

MINUTES

Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting 9:00am, Monday May 2, 2016
Room 207, Student Union Building, New Westminster

9:08am – Davies called the meeting to order.

REPRESENTATIVE COMMITTEE MEMBERS PRESENT:

ABDULLA, Iman	Women's Representative
ARMUTLU, Aran	Treasurer
GRAHAM, Meredith	David Lam Coordinator
HILLMAN, Sterling	Disabled Students' Representative
HUNDAL, Prabhjot	Member at Large
KLASSEN, Tanysha	Pride Representative
MAZUREK, Jerzy	Internal Relations Coordinator
PAULINO, Monique	College Relations Coordinator
PEÑA, Manuel	Member at Large
TOM, Sahara	Aboriginal Representative
VISWANATHAN, Surya	External Relations Coordinator

REPRESENTATIVE COMMITTEE MEMBERS ABSENT:

TOM, Sahara	Aboriginal Representative
WITTAYAWORAPAT, Paul	Member at Large

STAFF & OTHERS PRESENT:

DAVIES, Jenelle	Secretary-Treasurer, BC Federation of Students
HO, Tracy	College Relations and Membership Outreach Coordinator
VELASCO, James	DSU Hip Hop Club

1. ACKNOWLEDGEMENT OF TERRITORIES

Davies acknowledged that the Douglas Students' Union recognizes that it operates and are guests on the traditional territory of the Qay Qayt First Nation and unceded lands of the Coast Salish Peoples.

2016-05-02:01 **MOTION – Armutlu/Paulino**
Be It Resolved That Davies be ratified as the speaker for the meeting.
CARRIED

2. ADOPTION OF AGENDA

2016-05-02:02 **MOTION – Mazurek/Paulino**
Be It Resolved That the agenda for May 2, 2016 be adopted.

2016-05-02:04 **MOTION TO AMEND – Graham/Klassen**
Be It Resolved That the agenda be amended to add Seven Sisters Proposal – June 11 to the end of New Business.

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Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting, May 2, 2016

2016-05-02:05 CARRIED
MOTION TO AMEND – Armutlu/Graham
Be It Resolved That the agenda be amended to add In Camera before New Business.
CARRIED

2016-05-02:02 MOTION CARRIED AS AMENDED

3. ATTENDANCE

Tom and Wittayaworapat submitted regrets.

4. ADOPTION OF MINUTES

5. COMMITTEES

5.1 To/From

5.2 Ratify Sub-Committee Minutes

6. IN CAMERA

2016-05-02:06 MOTION – Armutlu/Mazurek
Be It Resolved That the meeting go in camera without guests and staff.
CARRIED

9:13am – The meeting went in camera.

9:19am – The meeting came out of camera.

2016-05-02:07 MOTION – Armutlu/Klassen
Be It Resolved that a hiring committee for the General Manager with 3 representatives be struck.
CARRIED

Armutlu, Graham and Mazurek nominated themselves.

2016-05-02:08 MOTION TO RATIFY – Klassen/Paulino
Be It Resolved That Armutlu, Graham and Mazurek be ratified to sit on the hiring committee for the General Manager.
CARRIED

7. NEW BUSINESS

7.1 Volleyball National's Student Volunteer BBQ **TH 5**

Ho stated that the BBQ will be held later in the summer or in the fall semester and will bring more information later.

7.2 DSU Club Charter: DSU Grappling Club (attachment) **DS 5**

2016-05-02:09 MOTION – Mazurek/Hundal

Be It Resolved That the DSU Grappling Club be chartered for the Summer 2016 semester.

2016-05-02:10 MOTION TO AMEND – Hillman/Armutlu

Be It Resolved That liability waivers must be signed before the DSU Grappling Club receives funding and benefits.

CARRIED

2016-05-02:09 MOTION CARRIED AS AMENDED

7.3 DSU Club Charter: DSU Film Club (attachment) DS 5

2016-04-25:11 MOTION – Kaur/Abdulla

Be It Resolved That the DSU Film Club be chartered for the Summer 2016 semester.

CARRIED

7.4 DSU Club Charter: DSU Exercise is Medicine Club (attachment) DS 5

2016-04-25:12 MOTION – Hillman/Peña

Be It Resolved That the DSU Exercise is Medicine Club be chartered for the Summer 2016 semester.

CARRIED

7.5 Leave of Absence – College Relations Coordinator MP 5

2016-05-02:13 MOTION – Armutlu/Mazurek

Be It Resolved That a leave of absence be granted for College Relations Coordinator, Monique Paulino, from May 9 to July 30, 2016.

Ho stated the other executives will work with other representatives to make sure work is covered.

CARRIED

7.6 Summer Welcome Week PW 5

2016-05-02:14 MOTION – Kaur/Mazurek

Be It Resolved That an amount not to exceed six hundred dollars (\$600) be allocated to Summer Welcome Week tabling.

CARRIED

7.7 Selection of Portfolio Positions (As per bylaw X) TH 15

a. Speaker

2016-05-02:15 MOTION – Graham/Armutlu

Be It Resolved That nominations be opened for the position of Speaker.
CARRIED

2016-05-02:16 MOTION TO POSTPONE – Armutlu/Abdulla

Be It Resolved That selection for Speaker be postponed to the next meeting.
CARRIED

b. Deputy Speaker

2016-05-02:17 MOTION – Kaur/Klassen

Be It Resolved That nominations be opened for the position of Deputy Speaker be opened.
CARRIED

2016-05-02:18 MOTION TO POSTPONE – Klassen/Kaur

Be It Resolved That selection for Deputy Speaker be postponed to the next meeting.
CARRIED

c. Staff Relations Officer

2016-05-02:19 MOTION – Paulino/Mazurek

Be It Resolved That nominations be opened for the position of Staff Relations Officer be opened.
CARRIED

Hillman nominated Armutlu.

2016-05-02:20 MOTION TO RATIFY – Paulino/Graham

Be It Resolved That Armutlu be ratified as Staff Relations Officer for the 2016-17 term.
CARRIED

d. Provincial Executive Representative

2016-05-02:21 MOTION – Kaur/Armutlu

Be It Resolved That nominations be opened for the position of Provincial Executive Representative be opened.
CARRIED

2016-05-02:22 MOTION TO POSTPONE – Graham/Klassen

Be It Resolved That selection for Provincial Executive Representative be postponed to the next meeting.
CARRIED

e. Performing Arts Coordinator

2016-05-02:23 MOTION – Armutlu/Klassen

Be It Resolved That nominations be opened for the position of Performing Arts Coordinator be opened.

CARRIED

Hundal nominated Graham.

2016-05-02:24 MOTION TO RATIFY – Klassen/Paulino

Be It Resolved That Graham be ratified as Performing Arts Coordinator for the 2016-17 term.

CARRIED

f. Clubs Coordinator

2016-05-02:25 MOTION – Viswanathan/Klassen

Be It Resolved That nominations be opened for the position of Clubs Coordinator be opened.

2016-05-02:26 MOTION TO POSTPONE – Paulino/Graham

Be It Resolved That selection for Clubs Coordinator be postponed to the next meeting.

CARRIED

**7.8 DSU Representative Committee Meeting Schedule TH 5
– Summer 2016**

2016-05-02:27 MOTION – Armutlu/Mazurek

Be It Resolved That the following Douglas Students' Union Representative Committee Meeting Schedule for Summer 2016 be adopted:

Monday, May 2 – 9am
Monday, May 9 – 9am
Monday, May 30 – 9am
Monday, June 13 – 9am
Monday, June 27 – 9am
Monday, July 11 – 9am
Monday, July 25 – 9am
Monday, August 8 – 9am
Monday, August 22 – 9am

CARRIED

7.9 Seven Sisters Proposal – June 11 (attachment) MG 10

Graham presented the proposal to host a memorial for former youth in care at the DSU Lounge. Want to as a community create a space to come together and grieve and hold a memorial. Request for free booking space on June 11, the previous week is youth in care week.

2016-05-02:28 MOTION – Armutlu/Abdulla

Be It Resolved That the DSU Lounge be booked free of charge for the Seven Sisters Memorial on June 11.

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Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting, May 2, 2016

Be It Further Resolved That the Representative Committee review if a further financial contribution is needed on May 30.

CARRIED

8. OTHER BUSINESS

James Velasco stated that there are concerns arising for clubs, there is a lack of communication between DSU clubs and the DSU. There is a lack of community even though under the umbrella of the Douglas Students' Union, have questions about liability and there are booking issues and don't know who to really talk to. Clubs are doing a lot of running around on issues that should be easily resolved.

Armutlu stated that representatives know there are a lot of clubs issues and will be working to fix things. There should be a proper process.

Hundal wants to change the name of the DSU Punjabi Students' Federation name, will serve a motion to next meeting.

9. ATTACHMENTS

- **DSU Club Charters: DSU Grappling Club, DSU Film Club, DSU Exercise is Medicine Club**
- **Seven Sisters Proposal – June 11**

10. NEXT MEETING

The next Douglas Students' Union Representative Committee meeting is 9am, May 9 at Room A1150 at the Coquitlam Campus.

11. ANNOUNCEMENTS

12. ADJOURNMENT

2016-05-02:29 MOTION – Armutlu/Graham
Be It Resolved That the meeting adjourn.
CARRIED

09:57am – The meeting adjourned.

TH/
May 2, 2016
CUPE Local 2396

Adopted 2016-06-13

M

Jerzy Mazur

MINUTES

Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting 9:00am, Monday May 9, 2016
Room A1150, AB Building, Coquitlam

9:12am – Davies called the meeting to order.

