students' unions.

Beasley said that the research and government relations work was an investment in achieving a ten-year renewal of the U-Pass contract, and was a reasonable sum for the work being proposed.

16/09/26:03 MOTION

Wittayaworopat/Klassen

Be it resolved that the \$3,700 be provided to the Students' Union of Vancouver Community College for the purpose of hiring a research and government relations firm to prepare a business case supporting the extension of the U-Pass BC Program for a ten-year period.

CARRIED

9.2 International Award Endowment Fund

Hundal said that Beasley and Ho will report on efforts to establish the endowment required to fund the International Leadership Award previously discussed by the Representative Committee. She said that the Students' Union proposed an endowment of \$60,000 with \$20,000 from the Douglas Students' Union. She said that the College countered with a fund of \$40,000 with \$20,000 from the Students' Union on the stipulation that the fund be a term fund and be drawn down to zero within ten years.

10:07 General member Garaline Tom joined the meeting.

10. OTHER BUSINESS

10.1 Miles for Mental Health

Graham outlined the upcoming Canadian Mental Health Association event, Miles for Mental Health. She said it was a run/walk fundraiser scheduled for October 16 in Queens Park, New Westminster, and that Douglas College was a sponsor. She said that the entry fee was \$30 per person and that everyone who registered in advance would receive a t-shirt, provided they registered by a deadline. She said that she would create a team and that the Students' Union should encourage members to register for the event under that team name. She said that the Students' Union should promote the event with classroom speaking and tabling.

Ho said that she would work with Graham to develop a promotion plan and to help recruit participants.

Beasley expressed concern at the number of events scheduled for the beginning of October that required promotion. He said that having targeted promotion to specific programs may be better for this event. He said that it was important to have conversations about event scheduling as part of the planning process so as to not schedule so many things in such a short period.

Ho said that she agreed with the targeted promotion idea and that the event could be promoted to specific clubs.

Graham said that this event was already part of the planned events for the year.

Members discussed the targeted number of participants and strategies to achieve that target.

10.2 Fan Gear Proposal

Viswanathan and G. Tom presented a proposal to have the Athletic Council create fan gear for sale to members. They said that Douglas College has never made athletic gear branded with the Royals logos available for sale, despite the demand. They spoke about the positive impacts to campus life and support for varsity athletics the creation of fan gear would produce. They reviewed the types of shirts they wished to produce and noted that work with the Students' Union to evaluate quotes and options was ongoing. They asked for a loan of up to \$2500 to cover the initial costs of the products and said that the money would be repaid as shirts were sold. They noted that the Club aimed to earn revenue from the transaction that would be re-invested in the creation of more fan gear in the future.

Paulino asked if the Students' Union logo would be put on the shirts.

Viswanathan said that the logo would be on the back of each shirt.

16/09/26:04 MOTION

Klassen/Wittayaworopat

Be it resolved that the approval in principle for the loan of \$2500 to the DSU Athletic Council Club be granted; and,

Be it further resolved that the Treasurer be directed to determine whether the resources could be drawn from the Club Fund.

CARRIED (ABSTENTIONS: VISWANATHAN)

10.3 Media Relations

Ho spoke about the scheduling of media interviews and protocol for dealing with media. She said Beasley would be the point-person for any off-campus media, and that she would be the point-person for on-campus media. She said that having media relations coordinated in this was normal for students' unions, and ensured that those Representatives doing media work were prepared for the issues being examined, and that media received timely responses.

11. UPCOMING MEETINGS

Hundal reported that the Representative Committee was scheduled to meet on the following dates:

- October 3 – 9am at the Coquitlam Campus
- October 24 – 9am at the New Westminster Campus
- November 7 – 9am at the Coquitlam Campus
- November 28 – 9am at the New Westminster Campus
- December 5 – 9am at the Coquitlam Campus
- December 19 – 9am at the New Westminster Campus

Hundal reported that the Executive Committee was scheduled to meet on the following dates:

- October 6 – 4:30pm
- October 20 – 10am
- November 13 – 4:30pm
- November 17 – 10am
- December 1 – 4:30pm
- December 15 – 10am

12. ANNOUNCEMENTS

No announcements were made.

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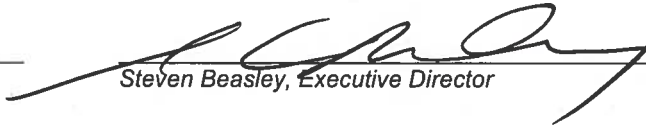
13. ADJOURNMENT

10:31 The meeting was adjourned.

Adopted by the Representative Committee on October 24, 2016



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, October 3, 2016 • Coquitlam Campus

9:10 the meeting was called to order by Aran Armutlu. Attendance was as follows:

Committee Members Present

Aboriginal Representative	Sahara Tom
Disabled Students' Representative	Sterling Hillman
College Relations Coordinator/Clubs Coordinator	Monique Paulino
External Relations Coordinator	Surya Viswanathan
Treasurer/Staff Relations Officer	Aran Armutlu
Women's Representative/Federation Representative	Iman Abdulla

Committee Members Absent

David Lam Coordinator/Performing Arts Coordinator	Meredith Graham
Internal Relations Coordinator	Jerzy Mazurek
Member at Large	Paul Wittayaworapat
Member at Large	Manuel Peña
Member at Large	Prabhjot Hundal
Pride Representative	Tanysha Klassen

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
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Armutlu declared that quorum was not present.

