

**Arts and Science Federation of Associations (ASFA)**  
**Regular Council Meeting (July 29, 2021)**

Meeting minutes

**1. Call to Order – Roll Call and Excusals (~5 min)**

**Chair** calls the meeting to order at **6:14 pm**.

**Chair:** As usual, I'll start by reading the Indigenous solidarity statement, unless someone else would like to read it. The Arts and Science Federation of Associations would like to acknowledge that Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka (Ga-niyen-gé-haa-ga) Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtiá:ke (jo-jya-gé)/ Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present, and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

**2. Chair Remarks & Housekeeping (~ 5 min)**

**a. Resignations**

**Chair:** I'm reporting that I have received a resignation from our Chief Electoral Officer (CEO). The reason I bring this to Council's attention this evening is because we are supposed to have a CEO hired for the beginning of the new mandate each year; in other words, this position needs to be filled by the end of each mandate year for the upcoming mandate. We're now finding out in the summer that the current CEO will not continue, so we need to fill the position as soon as possible.

**A. Ben Arous:** I just want to flag that in your last email, Council was supposed to start at 6:30 pm, so a lot of people probably haven't joined yet for that reason.

**Chair:** Oh, you're absolutely right, I apologize for the confusion. If no one objects, I'll keep going and folks will hopefully join us before we get into anything major.

**b. Councillor Remarks Post-June RCM**



**Chair:** A Councillor contacted me prior to the meeting stating they have a brief point to address at the beginning of the meeting; I will therefore give Vlad (TESLSA) the floor at this time.

**TESLSA:** During our first meeting in June, I felt like some of the chat comments were a bit hostile, especially during points that maybe lasted a bit longer. Please don't treat questions that come up like they are useless, especially during the first meeting where there are usually a lot of new Councillors who don't necessarily know how everything works - if it helps people vote, I think it's worthwhile to take a few extra moments to clarify things. Please be patient. Thank you!

**Chair:** Thank you, Vlad. Along the same vein, I've tried to put some time guidelines on each agenda point and will try to keep everyone on track, reminding you when the time is "running out". Hopefully this can make things run more efficiently.

### **3. Executive Remarks (~5 min)**

#### **a. Food Budget**

**A. Ben Arous:** I wanted to let everyone know that there's now a line in the budget for food during Council meetings, which is meant to replace the food that is usually offered during in-person Council meetings. As long as we are still doing remote meetings, \$25 per Councillor will be allocated for the purpose of ordering food for each meeting. You can send your receipts to [reimbursements@asfa.ca](mailto:reimbursements@asfa.ca). Reimbursement requests need to be submitted within 30 days of the meeting.

**Chair:** On that note, please let me know if you're going to be late or leaving early to any given meeting, because these reimbursements only apply if you are present for at least half of the meeting.

### **4. Approval of Agenda (~ 10 min)**

**S. Morena:** I wanted to add an update point about the Comms staff; this is just an informational point, nothing substantive.

**Chair:** Sure, we can add that under 6c. Comms staff. In the future, this can be done as an executive remark as well.



**J. Hutton:** My General Manager update will just be about one point, so can we change the title of my point from “General Manager Report” to “Return to campus information,” just to avoid confusion?

**Chair:** Yes, consider that changed.

*(With no further modifications, the agenda is approved consensually as modified; no objections.)*

## **5. Consent Agenda – (Annex 5a, 5b, 5c) (~ 10 min)**

*(Consent agenda is approved consensually as presented; no objections.)*

**A Ben Arous:** Quick question - what is the normal delay for executives to submit reports to Council? We were a bit confused on this during our last executive meeting. Do we need to submit reports monthly?

**Chair:** Yes; it is a very important part of your job as a paid executive to submit monthly reports to the BOD. This can be just an update of what you have been doing, reporting on some ongoing and upcoming projects, and/or anything else that has come up over the past month that you feel is important to bring to Council’s attention. There are also some committees that must report to Council at different intervals, such as Loyola Committee.

## **6. Information & Presentations (~20 min)**

### **a. Return to campus information – General Manager**

**J. Hutton:** As of August 28, some things will be changing in terms of access to campus. An extensive return to campus safety plan has been established at this point, that I will send to you and can go over with you as well. Ask yourselves within your MAs - will you need your office space? If so, on what basis and how will you be using the office? These are things to start thinking about. It’s my job to help you develop your safety plan if you do want recurring access to your space. We also need to establish work teams that will be in office spaces at different times, so that an exposure to Covid-19 will not take out the whole team at once. I’ll send everyone the form to fill out.