REPRESENTATIVE COMMITTEE MEMBERS PRESENT:

ABDULLA, Iman	Women's Representative
ARMUTLU, Aran	Treasurer
GRAHAM, Meredith	David Lam Coordinator
HILLMAN, Sterling	Disabled Students' Representative
HUNDAL, Prabhjot	Member at Large
KLASSEN, Tanysha	Pride Representative
MAZUREK, Jerzy	Internal Relations Coordinator
PAULINO, Monique	College Relations Coordinator
PEÑA, Manuel	Member at Large
TOM, Sahara	Aboriginal Representative
VISWANATHAN, Surya	External Relations Coordinator

REPRESENTATIVE COMMITTEE MEMBERS ABSENT:

WITTAYAWORAPAT, Paul	Member at Large
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STAFF & OTHERS PRESENT:

AL-BAYAA, Jamal	The Other Press
DAVIES, Jenelle	Secretary-Treasurer, BC Federation of Students
HO, Tracy	College Relations and Membership Outreach Coordinator
SEIBEL, Duane	Director of Student Affairs, Douglas College

1. ACKNOWLEDGEMENT OF TERRITORIES

Davies acknowledged that the Douglas Students' Union recognizes that it operates and are guests on the traditional territory of the Kwikwetlem First Nation and unceded lands of the Coast Salish Peoples.

2016-05-09:01 MOTION TO RATIFY – Armutlu/Graham
Be It Resolved That Davies be ratified as the speaker for the meeting.
CARRIED

2. ADOPTION OF AGENDA

2016-05-09:02 MOTION – Hillman/Klassen
Be It Resolved That the agenda for May 9, 2016 be adopted.

2016-05-09:03 MOTION TO AMEND – Paulino/Mazurek
Be It Resolved That the agenda be amended to add Item 6 Updates from Douglas College and all other items be renumbered accordingly.

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Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting, May 9, 2016

2016-05-09:02 MOTION CARRIED AS AMENDED

3. ATTENDANCE

Wittayaworapat submitted regrets.

4. ADOPTION OF MINUTES

5. IN CAMERA

2016-05-09:03 MOTION – Hillman/Mazurek

Be It Resolved That the meeting go in camera with guest Duane Seibel and without staff.

9:18am – The meeting went in camera.

9:56am – The meeting came out of camera.

2016-05-09:04 MOTION – Armutlu/Graham

Be It Resolved That the hiring committee be struck for the New Westminster Student Assistant, Coquitlam Student Assistant and coverage for the Campus Life Coordinator.

CARRIED

6. UPDATE FROM COLLEGE

Duane Seibel spoke about the Women's Centre, in the past 5 years, there has been no funding to run programs. Gender Relations Committee identified need for a Breastfeeding Room, and have been working to update and furnish a space on the third floor of the Students' Union Building. Student Services will be paying for upgrades to the space including furniture and is planned to open June 1. Worked with DSU Pride and Marni McMillan on clearer signage for washrooms. All single stalled washrooms are now identified as gender neutral. There was vandalism in the DSU Pride Space last semester, Douglas College did an investigation and found the individual who was in the room was a contractor, not a student or staff. This contractor is now banned from campus. A coded lock has now been installed to increase security. McMillan pushed for restorative justice however this individual was not open to this. The employer has dealt with the employee. Student Services looking at implementing a consent campaign with an opportunity at the beginning of the fall semester to get messaging out to keep people safe. There is now mandatory legislation for campus policy for sexual harassment, will seek out Douglas Students' Union consultation in the near future. Looking for strategies for supporting students in distress through the mental health task force.

Graham asked if students will be invited to be on the mental health task force.

Seibel stated that there are some challenges with culture at Douglas College to include voices of students, will work on best practices and present to students.

Jamal Al-Bayaa asked who will be affected by this task force.

Seibel stated it is for general promotion of health for entire Douglas community. Post-Secondary Institutions are acknowledging that post-secondary education is stressful and is focusing on how to make the campus more humane and supporting through changes to processes that will support students. Campus mental health is not just for students, it is for everyone.

10:02am – Duane Seibel left the meeting.

7. COMMITTEES

7.1 To/From

a. Budget Committee (3 representatives)

2016-05-09:05 **MOTION – Armutlu/Klassen**
Be It Resolved That nominations for the Budget Committee be opened.
CARRIED

Paulino, Hillman, Graham nominated themselves.

2016-05-09:06 **MOTION – Abdulla/Viswanathan**
Be It Resolved That Graham, Hillman and Paulino be ratified on the Budget Committee for the 2016-17 term.
CARRIED

b. Building & Services Committee (3 representatives)

2016-05-09:07 **MOTION – Klassen/Hundal**
Be It Resolved That nominations for the Building and Services Committee be opened.
CARRIED

Abdulla, Armutlu and Hillman nominated themselves.

2016-05-09:08 **MOTION – Paulino/Hillman**
Be It Resolved That Abdulla, Armutlu and Hillman be ratified to the Building and Services Committee for the 2016-17 term.
CARRIED

c. Campaigns & Events Committee (3 representatives)

2016-05-09:09 **MOTION – Graham/Hundal**
Be It Resolved That nominations for the Campaign and Events Committee be opened.
CARRIED

Abdulla, Graham, Hundal, Paulino, Peña, Tom and Viswanathan nominated themselves.

2016-05-09:10 **MOTION – Hillman/Hundal**

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Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting, May 9, 2016

Be It Resolved That Abdulla, Graham, Hundal, Paulino, Peña, Tom and Viswanathan be ratified to the Campaign and Events Committee for the 2016-17 term.

CARRIED

d. Labour Committee (1 representative)

2016-05-09:11 MOTION – Abdulla/Graham

Be It Resolved That nominations for one (1) position for the Labour Committee be opened.

CARRIED

Klassen nominated himself.

2016-05-09:12 MOTION – Abdulla/Graham

Be It Resolved That Klassen be ratified to the Labour Committee for the 2016-17 term.

CARRIED

e. Policy & Bylaw Committee (3 representatives)

2016-05-09:13 MOTION – Armutlu/Klassen

Be It Resolved That nominations for the Policy and Bylaw Committee be opened.

CARRIED

Abdulla and Paulino nominated themselves. Wittayaworapat was nominated by Mazurek.

2016-05-09:14 MOTION – Graham/Hundal

Be It Resolved That Abdulla, Paulino and Wittayaworapat be ratified for the Policy and Bylaw Committee for the 2016-17 term.

CARRIED

f. Timesheet & Attendance Committee (1 Executive, 1 Member-at-Large, 1 Constituency Liaison)

2016-05-09:14 MOTION – Armutlu/Hillman

Be It Resolved That nominations for one (1) Executive, one (1) Member-at-Large and one (1) Constituency Representative for the Timesheet and Attendance Committee be opened.

CARRIED

Hillman, Paulino and Peña nominated themselves.

2016-05-09:15 MOTION –

Be It Resolved That Hillman, Paulino and Peña be ratified for the Timesheet and Attendance Committee for the 2016-17 term.

CARRIED

g. Health & Dental Appeals Committee (1 representative)

2016-05-09:16 **MOTION – Hillman/Tom**
Be It Resolved That nominations for one (1) position for the Health and Dental Appeals Committee be opened.
CARRIED

Tom nominated herself.

2016-05-09:17 **MOTION – Abdulla/Viswanathan**
Be It Resolved That Tom be ratified to sit on the Health and Dental Appeals Committee for the 2016-17 term.
CARRIED

7.2 Ratify Sub-Committee Minutes

8. BUSINESS ARISING

8.1 Selection of Portfolio Positions

i. Speaker

2016-05-02:14 **MOTION – Graham/Armutlu**
Be It Resolved That nominations be opened for the position of Speaker.
CARRIED

Paulino nominated Mazurek.

2016-05-09:18 **MOTION TO RATIFY – Armutlu/Klassen**
Be It Resolved That Mazurek be nominated as Speaker for the 2016-17 term.
CARRIED

ii. Deputy Speaker

2016-05-02:16 **MOTION – Hundal/Klassen**
Be It Resolved That nominations be opened for the position of Deputy Speaker be opened.
CARRIED

Graham nominated Hundal and Klassen.

Ho stated that Deputy Speaker would assist and support the Speaker and they can rotate chairing meetings.

2016-05-09:19 **MOTION TO RATIFY – Armutlu/Graham**
Be It Resolved That Hundal and Klassen be nominated as Deputy Sepakers for the 2016-17 term.
CARRIED

iii. Provincial Executive Representative

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Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting, May 9, 2016

- 2016-05-02:20 MOTION – Hundal/Armutlu**
Be It Resolved That nominations be opened for the position of Provincial Executive Representative be opened.
CARRIED

Hundal nominated Abdulla.

- 2016-05-09:20 MOTION TO RATIFY – Armutlu/Paulino**
Be It Resolved That Iman Abdulla be ratified for the position of CFS-BC Provincial Executive Representative for the 2016-17 term.
CARRIED

iv. Clubs Coordinator

- 2016-05-02:24 MOTION – Viswanathan/Klassen**
Be It Resolved That nominations be opened for the position of Clubs Coordinator be opened.
CARRIED

Graham nominated Paulino.

- 2016-05-09:21 MOTION TO RATIFY – Hillman/Tom**
Be It Resolved That Paulino be nominated as Clubs Coordinator for the 2016-17 term.
CARRIED

9. NEW BUSINESS

9.1 DSU Punjabi Students' Federation Name Change PKH 5

- 2016-05-09:22 MOTION – Abdulla/Klassen**
Be It Resolved That the DSU Punjabi Students' Federation be changed to the DSU Raunaq - The Indian Club.

Hundal stated that raunaq means commotion and noise in a good way, it is more inclusive and the language is in Hindi and Punjabi.

CARRIED

9.2 DSU Pride Summer Social TK 5

- 2016-05-09:23 MOTION – Abdulla/Graham**
Be It Resolved That an amount not to exceed two hundred fifty dollars (\$250) be allocated to the DSU Pride Summer Social.

Klassen plans to bring together members of the DSU Pride Collective to meet and organize for the year. Learn from more experienced members, decorate the pride room and learn how to better represent members and learn about needs.

Paulino asked if this is different from New West Pride.

Graham asked if this event is open to everyone.

Klassen stated that a proposal for New West Pride will come forward in a future meeting and this social will be open to everyone.

