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## Special Meeting of Council Agenda

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**Wednesday, August 8<sup>th</sup> 2018 @ 6:30 PM**  
**Electronic Conferencing Service**

1. Call To Order

2. Roll Call

3. Adoption of Agenda (Additions/Deletions)

4. Declarations of Conflict of Interest(s)

5. Question Period

6. Adoption of Minutes of Previous Meeting(s) (except Minutes of Closed Session(s))

a) Regular Meeting of Council – Tuesday, April 10th, 2018 ..... (4-28)

7. Presentations/Delegations

8. Matters Tabled/Deferred/Unfinished Business

a) Minutes of the Regular Meeting of Council, held Tuesday, April 3rd, 2018,

9. Reports to Council

- a) Tuition Consultation Agreement
- b) Memorandum Of Understanding between The Province of Nova Scotia and Nova Scotia Universities
- c) ASU By-law Revision
- d) Student Union Building Renewal
- e) Acadia Food Services Contract

10. Committee Reports and Minutes

12. New Business

a) Executive and Chairperson Goals Update

- i) President
- ii) VP Academic and External
- iii) VP Events and Promotions
- iv) VP Student Life
- v) VP Finance and Operations
- vi) Chairperson

**11. Notice of Motions**

a) Repeal of appointments to Sub Renewal Committee

**13. Announcements**

**14. Closed Session**

**15. Confirmatory Resolution**

**Whereas** Subsection 4(b) of the A.S.U. Constitution, as amended, provides that the powers of the Acadia Students' Union are to be exercised by the Students' Representative Council; and

**Whereas** it is deemed expedient that the proceedings of the Students' Representative Council at this meeting be confirmed and adopted by resolution;

**Therefore Be It Resolved That** the Students' Representative Council of the Acadia Students' Union enacts as follows:

1. **That** the action of the Council at its meeting held on the 8th day of August, 2018 at 6:30 PM in respect to the recommendation contained in any reports and in respect to each motion, resolution and other action passed and taken by the Council at is said meeting is hereby adopted and confirmed;
2. **That** the Chairperson and the proper officers of the Union are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf.

**16. Adjournment**

**7. Presentations/Delegations**

- a) Tuition Consultation Agreement
- b) Memorandum Of Understanding between The Province of Nova Scotia and Nova Scotia Universities
- c) ASU By-law revision
- d) Student Union Building Renewal
- e) Acadia Food Services Contract

**8. Matters Tabled/Deferred/Unfinished Business**

**9. Reports to Council**

**10. Committee Reports and Minutes**

**12. New Business**

**13. Announcements**

**14. Closed Session**

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4. **That** the Chairperson and the proper officers of the Union are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf.

**16. Adjournment**

**Full Distribution:** General Membership, the Chair's Office, President, VP Academic and External, VP Finance and Operations, VP Events and Promotions, VP Student Life, Student Board of Governors Representative, Arts Senator, Science Senator, Professional Studies Senator, Graduate Studies Senator, Theology Senator, Equity Officer, Community Relations Officer, Sustainability Officer, First Year Officer, Four (4) Councillors, Faculty Representative, Administration Representative, Acadia Board of Governors Representative

The agenda is made available outside the Chair's Office in Room 613 of the Old Students' Union Building (OldSUB) and on the Union's Website at <http://theasu.ca/who-we-are/asu-documents/>.

Persons wishing to receive a print copy of any item on the agenda or the agenda itself by email, fax, or picked up by hand may request a copy by contacting the Chair's Office at [asu.chairperson@acadiu.ca](mailto:asu.chairperson@acadiu.ca). The Agenda and Agenda items will be prepared in an accessible format upon request.