Adopted by the Representative Committee on October 24, 2016



Aran Armutlu, Director of Finance



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, October 24, 2016 • Room 207, Students' Union Building

9:10 the meeting was called to order by Tanysha Klassen. Attendance was as follows:

Committee Members Present

Aboriginal Representative	Sahara Tom
David Lam Coordinator/Performing Arts Coordinator	Meredith Graham (by phone)
External Relations Coordinator	Surya Viswanathan
Internal Relations Coordinator	Jerzy Mazurek
Member at Large	Prabhjot Hundal
Member at Large	Paul Wittayaworapat
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

College Relations Coordinator/Clubs Coordinator	Monique Paulino
Disabled Students' Representative	Sterling Hillman
Member at Large	Manuel Peña
Women's Representative/Federation Representative	Iman Abdulla

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Executive Director	Steven Beasley
Finance and Service Coordinator	Roxana Matasa

Armutlu declared that quorum was not present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/10/24:01 MOTION
Wittayaworapat/Hundal
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the traditional territory of the Qayqayt First Nation.

3. ADOPTION OF MINUTES

16/10/24:02 MOTION
Wittayaworapat/Hundal
Be it resolved that the minutes of the Representative Committee meeting held September 26, 2016 be adopted.
CARRIED

16/10/24:03 MOTION
Wittayaworapat/Armutlu
Be it resolved that the minutes of the Representative Committee meeting held October 3, 2016 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Beasley reported on the preparation of the 2016/17 budget and noted the work undertaken by Matasa in preparing the necessary projections and reporting. He said that he, Matasa and Armutlu held a meeting to review the draft budget, and developed a series of improvements and

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amendments since implemented by Matasa and himself. He also noted that the format of the budget remained in the style used over the past several years, but that once adopted, work would be undertaken to change the format to be more accessible to members.

Beasley reviewed the proposed 2016-17 budget. He discussed the need to balance a requirement to offset the amortization expenses with a cash surplus against the need to ensure that appropriate funding was allocated to events and services.

16/10/24:04 MOTION

Armutlu/Wittayaworapat

Be it resolved that the 2016/17 budget be adopted as presented.

CARRIED

4.2 Building and Services Committee

Klassen said that the Building and Services Committee had not met since the past meeting of the Representative Committee.

4.3 Campaigns and Events Committee

Viswanathan reported on the Campaigns and Events Committee held October 20, 2016. He reviewed planned events between October 2016 and January 2017.

Ho reported on plans to create a student study hall at both campuses between November 28 and December 9 to help members study for exams and complete projects. She said that the plan included providing members with free coffee and snacks.

4.4 Policy and Bylaws Committee

Klassen said that the Policy and Bylaws Committee had not met since the past meeting of the Representative Committee.

4.5 Executive Committee

Armutlu reported on the Executive Committee meeting held October 13, 2016. He highlighted the decision to send himself and Ho to the November 2016 National General Meeting, and the decision to send five participants to the conference on Indigenous education and experiences being hosted by the Federation.

4.6 Adoption of Committee Notes

16/10/24:05 MOTION

Wittayaworapat/Viswanathan

Be it resolved that all meeting notes be adopted as presented.

CARRIED

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Beasley reported on the September Board of Governors meeting and noted that a Board Retreat was recently held at which members of the Board reviewed the Campus Master Plan.

5.2 Education Council

Ho report on the Education Council meeting held October 17, 2016. She noted that there were a number of new program proposals, and a series of policy proposals relating to residency, completion times, and the authority to create "I Contracts". She noted that the meeting also reviewed the calendar of dates for the 2017/2018 year.

5.3 General Relations with Douglas College

Beasley reported on the Joint Operations Committee meeting held October 20, 2016.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

Klassen said that there were no issues the Representative Committee needed to review and that given the size of the agenda, there was no reason to go in-camera.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

Klassen said that there were no issues arising from confidential sessions that required a resolution.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

Klassen said that there were no capital items for approval.

7.2 Operational Items

Beasley reported on a request for professional development funding from Campus Life Coordinator Singh. He said that Singh had requested funding to take the same project management courses accessed by other staff people in the past.

16/10/24:06 MOTION

Armutlu/Hundal

Be it resolved that up to \$1,000 be granted to Singh for the successful completion of Project Management Tools & Techniques 1 at the British Columbia Institute of Technology.

CARRIED

7.3 Work Reports

No work reports were presented for ratification.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Strategic Planning

Beasley reported on the completion of the final two elements of the strategic plan: individual director plans and an action plan for each identified goal. He asked if these two elements should be moved forward to the coming year or completed in the current year.

Klassen said that she was in favour of making a template plan for directors to be used in the following year.

Ho said that it was a good idea to use director plans to lock in annual things for which the elected representatives were responsible. She said it was a good idea to put supports in place that enabled directors to spend more time doing and less time planning.

Ho said that the action plan component of the strategic plan should be done at the beginning of the 2017/18 year so the focus could be on results and not process currently.

b. Healthy Drink Service

The Representative Committee reviewed the proposed product list provided by Ryan's Vending and determined that there were too many bottled water options that should be replaced by protein shakes or similar products. Members also expressed that the snacks could be healthier and suggested that the beef jerky be replaced with salted chick peas and protein bars.

Viswanathan, Ho and Beasley noted that they would follow up with the vending company.

c. Athletic Gear

Viswanathan reported on progress in creating athletic gear for sale by the Athlete's Council Club to members. He said that the orders for the selected products were already in place.

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d. Office Re-organization and Furniture Purchases

Beasley reported on the status of upgrades to meeting rooms in the building and the creation of a new office space at the Coquitlam Campus. He said that a quote for painting had been obtained from the College's painting contract and asked that the Representative Committee grant authority to proceed.

