

**Constitution and Policy Review Committee
Meeting Minutes**

Date: June 28 2016 **Location:** UC 513 **Time:** 6pm (meeting called to order at 6:18 pm)

Current Voting Members:	Ruth Lau MacDonald, Charissa Feres, Austin Pellizzer, Ashley Courchene, Lauren Konarowski, Fahd Alhattab, Sarah Garlough, Julia Dalphy
Attendees:	<p><u>Voting Members:</u> Ruth Lau Macdonald (Chair), Charissa Feres (Secretary), Lauren Konarowski, Sarah Garlough, Julia Dalphy</p> <p><u>Non-Voting Members:</u> Lily Akagbosu</p> <p>QUORUM WAS MET</p>
Review of Past Minutes:	<ul style="list-style-type: none"> - The Committee has decided not to be too formal with meetings, so there will be no official approval of past minutes, but there will be a brief review of them at the beginning of each meeting to keep attendees updated
Agenda Item 1: Ground Rules & Expectations	<ul style="list-style-type: none"> - If a meeting does not have quorum (5 voting members present), the Committee will still hold a ‘working meeting’ where projects may be discussed, but no voting on any matters will take place - <u>Communication and Timelines:</u> <ul style="list-style-type: none"> o Meeting dates will now be communicated via Outlook calendar as well as through the Facebook group o The Chair will give a minimum 7 days’ notice for all meetings o If anything regarding the Committee needs to be posted on official CUSA social media platforms, contact Christine at creative@cusaonline.ca o The Committee will reach out to students and groups about meetings and projects via social media and email. This includes keeping a mailing list of councillors, service centres, academic associations, clubs and societies, students at large, etc. (See Action Item 1) - <u>Conduct:</u> <ul style="list-style-type: none"> o Meetings will be conducted with respect and professionalism o The Committee will not use Robert’s Rules of Order o Members may suggest other guidelines for conduct as they see fit
Agenda Item 2: Brainstorm and Discussion around Committee Goals for 2016/2017	<ul style="list-style-type: none"> - Lauren would like the Committee to look at how Committees are structured, how they operate, and see if this should be updated (ex: is the current quorum for committee meetings realistic and appropriate?) - Julia would like the Committee to look at the number of councillor positions in each faculty, explore how these numbers are determined, and create a procedure for regularly reviewing council structure and eligibility for faculties to have councillor positions (See Action Item 2) - Julia would like the Committee to look into ways to increase Council outreach and engagement with students (ex: Council social media, blogs), while also ensuring that these platforms are kept up to date each year (See Action Item 3) - Charissa and Lily would like the Committee to look at creating a Councillor terms of reference that would outline expectations, training, procedures for accountability, and mentorship, amongst other things. (See Action Item 4 and 5). There could also be an Ad-Hoc Committee or working group started

	<p>to look into Councillor engagement and how to address the one-year turnover rate as well (See Action Item 6)</p> <ul style="list-style-type: none"> - Ruth would like the Committee to review and tighten up CUSA’s processes (ex: reviewing the different types of voting majority for different matters, creating systems of accountability, reviewing and strengthening CUSA’s policies, etc.) This is something we can partner with the Legal Policy Analyst on. (See Action Item 7) - Ruth would like the Committee to review the expectations around CUSA consulting students prior to making decisions that affect them - Sarah has a list of things in the bylaws that seem unreasonable or that hinder efficiency that the Committee should address (See Action Item 8)
<p>Agenda Item 3: Update on Legal Policy Analyst</p>	<ul style="list-style-type: none"> - Lauren is currently in the process of interviewing candidates for the Legal Policy Analyst position at CUSA - The student will begin their 8-week contract on July 4 - Their role will be to generally review CUSA’s governing documents to tighten them up, as well as do research into other students’ associations’ documents - The Committee would like to work with the summer student (See Action Item 9)
<p>Other Business:</p>	<ul style="list-style-type: none"> - The CPRC Committee description on the CUSA website needs to be updated to better reflect its mandate (See Action Item 10) - CUSA has been working with the Sarcony group consultants to improve their businesses and transitioning between executives. The Committee could potentially consult them on issues such as councillor transitions, mailing lists, etc. (See Action Item 11) - Lauren has 5 sets of meeting minutes from last year’s Committee. (See Action Item 12)
<p>Action Items:</p>	<ol style="list-style-type: none"> 1. Charissa will compile a list of people and groups the Committee should reach out to for meeting invites and general promotion of the Committee 2. Julia will write up a fact sheet with background info on council structure to serve as a starting point for the Committee (Ruth suggests contacting CIRP to get faculty enrollment numbers and other data) 3. Lauren will invite someone from the Communications Office to attend a future meeting in order to discuss possibilities for increasing Council’s digital outreach 4. Charissa will look into councillor terms of reference for other student associations and bring that info to the Committee as a starting point 5. Sarah and Lauren will look into councillor training material from last year and bring it to the next Committee meeting for comparison 6. Lauren will look into creating an Ad-Hoc Committee/working group for Councillor engagement 7. Ruth will review the terms of reference and bylaws around councillors, executives, and council employees 7. Sarah will send the list of bylaw inadequacies to Lauren to give to the summer student, as well as bring it to the next Committee meeting 8. Lauren will invite the Legal Policy Analyst to the next Committee meeting 9. Lauren will contact the Communications office to update the Committee description on the CUSA website 10. Lauren will contact the Sarcony group to find out how they can help the Committee with improving council

	11. Lauren will send out last year's meeting minutes from this Committee
Next Meeting:	<ul style="list-style-type: none">- The Committee will meet every 2 weeks throughout the summer- Next meeting will be on July 11 (5:30pm)- The meeting after that will be on July 25 (5:30pm)- Lauren will take care of booking room locations

Meeting adjourned at 7:08pm