# Ambrose Student Council

Date: May 29, 2023
Place: Microsoft Teams

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**Call to Order at: 6:05PM**

**Roll Call:**

- President
- VP Internal
- Spiritual Life
- Operations
- EDI
- Wellness
- Executive Assistant

1. **Opening Ceremony: Prayer**
2. **Approval of Agenda:**
   - Motion to approve the agenda for the meeting on:
     - Moved by: Liam
     - Seconded by: Hayley
     - Opposed:

3. **Approval of Minutes:**
   - Minutes from the last meeting on: N/A
   - Motion to approve the minutes from the board meeting on:
     - Moved by: N/A
     - Seconded by: N/A
     - Opposed by:
4. **Announcements**
   - Employment Contracts
     - If you haven't completed your employment contract please do so soon.

- Staying on top of Teams and emails
  - Try to stay on top of your ASC emails/ any ASC updates on teams
  - If you haven't already, please change your ASC Teams profile picture to the headshots which were taken by Nicole in April. Nathan will send out an email with access to aforementioned headshots.

5. **President's Report:**
   - Ambrose Student Executive Council: this is a lobby group which Ambrose currently partners with through a paid membership.
     - Through the years, many schools have canceled their memberships.
     - As this membership is costly and comes out of the ASC president's budget, Ambrose is considering cancelling their membership as well. The membership does create advantages, so the matter to pull out or not is still being considered.
   - Working on recieving ASC contracts.

6. **Executive Updates:**
   **6.1) VP Community Life**
   - N/A

   **6.2) VP External**
   - N/A

   **6.3) VP Internal**
   - Orientation Week
     - In contact with Dayna about orientaion week set-up.
       - Student VIP will come to Ambrose Sept 5th and 7th so students will be able to ask question about the health plan.
     - Liam will talk about the Ambrose health plan, specifically the deadline to opt out, during undergrad orientaion.
     - ASC Marketing will also assist in promoting awareness surrounding the deadline to opt out of the Ambrose health plan.

- Student Support service agreement
    - $17 fee paid in addition to Ambrose student fees. This service gives students access to a bundle of resources including an application similar to Grammerly, an app for sleep, mental health and Canva.
    - Planning to organise the opt out date for this service to be the same or close to the opt out date for Ambrose's health plan.
    - Student Support has been helpful and is excited to partner with Ambrose. They will be providing ASC Marketing with content to advertise their services.

### 6.4) VP Spiritual Life

- Event planning
    - First Firehouse to be on orientation night.
    - Partnering with Prof.Rob Snow to create a Dicipleship Class
        - Logistics still being dicussed, possibly the class would meet once a week based on a drop-in system

### 6.5) VP Equity Diversity and Inclusion

- Event planning
    - Looking into cources about accessablility and new immigrants to Canada.
    - Looking at a resource on human trafficing that the Wellness Coordinater (Tracy) found. Could be good for an event and is completely free.

### 6.6) Operations

- Working on creating budgets, updateing club mannuel and club handbook.

### 6.7) VP Marketing

- N/A

### 6.8) Wellness

- Will be attending Healthy Canada Wellness Summit in june.
- Working on budget and planning events.

7. **Special Orders:**

   **7.1) Budget Walk-Through**

- Finding the budget sheet:
  - ✓ ASC Teams > Files > General > ASC Budgets
  - ✓ Or you can access the budget sheet simply by going to Excel in your ASC account.
    - o The budget sheet acts as a reference to give an idea of what your position budget should look like. This is for reference and does not need to be followed to the T.

   **7.2) Ambrose Race Survey Debrief**

N/A

   **7.3) Navigating Teams**

- Teams's Chat: functions as a group chat.
- Team's Icon: place where ASC agendas are posted ahead of time.
- Files: All meeting minutes and agendas will be available in the ASC files under the ASC 2023-2024 channel > General > Meetings
- Calendar: Used to post meeting information (i.e. date/ time) as well as meeting links when applicable.

   **7.4) ASC 101**

- "Robert's Rules": Tips for staying organised in meetings.
  - o A list of common ways to intergect in a meeting based on Robert's Rules has been uploaded in the chat. (Will also be emailed)
- Governace Files
  - o How to access: Files > General > Governance Files
  - o Foulder should contain three pdfs
    - o Note: "-officail" means that the document is 100% up-to-date.

- - If a student has a question or you are unsure of the roll of a position, look in the bylaws. Governance Files (i.e. Bylaws, Policy) can be changed, but must first undergo a certain process.
- Meetings
  - Should be an hour long.
  - Every meeting each ASC member gives an update on their duties.
    - If you want to talk about something specific/ in detail you must email Nathan before hand so the topic can be added into the meeting's agenda.
  - "Special Reports"- are like a presentaion
  - "Round Table"- time at theend of each meeting where any questions or concerns raised throughout the meeting can be discussed.
  - "In Camera"- a confidential meeting discussion which does not get recorded in the minutes.
  - "Good of Order"- how things are going.
- Commitment
  - During the summer make sure to brain storm ideas for your position.
  - Hopefully one-on-ones with Nathan will be scheduled monthly
  - Once the school year begins, come support your fellow ASC member's events!

### 7.5) Wellness Coordinater Grant Proposal

- Bell Let's Talk Grant
  - Tracy, the Wellness Coordinater at Ambrose, will be applying for the Bell Let's Talk Grant. This grant would go towards funding mental health and wellness initiatives at Ambrose.
  - Current roadblock making Ambrose events (wellness or otherwise) difficult: Ambrose has limited space/ rooms to program events. Creative ways are being discussed to overcome this roadblock.
  - Grant proposal requires student engagement.

o Grant proposal requires that Ambrose is matching the funds which the Grant would supply.

o The grant deadline is the end of June

o Budget numbers for wellness related events are needed so Tracy can add them to the grant proposal

**8) Action Items:**

| Task | Details | Deadline | Assigned to |
|------|---------|----------|-------------|
|      |         |          |             |

8. **Round Table:**
   - **Questions**
     - When will the keys for the ASC office be available?
       - o Hopefully by the end of the week we will have access. Student Coucil always has access to two spaces: the ASC office and the residence storage room.
     - Approachability Statements: makes constructive critism and open communication easier. Please fill out by Student leadership retreat (end of August)
   - **Advocacy Opportunities**

9. **Good of the order**
   - all is good.
10. **In Camera:**
    - Motion to go into camera at:
    - Motion to go out of camera at:

11. **Adjournment:**
    - Motion to adjourn the meeting at: 6:56 PM