



ARUO-RAUO Executive Meeting

Thursday November 28th, 2013.

10:00pm, Thompson 0059 (Basement)

Present:	Laura Velez	Brooks Building Representative
	Nardin Bekhit	Vice President, Resident's Affairs
	Kayla Sym	Vice President, Marketing and Communications
	Nicole Boyle	Stanton Building Representative
	Gabrielle Read	Marchand Building Representative
	Brad Fournier	Thompson Building Representative
	Mike Burnside	Vice President, Finance
	Candace Blake	90U Building Representative
	Kaitlynn-Rae Landry	President
	Rebecca Balasa	Secretary
	Amber Gibson	LeBlanc Building Representative
	Kayla Sym	Vice President, Marketing and Communications
	Mojann Zibapour	Hyman-Soloway Building Representative
	Matt Manso	VP Social

1. Motion To Start

Proposed by: Mojann Zibapour

Seconded by: Candace Blake

Vote: All in favor

Meeting started at: 10:30 pm

Motion for the RAUO to accept the letter of resignation given by Michael Burnside (See page 12 for letter of resignation)

Motion Proposed by: Kaitlynne-Rae Landry

Motion Seconded by: Brad Fournier

Abstention: Amber Gibson

Vote: All members who did not abstain in favor

Motion for the RAUO executive to temporarily appoint Gabrielle Read as the new VP Finance for the RAUO. Effective January first; this appointment is temporary until it can be confirmed at a General Assembly

Motion Proposed by: Kaitlynne-Rae Landry

Motion Seconded by: Kayla Sym

Vote: All in favor

➔ Resignation letter for Gabrielle Read is pending.

Motion to implement an online punch-in program to track office hours

Executive members are not present in the office during their office hours; however it is written on their timesheet that they are.

- Possibility of residents lying that there was no one in the office during office hours to avoid late fees.

Motion Proposed by: Mojann Zibapour

Motion Seconded by: Brad Fournier

Voted to implement the punch-in program:

Two members

Voted to not implement the punch-in program:

Eight members

Abstention: Kayla Sym

➔ We will keep the current system.

Motion for the impeachment of Kayla Sym as VP of Marketing and Communications for the RAUO

Motion Proposed by: Kaitlynn-Rae Landry

Motion Seconded by: Nardin Bekhit

Both parties (the member who proposed the motion and the member being impeached) will have five minutes each to present their arguments. Secondly there will be a ten minute question and answer period for the RAUO executive members to question both parties; thirty seconds will be allotted to the member asking a question and one minute will be allotted to the member answering the question. Finally both parties will have one minute each for final arguments as well as their closing statements. Executive members having a vote in the impeachment of the member in question will discretely fill out a ballot and place this in a sealed box. The secretary will count the votes and announce the results after all members have placed their vote.

Kaitlynn-Rae Landry (5 minutes)

- The VP of Marketing and Communications is meant to be a centralized person for the management of posters.
- It was deemed that it would be a good idea for one person to manage the website for the RAUO (which was put up last year).
- It was decided that the launching of the sticker program was a viable way to be able to create the VP of Marketing and Communications position as it would “pay for itself” (because of the profit that would be brought in by the sticker program), taking off the burden from the RAUO to find a way to pay for this added position.
- These responsibilities of the VP of Marketing and Communications were made clear by insertions made in the constitution as well as in the executive manual.
- There is a checklist for the sticker program (the legal sheet for this can be found in the RAUO office); it consists of making a list of potential businesses of which to ask about being a part of the sticker program.
- Managing the website, which is outlined to be someone with previous knowledge with Word Press is given as a responsibility of the VP of Marketing and Communications to prevent the president from having to have this responsibility.
- September was a transition period for all members of the executive; therefore I tried to help everyone as much as possible until they understood and felt comfortable in their positions.
- I started noticing in October that when it came to the website it was primarily me doing all of the work with the exception of posting blogs. I have also been putting tasks in the google docs to keep everyone more accountable.
- Early October Kayla and I had a conversation via Facebook discussing what her responsibilities as VP of Marketing and Communications are.
At this time there were no minutes uploaded onto the website. I had a resident email to complain about this.

