

**NAIT ACADEMIC STAFF ASSOCIATION
MEMBERSHIP SERVICES COMMITTEE
Minutes December 13, 2016**

Present: T. Buchart, G. Gora, M. Dalley, P. Friesen, N. Jaleel, J. McKenzie, J. Scott, G. Tkachuk,
A. Wasylik
Absent: A. Moskalyk
Guest: J. Plomp
Recorder: L. Bjorkquist

1. **Call to Order:** T. Buchart called the meeting to order at 3:19 pm and welcomed Janice Plomp to the meeting.

2. **Approval of the Agenda:**

MOTION MSC-2016/7-16: Moved by P. Friesen, seconded by J. Scott:
That the Agenda of December 13, 2016 be approved as distributed. **Carried**

3. **Approval of the November 8, 2016 Minutes:**

MOTION MSC-2016/7-17: Moved by J. McKenzie, seconded by J. Scott:
That the Minutes of November 8, 2016 be approved as distributed. **Carried**

4. **Socials:**

- a. **Mid-Winter Frolic:** The committee reviewed and approved the menu from catering. Additional discussion ensued regarding lighting decorations and entertainment. G. Tkachuk noted that the music is done.

MOTION MSC-2016/7-18: Moved by M. Dalley, seconded by P. Friesen:
That the MSC purchase an Eiffel Tower from Home Depot. **Carried**

ACTION: G. Tkachuk to purchase Eiffel Tower from Home Depot.
T. Buchart to investigate possible data projector/screen set up.
J. Scott to investigate purchase of paper Eiffel Towers.
Members with available lighting to contact T. Buchart.
L. Bjorkquist to confirm menu with Catering and request vases for each table.
L. Bjorkquist to continue updating discounts and requesting door prizes.

5. **Speakers:**

Pension Session

ACTION: T. Buchart to contact Staff Training department to set start time and dates for a 1 ½ hour after hours pension session by Philip Mack in March and May (4:15 – 5:45 pm).

Volunteer Recognition Luncheon (April 5, 2017): Shannon Neighbors and Colleen Lowe were suggested as speakers for the event.

ACTION: T. Buchart to confirm speaker for the Volunteer Recognition Lunch event.

6. OTHER BUSINESS

- a. **Co-sponsorship of NAIT-wide event:** T. Bucharth noted that the recommendations to the Communications Committee will be discussed at their next meeting in January 2017.
- b. **Budget Worksheet:** Provided for information.

ACTION: Finalize the MSC budget for 2017/18 at the January 2017 meeting.

- c. **ACIFA Conference Reports:** Reports from the 2016 conference were delivered to J. Scott and M. Dalley.

ACTION: J. Scott and M. Dalley to prepare a series of ads highlighting the value of the conference and the benefits of participation as described by past participants.

7. Closing

- a. **Questions/Comments:** It was noted that J. McKenzie will be stepping down from the committee due to an upcoming scheduled leave opportunity. The committee wished her well.

ACTION: J. Plomp to forward her request to replace J. McKenzie on the MSC.

- b. **Future Agenda Items:** Budget, Frolic, Speakers, Other Draws, ACIFA
- c. **Next Meetings:** January 10, 2017 in O120 – **3:15 pm** start time.
- d. **Adjournment Time:** 4:10 pm.

MOTION MSC-2016/7-19: Moved by M. Dalley:
To adjourn. **Carried**

Todd Bucharth
Chair and VP Membership Services Committee