



Executive Board			Staff		
President	Alyssa Martinson	Y	Executive Director	Natalie Wallace	Y
VP Internal	Ava Griffioen	N			
VP External	Minji Kang	Y			
VP Student Services	Rochelle Beekman	Y			

Meeting called to order at 5:32 p.m. Opening Prayer by Alyssa Martinson

## 1. Approvals

MOTION To approve of the Agenda from August 16, 2023

President/VPSS  
CARRIED

MOTION To approve of the Minutes from August 4, 2023

President/VPE  
CARRIED

## 2. Old Business

## 3. Executive Reports

### 3.1. President (A. Martinson)

- Chatted with team at Level about Talk is Cheap
- Followed up with Angela with IS about who is going. Supporting the process there.
- Finalized the orientation speech.
- Excited to see the new chairs in the Level!

### 3.2. VP Internal (A. Griffioen)

- Finished up all the little email threads I had going with various people.
- Went through some budget things to look at the Talk is Cheap program.
- Started planning a TKUSA logo scavenger hunt for orientation. I'm planning on putting little TKUSA logos around the school with QR codes. One of the QR codes will take you to a page where you can enter your name to be entered into a draw to win TKUSA swag. Great to way to have there be something TKUSA related and interactive at the orientation.

### 3.3. VP External (M. Kang)

- Heading to the GOALS conference tomorrow in Calgary
- Disappointed to hear that Concordia won't be able to come but looking forward to connecting with Ambrose
- Went to NAITSA last week for a tour and a visit of their office which was wonderful.
- Had an ESA meeting at NAITSA as well and shared what we were looking forward to and expectations.
  - Expressed concerns about ESA being inconsistent in the past
  - Would like to see more engagement this year.
  - Chose the chair and vice Chair and hope to have in person meetings.
  - Next meeting is at SAMU on September 11.

Minutes prepared by Natalie Wallace, Executive Director

#### Future Meeting:

Date	Meeting	Time	Location
September 7, 2023	Executive Board	3:30 PM	Teams



- The Director of the Admissions office and wanted to use our Level space on some Sundays. The church will be open to all students and help support International Students as well as an opportunity to reach out to potential new students.
- Members relations from CASA connected but couldn't set up the meeting but may be able to connect in September for a virtual presentation to the Executive Board at a meeting.
- Booked a meeting with Larry for next Monday about indigenous students and registration deadlines.

#### 3.4. VP Student Services (R. Beekman)

- Preparing to come back to King's (packing etc..)
- Chatting with MICAH centre about the Refugee who is coming and meeting Samuel at the airport at the end of August
- The Pantry – looked at a program called too good to go. Buy food at a 1/3 price and it could be worth advertising for our students
- Looked into Sundog and chatted with CoraLee about it and will get more information.
- Received a few recipes from professors for The Pantry. Canva recipe design with a QR code book. Really fun and neat recipes have come in – affordable.
- The Pantry – looking at locking it to start the year and then instead people can use the help your shelf shelves and then when volunteers are free we can look at a scheduling tool.
- Colour Me Kings – look at who will do what for the event. Looking at the Fall Kick off as well. Rochelle would like to man the Bouncy Castle if someone else could be there as well.
- IS Conference – they will not be recording the Friday so she will be attending the Wednesday night event and then returning so she can be at a wedding for family.
- Talking to Kiel and CoraLee about events for the fall

#### 4. Staff Reports

##### 4.1. Executive Director (N. Wallace)

- Had a wonderful holiday on the west coast.
- "Technically" still on holiday.... however:
- Completed payroll reports.
- Finalized the Canada Summer Jobs grant and submitted the final report. Waiting on final payment
- Met with Alan after the soft launch of the website. Spend about five hours editing the site but grateful to be more familiar with it.
- Major edits complete and now Connor is working on finalizing some key things such as all the .pdf links for minutes and policies and procedures, updating some photos, cleaning up a couple of areas.
- Next focus is on the Events Calendar online – Alan is looking into using Outlook instead of Gmail as it is more aligned with our programming here.
- Meeting tomorrow about orientation with CoraLee and team. Will prepare for my parent's presentation on health care
- Connor and I will be focusing on supporting the work toward orientation, setting up for colour me kings for Rochelle to be all set, prepping materials for the SA tables (health care and exec table), hopefully picking up all our swag.
- Kiel has requested the use of our main office on August 30 for returning students to pick up keys and leases. We will be using our space for orientation materials. I mentioned that we could make that work but that we would require someone to be there the entire time as we cannot leave the office unlocked and students wandering in and out unfortunately since we have confidential materials and valuables there.
- Level chairs have all been replaced and the layout of the coffeeshop has been updated.
- Meeting with Level Management team next week to discuss price increases and a couple of new additions and changes they are making. Also going to decorate for our welcome week and look at purchasing a couple of plants to warm up the space. Will be picking a coffee cart location at that time in consultation with facilities.
- Received year end documents from Onyx and are sent to our accountant Byron to produce the year end financials and notice to reader in time for the September Audit. Will be reaching out to Shylene about this upcoming audit.
- Connor finalized the new club's application form, and it is live on our website under clubs now. Receiving messages from students regarding clubs – new ones and restarting for next year.
- Booked a meeting with Braeden about Scribes and the Chronicle planning for next year.

Minutes prepared by Natalie Wallace, Executive Director

##### Future Meeting:

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## 5. New Business

### 5.1. Orientation (A. Martinson)

- Alyssa is going to update her speech to focus on welcome.
- Set up for the Table:
  - Banner, brochures, candies,
  - Focus on Clubs and volunteering.
  - Microsoft Forms sign up sheet (Connor) with QR Code
- Colour me kings – looks at capture the flag or dodgeball style. All executives will be there.
- Rochelle to see about booking the sound system, we will put up the tent.

### 5.2. Talk is Cheap (A. Martinson)

- Look at changing how we track things. There are tabs.
- First come, first serve. Allocate \$500 a semester. (Roll over what is left of \$500)
- How do we want to track it and what perimeters do we have around it
- Set up a tracking sheet with 3-4 on the tracking sheet. Ask faculty if they want to opt-out of the program.
- Ask Ava and Ashlynn to work on a process together.

### 5.3. Website (N. Wallace)

- Team to review the site next week.

### 5.4. Door Sign (N. Wallace)

- Similar look

MOTION: To approve the striped design presented in the quote by Vivid Designs for our window decal

President/VPSS

3 in favour

1 abstain.

Passed

## 6. Question Period

- Alyssa is at RIZEN camp all next week but back on Monday August 28
- Are we meeting before Fall Kick off?
- Good luck to Minji at goals.

## 7. Adjournment

7.1. MOTION To adjourn the meeting.

Adjourned at 6:51 p.m.

President/VPE

CARRIED

Minutes prepared by Natalie Wallace, Executive Director

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*Alyssa Martinson*

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Alyssa Martinson  
President  
The King's University Students' Association

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Ava Griffioen  
Vice President Internal  
The King's University Students' Association

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