Minutes of the Regular SRC Meeting

Tuesday, April 10<sup>th</sup>, 2018

2:30pm

PRESENT	ABSENT
<p><b>Molly Anderson</b>, Chairperson <b>Evan Shergold</b>, Deputy Chairperson</p> <p><b>George Philp</b>, President <b>Makenzie Branch</b>, VP Academic &amp; External <b>Jared Craig</b>, VP Finance &amp; Operations <b>Kyle Vandertoorn</b>, VP Student Life</p> <p><b>Alyssa Hall</b>, Councillor <b>Sebastian Farkas</b>, Councillor <b>Dana Lawless</b>, Councillor <b>Christopher Vanderburgh</b>, Councillor</p> <p><b>Katie Winters</b>, Arts Senator <b>Makenzie Jarvin</b>, Science Senator <b>Amar Randhawa</b>, Professional Studies Senator</p> <p><b>Gordon McLaughlin</b>, Community Relations Officer</p> <p><b>Dahlia Chahine</b>, Student Board of Governors Representative</p>	<p><b>Gabrielle Bailey</b>, VP Events and Promotions</p> <p><b>Hannah Machat</b>, Sustainability Officer</p> <p><b>Anna Kiefte</b>, Faculty Representative</p> <p><b>Vacant</b>, Graduates Studies Senator <b>Vacant</b>, Theology Senator <b>Vacant</b>, Equity Officer <b>Vacant</b>, First Year Officer <b>Vacant</b>, Administration Representative <b>Vacant</b>, Board of Governors Rep</p>

ALSO PRESENT
<p><b>Liam Schreiter</b>, outgoing-VP Finance and Operations <b>Emily Murray</b>, outgoing-VP Student Life</p>

**1. Call to Order**

Molly Anderson, Chairperson, called the Regular Meeting of Council to order at 2:08PM and welcomed those present. The Chairperson opened the meeting with the following declaration, "I would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People."

**2. Roll Call**

Molly Anderson, Chairperson, called the roll, with all SRC Members being present, except Gabrielle Bailey (VP Events and Promotions), Hannah Machat (Sustainability Officer), and Anna Kiefte (Faculty Representative).

**3. Approval of Agenda  
(Additions/Deletions)**

Resolution No. 174-18

Moved by: George Philp, President

Seconded by: Alyssa Hall, Councillor

**Be It Resolved That** the Agenda for the Regular Meeting of the Students' Representative Council dated Tuesday, April 10<sup>th</sup>, 2018 be adopted as presented

Resolution CARRIED

**4. Declarations of Conflict of Interest(s)**

None

**5. Question Period**

None

**6. Approval of the Minutes**

Resolution No. 175-18

Moved by: George Philp, President

Seconded by: Alyssa Hall, Councillor

**That Council** defer the approval of the Minutes of the Regular Meeting of Council, held Tuesday, April 3<sup>rd</sup>, 2018, to the August Meeting of Council.

Resolution CARRIED

**7. Presentations/Delegations**

None

**8. Matters Tabled/Deferred/Unfinished Business**

9. None

**10. Reports to Council**

None

**11. Committee Reports and Minutes**

None

**12. Notice of Motions**

None

**13. Correspondence and Petitions**

None

**13. New Business**

**a. Goal Documents**

- i. President (George Philp, President)

George Philp, provided an overview of his Summer 2018 Goal Document, attached as part of Appendix A and forming a part of these minutes, and responded to questions.

Resolution No. 176-18

Moved by: Katie Winters, Arts Senator

Seconded by: Gordon McLaughlin, Community Relations Officer

**That Council** accept the President's Summer 2018 Goal Document as presented.

Resolution CARRIED

ii. VP Academic and External (Makenzie Branch, VP Academic and External)

Makenzie Branch, VP Academic and External, provided an overview of her Summer 2018 Goal Document, attached as Appendix B and forming part of these minutes.

George Philp, President, noted the importance of her goals given the upcoming governmental regulations of cannabis.

