

# Minutes

CCSS Office Collective, June 6th, 2019. 10:45am  
Lansdowne Campus. Women's Centre

VANNAN, Eleanor ..... SWA Director  
DE LUNA-BUENO, Shayan..... Women's Director

GLOVER, Michael..... Student Services Co-ordinator  
PAI, Jaya..... Finance Co-ordinator

## REGRETS

## GUESTS AND STAFF

Angela Chou  
Tagg Kelt

## I CALL TO ORDER

- a) Meeting called to order by Speaker of Council, at 10:45am

## II RATIFICATION OF AGENDA/APPROVAL OF PREVIOUS MINUTES

- a) Approval of the Agenda

### **Moved Vannan Seconded Glover**

*To approve the agenda*

**CARRIED**

## III PRESENTATIONS/RESIGNATIONS/ GUEST BUSINESS/ ANNOUNCEMENTS ETC

### IV FINANCIAL MOTIONS/ISSUES

- a) Up to \$12,000 plus taxes for swag purchase from BCFS bulk purchase and dinner napkins Moved Vannon /  
Shayan Passed all were in favour

Discussion was had about the various items that were available on the BCFS store. There was a general consensus that in terms of price point nothing was shockingly obvious as a new exciting purchase, however, that an interest in shopping bags had come from those consulted and the Collective felt this was worth while. In order to take pressure off of the Walk Safer Budget it was discussed that the phone wallet order from that budget be cut in half. However, other items such as Sunglasses, Pens, and Highlighters were reordered in similar quantities as the previous year. Water bottles were also discussed and there was a decision to move to a more attractive bottle in less quantity.

- b) Up to \$1100 from SWA to pay for 150 straws and 450 stress balls from 4 print. Moved Shayan seconded  
Jaya Passed All in favour

Eleanor had consulted with Michael on ordering a few specialty items through 4Print as the BCFS items broke her budget or didn't fit what she needed. Discussion was had about if her budget could handle it and it was discussed that the Carry over amount from the previous year would be sufficient.

- c) Up to \$580 for the purchase of a new printer for the Fisher 101b. Moved Eleanor seconded Shayan Passed  
All in favour

Matthew Martin had identified that there was an urgent need to replace the small multi function machine in Christine's office. Options were limited due to the space constraints, but Matthew was able to find a suitable machine at a reasonable price. All agreed that given the business of the office this should be attended to.

Motion to Adjourn Moved Glover Seconded Shayan CARRIED