16/10/24:06 MOTION

Armutlu/Hundal

Be it resolved that up to \$2,500 be allocated to repainting in rooms 210, 312 and 328, as well as the general office.

CARRIED

8.2 International Endowment

Beasley and Hundal reported on their work to create an annual award for international student leadership.

Beasley said that given that the College did not agree to the terms presented by the Students' Union, and that no counter-proposal came forward from the College in response to the Students' Union's response to the College, it was recommended that the Students' Union undertake the provision of this award on its own.

16/10/24:07 MOTION

Wittayaworapat/Armutlu

Be it resolved that the previous Representative Committee decision to allocate \$20,000 to an international award endowment be rescinded; and

Be it further resolved that \$2,000 per year be allocated to support two annual \$1,000 international leadership awards, the terms of reference for which will be established in Students' Union policy and procedure.

CARRIED

16/10/24:08 MOTION

Wittayaworapat/Tom

Be it resolved that notice of motion and first reading be served on Policy 40.01, Student Financial Assistance and Food Security Services.

Beasley reported on the work done by Hundal to gather all the information about current financial aid programs and their respective terms of reference. He said that he had worked with Hundal to develop changes to the programs to have them focus more on financial need as well as other changes to make the programs more responsive to the Students' Union's priorities. He reviewed the proposed policy.

16/10/24:08 CARRIED

8.3 U-Pass Student Caucus

Beasley reported on the October 14, 2016 meeting of the U-Pass Student Caucus.

9. NEW BUSINESS

9.1 Proposed Policy and Procedures on Student Financial Assistance

Klassen noted that this item had already been dealt with under item 8.2.

9.2 Proposed Amendment to Representative Committee Structure

Beasley presented proposed policy to replace existing Representative Committees sub-committees with a new set of structures that consolidate the work of existing bodies into four main committees.

16/10/24:09 MOTION
Mazurek/Wittayaworapat

Be it resolved that notice of motion and first reading be served on Policy 10.02,
Representative Committee Sub-Committees.

CARRIED

9.3 Weeks of Action

Ho reviewed plans for weeks of action scheduled for the fall semester to promote the Federation's
Squash the Squeeze and Don't Close the Doors Campaigns.

10. OTHER BUSINESS

16/10/24:10 MOTION
Mazurek/Wittayaworapat

Be it resolved that the following new clubs be ratified:

- DSU Composers DC Club
- DSU Debate Club
- DSU HIMP Grad Association 2018
- DSU Indoor Rock Climbing Club
- DSU Japanese Canadian Association
- DSU NDP Club
- DSU Sketch Dump Club
- DSU Tabletop Club
- DSU Youth Justice Grad Association 2018; and

Be it further resolved that the DSU Women's Collective be ratified pending their submission of
outstanding club forms.

CARRIED

11. UPCOMING MEETINGS

Klassen noted that the Representative Committee was scheduled to meet on the following dates:

- November 7 – 9am at the Coquitlam Campus
- November 28 – 9am at the New Westminster Campus
- December 5 – 9am at the Coquitlam Campus
- December 19 – 9am at the New Westminster Campus

Klassen reported that the Executive Committee was scheduled to meet on the following dates:

- November 3 – 4:30pm
- November 17 – 10am
- December 1 – 4:30pm
- December 15 – 10am

12. ANNOUNCEMENTS

Ho announced that that all Representatives and staff were on the list for priority registration.

Mazurek announced that he was planning to spend October 25 in the building to arrange furniture and
tidy the office, and asked for help.

PAGE 6 – MINUTES

Douglas Students' Union Representative Committee
Monday, October 24, 2016 • Room 207, Students' Union Building

13. ADJOURNMENT

Klassen said that the meeting was adjourned.

10:51 the meeting was adjourned.

Adopted by the Representative Committee on November 7, 2016



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, November 7, 2016 • A1150, Coquitlam Campus

9:30 The meeting was called to order by Tanysha Klassen with attendance as follows:

Committee Members Present

Aboriginal Representative	Sahara Tom
David Lam Coordinator/Performing Arts Coordinator	Meredith Graham (by phone)
Disabled Students' Representative	Sterling Hillman
External Relations Coordinator	Surya Viswanathan
Internal Relations Coordinator	Jerzy Mazurek
Member at Large	Paul Wittayaworapat
Member at Large	Prabhjot Hundal
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

College Relations Coordinator/Clubs Coordinator	Monique Paulino
Member at Large	Manuel Peña
Women's Representative/Federation Representative	Iman Abdulla

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Executive Director	Steven Beasley

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/11/07:01 MOTION

Wittayaworapat/Tom

Be it resolved that the agenda be adopted.

CARRIED

16/11/07:02 MOTION

Graham/Wittayaworapat

Be it resolved that Abdulla be granted a leave of absence between November 1 and February 28, 2017.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the territory.

3. ADOPTION OF MINUTES

16/11/07:03 MOTION

Hundal/Tom

Be it resolved that the minutes of the Representative Committee meeting held October 24, 2016 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

No report was provided.

PAGE 2 – MINUTES

Douglas Students' Union Representative Committee
Monday, November 7, 2016 • Coquitlam Campus

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

No report was provided.

4.5 Executive Committee

4.6 Club Council

Klassen reported on the Club Council meeting held on October 28. She said that the meeting reviewed use of the Oohlala mobile app, and discussed creation of a club resource manual. She said that the following meeting would include a social component.

4.7 Adoption of Committee Notes

Klassen said that there were no notes for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Beasley said that the Board of Governors had not met since past meeting of the Representative Committee.

5.2 Education Council

Beasley said that the Education Council had not met since past meeting of the Representative Committee.