### **b. Executive Consul Report – Consul Jude**



**J. Victoria:** 2 meetings, July 6 and July 21st. Biweekly exec meetings. In the first meeting, committees hadn't started to meet yet. GC of CSU was also present during the first meeting to give the executives an idea.

**Chair:** For context, the Executive Consul is Council's representative on the executive body. Your job is essentially to chair the executive team's meetings, prepare the agenda, and share updates on the function of the executive team that are relevant to Council at monthly Council meetings. This position was created a couple of years ago to give Council a bit more insight into the executive team, and to ensure Council feels involved and has eyes and ears into the day-to-day at ASFA. Reporting from the executives to Council hasn't always been consistent, so this is another function of the Consul.

**c. Comms team update - S. Morena**

**S. Morena:** I just wanted to give an update that our Illustrator resigned two weeks ago, and we're looking to hire a second freelance graphic designer to help with frosh.

**7. Business Recurring**

**a. Appointments – (as needed; ~45 min)**

i. Executive Consul

**J. Victoria:** As we discussed during the June RCM, I'm staying on as Executive Consul for the current mandate, but I do ideally need an alternate to act as Consul in a case where I am not available. If any Councillor here is interested in fulfilling this role, please nominate yourself or let me know.

*(No nominations tonight; tabled to August.)*

ii. Judicial Board

**S. Bubenheimer:** We still have one position to appoint on Judicial Board. JB is very important because they are an independent body that needs to rule on cases regarding ASFA policy that arise within a certain time frame. Last month, we chose to appoint two candidates and have since received a lot of applications for the other position. We chose



another candidate (A.B.) who is very qualified, professional, and knows a lot about ASFA.

**SASU:** She has a background in human resources and is now studying political science with the goal of going to law school.

*(A poll is created to approve the appointment of candidate A.B. to Judicial Board. The motion carries with the required majority.)*

iii. Committees in Annex 5c: + NEW: Labour & Mental Health

**S. Bubenheimer:** I have several seats to fill on Internal Committee. Internal committee is responsible for overseeing the internal operations of the federation. It makes sure member associations follow bylaws, and doubles as an appointments committee that is responsible for hiring most people who receive honoraria at ASFA.

Right now we're only two people on the committee, so we'd be much more effective with more people.

*(No volunteers tonight; tabled to August.)*

**N. Jonathan:** I also need to appoint for Student Life Committee. The purpose of the Student Life Committee is to organize events throughout the year that cater to the inclusion and diversity of all Arts and Science students. You also help organize Frosh, the Halloween event, and assist with other social events on campus including winter Frosh (Froshbite).

**Chair:** I did receive an email that for Student Life and for Comms, we do have a Councillor wanting to join, **M. Massé**.

**V. Surio (Independent)** volunteers.

*(M. Massé and V. Surio are appointed consensually; no objections.)*

**N. Jonathan:** We're also looking for Mental Health Advocacy Committee volunteers.

*(No volunteers tonight; tabled to August.)*



**A. Ben Arous:** I need to appoint for Fincom, but the seat is specifically for an Independent Councillor. The objective of the Finance Committee is to examine and make recommendations to the ASFA Council on budgetary matters. It plays an important role in setting and approving Member Association budgets, and Special Project funding requests. If you join now, you'll be helping us organize financial literacy workshops for students and approving MA budgets for this academic year.

*(No volunteers tonight; tabled to August.)*

**S. Morena:** Since Meghane wants to join the Comms Committee, I only have one seat left to fill. We meet biweekly.

*(M. Massé is appointed consensually; no objections.)*

**P. Mitchell:** We also need to appoint for the Labor Standards Committee, which exists to revise and improve work conditions for the employees and honorarium positions at ASFA, including wages. You will gain really valuable skills and training in how to make employment policies, etcetera.

*(No volunteers tonight; no objections.)*

#### **b. Updates: Human Resources Manager Position (~ 10 minutes) – MobC**

**P. Mitchell:** As of now, we're working with a couple of different consultants in order to improve labor standards at ASFA. The Labor Standards Committee is currently working with an HR consultant, who has a coworker who will also be joining us as well. Emily, who used to be on SSMU, approaches HR from an anti-oppressive lens and knows a lot about the dynamics in student associations. We're also still in the process of hiring a permanent HR consultant for Task Force.

