

VICTORIA UNIVERSITY STUDENTS' ADMINISTRATIVE COUNCIL

Meeting - January 28, 2011

Birge Carnegie 20

In Attendance

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|-------------------------|-----------------------|
| CHAIR | Harrison Sones |
| SECRETARY | Sienna DiGiuseppe |
| FINANCE CHAIR | Cindy Hwang |
| PRESIDENT | Akash Goel |
| VICE PRESIDENT EXTERNAL | Brandon Bailey |
| VICE-PRESIDENT INTERNAL | Clara Ho |
| CLUBS | Gabrielle Blais-Jones |
| COMMUNICATIONS | Sarah Sidky |
| COMMUTER | Rob Rubbini |
| EDUCATION AND EQUITY | Emily Willmon |
| PRODUCTIONS | Kimberly Pollak |
| SCARLET & GOLD | Annie Narae Lee |
| SPECIAL PROJECTS | Dave Stewart |
| SUSTAINABILITY | Ashley Quan |

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| VPE MAL | Shoaib Alli |
| VPI MAL | Rajesh Sankat |
| COMMUNICATIONS MAL | Matteo Pirri |
| COMMUTER MAL | Adel Boulazreg |
| EDUCATION & EQUITY MAL | Julie Beuve-Mery |
| PRODUCTIONS MAL | Jennifer Banh |
| SCARLET & GOLD MAL | Carrie Proctor |
| SUSTAINABILITY MAL | Alex Goel |

Assessor Members

Bergita Petro - Communter Don
Gillian Philipupilai - Commuter Don
Evan Wallis - Orientation Co-Chair
Rob Lakin - Victoria College Athletic Association
Rachel Chepsiuk - Caffiends
Kristina Minnella - Campus Life Coordinator
Johanna Lewis - Vic Representative to UTSU Board of Directors
Sonya Snyder - Cat's Eye

Official Regrets

Sophia Costimiris - The Strand
Matteo Pirri - Communications MAL

Meeting called to order at 5:36pm.

Approval of Last Meeting's Minutes

Motion 182: Dave moves to approve the minutes from the last meeting. Jennifer seconds. All in favour. One abstention. Motion passes.

Akash motions to ratify Sienna as secretary. Carrie seconds.

Akash: How much time was I granted on the agenda?

Harrison: An hour

Motion 183: Jennifer: I move to approve the agenda. Carrie seconds. All in favour. Motion passes with unanimous approval.

Harrison: Welcome everyone.

Akash: I think it's appropriate to discuss the new fixture in the council, the secretary. Many people were on board with this and there were many applicants. After an incredibly difficult process in which the hiring process was circulated, we have chosen our new secretary. I would like to say that the honorarium for the secretary which I am proposing is \$200 because we missed one meeting. Duties include contributing to book keeping, keeping in contact with the President and Finance chair as well as taking minutes. Motion 184: I would like to move to ratify Sienna as secretary for the 2011 year. Sarah seconds.

Shoaib: How did a finalist have a failing grade for the application portion in the grading scale for the secretary?

Akash: Firstly, the selection process should not have gone out to VUSAC. Secondly, there were all relative numbers that were scored. There was some difficulty in selecting the candidate because one member of the hiring committee wasn't at all interviews. Therefore there were many difficulties and the only way to chose was by a progressive ballot. Despite these difficulties I am sure that all of the committee members acted with integrity and we wont be revealing anything else about the meeting.

Shoaib: Ok

Akash: Is that fair?

Shoaib: Not really

Rob: Obviously the selection process was flawed, and I don't see how it was right to approve the process

Akash: All committee members agreed on the chosen candidate. I realize that this is the first time we're doing this, so the process is not perfected.

Kim: Sienna, have you been informed of the dates that you may be needed for committee

meetings and other duties?

Akash: She knows she needs to be here for VUSAC meetings, and if you want to use her for other services, remember that she's only human so we'll have to discuss it outside of the meeting.

Motion 184 continued: Harrison: to approve Sienna as secretary until April 15th 2011. 15 in favour. 4 opposed. Motion passes.

| What's Up Vic | |
|------------------------|---|
| Friday, January 28th | VUSAC Social, PACS keynote |
| Saturday, January 29th | Conference at the BAHAN Centre |
| Monday, January 31th | VCAA Paintball, Vic Chorus 4-6pm, Vic Assassins sign ups, Finance Chair application open |
| Tuesday, February 1 | Research Opportunity Info Session - Commuter Lounge 2-3pm, Leadership Portfolio - 4:30 BC20, Make World Change - 4:30 Private Dining Room, Fencing Club 9pm, Social Latin and Ballroom Club 9pm |
| Wednesday, February 2 | Productions Yuk Yuks Trip, VOCA Pancakes and Resume workshop |
| Thursday, February 3 | VOCA Movie Night (Zoolander and free pizza) Reading Room 6pm |
| Friday, February 4 | Harry Potter Pub Night |
| Monday, February 7 | Reading Week Party and Highball tickets go on sale, Vic Chorus 4-6, Publicity Committee postering rounds |
| Tuesday, February 8 | VOCA Pancakes |
| Wednesday, February 9 | Productions Opera Trip |
| Thursday, February 10 | Finance Chair Applications Close |
| Friday, February 11 | "All You Need Is Love" Ultra Now Alumni Hall 8pm-1am, Don Applications due |

Assessor Member Reports

Caffiends - Rachel Chepsiuk

- Rachel would like to introduce Benjamin Drakin as new co manager
 - Akash: Two questions, what was the hiring process, who was on the committee
 - Rachel: Applications were open from late November to January 1st, all applications received by then were selected to do interviews. Mary and Rachel, Emily Gilbert and Kristina Minella were on the committee
 - Akash: Does the cat's eye advisory board have anything to do with this?
 - Kristina: No, it's all separate

Campus Life Coordinator - Kristina Minella

- The CBC trip that was scheduled for February got postponed because George Strombolopolous is away that week. Leadership portfolio is February 1 at 4:30, a good way to compile your leadership experiences. Make World Change still has spots, will be in the private dining room next week. Email vic.dean@utoronto.ca for more info. On February 11 Don and Commuter Don application are due. Hands up if you are interested in getting your resume critiqued? Come find me if you want to sign up for Pancakes and Resumes. Finally you got the red orange and green cards, I'd like you to review me with these. red is stop doing something, green is start doing something, orange is keep going. Please fill these in and get them to me.

Orientation 2011 - Evan Wallis

- Today orientation executive applications open, and are open until March 4th. If you're interested, sign up. Executive committee is all set, hiring committee is set, so encourage people to apply.
 - Akash: I'm part of the hiring committee but I had no idea they were changing up the hiring process, could you explain what's going on with that?
 - Evan: Once we have the details hammered out we will be updating the executive hiring committee
 - Akash: Can I ask that the hiring committee be a part of this?
 - Kristina: They aren't usually part of that process, that's generally the way hiring committee's work

Vic Representative to UTSU Board of Directors - Johannah Lewis

- Canadian University Careers Conference - Lots of cool events are happening in the next couple of days. Tonight Cleve Jones is speaking at Med Sci and next Wednesday Angela Davis and Ward Churchill are coming to speak at Con Hall

Brandon and Akash leave at 6:04

Akash returns at 6:05. Brandon at 6:06

Cat's Eye - Sonya Snyder

- There's a new operating policy for the Cat's Eye. The Cat's Eye advisory board met in December to approve new amendments to the operating policy (*See attached document*)
 - D1) - outlines the advisory board - changed to match VUSAC constitution
 - D2) we've only changed it so that it includes the BC reading room in the operation
 - I1a) This is just a semantic thing, where alcohol will be served instead of the focus
 - J2a) clarification
 - J3) - section for VUSAC recognized groups
 - used to be that other groups had to pay a \$150 damage deposit, now VUSAC has more control over this. the deposit can no longer be waived because Vic students pay for the cats eye, there is a fee for alcohol and booking - they still have to be approved by VUSAC but can't waive damage deposit - essentially same policy for non student groups, but they have different booking times, and rental fees are \$200 and booking fees are *
 - using the cat's eye without staff - groups are responsible for lost items no matter if staff is there
 - if it's a small group they have to pay a deposit but rental fees may be waived
 - L2d) clarification about rescheduling
 - M6) not constraining the amount of money that Cat's eye can charge for any damages
 - N1d) broadening the classification
 -
 - Motion 185: Dave: I move to ratify the Cat's Eye operating proposal. Alex seconds. All in favour. Motion passes, unanimous approval.

The Strand - Brandon Bailey for Sophia Costimiris

- Sophia is sick, apparently from alcohol, so I'm doing her update. They're making changes to their bylaws and will be ratified at next meeting.

