

# Board of Directors Meeting Minutes

Tuesday, May 6th, 2014 at 7:00 P.M.

Henry Angus Building, Room 232

**Note:** Meetings are open to the General Membership of the Society Unless Otherwise Deemed In-Camera

**Note:** presentations and/or proposed motions from parties other than the members of the Board of Directors should be requested to be included on the agenda at least five (5) days in advance of a meeting by contacting the Chair, Cole Leonoff, at [chairperson@cus.ca](mailto:chairperson@cus.ca) – materials received past this point may be considered for the subsequent meeting's agenda at the Chair's discretion.



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## A. Call to Order and Adoption of Agenda

*The meeting was called to order at 7:02 PM*

Proposed amendment: Code Changes be the first item discussed

*Moved: Cole | Seconded: Christopher*

*Be it resolved that the agenda be adopted as amended.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

## B. Code Changes

1. The elimination of a wide array of extraneous policies from the document, due to their lack of relevance and the inability to manage the document with regards to length.
2. Several changes to the Board of Procedures and Committee sections with the intention to better reflect the constitution.
3. The overarching intention of the code changes is to make the document better reflect the organization in an efficient manner.

Questions/Discussion:

- What do you think is the most important change that was made to the document?
  - The agenda was added in there, that was a substantial amendment in terms of volume.
  - I think the committee changes, especially because they are concurrent to what we are trying to do, as they specify to what committees actually exist.
  - But outside that, there are a bunch of miscellaneous things – things that just add a little bit more clarity.
  - Some main changes to the constitution include the appointment of the Chairperson and Vice-Chairperson and how that works. This is also why code changes were moved up in the agenda, as technically there is a part that relates to how the Chair is appointed that could be relevant.

*Moved: Cole | Seconded: Christopher*

*Be it resolved that the agenda be adopted as amended.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

## C. Appointment of the Chairperson and Vice-Chairperson

*Moved: Vadim | Seconded: Alexander*

*Be it resolved that Cole Leonoff be appointed Chairperson of the Board of Directors for a term beginning immediately and concluding upon turnover of the current Board of Directors.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

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- I. Clarification on the role of Vice-Chairperson:
- Acts as the Chair in his absence
  - Position is meant as a fail-safe – with no additional responsibilities besides in the absence of the Chair
  - Nominations: Casey Chen and Harpal Kandola

*Note: Anonymous Vote determines that Harpal Kandola will be appointed as Vice-Chairperson*

**Moved: Vadim | Seconded: Juan**

4.

**Be it resolved that Harpal Kandola be appointed Vice-Chairperson of the Board of Directors for a term beginning immediately and concluding upon turnover of the current Board of Directors.**

***In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.***

**D. Membership: Introduction, New Members, and Declaration of Vacancies**

None.

**E. Presentations to the Board of Directors [Allotted Time: 30 Minutes Each, Including Q&A]**

None.

**F. Chair's Remarks [Allotted Time: 10 Minutes]**

1. Under the newly amended Code of Procedure it is the Chair's decision to determine whether or not people are allowed to participate in the meetings.
  - It has been decided that one is not allowed to participate via Skype, with the only exception being that of executives who need to provide updates.
  - Not allowed to participate in discussion nor voting via Skype

**G. AMS Representatives' Report [Allotted Time: 5 Minutes]**

1. The Vancouver School of Economics Student Society (formerly known as the Economics Student Society) attempted to establish their Constitution however, this was unanimously postponed until September due to a lack of preparedness.
2. Whistler Lodge has been approved for sale – intention of sale by end of the Summer
3. The budget is currently being established – preliminary budget due at the End of May and the final budget's deadline is set for the end of July
4. Committees have recently been appointed – Lauren is the chair of the hiring committee
5. Council orientation to be held on May 20<sup>th</sup>
6. Agreement to further discuss options for the slide in the new student union building – with the indication that the slide will not be constructed

**H. Commerce Student Senator's Report [Allotted Time: 5 Minutes]**

1. Strategic plan meetings occurred this past weekend (May 3/4), no documents established as of right now, but the focus will most likely be on education and/or mental health issues (updates will come in future meetings)
2. Beginning to work on the nomination procedure of student awards
3. Senate meeting next Wednesday (May 14<sup>th</sup>) – all are welcome to attend and see how a senate meeting runs

**I. Ombudsperson's Report [Allotted Time: 5 Minutes]**

None.