### **8. Business Arising**

#### **a. Student Academic Committee Changes (~ 15 min) – Academic**

**J. Ramcharitar-Brown:** At the faculty level, we have the Arts and Science Faculty Council (ASFC), on which some members of ASFA currently have seats. The way it works now, we always have to meet as student representatives before the actual ASFC



meeting, but that group is in the process of being formalized. We came up with the name Student Academic Senate (with the acronym SAS) for this group so that there is no longer any confusion regarding the student representative meeting that needs to occur before the actual ASFC meeting.

**TESLSA:** So do people who sit on Faculty Council need to be a part of this group as well?

**J. Ramcharitar-Brown:** Yes, exactly. The SAS meeting occurs right before the ASFC meeting; it just ensures that all the student representatives are on the same page going into ASFC.

**J. Ramcharitar-Brown** motions to name the group Student Academic Services, with the acronym SAS.

**J. Perez-Romero (MASSA)** seconds.

*(The motion carries consensually; no objections.)*

Appointments for the Academic Committees (moved down in order to cover the relevant point 8a first)

**J. Ramcharitar-Brown:** Now that we've covered the formalization of the group, I need to actually appoint two people to SAS; one person who has been on it up until now has resigned due to a conflict with their Fall schedule.

**F. Davenport (CUBCAPS):** I would like to volunteer, but I'm wondering if I'm eligible since I'm graduating in December.

**J. Ramcharitar-Brown:** Yeah, that would be fine.

**Chair:** Just to clarify, you *can* sit on the committee, but you are ineligible for the associated ASFC honorarium because it requires students to be on the committee for the full academic year. You also won't remain eligible after you graduate.

**F. Davenport (CUBCAPS):** I'll withdraw my nomination, but Jasmine, please email me if you don't get any other nominations.



Steering Committee

**J. Ramcharitar-Brown:** I need to fill vacant seats on Steering Committee. **Spiel.**

*(No volunteers tonight; tabled to August.)*

Curriculum Committee

**J. Ramcharitar-Brown:** We have one vacant Councillor position on Curriculum Committee. All meetings are pre-organized, so you know in advance when all of the meetings will be taking place.

*(No volunteers tonight; tabled to August.)*

Student Requests Committee

**J. Ramcharitar-Brown:** We also need an alternate for SRC in case Danielle is not available.

*(No volunteers tonight; tabled to August.)*

**Chair:** Jasmine, let me know if you don't get any volunteers for these positions, and we can authorize you to issue a callout for more members-at-large to fill those seats.

**b. Frosh Coordinator (~15 min) – N. Jonathan**

**N. Jonathan:** Just an update that we have hired a Frosh Coordinator!

**c. Elections Coordinator & CEO (~15 min) – S. Bubenheimer**

**S. Bubenheimer:** Internal Committee will be working on hiring a CEO and Elections Coordinator before the end of September.

**SASU:** I also just wanted to ask if we can issue a callout soon for people to apply for the position?

**S. Morena:** Absolutely, I'm happy to collaborate with Internal Committee to ensure this gets done as soon as possible.

**d. Policy Committee Chairperson (~15 min)**

**Chair:** Are you volunteering to remain in the Chair seat for Policy Committee, Sarah?

**S. Bubenheimer:** Yes, I would like to.

**Chair:** Perfect. We just need Council to ratify the executives' decision to keep Sarah in the seat in the meantime.

*(Council approves Sarah sitting as the Policy Committee chairperson; no objections.)*

**e. COVID Policy Updates 2021-2022 (~15 min)**

**P. Mitchell:** There's nothing further to be brought up tonight on this. All necessary changes to this policy were made in the last meeting.

**f. Tabled June: IC Decision to Ratify (~ 30 min) – CLOSED SESSION**

*(Entering closed session; no objections.)*

*(A poll is created to ratify the IC decision dated June 13, 2021; this carries by 2/3 majority vote.)*

**9. Announcements & Question Period ~5m**

**N. Jonathan:** We will be having a clubs fair as part of orientation - please respond if you're interested in having a booth!

**M. Egan:** I came a bit late to the meeting due to the start time mixup. Where can I access the minutes from this meeting so that I can catch up on things that I missed?

**Chair:** These will be under Consent Agenda in the Google Drive for each Council meeting.

**10. Adjournment**

The meeting is adjourned at **8:51 pm**.