Budget Reallocation Update - Cindy Hwang

- This is how we actually did the reallocation budget. (*See attached document*) The major ones are the two overspending lines that weren't previously approved by the council: a computer and the Halloween club night. There were two major events that had a huge revenue, the Bob and Winterfest. Those were all accounted into the budget that the commission budget reallocated at the bottom of the sheet. For clubs we cut down the budgets individually as you can see. We had a small reallocation policy as you can see, there are some very different numbers from previous budgets, this is because of an outline that we followed. For the clubs that did not spend their allocated money or communicate their needs, their first semester budget was cut and 30% of their second

semester's budget remained. For example, a club that had \$200 for the whole year, \$100 was cut as the first semester, and 30% of the remaining \$100 was given, so \$30. If clubs communicated that they had the right amount of money, or if the event is a one-time occurrence, the entire budget was kept. For a club that spent some of their money, the remainder of the first semester's budget was cut, and they were given that amount, with an additional 30%.

- Akash: This was a really painful experience and a lot of thought was put into it.
- Cindy: We left big spending one time events full, because they don't really apply to the time line. The fall budget steering policy is in full effect as well, we've gone through it already so I won't again. After following this policy we've cut down over \$3000. We've had over \$9000 to reallocate (*see single budget*) We'll now go through them. By looking at the old budget you can see the differences. I'll only go through who got reallocated.
 - Akash: To confirm, they requested about \$2,600, and we granted them \$660. Gabrielle could you comment?
 - Gabrielle: It was a very tough decision, but we are in a position where we don't have that much money and I'd like to make sure that its in the minutes that if any clubs have any problems or questions talk to me and we'll do our best to solve it.
 - Akash: We've set a precedent for cheques this year, and have made clear that if you spend money you can get that money back. People who have not given their checks in for first semester by now is understood that they aren't getting their money back.
 - Kim: what if they spent money in the last week?
- Cindy: That's why they left 30%
 - Akash: Could you clarify your question Kim?
 - Kim: There were many things going on at the end of the semester, so I'm just wondering if some clubs couldn't get their cheques in on time because of this.
- Cindy: Gabrielle contacted all the clubs to notify them that they needed to send in their cheques
 - Emily: If some people need money, what will happen? Do we have a safety net?
 - Cindy: That's why we have VUSAC contingency.
 - Dave: We have about \$50 000 extra dollars in special projects, but it's for stuff
 - Akash: The contingency is small
 - Gabrielle: I move to approve the clubs reallocation 2010/2011. Jennifer seconds.
 - Akash: I'd like to say thank you to Cindy, it was a difficult process and I thank you for your presentation. Gabrielle, I'd like to approve the budgets together because people might want to do some shuffling around. I move that we table the motion. Brandon seconds.
 - Gabrielle withdraws her motion.
- Cindy: Websites are not granted funding because they can be done through clubs.VUSAC.ca. On to the commissions report. (*See attached for allocation*)
 - Akash: I just wanted to say that while Cindy is going through the update, I know you're thinking that we're cutting your budgets but please try to be realistic when considering asking us for more money, as we only have \$160 left in the contingency. This was very hard to allocate.

- Cindy: Yes, please keep that in mind
 - Akash: You can expect a 50% slash from what was asked and what it granted, it's not that we go out expecting to do this, but it just happened like that.
 - Harrison - We're over time.
 - *Motion 186*: Akash: I move to extend discussion by 20 minutes. Dave seconds. 16 in favour. 2 opposed. Motion passes.
 - Kim: what happened to the other items I requested? They aren't on the list.
- Cindy: That was my mistake, I found out last minute and I didn't bring it to the council.
 - Kim: Well we can't run the event without that money.
- Cindy: Can we talk about it during the Productions section?
 - Kim: As the Cat's Eye is no longer available we've decided to hold this event at alumni hall and we can't afford this with \$150. (see Prod. 008)
 - Brandon: We've been told that it's in VUSAC's best interest to hire UofT police at every event where there's alcohol. So keep that in mind, it's an extra \$50 an hour roughly

Clara left between 5:30 and 6

Clara comes back at 6:39

- Cindy: How much money was originally requested
 - Kim: I originally requested \$200. *Motion 187*: I move to add \$50 to the budget line productions 008, Jennifer seconds.
 - Gabrielle: Would it be possible to charge at the door, like at a house pub night.
 - Jennifer: I don't think it's appropriate to charge money for an event that's aimed to raise awareness
 - Akash: Mike the Change Aids Awareness charges entrance fees
 - Kim: Mike the Change fees went to charity, not to fund the event.
 - Ashley: Why don't you just not have a bar
 - Kim: Well all Ultra Nows I can remember have bars
 - Akash: Beggars can't be choosers at this point
- Cindy: Why don't we increase by \$10
 - Jennifer: \$160 would cover the bar, but it wouldn't leave any money for food and we need to serve food at an event where we're serving alcohol.
 - Sarah: Maybe cut back on the food because alcohol would bring more people than food
 - Carrie: If we were to grant them money would it be from the contingency?
- Cindy: Yes.
 - Akash: What is the date of the event?
 - Kim: February 11.
 - Akash: We may have some openings in the budget by then. It's really tight and we might be meeting on a bi weekly basis, could you be flexible and wait till that day to find out?
 - Kim: I'm hesitant to do that because we need to have everything booked
 - Emily: how much do you need? (to Julie) would we give them money from the travel conference fund?
 - Harrison - let's vote now. *Motion 188*: Motion to reallocate \$50 from the VUSAC contingency to Prod. 008 for Ultra Now 6 in favour. 9 opposed. 3 abstentions. Motion fails.

- Kim: Can I make a motion to take it from the traveling conference
- Cindy: Can I go through everything first?
 - Emily: All the clubs get a certain amount for an end of year party right?
- Cindy: Yes, see the hand out.
 - Emily: Then if I'm planning an end of year party for 55 people doesn't that count?
 - Akash: E&E isn't a club, so it doesn't really count. I motion to approve the VUSAC commissions allocation budget 2010/2011.
 - Emily: I'm still discussing changes
 - Ashley: There's stuff I could change for sustainability too.
 - Harrison: All in favour of calling the question 1 in favour. The rest opposed. Motion failed.
 - Motion 189: Dave: I'd like to move to allocate \$50 from town hall spcpro003 to prod008. Brandon seconds. Motion passes unanimously.

Rajesh leaves 6:52

- Motion 190: Gabrielle: I move to cut \$30 from fencing club budget. Dave seconds. Motion passes. Unanimous approval.
- Motion 191: Ashley: I move to cut 005 completely and 002 down to \$80. Shoaib seconds. Motion passes. Unanimous approval.
- Akash: While it's mighty generous of certain individuals to cut their funding, out contingency was extremely low in the first place and now it's safe so it doesn't mean we're re allocating to other places. So please still be conservative.
- Cindy: Also, there is still overspending in other areas so the contingency may still be small
 - Dave: there's still the police officer issue as well
 - Motion 192: Emily: I move to add \$50 to E&E social. Seconded by Jennifer.
 - Akash: Do other commissions have money for these parties?
 - Dave: I have \$60 but we meet every other week
 - Rob: I have \$30
 - Shoaib: The VOCA budget line is more applicable than the special projects line
 - Motion 192 continued: Harrison: All in favour of moving \$50 from the contingency to E&E 009: 3 in favour. 12 opposed. Motion failed.
 - Motion 193: Emily: Moves to reallocate E&E003 and 005 to E&E 011. Jennifer seconds. Motion passes with unanimous approval.
 - Akash - Considering the progress with the prayer center, shouldn't any money available to be reallocated go to the Presidents budget
 - Emily: Can request funding for the mats from Special Projects.
 - Akash: Alright, good job Emily.
 - Motion 194: Ashley: I move to extend discussion for 10 minutes. Rob seconds. 15 in favour. 3 opposed. Motion passes.
 - Kim: I know all the money that I requested for Magic Flute was opposed, could I get a straw poll to see if you think people would buy tickets for \$35. Majority said that they would sell.
 - Motion 195: Dave: I move to approve the VUSAC 2010/2011 budget. Carrie seconds. Motion passes unanimously.

Break at 7:04. Meeting continues at 7:13.

President [Akash Goel]

- I ask you to be very patient with my report today. I have approximately 33 items to talk to you about, and I'd like to share it with all of you. I'd may have to step out halfway though to introduce Prof. Danesi's band. Concern has been brought to my attention regarding residence, there are a number of double rooms that are half occupied. These students have been notified that they can either move to a 'super single' and pay the fees, or be matched with another person and move sometime within the next few weeks. How do you feel about this?

- Ashley: Why don't they stick someone in the rooms instead?