Resolution No. 177-18

Moved by: Alyssa Hall, Councillor

Seconded by: Kyle Vandertoorn, VP Student Life

**That Council** accept the VP Academic and External's Summer 2018 Goal Document as presented.

Resolution CARRIED

iii. VP Events and Promotions (Gabrielle Bailey, VP Events and Promotions)

Molly Anderson, Chairperson, provided an overview of Gabrielle Bailey's Summer 2018 Goal Document in her absence. It is attached as part of Appendix C, and forming part of these minutes.

Alyssa Hall, Councillor, asks if welcome week is to be included in these responsibilities.

George Philp, President, confirms that the VP Events and Promotions is responsible for Welcome Week events.

Resolution No. 178-18

Moved by: Gordon McLaughlin, Community Relations Officer

Seconded by: Dana Lawless, Councillor

**That Council** accept the VP Events and Promotions' Summer 2018 Goal Document as presented.

Resolution CARRIED

iv. VP Student Life (Kyle Vandertoorn, VP Student Life)

Kyle VanderToorn, VP Student Life, provided an overview of her Summer 2018 Goal Document, attached as Appendix D and forming part of these minutes.

Resolution No. 179-18

Moved by: Alyssa Hall, Councillor

Seconded by: Dahlia Chahine, Student Board of Governor's Representative

**That Council** accept the VP Student Life's Summer 2018 Goal Document as presented.

Resolution CARRIED

v. VP Finance and Operations (Jared Craig, VP Finance and Operations)

Jared Craig, VP Finance & Operations, provided an overview of his Summer 2018 Goal Document, attached as Appendix E and forming part of these minutes.

Resolution No. 180-18



Moved by: Dahlia Chahine, Student Board of Governor's Representative Seconded by: Dana Lawless, Councillor

That Council accept the VP Finance and Operations' Summer 2018 Goal Document as presented.

Resolution CARRIED

Molly Anderson, Chairperson, made Evan Shergold, Deputy Chairperson, the temporary presiding officer for the duration of the discussion in Item 12(a)(vi).

vi. Chairperson (Molly Anderson, Chairperson)

Molly Anderson, Chairperson, provided an overview of her Summer 2018 Goal Document, attached as Appendix F and forming a part of these minutes.

Resolution No. 181-18

Moved by: George Philp, President

Seconded by: Jared Craig, VP Finance and Operations

**That Council** accept Molly Anderson's Summer 2018 Goal Document as presented.

Resolution CARRIED

**b. 2017/2018 Committee Appointments**

i. President Affairs Committee

Resolution No. 182-18

Moved by: Geoge Philp, President

Seconded by: Dahlia Chahine, Student Board of Governor's Representative

**That Council** hereby appoint the following members to the Presidential Affairs Committee for the 2018/2019 term of Council, starting on May 1<sup>st</sup>, 2018 and ending on April 31<sup>st</sup>, 2019.

Jared Craig, VP Finance & Operations

Christopher Vanderburgh, Councillor

Sebastian Farkas, Councillor

Resolution CARRIED

ii. Events and Promotions Committee

Resolution No. 183-18

Moved by: Alyssa Hall, Councillor

Seconded by: Kyle VanderToorn, VP Student Life

**That Council** hereby appoint the following members to the Events & Promotions Committee for the 2018/2019 term of Council, starting on May 1<sup>st</sup>, 2018 and ending on April 31<sup>st</sup>, 2019.

Gabrielle Bailey, VP Events and Promotions

Dana Lawless, Councillor

Sebastian Farkas, Councillor

Alyssa Hall, Councillor

Gordon McLaughlin, Community Relations Officer

Hannah Machat, Sustainability Officer

Alicia Johnson, Union Bar Services Manager

Resolution CARRIED

iii. Academic Affairs Committee

Resolution No. 184-18

Moved by: George Philp, President

Seconded by: Dana Lawless, Councillor

**That Council** hereby appoint the following members to the Academic Affairs Committee for the 2018/2019 term of Council, starting on May 1<sup>st</sup>, 2018 and ending on April 31<sup>st</sup>, 2019.