5.3 General Relations with Douglas College

Members reported on meetings held with representatives of Douglas College.

5.4 Committee on Student Leadership and Peer Programs

Beasley reported on the Student Leadership and Peer Programs Committee meeting held October 28, and changes to the Committee's structure adopted at that meeting.

The meeting discussed participation on the Committee and the impacts of recent changes to the Committee's terms of reference and structure.

16/11/07:04 MOTION

Hillman/Armutlu

Be it resolved that the Campus Life Coordinator, Coquitlam Organizer and College Relations and Membership Development Coordinator be assigned to participate as voting members of the Committee on Student Leadership and Peer Programs (CSLPP); and

Be it resolved that the College Relations Coordinator plus not less than two other members of the Representative Committee be assigned to participate in the CSLPP Community of Practice Group, as well as the Committee sub-committees.

CARRIED

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

9:43 The meeting moved in-camera. Beasley and Ho left the meeting.

6.2 Legal Affairs

9:54 Beasley and Ho rejoined the meeting.

10:05 the regular meeting resumed.

6.3 Motions Arising from the Confidential Session

There were no issues arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital items were presented for approval.

7.2 Operational Items

16/11/07:05 MOTION
Armutlu/Hillman

Be it resolved that \$500 be allocated to sponsor a mental health first aid course for members.

Members discussed the proposal and whether members of the Representative Committee and staff could attend the course.

16/11/07:05 CARRIED

7.3 Work Reports

Beasley reported that work to reform the system for work reports was ongoing. He said that there remained a dual reporting structure, and that the reports presented to the Board were not the ones used to actually determine whether a member of the Representative Committee received their stipend. He said that work to re-organize the Representative Committee sub-committee's had been completed, and that developing a new system for approval of Representative Committee work would be next on the priority list of policy review and development work.

Mazurek noted that the work report process was a good venue to report on work undertaken by members of the Representative Committee, and in that spirit he reported on work he had done to procure ASL translation services from Douglas College for certain Students' Union events.

The meeting reviewed the provision of ASL services for Students' Union events and discussed which events should have translation provided.

8. OLD BUSINESS

8.1 Ongoing Projects

Klassen said that this item on the agenda was designed to review the status of ongoing projects being undertaken in the 2016/17 year.

a. Strategic Planning

Beasley presented a new version of the strategic plan that included a new appendix to track progress of goals and objectives. He reviewed the status of each objective and noted two other housekeeping changes to the document. He said that the document was complete and should be ratified in its final form.

16/11/07:06 MOTION
Armutlu/Wittayaworapat

Be it resolved that the final draft of the Strategic Plan be adopted.

Members discussed how the plan should be promoted to members, including having it posted on the website and reviewed at the annual general meeting.

10:18 Mazurek left the meeting.

16/11/07:06 CARRIED

b. Healthy Drink Service

Beasley said that no progress had been made on this project since the past meeting of the Representative Committee.

c. Athletic Gear

Viswanathan reported on progress in creating athletic gear for sale to members by the Athlete's Council Club. He said that half of the shirts had been delivered and sales would be begin at the basketball home opener scheduled for November 12.

Members discussed the purchase of noise makers to support home game attendance.

PAGE 4 – MINUTES

Douglas Students' Union Representative Committee
Monday, November 7, 2016 • Coquitlam Campus

16/11/07:07 MOTION

Armutlu/Tom

Be it resolved that Thunder Sticks be purchased to support home game attendance at athletic events.

CARRIED

d. Office Re-organization and Furniture Purchases

Beasley reported on the status of upgrades to meeting rooms in the building and the creation of a new office space at the Coquitlam Campus. He noted that the remediation of the flood caused by the faulty water heater was nearly completed and had slowed down the upgrades to the Students' Union Building. He said that the construction of the new office in Coquitlam was well behind schedule, and that seemed due to the contractor getting a late start on the process.

8.2 U-Pass Student Caucus

Beasley reported on the October 28 meeting of the U-Pass Student Caucus. He reported on government relations work and research being undertaken to support the Student Caucus's renewal business case. He reported that the business case would be complete by January 20, 2017.

8.3 Proposed Policy and Procedures on Student Financial Assistance

16/11/07:08 MOTION

Wittayaworapat/Hundal

Be it resolved that Policy 40.01, Financial Aid and Food Security Services, be adopted.

The meeting reviewed the policy and discussed whether it was ready for adoption.

CARRIED (UNANIMOUS)

16/11/07:09 MOTION

Hundal/Tom

Be it resolved that Procedures 40.01-02, 40.01-03, 40.01-04, 40.01-05, 40.01-06 be adopted.

The meeting reviewed the purpose of each procedure and discussed the terms of reference for student financial assistance programs encapsulated in each document.

16/11/07:09 CARRIED

8.4 Proposed Amendment to Representative Committee Structure

16/11/07:10 MOTION

Wittayaworapat/Graham

Be it resolved that Policy 10.02, Representative Committee Sub-Committees, be adopted.

Beasley reviewed the terms of reference for each of the sub-committees listed in the policy.

16/11/07:10 MOTION

Armutlu/Wittayaworapat

Be it resolved that Motion-16/11/07:10 be amended to add:

"Be it further resolved that Policy 10.02 come into effect on May 1, 2017."

CARRIED

16/11/07:10 CARRIED AS AMENDED (UNANIMOUS)

11:01 Graham left the meeting.

8.5 Weeks of Action

The Representative Committee reviewed the week of action held October 31 to November 4 to promote the BCFS Squash the Squeeze campaign.