- Akash: It's difficult at this time of year

- Kristina: This isn't news to these people. They were told at the beginning of the year that someone may move in, this is the second round of communication

- Brandon: If i'm in a super single what would happen? Is there a waiting list, do I have to vacate?

Akash steps out at 7:19.

- Kristina: You may have someone moving in to your room, or otherwise you may be moved to another room if you are more compatible with another person than the person who would move in with you

- Brandon: What I'm getting is that there are two super singles, so person a would move into room b, leaving room a open. Why don't people in the waiting list move to room a?

- Kristina: They will do it based on sleep schedules and the roommate pairing form etc.

- Dave: How many spaces would be opening up? How much revenue would we be bringing in? And therefore is it worth the displacement?

- Kristina: It's quite a bit of revenue

- Shoaib: I've never lived in res, but why is this coming up now?

- Kristina: You'd think, but lots of people move in and out throughout the year

- Dave: I think because this is important I think we should have a general consensus or statement as the organization of VUSAC. Straw poll: would we like to come up with a cohesive VUSAC statement? Majority for this. I think this is fine, they're still living in residence and good things will come from it.

- Kim: I think it's good because people will be matched with compatible roommates

- Julie: I know in my experience that if they had moved me half way through the year it would have really bothered me. I feel it's kind of a weird idea. Moving people in is one thing, but moving people out is different

- Carrie: Are we considering moving people to different buildings?

- Kristina: I'm not sure about the buildings, but only the people in the super singles would be affected, they will be put together. There are two options for

these people. To pay an extra fee for a super single, or to agree to (at some point) have someone move in. The only chance that someone will be moving out is if two people in the super singles are more compatible as roommates than the people who will be moving in with them.

- Cindy: My bathroom mate is experiences this problem, what about the clause about her having to move?
- Kristina: Yes, this is the super single clause
- Ashley: I know that if I was having to move to another room in the first year it would have been so hard for me to do without help.
- Gabrielle: Is this a new policy?
- Kristina: No, Akash just wanted to talk about it
- Dave: I'm gonna suggest a general statement and then have a straw poll. Our consensus is that we are undecided and that..
- Kristina: Everything's going to residence fees, like usual
- Rob: I think the Dean's office is acting in the best interest of the students.
- Carrie: Can I just ask one last question - will there be notice for moving?
- Kristina: Yes
- *Akash returns 7:28* - Thank you for continuing with discussion
- Alex: I think that while VUSAC is supposed to represent the views of the students, this is a Dean's issue and I don't think we can have any comment.
- Dave: Good idea
- Carrie: It sounds like it's being done in the fairest way possible
- Akash: Thanks for your discussion of the topic. I'm going to talk about a few other things. Firstly, about my meeting with the property committee and the board of regents On the Goldring Centre- We just received site plan approval from City Council. This is going to be really long, so the sooner we can go drink at the social...
- Gabrielle: Can we move along please
- Akash: I'm passing around the construction budget for the Goldring, it's confidential. Please don't put that in the minutes. I should have gone into camera.
- Emily: So we're not supposed to know this information but you're telling us.
- Akash: Yes, I like transparency
- *Motion 196*: Dave moves to go into camera. Gabrielle seconds. One against. Motion passes.

-Go into camera at 7:33pm

-*Motion 197*: Akash moves to go out of camera, Adel seconds. Motion passes unanimously at 7:48

- Akash: I've been speaking to Kim about changing Productions to Arts and Culture commission and including Vic Gives Back and International Week
- Ashley: Well shouldn't Vic Gives back week stay with VPI?
- Gabrielle: Agreed
- Emily: Shouldn't Vic Gives Back week move to E&E?
- Akash: Yeah, that's what I meant to say before. Also I've been speaking to Emily about changing E&E to just the equity commission, to make it more focused?

- Dave: I think it's a good idea, because I know that E&E is kind of confusing, with having both the Education and the Equity involved. The function of the commission would not change, just the name
- Alex: Having been on E&E, I agree with Dave, I think people would be a lot more likely to pay attention to it. Maybe it could change to Equity and Social Justice?
- Gabrielle: You called on me, but I was interrupted. Shouldn't the week long events stay with the VPs, as that's what they're known for
- Akash: As a past VP, and knowing how I work with my current VPs, I know that they're really busy and could probably handle losing those jobs
 - Brandon: I know that a lot of the work I do is for other things, and if I'm only known for international week then I'm not doing my job properly
 - Dave: I think the collaboration is great, but I think it's more beneficial for the event to have the people running the events to be the people who are less busy. Not to impede them from participating. Correct me if I'm wrong, but this move is largely symbolic, it's not impeding with their collaborations.
- Akash: Let's talk to students outside of the meeting and see what they think, and talk outside of the meeting.
 - Shoaib: Are you thinking of doing this at the next elections?
- Akash: Yes, we're going to discuss it at the next meeting. Moving on, I'm working to remove special projects from a commission and change it to a levy, and hire someone to be in charge of it. It's \$60 000 that we're giving to an elected student to manage, it could turn out badly
 - Dave: I fully support this, when I first came into the position all the paperwork etc was really messed up, so I think that this change would really make everything run much more efficiently
 - Gabrielle: would this change any of the commissions under special projects?
 - Dave: No, just the constitutional structure
 - Brandon: It's really weird that Special Projects receives the largest 'levy' but we don't declare them a levy
 - Cindy: But technically it's not a levy, since it doesn't go through VUSAC
- Akash: The only thing that will change is that Special Projects is not a voting member. Moving on to New Leader Day. There's some awesome new ideas coming through. Kristina thought it would be good to have the President and Campus Life coordinator to work together for this, and we've been allocated \$1500
- Akash: By April 8th all the 'successors' need to be elected, and hopefully we'll hold a get together with a pub night after to help everyone get to know each other. I've been in touch with the Dalai Lama Health Centre to map out all the health services at UofT. It's a huge project so if anyone is interested in getting involved with this let me know. This is something I've been interested in since I became president of VUSAC. Unfortunately I wasn't able to attend the St. George meeting, Dave will give his report as my proxy. ROSI - is going to be revamped in a great way - Brandon will talk more about that in his update.
 - Ashley - what about the project auger?
- Akash: I'm going to have to extend eventually. I know I'm supposed to hurry up with my update, but I'm sorry I'm trying to make sense. Next week I'm going to be

scheduling internal review meetings with all commissions and their MALs, make sure you sign up for this. Clara will talk about it more later

Sarah leaves at 8:06, Brandon is her proxy

- Akash: The Student Services Fee - there is a fee that goes to the Dean's office that goes to things like commuter dons and commuter lounge etc. - has gone through campus life committee - (See attached document) Motion 198: I move to support the protocol for the Student Services fee. Dave seconds. Motion passes unanimously. The fact that we have unanimously approved this shows that we trust the administration, I would like to have that known. Margaret Atwood: The people in the alumni office are interesting... they refuse to let VUSAC sell tickets for this, so you have to go to the Vic 175 section of the VUSAC website, and you can get your ticket

- I've been going to many committee meetings, including budget and highball. I've started a commissions log, and it's disappointing when I don't get updates from anyone except for Sustainability, E&E and Productions. I know that some of you had some mocking responses about it. This was sad for me, please try to understand that this is a way to try to keep communications accessible

- Emily: So you're going to send this to everyone? What about last week?

- Akash: I didn't get this from everyone

- Emily: So the people that did the work don't get their information distributed

- Kim: Why do the MALs and the Commissioners have to send an update each?

- Emily: Can we have like an online blog or something to try and keep it open?

- Akash: Do you want to see who hasn't been sending it?

- Emily: No, I just thought the purpose was for all of use to be updated and thought that this was easier

- Julie: Yeah, it was kind of frustrating last semester

- Akash -Are you guys getting frustrated with me?

- Emily: Can you just move a little faster?

- Ashley: Yeah just faster

- Motion 199: Akash: I move to extend discussion by 15 minutes. One opposed. Motion passed.

- Akash: Vic One - Jewison stream has a professor, and Stowe Gullen has been quadrupled. Professor Gooch wants to have a 'Open Vic'-like event before acceptances come in, something like 'prestige without pretense'

- Ashley: like Trin

- Akash: What?

- Adel: Like we're the opposite of Trin.

- Akash: It's like an Open Vic but more formal. Referendum question: I've been working closely with Brandon and Clara. We need more money apparently, as we saw today. I'm suggesting that we move to add a referendum to add to VUSAC's levy by CPI plus 2%. Do you think we should be tackling this this year, and what should be the criteria?

- Dave: What do you mean by criteria

- Akash: Who the team would be, Who would be the governing body to make that decision, 2% seems alright, what do you think?