Kayla Sym (5 minutes)

- I will be raising a formal complaint against the president of the RAUO for how this situation has been handled.
- I asked several times to have a meeting with the president to discuss how things have been going (no meeting ever occurred).
- As for the meeting minutes being put up on the website on time, they were not all sent to me in a week's turnover therefore I am not at fault for them not being up a week after the meeting occurred.
- I have been having the same problem with posters; representatives send me a poster to be printed and stamped late.
- In question of the To Do list (Google docs) everything is done; you may not have printed the latest one if you think otherwise Kaitlynne-Rae.
- People deal with stress in different ways – when you're (Kaitlynne-Rae) unavailable to speak with me when I request so it affects me greatly; including my performance working for the RAUO.
- Working here is terrible.
- I would have really liked to meet with you (Kaitlynne-Rae). I have pictures of conversations where you ignore me asking to meet with you.
- As for the sticker program here is what I send via Facebook to the president concerning my list of responsibilities: "yeah, so as far as I know, it's: get the blogs in, translated, set them up on the website, promote them. Make the posters for the rez wide events (at least until vp social gets back?) and approve, print, stamp them. Get building reps's posters approved, printed, stamped. Blitz the fb pages with our events and campaigns for the month. plus whatever we all do like help out at an event and stuff."
- In another conversation we discussed that my role this year would be to have everything set up for VP of Marketing and Communications next year.

Question and Answer Period (10 minutes)

- Interrogator: Brad Fournier
Interrogated: Kayla Sym
Question: As the VP of Marketing and Communications do you find that it is your responsibility to look over posters? The VP Social's poster did not have the school spirit logo on it. This is a problem as they do sponsor the RAUO.
Answer: Kaitlynne-Rae and I spoke about this, I do look over every poster when it is received, however I am not perfect and I do miss details. This is why we also send the posters to Suzanne and Kerri to look over.
- Interrogator: Gabrielle Read
Interrogated: Kayla Sym
Question: Before this meeting had you been spoken to by Kaitlynne-Rae or Nardin at all?
Answer: Nardin and I spoke as well as Candace and I spoke about things that Kaitlynne-Rae needed to sort out. I did not have a meeting with Kaitlynne-Rae.

- Interrogator: Brad Fournier
Interrogated: Kaitlynn-Rae Landry
Question: Have you discussed any of the expectations with Kayla explicitly saying what needs to be done in order to do her job fully?
Answer: We had this conversation over Facebook where I offered to sit down with her and come up with a list of what is expected of her on a monthly basis. From this I received a snarky reply. This offer was made as I noticed that tasks were not being done and that there was no movement with the sticker program.
- Interrogator: Candace Blake
Interrogated: Kaitlynn-Rae Landry
Question: Do you feel that this situation was dealt with adequately? How could it have been dealt with better?
Answer: I wouldn't meet with Kayla in person. When she has met with Nardin she twisted words saying that she isn't overwhelmed and she said that she did not want the removal of any of her tasks.
- Interrogator: Amber Gibson
Interrogated: Kaitlynn-Rae Landry
Question: Was it not only at the last executive meeting that we discussed posters being done by building representatives rather than by Kayla?
Answer: Yes it was something that I finally brought up but had suggested to her via Facebook two weeks prior to that.
- Interrogator: Gabrielle Read
Interrogated: Kayla Sym
Question: Did you ever ask for clarifications of what your job entails for the sticker program?
Answer: Kaitlynn-Rae and I spoke about this in person and I told her that I didn't think I could have it ready by January, therefore I would have it ready for the next VP of Marketing and Communications.
- Interrogator: Brad Fournier
Interrogated: Kayla Sym
Question: All executive members have a committee; do you believe that this committee (of marketing and communications) could have been used for the sticker program? Did you use your committee to implement this?
Answer: I spoke with them about different places we could go to for sponsorship for the sticker program, I posted about it in the Facebook group, however it seems as though they have no interest. Therefore I wasn't sure of what else I could ask them regarding the sticker program.
- Interrogator: Gabrielle Read
Interrogated: Kayla Sym
Question: Other than looking at a list of businesses for sponsorship was there any other work done for the sticker program
Answer: No, I was concentrating on the posters and the website; I felt those were most important for September and October as there were many events over these months.
- Interrogator: Amber Gibson

Interrogated: Kaitlynne-Rae Landry

Question: Is there in the constitution a formal route on how to go about this type of situation?

Answer: This would be found in the policy manual, however I don't think it is written in there either.

- Interrogator: Gabrielle Read

Interrogated: Kayla Sym

Question: Did the sticker program impede on you doing work on the posters and the website?