Makenzie Branch, VP Academic & External

Katie Winters, Arts Senator

Dahlia Chahine, Student Board of Governor's Representative

Resolution CARRIED

iv. Financial Affairs Committee

Resolution No. 185-18

Moved by: Jared Craig, VP Finance and Operations

Seconded by: Katie Winters, Arts Senator

**That Council** hereby appoint the following members to the Financial Affairs Committee for the 2018-2019 term of Council, starting on May 1<sup>st</sup>, 2018 and ending on April 31<sup>st</sup>, 2019.

Jared Craig, VP Finance and Operations

George Philp, President

Alyssa Hall, Councillor

Amar Randawha, Professional Studies Senator

Christopher Vanderburgh, Councillor

Resolution CARRIED

v. Student Life Committee

Council voted in a closed ballot consisting of the following advocates/candidates and their reasons for election:

Sebastian Farkas, Councillor: "As associate director of student life, I have experience with organizing a variety of initiatives i.e., House Cup. I would really like to bring my experience in this area to continue to push already established initiatives in addition to a few new ones. I would especially like to see House cup become more of a focal point in student life."

Christopher Vanderburgh, Councillor: "As you may know, I am very involved on campus, and it is important for me to see other students get involved, as well. Although I am a fresh face to council, I have participated in a variety of extracurricular activities i.e., Men's Rugby Team, President of the Model UN, Member of the ATH. These have all influenced my learning in a positive way."

Alyssa Hall, Councillor: "I didn't sit on this committee last year and I regretted it... I believe my experiences and background knowledge, as Councillor with the Acadia Asks Program, will really benefit student life. Also, I often assisted this year's VP Student Life, Emily Murray, which made me a lot more interested in the position."

Dana Lawless, Councillor: "I have quite a bit of experience in this area because of my involvement in residence life. I think that this would be a great asset to this committee, and I have plenty of ideas I plan on bringing to the table."

Kyle Vandertoorn, VP Student Life, nominates Dahlia Chahine, Student Board of Governor's Representative for the Student Life committee. She mentions that Dahlia will be an RA next year, giving her more insight to the position. Dahlia accepts the nomination.

Resolution No.186-18

Moved by: Gordon McLaughlin, Community Relations Officer

Seconded by: Geroge Philp, President

**That Council** hereby appoint the following members to the Student Life Committee for the 2018/2019 term of Council, starting on May 1<sup>st</sup>, 2018 and ending on April 31<sup>st</sup>, 2019.

Kyle Vandertoorn, VP Student Life

Alyssa Hall, Councillor

Dana Lawless, Councillor

Gordon McLaughlin, Community Relations Officer

Resolution CARRIED

- vi. The Athenaeum Publish Board

Resolution No. 187-18

Moved by: Dahlia Chahine

Seconded by: Alyssa Hall, Councillor

**That Council** hereby appoint Mackenzie Jarvin to The Athenaeum Publishing Board for the 2017/2018 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Resolution CARRIED

- vii. House Presidents Committee

Resolution No. 188-18

Moved by: Alyssa Hall, Councillor

Seconded by: Dahlia Chahine, Student Board of Governors Representative

**That Council** hereby appoint the following members to the House Presidents Committee for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Kyle Vandertoorn, VP Student Life

Evan Shergold, Deputy Chairperson (non-voting)

Resolution CARRIED

viii. Campus Representation Committee

Resolution No. 189-18

Moved by: George Philps, President

Seconded by: Dana Lawless, Councillor

**That Council** hereby appoint the following members to the Campus

Representation Committee for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Christopher Vanderburgh, Councillor

Resolution CARRIED

ix. Governance Committee

Resolution No. 190-18

Moved by: George Philps, President

Seconded by: Dahlia Chahine, Student Board of Governors Representative

**That Council** hereby appoint the following members to the Governance Committee for the 2017/2018 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Molly Anderson, Chairperson

