

Student Association C/S Meeting Minutes (1)



Date: 27th November, 2018

Time: 18:35 - 19:19

Venue: F1A11

Outline:

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| 1. | 18:35 | Roshini (Vice President) | Meeting Call to Order |
| 2. | 18:36 | Sara (Activities Officer) | Introduction
Finance Issue
EPF Submission
Food Trucks in Fundraising Events
Online Complaint/Suggestion/Feedback Box |
| 3. | 18:44 | Ahmed (Head of EMT) | Event Evaluations
End-of-year Awards |
| 4. | 18:57 | Jaber (SAFAS) | Student Association First Aider Squad
EPF Problems Regarding SAFAS
First Aid Kits
Pointers for SAFAS Representatives |
| 5. | 19:14 | Saajit (Education Officer) | Usage of TCR |
| 6. | 19:15 | Jane (Vice President) | Bi-weekly Newsletters and Social Media |
| 7. | 19:19 | Sara (Activities Officer) | Meeting Concluded |



No.	Time	Matters Discussed	Action By
1	18:35	Meeting Call to Order <ul style="list-style-type: none">- Introduction and welcoming speech	Roshini (President)
2	18:36	A) Introduction <ul style="list-style-type: none">- Intend to have this meeting on a semester basis so that the SA can help club leaders with any issues and receive feedback.- Will now discuss about the previously collected feedback regarding problems faced by clubs. B) Finance Issue – <i>Finance takes too long</i> <ul style="list-style-type: none">- Sara has talked to the SA manager about this and he said that the SA was really short on staff back then and so the reimbursement process was inefficient and sometimes pushed off to the next month.- However, it should be faster and more efficient now.- SA manager would like to convey how the treasurers are unaware of the basics of finance in terms of C/S.<ul style="list-style-type: none">- Treasurers must keep receipts to claim their money back.- Cashbooks must be summative by the last week of every month.- Would like to reiterate how important it is for leaders to convey what is heard during these meetings to their team as well.- Anything regarding finance that you are concerned about should be discussed with the SA prior to holding a club event.- Details are already on sharepoint. B) EPF Submission – <i>Submit EPFs on time</i> <ul style="list-style-type: none">- Make sure that all EPFs are submitted on time.<ul style="list-style-type: none">- SA has to deal with several EPFs at the same time and so it is difficult to be able to approve events quickly.- Moreover, the EPFs are first submitted to the office, and only once the office approves of it does it go to Sara. Thus Sara does not have control over the time it takes for the form to	Sara (Activities Officer)



		<p>move past the office.</p> <ul style="list-style-type: none">- Do not proceed with events that have not been approved by the SA.<ul style="list-style-type: none">- There have been instances of this, and while the SA has been lenient about it in the past, this will not continue.- If something like this were to happen in the future, clubs will have to pay a fine in courtesy of the C/S rules and regulations.- Heavy emphasis on the fact that members should know what is in the C/S rules and regulations. <p>C) Food Trucks in Fundraising Events</p> <ul style="list-style-type: none">- When food trucks are invited on campus, it is important for the security guards to know which vendors are coming in (this is why it is important for clubs to submit their EPF forms).<ul style="list-style-type: none">- Security purposes.- Prevents vendors from exploiting students by coming in without an invitation/having to pay.- There will be a standardized price for inviting food trucks on campus.<ul style="list-style-type: none">- Currently, some societies are charging vendors less than other clubs. As a result, the vendors are choosing the cheaper option.- To prevent vendors from exploiting students, a standardized (minimum) price for inviting food trucks will be implemented.- One day before the event, clubs must submit an agreement (between the club and vendor stating they will be coming on campus under certain conditions – both parties must sign the document) to the SA office.<ul style="list-style-type: none">- If the agreement is not submitted, then the SA will not inform the guardhouse, and vendors will not be able to enter the campus.- This will hopefully be implemented by the next semester. <p>D) Online Complaint/Suggestion/Feedback Box</p> <ul style="list-style-type: none">- SA is trying to create a platform for the C/S to file any complaints, give suggestions, inform problems	
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		<p>(regarding the executives, the SA office, or within your own committee) so that help can be provided on a one-on-one basis in a more efficient manner.</p> <ul style="list-style-type: none">- This form will be accessible on the SA website.	
3	18:44	<p>A) Event Evaluations</p> <ul style="list-style-type: none">- Events Monitoring Team (EMT)- There are three steps to event evaluations:<ol style="list-style-type: none">1. Register events on the excel sheet that is sent out every month.<ul style="list-style-type: none">- A new system is in the making so that you do not have to fill up the sheet every time. Ahmed will keep you updated once this is ready to be implemented.2. The EMT agent must receive a complimentary ticket to the event.<ul style="list-style-type: none">- Ensure that the agent has the ticket prior to the event.3. Receive feedback from the event.<ul style="list-style-type: none">- A link has been sent to each person so that they can see the feedback immediately.- Contact Ahmed if you have not received a link yet.- Events <u>not</u> eligible for evaluation: when conducted by third party or booths.- Repeating events will be evaluated twice a month. The average score will then be taken and will be counted as one single event. However, a part of the evaluation is dedicated to the effort of making the event (the number of points earned is proportional to the size of the events). Since it is a recurring event, no new feedback is provided. <p>B) End-of-year Awards</p> <ul style="list-style-type: none">- New award has been introduced this year for special interests societies (non academic, religious, or community service based).- Main criteria for winning awards: overall rating for the events.<ul style="list-style-type: none">- Societies with the most events and with the	Ahmed (Head of EMT)