9.3 DSU Representatives and Staff Head Shots TH 5

2016-05-09:24 MOTION – Paulino/Hundal
Be It Resolved That an amount not to exceed two hundred dollars (\$200) be allocated to head shots for Douglas Students' Union Representatives and Staff.
CARRIED

**9.4 Participant Selection - BCFS Skills Development Weekend, TH 5
May 27-29, 2016**

2016-05-09:25 MOTION – Mazurek/Armutlu
Be It Resolved That nominations be opened for up to 12 participants to attend the BC Federation of Students Skills Development Weekend on May 27 to 29, 2016.
CARRIED

Davies stated that there will be 15 sessions for participants to choose 11 from, topics from budgeting, contracts, media and working with administration. It will be held at Sun Peaks Resort outside of Kamloops. No cost to the local as the BCFS is covering up to 12 participants.

Abdulla, Armutlu, Hillman, Hundal, Ho, Klassen, Mazurek, Viswanathan and Wittayaworapat nominated themselves.

Jamal Al-Bayaa asked if he is allowed to attend.

Ho stated that this is up to the Representative Committee.

Graham asked what the liability is for general members.

Davies stated that the only caveat of the free participation is that all attendees must attend 75% of sessions. There is also Douglas Students' Union policy that states that all participants must attend a minimum 75% of session or they will have to pay back all the fees and costs.

2016-05-09:26 MOTION TO RATIFY – Armutlu/Abdulla
Be It Resolved That Abdulla, Al-Bayaa, Armutlu, Hillman, Hundal, Ho, Klassen, Mazurek, Viswanathan and Wittayaworapat be ratified as participants to the BC Federation of Students Skills Development Weekend on May 27 to 29, 2016.
CARRIED

10. OTHER BUSINESS

11. ATTACHMENTS

12. NEXT MEETING

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Douglas Students' Union, Local 18 Canadian Federation of Students
Representative Committee Meeting, May 9, 2016

The next Douglas Students' Union Representative Committee meeting is 9am, May 30 at room 207 at the New Westminster Campus.

13. ANNOUNCEMENTS

14. ADJOURNMENT

2016-05-09:27 MOTION – Armutlu/Hundal
Be It Resolved That the meeting adjourn.
CARRIED

10:43am – The meeting adjourned.

TH/
May 9, 2016
CUPE Local 2396

ADOPTED 2016-06-13

M

Jezy Mazur

MINUTES

Douglas Students' Union Representative Committee
Monday, May 30, 2016 • Students' Union Building, New Westminster Campus

09:16 the meeting was called to order by Speaker Jerzy Mazurek. 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	Prabjot Hundal
Member at Large	Manuel Peña
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu
Women's Representative/Federation Representative	Iman Abdulla

Committee Members Absent

Aboriginal Representative	Sahara Tom
College Relations Coordinator/Clubs Coordinator	Monique Paulino (on leave)
Member at Large	Paul Wittayaworapat

Staff Present

General Manager	Steven Beasley
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Others Present

General Member/Other Press Representative	Jamal Al-Bayaa
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Quorum was declared to be present.

1. ACKNOWLEDGEMENT OF TERRITORY

Mazurek acknowledged the traditional and unceded territory of the QayQayt First Nations.

2. ADOPTION OF THE AGENDA

16/05/30:01 **MOTION**
Abdulla/Hillman

Be it resolved that the agenda be adopted.

CARRIED

3. ATTENDANCE

Mazurek reported that Paulino was on leave and that Tom had sent her regrets.

4. ADOPTION OF MINUTES

16/05/30:02 **MOTION**
Hillman/Viswanathan

Be it resolved that the minutes of Representative Committee meetings held April 25, May 2, May 9, 2016 be adopted.

CARRIED

5. COMMITTEES

Mazurek asked that each committee chair highlight the work of their committee.

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Douglas Students' Union Representative Committee

Monday, May 30, 2016 • Students' Union Building, New Westminster

5.1 Reports from Committees

a. Budget Committee

Armutlu said that the Budget Committee did not meet.

b. Campaigns and Events Committee

Surya provided an overview of the Campaigns and Events Committee and outlined the upcoming summer barbeques. He said that the Committee would meet twice per month.

c. Executive Committee

Armutlu highlighted the content of Executive Committee meetings held May 17 and 24, 2016. He said that the meetings discussed a range of topics including planning for the 2016 Edge events, the completion of the 2016/17 Handbook and Dayplanner and participation in the Seven Sisters event.

5.2 Ratification of Sub-Committee Meeting Notes

16/05/30:03

MOTION

Armutlu/Hundal

Be it resolved that the meeting notes for the May 17 and May 24, 2016 meetings of the Executive Committee be adopted; and,

Be it further resolved that the meeting notes for the May 17, 2016 meeting of the Campaign and Events Committee be adopted.

CARRIED

6. ADOPTION OF MINUTES

Mazurek said that the meeting would move in-camera to discuss the proposed employment contract for the General Manager.

9:22 the meeting moved in-camera. Beasley and Al-Bayaa left the meeting.

9:29 the regular moved ex-camera. Beasley and Al-Bayaa returned to the meeting.

6. NEW BUSINESS

7.1 Leave of Absence

Peña requested a leave of absence for June and July 2016.

16/05/30:04

MOTION

Hillman/Klassen

Be it resolved that a leave of absence be granted for Member at Large Manuel Peña between May 31 and August 1, 2016.

CARRIED

7.2 U-Pass Advisory Committee

16/05/30:05

MOTION

Viswanathan/Hillman

Be it resolved that nominations be opened for one (1) representative to sit on the U-Pass Advisory Committee for the 2016-17 term.

CARRIED

Mazurek called for nominations.

Viswanathan was nominated and accepted the nomination.

No other nominations came forward.

- 16/05/30:06 MOTION**
Viswanathan/Hillman
Be it resolved that Surya Viswanathan be appointed to the U-Pass Advisory Committee for the 2016-17 term.
CARRIED

7.3 Douglas College Appeals Committee

- 16/05/30:07 MOTION**
Hundal/Klassen
Be it resolved that nominations be opened for five (5) representative to sit on the Douglas College Appeals Committee for the 2016-17 term.

CARRIED

Mazurek called for nominations.

Hundal nominated herself and Wittayaworapat.

Armutlu said that Wittayaworapat had asked to be nominated so would accept the nomination.

Graham nominated herself.

Klassen nominated herself.

Peña nominated himself.

No other nominations came forward.

- 16/05/30:08 MOTION**
Hundal/ Viswanathan
Be it resolved that Hundal, Wittayaworapat, Graham, Klassen and Peña be appointed as the five (5) representatives on the Douglas College Appeals Committee for the 2016-17 term.

CARRIED

7.4 Douglas College Scholarship and Bursary Committee Representative

- 16/05/30:09 MOTION**
Abdulla/Hillman
Be it resolved that nominations be opened for one (1) representative to sit on the Douglas College Scholarships and Bursaries Committee for the 2016-17 term.

CARRIED

Mazurek called for nominations.

Hillman nominated himself.

Hundal nominated herself.

Beasley conducted a secret ballot vote and Hundal received the majority of votes.

- 16/05/30:10 MOTION**
Viswanathan/Peña
Be it resolved that Hundal be appointed as the representative on the Douglas College Scholarships and Bursaries Committee for the 2016-17 term.

CARRIED

7.5 Douglas College Health and Safety Committee Representative

- 16/05/30:11 MOTION**
Graham/Klassen
Be it resolved that nominations be opened for one (1) representative to sit on the Douglas College Health and Safety Committee for the 2016-17 term.

CARRIED

Mazurek called for nominations.

Armutlu reported that two general members were interested in sitting on this committee and suggested that the decision to appoint be delayed to the following meeting.

Mazurek said that the decision would be deferred unless there was objection.

No objection was noted.

7.6 Pool Table Felt Replacement

16/05/30:12 MOTION
Peña/Abdulla

Be it resolved that an amount not to exceed one thousand dollars (\$1,000) be allocated to replacement of both pool table felts in the DSU Lounge.

CARRIED

7.7 Seven Sisters Celebration of Life and Love

Graham described the event and outlined its goals. She outlined fundraising efforts undertaken to support the Celebration and said that there was an outstanding request for funds from the Students' Union of up to \$500.

Members discussed the event and a possible donation.

16/05/30:13 MOTION
Armutlu/Graham

Be it resolved that \$400 be donated to cover the cost of centrepieces and participant gifts for the Seven Sisters Celebration of Life and Love.

Members discussed the proposed event donation.

16/05/30:13 CARRIED

7.8 New Westminster Pride

Klassen said that they were working on an official proposal to support New Westminster Pride by hosting an event at a local pub. Klassen said that she had contacted pubs to assess their interest and chosen to work with Terminal Pub. Klassen said that the event was tentatively scheduled for August 11 or 12, 2016, and that they would be proposing the Students' Union cover the costs of non-alcoholic drinks and appies. Klassen said that a more concrete proposal would come forward at a future meeting.

The meeting discussed planning of the event.

7.9 Summer Sixteen BBQ Budget

16/05/30:14 MOTION
Klassen/Armutlu

Be it resolved that an amount not to exceed nine thousand five hundred dollars (\$9,500) be allocated to the Summer Sixteen BBQs at the Coquitlam Campus on June 14 and the New Westminster Campus on June 16.

Members discussed the high cost and noted that it was due to the contract between Douglas College and Chartwells, a contract food provider, that created an on-campus monopoly for food services, and required that the Students' Union use only Chartwell only for food provision.

Armutlu asked that members of the Committee note the dates of the events and plan to assist with organizing on those days.

16/05/30:14 CARRIED

7.10 Connect. Play. Plan. Women's Empowerment Conference

Armutlu outlined the event quoting an email from College Relations Coordinator Ho. He said that the event was scheduled on June 4, 2016 and there was a cost to attend. He reported that there were two spaces left and suggested that those interested could attend.

Mazurek asked if any members were interested in attending.

Abdulla, Hundal and Viswanathan expressed interest.

Members discussed the costs and benefits of participation.

16/05/30:15 MOTION
Armutlu/Graham
Be it resolved that up to \$200 in funding be allocated to sending three members to the Connect. Play. Plan Women's Empowerment Conference.
CARRIED

8. OTHER BUSINESS

8.1 Foozball Table

Al-Bayaa asked that the foozball table in the Lounge be replaced.