Evan Shergold, Deputy Chairperson (non-voting)

George Philps, President

Dahlia Chahine, Student Board of Governors Representative (non-executive)

Katie Winters, Arts Senator

Resolution CARRIED

George Philp, President, specified that pending the recommendations of the hiring committee, two Regular Union members will be appointed.

x. Student Funding Committee

Council voted in a closed ballot consisting of the following advocates/candidates and their reasons for election:

Molly noted that Hannah would like to be considered for this position in her absence.

Chris Vanderburgh, Councillor: “ I have been President of 2 associations and member of a number of clubs. I know what clubs need, what they can use effectively, and my involvement is an asset to this committee.”

Alyssa Hall, Councillor: “I currently sit and have sat on this committee. It is my favourite. I have a financial background as a Finance major. My experience in the area gives me insight of what we have already done, what has worked, and what hasn’t. I’ve seen what we should and shouldn’t do, as well as learned some of the loopholes in information sheets... I’ve seen it all.”

Amar Randawha, Professional Studies Senator: “I am fairly new to this type of thing, but I have a strong accounting background which would be very valuable in financial allocation.”

George speaks how the position of Sustainability officer relates to this committee position. He also speaks to Alyssa’s extensive involvement and questions her availability. He also speaks to sustainability officer position, and believes it would have been very beneficial if he sat on this committee.

Resolution No. 191-18

Moved by: George Philp, President

Seconded by: Kyle Vandertoorn, VP Student Life

**That Council** hereby appoint the following members to the Student Funding Committee for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Jared Craig, VP Finance and Operations

Hannah Machat, Sustainability Officer

Amar Randawha, Professional Studies Senator (non-executive)

Alyssa Hall, Councillor (non-executive)

Resolution CARRIED

xi. Environmental Sustainability Committee



Dana Lawless, Councillor, and Sebastian Farkas, Councillor, both inquired pertaining to the responsibilities of the Environmental Sustainability Committee.

Resolution No. 192-18

Moved by: Jared Craig, VP Finance & Operations

Seconded by: Katie Winters, Arts Senator

**That Council** hereby appoint the following members to the Environmental Sustainability Committee for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Hannah Machat, Sustainability Officer

Dana Lawless, Councillor

Resolution CARRIED

xii. Hiring Committee Committee

Council voted in a closed ballot consisting of the following advocates/candidates and their reasons for election:

Dahlia Chahine, Student Board of Governors Representative: "I have experience hiring for House Council and think it is such a great way to see who is interested and help get people involved at Acadia."

Katie Winters, Arts Senator: "I sat on this committee last year and I understand how it operates. I am also working with career services and have a lot of experience going over resumes, conducting interviews, and with different preparation tactics. Those experiences really make me a good fit for this committee."

Christopher Vanderburgh, Councillor: "I have had the privilege over the last five years of running my own business, and have been highly involved in the process of hiring. It is a very important process, and my experience and familiarity in the area makes me a good candidate for this committee."

Sebastian Farkas, Councillor: "I am interested in joining another committee."

Resolution No. 193-18

Moved by: Alyssa Hall, Councillor

Seconded by: George Philps, President

**That Council** hereby appoint the following members to the Hiring Committee for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Molly Anderson, Chairperson

Evan Shergold, Deputy Chairperson (non-voting)

George Philp, President

Jared Craig, VP Finance and Operations (executive)

Katie Winters, Arts Senator (non-executive)

Resolution CARRIED

xiii. Review Board

Resolution No. 194-18

Moved by: Gordon McLaughlin, Community Relations Officer

Seconded by: Alyssa Hall, Councillor

**That Council** hereby appoint the following members to the Review Board for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

Molly Anderson, Chairperson

Evan Shergold, Deputy Chairperson (non-voting)