		<p>highest overall ratings will receive the awards.</p> <ul style="list-style-type: none"> - Only religious societies will <u>not</u> be receiving awards due to ethical reasons. - All societies are eligible for most active society award and the best student campus experience award (newly introduced). <ul style="list-style-type: none"> - Best student campus experience award criteria: # of events multiplied by the average overall evaluation score for events. - An email has been sent out with the list of awards and criteria. - 2nd and 3rd runner ups will be receiving certificates. - An email will be sent out at the beginning of each month with the rank/position of each club in comparison to other societies. <ul style="list-style-type: none"> - “C/S name needs 3 more points to be eligible for ___ award...” - So that clubs are aware of their performance, and will hopefully be more motivated to do more. - Next year, an email stating the top three clubs for each category will also be sent out to <i>all students</i>. <ul style="list-style-type: none"> - Will help clubs with their marketing as a token of appreciation for their efforts. 	
4	18:57	<p>A) Student Association First Aider Squad (SAFAS)</p> <ul style="list-style-type: none"> - Any sport and non-sport events <u>needs</u> to hire a first aider. - To do so, log into sharepoint and access the SAFAS rules and regulations. Further instructions on hiring a first aider can be found there. <ul style="list-style-type: none"> - Trying to simplify this process by having a jotform that will be sent out. - However, before this process is being implemented, make sure to read the sharepoint to see requirements for requesting first aiders. - When emailing Jaber regarding this, make sure to CC Andy, and vice versa. - <u>Requests for SAFAS must happen at least ten days before the event.</u> - SAFAS gives clubs a 3 day window for any last minute cancellation/changes. Societies will not be charged a 	Jaber (SAFAS)



		<p>fine if made within this timeframe.</p> <ul style="list-style-type: none">- However, if there are any changes that are made during the week prior to the event, clubs must pay a 25% penalty fee of the total amount.- How about for situations that cannot be controlled (e.g. speaker does not show up/ weather conflict)? It is possible that some circumstances could be considered as an excusable. <p>B) EPF Problems Regarding SAFAS</p> <ul style="list-style-type: none">- Problem: people delaying or not meeting the deadline for their EPF submission.- SAFAS helps with this problem since clubs must request first aiders 10 days before the event.- First, an invoice will be sent out so that clubs can continue with their EPF. Once approved, another email will be sent out with an info sheet with the names of the first aiders and their time slots for the event. <p>C) First Aid Kits</p> <ul style="list-style-type: none">- First aid kits have been restocked.- Will be stored in one location on campus which is the SA Executive Office.<ul style="list-style-type: none">- A monitor team is currently being formed that will be responsible for this. <p>D) Important Pointers for SAFAS Representatives</p> <ol style="list-style-type: none">1. Only SAFAS members are allowed to use the supplies in the first aid kit. You cannot give any supplies to another person – if someone needs something, the first aider on duty must be the one applying the bandage/spray/etc. on the injured individual.2. Please abide by the optimal use of the supply. Avoid overusing/wasting any product.3. The first aider is responsible for the first aid kit. He/she must ensure that supplies are all there, that everything is in check, looked after well, and that nothing goes missing.4. First aiders must also report what has been used during each session. Do not necessarily have to write it down, but must be able to recall it from memory, as first aiders	
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		<p>will have to inform the monitor team about what they have used when returning the kits.</p> <p>5. First aid kits has to be returned as soon as possible.</p> <p>6. Collecting first aid kits:</p> <ol style="list-style-type: none"> a. The monitor team will need to see the EPF form stamped and approved when the first aider collects the first aid kit. This is for confirmation that the event is actually happening and to prevent exploitation of resources. Thus, bring a copy of the approved EPF (in print or on smartphone) to the monitoring team when collecting the kit. b. On-campus activities: the first aider will be informed when and where to collect the kit. It is their duty to make time for this. c. Off-campus activities: has to be collected one day prior to the event. Clubs must sponsor the first aider on the trip. However, a feedback report on how the first aider performed is requested. 	
5	19:14	<p>A) Usage of TCR</p> <ul style="list-style-type: none"> - Some clubs and societies conduct workshops in the TCR in order to use the software. - When a club has a workshop, you must put a notice on the door of the TCR that you will use <u>at least 24 hours before</u> the event. - This is to notify students who run projects on the TCR computers beforehand to avoid any complaints regarding this issue. 	Saajit (Education Officer)
6	19:15	<p>A) Bi-weekly Newsletters and Social Media</p> <ul style="list-style-type: none"> - There have been concerns regarding the bi-weekly newsletters and how the social media works. - Next bi-weekly newsletter will be happening next Monday – <u>anyone with upcoming events should send the info to Jane.</u> - Newsletters will be sent out every two weeks, but there will not be a certain date since there are times when the events are too little to be able to send out a newsletter. - Promotional drafts will be submitted when your EPF has 	Jane (Vice President)



		<p>been approved.</p> <ul style="list-style-type: none">- The promotional drafts will also be on the events calendar on the website. On this calendar, a cover page, facebook link, organizer name, etc. can be added.- Jane has already sent out emails regarding details. You must give Jane the names, event details, time, location, etc, and facebook link for the calendar.	
7	19:19	<p><u>Meeting Concluded</u></p> <ul style="list-style-type: none">- Feel free to talk to executives or visit the SA Office if there are any lingering questions.	Sara (Activities Officer)