

# CSSS Executive Meeting Minutes

Flora Liu

Friday, January 22th, 2010

*Meeting starts at 2:07 PM. Dave calls it to order.*

Attendees	Name	Email	Affiliation
	Shannon Juzenas	sjuzenas	VPA
	Chris Parsons	cwp3	Treasurer
	Ted Tate	eit	VPO
	Dave Hughes	dlh3	President
	Flora Liu	floral	Secretary
	Tom Clark	tac3	VPR
	Laura Antonescu	lantones	1st Year Rep
	Ivan Jelinic	ija5	Exec at Large

## 1 Keys (Dave)

- So far 2 of the outstanding keys (those owned by Cory and Tim) have been tracked down, those owned by Sepand, Allen, and Anthony are lost or the owners are out of the province. Still no reply from Marcel Guzman.
- Keys issued in former execs names will be returned - and a new key requisition has been placed for Shannon.
- • Currently a processing fee is charged everytime a key is passed around. Going to look into getting rid of the fee - motion to move \$30 for fees (\$20 deposit, \$10 processing fee).
- Tried getting permission to have the keys issued to the CSSS or SFSS instead of to individuals. Unable to get approval. A policy will be written regarding keys and will be meeting with the access control manager for an alternative solution.

## 2 Couches

- Looked on Craigslist. They have cheap couches, and we know members with trucks to help move them (Josh or Travis). Vote on what are we willing to pay:
  - Leather Couches: \$300 x 2
  - Non-leather: \$150 x 2
  - Up to \$150 for moving
    - \* Leather is preferred, due to stain resistance. Especially in darker colours.

- \* Will buy them as we can get them as is the nature of Craigslist.
- \* 2 grey couches are priority.
- Most likely to get a further discount if we mention we are a non-profit organization.
- Chris: Roughly \$3400 of unallocated money not including the \$550 coming in from core funding.
- Ted: Considers looking into cleaning expenses as we are getting couches off Craigslist.
- Also looking into getting a smaller table, the current one is a university desk so we can ask for a replacement. A smaller one is preferred.

### 3 Cabinets

- Gotten a quote back from Herbert Williams (\$1661.10), but it was for a model too tall. Requested a quote for a smaller one (\$1200 for the cabinet, 400+ for shipping), a quote for 2 was asked to see if shipping and handling will be reduced.
- These cabinets are much more expensive, but are more secure with piano hinges, self latching doors (crutial in reducing key loss), and handles are flush - so we can put our metal bars on top. Shelves are also much more stronger and will hold up to 1000 lbs – this will prevent shelf buckling. They are removable.
- The university is willing to pay, but the amount is unknown (approximately \$800?). The SFSS is also likely to contribute (\$500?).
- Staples has cabinets at \$250 each, will cost us nothing after the school and SFSS contribute.
  - much poorer quality and shorter lifespan of a few months.
- Chris suggests to get one of each. Put everything that's not pop into the high-security one.
- Looking into getting the school to give us storage for non valuables.
- Will make a decision on how much to spend after getting new quote and money from school and SFSS.

### 4 Common Room Signage

- School kept removing previous sign it because the legs kept tripping people.

- Tracy will look into see if we can put our sign on the curved wall. And one next to CSIL directing to the common room.
- Need to put things on the corkboard.
- If not allowed to put thing on wall, then school will buy us a \$300 folding sign to replace the old one.
- Tom: wants to put a hanging sign near rennassiance
- Dave: can't due to harsh restrictions.

## 5 Renovations

- To be taking place over Olympic Break.
- Carpet in back will be replaced with tile. Hopefully all tile will be replaced.
- Hole in the wall had better get fixed, the phone that created the hole should be as well. Asked tracy to give us a better phone and get the cables threaded through the walls instead of hanging.
- Whiteboard and corkboards will be removed during renos for painting. Looking into turning them upright and lowering the corkboards so they're the same length of the brown couch. This will allow for another cabinet to fit between the popmachine and the couch. The whiteboard should be moved to where the photocopier and phone is, this is much more easier to access and people using the phone will use it instead of writing on the wall.
- Prior to the renos, we need to empty out the cabinets and pop machine. ASB 9896 will be the storage room for our cabinets. Don't want to do a pop order the week prior in order to drain stock. Flags and banners will be removed. Still fighting with engineers for our flag back. Old textbooks will placed in "book donation bins."

## 6 Executive Retreat

- Talked to Pemberton hotel, we can get it even though we're under 25. Very strict about room capacity though.
- Still trying to get a place in whistler.
- Planning on the 1st week of the summer semester when class haven't kicked off yet, and most people are back from vacation or the 1st – 12th of May.

## 7 Open Floor

- Ted being VPO, would like to have the title changed. Either change VPO's title, or VPR and VPA. This will be discussed at the general meeting at Surrey.

*Meeting adjourned 3:06 pm.*