- Brandon: I think the CPI is good, but I don't think the 2% is necessary. Also, I don't think this should just apply to VUSAC, it should apply to all the levy receivers

- Akash: To clarify, VUSAC includes all the levy receivers. Also, what do we do with the money for the levy receivers, to we allocate in proportionally or by necessity? We can't keep taking money from other things, it's a bandaid solution.
 - Dave: just so everyone knows we are trying to do something about the overfunding of Special projects
 - Ashley - It doesn't make sense that we've added a new commission but not increased our levy. Sustainability will have more events in the future, which will cost more money. What Sustainability is essentially using now is the contingency from last year.
 - Alex: I feel that we should discuss this at the next caucus meeting
 - Rob: I agree, I don't think we should be voting on money that essentially goes to us
- Akash: So how would you think we should proceed with a committee?
 - Harrison: can we move on?
- Akash: Actually, this is really important, its concerning fee increases
 - Ashley: so how would this work, would it start in the summer?
- Akash: This year I would propose that the executive make this decision, or something that includes non VUSAC students, I'm just having ideas right now. It would probably be at the end of the year.
 - Alex: I don't feel that the VUSAC is the right organization to vote on fee increases, in the same way that the president of the university can't sit on certain committees.
 - Gabrielle: Although I do agree with what Alex said, maybe the budget steering committee, along with few members of the deans office. Since the budget steering committee has experience with this stuff
 - Dave: I don't see us having a conflict of interest with this, since we pay these fees ourselves, which cancels out the bias. Secondly, I think that members of administration should be in on this, partially because they are much more mature and have a different perspective, and perhaps a parity committee like Akash suggested earlier
 - Brandon: First to address Dave, I respectfully disagree, I don't think 20 people really take the bias away. I don't really feel like the VUSAC president should have a vote on this. It should be created specifically with people who have no stake in it
 - Adel: I completely agree. I've heard people thing that VUSAC is corrupt and I don't think this would help that
- Akash - Moving on: Alumni office is hiring a director for strategy and marketing, 86% of staff would advise VIC as a place of work, they're looking to improve department communication and employee treatment. The satisfaction and training is on par with the rest of UofT. Theres a question if people are getting adequate orientation at Vic, lower than the average of UofT. They're implementing an orientation staff. They feel that there's a lack of organization coming from the heads. Staff understand their jobs, but not the vision of the heads of their department. They're looking to use social networking more for students. That's one of the things I'm working on with the Alumni Office, an alumni database so that students can utilize this to get in touch with alumni .
 - Adel: If you have a lot of people, how would they figure out who would go with

who?

- Akash: Nothing's concrete, but they would connect through the alumni office through e-mail. Emmanuel college they're starting some implementing a Muslim studies program. I'm almost done, bear with me. I'm going to be discussing the meal plan structure at the caucus meeting, I'm going to pass around a document about it. Kelley Castle is interested in holding a referendum through VUSAC for a commuter project to have a \$7 fee. There was some talk about dividing up special projects.
 - Dave: It doesn't matter, it's not happening, proposal is staying the same.
- Akash: I went to an alumni meeting for when they give out an Alumni award, but they only have one student on the committee! I suggested that they have another student, and they looked at me like I was crazy. They want to stick to one. So that's that. I tried. Last thing, laundry services at Vic will be outsourced next year. They don't make that much money, so they're just changing the machines and maintenance. It may be more expensive, I tried not to have it that way. All of MargAd is low flush toilets, and they're looking to do that with RJ too. Last one, I promise. I'm looking into having a membership for the Goldring centre for alumni. I'm looking at the possibility for these people for them and their families. Once the mortgage is paid off, students don't have to pay. So I'm looking for a discount for them.
 - Brandon: Question - What's this about the Lillian Massey building
- Akash: I'm not really at liberty to tell you much about that, there's a conflict.
 - Ashley: General question about the board of regents, each voting member must be a Canadian citizen, right? So what happens if a VUSAC president gets elected who isn't Canadian.
- Akash: The Victoria University Act is really outdated in that respect. I don't think they'd check though.
 - Dave: Is there some way to change this?
- Akash: You can't really change it, you'd have to go to the Ontario Government, but the last time it was reviewed was in 1958 I think. It's easy to make new clauses etc, but it's really hard to change it. I'm sorry it's been so long. I hope you find it useful and if you have any questions, come and talk to be about it after.

VP Internal [Clara Ho]

- Internal Review: Thank you for the feedback, we've looked it over to find strengths, improvements and overarching themes. Akash will be scheduling meetings with you all. I wanted to give a summary of VUSAC as a whole:
 - Strengths
 - great new events
 - efficient
 - lots of involvement opportunities
 - hard working
 - good, fun events
 - Improvements/Recommendations
 - improve internal communication of the council
 - have some sort of weekly email updates
 - foster a more positive and safe environment by promoting and attending

- each other's events - sometimes people forget about promoting and supporting other events when everything is so busy
- speaking to members directly and respectfully instead of with antagonism and behind their back to ensure that nothing is misunderstood in lines of communication
- foster a greater community
- give the MALs more work and ownership of events - working for delegation
- Akash - towards the end of the year, I know it gets a little crazy but it's important that we stay positive to each other. It's important that you make this experience what you want it to be, and I hope you can look back and say that it's memorable.

- Clara: How do we solve the conundrum of the storage key? Possibly attaching it to a frying pan, or something really large and having a sign out sheet. This is just to remind everyone about the office rules that we talked about in the beginning of the year. On the topic of cleanliness, I think it's a collaborative responsibility so I'll just remind everyone to please clean up after yourself. (Not just food) Let me know if there's anything you see out of stock or anything like that, so that we can make the office a clean and open environment. I hope you've all seen the new computer, thanks to Shoaib and Alex. I've created new accounts for all of you, all the information is on the sticky notes on the main computer. Vic Gives Back: Thanks to everyone who came out to the events, they went really well, we're still putting the numbers together for all of the events and we've probably spent under \$30 this whole week

- Ashley: just wanted to say something about internal cohesion. I know last year it was really nice when we worked on all each other's events. The committees are great, they let other students get involved but I guess the drawback is that we don't really have that bonding with each other
- Akash - I've heard this from other people, and I understand this but what can we do to fix this?
- Emily - I feel that E&E is kind of like a club in itself, that just receives more money from VUSAC.
- Dave - Let's play twister to bond!

VP External [Brandon Bailey]

- Brandon: Over the summer we drafted this Reading Room policy, just look it over and let me know if you have any problems with it
 - Gabrielle: Has Kenny seen this?
- Brandon : Yes. What it does is transfer the Cat's Eye to the reading room. Motion 200: I move that we officially adopt the reading room policy. Carrie seconds.
- Rob: It looks like some of these things may conflict with each other, such as the operating policy
- Sonya: Actually, this is wrong, it doesn't follow with our operating policy

- Brandon: I'm officially going to strike number one from the sheet
- Motion passes with unanimous approval
- Brandon: We haven't have a levy audit form in the past, we have it now and you'll see it at the next meeting. Now that we have a secretary, make sure you email all your documents to secretary@vusac.ca. Just to touch again on the ROSI thing, they're talking about bringing a whole new service on board. They might move to a cloud company in the states.
 - Alex: Will they still have those stupid operating hours?
- Brandon: No actually. They're using a new system for the incoming first years, so hopefully they'll use them as a guinea pig.
 - Ashley: Firstly, I don't want my personal information on a US server with different privacy laws etc. Secondly, would Portal be merged with ROSI?
- Brandon: Eventually everything is going to be linked up, that's why they called it Portal and not Blackboard.
 - Akash: They're really trying to reach out to students at the Provost's office. They're really receptive to our needs, including stuff like the meal plan structure. If you ever have any ideas, let me or Brandon know and we'll funnel it straight to the top
 - Jennifer: Just to touch on how Akash was saying that ASSU would be incorporated in ROSI, how does this affect the ASSU referendum about increasing student fees for the anti calendar
- Brandon: I'm actually going to talk about that now, I had to go to some meetings for Akash, and they touched on the anti calendar issue. They use the student surveys a lot, in things such as tenure. In 3-4 years everything is likely going to be reshaped, regarding the anti calendar. At the next provost meeting they will be discussing any concerns about student life, such as Health Services.
 - Akash: At this meeting, we'll be discussing Health Services on East Campus
- Brandon: What did you say out contingency was? \$600? Well let's double that. Whatever college brings the most students to the Blues Basketball game gets \$750. Cres cams - We're going to have to cut some people, because we have so many people wanting to come. There's two options -- increase the amount of people coming and include everyone, thus increase the budget, or decrease the amount of people coming and then it seems like the existing budget is benefiting fewer students. Last thing - CASAS - there's a club house behind Robarts. They have a committee and every 7 years your college gets to be on this committee. We're having office space problems, and so I'm going to be devising a system to reward clubs with fair space allocation.
 - Akash: We're luck here at Vic to have lots of space and we don't have to pay for any of it. I honestly believe that they're going to be coming up with a quota on the number of hours in the space that we have. So it's important to discuss this to show that we care about our space and our students and want to allocate it as best as we can.
- Brandon: Gabrielle will discuss this further
 - Dave: I think this is a really great idea, but what if a club does nothing for a few years, and then someone comes in and tries to revamp it?
- Brandon: That's the problem with CASAS. They're looking for long term clubs, but I think we need to work on more of a month to month basis.