8.2 Planning Retreat

Beasley reported on the planning for a planning retreat and discussed possible dates.

Members discussed scheduling and resolved to meeting after the Representative Committee to set a date.

8.3 Report on Labour/Management Committee Meeting

Beasley suggested that the meeting move in-camera to discuss the meeting of the Labour/Management Committee from the previous week.

16/05/30:16 MOTION
Armutlu/Hillman
Be it resolved that the meeting move in-camera.
CARRIED

10:23 the meeting moved in-camera. Bayaa left the meeting.

10:52 the meeting moved ex-camera. Bayaa rejoined the meeting.

8.4 Work Report Adoptions

16/05/30:17 MOTION
Graham/Armutlu
Be it resolved that the Report of the Internal Coordinator be adopted.
Mazurek outlined his report.

16/05/30:17 CARRIED

16/05/30:18 MOTION
Klassen/Graham
Be it resolved that the Report of the External Coordinator be adopted.
Viswanatha outlined his report.

16/05/30:18 CARRIED

16/05/30:19 MOTION
Klassen/Graham
Be it resolved that the Report of the Treasurer be adopted.
Armutlu outlined his report.

16/05/30:19 CARRIED

16/05/30:20 MOTION
Armutlu/Hundal
Be it resolved that the Report of the David Lam Coordinator be adopted.
Graham outlined his report.

16/05/30:20 CARRIED

PAGE 6 – MINUTES

Douglas Students' Union Representative Committee

Monday, May 30, 2016 • Students' Union Building, New Westminster

9. NEXT MEETING

Mazurek announced that the following meeting of the Representative Committee was schedule for June 13 at 9am in room A1150 of the David Lam Campus.

10. ANNOUNCEMENTS

No announcements were made.

11. ATTACHMENTS

- Summer Sixteen BBQs Budget
- Reports: Internal Relations Coordinator, External Relations Coordinator, Treasurer, David Lam Coordinator

12. ADJOURNMENT

16/05/30:16 MOTION TO ADJOURN
Armutlu/Klassen

Be it resolved that the meeting be adjourned.

CARRIED

11:08 the meeting adjourned.

* Denotes in-camera

RC-16-05-30 doc
SB/ab
in CUPE 2398

ADOPTED 2016-06-13
em

Jerzy Mazurek

MINUTES

Douglas Students' Union Representative Committee
Monday, June 13, 2016 • Room A1150, David Lam Campus

09:24 the meeting was called to order by Pride Representative Tanysha Klassen. Attendance was as follows:

Committee Members Present

David Lam Coordinator/Performing Arts Coordinator Meredith Graham
Internal Relations Coordinator Jerzy Mazurek
Member at Large Prabjot Hundal
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
Disabled Students' Representative Sterling Hillman
Women's Representative/Federation Representative Iman Abdulla

Committee Members On a Leave of Absence

College Relations Coordinator Monique Paulino
Member at Large Manuel Peña

Staff Present

Executive Director Steven Beasley
College and Membership Relations Coordinator Tracy Ho

Quorum was declared to be present.

1. ADOPTION OF THE AGENDA

16/06/13:01 **MOTION**
Hundal/Mazurek

Be it resolved that the agenda be adopted.

16/06/13:02 **MOTION TO AMEND**
Hundal/Mazurek

Be it resolved that the agenda be amended to add item 2. Attendance with subsequent items renumbered accordingly.

CARRIED

16/06/13:01 **CARRIED AS AMENDED**

2. ATTENDANCE

Klassen reported that Viswanathan and Abdulla were away and would be on a leave of absence for the remainder of the month.

16/06/13:03 **MOTION**
Mazurek/Armutlu

Be it resolved that the a leave of absence be approved for Viswanathan between June 13 and July 6, 2016 and,

Be it further resolved that a leave of absence be approved for Abdulla between June 13 and July 6, 2016.

CARRIED

9:28 Graham left the meeting.

PAGE 2 – MINUTES

Douglas Students' Union Representative Committee
Monday, June 13, 2016 • Room A1150, Coquitlam Campus

3. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the traditional territory of the Kwikwetlem First Nation.

3. ADOPTION OF MINUTES

Klassen said that the minutes of the past meeting were available for adoption.

16/06/13:04 MOTION

Mazurek/Wittayaworapat

Be it resolved that the minutes of the Representative Committee meeting held May 30, 2016 be adopted.

CARRIED

Klassen said that the Representative Committee must again adopt the minutes from meetings held April 25, May 2 and May 9, which had previously been adopted prior to their circulation in error.

16/06/13:05 MOTION

Mazurek/ Wittayaworapat

Be it resolved that the minutes of Representative Committee meetings held April 25, May 2, May 9, 2016 be adopted.

CARRIED

5. STANDING COMMITTEES REPORTS

5.1 Budget Committee

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

5.2 Building and Services Committee

Mazurek reported that the Building and Services Committee met on June 6, 2016. He provided highlights of the meeting and discussed improvements to the food bank service, equipment in the student lounge and needed repair, the creation of a smoothie bar service, and improvements to the Students' Union Building. He said that the meeting also considered improvements to facilities and services at the Coquitlam campus, including the creation of a dedicated students' union building.

16/06/13:06 MOTION

Mazurek/Wittayaworapat

Be it resolved that a 15" MacBook Pro be purchased along with a thunderbolt docking station, an external screen, and the latest copy of Microsoft Office;

Be it further resolved that a budget of \$4,000 plus taxes be allocated for this purchase.

Beasley said that though the motion provided for an excellent computing solution, the cost was substantially more than a desktop option and that it was unlikely to be good value for money. He said that the motion should be amended to purchase a desktop computer.

16/06/13:07 MOTION TO AMEND

Armutlu/ Wittayaworapat

Be it resolved that the motion be amended to read:

"Be it resolved that a 27" iMAC be purchased;

Be it further resolved that a budget of \$2600 plus taxes be allocated for this purchase

Be it further resolved that the latest version of Microsoft Office be purchased."

CARRIED

16/06/13:06 CARRIED AS AMENDED

16/06/13:08 MOTION
Mazurek/Armutlu
Be it resolved that \$2,500 plus applicable taxes and delivery be allocated to the purchase of updated office furniture for room 224 of the Students' Union Building.

CARRIED

16/06/13:09 MOTION
Mazurek/Armutlu
Be it resolved that \$750 be allocated to the purchase of a ping-pong table for the Students' Union Lounge to replace the broken foosball table.

CARRIED

16/06/13:10 MOTION
Mazurek/Armutlu
Be it resolved that the Executive Director, Finance and Service Coordinator, Treasurer and Internal Affairs Coordinator be authorized to identify and dispose of unused, faulty or broken furniture and equipment;
Be it resolved that a list of the items disposed of be presented for ratification to a future meeting.

CARRIED

5.3 Campaigns and Events Committee

Ho reported that the Campaigns and Events Committee met on May 31, 2016. She reported on the barbecues scheduled for Wednesday and Thursday of the coming week and the need for members to sign up to assist with the events.

5.4 Policy and Bylaws Committee

Mazurek reported that the Policy and Bylaws Committee met on June 6, 2016 and provided highlights of the meeting. He said that members discussed the policy on reimbursement for transit expenses and the position descriptions in the bylaws. He said that the bylaws provided only very vague job descriptions for Executive positions and that vagueness enabled members to get elected, do very little, and not be held accountable. He reported that the Committee also discussed expanding the representative committee to enable more members to get involved.

Mazurek said that work would be undertaken to clean up the existing policy manual, review and amend outdated policies, and identify gaps in the policy manual to be filled by new policy.

16/06/13:N07 MOTION
Mazurek/Wittayaworapat
Be it resolved that a draft policy amendment be developed to enable reimbursement of transit costs.

CARRIED

5.5 Executive Committee

Armutlu reported that the Executive Committee met on May 31 and June 7, 2016. He provided highlights of the meetings and reported that the Executive meetings had focused on the planning day set for July 8, 2016 and ways to improve services and facilities at the Coquitlam campus.

16/06/13:11 MOTION
Armutlu/Wittayaworapat
Be it resolved that \$3,000 plus applicable taxes be allocated to constructing a third office in the Coquitlam Campus space; and,
Be it resolved that \$2,500 plus applicable taxes and delivery be allocated to the purchase of updated office furniture for the new office space.

CARRIED

PAGE 4 – MINUTES

Douglas Students' Union Representative Committee
Monday, June 13, 2016 • Room A1150, Coquitlam Campus

5.7 Adoption of Committee Notes

16/06/13:12

MOTION

Mazurek/Hundal

Be it resolved that the meeting notes for the May 31 and June 7, 2016 meetings of the Executive Committee be adopted;

Be it further resolved that the meeting notes for the May 31, 2016 meeting of the Campaign and Events Committee be adopted;

Be it further resolved that the meeting notes for the June 6, 2016 meeting of the Building and Services Committee be adopted; and

Be it further resolved that the meeting notes for the June 6, 2016 meeting of the Policy and Bylaws Committee be adopted.

CARRIED

6. CONFIDENTIAL SESSION*

6.1 Report of the Labour Committee

Klassen said that the Labour Committee will report on labour relations and human resource issues.

10:12 the meeting moved in-camera.

6.2 Legal Affairs

10:36 the meeting moved ex-camera.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

Klassen said that there were no capital items for approval.

7.2 Operational Items

16/06/13:13

MOTION

Armutlu/Mazurek

Be it resolved that a subscription to Adobe Creative Cloud be purchased.

Beasley said that the cost was approximately \$50 per month USD.

16/06/13:13 CARRIED

7.3 Work Reports

16/06/13:14

MOTION

Mazurek/Hundal

Be it resolved that the May 2016 Work Report of Pride Representative Tanysha Klassen be adopted.

CARRIED

16/06/13:15

MOTION

Mazurek/Wittayaworapat

Be it resolved that the May 2016 Work Report of Member at Large Prabjot Hundal be adopted.

CARRIED

16/06/13:16

MOTION

Hundal/Mazurek

Be it resolved that the May 2016 Work Report of Member at Large Paul Wittayaworapat be adopted.

