

# EC-2020\_04\_18 April Executive Council Meeting Agenda

## Meeting details


|                        |                                |
|------------------------|--------------------------------|
| <b>Meeting</b>         | Executive Council              |
| <b>Date &amp; Time</b> | 18 Apr 2020 10:00 am - 3:00 pm |
| <b>Location</b>        | Microsoft Teams                |


## Meeting materials

## Attendance

- @ Sally Meseret (Deactivated)
- @ Cameron Prosic
- @ Justine Mackay
- @ Lily Sutton (Deactivated)
- @ Jade Bilodeau (Deactivated)
- @ Sofia Zamorano (Deactivated)
- @ Sarah Chun (Deactivated)
- @ Sam Abbott (Deactivated)
- @ Arlene Wang (Deactivated)
- @ Taylor Dallin (Deactivated)
- @ Tara Rezvan (Deactivated)
- @ Simon Harris (Deactivated)

## Agenda

| Agenda Item          | Presenter(s)                  | Notes   |
|----------------------|-------------------------------|---|
| Call to Order        |                               | The meeting was called to order at 00:00.   |
| Approval of Agenda   |                               |  <b>Be it resolved that</b> the Executive Council approve the agenda for the April, 2020 meeting. (M: ; S: ) |
| CEO Address          | @ Sophia Trozzo               | <ul style="list-style-type: none"><li>• Recap of the month of March</li><li>• Looking ahead</li></ul>   |
| Presidential Address | @ Sally Meseret (Deactivated) | <ul style="list-style-type: none"><li>• Address from the President</li></ul>  |

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| Online Professional Development              | @ Justine Mackay<br>@ Sophia Trozzo  | <ul style="list-style-type: none"> <li>• An update on the progress of developing online professional development in place of our Annual General Meeting 2020</li> <li>• Discussion and recommendations from the executive council <ul style="list-style-type: none"> <li>• Overview of timeline and moving parts of the online conference</li> <li>• Modules versus webinars- assigning exec members to specific modules and webinars</li> <li>• Overview of marketing timeline- how will we market this to the general assembly and ensure that outgoings, transitionals and incomings are all in attendance</li> </ul> </li> </ul> |
| Executive Council Elections /Appointments    | @ Sophia Trozzo  | <ul style="list-style-type: none"> <li>• A quick update on the election and appointment process and timeline and final discussion and feedback from the executive council</li> </ul>   |
| Equity Document                              | @ Sally Meseret (Deactivated)  | <ul style="list-style-type: none"> <li>• An update on the progress of the project and comments from the executive council</li> </ul>   |
| Governance Committee Update                  | @ Sophia Trozzo<br>@ Simon Harris (Deactivated)<br>@ Cameron Prosic  | <ul style="list-style-type: none"> <li>• An update on the progress of the governance committee and feedback from the executive council</li> <li>• Addressing individual terms of reference changes with the entire team- final thoughts and feedback</li> </ul>  |
| OSTA-AECO 20 Years Video                     | @ Taylor Dallin (Deactivated)  | <ul style="list-style-type: none"> <li>• An update on the progress of the 20 years video</li> <li>• Discussion and questions from the executive council</li> </ul>   |
| Financial Update                             | @ Tara Rezvan (Deactivated)  | <ul style="list-style-type: none"> <li>• An update on OSTA-AECO's finances</li> </ul>  |
| Coordinator and Board Council Updates        | @ Justine Mackay<br>@ Lily Sutton (Deactivated)<br>@ Cameron Prosic<br>@ Sam Abbott (Deactivated)<br>@ Sarah Chun (Deactivated)<br>@ Jade Bilodeau (Deactivated)<br>@ Sofia Zamorano (Deactivated)<br>@ Arlene Wang (Deactivated)<br>@ Taylor Dallin (Deactivated) | <ul style="list-style-type: none"> <li>• Public Affairs</li> <li>• Operations</li> <li>• Policy</li> <li>• Media Design</li> <li>• Outreach</li> <li>• Professional Development</li> <li>• Catholic Board Council</li> <li>• Public Board Council</li> </ul>   |
| Review of Actions, Decisions, and Next Steps | @ Sophia Trozzo  |  |
| Motion to Adjourn                            |  |  <b>Be it resolved that</b> the Executive Council adjourn the , Executive Council meeting at 00:00. (M: ; S: )  |

## Action items

- ✓ @ Taylor Dallin (Deactivated) to draft the internal and external meeting minutes for this meeting
- ✓ @ Sally Meseret (Deactivated) @ Sarah Chun (Deactivated) @ Jade Bilodeau (Deactivated) @ Sofia Zamorano (Deactivated) @ Sam Abbott (Deactivated) @ Cameron Prosic @ Simon Harris (Deactivated) everyone who is recording a module to sign up for a webinar to learn more about how to go about doing that and reach out to Cameron with any questions. Everyone recording a module to send their video to exec by May 8th at the latest for review.
- ✓ @ Sophia Trozzo to ask BoD about discounting student trustees for the gala next year and report back to exec

- ✓ [@ Sophia Trozzo](#) to send out a condensed summary of Governance committee goals/executive council TOR changes and next steps-exec to review and provide any final comments/feedback by April 25th
- ✓ [@ Sophia Trozzo](#) to send out a draft of the HR policy for review and suggestions from the executive council (pending BoD review and governance committee discussion)
- ✓ @everyone to encourage the general assembly to promote the equity survey and participate in online conference content
- ✓ [@ Lily Sutton \(Deactivated\)](#) and team to work on reaching out to incoming student trustees and gathering email addresses by May 1st
- ✓ [@ Sophia Trozzo](#) [@ Tara Rezvan \(Deactivated\)](#) to work on preparing for appointments (CEO, CFO, PD and MDC)
- ✓ @everyone to start thinking about online transitionals content and begin formatting your own transitional documents and plans for your individual roles
- ✓ [@ Sally Meseret \(Deactivated\)](#) [@ Cameron Prosic](#) to organize the call with Minister Lecce and chat with all participating parties ahead of time to make sure everyone is on the same page. [@ Taylor Dallin \(Deactivated\)](#) to reach out to the Indigenous Relations and French Relations co chairs to invite them to participate in the call.
- ✓ [@ Sophia Trozzo](#) to update exec if the elections timeline changes before the website is launched