George Philps, President

Makenzie Branch, VP Academic and External (executive)

Sebastian Farkas, Councillor (non-executive)

Gordon McLaughlin, Community Relations Officer (non-executive)

Resolution CARRIED

**Dana Lawless,  
Councillor, left meeting  
at 3:25PM**

xiv. SUB Renewal Committee

Resolution No. 195-18

Moved by: Alyssa Hall, Councillor

Seconded by: Liam Schreiter, VP Finance and Operations

**That Council** hereby appoint the following members to the SUB Renewal Committee for the 2018/2019 term of Council, starting on May 1st, 2018 and ending on April 31st, 2019.

George Philp, President

Dahlia Chahine, Student Board of Governors Representative

Sabastian Farkas, Councillor

Hannah Machat, Substantiality Officer

Gordon McLaughlin, Community Relations Officer

Resolution CARRIED

### **c. Students' Nova Scotia Delegate Appointment**

George Philp, President, speaks out to the Students' Nova Scotia Delegate Appointment. He informs the council that during June, appointments as

chairperson and vice chairperson will be made. In addition, he warns that if he, or Makenzie Branch, VP Academic and External, were to decide to run for that position, someone must be available to fill their spot. Thereafter, George Philp, President, asks to send a motion for council to delegate decision-making authority to the board.

Resolution No. 196-18

Moved by: Alyssa Hall, Councillor

Seconded by: Gordon McLaughlin, Community Relations Officer

**That Council** delegate authority to the Executive Board to determine a second delegate for Students Nova Scotia.

Resolution CARRIED

#### **14. Announcements**

George Philp, President, welcomes the new members of the 2018/2019 Students' Representative Council and encourages the group to better get to know one another by way of introductions. He then reminds them that there will be an update on the review of ASU By-Laws later that evening.

George Philp, President, then presents the 2018/2019 Students' Representative Council's Vision Statement:

"The 2018/2019 ASU Executive Team is dedicated to encouraging an inclusive and supportive Acadia community. Through effective communication and strong representation, we strive to ensure that students have accessible resources that enhance their wellbeing. By promoting a sustainable and diverse ASU, we will foster positive student experiences."

**GordonMcLaughlin,  
Community Relations Officer,  
left at 3:47PM**

George Philp, President, brings attention to The Axe Patio Renovations, which is scheduled to open May 12<sup>th</sup>, at 10:30AM. As a result, The Axe will have different hours of operation throughout the summer.

Christopher Vanderburgh, Councillor, inquires about the changing smoking policy as it relates to The Axe's patio renovations.

George Philp, President, mentions they will be working alongside the university and administration to best determine the smoking policy. He then goes on to explain that Acadia is a smoke-free campus and Wolfville is a smoke-free town, and that the legalization of marijuana will have a significant effect on how this policy is designed. He mentions that while there is not a clear answer now, there will be come September.

Sebastian Farkas, Councillor, encourages the group to take a moment of silence in response to the tragic incident that occurred to the Humboldt High Hockey Team. The group all bowed their heads and did so accordingly.

Katie Winters, Arts Senator, encourages each member of the SRC to sign the card available in the Athletic Complex, which will be sent to Humboldt High School in support of the tragic incident.

**15. Resolutions** None

**16. Closed Session**  
None

**Makenzie  
Branch, VP  
Academic and  
External, left at  
3:53PM.**

**17. Confirmatory Resolution**

Resolution No. 152-18

Moved by: George Philp, President

Seconded by: Dahlia Chahine, Student Board of Governor's Representative

**Whereas** Subsection 4(b) of the A.S.U. Constitution, as amended, provides that the powers of the Acadia Students' Union are to be exercised by the Students' Representative Council; and

**Whereas** it is deemed expedient that the proceedings of the Students' Representative Council at this meeting be confirmed and adopted by resolution;

**Therefore Be It Resolved That** the Students' Representative Council of the Acadia Students' Union enacts as follows:

1. **That** the action of the Council at its meeting held on the 10<sup>th</sup> day of April, 2018 at 2:00 PM in respect to the recommendation contained in any reports and in respect to each motion, resolution and other action passed and taken by the Council at its said meeting is hereby adopted and confirmed;
2. **That** the Chairperson and the proper officers of the Union are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary in that behalf.