**J. Executive Reports [Allotted Time: 10 Minutes for the President; 5 Minutes for each Vice-President]**

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## I. President

1. Working formally and informally to re-establish connection with the Dean's office → meetings with some members, emailed the Dean with the hopes of a meeting sometime this summer
2. A new hire at the UGO to replace Ruth who has left the UGO, which will be announced in the coming weeks
3. Working alongside the Undergraduate Office on the Sauder Orientation → job postings on COOL (paid positions) and the CUS has a seat on the Orientation committee which will be assigned to an executive
4. In the process of naming the Sauder Orientation → suggestions are welcome via email
5. Serving the AMS as the Budget Committee Chair and as the Executive Oversight
6. Working with the AMS President on some contracts and changes made to the code
7. Meeting in the next few days to go over the budget; the contract has been approved by the AMS and will be going ahead
8. Creation and implementation of a new position that will be going online shortly
9. Following-up with services regarding missing key data points that are needed → including some of the conferences that occur during the year

### Questions:

- Regarding the Sauder Orientation, has there been any discussion regarding whether or not we will be funding it?
  - We will not be funding it
- Has there been anything happening between the Dean's office and us since we had our retreat?
  - I sent the Dean an email two hours ago. Just for your reference, I have met with some staff members (Equity) regarding our relationship with the school, so we are hoping to make some progress there.

## II. Vice-President, Academic Affairs

1. Hiring has been completed
2. JDC West hiring is complete for the Academic Team
3. Connecting with key Sauder Administrative individuals → caucus meeting
4. Discussion of visions for upcoming year for service council and operations, hiring has yet to occur, so discussion about timing of hiring will be upcoming
5. Indirect to portfolio work includes: managing community service that stems from Frosh, acting IT director, and finishing work related to last year

### Questions:

- Were there any problems with the JDC West hiring because during the Retreat you mentioned that there were some issues regarding people were hiring whom they like, instead of for their qualities. Has this been addressed in the recent hiring process?
  - Yes, there were a few challenges – JDC West hiring has historically not been very straightforward. Without going into detail, our relationship with JDC West is going well – been keeping up via email with the hopes of a meeting soon. In general, the process was better than last year.

## III. Vice-President, Engagement

1. Finished most of the service council hiring
2. Vacancy for the Grad Chair → reaching out for any volunteers
3. Most engagement portfolios have done some hiring → POITS, SoCo, and Sauder Sports have finished their hiring, besides first year reps.
4. CCP hiring is almost finished, with a couple positions being filled in the coming weeks
5. ISAS in the process of getting postings for positions
6. As a replacement for the discontinued Frosh, suggestion of a buddy program between first years and upper year to establish relationships to help first years → writing up a draft (anyone welcome to help)

### Questions:

- For the first year buddies program, is it the plan to start that in September?

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- Yes, hopefully start in September with a kick-off event and then supporting the upper year students in the creation of private get-togethers with buddies. Beyond that, maybe one or two structured events.
- What type of numbers are we looking at in terms of upper years?
  - A conservative estimate is getting 30 upper years involved and from that, no more than two first years for each upper year student. But it is unlikely to have a full-blown program this year, hopefully working out a pilot project that can be built on in the coming years.
- Would there be second years involved?
  - Yes, it would be good to have second years – as you saw at Frosh, there has always been second years involved.

#### IV. Vice-President, External Affairs

1. NSCC has been incorporated as a CUS service → hoping to host the event during the first semester this upcoming year. Hiring is also complete.
2. Working out details for the Enterprize Chair position (has not been hired yet)
3. Corporate Relations' next event is the CPA sponsorship breakfast → looking to hold the event in June... Additionally, meetings have been delayed due to an accident involving one of the individual's in charge of Corporate Relations
4. Transitions document will be received within 5 days, although behind schedule, they will be received in time for the breakfast
5. All other services have finished their hiring except for Imprint, Top 40 Under 40, and EMP. The process to fill these positions will start in a week's time.