- Dave: Perfect
- Harrison: I think we should have a five minute break.

Commissioner Reports

Education and Equity Commissioner [Emily Willmon]

- We have an accessibility map and pamphlet that we're hopefully going to get Special Projects funding to print

Productions Commissioner [Kimberly Pollak]

- Last week was a very successful trip to the AGO
- upcoming events, Ultra Now, Yuk Yuks trop and Opera Trip
- after: I'm not co producing the Variety Show, I'd love if you all come, we're doing an art raffle and a lot of other things
- Environmental week Ultra Now
- New initiative: Bader Space booked for the last few days of school, we're bring VCDS Hart House shows to Vic so they have another chance to show them
 - Akash: how will they transition from Hart House to Bader?
- Kim: This will need to be adapted, but since they're student shows, they're one act and easily adaptable
 - Akash: This is a great initiative
 - Jennifer: I'm organizing the Ultra Now that's coming up. It's going to be called it's All You Need Is Love, but not Valentine's Day themed, love themed. It's going to be raising awareness for suicide and mental health.
- Kim: I think we should congratulate Jen, this was all her idea

Clubs [Gabrielle Blais-Jones]

Victoria College Community Garden - seeking recognition

- This is similar to the bike thing, related to Sustainability Commission

Emily leaves at 9:29

- Ashley: If you were wondering why there's so many clubs about Sustainability, it's because we're trying to in the future have a collection of sustainability inspired groups who come together to discuss sustainability, as well as taking accountability for individual projects
- Kim: Is there a point of approving a new club if we have no money to give them?
- Gabrielle: We'd be able to give them space
- Dave: I move to ratify the club
- Gabrielle: I reserve the right to move to ratify clubs. *Motion 201*: I move to ratify the Victoria College Community Garden. Ashley seconds. Motion passes unanimously.

Greek Student Association at Victoria College

- I brought up the concern of having a chapter of a UofT club at Vic, but all the exec is Vic students and they will meet regularly on their own, and work sometimes with the UofT club.
 - Rob: I think it's odd that he mentions students of Greek descent are wanting to come together, but then say that anyone can join
 - Akash: I think they're just celebrating their culture, and inviting everyone to join.
 - Dave: I think it's an all around good idea.
- Motion 202: Gabrielle: I move to ratify the Greek Student Association at Victoria College 15 in favour. Dave seconds. 1 opposed. Motion passed.

Carrie steps out at 9:35

- Gabrielle: (*See document attached*) We're still allowing these groups to exist, without giving them status as a club
 - Alex: What's with the bolded section at the bottom?
 - Brandon: We thought it would be a point of discussion, that's why we bolded it
 - Ashley: I think even having 60 or 70% of Vic students, that's still huge. Also for the Associate Status Committee why is there four members?
 - Brandon: It has to be a 3-1 majority or a motion fails.
 - Ashley: I think for most of the committees they usually duplicate in a separate section of the constitution

Carrie returns at 9:39

- Akash: Maybe we should be more lax about the percentage of Vic students, since we're going to be wanting them to have progress if they want space
 - Brandon: two more points - there's a 10 hour a month limit, and theres nothing on here about not having a college in Vic if theres a similar*
 - Rob: I think the problem with this document is that it gives associates basically the same status at clubs
 - Dave: I think it's hard to judge without having any data
 - Akash: Maybe we should just streamline everything, make the requirements to be low for a club or maybe have a tier system, and have it based on the space allocation
 - Brandon: I think it's important to have Vic Clubs in the constitutional amendment, especially with regards to money distribution
 - Kim: I think it's hard to have an arbitrary number of hours
 - Dave: Tier system graduates into full Vic Club - you get the privileges after a certain period of time
 - Alex: I like Dave's idea about the tiers - I feel that you shouldn't give funding to clubs just because they apply
- Gabrielle: Everything you've been discussing has been discussed in the document. We tried to make it as implicit as possible. Secondly, no Vic club goes through us to get space now, and this document effectively creates the tier system.

- Brandon: When you're looking at the process for space booking, this document now limits it and makes it easier to allocate space to associates
- Dave: What if we have x clubs that don't do anything, and we have one associate which may do way more for Vic - how do we approach this - just a thought
- Motion 203: Gabrielle: I move to extend discussion by 5 minutes. Ashley seconds. 8 in favour. 7 opposed. Motion passes.
 - Brandon: This would be a constitutional amendment, so we figured we could get some feedback so we can work on it on the next meeting
- Gabrielle: Can people maybe e-mail me suggestions, you're all intelligent I think that you can give some good feedback

Annie leaves during Clubs update.

- Commuter [Rob Rubbini]

- Movie night next Thursday - Zoolander
- There will be lots of pizza - please come
- I've been talking with Akash and some others about getting stay over space after Highball. Everyone I talk to tells me something different, so hopefully we'll get something worked out in the future. I may run a survey at one of the Pancake Brunches does anyone have input?
 - Dave - talk to President Gooch about this, he's doing some surveys soon

Scarlet and Gold Commissioner [Carrie Proctor for Annie Narae Lee]

- Reading week party Feb 17th, Highball March 4th - going on sale at the same time so there will be two money boxes - please promote both
- We're going to have a green room and a sleep over space hopefully

Sustainability Commissioner [Ashley Quan]

- If anyone wants to be a model in the Environment Fashion show, email the committee
- There will be Assassins, a session of workshops, an acoustic circle night, bike event, and more
- We're looking to get insurance for bikes, we just need to sign a contract
- Res - we're looking to buy drying racks to be bought from the money won in the Trin competition
- Visit the sustainability website, theres a map of places to get sustainable food

Other Business:

- Alex: Online Storage for VUSAC, pay for service online and the president can make certain folders to view for everyone, and each commission would have a folder. It would increase a little bit more fluidity between commissions. 50 gigs would go to the

President, and 2 to each other commission

- Cindy - Money is approved for this \$80
- Dave - we need \$120 - There's a discrepancy because the first service I found didn't provide all the services we needed
 - Ashley - I think 2 gigabytes would not be enough
- Motion 204: Dave - I move to extend and increase the budget for the online storage by \$40. Alex Seconds. 12 in favour. 3 opposed. Motion passed.

Special Projects Commissioner [Dave Stewart]

- We have over 75 000 dollars in Special Projects
- Projects - Both from commuter dons for kitchen appliances. Motion to approve the release of the funds for this project. Motion passed unanimously.
- Motion 205: I move to release funds of \$4750 to Adam Malak for the Cat's Eye projection. Gabrielle Seconds. Motion Passed unanimously.
 - Kim: Wasn't there money released for this before?
- Dave: There's no records of past releases
 - Brandon: There has not been an application for the funds
- Motion 206: Dave: I move to release funds to myself to release funds to purchase a high powered laptop all the required programs for \$600. Seconded by Akash. Motion passes unanimously.
- Dave: Clara did you post my constitutional amendment?
 - Clara: We're going to post it soon, it's going through.
- Dave: Great. Straw poll about the table in the office:
 - Akash: It looks really professional in other offices
 - Carrie: We don't want to make it look intimidating for students
- Dave: All meetings happen after office hours anyways
 - Clara: Maybe we can have a fold away table that can be opened during a meeting, and put away later
 - Adel: I think the couch is the problem
- Dave: I think an office table will have more of an office, business feel to it
 - Akash: People always put off the couch. We have to deal with it! Motion 207: I'm going to suggest that we move to approve the funds of \$1000 from the VUSAC bank account to get a table and get rid of the couch. Adel seconds. 2 opposed. Motion passed.
 - Rob: Weren't we going to do this through special projects?
- Dave: No, it's too self serving
 - Cindy: Would I be increasing the budget by another 1000?
 - Akash: Yes
 - Brandon: What's the size of this contingency?
 - Cindy: Good question. It still needs to be checked because the records haven't been checked in a while, but the first statement I got was about \$47 000. Even with the reductions we're still sitting on a surplus of \$30 000 at least.
- Dave: This is also a long term purchase.
 - Akash: It was my mission to get rid of that couch this year, and it's finally happened!

- Harrison: It's been a really good meeting.

