



**Lady Eaton College Cabinet
Minutes
September 17th, 2023
ECC 208/Zoom
4:00 p.m.**

Present: Noah Edwards, Dante Pio, *Beth Wallace, Karilin Wilson, Camryn Moerchen, Dee Carter, Ishita Gurav, and Kyra Myderwyk.

Public Present: Amber Welby.

Regrets: Eden Cain and Alisha Gopinath

Absent: Ethan Kirkpatrick, Dyllan Scott, and Mads Leduc.

(* Denotes electronic participation)

1. Call to Order

Meeting is called to order at 4:02pm on Sunday, September 17th, 2023.

2. Speaker's Remarks.....Karilin Wilson

Land acknowledgement: *We respectfully acknowledge that we are on treaty and traditional territory of the Mississauga Anishinabeg. We offer our gratitude to First Nations for their care for, and teachings about, our earth and relations. May we honour those teachings.*

3. Approval of Agenda

Motion: That the agenda for the September 17th, 2023 Lady Eaton College Cabinet meeting be approved.

Moved by: Dante Pio

Seconded by: Dee Carter

Discussion: N/A

Carried unanimously

4. Approval of Minutes

Motion: That the minutes for the August 27th, 2023 Lady Eaton College Cabinet Summer Committee Meeting be approved.

Moved by: Dee Carter

Seconded by: Noah Edwards

Discussion: N/A
Carried unanimously

5. Presentations

a. Cabinet Training - Part 1 - Introduction to Cabinet.....Noah Edwards

1. Cabinet Governance + Safety

- Summary: What is Cabinet, Kindness Respect Confidentiality, Safety, Cabinet Governance, Highlights from AGM.
- Cabinet as a group was defined.
- We may not agree with each other, but everyone deserves respect.
- Respect and maintain confidentiality when needed.
- Cabinet Governance: The Constitution and Policy Handbook.
- Safety: All cabinet members should have the TrentU Safety App downloaded. As well, a brief overview of who you should contact in dangerous situations.
- Mandate and Authority.
- Overview of Cabinet Members. The three non-voting positions are the Secretary/Clerk, Speaker of the House, and Senior Don.
- Overview of the cabinet election process.
- Overview of how cabinet meetings run.
- Overview of how resignation, removal of office, and impeachment work.
- Overview of responsibilities of cabinet members.
- As a voting cabinet member, you must indicate if you have a conflict of interest. Non-voting members may also have to step out of the room if they have a conflict of interest. Always ask if you think you may have a conflict of interest, whether during cabinet meetings or committee meetings.
- Overview of standing committees.
- Overview of finances. If you need more money or if what you'd like to do doesn't have a budget, you must ask for it in a cabinet meeting.
- Provide a receipt to be reimbursed by cheque. If buying something in bulk, please send the link to either Dante or Noah. When ordering online, you can either ship to your home address or the TCSA.
- There can be transportation reimbursement for gas or taxi money (with a receipt).
- Please review your position requirements in the Policy Handbook.
- Overview of cabinet awards.
- Items for 2023-2024: Chartwells contract ends this year, Review of Charter of Student Rights and Responsibilities.

- Part 2 will talk about external bodies. Slides will be posted on Teams.

b. **2023-2024 Budget.....Noah Edwards**

i. **Proposed Budget**

- The proposed budget was emailed to cabinet members before the meeting and was displayed during the meeting.
- Noah went over the budget.
- The budget will be posted on Teams.
- Dee asks: What would a reasonable amount be to ask for a small event? There's a couple thousand per semester, so for a small event probably a couple of hundred.

Motion: That the 2023-2024 Lady Eaton College Cabinet Budget as presented by the Prime Minister, be approved.

Moved by: Noah Edwards

Seconded by: Dante Pio

Discussion: N/A

Carried unanimously

6. Committee Reports

a. **Summer Committee**

i. Meeting 2 - August 27th, 2023

- Minutes are on Teams.

ii. Meeting 1 - May 9th, 2023

- Minutes are on Teams.

b. **Events Planning Committee**

i. Meeting 1 - September 17th, 2023

- Mostly just talked about how to run an event. Dante will post the slides on Teams tonight.

c. **Executive Committee**

i. Meeting 1 - September 17th, 2023

Motion: To approve the resignations of Logan Petersiel as TCSA Commissioner and Nicholas Bhola as Minister of Inter-Collegiate Affairs.

Moved by: Noah Edwards

Seconded by: Dee Carter

Discussion: N/A

Carried unanimously

d. **Clubs and Groups Funding Committee**

i. Call for Members

- Meet about once a semester.
- Kari has offered to join.

Motion: That Karilin Wilson be appointed to the Clubs and Groups Funding Committee.
Moved by: Noah Edwards
Seconded by: Kyra Myderwyk
Discussion: N/A
Carried unanimously

7. Minister Reports

a. Prime Minister.....Noah Edwards

I. TCSA Meetings

- Delegation for committees was done.
- There are going to be lockers outside of the TCSA for order pickups.
- New TCSA app.
- Transit report: Going with the route system as it is. May put it in the budget for more drivers and supervisors to hopefully increase service and decrease crowding. Getting rid of on-demand service. A list of short-term improvements.
- Community clean up after HOTT.

II. College Office Meeting

- Covered most of the events.
- Working on trying to figure out a solution to leaving the pool equipment out.

III. Meeting Schedule

- Sent to cabinet in an email.
- May do meeting scheduled on HOTT weekend over Zoom at a later time than normal.
- On days with no TCSA meetings, we may move the meeting start time to 3pm.
- There will be more frequent meetings for the Event Planning Committee. When it's not on the same day as a cabinet meeting, they will be over Zoom.

b. Deputy Prime Minister.....Dante Pio

I. Fall College Weekend

- Some volunteer roles were assigned for the Fall College Weekend.
- The photo of the volunteer roles are below. It can also be seen under the Event Announcements section in Teams.