#### Questions:

- Could there be some additional insight into the Enterprize situation?
  - As you may or not be aware, PVCC is an entrepreneurship conference that also has a business plan venture capital competition and Enterprize is also an entrepreneurship conference that has a business plan competition, we fund both of them somewhat significantly, so this year we are looking to combine them in the hopes that we can run one better event and create some efficiencies. Because PVCC already has a Chair (Jordan, third year as Chair of the conference), we reached out to him to see if he would be interested in a joint venture that would be a new conference – which combines PVCC and Enterprize. We have currently had one meeting with him because he is in Calgary and hopefully we will have a follow-up meeting sometime in the next week or so. Until that follow-up meeting, there is no way to tell what exactly he will do. But our current plan is that we hope we can merge these two events.
  - Note: Enterprize is fully run under the jurisdiction of the CUS, whereas PVCC is under the Finance Club – so it is dependent on their willingness to engage. That is why these discussions with Jordan are so important.
  - We have already spoken to the President of the Finance Club and they are on-board.

#### V. Vice-President, Finance

1. Reaching out to all the services → delegating work
2. Building up the hierarchy in the finance portfolio → issues with past years being the VP Finance dealt with essentially everything
3. Handling reimbursements, contracts, and other miscellaneous financial items
4. Delay on receiving a credit card
5. Budgeting process begins shortly

#### VI. Vice-President, Internal Affairs

1. Portfolio hiring → documented
2. Setting up meetings with all outgoing and incoming club Presidents to review any possible changes they would like to see → only one President is interested
3. Additionally, there will be a club's review process as soon as a committee is appointed
4. Meeting with faculty staff regarding building management and discussing room bookings with individual staff members → changing the booking authority (still in the process of working that out)
5. Locks will be cut sometime before Friday (May 9<sup>th</sup>) → remove items from lockers

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6. Passion Project (special project) → looking to open the CLC during exam season 24 hours a day (need to review costs associated with it)
7. The CUS meetings can now run as late as needed, there will be security assistance to escort members out after hours → do not allow others into the space after hours
8. CUS office space is not accessible after hours however

#### Questions:

- People have started emailing me about business cards, whom do I send that off to?
  - The cards are in the office, therefore the biggest problem is knowing who is in the office at any given time
  - We are going to establish executive office hours over the summer, thus that is how we can deal with that
- Is IT under internal or marketing?
  - It is under marketing

#### VII. Vice-President, Marketing and Communications

1. All hired except IT Director and The Cavalier → Cavalier pending approval until tomorrow (May 7<sup>th</sup>), need to discuss approval of applicants at the Executive meeting
2. No interest in IT Director at the moment → possible outsourcing
3. AMP Sauder has already started contacting schools that are interested
4. The Prospectus (agenda) has been ordered, 2,000 copies with rulers pre-inserted. This is down from 2,500 last year → there were unused copies last year. Total cost for the Prospectus is approximately \$14,000
5. Waiting on CRs for the sponsors for the Prospectus → potential having CPA logo on the rulers and other sponsors on the agendas
6. Meeting next week with Yearbook individual regarding renewal of contract
7. Social media is all up-to-date
8. The last CUSunday was completed the last Sunday in April → done for a month
9. Send any updates as they will be placed on social media channels

#### Questions:

- It would be advised to contact CPA and see if the logo is part of the contract and seeing if such a request has occurred in the past
  - It is up to what we decide with the Big Four, but I think the rulers are in the current CPA contract. We have a very comprehensive contract with CPA.
  - Due to the amount of money they are currently giving us, I believe unless we provide it for free, it is best not ask for more money. I do not know why it was ever implied that they want to sponsor us on that. If anything, give it as a free perk as recognition for the dedication to us.
- Note: For the IT Director, we are looking to pay somebody, as we have been lucky that for the past two years it has been above and beyond what we expected. That sort of skill level is uncommon in Sauder and probably unattainable for zero dollars a month, so we are looking into that option.

#### K. Committee Reports [Allotted Time: 15 Minutes Each]

None.

#### L. Amendments to and Approval of Minutes

None.

#### M. Business Arising from the Service Council

None.

#### N. Business Arising from the Executive Council

None.

