

**Executive Board Meeting 24-06**  
**Wednesday, August 31, 2024 @ 12:00pm**  
**Microsoft Teams, Remote Meeting**

**Called to Order 12:05pm**

**Present** El-Kadi, Hobbs, Long, Popovic, Schaub, Sweeney

**Late**

**Absent** Abbott, Arora, Mahmoud

**Others Present** V. Scott (Recording Secretary), M. Wooder (GM), Priya John (AVP (Services)), Celine Chak (SHEC Director), Anne Peiris (WGEN Director), Fred Min (EFRT Director), Ella Ying (FCC Director)

**1. Adopt Agenda**

**Moved** by Sweeney, **seconded** by El-Kadi to adopt the agenda, as presented.

**Amendments**

- El-Kadi add EFRT Responders Job Description.
- El-Kadi add Closed Session.

**Moved** by Sweeney, **seconded** by El-Kadi to adopt the agenda, as amended.

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Sweeney, **seconded** by El-Kadi to adopt the minutes from Executive Board meetings 24-04 – July 17, 2024 and 24-05 – July 31, 2024, as circulated.

**Passes Unanimously**

**3. PCC Report – Michelle Caruso presented**

- Caruso summarized the report.

**Questions**

- El-Kadi asked what the timeline was for Volunteer hiring. Caruso responded that the AD was finalizing the hiring timeline, and that they will be emailing the Director of HR today. They added that they will also be doing promotions soon so that applications can start rolling in.

**4. SHEC Report – Celine Chak presented**

- Chak summarized the report.

**Questions**

- El-Kadi thanked Chak for coming to the meeting. They highlighted that this was the PTM's first report and welcomed them to the team.
- Sweeney congratulated Chak on their first report. They offered to help Chak with anything budget related.
- Popovic thanked Chak for the report.

**5. WGEN Report – Anne Peiris presented**

- Peiris summarized the report.

**Questions**

- El-Kadi clarified about volunteer training, and not hearing back about room bookings. Peiris responded that it takes awhile for room bookings to be approved. El-Kadi suggested reaching out to the Hub Manager if the room booking is taking a long time. Wooder added that it can take up to 10 business days for approval for room bookings, and that MUSC and the Hub have a faster response time.

**6. EFRT Report – Fren Min presented**

- Min summarized the report.

**7. FCC Report – Ella Ying presented**

- Ying presented the report.

**Questions**

- Sweeney stated that this was a great report. They explained that the Student Market was planning on opening in September and suggested connecting with the Food and Beverage Manager.
- Hobbs agreed that it was a great report. They explained that FCC was collaborating with the education team and will be running a food security campaign, which will include an in-person event.

**8. Maroons Report – report circulated**

- El-Kadi summarized the report.

**Questions**

- Sweeney stated that they and Khan have been in contact about the jerseys and that there was an issue with the embroidery, which put Maroons overbudget.
- El-Kadi asked Sweeney if they knew when the jerseys would arrive. Sweeney responded that they weren't given a timeline.

**9. Spark Report – Serena Bansal presented**

- Bansal summarized the report.

## 10. EFRT Responder Job Description

**Moved** by El-Kadi, **seconded** by Long that the Executive Board approve the EFRT Responder job description, as circulated.

- El-Kadi went over the memo with the Board. They explained that it was circulated late as they were waiting on feedback from the ASC, Director of HR, and the EFRT Director. El-Kadi added that EFRT would hire on their own platform, and it was recently discovered that there wasn't a job description for Responders. They felt that this should be approved.

### Vote on Motion

**Passes Unanimously**

## 11. Closed Session

**Moved** by El-Kadi, **seconded** by Long to move into Closed Session.

- El-Kadi stated that they will be discussing HR topics.

### Vote on Motion

**Passes Unanimously**

## 12. Return to Open Session

### Information and Questions

- Scott let everyone know that the FYC elections nominations will be opening on the first day of school. She let everyone know that the opt-out for Health and Dental plans will start September 1 and go until September 30, and to please share when they see the posts. Scott asked for everyone's class schedules so that she can plan the Fall term meetings.
- El-Kadi stated that they will be bringing forward a job description for Maccess to the next EB meeting. They explained that changes were made to a job description, but then never approved and was hoping to fix that. El-Kadi added that the PCC and SHEC yearplans will be coming to a meeting in September, and those will be the final yearplans to approve.
- Sweeney stated that one of the responsibilities of Executive Board is to review the Exec budget every month. They stated that they were willing to go over it with everyone if needed.
- Wooder updated the Board on the Bike Share agreement. He explained that the revisions with the Mac legal team are about the privacy elements and that the agreement has been signed. He added that the hope was to have everything will be online by Welcome Week for the opt-out, which will be facilitated by Bike Share.

## 13. Adjournment and Time of Next Meeting

### Time of Next Meeting:

**Thursday, September 19, 2024**

**MSU Boardroom  
MUSC 201**

**Moved** by El-Kadi, **seconded** by Hobbs that the Executive Board meeting be adjourned.

**In Favour: 5 Opposed: 1 Abstentions: 0  
Motion Passes**

**Adjourned at 12:48pm**

/vs

DRAFT