DP Dante Pio yesterday 8:51 PM

Fall College Weekend + Wednesday Movie Night
 Here is the schedule of the Fall College Weekend (Sept 22-24). If you are available and interested in helping out where we need people, please let us know ASAP so we can plan accordingly.

Wednesday Sept 20th - Movie Night

- Cabinet Members: Noah and Dee.

Friday Sept 22nd - Carnival

- Depending on college office presence.
- If available, please let us know just in case

Friday Sept 22nd - Scarf Ceremony

- Cabinet presence is welcomed.

Saturday Sept 23rd - Heartstopper Marathon

- Noah and Kari will be there from 6pm-10pm
- Beth will be there from 6pm-8pm, while Dee will be there from 8pm-10pm

Saturday Sept 23rd - Pool and Games Tournament

- I will be there from 6pm-10pm
- Camryn will be there from 6pm-8pm, while Ishita will be there from 8pm-10pm

Sunday Sept 24th - Crafternoon

- Dee, Camryn, and Beth will be there.
- Kyra may be there... tentative.

- If there is an event you would like to attend, please let Dante or Noah know. A form may also be sent out.
- If you'd like to help with the Fall College Carnival on Friday, please reach out to Stephanie.
- Registration on the Student Experience Portal for Pool Event. People will scan a QR code to check-in. Used to get a metric of how many people are attending the event.

II. Colleges and Student Services Committee Meetings 2023-2024
 (Assigning Subcommittees)

- A form may be sent out.
- Many spots need to be filled, some may be assigned if not filled.
- The photo of the CASSC subcommittee assignments are below. It can also be seen under the Committees section in Teams.



Dante Pio Yesterday 8:49 PM

CASSC Subcommittees

Hi everyone. Here is a list of subcommittees and who will be sitting on these committees. If you have yet to sign up for a subcommittee, please sign up for one. Preferably, unless otherwise, everyone should be in at least one subcommittee. If there is three question marks, it means the spot for the subcommittee is vacant. This information does need to go to the colleges and student services committee, so the hope is that all of these can get filled out soon. Thank you.

- Athletics - Ethan (We thought this works best with your position)
- Colleges - Noah
- Housing - Dee
- Food - Noah
- Sustainability (Under Food) - Alisha (We thought this works best with your position)
- Operations (Under Food) - ???
- Budget (Under Food) - Dee
- Catering (Under Food) - ???
- Orientation - Dante/Ishita
- Student Wellness - Kyra
- Convocation - ???
- Campus Card - Kari
- Trent Nature Trails - Camryn
- International Scholarship Fund - Beth
- Student Charter of Rights and Responsibilities - Kyra
- Co-Curricular Record - ???

- The subcommittee will send you an email when they're meeting. If you cannot make a meeting, please let cabinet know.

III. Haunted Drumline

- Want to make an accessible route for the Haunted Drumline.
- Thinking of including an Escape Room.

c. Minister of Communications and Publicity.....Dee Carter

I. Summer Cabinet Socials Recap

- Dee will send me a sick little note on this.

Motion: To approve the purchase of a 1-year Canva Pro Subscription from the Advertising and Events line.

Moved by: Dee Carter

Seconded by: Noah Edwards

Discussion: N/A

Carried unanimously

II. Cabinet Socials Discussion

- Dee wants to keep up the theme that Jenah had last year. If you have any ideas or thoughts for the social this year, please let him know!
- If you want a story or something posted, please give Dee some information on it in advance.
- If you'd like a graphic made for an event, you can either give a general idea or give him creative freedom. Please give him a notice a week or two in advance, the earlier the better!
- Hypothetical ideas by Dee to gauge interest and excitement:

- Bulletin board with Meet the Cabinet: They will be planning on taking a group photo and/or profile pictures. He will give everyone a notice in advance before. Amber has offered to take the photos for cabinet! 😊
- Cabinet TikTok Account: Tiktoks would be recorded between events or before and after cabinet meetings. We could also collab with the college office. Dee will be sending a poll in the Instagram group chat to see how interested everyone is.
- Instagram Cabinet Takeover: Each cabinet member would book a timeslot during a specific week. Could be structured around certain events (such as Eden and Kyra during LEC formal or executive members during Election Time).
- Beth, Amber, and Kari have ideas for the TikTok, which they will discuss with Dee later.
- Kari brings up training for AODA, accessibility when it comes to social media. Amber will send Dee a website that checks colour contrast.

d. Cabinet Clerk.....Camryn Moerchen

l. Cabinet Office Supplies

- Please let Camryn know if you have any requests for supplies for the Cabinet Office! 😊
- Current List: Chalk (for advertising on bridges), Sharpies, pens, Pride Flag (May come from the Renovation budget), sticky notes, and Febreeze.
- We may ask the college office for toad stickers. Camryn will replenish the candy jars.

e. Speaker of the House.....Karilin Wilson

l. Cabinet Meeting Rules

- Raise your hand when you'd like to speak, and please be nice to each other.
- Buses stop running at 7pm, so please try and be efficient during meetings.

8. Correspondence

9. Questions from the Public

10. Any Other Business

a. Billards/Pool Equipment Access

I. Discussed Earlier in the Meeting

11. Adjournment

Motion: That this meeting adjourn at 5:37pm on September 17th, 2023.

Moved by: Noah Edwards

Seconded by: Dee Carter

Carried unanimously