CARRIED

8. OLD BUSINESS

8.1 New Westminster Pride

Klassen reported that they were working on a proposal to host an event in support of New Westminster Pride. Klassen said that an event was already scheduled at the Paddlewheeler Pub so they were no longer recommending having a separate pub event. They said that a proposal to support the existing event at the Paddlewheeler Pub would be forthcoming.

8.2 Douglas College Health and Safety Committee Representative

Klassen said that at a previous meeting nominations were opened for two members to sit on the above noted committee. Klassen said that nominations for the two seats remained open and that two general members had applied to fill the seats.

Ho presented the applications of the two general members seeking appointment.

16/06/13:17 MOTION

Wittayaworapat/Hundal

Be it resolved that Jennifer Oluka and Harita Thaker be appointed to fill the two students representative seats on the the Douglas College Health and Safety Committee.

CARRIED

9. NEW BUSINESS

9.1 Whitecaps Pride Night

Klassen presented a proposal to sponsor a Pride Night at the Whitecaps.

16/06/13:18 MOTION

Wittayaworapat/Hundal

Be it resolved that a sponsorship of \$1,000 be provided to the Vancouver Whitecaps in support of their Pride Night.

Klassen provided an overview of the event and said that it would occur on July 13.

16/06/13:18 CARRIED

9.2 National Aboriginal Day

16/06/13:19 MOTION

Mazurek/Wittayaworapat

Be it resolved that \$2,000 be allocated to supporting National Aboriginal Day celebrations at the New Westminster and Coquitlam campuses.

Ho presented a proposal to support National Aboriginal Day events each campus.

16/06/13:19 CARRIED

10. OTHER BUSINESS

Armutlu said that the end of the month financial reports were done and that they would be discussed at the following Budget Committee meeting.

Beasley spoke about the solicitation of ISIC discounts for the 2016/17 year.

11. NEXT MEETING

Klassen announced that the following meeting would occur at

12. ANNOUNCEMENTS

No announcements were made.

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Douglas Students' Union Representative Committee
Monday, June 13, 2016 • Room A1150, Coquitlam Campus


13. ADJOURNMENT

Klassen declared the meeting adjourned.

11:02 the meeting adjourned.

Adopted at the Representative Committee meeting held June, 27, 2016


Jerzy Mazurek
Internal Coordinator


Steven Beasley
Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, June 27, 2016 • Room 207, Students' Union Building – New Westminster Campus

9:15 the meeting was called to order by Prabhjot Hundal. Attendance was as follows:

Committee Members Present

Aboriginal Representative.....Sahara Tom
David Lam Coordinator/Performing Arts CoordinatorMeredith Graham
Internal Relations CoordinatorJerzy Mazurek
Member at Large.....Prabhjot Hundal
Member at Large.....Paul Wittayaworapat
Pride RepresentativeTanysha Klassen
Treasurer/Staff Relations OfficerAran Armutlu

Committee Members Absent

Disabled Students' Representative.....Sterling Hillman

Committee Members On Leave of Absence

College Relations Coordinator/Clubs CoordinatorMonique Paulino
External Relations CoordinatorSurya Viswanathan
Member at Large.....Manuel Peña
Women's Representative/Federation RepresentativeIman Abdulla

Staff Present

College Relations and Membership Outreach CoordinatorTracy Ho
Executive Director.....Steven Beasley

Quorum was declared to be present.

Hundal noted that Hillman sent their regrets.

1. ADOPTION OF THE AGENDA

16/06/27:01 MOTION

Graham/Klassen

Be it resolved that the agenda be adopted as presented.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Hundal acknowledged the traditional and unceded territory of the Qayqayt First Nation.

3. ADOPTION OF MINUTES

16/06/27:02 MOTION

Mazurek/Tom

Be it resolved that the minutes of the Representative Committee meeting held June 13, 2016 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

No report was provided.

4.2 Building and Services Committee

Hundal reported that the Building and Services Committee had not met since the past meeting.

Mazurek provided a report on the execution of directives passed at the June 13 meeting. He noted some operational changes to the Food Bank Service.

Beasley reported on changes to office allocations, office cleanup and organization, and the purchase

PAGE 2 – MINUTES

Douglas Students' Union Representative Committee

Monday, June 27, 2016 • Room 207, Students' Union Building – New Westminster Campus

of new office furniture.

4.3 Campaigns and Events Committee

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

Ho reported that the committee would meet on Tuesday, June 28.

4.4 Policy and Bylaws Committee

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

4.5 Executive Committee

Armutlu reported on the Executive Committee meeting held on June 21, 2016.

16/06/27:03

MOTION

Klassen/Mazurek

Be it resolved that \$20,000 be allocated to the purchase of branded materials for members;
and

Be it further resolved that branded items be sourced from the BC Federation of Students'
ethical bulk purchasing service.

CARRIED

4.6 Adoption of Committee Notes

16/06/27:04

MOTION

Armutlu/Wittayaworapat

Be it resolved that the meeting notes for the June 21, 2016 meeting of the Executive
Committee be adopted.

CARRIED

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Ho reported on the Board of Governors meeting held June 23, 2016.

5.2 Education Council

Beasley reported on the Education Council meeting held June 20, 2016.

5.3 General Relations with Douglas College

Beasley reported on the Joint Operations Committee meeting held June 16, 2016.

Armutlu reported on the Senior Management Team meeting held June 21, 2016.

Beasley reported on a meeting he held with Chris Gardner, Director of Facilities and Ancillary
Services, regarding improvements to the Students' Union's space at the Coquitlam Campus.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee

9:46 the meeting moved in-camera. Beasley and Ho left the meeting.

9:58 the meeting moved ex camera. Beasley and Ho rejoined the meeting.

6.2 Legal Affairs

No report was provided.

6.3 Motions Arising from the Confidential Session

- 16/06/27:05 MOTION**
Armutlu/Klassen
Be it resolved that the letter of understanding with CUPE 2396 dated June 16, 2016 be ratified.
CARRIED
- 16/06/27:06 MOTION**
Wittayaworapat/Tom
Be it resolved that Armutlu and Klassen be appointed as the Employer Representatives on the Hiring Committee for the ongoing DLC Student Assistant posting; and
Be it further resolved that the Hiring Committee's membership of Armutlu, Beasley, Gordon, Klassen and Singh be ratified.
CARRIED
- 16/06/27:07 MOTION**
Wittayaworapat/Graham
Be it resolved that a posting be created for the position of David Lam Organizer and that a Hiring Committee for that position be struck; and
Be it further resolved that Armutlu and Graham be appointed as the Employer Representatives on that Hiring Committee.
CARRIED

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

Beasley reported that a number of office chairs were in a poor state of repair and needed replacement. He said that three quotes had been obtained that ranged from upwards of \$500 per chair to just below \$300. He said that the median price for a quality, ergonomic chair was \$350.

- 16/06/27:08 MOTION**
Wittayaworapat/Klassen
Be it resolved that four office chairs be purchased for not more than \$350 plus taxes and delivery charges.
CARRIED
- 16/06/27:09 MOTION**
Graham/Klassen
Be it resolved that up to \$2,500 plus applicable taxes and delivery charges be allocated to the purchase of new office furniture for the Campus Life Coordinator's office.

Beasley reported on quotes gathered for replacement office furniture, including a sit-stand desk.

- 16/06/27:09 CARRIED**

7.2 Operational Items

- 16/06/27:10 MOTION**
Wittayaworapat/Tom
Be it resolved that the expense of \$2,000 in graphic design be ratified.
Ho reported that the motion was to approve the final bill for the previously approved graphic design work to produce the 2016/17 member handbook and some miscellaneous posters.
- 16/06/27:10 CARRIED**

PAGE 4 – MINUTES

Douglas Students' Union Representative Committee

Monday, June 27, 2016 • Room 207, Students' Union Building – New Westminster Campus

7.3 Work Reports

16/06/27:11

MOTION

Klassen/Mazurek

Be it resolved that the work report of Treasurer Aran Armutlu for June 2016 be received.

CARRIED

16/06/27:12

MOTION

Armutlu/Klassen

Be it resolved that the work report of Internal Coordinator Jerzy Mazurek for June 2016 be received.

16/06/27:13

MOTION TO POSTONE

Armutlu/ Wittayaworapat

Be it resolved that Motion-16/06/27:13 be postponed to the following meeting.

CARRIED

16/06/27:12

POSTPONED

16/06/27:13

MOTION

Mazurek/Armutlu

Be it resolved that the work report of David Lam Coordinator Meredith Graham for June 2016 be received.

CARRIED

8. OLD BUSINESS

8.1 New Westminster Pride

No report was provided.

8.2 Executive and Staff Retreat

Beasley provided a report on planning for the retreat undertaken to-date.

16/06/27:14

MOTION

Wittayaworapat/Armutlu

Be it resolved that a budget of \$1,500 be allocated to the Executive and Staff Retreat scheduled for July 7, 2016.

CARRIED

10:17 Graham left the meeting.

9. NEW BUSINESS

No new business was presented.

10. OTHER BUSINESS

Ho reported on changes to the garbage and recycling collection protocols at the College and explained how the changes affected the Students' Union.

Beasley reported on the upcoming Semi-annual general meeting of British Columbia Federation of Students happening at Vancouver Island University between August 11 and 14, 2016. He said that the Executive Committee would be considering what motions the local could serve for consideration at the meeting.

11. NEXT MEETING

Hundal reported that the Representative Committee was scheduled to meet on Monday, July 11, 2016 at the David Lam Campus.

12. ANNOUNCEMENTS

Klassen asked for assistance with tabling for the Whitecaps Pride Night event over the coming week.

13. ADJOURNMENT

16/06/27:15 **MOTION**
Armutlu/Klassen

Be it resolved that the meeting be adjourned.

CARRIED

10:37 the meeting was adjourned.