Ho reported that the outcome of the week was a success, and much of that success was due to the excellent volunteers who assisted with tabling and classroom speaking. She reported on the second week of action to promote the Don't Close the Doors campaign, scheduled for November 14 to 18.

9. NEW BUSINESS

9.1 Investment Accounts

Beasley reported on work completed by himself and Matasa to secure improved investment options for the Students' Union. He reported on the very low returns being received on the large volume of value being housed in the Students' Union's chequing account, as well as some of the poor choices made by past Representative Committee's in selecting investments. He said that work with the Students' Union's provider of financial services, the Royal Bank of Canada, was ongoing but that it already seemed as though the rates being offered were not competitive with other options available in the marketplace. He recommended that the Students' Union open an account with Envision Credit Union and that a portion of the funds be moved to Envision to secure a better return.

16/11/07:10 MOTION

Wittayaworapat/Hillman

Be it resolved that Armutlu and Beasley be authorized to open a account for the Students' Union with the Envision Credit Union;

Be it further resolved that Beasley and Armutlu be the signing officers on the Students' Union's account with the Envision Credit Union.

CARRIED

Beasley said that once the accounts were opened, a second motion would come forward to a future meeting of the Representative Committee to ratify the selected investments at both the Envision Credit Union, and any other investments being recommended for funds remaining with the Royal Bank of Canada.

9.2 Conflict of Interest Policy

Beasley reported on the redevelopment of the conflict of interest policy.

16/11/07:11 MOTION

Armutlu/Paul

Be it resolved that first reading and notice of motion be served on Policy 10.07, Conflicts of Interest.

Beasley reported that he was working through completing a review and redevelopment of governance and finance policies, and had nearly completed the governance sections.

16/11/07:11 CARRIED

9.3 BC Executive Committee Representative

Klassen noted that the meeting was running overtime and that the following meeting would still provide time to deal with item 9.3 prior to the next BC Executive Committee meeting.

16/11/07:12 MOTION

Armutlu/Tom

Be it resolved that the meeting be adjourned.

CARRIED

11:21 the meeting was adjourned.

Adopted by the Representative Committee on November 28, 2016


Tanysha Klassen, Chair


Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee

Monday, November 28, 2016 • Students' Union Building Room 207, New Westminster Campus

9:10am The meeting was called to order by Jerzy Mazurek with attendance as follows:

Committee Members Present

Aboriginal Representative	Sahara Tom
David Lam Coordinator/Performing Arts Coordinator	Meredith Graham
Disabled Students' Representative	Sterling Hillman
Internal Relations Coordinator	Jerzy Mazurek
Member at Large	Paul Wittayaworapat
Member at Large	Prabhjot Hundal
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

College Relations Coordinator/Clubs Coordinator	Monique Paulino
External Relations Coordinator	Surya Viswanathan
Member at Large	Manuel Peña

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Coquitlam Organizer	Delaney Sullivan
Executive Director	Steven Beasley

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/11/28:01 **MOTION**
 Klassen/Hillman
 Be it resolved that the agenda be adopted.

 CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Mazurek acknowledged the territory of the Coast Salish Peoples.

3. ADOPTION OF MINUTES

16/11/28:02 **MOTION**
 Klassen/Armutlu
 Be it resolved that the minutes of the Representative Committee meeting held November 7, 2016 be adopted.

 CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

No report was provided.

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

No report was provided.

4.5 Executive Committee

No report was provided.

4.6 Club Council

No report was provided.

4.7 Adoption of Committee Notes

Mazurek reported that there were no notes for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Armutlu reported on his and Beasley's strategic planning presentation to the Board of Governors on November 23, 2016. He said that the presentation was well accepted by the board. He noted that the Board was particularly interested in the Students' Union's goal of the creating more student space on the Coquitlam campus.

5.2 Education Council

No report was provided.

5.3 General Relations with Douglas College

Armutlu reported on a meeting he had with Debbie Shachter, Director of Learning Services, about his participation on a student panel for Open Educational Resources. Armutlu will record a video presentation for the panel, with information about the Students' Union's campaign.

Graham reported on her attendance at the Douglas College Foundation meeting in the previous week, and discussed student housing and the Skytrain Evergreen Charity event.

Hundal reported on a meeting with Duane Seibel regarding the sexual violence policy. She said that she provided Siebel with campaign materials from SASK and he will be distributing them around campus for students, staff and faculty.

Ho reported that she and Armutlu met with BC Liberal MLA Linda Reimer in the previous week as part of the Students' Union's lobby efforts. She said that the meeting discussed current issues in post-secondary such as the renewal of the U-Pass, funding for adult basic education, a tuition waiver for youth from the care system, and public policies to curb student debt.

Beasley reported on meeting with the Financial aid department about increasing the amount the Students' Union receives from the government for emergency bursaries. He said that the current matching amount was \$2000, and that an addition \$3,000 was being sought to reflect the common amount of \$5,000 received by most other students' unions.

6. CONFIDENTIAL SESSION

9:25 The meeting moved in-camera. Beasley, Ho and Sullivan left the meeting.

6.1 Report of the Labour Committee

6.2 Legal Affairs

9:31 Beasley, Ho and Sullivan rejoined the meeting.

9:46 the meeting moved out of camera.

6.3 Motions Arising from the Confidential Session

16/11/28:N03 MOTION

Armutlu/Klassen

Be it resolved that Jerzy Mazurek be appointed as the student representative on the U-Pass Advisory Committee.

CARRIED.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

No capital items were presented for approval.

7.2 Operational Items

There were no operational items for approval.