Resolution CARRIED

**18. Adjournment**

Resolution No. 153-18

Moved by: George Philp, President

Seconded by: Alyssa Hall, Councillor

**That** the Regular Meeting of Council dated Tuesday, April 10<sup>th</sup>, 2018 be adjourned at 3:58PM.

Resolution CARRIED

Appendices

**Appendix A:**

1. Transition into role
  - a) Develop relationships with internal and External stakeholders
    - i. Members of the Canadian Alliance of Student Associations (CASA) and Students Nova Scotia (SNS)
    - ii. University Administration
    - iii. University support staff
  - b) Familiarize myself with logistical aspects of the role
2. Work with University staff and other associated partners to enhance Student services on- campus:
  - a) Ensure the Long-term viability of the ASU Food Cupboard
  - b) Representation of students throughout the Food Service Request for Proposal (RFP) process
  - c) Advocate for enhanced Medical Services and Equitable Counseling supports on campus
3. ASU Student outreach and engagement strategy
  - a) Communication of executive and full-time staff roles and responsibilities
  - b) Maintain communication with SRC members and the student body regarding the executive's summer work
  - c) Plan for this year long initiative and support other executive members throughout this process (videos, website refresh, social media presence, out of office hour presence, infographics, etc.)
4. Continuing Projects
  - a) Work towards and long-term solution for the ASU Lease Agreement with the university
  - b) Work with ASU lawyer and Exec team to ensure By-Law update process is ready for the fall (consultation, review of proposed changes, etc.)
  - c) Work with ASU Lawyer to consider new conduct policy for SRC Members
  - d) Work with University Administration and Sexual Health Working Group do disseminate initial draft of Acadia's Standalone Policy on sexual assault
5. Self-Care and team Support

- a) Take time for self-reflection and care
- b) Where appropriate, support team members in their roles and personal wellness
- c) Set reasonable expectations of executive members
- d) Check-in regularly with each executive member
- e) Have fun and enjoy the role

## Appendix B:

### 1. SNS and CASA Training and Transition

- Work with Sam during transition to ensure I maximize my understanding with her help.
- Work with Tristan and other executive during leader-lab transition to gain as much information and develop both personal skills and inter-personal relationships
- Capitalize on CASA conference and networking

### 2. Prepare myself accordingly for the extensive summer committee work

- Gather tips and approach methods from Sam prior to her departure from Office.
- Conducting research surrounding topics at hand and reaching out to other institutions about upcoming challenges we may face and tactics we can use to work through them.

### 3. Fully transition into the role by reaching out to stakeholders.

- Understand their roles on campus
- Understand who is responsible for what on campus
- Gain a sense of who to send students to during the year for supports

### 4. Establish clear goals on a personal level and team level

- Set a timeline and proposed completion dates
- Determine check-points
- Learn how each exec position can support others in the most effective way
- Reflect on accountability agreement to ensure progress

### 5. Policy research regarding substance use on campus

- Research how other universities are going about the new legislation
- Gain understanding on how to write policy regarding this topic



**Appendix C**

- 1. Work on our online presence and social media in order to improve communication and image.** a. Strategies: Consistency across all platforms, regular updates, engage with the audience more and respond as quickly as possible, develop solid and consistent content/images, have another individual to help with posts and maintaining social media. b. Benefits: Easier, quicker communication, more ways to communicate, reaching more students, branding
  