Adopted at the Representative Committee meeting held July 11, 2016


Jerzy Mazurek
Internal Coordinator


Steven Beasley
Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, July 11, 2016 • Room A1150 – Coquitlam Campus

9:17 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
Disabled Students' Representative	Sterling Hillman
External Relations Coordinator	Surya Viswanathan
Member at Large.....	Paul Wittayaworapat
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu
Women's Representative/Federation Representative	Iman Abdulla

Committee Members Absent

Internal Relations Coordinator	Jerzy Mazurek
Member at Large.....	Prabhjot Hundal

Committee Members On Leave of Absence

College Relations Coordinator/Clubs Coordinator	Monique Paulino
Member at Large.....	Manuel Peña

Staff Present

Campus Life Coordinator	Deepa Singh
College Relations and Membership Outreach Coordinator	Tracy Ho
Executive Director.....	Steven Beasley

Others Present

General Member/Other Press.....	Jamal Al Bayaa
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Quorum was declared to be present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/07/11:01 MOTION
Hillman/Wittayaworapat

Be it resolved that the minutes of the agenda be adopted.

CARRIED

16/07/11:02 MOTION
Graham/Abdulla

Be it resolved that Mazurek be granted a leave of absence between July 10 and August 1, 2016.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the traditional territory of the Kwitkwetlem First Nation.

3. ADOPTION OF MINUTES

The minutes of the past meeting will be presented for adoption.

16/07/11:03 MOTION
Abdulla/Wittayaworapat

Be it resolved that the minutes of the Representative Committee meeting held June 27, 2016 be adopted.

CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

Armutlu reported that the Budget Committee has not met since the past meeting of the Representative Committee.

4.2 Building and Services Committee

Armutlu reported on the Building and Services Committee meeting held on July 4, 2016. He reported on the disposal of broken furniture.

16/07/11:04

MOTION

Hillman/Wittayaworapat

Be it resolved that \$1,200 plus taxes and delivery charges be allocated to create a custom mirrored desk extension for the existing custom desk in room 216.

CARRIED

4.3 Campaigns and Events Committee

Armutlu reported that the Campaigns and Events Committee met on June 28, 2016. Armutlu provided highlights of the meeting including summer social events, coming events in the fall of 2016, and planning for Edge specifically.

4.4 Policy and Bylaws Committee

Klassen reported that the Policy and Bylaws Committee met on July 4, 2016.

16/07/11:05

MOTION

Hillman/Graham

Be it resolved that first reading and notice of motion be served on Policy 10.01, Policies and Procedures.

CARRIED

16/07/11:06

MOTION

Wittayaworapat/Hillman

Be it resolved that first reading and notice of motion be served on Policy 20.01, Budgeting Principles and Policies;

Be it further resolved that first reading and notice of motion be served on Policy 20.02, Board and Staff Expenses;

Be it further resolved that first reading and notice of motion be served on Policy 20.03, Signing Officers; and

Be it further resolved that first reading and notice of motion be served on amendments to Policy Manual Section N, Finance Policy.

Members discussed various travel expense items and their inclusion in the policy. It was noted that parking expenses were not explicitly referenced.

16/07/11:06

CARRIED

4.5 Executive Committee

Armutlu said that the Executive Committee had not met since the past meeting of the Representative Committee

4.6 Adoption of Committee Notes

16/07/11:07

MOTION

Graham/Wittayaworapat

Be it resolved that the meeting notes for the July 4, 2016 meeting of the Policy and Bylaws Committee, the July 4, 2016 meeting of the Building and Services Committee, and the June 28, 2016 meeting of the Campaigns and Events Committee be received.

CARRIED

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

Klassen said that several meetings had occurred with Douglas College regarding Edge, Welcome Weeks and New Student Orientation since the past meeting of the Representative Committee. She asked that Armutlu report on the meetings.

Armutlu reported on a meeting held with organizers of the Edge event and said that the meeting discussed the division of work between the Students' Union and the College. He also reported on a meeting with the organizers for New Student Orientation, the Edge event, International Student Orientation and Parents' Orientation.

6. CONFIDENTIAL SESSION

6.1 Report of the Labour Committee (in-camera without staff)

09:49 the meeting moved in-camera. Beasley, Ho and Singh left the meeting.

10:02 Beasley, Ho and Singh rejoined the meeting.

6.2 Legal Affairs

10:03 The regular meeting resumed.

6.3 Motions Arising from the Confidential Session

16/07/11:08 MOTION

Graham/Hillman

Be it resolved that the hiring of Katrina Tran and Meghan Weisgerber as Student Assistants working at the David Lam Campus office.

CARRIED

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

Klassen said there were no capital expenses for ratification.

7.2 Operational Items

Klassen said there were no operational expenses for ratification.

7.3 Work Reports

Klassen said that there was an outstanding motion to approve the June 2016 work report for Mazurek that had been postponed from a past meeting.

16/06/27:12 MOTION

Armutlu/Klassen

Be it resolved that the work report of Internal Coordinator Jerzy Mazurek for June 2016 be received.

CARRIED

16/07/11:09 MOTION

Graham/Hillman

Be it resolved that the work report of Pride Representative Tanysha Klassen for June 2016 be received.

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Douglas Students' Union Representative Committee
Monday, July 11, 2016 • Room A1150 – Coquitlam Campus

CARRIED

16/07/11:10

MOTION

Armutlu/Graham

Be it resolved that the work report of Member at Large Paul Wittayaworapat for June 2016 be received.

CARRIED

16/07/11:11

MOTION

Wittayaworapat/Armutlu

Be it resolved that the work report of Disabled Students' Representative Sterling Hillman for June 2016 be received.

CARRIED

16/07/11:12

MOTION

Armutlu/Wittayaworapat

Be it resolved that the work report of Member at Large Prabjot Hundal for June 2016 be received.

CARRIED

16/07/11:13

MOTION

Graham/Wittayaworapat

Be it resolved that the work report for Women's Representative Iman Abdulla for June 2016 be received.

CARRIED

8. OLD BUSINESS

8.1 New Westminster Pride

Klassen reported on her work to develop a plan to support New Westminster Pride 2016.

16/07/11:14

MOTION

Graham/Wittayaworapat

Be it resolved that \$750 from the Special Events budget be allocated to supporting New Westminster Pride events; and,

Be it further resolved that the funds be used to sponsor food and refreshments at Pride events, and to cover the cost of supplies to create tie dye pride shirts.

CARRIED

8.2 Executive and Staff Retreat

Beasley reported on planning retreat held July 7, 2016. He said that a report on the plans developed at the retreat would be presented to the Representative Committee following the event.

8.3 Office Re-organization and Office Furniture Purchases

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

9. NEW BUSINESS

9.1 August 2016 BCFS Semi-annual General Meeting

Klassen said that the BCFS semi-annual general meeting was scheduled to occur between August 11 and 14, 2016 at Vancouver Island University. She said that the Representative Committee needed to select delegates.

16/07/11:15 MOTION
Graham/Abdulla

Be it resolved that six delegates be sent to the 2016 Semi-annual General Meeting BC Federation of Students, and

Be it further resolved that the delegation include College Relations and Membership Outreach Coordinator Tracy Ho and BC Executive Committee Representative Iman Abdulla.

Members discussed the bylaw regarding delegate numbers and considered that the limitation outlined in the bylaws was not reasonable, nor considered that the organization had not sent delegates to the national general meeting, which cost far more than the BC general meeting. It was also raised that the bylaw did not recognize that one staff person formed part of the delegation, thereby meaning that the number of directors who could participate was only five.

16/07/11:16 MOTION TO AMEND
Armutlu/Graham

Be it resolved that Motion-16/07/11-15 be amended by replacing "six delegates" with "seven delegates".

CARRIED

16/07/11:15 CARRIED AS AMENDED

16/07/11:17 MOTION
Armutlu/Wittayaworapat

Be it resolved that nominations be opened for five delegates to the 2016 Semi-annual general meeting of the BC Federation of Students.

CARRIED

Armutlu, Graham, Klassen, Paulino and Viswanathan were nominated.

16/07/11:18 MOTION
Abdulla/Graham

Be it resolved that nominations be closed; and

Be it further resolved that Armutlu, Graham, Klassen, Paulino and Viswanathan be designated as delegates to the 2016 Semi-annual general meeting of the BC Federation of Students.

CARRIED

Beasley presented five motions developed for the upcoming general meeting. He said that a sixth was being written.

The meeting reviewed the motions and no objections to their submission was raised.

10. OTHER BUSINESS

Hillman presented a proposal to launch a YouTube channel for member relations videos.

Ho said that she supported the idea of a YouTube channel but said it needed to be part of a broader member relations and communications strategy.

16/07/11:19 MOTION
Hillman/Wittayaworapat

Be it resolved that an ad hoc committee be struck to consider the development of a communication strategy for member relations work.

CARRIED

11. NEXT MEETING

Klassen said that the Representative Committee was scheduled to meet on Monday, July 25, 2016 at the New Westminster Campus.

PAGE 6 – MINUTES

Douglas Students' Union Representative Committee
Monday, July 11, 2016 • Room A1150 – Coquitlam Campus

12. ANNOUNCEMENTS

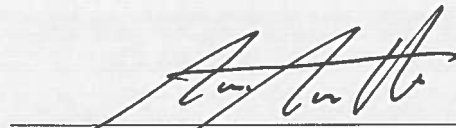
No announcements were made.


13. ADJOURNMENT

Klassen announced that the meeting was adjourned.

11:05 the meeting was adjourned.

Adopted at the Representative Committee meeting held July 25, 2016



Aran Armutlu
Treasurer

Steven Beasley
Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, July 25, 2016 • Students' Union Building – New Westminster Campus

9:30 the meeting was called to order by Prabhjot Hundal. Attendance was as follows:

Committee Members Present

External Relations Coordinator	Surya Viswanathan
Member at Large.....	Paul Wittayaworapat
Member at Large.....	Prabhjot Hundal
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

Aboriginal Representative.....	Sahara Tom
David Lam Coordinator/Performing Arts Coordinator	Meredith Graham
Disabled Students' Representative.....	Sterling Hillman
Women's Representative/Federation Representative	Iman Abdulla

Committee Members On Leave of Absence

College Relations Coordinator/Clubs Coordinator	Monique Paulino
Internal Relations Coordinator	Jerzy Mazurek
Member at Large.....	Manuel Peña

Staff Present

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

Others Present

General Member/Other Press.....	Jamal Al Bayaa
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Quorum was declared to be present.

