

Internal Affairs Committee Meeting Agenda

Student Association of George Brown College

Date: January 28th, 2013

Location: St James

Committee Members

Director of Internal Affairs

St. James Campus Director

Director of Education and Equity

Liberal and Prep Studies Representative

Business Representative

Director of Finance and Operations

Julia Mackenzie (Chair)

Halley Requena-Silva (Vice chair)

Mohammad Ali Aumeer (Executive member)

Chris Bourque

Jason Monaghan

Deydriger Mora

Staff Resources

General Manager

Manager of Equity and Campus Services

Executive Director

Maria Quain

Tina Garnett

Antoinette Davis

Guests

Sarah Mogan

Nikhil Gulati, Shasa Boshoff, Kyle Rodgers,

1. Roll Call:

Position	Present (note if late):	Absent:	Regrets sent:
Business Rep	X		
St James Campus Director	X		
Director of Internal Affairs	X		
Director of Finance	X		
Director of Education and Equity	X		
Liberal Arts and Prep Rep		X	
Operations Manager	X		
Equity and Campus Services Manager	X		
Executive Director	X		

2. Call to Order:

Time: 5:10 PM

3. Presentation from Clubs Leads

Clubs handout, policy areas to be focused on

4. Approval of Agenda:

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Be it resolved that the Board of Directors accept the agenda as presented. Any amendments to the Agenda should be made at this point in time.

Moved by: Director of Internal Affairs

Second: St James Campus Director

Vote: Carried

5. BMC Process Review and Update

Tasked to Director of Internal Affairs in consultation with CFS Ontario Organizer.

6. Punch Clock Policy

Be it resolved the Director of Internal Affairs create a sign-in policy and make a recommendation on which punch clock to buy to Finance Committee.

Moved by: Director of Education and Equity

Second: St James Campus Director

Vote: Carried

7. Committee Reconstitution and Committee Policy

Be it resolved that the committee recommend committee membership composition be amended as follows in the Voting Director's Accountability Manual:

To replace 7.1 i) in the VDAM:

Finance and Operations Committee Composition

- a. Director Finance and Operations – Chair
- b. Vice-Chair appointed at board
- c. Executive Member appointed at board
- d. Three Board Members appointed at board
- e. Finance Coordinator (non-voting)
- f. Executive Director (non-voting)
- g. Operations Manager (non-voting)

To replace 7.2 i) in the VDAM:

Internal Affairs Committee Composition

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- a. Director Internal Affairs – Chair
- b. Vice-chair appointed at board
- c. Executive Member appointed at board
- d. Three Board Members appointed at board
- e. Operations Manager (non-voting)
- f. Executive Director (non-voting)

To replace 7.3 i) in the VDAM:

Education and Equity Committee

- a. Director of Education and Equity - Chair
- b. Vice-Chair appointed at board
- c. Executive Member appointed at board
- d. Three Board Members appointed at board
- e. Appeals Coordinator (non-voting)
- f. Manager of Equity and Campus Services (non-voting)

To replace 7.4 i) in the VDAM:

Public Relations Committee

- a. Director of Public Relations - Chair
- b. Vice-Chair appointed at board
- c. Executive Member appointed at board
- d. Three Board Members appointed at board
- e. Publications and Communication Coordinator (non-voting)
- f. Executive Director (non-voting)

To replace 7.5 i) in the VDAM

Student Life Committee

- a. Director of Student Life- Chair
- b. Vice-Chair appointed at board
- c. Executive Member appointed at board
- d. Three Board Members appointed at board
- e. Student Life Coordinator (non-voting)
- f. Manager of Equity and Campus Services (non-voting)

Moved by: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried

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8. Campaigns Coordinator

Executive Director, Equity Manager and Director of Education and Equity tasked to create a job description for a campaigns coordinator.

9. Sales and Client Services Coordinator

Be it resolved that the SA proceed with hiring a Sales and Client Services Coordinator,

Be it further resolve that the Operations Manager and Executive Director work together to revise and update the job description.

Be it further resolved that regular updates from the Sales and Client Services Coordinator be provided to the Public Relations Committee.

Moved by: Director of Finance and Operations

Second: Business Rep

Vote: Carried.

10. New Business

Equity Training – Equity Manager and Executive Director tasked with finding harassment training to be provided to the Board and Staff at a cost of up to \$8000.

11. Motion To Adjourn

Moved by: Director of Internal Affairs

Second: Director of Education and Equity

Vote: Carried