- 2. Execute events that show appreciation for Acadia's diversity and build on relationships with the International Society, BSA and any other similar club or society by supporting them in their event planning and promotion.** a. Strategies: Meet with all related societies or groups, what are their needs, what's missing, how can I help and what can I offer, be in regular contact b. Benefits: Stronger relationship with multiple groups and societies, more support for these groups, increased awareness and appreciation for Acadia's cultural diversity
  
- 3. Set myself up for a successful start** a. Organize, clean, meet with important connections and plan well in advance, create a space I can be and feel successful in. Strong communication with my team and those I am collaborating with b. How? Map out my year, clear out office and develop a schedule, research previous experiences and know my resources
  
- 4. ASU Awareness Integrated Marketing Campaign.** This campaign will work to raise awareness of what the ASU is, SRC, promotional items, opportunities to get involved and more. This will not only encourage students to get involved but have a positive impact on things like volunteering, voter turnout, brand image, and also provide the SRC and other ASU employees further opportunities to get engaged with the student body and develop relationships. This will be prepared over the summer and slowly implemented as school begins in the fall. It can also be maintained throughout the year.

**Appendix D**

1. Organizing myself, introducing myself to stakeholders/staff, and setting myself up so that I can be prepared, knowledgeable, and able to offer the required support in this position to help students be the best they can be.
2. Forming a healthy and balanced lifestyle encompassing my job, schoolwork, personal life, and social life.
3. Getting to know the people I am working on this team with, providing maximum support, and offering help when I can. I want to form strong, lasting relationships with my co-workers as the Executive team and work through the conflicts that may arise for not only the University but ourselves and the team dynamic. I want to work with the team to plan the year ahead and make it as inclusive and opportunistic as we can.
4. Getting started in brainstorming collaborative events on campus with HC's, IO's.
5. Planning Training Week and Welcome Week to be informative and engaging and working with Residence Life to ensure that the leaders are properly trained and prepared for their roles in welcoming incoming residents.
6. Working to make Club Axetravaganza accessible and promoted to ensure student participation.
7. Looking into making House Cup a more prominent aspect in the lives of on-campus students by working with House Council teams and the school.
8. Making myself present on campus in residences by working with the HC's and possibly the RA's to stop by and check in, introducing myself to residents, putting myself out there to open questions and offer support, offering information, and attending events in residence.

**Appendix E**

1. Financial cheat sheet Create a helpful set of notes on relevant financial concepts to better the financial literacy of SRC.
2. Allocation of Student Contributions Creating a pie chart on how annual student union contributions are used in order to visually explain to students how their money is being put to work and to increase student engagement. This will be executed by reviewing budget to chronical how student's funds have been allocated over time.
3. Clarify requirements and description of wellness fund and student activities fund This will be reviewed by the student funding committee to provide clarification and reduce the long- term workload associated with funding claims.
4. Creating a healthy work-life balance It is important for my personal success to create this healthy balance in order to ensure I am doing my best duty as an executive, student, and person. I hope to do this by getting an initial feel for the position and adapting my workload accordingly.
5. Exploring more volunteer opportunities within the ASU Explore opportunities to partner with students to aid in the workload as well as foster an interest in the ASU from the ground up. This can be done by investigating different projects that may provide aid to the community as well as personal gain for the volunteers in the form of work-related experiences.

## Appendix F

### Goals and Objectives for Summer 2018

- Organize and facilitate the summer meeting of the SRC. Look into effective online calling systems and share with council.
- Prepare a presentation outlining the proper administrative procedure and conduct for meetings. This includes but is not limited to: An outline of *Roberts Rules or Order*, minute interpretation, meeting procedure and the proper completion and interaction of agenda documents. Create a meeting procedure “cheat sheet” for members new to the meeting process.
- Investigate the possibilities for fall retreat as directed by others
- Remain active in the By-Law review process and communicate with students during and after decisions are made.
- Do further research into the history of the ASU and look at the goals and accomplishments of previous SRC’s and Chairs to inform my future choices.