Meeting adjourned by Gabrielle. Everyone seconds. Motion passes with unanimous approval. Meeting adjourned at 10:17 pm.

Motion Summary

- Motion 184: Akash would like to move to ratify Sienna as secretary for the 2011 year. Sarah seconds. 15 in favour. 4 opposed. Motion passes.
- Motion 185: Dave moves to ratify the Cat's Eye operating proposal. Alex seconds. All in favour. Motion passes, unanimous approval.
- Motion 187: Kim moves to add \$50 to the budget line productions 008, Jennifer seconds. 6 in favour. 9 opposed. 3 abstentions. Motion fails.
- Motion 188: Motion to reallocate \$50 from the VUSAC contingency to Prod. 008 for Ultra Now 6 in favour. 9 opposed. 3 abstentions. Motion fails.
- Motion 189: Dave moves to allocate \$50 from town hall spcpro003 to prod008. Brandon seconds. Motion passes unanimously.
- Motion 190: Gabrielle moves to cut \$30 from fencing club budget. Dave seconds. Motion passes. Unanimous approval.
- Motion 191: Ashley moves to cut 005 completely and 002 down to \$80. Shoaib seconds. Motion passes. Unanimous approval.
- Motion 192: Emily moves to add \$50 to E&E social from the contingency. Seconded by Jennifer. 3 in favour. 12 opposed. Motion failed.
- Motion 193: Emily Moves to reallocate E&E003 and 005 to E&E 011. Jennifer seconds. Motion passes with unanimous approval.
- Motion 195: Dave moves to approve the VUSAC 2010/2011 budget. Carrie seconds. Motion passes unanimously.
- Motion 198: Akash moves to support the protocol for the Student Services fee. Dave seconds. Motion passes unanimously.
- Motion 200: Brandon moves that we officially adopt the reading room policy. Carrie seconds. Motion passes with unanimous approval.
- Motion 201: Gabrielle moves to ratify the Victoria College Community Garden. Ashley seconds. Motion passes unanimously.
- Motion 202: Gabrielle moves to ratify the Greek Student Association at Victoria College 15 in favour. Dave seconds. 1 opposed. Motion passed.
- Motion 204: Dave moves to extend and increase the budget for the online storage by \$40. Alex seconds. 12 in favour. 3 opposed. Motion passed.
- Motion 205: Dave moves to release funds of \$4750 to Adam Malak for the Cat's Eye projection. Gabrielle Seconds. Motion Passed unanimously.
- Motion 206: Dave moves to release funds to himself to purchase a high powered laptop all the required programs for \$600. Seconded by Akash. Motion passes unanimously.
- Motion 207: Dave moves to release \$1000 from the VUSAC bank account to purchase a table for the office. Adel seconds. 2 opposed. Motion passes.

Motions 182, 183, 186, 193, 196, 197, 199, 203 pertain to the regular maintenance of the VUSAC meeting and therefore are not included in the summary.

Appendix

**The Cat's Eye
Operating Policies and Procedures**
28 January 2011

A1) The Cat's Eye Management shall be responsible to the VUSAC and the Cat's Eye Advisory Board and shall follow all policies and procedures contained in this document for governing the operations of the Cat's Eye.

A2) The Cat's Eye Management shall obey all laws and by-laws of the VUSAC Constitution and all policies and procedures outlined in this document.

A3) All decisions regarding the sale and service of alcohol, and issues related to the liquor license held by Victoria University are subject to approval by the Office of the Dean of Students.

Section B: Amendments

B1) Proposed changes to the Cat's Eye Operating Policies and Procedures must be circulated to all Cat's Eye Advisory Board Members at least two

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days prior to the meeting at which they will be considered.

B2) All amendments to the Cat's Eye Operating Policies and Procedures must receive a two-thirds majority vote by the Cat's Eye Advisory Board.

Section C: VUSAC Responsibilities

B1) The VUSAC shall have the following duties: a) to deal with complaints regarding the Cat's Eye, and the Cat's Eye Management. b) to refer items to the Cat's Eye Advisory Board for recommendation, resolution, or action on an as needed basis.

Section D: Cat's Eye Advisory Board

D1) The Cat's Eye Advisory Board will be chaired by the Dean of Students, and will also include the VUSAC President, Vice-President External, Commuter Commissioner, one VUSAC Member-at-Large, the current Cat's Eye Management, a Cat's Eye Subcommittee Member appointed by the Cat's Eye Management, the Campus Life Coordinator, and a member of Victoria Food Services.

a) The Dean of Students, as chairperson, shall vote only in case of a tie.

D2) The Cat's Eye Advisory Board will be responsible for: a) The recruitment, selection and appointment of the Cat's Eye Management. b) Amending the Cat's Eye Operating Policies and Procedures. c) Any decisions outside of the scope of responsibility of Cat's

Eye Management. d) Approval and monthly review of Cat's Eye budget. e)

Making recommendations to the VUSAC for the operational nature of the Birge Carnegie Reading Room.

Section E: Management

E1) The Cat's Eye Management team shall consist of two Cat's Eye Managers. The responsibilities of the management team will be determined by the VUSAC and the Cat's Eye Advisory Board.

E2) The Cat's Eye Management shall be jointly responsible and accountable to the VUSAC and the Cat's Eye Advisory Board.

E3) The specific functions and responsibilities of the Cat's Eye Management
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are as follows (duties may be delegated): a) General Responsibilities

- i. to present at each VUSAC meeting a report on any events occurring since the last VUSAC meeting, including a narrative account of attendance, incidents (if any), general commentary on the event's success or failure, and the current financial situation (i.e. bank balance, accounts outstanding, etc.) as necessary.
- ii. to submit a year end report to the VUSAC and to the Cat's Eye Advisory Board to assist incoming management, including a report on dispersal of funds.
- iii. to respond in a timely manner to all decisions made by the Cat's Eye Advisory Board, the VUSAC, or the Dean of Students.
- iv. to follow all policies and procedures outlined in the Cat's Eye Operating Policies and Procedures.
- v. to meet on a monthly basis or as necessary with the Cat's Eye Advisory Board.
- vi. to develop, foster, and maintain a positive working relationship with the VUSAC, the Cat's Eye Advisory Board, the Administration of Victoria University and the holder of the Victoria University Liquor License.
- vii. to coordinate bookings for the Cat's Eye. viii. to hold two office hours weekly between the hours of 11 a.m. and 7 p.m., and to post set office hours in the VUSAC and the Cat's Eye. ix. to ensure that equipment and amenities are made available in the Cat's Eye during non-pub hours to students and are kept in good working order.

b) Pubs

- i. to develop in coordination with Victoria University Food Services Staff an emergency procedures plan.

- ii. to establish a set of policies for sponsored pubs (cost/revenue sharing, losses, damages, liability, etc.).

- iii. to ensure that every event is entered in the Cat's Eye log book and that all incidents are thoroughly documented on a log book incident report.

- iv. to be responsible for ensuring that the Cat's Eye is returned to its original condition after any event.

- v. The Cat's Eye Management shall not be responsible for liabilities related to alcohol service, but are expected to contribute to appropriate supervision of events where alcohol is served and ensure that contracted staff are managed according to LLBO guidelines.

c) Other Events/Programming

- i. shall find ways to improve the atmosphere in the Cat's Eye during

- non-pub hours through regularly scheduled programming. ii. shall work with all Commissioners of the VUSAC and other student groups to organize events.

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iii. shall be responsible for ensuring that the Cat's Eye is returned to its original condition after any event.

d) Publicity and Promotions i. shall be responsible for promoting the Cat's Eye as a student lounge

for both commuter and residence students (i.e. advertising, listserv). ii. to create and distribute posters and banners for Cat's Eye events

in keeping with Victoria's policies on postering and alcohol. e) Staffing

i. to recommend and present a staffing/management structure for the Cat's Eye to the Cat's Eye Advisory Board for its approval.

ii. to collaborate with the Cat's Eye Advisory Board and the Victoria University Food Services in recommending contracted staff.

E4) If recommendations made by the Cat's Eye Advisory Board, the VUSAC, or the Dean of Students are not followed by the Cat's Eye Management, dismissal of any manager at the VUSAC's discretion.

E5) Each Cat's Eye manager shall receive an honorarium of \$2000 total each for a 12 month term, with half to be paid at the end of the Fall academic term and the other half to be paid at the end of the Winter academic term. The total wages that Cat's Eye managers receive shall be left to the discretion of the Cat's Eye Advisory Board, with the understanding that management work associated with non-pub related events is subsidized by the Cat's Eye manager honorarium. As part of regular and year-end financial reports, the Cat's Eye Management will account for all wages received.

Section F: Budget and Finance

F1) The Cat's Eye Management will ensure that all accounting practices are in keeping with the financial auditing/accounting policies of the VUSAC.