Hundal noted that Abdulla and Graham sent their regrets.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/07/25:01 MOTION

Wittayaworapat/Klassen

Be it resolved that the minutes of the agenda be adopted.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Hundal acknowledged the traditional and unceded territory of the Qayqayt First Nation.

3. ADOPTION OF MINUTES

16/07/25:02 MOTION

Viswanathan/Wittayaworapat

Be it resolved that the minutes of the Representative Committee meeting held July 11, 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

PAGE 2 – MINUTES

Douglas Students' Union Representative Committee

Monday, July 25, 2016 • Students' Union Building – New Westminster Campus

Representative Committee.

4.3 Campaigns and Events Committee

Viswanathan provided a report on the July 12, 2016 meeting Campaigns and Events Committee. He spoke about planning for the upcoming Splashdown Park trip, planning for September events and the work of the committee over the coming month.

4.4 Policy and Bylaws Committee

Ho noted that the Committee had not met but that there outstanding policies for adoption.

Beasley provided an overview of the policies for adoption.

16/07/25:03 MOTION

Klassen/Tanysha

Be it resolved that Policy 10.01, Policies and Procedures, be adopted.

CARRIED (UNANIMOUS)

16/07/25:04 MOTION

Klassen/Wittayaworapat

Be it resolved that Policy 20.02, Board and Staff Expenses, be adopted; and

Be it further resolved that Policy 20.03, Signing Officers, be adopted; and

Be it further resolved that Policy Manual Section N, Finance Policy, be adopted as amended.

CARRIED (UNANIMOUS)

Beasley provided an overview of the proposed procedure.

16/07/25:05 MOTION

Paul/Tanysha

Be it further resolved that Procedure 20.02-01 be adopted.

CARRIED

4.5 Executive Committee

Armutlu provided a report on the Executive Committee meeting held July 12, 2016.

Beasley discussed the creation of portfolios for the Members at Large that would provide a focus to their work over the year. He said that the three proposed portfolios were focus on events, campaigns and membership outreach respectively.

Members discussed the creation of Member At Large portfolios.

4.6 Adoption of Committee Notes

16/07/25:06 MOTION

Klassen/Armutlu

Be it resolved that the meeting notes for the July 12, 2016 meeting of the Campaigns and Events Committee and and the July 12, 2016 meeting of the Executive Committee be received.

CARRIED

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

Hundal reported that the Board of Governors had not met since the past meeting of the Representative Committee and that there was no report.

5.2 Education Council

Hundal reported that the Education Council had not met since the past meeting of the Representative Committee and that there was no report.

5.3 General Relations with Douglas College

Beasley reported on a meeting he held with Director of Student Affairs and Services Duane Seibel.

6. CONFIDENTIAL SESSION

9:55 the meeting moved in-camera without staff or observers. Beasley, Ho and Al Bayaa left the meeting.

6.1 Report of the Labour Committee (in-camera without staff)

9:58 Beasley and Ho rejoined the meeting.

6.2 Legal Affairs

10:28 the meeting moved ex-camera.

6.3 Motions Arising from the Confidential Session

No items arose from the in-camera session that required a resolution.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

There were no capital expenses for ratification.

7.2 Operational Items

16/07/25:07 **MOTION**
Klassen/Wittayaworapat

Be it resolved that \$200 plus tax be approved for the production of four sets of business cards.

CARRIED

7.3 Work Reports

16/07/25:08 **MOTION**
Wittayaworapat/Klassen

Be it resolved that the work report of Treasurer Aran Armutlu for July 2016 be received.

CARRIED

16/07/25:09 **MOTION**
Klassen/Wittayaworapat

Be it resolved that the work report of David Lam Representative Meredith Graham for July 2016 be received.

CARRIED

16/07/25:10 **MOTION**
Armutlu/Klassen

Be it resolved that the work report of External Relations Coordinator Surya Viswanathan for July 2016 be received.

CARRIED

8. OLD BUSINESS

8.1 Executive and Staff Retreat

Beasley reported that preparation of the report from the planning retreat was ongoing. He said that the notes from the day had been transcribed and that the report had been started.

8.2 Office Re-organization and Office Furniture Purchases

Beasley reported on the ongoing office re-organization and related office furniture purchases. He said that the furniture for both the Executive Director and Campus Life Coordinator offices had been purchased and that the expenses were approximately \$2,000 lower than the budget that had been

set.

9. NEW BUSINESS

9.1 Staff Signing Officers

16/07/25:11

MOTION

Klassen/Wittayaworapat

Be it resolved that Executive Director Beasley and College Relations Officer Ho be ratified as the two staff signing officers.

CARRIED

9.2 Healthy Drink Service

Ho reported on the development of a healthy drink service under a vending model and a series of events. She said that work was underway to acquire a new vending machine that would be exclusively healthy juices.

16/07/25:12

MOTION

Wittayaworapat/Viswanathan

Be it resolved that a vending option be sourced to provide a healthy drink service.

CARRIED

10. OTHER BUSINESS

Armutlu reported on his attendance at the U-Pass Advisory Committee Student Caucus and the students' unions plans for the 2016/17 renewal.

Beasley reported on a meeting he had with the Executive Directors of the Students' Union of Vancouver Community College and Emily Carr Students' Union regarding the U-pass renewal strategy.

10:55 Al Bayaa rejoined the meeting.

11. NEXT MEETING

Hundal reported that the following meeting of the Representative Committee was scheduled to meet on Monday, August 8, 2016 in room A1230 of the Coquitlam campus.

Ho asked for members' schedules to select a better time for the Representative Committee to meet in the fall semester. She also reviewed upcoming committee meetings.

12. ANNOUNCEMENTS

Klassen reminded members of upcoming pride events and asked participants to contact them.

13. ADJOURNMENT

10:59 the meeting adjourned.

Adopted at the Representative Committee meeting held August 8, 2016


Aran Armutlu
Treasurer
Steven Beasley
Executive Director

MINUTES

Douglas Students' Union Representative Committee
Monday, August 08, 2016 • Room A1230 – Coquitlam Campus

9:10 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
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.....	Paul Wittayaworapat
Pride Representative	Tanysha Klassen
Treasurer/Staff Relations Officer	Aran Armutlu

Committee Members Absent

Member at Large.....	Prabhjot Hundal
Women's Representative/Federation Representative	Iman Abdulla

Committee Members On Leave of Absence

Member at Large.....	Manuel Peña
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Staff Present

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

Others Present

General Member/Other Press.....	Jamal Al Bayaa
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Quorum was declared to be present.

Klassen noted that Abdulla and Hundal sent their regrets.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/08/08:01 MOTION

Wittayaworapat/Paulino

Be it resolved that the agenda be adopted.

CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Klassen acknowledged the traditional territory of the Kwikwetlem First Nation.

3. ADOPTION OF MINUTES

16/08/08:02 MOTION

Wittayaworapat/Armutlu

Be it resolved that the minutes of the Representative Committee meeting held July 25, 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 met July 26, 2016 to discuss a campaigns plan for the 2016-17 year.

Ho provided a report on the meeting and discussed the campaign plan. She said that the plan had not yet been put to paper but would be prior the following meeting of the Representative Committee.

4.4 Policy and Bylaws Committee

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

4.5 Executive Committee

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

4.6 Adoption of Committee Notes

Klassen said 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

Beasley reported on ongoing discussion with Chris Gardiner, Director of Facilities, regarding campus food services. He reported that a committee on campus food service was being developed, and this committee would provide an opportunity to take food service issues directly to the contacted service provided.

Graham reported on a meeting with Karen Collins, Health and Safety Coordinator for the Coquitlam Campus, regarding the location of the smoking area at the Coquitlam campus. She said that the College deemed moving the smoking area as a low priority issue, but that there was support for moving the space eventually. She reported that a study was conducted about a better location and there were both pros and cons to the new locations considered. She said that Collins said the issue could be elevated in priority if there was a movement of students that accompanied a survey.

6. CONFIDENTIAL SESSION*

9:25 the meeting moved in-camera without staff. Al Bayaa, Beasley and Ho left the meeting.

6.1 Report of the Labour Committee (in-camera without staff)

9:27 Beasley and Ho rejoined the meeting.

6.2 Legal Affairs

9:29 the meeting moved ex camera.

6.3 Motions Arising from the Confidential Session

16/08/08:03 MOTION
Armutlu/Paulino

Be it resolved that a hiring committee be struck for additional Student Assistants for the Coquitlam Campus Kiosk.

CARRIED

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

16/08/08:04 MOTION

Wittayaworapat/Armutlu

Be it resolved that \$7,500 plus taxes, assembly and delivery charges be allocated to the purchase of meeting room furniture for the Students' Union Building.

Beasley reported on the purchase of meeting room furniture for underused spaces in the Students' Union Building.

16/08/08:04 CARRIED

16/08/08:05 MOTION

Armutlu/Wittayaworapat

Be it resolved that a replacement office photocopier for the Students' Union Building be purchased; and

Be it further resolved that a new desktop printer/copier be purchased to replace the photocopier in the Students' Union Kiosk at the Coquitlam Campus; and

Be it further resolved that a photocopier be purchased for general member use in the Students' Union Lounge at the Coquitlam campus.

Beasley reported on the purchase of new copiers for both of the Students' Union's offices. He said that both office copiers were not functioning and needed to be replaced.

16/08/08:05 CARRIED

7.2 Operational Items

16/08/08:06 MOTION

Wittayaworapat/Armutlu

Be it resolved that \$400 be allocated to purchase an XXL Giant Jenga set.

CARRIED

7.3 Work Reports

16/08/08:07 MOTION

Wittayaworapat/Graham

Be it resolved that July work report for Klassen be approved.

CARRIED

16/08/08:08 MOTION

Mazurek/Graham

Be it resolved that July work report for Wittayaworapat be approved.

CARRIED

16/08/08:09 MOTION

Wittayaworapat/Mazurek

Be it resolved that July work report for Hundal be approved.