7.3 Work Reports

Beasley said that he and Armutlu were reviewing a process for combining work reports and timesheets, and would be creating a policy for consideration at the following meeting.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Healthy Drink Service

Beasley provided an update on the development of a healthy drink service with Ryan Vending.

b. Athletic Gear

Beasley reported that the shirts/products are ordered and have arrived and are ready to be purchased.

c. Office Re-organization and Furniture Purchases

Beasley reported on the slow progress of completing the new Coquitlam office space. He said that the new space was more than one month behind and now scheduled to be completed by the end of December. He said that furniture would be ordered once there was a firm timeline for completion.

8.2 U-Pass Student Caucus

Beasley reported that representatives of the Student Caucus had met with government, and were seeking to hold day-long sessions with municipal and provincial government representatives to gather input for the business case. He said that the business case was scheduled to be complete by January 20, 2017.

8.3 Policy 20.01, Budgeting Principles and Process

16/11/28:04 MOTION
Tom/Armutlu

Be it resolved that Policy 20.01 be adopted.

Beasley reviewed the changes to the policy since its first reading.

16/11/28:04 CARRIED (UNANIMOUS)

8.4 Policy 10.07, Conflict of Interest

16/11/28:N05 MOTION
Hundal/Hillman

Be it resolved that Policy 10.07 be adopted.

CARRIED (UNANIMOUS)

8.5 Investment of Members' Equity

Beasley reported that at the previous meeting the Representative Committee resolved to open an account at the Envision Credit Union, but did not provide direction on investment. He provided background on why funds were being moved to the credit union and reviewed his and the Finance and Service Coordinator's recommendations for investment.

16/11/28:06 MOTION
Klassen/Armutlu

Be it resolved that two million dollars (\$2,000,000) be transferred from accounts at the Royal Bank of Canada to Envision Credit Union and invested in a variety of fixed and cashable one to three year GICs;

Be it further resolved that up to two hundred and fifty thousand dollars (\$250,000) of funds held at the Royal Bank of Canada be invested in 2 to five year market linked GICs.

CARRIED

8.6 BC Executive Committee Representative

Mazurek said that given Abdulla's leave of absence, the Representative Committee should nominate a member to replace her on the BC Federation of Students' Executive Committee as the Representative-Local 6 Members.

Mazurek opened the floor for nominations.

Klassen nominated themselves.

16/11/28:07 MOTION
Armutlu/Hundal

Be it resolved that Tanysha Klassen be nomination as the Representative-Local 6 Members on the Executive Committee of the British Columbia Federation of Students.

CARRIED.

9. NEW BUSINESS

9.1 Policy 10.04, Election Regulations

16/11/28:08 MOTION
Armutlu/Hundal

Be it resolved that first reading and notice of motion be served on Policy 10.04, Election Regulations.

Beasley outlined the policy and explained why it was being put forward.

16/11/28:08 CARRIED

10:25 Graham left the meeting.

9.2 Policy 10.05, Representative Committee Meetings

16/11/28:09 MOTION
Klassen/Armutlu

Be it resolved that first reading and notice of motion be served on Policy 10.05, Representative Committee Meetings.

Beasley outlined the policy amendments and explained why they were being put forward.

16/11/28:09 CARRIED

9.3 Policy 10.06, Conferences and Meetings

16/11/28:10 MOTION
Klassen/Armutlu

Be it resolved that first reading and notice of motion be served on Policy 10.06, Federation and External meetings.

Beasley outlined the policy amendments and explained why they were being put forward.

16/11/28:10 CARRIED

10. OTHER BUSINESS

16/11/28:11 MOTION
Klassen/Tom

Be it resolved that Monique Paulino be granted a leave of absence for the month of Decmeber 2016.

CARRIED

Klassen reported on the pub night event held November 17 and said that it was a success. They said that it had double the number of members expected and that those in attendance were eager for similar

events in the future. They said that any future pub nights needed a DJ and perhaps also a theme.

Hundal reported on the tabling event that occurred on Friday November 25 in support of the *Feminism at Work* seminar.

Tom reported on the Federation Indigenous Students' Conference held November 18 to 20. She said that the vent was positive.

Ho reported on events upcoming in the following two weeks and reminded Representatives to sign up for assisting with the events as needed.

Beasley provided a reminder that the Federation's annual general meeting was scheduled for January 12 to 15, 2017. He recommended that the Local submit a motion to the meeting encouraging greater participation from Indigenous delegates given the success of the conference held earlier in the month. He said he would work on possible motions for discussion at the next meeting of the Representative Committee.

11. UPCOMING MEETINGS

Mazurek said that the Representative Committee was scheduled to meet on the following dates:

- December 5 – 9am at the Coquitlam Campus
- December 19 – 9am at the New Westminster Campus

He said that the Executive Committee was scheduled to meet December 1 at 4:30pm and December 15 at 10am in New Westminster.

12. ANNOUNCEMENTS

No announcements were made.

13. ADJOURNMENT

Mazurek declared that the meeting was adjourned.

10:54 the meeting was adjourned.

Adopted by the Representative Committee on December 5, 2016



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, December 5, 2016 • Students' Union Building Room 207, New Westminster Campus

9:19 The meeting was called to order by Tanysha Klassen with attendance as follows:

Committee Members Present

David Lam Coordinator/Performing Arts Coordinator	Meredith Graham (by phone)
Disabled Students' Representative	Sterling Hillman
Member at Large	Prabhjot Hundal
Member at Large	Manuel Peña
Member at Large	Paul Wittayaworapat
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

Aboriginal Representative	Sahara Tom
External Relations Coordinator	Surya Viswanathan
Internal Relations Coordinator	Jerzy Mazurek

Committee Members on Leave of Absence

College Relations Coordinator/Clubs Coordinator	Monique Paulino
Women's Representative	Iman Abdulla

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Coquitlam Organizer	Delaney Sullivan
Executive Director	Steven Beasley

Klassen declared that the meeting was quorate.