F2) The budget and finances of the Cat's Eye will be subject to Bylaws 5 and 30 in the VUSAC constitution.

Section G: Eligibility for Management/Staff Positions

G1) No voting member of the VUSAC shall be a paid employee of the Cat's Eye.

G2) Applicants and candidates for management and staff positions shall be members of the Victoria College Union and University of Toronto students in "good standing" as defined by the University Registrar.

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Section H: Management Selection

H1) The Cat's Eye Management Selection Committee shall consist of: The Cat's Eye Advisory Board or a selection committee designated by the Cat's Eye Advisory Board, which will be chaired by the Dean of Students.

H2) All Management Selection Committee members shall have voting status when recommending new management, except for the Chairperson who shall vote only in the event of a tie.

H3) All proceedings of the Management Selection Committee shall be confidential and voting shall be held by secret ballot.

H4) Management interviews shall consist of a round of standard questions, as determined by the Committee, to be followed by a round of open questions by committee members based on the candidate's application and interview.

H5)The Management Selection Committee must choose the new Cat's Eye Management before the last VUSAC meeting.

H6)The committee's decision is subject to approval by the VUSAC.

Section I: Event Staffing

I1) Cat's Eye Management: a) A manager shall be present at all events at which alcohol is served or

has an expected attendance of more than 100 people. b) The managers may receive \$100 flat rate for any event lasting 4 hours or more including set-up and clean-up to be paid out of the room rental fee. The managers shall receive \$15 per hour for any event lasting less than 4 hours including set-up and clean-up.

c) The managers may forfeit their wages at their own discretion. d) The managers shall be responsible for coordinating event responsibilities with the management of the contracted staff.

I2) Victoria University Food Services Bar Staff: a) Victoria University Food Services in consultation with the Cat's Eye Management will arrange for appropriate staffing of events where alcohol is served. b) Sponsors may provide their own food and/or non-alcoholic beverages.

In compliance with provincial law, food must be provided at events

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where alcohol is served. c) Victoria University Food Services Bar Staff may be required to wait

tables (rather than remaining behind the bar) without a change in wage.

I3) Security: a) Based on consultation with the event sponsor and the Cat's Eye Management, Victoria University Food Services shall determine security requirements.

I4) In the event of higher guest attendance than expected by the sponsor, the Cat's Eye Management has the option of refusing entry to any further attendants.

Section J: Room Rental

J1) The reservation of the Cat's Eye shall be made through the Cat's Eye Management.

J2) All events with alcohol service to be booked in the Cat's Eye are subject to the approval of the Dean of Students with regard to the Master Calendar and the Victoria University Alcohol Policy. a) Management shall be responsible for clearing all such dates with the Dean of Students.

J3) VUSAC recognized groups:

a) Shall be given priority in booking the Cat's Eye. b) Shall be responsible for any damages or missing items following the event.

J4) Other student groups:

a) Shall be allowed to book the Cat's Eye no more than one month in advance pending availability of dates in the Cat's Eye calendar.

b) Shall be charged a \$150 deposit to cover damages to the space and/or equipment.

- c) Shall be charged a \$100 deposit for an event with alcohol, to cover outstanding bar labour costs, unless otherwise agreed upon with CE Managers.
- d) Shall be charged a \$25 per hour rental fee, to a maximum of \$100 per day.
- e) Must have bookings approved by the VUSAC.

J5) Non-student groups:
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- a) Can only book the space during the summer session, Reading Week, and winter break, pending the availability of dates and approval by the Cat's Eye Managers and Cat's Eye Advisory Board.
- b) Shall be charged a \$200 deposit to cover damages to the space and/or equipment.
- c) Shall be charged a \$100 deposit for an event with alcohol, to cover outstanding bar labour costs, unless otherwise agreed upon with the Cat's Eye Managers.
- d) Shall be charged an \$80 per hour rental fee, to a maximum of \$320 per day.
- e) Must have bookings approved by the VUSAC.

J6) All groups booking the Cat's Eye for events where alcohol will be served shall employ Victoria University Food Services staff members who have been approved by the Cat's Eye Management. Voluntary vs. paid employment for such positions shall be decided upon by Victoria University Food Services Staff in consultation with the Cat's Eye Management.

J7) All events with alcohol service are subject to approval of the Dean of Students in keeping with the Victoria University Alcohol Policy.

J8) All groups or individuals using the Cat's Eye accept responsibility for any items which are found to be damaged or missing following the event. All groups and individuals are responsible for recording, with a Cat's Eye Manager, all damaged or missing items directly before and after their event.

J9) The Cat's Eye Management and the Cat's Eye Advisory Board reserve the right to deny use of the Cat's Eye space to any group if: a) there is a prior booking of the space, or b) they feel that the group will not respect the space or the policies of the Cat's Eye, VUSAC, or Victoria University.

J10) Room rental fees may be waived at the discretion of the Cat's Eye Management.

Section K: Event Set-up and Clean-up

K1) Room set-up shall consist of 1 hour for standard events where alcohol is being served and/or for any events with special set-up requirements. All staff hired for the event shall be present for set-up, under the supervision of a Cat's Eye Manager.

- a) Set-up shall include, but is not limited to, assisting event sponsors in the setting up of furniture, operating the sound system, setting up lighting, and preparing the bar for service.
- b) The setup period may be extended beyond the 1 hour in special cases (i.e. in order to perform sound checks for multiple bands).
- c) The room set-up and any associated costs may be forgone at the discretion of the Cat's Eye Management for specific events where alcohol

is not being served. d) All staff shall be paid for their set-up time as part of their total working hours.

K2) Room clean-up shall consist of 1 hour for standard events where alcohol is being served. a) Clean-up shall include, but is not limited to, packing up of the bar, inventory, sweeping and mopping of the floor, assisting event sponsors in returning furniture to its standard layout, and any other necessary duties resume normal operations.

b) The room clean-up and any associated costs may be forgone at the discretion of the Cat's Eye Management for specific events where alcohol is not being served.

c) All staff shall be paid for the clean-up time as part of their total working hours.

Section L: Event Contract Details

L1) A signed and completed Cat's Eye Event Application Form must be submitted at least 2 weeks prior to the date of the event for events that: a) have requested either food or alcohol service on their form. b) expect an attendance of more than 100. c) are being sponsored by groups covered under Sections J4 or J5 of the Cat's Eye Operating Policies and Procedures.

L2) Should an event sponsor provide a deposit when booking the Cat's Eye: a) any balance remaining from the deposit after payment of all appropriate costs incurred by the sponsor shall be returned to the sponsor by the Cat's Eye Management within 1 month of the event. b) then proceed to cancel the event at least 2 weeks prior to the event, any deposit shall be returned in full to the sponsor within 1 month of the cancellation notice. c) then proceed to cancel the event within 2 weeks of the event, none of either deposit shall be returned. d) any rescheduling of the event should be treated as the cancellation of the original event.

L3) Any disputes between the Cat's Eye Management and sponsors shall be referred to the Cat's Eye Advisory Board and/or the VUSAC for decision

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and resolution.

Section M: Event Policies

M1) The event sponsors are expected to arrive no later than 30 minutes following the scheduled start of the event. Should they not arrive within this allotted time, the Cat's Eye Management reserves the right to their absence as a cancellation of their booking on the day of the event.

M2) The Cat's Eye Management will inform the event sponsor of any advertising to be done by the Cat's Eye; all other advertising is the responsibility of the sponsor. Any advertising should be approved by the Cat's Eye Management before distribution. All advertising for events involving alcohol must be approved by the Office of the Dean of Students.

M3) No one, at any time, may bring outside alcoholic beverages into the Cat's Eye.

M4) The Cat's Eye Management must approve any decorations, entertainment, and images projected onto the screen by the event sponsor. Any use of adhesives (nametags, stickers, etc.) must also be approved by the Cat's Eye Management and the sponsor must make special arrangements to clean any adhesive residue remaining on the surfaces of the Cat's Eye after the event.

M5) The Cat's Eye Management and Victoria University Food Services staff reserve the right to refuse alcohol service to anyone in the Cat's Eye.

M6) The event sponsor is responsible for any damages, missing items, or unreasonable mess found after the event.

M7) Any disputes between the Cat's Eye Management and sponsors will be referred to the Cat's Eye Advisory Board and/or the VUSAC for decision and resolution.