#### O. Business Arising from the Committees of the Board of Directors

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None.

## P. Other Business

### I. Committee Appointments

#### Academic Committee:

1. Mandate to function as the student representatives on the faculty caucus
2. Review any changes made at faculty caucus
3. Body that provides consultation for any academic changes → any protests will first go to the academic committee
4. At the meetings specifically, the committee members are in attendance with the Sauder faculty members who discuss of academic issues

#### Budget Oversight Committee:

1. Helps with finance on the direction of the budget
2. Planning of budgets for the various services → overseeing these budgets
3. Potentially be the main decision making body in financial decisions, such as reducing the size of conferences (for example, Enterprize reduction last year)
4. Directly involved in the budget decisions as the board has input but usually only makes slight amendments to the committees decisions
5. Changes to make the budget committee the first point of contact under the circumstance that services wish to amend budget related items
6. Dealing with a lot of tangible content while in the budget committee

#### Building Users Committee:

1. Meets with different individuals from the Sauder Administration to provide feedback on building issues
2. Ideal for an individual that wishes to have a say regarding the building and surrounding environment
3. Traditionally made up of six members however, it historically suffices to send two or three individuals
4. Potential for some building budgeting, but that may not be for a year or two
5. Meeting twice a year, with no important responsibilities outside of that

#### Club's Review Committee:

1. Meets in May to review clubs, most of the responsibility falls in May
2. Responsible to review presentations from all 11 clubs
3. Decision whether to deem them as commerce clubs → gives access to marketing channels and subsidies
4. Ideal for individuals who have opinions on the clubs and/or want to learn more about the different clubs
5. Inception of the committee was last year, deemed to have value and there is hope to perfect it this upcoming year
6. Does not approve the request of new clubs, functions to review existing clubs as a way to make sure that there is a reflective and evaluative format for these clubs

#### Policy and Organizational Development Committee:

1. Problems in the past had this committee doing everything then nothing (hardly ever met)
2. Intention in the coming year to review potential policy changes collectively as a committee as opposed to one individual doing it all
3. Essentially anything can fall under its mandate
4. Specifically, to discuss policy changes, constitutional amendments, and changes to the code of procedure

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(how meetings are run, how budgeting proceeds, how much money clubs receive, etc.)

Questions:

- Are these yearlong positions?
  - Yes, all of these are for a period of time effective immediately and ending upon the conclusion of the current Board's term. So, unless it changes, which it might, that will be until next (2015) May.
- When do we want to elect members at-large?
  - The notice has not even been sent out, so that needs to be discussed. That will be a factor regarding the at-large positions.
- Is there any difference in influence between the Chair and the other members of the committees?
  - It really depends on the committee, the chair, just like the Board has a responsibility in running meetings and determining agenda items. For the committees it is arguably a little bit more intellectual, as they are structured so that the chair has more knowledge. For instance, for the budget committee, they need to have prior knowledge. So, there is an informational advantage in that sense. Technically committees, although they don't usually end with a vote, all committee members have equal power in that sense.
- Clarification: The executives of these committees are appointed by their own selection. Are there any executives who have confirmed to be sitting on any of these committees?
  - Yes, for one of them.
- Would like you like to establish who that is now in this point in time?
  - Appointed for two; for both of the committees that have specific executive nominations on them. One executive has expressed interest in both of them (Budget and Policy committees).
- Could we find out who those are?
  - Yes, Will has expressed interest in policy and Thea has expressed interest in budget.
- So they are on those committees?
  - Yes
  - So, the executives have put those people on those committees, which is relevant because they are eligible to serve as chairs of those committees.
- For the members at large, do we have to submit applications or can they submit applications themselves?
  - Those individuals would need to have consented for those positions, the standard for that, although not that I would question anyone, an email showing they are actually interested in it. For contested, they should include some sort of brief bio.
- They would send the email to you?
  - They would ask any Board Member to nominate them, or Executive for that matter. Then we would do that at the next meeting.
- Note: Chris is on the Budget committee, although he does not return to Vancouver until July, thus he has acknowledged that if anyone else wishes to be on the Budget Committee, they can have the position.

*Moved: Nil | Seconded: Chris*

5.