Answer: I didn't do any work on the sticker program; I've been doing everyone's posters and the website only. I do not want people taking responsibilities away from me.

Motion to Vote for Five Minutes More for the Question and Answer Period

Motion Proposed by: Mojann Zibapour

Motion Seconded by: Brad Fournier

Vote: All in favor

- Interrogator: Amber Gibson

Interrogated: Kayla Sym

Question: When Kaitlynne-Rae suggested passing on the responsibilities of posters to the building representatives was it made clear that this would be done in order for you to focus on the sticker program?

Answer: Not at first, but after I got angry about her taking away responsibilities from me, it was made clear that it was to take away tasks to make more time for others.

- Interrogator: Candace Blake

Interrogated: Kaitlynne-Rae Landry

Question: A lot of work done in this past week since the responsibility of posters was switched to building representatives; if we were to continue on this route do you feel that progress can be made for the sticker program?

Answer: At this point the sticker program cannot be launched for January.

- Interrogator: Candace Blake

Interrogated: Kaitlynne-Rae Landry

Question: Who will do the sticker program if Kayla is impeached?

Answer: With it not being able to be launched by January and there being no interest from the communications committee, if we were to remove the position of VP of Marketing and Communications there would be no sticker program. For the website we could hire a web master to continue with the updates.

- Interrogator: Nicole Boyle

Interrogated: Kayla Sym

Question: What would you change if you were to remain VP of Marketing and Communications next term?

Answer: If I were to continue in this position and we were to continue having the posters done by building representatives, I would work on the sticker program and have it up and running by after reading week of next term; this would be doable if I get the committee on board. I would also be working a lot more on the website.

- Interrogator: Matt Manso

Interrogated: Kaitlynn-Rae Landry

Question: Would hiring a web master be the best solution since the website is already up and running?

Answer: When you hire a webmaster you can choose how many hours you hire them for. Therefore you don't have to go through impeachment if they don't do their job.

- Interrogator: Mojann Zibapour

Interrogated: Kaitlynn-Rae Landry

Question: I think that as far as posters and the website goes, I don't believe that it's best to bring someone else/new in to do it.

Answer: It could be someone who is already on the executive who picks up the tasks.

Motion to Vote for Three Minutes More for the Question and Answer Period

Motion Proposed by: Brad Fournier

Motion Seconded by: Matt Manso

Vote: All in favor

- Interrogator: Brad Fournier

Interrogated: Kaitlynn-Rae Landry

Question: It sounds like the website is a big duty and the key event in all of this; did you ever find that website was in danger over the past four months?

Answer: There was a point when software updates were being ignored which is why the website was running slowly and glitching, I pay for WebPosting regardless.

- Interrogator: Gabrielle Read

Interrogated: Kayla Sym

Question: Could I get a description of what you update to the website on a weekly basis. How often do you make the mistake or forgetting to add events to the on line calendar?

Answer: We only started using the calendar this month. I don't make many errors. Every month I update blogs, watch for redundancies, change campaigns and do events.

Kayla Sym (1 minute)

- I feel that getting rid of my position would create more responsibilities for you guys (the executive team) which is not necessary. I feel that this vote should be based solely on whether or not to impeach me and not about what would happen if you don't impeach me. I feel that the reason for all of this should be closed to me and not dependent on other factors.

Kaitlynn-Rae Landry (1 minute)

- In response to Brad's question; yes Karrie and Suzanne are there to approve posters, but they know nothing about what is supposed to be on our posters (logo wise). A sponsorship letter would take 20 minutes to do and it has not been done. The post-secret campaign ended October 12th and this hadn't been updated until November 4th.

Call the question

Proposed by: Brad Fournier

Seconded by: Candace Blake

Vote:

Six members voted for the impeachment of Kayla Sym as VP of Marketing and Communications.

Four members voted against the impeachment of Kayla Sym as VP Marketing and Communications.

One member abstained.

Motion that something is added to the executive policy manual for disciplinary action

– Amber is to attend a committee meeting to bring this forward.

Motion that all conversations RAUO related be taken place in person with an impartial third party present if necessary – effective immediately

Motion Proposed by: Amber Gibson

Motion Seconded by: Gabrielle Read

Vote: All in favor

90U

- Our November event is tomorrow; it will be a Movember showdown and I will have supplies for people who cannot grow their own mustaches. There will also be prizes. It will be 7:00-10:00pm, room 152.