Section N: The Subcommittee

N1) The Subcommittee is to assist the Cat's Eye Management in the operations of the Cat's Eye. Members of the Subcommittee will: a) serve "Office Hours" where they will:

i. carry out supervision duties in the Cat's Eye for a minimum of 2 hours per week and

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ii. monitor AV equipment, games equipment, and the general use of the space.

iii. direct people wanting to book, know more about, or complain about the Cat's Eye to the proper channels of communication.

b) help liaise with clubs and residence councils by aiding in their event planning.

c) aid in any promotions being carried out by the Cat's Eye by posterizing assigned locations and assisting in the preparation of advertisements.

d) assist in the supervision of large-scale events in the Cat's Eye as decided by the Cat's Eye Management.

N2) The Cat's Eye Management and the Subcommittee will meet once per month or as needed to discuss the operation of the space and to coordinate activities for the space.

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Reading Room Policy

Last Updated: May 18, 2010

Ratified by VUSAC: January 28, 2011

Preamble:

The Reading Room is a multipurpose room for use by the Victoria College Union. During the construction of the Goldring Student Centre, the Reading Room will serve as The Cat's Eye Student Lounge & Pub, the student hub for fostering community, lounging, event space, and pub events.

Residual Concerns:

All concerns not addressed by this policy shall be addressed by the Cat's Eye Operating Policy as interpreted by the Cat's Eye Advisory Board.

Definitions:

"Reading Room" refers to Birge Carnegie Room 7

"VUSAC" refers to the Victoria University Students' Administrative Council.

"The Cat's Eye" refers to the levy organization recognized by VUSAC, as outlined in the VUSAC Constitution and the Cat's Eye Operating Policy.

"The Cat's Eye Subcommittee" refers to the volunteer staff of The Cat's Eye.

"Recognized groups" refer to all groups recognized by VUSAC, including but not limited to all approved clubs, levy receivers, and other Vic affiliated groups.

"Victoria College Union" or "VCU" refers to all undergraduates of Victoria University registered as determined by the Registrar of Victoria College, and as defined in By-Law #13 of the VUSAC Constitution.

Purview:

The Cat's Eye shall be responsible for the operation and procedures related to space management and event booking of the Reading Room, as outlined by the Cat's Eye Operating Policy. VUSAC shall act in an advisory capacity to The Cat's Eye for all matters concerning the Reading Room.

Casual Space Usage of the Reading Room:

All members of the VCU will be welcome to informally use the Reading Room, except during exclusive bookings, during the normal hours of operation as defined by the Cat's Eye Advisory Board.

Reading Room Space Booking:

Bookings of the Reading Room shall be approved by two thirds of the following: The Cat's Eye Co-Managers, and the VUSAC Vice-President External.

If a non-recognized group wishes to book the Reading Room, all applicable charges and fees will be levied in accordance with the Cat's Eye Operating Policy.

- i. Any booking fees may be waived by a majority vote of VUSAC
- ii. Compensation fees as outlined in the Cat's Eye Operating Policy shall still apply to Reading Room bookings
- iii. Any fees and donations generated from the Reading Room shall be explicitly declared in The Cat's Eye's budget

It shall be the policy of The Cat's Eye and VUSAC to work in conjunction with the Victoria University Dean's Office and Victoria University Food Services to adhere to the Victoria University Alcohol Policy while maintaining the mandate of The Cat's Eye as a student pub space.

- i. It shall be the responsibility of the Cat's Eye Co-Managers to contact Victoria University Food Services to arrange for all bar bookings.

After a request is approved, it is mandatory that a Cat's Eye Manager or Subcommittee member supervise the set-up, event, and clean-up.

Noise Regulations

Acceptable noise levels shall be left to the discretion of The Cat's Eye Advisory Board, respecting the Reading Room's close proximity to many faculty, administrative, and student-run office spaces.

Audio-Visual Usage

AV equipment at all events shall be the responsibility of the Cat's Eye Co-Managers and the Cat's Eye Subcommittee.

BY-LAW #1: STRUCTURE AND FUNCTION OF THE VUSAC EXECUTIVE

- S1) The President, who:
 - xxxii) Is the voting chair of the Associate Status Committee.

- S3) The Vice-President External, who:
 - xxii) Is a voting member of the Associate Status Committee.

- S4) The Clubs Commissioner, who:
 - x) Is a voting member of the Associate Status Committee.
 - xi) Shall be the official VUSAC contact for associate members upon recognition by the VUSAC.

BY-LAW #2: STRUCTURE AND FUNCTION OF THE VUSAC NON-EXECUTIVE MEMBERS

- S1) Non-Executive Members of Council shall consist of nine Members-at-large who shall assist VUSAC Commissioners and committees as needed.
 - ssm) One Member-at-large shall sit on the Associate Status Committee

BY-LAW #40: ASSOCIATE RECOGNITION AND OPERATING POLICIES

- S1) Associate recognition by the VUSAC is required for all VUSAC associates in order to take advantage of certain privileges, such as access to room bookings on the Vic campus, opportunity to apply to the VUSAC for funding, and inclusion in student handbooks and/or websites produced by VUSAC or other Victoria Offices.
- ssa) Associates will have the opportunity to apply for funding from VUSAC, but it is entirely at the discretion of the VUSAC and not guaranteed.
 - ssb) Associates can use space at Vic, but they must e-mail the VPE and Clubs Commissioner and book it through them. They also can book no more than 10 hours a month.
- S2) Recognition must be renewed annually. Recognition granted at any point in the year will expire on the following September 30th.
- S3) The associate status committee shall consist of the VUSAC President who shall act as a voting chair, the Vice-President External, the Clubs Commissioner, and a Member-At-Large, as decided by the Judiciary.
- S4) To be recognized by the VUSAC, an associate must meet the following minimum requirements. The associate must:
- ssa) Actively and effectively recruit members from within the Victoria community.
 - ssb) Submit a fully completed associate status form to the VUSAC office. The application will be considered by the Associate Status Committee upon receipt of the application and then be considered at the next VUSAC meeting assuming all minimum requirements for recognition have been met. All information on the form must be accurate and current.
 - ssc) Submit an updated constitution.
 - ssd) Have one member of the executive that is a member of the VCU and functions as a representative of Victoria University.
 - sse) **Have a membership that consists of at least 75 VCU members, with no restrictions placed on percentage of membership.**
 - ssf) Provide the Associate Status Committee with at least one contact for the associate, including name and e-mail address (to be made public) as well as a phone number.
 - ssg) Send a representative to the VUSAC Clubs Brunch during Orientation Week. The VUSAC Clubs Commissioner shall be responsible for informing all associate contact people of the time and place of the VUSAC Clubs Brunch within a reasonable period of time.
 - ssh) Check the individual VUSAC mailbox designated to the associate as well as the e-mail address provided to the club on a weekly basis.
 - ssi) Send associate head, or representative, to the mandatory clubs meetings; occurring once each term. Meetings are to be scheduled by the Clubs Commissioner, a minimum of two weeks in advance.

ssi) Send associate head, or representative, to give an update to the Vic Caucus at the mandatory caucus meetings

ssk) Submit a written report at the end of each term detailing the following: finance, description of events (including participation), upcoming plans, suggestions pertaining to the structure and function of the associate, and a summary of its relationship with the VUSAC.

ssl) Club heads must submit a 100-150 word report by the third Friday of May, detailing their association's function and the contact information of the incoming associate executive for use in the Victoria University Handbook.

S5) Membership:

Membership may not be denied to any member of the VCU except for the following circumstances:

ssa) The nature of the club requires special talents or abilities which are not held in the applicant (e.g. musical talent).

ssb) The applicant has demonstrated disruptive tendencies which would seriously undermine other students' enjoyment of the club. In such a case the applicant should be informed in writing of the clubs' reasons for rejecting the application. All such rejections may be appealed to the VUSAC and the rejected applicant must be informed in writing that (s)he has the right to make such an appeal.

S6) Advertising: An associate must actively encourage participation and attendance at its events. As a minimum, the club must:

ssa) Submit a schedule of events (including meetings) to the VUSAC Clubs Commissioner and for inclusion in various communications vehicles, i.e. Website, Strand ads, Student List-serv, etc.

ssb) Place posters around the campus announcing the first few meetings (with date, time and location) for the club in the Fall so new members can get involved.

S7) Miscellaneous:

ssa) All associates shall abide by the Victoria University and the University of Toronto codes of student conduct and shall be held accountable by the VUSAC.

ssb) Failure to comply with the aforementioned guidelines may result in suspension of privileges and / or loss of recognition, at the discretion of the VUSAC.

ssc) A copy of this By-Law shall be included with the associate recognition form for pick up by associations at the VUSAC office or on-line beginning in mid-August.

ssd) All applications shall be received by the Vice-President External.

sse) The Associate Status Committee shall decide on any applications prior to forwarding them to the VUSAC.

ssf) Associate membership is specifically designed to enrich Victoria College because of cultural and historical standing

ssg) Associate status may be revoked by the VUSAC after recommendation of
the Associate Status Committee at any time