



**Lady Eaton College Cabinet
Minutes
September 15th, 2024
ECC 208/Zoom
3:00 p.m.**

Present (Voting): Stevie-Dee Carter, Eden Cain, Beth Wallace, Brayden Heath, Sarah Ovens, Mia Richardson*, Julia Jack*, Taylor Tomasevic*, Hannah Licop*, Dorcas Oladele, Lase Arowolo, and Shayaan Yacub.

Present (Non-Voting): Camryn Moerchen.

Public Present: Katie, Jordan, Regan, and Grace.

Regrets: Karilin Johnson.

Absent:

(* Denotes electronic participation)

1. Call to Order

Meeting is called to order at 3:08pm on Sunday, September 15th, 2024.

2. Speaker’s Remarks.....Stevie-Dee Carter

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 15th, 2024 Lady Eaton College Cabinet meeting be approved.

Moved by: Sarah Ovens

Seconded by: Shayaan Yacub

Discussion: N/A

Carried unanimously

4. Approval of Minutes

5. Presentations

a. Cabinet Member Introductions

- i. Everyone went around and introduced themselves! 😊

b. Cabinet Training // Introduction to Cabinet Stevie-Dee Carter

- Summary: What is Cabinet, Kindness Respect Confidentiality, Safety, Cabinet Governance, Highlights from AGM.
- Stevie-Dee went over the code of conduct and our constitution.
- 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 Stevie-Dee or Eden. When ordering online, you can either ship to your home address or the TCSA.
- Transportation reimbursement
- Please review your position requirements in the Policy Handbook.
- Overview of cabinet awards.

c. 2024-2025 LEC Cabinet Budget Review

Stevie-Dee Carter

- i. Budget spreadsheet was displayed and discussed with Cabinet members for approval.

6. Committee Reports

a. Summer Committee.....Eden Cain

- i. Summer projects/initiatives updates
 - We met once this summer to go over our general plan.
 - A big priority this summer was working on Cabinet storage. Some people on Cabinet worked on organizing it. Some things from storage will be put up for donation, everything else was organized into its respective spots.
 - Kitchen renovations were discussed, but we ran out of time.
 - Please try to keep the Cabinet office and JCR spaces clean and organized!

7. Minister Reports

a. Prime Minister.....Stevie-Dee Carter

i. TCSA

ii. College Office Updates

- Stevie attended the College welcome.
- Discussed with the college about Fall College Weekend! Mostly run by the college, but would love support from cabinet!
- No exact specifics for cabinet contributions yet, but please try to attend Fall College Weekend events if you can. Wear your Cabinet lanyard!
- Beth asks if Stevie can ask the College Office about what they will need help with.
- They will be starting West Bank breakfast club this year! We will be collaborating with the LEC College Office, Champlain College Office, and Champlain Cabinet. It will be every Wednesday and Thursday.
- The Ashley Fellow College dinner will be on Tuesday October 8th. It is the fall version of the spring college dinner. It would be lovely to have cabinet people there! You will be fed.
- We will also be contributing to the Haunted Drumline again this year, and we typically contribute between \$500 - \$1000.

iii. Office Hours

- Every Cabinet member must do 2hrs of office hours a week.
- Stevie will be sending out a form soon where Cabinet members will fill out what times they are available.
- If it is your hours, whoever is in the office is your responsibility, and you also have freedom to kick people out of your hours (even other Cabinet members!).
- If you need to go into the office during someone's hours, please let them know in advance!
- If you are in the office, please keep the window open!

b. Deputy Prime Minister.....Eden Cain

i. Summer Update

- Eden tried to do some outreach at orientation events.
- She had a few meetings over the summer with the orientation facilitators. They were excited to have cabinet participation.
- We had a budget of \$150 for the cabinet mixer, and we spent under that. All canvases were used, and we seemed to have a great turnout! The cabinet mixer will probably be our new annual event instead of tie dye.
- CASSC will be starting soon, and we will start be sorting out subcommittees.
- During the summer, we spent money on buckets to organize. We borrowed money from the college office because our bank information was still being sorted, so we will be paying them back for that.
- Be kind to the office space, leave it better than you found it! <3

8. Correspondence

9. Questions from the Public

10. Any Other Business

11. Closed Session

12. Adjournment

Motion: That this meeting adjourns at 4:57pm on September 15th, 2024.

Moved by: Stevie-Dee Carter

Seconded by: Brayden Heath

Carried unanimously