Klassen noted that Mazurek and Viswanathan were delayed due to the weather and road conditions.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/12/05:01 MOTION

Hundal/Hillman
Be it resolved that the agenda be adopted.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the traditional territory of the Coast Salish people.

3. ADOPTION OF MINUTES

16/12/05:02 MOTION

Armutlu/Wittayaworapat

Be it resolved that the minutes of the Representative Committee meeting held November 28, 2016 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

No report was provided.

4.3 Campaigns and Events Committee

No report was provided.

4.4 Policy and Bylaws Committee

No report was provided.

4.5 Executive Committee

No report was provided.

4.6 Club Council

No report was provided.

4.7 Adoption of Committee Notes

No notes were presented for adoption.

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Klassen said that the Board of Governors had not met since the past meeting of the Representative Committee.

5.2 Education Council

Klassen said that the Education Council had not met since the past meeting of the Representative Committee.

5.3 General Relations with Douglas College

Ho provided a report on the December 2 meeting of the Committee on Student Leadership and Peer Programs (CSLPP). She noted that the meeting finalized the terms of reference, and discussed the working of the three working groups. She said that she would participate in the working group focused on assessment, that Sullivan would participate in the working group looking at recruitment, and that Singh would be on the training working group. She noted that the community of practice meeting would take place in January.

Beasley reported that that new Food Service Committee was scheduled to meet in January.

Hundal reported on a meeting with Registrar's office about international student registrations

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

No report was provided.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

There are no issues anticipated to arise from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

16/12/05:03 MOTION

Wittayaworapat/Hundal

Be it resolved that a budget of \$3,000 plus taxes, delivery and set up charges be approved to furnish the new Coquitlam organizing office.

CARRIED

16/12/05:04 MOTION

Armutlu/Hundal

Be it resolved that a data projector be purchased to replace the Coquitlam TV for general student events.

CARRIED

16/12/05:05 MOTION
Hillman/Armutlu

Be it resolved that a budget of \$4,000 plus taxes be approved for the purchase of two new branded tents, one new tent top, and four branded table covers.

CARRIED

7.2 Operational Items

16/12/05:06 MOTION
Armutlu/Hillman

Be it resolved that four stand-up banners be purchased at a cost of \$200 plus taxes and delivery each.

CARRIED

7.3 Work Reports

No report was provided.

8. OLD BUSINESS

8.1 Ongoing Projects

a. Healthy Drink Service

Beasley reported that Ryan Vending was putting the new service in place for January 3, 2017.

b. Athletic Gear

No report was provided.

c. Office Re-organization and Furniture Purchases

Beasley said that the space was near completion but waiting on a custom ordered door.

8.2 U-Pass Student Caucus

Beasley said that there was not update beyond that which was provide at the past meeting.

8.3 Policy 10.04, Election Regulations

16/12/05:07 MOTION
Armutlu/Hundal

Be it resolved that Policy 10.04, Election Regulations, be adopted as amended.

The meeting discussed amendments to the proposed policy to add "Coquitlam Room A1190" to the second bullet under 5.6, to change "fifty dollars (\$50)" to "twenty dollars (\$20)" in 5.7 and to change "40%" to "33%" in bullet two of 7.3.

16/12/05:07 CARRIED (UNANIMOUS)

8.4 Policy 10.05, Representative Committee Meetings

16/12/05:08 MOTION
Hundal/Hillman

Be it resolved that Policy 10.05, Representative Committee Meetings, be adopted as amended.

The Representative Committee discussed the policy amendments and the additional language change to article 1 to change "meetings shall commonly occur on Mondays at 4:00pm" to "meetings commonly occur Mondays after 4:00pm."

16/12/05:08 CARRIED (UNANIMOUS)

8.5 Policy 10.06, Conferences and Meetings

- 16/11/28:09 MOTION**
Hillman/Armutlu
Be it resolved that Policy 10.06, Federation and External Meetings, be adopted as amended.
CARRIED (UNANIMOUS)

9. NEW BUSINESS

9.1 BC Federation of Students' General Meeting

- 16/11/28:10 MOTION**
Klassen/Wittayaworapat
Be it resolved that Klassen and Ho be delegated to attend the Janaury 2017 BCFS general meeting per policy 10.06;
Be it further resolved that Armutlu and Mazurek be delegated to attend the Janaury 2017 BCFS general meeting per policy 10.06, and in consideration of their past experience; and,
Be it resolved that three additional delegates be sent to the meeting.
CARRIED

Klassen called for nominations.

Wittayaworapat, Tom, Hundal and Hillman were nominated and accepted their nominations.

Klassen conducted a secret ballot vote.

Wittayaworapat, Tom and Hundal received the majority of votes.

- 16/11/28:11 MOTION**
Hundal/Armutlu
Be it resolved that Wittayaworapat, Tom and Hundal be delegated to attend the 35th BCFS Annual General Meeting.
CARRIED

9.2 Representative Committee Timesheets and Work Reports

- 16/12/05:12 MOTION**
Armutlu/Wittayaworapat
Be it resolved that first reading and notice of motion be served on Policy 20.05, Representative Compensation and Reporting, be adopted.

Beasley reviewed the policy and how it differed from the past practice.

