

## LSS Meeting Minutes – September 11, 2018

### *Attendance*

|                    |                          |   |                      |                       |   |
|--------------------|--------------------------|---|----------------------|-----------------------|---|
| Laura Edwards      | President                | X | Julia Genovese       | 2L Career Options Rep |   |
| Leyla Salmi        | VP Student Affairs       | X | Jeeti Bhupal         | 2L Articling Rep      | X |
|                    | VP Communications        |   | Maeve O'Neill Sanger | Co-Op Rep             | X |
| Kurtas Welch       | VP Finance               | X | Emily Beggs          | Social Coordinator    |   |
| Afsana Allidina    | General Secretary        | X | Craig McCue          | Social Coordinator    | X |
| Marissa Di Lorenzo | Sports and Clubs Rep     | X | Mark Finnbogason     | Health & Wellness Rep | X |
| Suzy Flader        | Equity and Diversity Rep |   | Julia Genovese       | 1L Rep                |   |
| Maleika Jeewanjee  | 3L Rep                   | X | Kurtas Welch         | 1L Rep                | X |
| Lola Churchman     | 3L Rep                   | X | Emily Beggs          | 1L ILSA Rep           |   |
| Steve Faryna       | ILSA Rep                 | X | Laura Floyd          | Accessibility Rep     | X |

### *Absent:*

- Suzy Flader (proxy – Laura Floyd)
- Julia Genovese (proxy – Maleika Jeewanjee)
- Emily Beggs (proxy – Craig McCue)

### **I. Call to Order**

### **II. Introductions**

- New direction for LSS this year
- We will host normal events, but not just have an emphasis on social events
  - o Emphasis on being more accessible and visible for people at all events
- LSS members should try to show up at club meetings and identify what your position is, so people know who you are who they can talk to

### **III. Communications**

- Importance of efficient communication strategy, both internally and externally
- Email as primary contact
  - o Check email daily

- Should respond to emails within 24 hours
- Email Laura by Sunday night if you want something on the agenda
  - You can bring up topics during “other business”, but can’t always guarantee there will be time
- We returned to old website because it was more user-friendly
  - Promote this website for student inquiries
  - Still fine-tuning the website, so let us know if there are things you notice on the website that need fixing

#### **IV. Bylaw amendment – next week**

#### **V. Club Funding Night**

- October 3<sup>rd</sup> 18:30 – 22:30
  - All club execs will be given this date after Clubs Day
- Mandatory for all LSS exec members
  - Need quorum to vote on each club proposal
  - If we don’t have enough people to vote, we can’t give clubs money
  - Talk to Laura if you can’t come

#### **VI. Lockers**

- Send your locker number to Leyla
- Registration is underway
  - Next day for registration is Thursday, Sept. 13
  - September 21<sup>st</sup> is deadline
    - After this date, Leyla will cut off locks that haven’t been registered
- Increased fee: \$10/semester, \$20/12 months
- Coffee locker is below #141 and Menstruation Station locker is #4
  - Mark will keep this locker stocked up with Health & Wellness budget

#### **VII. Elections**

- Afsana is currently managing VP Comms role until elections, since Qasim is in Law Centre
- Leyla is in the process of setting up elections
- Nominations: starting Monday Sept 17 until Sept. 21 (five business days)
- Speeches: Sept. 26 during lunch
- Elections: October 2 - October 8
- Positions available:
  - VP Communications for full year
  - 2 1L reps
  - 3L faculty council rep
  - Various faculty committee positions

### **VIII. Lock box handling protocol**

- Issues with recording amounts in cashbox previously
- Now, cashbox must stay @ float of \$350 at all times
  - o Shouldn't have surplus cash left
- Once a week, during Kurt's Thursday office hours, he will count money with 1 other LSS exec to witness
  - o Any discrepancy will be attributed to last person who rented it out
  - o If it is over, it will be given to that person
  - o If it is under, that person will owe money
  - o If surplus is not picked up after 4 weeks, it will become "donation" to LSS
  - o If person doesn't give money owed, it will be deducted from the next reimbursement
- Cashbox can only be rented out for 2-hour increments
- Cashbox shouldn't leave Fraser building
  - o If they've already been selling tickets within the building, they'll likely have accumulated cash to have as a float when selling outside of the building
  - o If there is a lack of coins, can get Kurt to break bills to make change
  - o If people are unhappy they can't take the lockbox off campus, remind them:
    - We are trying to be more accountable and secure
    - Having the lockbox is a privilege
- Cashbox has to be signed out by group intending to use it
- Duplicate of rules is in the cashbox
- Laura: motion to adopt cash box rules with amendment that it will be initialed when taken out and upon return by President, VPSA, or VP Finance to verify there is \$350 inside
  - o Seconded by Kurt
  - o All in favour, no abstentions

### **IX. Fridge Cleaning Schedule**

- Will be done on Thursdays
  - o LSS exec member decides what time it will be
- Every LSS member has to sign up once

### **X. Budget Presentation and Ratification**

- To occur at Sept. 25 meeting

### **XI. Consent Policy**

- Discussed at meeting last year
- This will be under Suzy as Equity and Diversity Rep
  - o Need to form a committee to work with Suzy
  - o Since Suzy isn't here today, will discuss at next week's meeting

## **XII. Memorial for Josef**

- Ideas:
  - Planting a tree outside and getting a plaque
    - Concern of whether trees will be removed because of construction
  - LSS award in his honour, with a dragon attached that he loved
    - Would be fairly cost-efficient, and would create a legacy here
- Money devoted to this will be voted on after the budget meeting
  - Can cost it out and see how much is needed after we have decided on an idea
- Laura: Motion to form committee for Josef memorial
  - Seconded by Maleika
  - Committee: Kurt, Afsana, Jeeti
  - All in favour, no abstentions

## **XIII. Other Business**

- Reimbursements:
  - If you spend money for your position, keep your receipt and give it to Kurt (preferred method)
  - If you lose receipt, send screenshot of bank transaction record
  - Cheque turnaround aims to be within the week (Kurt will try to write them every Thursday)
  - If there are small amounts for reimbursement and you don't have an immediate need, it would be helpful if you submit many reimbursements together
    - Can keep receipts in the office if you want

## **XIV. Recap**

- Communication policy (check email daily!)
- Cashbox rules
- Committee made for Josef's memorial

## **XV. Adjournment**

- Laura: motion to adjourn by Laura
  - Seconded by Leyla
  - All in favour, no abstentions