CARRIED

8. OLD BUSINESS

8.1 Executive and Staff Retreat

16/08/08:10 MOTION

Armutlu/Graham

Be it resolved that draft 2016/17 Strategic Plan be approved in principle.

Beasley presented the first draft of the strategic planning document and reviewed the objectives and

goals for the year.

16/08/08:10 CARRIED

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 Splashdown Park Event

Viswanathan reported that the Splashdown Park event was cancelled due to lack of participation. He said that the deposit was lost but that the loss on the event would have been far greater if the event had gone ahead in small numbers.

8.4 Healthy Drink Service

Viswanathan reported on a meeting held with Ryan Vending regarding the creation of a healthy drink service. He said that the Students' Union's current vending machines were not well used and offered the same products as Douglas College. He said that providing a healthy food option would give members a reason to come to the SUB for products not available elsewhere. He also reported on the existence of a vending app that enabled members to pay for items online and access them with a tap system using their phones.

9. NEW BUSINESS

9.1 Policy to Define Office and Service Hours

16/08/08:11 MOTION

Wittayaworapat/Paulino

Be it resolved that first reading and notice of motion be served on Policy 30.01, Hours of Operation and Service Provision.

Beasley presented a draft policy for first reading and reviewed the policy's content and purpose.

Members discussed the policy and considered the merits of extended hours for both the front-line service offices and general student space.

16/08/08:11 CARRIED

9.2 Health and Dental Plan Renewal

16/08/08:12 MOTION

Armutlu/Wittayaworapat

Be it resolved that that the health and dental plan renewal be accepted as presented.

CARRIED

10. OTHER BUSINESS

Ho asked for members' class schedules. She said that most members had already sent their schedules but that a few had not, which was delaying the scheduling of Representative Committee meetings.

Ho reported on a conference on sexualized violence on campuses being held by the University of British Columbia.

11. NEXT MEETING

Klassen reported that the following meeting of the Representative Committee was scheduled to meet on Monday, August 22, 2016 in room 207 of the Students' Union Building.

12. ANNOUNCEMENTS

Klassen reminded members of the date and times of the New Westminster Pride events.

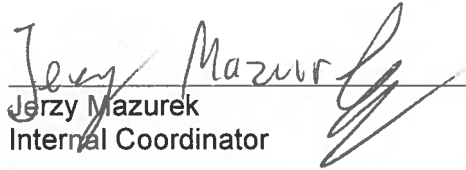
Graham announced the dates for the Miles for Mental Health, a walk to raise awareness for the Canadian Mental Health Coalition.

Ho said that September 10 was the Douglas student leadership training day, which was designed to replace the retreat held in past years. She encouraged members to participate.

13. ADJOURNMENT

11.03 the meeting was adjourned.

Adopted at the Representative Committee meeting held August 22, 2016


Jerzy Mazurek
Internal Coordinator


Steven Beasley
Executive Director

MINUTES

Douglas Students' Union Representative Committee

Monday, August 22, 2016 • Room 207, Students' Union Building – New Westminster Campus

9:10 the meeting was called to order by Jerzy Mazurek. Attendance was as follows:

Committee Members Present

College Relations Coordinator/Clubs Coordinator	Monique Paulino
David Lam Coordinator/Performing Arts Coordinator	Meredith Graham
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
Women's Representative/Federation Representative	Iman Abdulla

Committee Members Absent

Aboriginal Representative.....	Sahara Tom
Disabled Students' Representative.....	Sterling Hillman

Committee Members On Leave of Absence

Member at Large.....	Manuel Peña
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Staff Present

Campus Life Coordinator	Deepa Singh
College Relations and Membership Outreach Coordinator	Tracy Ho
Executive Director.....	Steven Beasley

Others Present

General Member/Other Press.....	Jamal Al Bayaa
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Quorum was declared to be present.

1. ADOPTION OF THE AGENDA AND REVIEW OF MEMBERSHIP

16/08/22:01 **MOTION**
Wittayaworapat/Klassen
Be it resolved that the agenda be adopted.
CARRIED

2. ACKNOWLEDGEMENT OF TERRITORY

Mazurek acknowledge the traditional territory of the Qayqayt First Nation.

3. ADOPTION OF MINUTES

16/08/22:02 **MOTION**
Paulino/Hundal
Be it resolved that the minutes of the Representative Committee meeting held August 8, 2016 be adopted.
CARRIED

4. STANDING COMMITTEES REPORTS

4.1 Budget Committee

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

9:13 Armutlu joined the meeting.

4.2 Building and Services Committee

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

4.3 Campaigns and Events Committee

Ho reported on the Campaigns and Events Committee met on August 16 and held a special welcome events planning meeting on August 18.

4.4 Policy and Bylaws Committee

Mazurek 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 on August 16. He reported on the purchase of new copiers, the U-Pass strategy and office organization.

Ho reported on a town hall meeting being held by local MLA Judy Darcy at which she was asked to speak.

Ho reported on the review of bursaries and noted that the new bursary being developed for international students would be tied to an endowment that needed funding.

16/08/22:03 MOTION

Hundal/Armutlu

Be it resolved that \$20,000 be allocated to an endowment fund to support an annual award for international students contingent on matching funds being provided by both the Foundation and International Education.

Members discussed the proposal.

16/08/22:03 CARRIED

4.6 Adoption of Committee Notes

16/08/22:04 MOTION

Armutlu/Graham

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

CARRIED

5. REPORT ON COLLEGE RELATIONS

5.1 Board of Governors

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

5.2 Education Council

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

5.3 General Relations with Douglas College

Beasley reported on a meeting held with Chris Gardiner, Director of Facilities and Ancillary Services, about food service provision and space allocation.

Graham reported on a meeting held with the Registrar's Office about improvements to enrolment management at the College.

6. CONFIDENTIAL SESSION*

9:39 the meeting moved in-camera without staff. Beasley, Ho and Singh left the room.

6.1 Report of the Labour Committee (in-camera without staff)

9:42 the meeting moved ex camera. Beasley, Ho and Singh returned to the meeting.

6.2 Legal Affairs

There were no legal issues to report.

6.3 Motions Arising from the Confidential Session

No motions were arising from the confidential session.

7. EXPENDITURE AND WORK REPORT APPROVALS

7.1 Capital Items

16/08/22:05 **MOTION**

Paulino/Wittayaworapat

Be it resolved that \$14,500 plus tax be allocated to the purchase of a Xerox 7855i for the New Westminster office; and

Be it further resolved that a service agreement be entered with Xerox Canada/Creatix Business Solutions to provide supplies and service for the Xerox copier.

CARRIED

16/08/22:06 **MOTION**

Klassen/Viswanathan

Be it resolved that \$6,000 plus tax be allocated to the purchase of a Canon 3330 for the Coquitlam office; and

Be it further resolved that a service agreement be entered with Canon Canada/Columbia Business Solutions to provide supplies and service for the Canon copier.

CARRIED

7.2 Operational Items

16/08/08:07 **MOTION**

Klassen/Hundal

Be it resolved that \$500 plus tax be allocated to the purchase of two standup banners.

CARRIED

7.3 Work Reports

16/08/08:08 **MOTION**

Wittayaworapat/Klassen

Be it resolved that the work report of Armutlu be adopted.

CARRIED

16/08/08:09 **MOTION**

Armutlu/Viswanathan

Be it resolved that the work report of Mazurek be adopted.

CARRIED

16/08/08:10 **MOTION**

Klassen/Abdulla

Be it resolved that the work report of Graham be adopted.

CARRIED

16/08/08:11 **MOTION**

Armutlu/Klassen

Be it resolved that the work report of Paulino be adopted.

Paulino reported on the U-Pass Advisory Committee Student Caucus Meeting held August 17, 2016.

16/08/08:11 CARRIED

8. OLD BUSINESS

8.1 Executive and Staff Retreat

Beasley reported on the development of the second draft of the Strategic Plan and noted that completion of the work would be delayed due to level of activity surrounding welcome and orientation events.

8.2 Office Re-organization and Office Furniture Purchases

Beasley reported that the planned purchases of additional office furniture would be delayed until the timelines for completion of the new office at the Coquitlam Campus was finalized.

8.3 Healthy Drink Service

Viswanathan said that work on the healthy drink service was ongoing and that the next step involved creating a list of suggested drinks. He said that he would convene an impromptu meeting following the Representative Committee meeting to brainstorm drink ideas.

8.4 Policy to Define Office and Service Hours

16/08/22:12 MOTION
Klassen/Paulino

Be it resolved that Policy 30.01, Hours of Operation and Service Provision, be adopted as revised.

CARRIED

9. NEW BUSINESS

No new business was presented at the meeting.

10. OTHER BUSINESS

16/08/22:13 MOTION
Klassen/Hundal

Be it resolved that Monique Paulino be appointed as the Douglas Students' Union Representative to the U-Pass Advisory Committee.

CARRIED

11. NEXT MEETING

Ho presented the meeting schedule for the fall semester.

16/08/22:14 MOTION
Klassen/Hundal

Be it resolved that the Representative Committee be scheduled to meet as follows:

- September 12 – 11am at the New Westminster Campus
- September 26 – 9am at the New Westminster Campus
- 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

CARRIED

Ho presented the schedule for meetings of the Executive Committee.

16/08/22:15 MOTION

Paulino/Wittayaworapat

Be it resolved that Executive meetings be scheduled as follows:

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

CARRIED

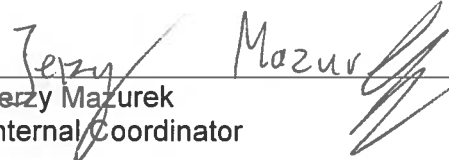
12. ANNOUNCEMENTS

Graham reported on the purchase of a goodbye present for the Student Engagement Manager Erin Biddlecombe, who is leaving Douglas College on August 31, 2016.

13. ADJOURNMENT

10:10 the meeting adjourned.

Adopted at the Representative Committee meeting held September 12, 2016


Jerzy Mazurek
Internal Coordinator


Steven Beasley
Executive Director