Brooks

- We had our event; hot chocolate does not sell as well as pizza. Ten people showed up.

Hyman-Soloway

- Our event is tomorrow from 7:00-9:00pm. It will be a games and music event; popcorn and pop will be provided.

Leblanc

- Our event is Saturday; I've already bought the hot chocolate. It's almost an all-day event.
- Problem: BeClean is not refilling anything (specifically soap for bathrooms) for a couple weeks now.

Marchand

- Our event is Saturday; it will be a gala and goodbye party for the international students leaving after this term.
- Where to put fruit and vegetable trays until the event?
→ Ask RezLife.
- I've also noticed a refill problem from BeClean (paper in kitchens, purell dispensors).

Stanton

- We had our event today; ice cream and cookies, it was very successful with 60-70 people who came out.
- I've had some complaints about the showers not being cleaned every day. Men chew tobacco in the showers and it's not cleaned therefore boys are going to the girl's showers to avoid this.
→ Blair wrote a concern form online.

Thompson

- I had my event; the skating was successful for the first five minutes as I did not realize that student cards were necessary to go skating. Therefore only five of the twenty people who came out could actually stay.
- A BeClean worker told a resident not to eat in the common room because it creates crumbs that they have to clean (floor 15).
→ Ask that BeClean workers wear name tags so they can be easily identified.
- I am still waiting for the report from Terry regarding damages in Thompson.

VP Social

- All events are done for this week.
- The Hunger Games event had 20 people show up.
- The rally Saturday had 5 people who went to the game from Thompson.
- Lindsay asked for all of her stuff back (from sports services) from the rally.
→ Sports services events are a part of RezCup events; we should do one event per semester rather than three to help with not having as many events.

Motion to vote to have only one RezCup event per term related to Sports Services

Motion Proposed by: Brad Fournier

Motion Seconded by: Nardin Bekhit

Vote:

Abstention: Mojann Zibapour

All other executive members in favor

VP Finance

- Anyone who has other expenses will not be reimbursed until January with the exception of Brad, Gabrielle and Kaitlynne-Rae who have spoken to me already.
- The November cheques are ready they just need to be signed by Kaitlynne-Rae.
- The December cheques will be handed out mid-December.
- When thinking of employing an executive coordinator take into consideration taxing.

VP of Residents' Affairs

- We will be getting a quote from the motion specialists regarding the Marchand showers within the next 10 days. I told them that other conventional residences also have similar issues.
 - ➔ They suggested thicker curtains with magnets as an interim solution.
- They are making more progress and have completed more connections with the wired internet.
 - *Check the internet connection in the office Tuesday before HOM*
 - Quiet hours will be starting Sunday at noon.
 - For room inspections I suggested a 24 hour notice.
 - ➔ They will get back to me next week.
 - I also suggested a female inspector for the room inspections.
 - ➔ They said that the RAUO can volunteer to do so.
- Housing has fixed the hot water problems in Leblanc and they say that it should not shut off again.
 - ➔ Keep Nardin up to date with any changes before next HOM.
- Chris Heinz would like to attend the housing advisory committee tomorrow.

President

- I had a food services meeting this week; the only thing to note is that the dining hall has been put on hold as there have been no details given as to what the meal plan that they are planning will look like.
- Event help is now considered set up and tear down or else it does not count.
 - ➔ Starting January I will be closely monitoring this.
 - ➔ Communicate about this with Matt if you are unable to stay for both.

- Matt will be taking care of RezCup points from now on.
- For future events if there is any food left, place it in bowls, do not throw it away.

Varia

- Floor funds are being spent on cleaning supplies when they should be spent on social events for residents. We need to figure out what the gaps are in the cleaning that are forcing residents to feel that they have to use the funds for these reasons.

Motion to Dissolve the Meeting

Motion Proposed by: Brad Fournier

Motion Seconded by: Matt Manso

Meeting dissolved at approximately 12:30am

To Whom It May Concern,

This is an official letter informing the Residences association of the University of Ottawa that I will not be returning to my position as VP finance during the second semester of the 2013-2014 academic year. Due to this I will consider my last day to be on December 31, 2013, on this day I will also have a transition report completed and sent to the new incoming VP finance. If you have any questions or concerns do not hesitate to contact me.

Michael Burnside

VP Finance / VP Finances

Association des résidents de l'Université d'Ottawa

Residents' Association of the University of Ottawa

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