- 16/12/05:12 CARRIED (UNANIMOUS)**

10. OTHER BUSINESS

Ho reported on her and BC Federation of Students Chairperson Simka Marshall's presentation to the Port Coquitlam City Council about the Federation's Don't Close the Doors campaign. She said that the meeting went well and that a follow-up letter to the Council would be sent. She noted that a past presentation to the Port Moody City Council resulted in a representative from the City Council seeking template letters of endorsement for the campaign. She reported that additional presentations had been sought with the City of Coquitlam and City of Surrey.

Klassen reported on a lobby meeting held November 29 with six Opposition MLAs. They said that the meeting was positive and that many key issues related to student debt were discussed.

11. UPCOMING MEETINGS

Klassen said that the Representative Committee was scheduled to meet on December 19 at 9:00am.

Klassen said that the Representative Committee was scheduled to meet on the following days in the Winter 2017 semester:

- Monday, January 9 – 1:30pm – NWC
- Monday, January 23 – 1:30pm – NWC
- Monday, February 6 – 1:30pm - COQ
- Monday, February 20 – 1:30pm – NWC
- Monday, March 6 – 1:30pm – NWC
- Monday, March 20 – 1:30pm – NWC
- Monday, April 3 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

12. ANNOUNCEMENTS

Ho reminded members about the holiday social on Thursday, December 8, 2016.

13. ADJOURNMENT

Klassen declared that the meeting was adjourned.

10:20 The meeting was adjourned.

Adopted by the Representative Committee on December 19, 2016



Tanysha Klassen, Chair



Steven Beasley, Executive Director

MINUTES

Douglas Students' Union Representative Committee

Monday, December 19, 2016 • Students' Union Building Room 210, New Westminster Campus

10:46 The meeting was called to order by BC Federation of Students Services Coordinator Sydney Sullivan with attendance as follows:

Committee Members Present

Aboriginal Representative	Sahara Tom
David Lam Coordinator/Performing Arts Coordinator	Meredith Graham (by phone)
Disabled Students' Representative	Sterling Hillman
External Relations Coordinator	Surya Viswanathan
Member at Large	Prabhjot Hundal
Pride Representative	Tanysha Klassen

Committee Members Absent

Member at Large	Manuel Peña
Member at Large	Paul Wittayaworapat
Internal Relations Coordinator	Jerzy Mazurek
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members on Leave of Absence

College Relations Coordinator/Clubs Coordinator	Monique Paulino
Women's Representative	Iman Abdulla

Staff Present

College Relations and Membership Outreach Coordinator	Tracy Ho
Coquitlam Organizer	Delaney Sullivan
Executive Director	Steven Beasley
Student Assistant (Volunteer Coordinator)	Nusaybah Megarief

Others Present

BCFS Secretary-Treasurer	Jenelle Davies
BCFS Services Coordinator	Sydney Sullivan

S. Sullivan declared that the meeting was quorate and noted that the weather prevented the meeting from beginning on time.

16/12/19:01 MOTION

Viswanathan/Klassen

Be it resolved that BC Federation of Students Service Coordinator Sydney Sullivan be ratified as the meeting chairperson.

CARRIED

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/12/19:02 MOTION

Mazurek/Klassen

Be it resolved that the agenda be adopted.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Sullivan acknowledged the traditional territory of the Coast Salish people.

3. ADOPTION OF MINUTES

16/12/19:03 MOTION

Armutlu/Wittayaworapat

Be it resolved that the minutes of the Representative Committee meeting held December 5, 2016 be adopted.

CARRIED

4. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

Beasley reported on the development of a memorandum of understanding (MOU) with CUPE 2396 regarding the New Westminster Office Coordinator position. He said that the parties agreed that the MOU of June 2016 should be amended to have Ashley Gordon remain in the position through to September 1, 2017. He said that this MOU needed to be ratified for the agreement to be formalized, but that this was a decision that had already been incorporated into staff and financial planning for the coming semesters.

6.2 Motions Arising from the Confidential Session

16/12/19:04 MOTION
Klassen/Hundal

Be it resolved that the MOU with CUPE 2396 dated December 16, 2016 and regarding the New Westminster Office Coordinator be ratified.

CARRIED

5. EXPENDITURE AND WORK REPORT APPROVALS

5.1 Capital Items

16/12/05:05 MOTION
Klassen/Mazurek

Be it resolved that \$2,500 be allocated to the purchase of a new computer for the Coquitlam Organizer.

Beasley provided an overview of what was required for a new computer.

Members discussed the proposed purchase.

16/12/19:05 CARRIED

5.2 Operational Items

16/12/05:06 MOTION
Mazurek/Hillman

Be it resolved that \$300 be allocated to the purchase of an annual subscription to SLACK.

CARRIED

6. OTHER BUSINESS

No other business was presented.

7. UPCOMING MEETINGS

S. Sullivan announced that the coming meeting were as follows:

- Monday, January 9 – 1:30pm – NWC
- Monday, January 23 – 1:30pm – NWC
- Monday, February 6 – 1:30pm – COQ
- Monday, February 20 – 1:30pm – NWC
- Monday, March 6 – 1:30pm – NWC
- Monday, March 20 – 1:30pm – NWC
- Monday, April 3 – 1:30pm – COQ
- Monday, April 24 – 1:30pm – NWC

12. ANNOUNCEMENTS

No announcements were made.

13. ADJOURNMENT

16/12/05:07 MOTION

Mazurek/Klassen

Be it resolved that the meeting be adjourned.

CARRIED

11:01 The meeting was adjourned.

Adopted by the Representative Committee on January 9, 2017


Tanysha Klassen, Chair

RC-16-12-19 minutes doc
/sb CUPE 2398


Steven Beasley, Executive Director