*Be it resolved that the selection of Members At-Large be postponed and to be appointed at the next meeting*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

*Note: review the various requirements in the Code of Procedure regarding committee appointments. Board of Directors members are required to seek nomination (but not necessarily be elected) to at least one committee. Many Board of Directors members, as well as Executives and others, automatically serve on various committees in accordance with the Code.*

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*Moved: Nil | Seconded: Alex*

6.

*Be it resolved that the Chair position for the Policy and Organizational Development Committee be postponed.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

*Moved: Vadim | Seconded: Nil*

7.

*Be it resolved that the Board of Directors approve the following committee appointments for a term effective immediately and ending upon conclusion of the current Board of Directors' term:*

*Academic Committee:*

*- Casey Chen, Hannah Vandenberg, Christopher Heathcote-Rey*

*Budget Oversight Committee:*

*- Thea Simpson, Julian Ertelt, Chris Heathcote-Rey, Harpal Kandola*

*- Chair: Thea Simpson*

*Clubs Review Committee:*

*- Hannah Vandenberg, Vadim Chernenko, Alexander Lee*

*- Chair: Hannah Vandenberg*

*Policy and Organizational Development Committee:*

*- Will Pigott, Casey Chen, Ben Gardiner, Lauren Telford*

*- Chair: Postponed*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

## II. Public Relations Director Position

1. Continue the aim for transparency within the CUS
2. The Board of Directors and Executives make decisions that should be presented to the public in a more direct fashion than simply stating them in minutes
3. The main responsibility of the PR Director is writing press releases for any important decisions made → it will go online as a news release
4. The press releases will include any important decisions made by the CUS
5. The job description will be posted shortly, if approved

Questions:

- Is this a paid position?
  - No
- Will they be sitting on Board meetings and Exec meetings?
  - They technically do not need to go to the meetings. They will coordinate with the President or Chair and will receive an email when there is a document to be created and posted.
  - Note: I may encourage them nonetheless to attend the meetings because I think that some of these issues should be handled without the Chair and President handling the press releases themselves. They need to have a certain amount of understanding. If I had to send an email to the PR director, that email itself would be a press release in itself.
- Why don't we change it so they have to attend the meetings, maybe not all, because it would be



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tough for them to be a PR Director and then not attend the meetings?

- Yes, we are not technically approving a job description, we are approving the creation of a position, but that is a fair consideration. I feel like they should be required to attend Board Meetings and encouraged to attend Exec meetings.
- I think that it would be unreasonable to have them at Exec meetings because the kind of environment might be excessive to have him there, but I think Board Meetings would be good and should be noted in the job description.
- Is this going to be an elected position, or how is this going to be handled?
  - It is going to be hired, so it will function the same way any other service council position will function. It will be alongside the HR Director and Admin Director in the Presidential Portfolio.
- Can we go over a preliminary job description; is it going to be quick blurbs after meetings?
  - Yes
- Could the Admin Director not easily handle this? Who is already attending most things, could they not select pieces of the Minutes into a quick PDF?
  - So the problem is that the quality must be relatively high if we are putting these on our website. So, the commitment we are looking for an Admin Director in terms of the time they put in is higher than that, so the students that we get are first and second year students. So their quality of professionalism sometimes is not as high. The PR individual is expected to only do an average of 5 hours per week and we are looking for someone who is highly talented, probably an upper years student. So they are different profiles of students.

*Moved: Nil | Seconded: Chris*

8.

*Be it resolved that the Board of Directors approve the creation of the Public Relations Director position, at the Service Council level under the Presidential Portfolio.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

## Q. Discussion

### I. Dress Code

1. Last Board had a discussion regarding dress code for Board Meetings → was never put into policy, just a general consensus
2. No ability to block anyone to attend the meetings without formal attire
3. The idea being people show up to presentations in full suits, and out of respect, Board Members should do the same
4. Representative of some of the decisions made at the meetings → taken seriously
5. The standard for the last Board was the ambiguous Business Casual

Discussion:

- That is exactly like you said, when there are presentations we need to be well dressed; we are still a Board and have an image. But when it is a quick meeting, we can be a bit casual, not like flip-flops, but more casual.
- Yes, and I would break it into three categories: formal presentations coming in, traditional board meetings, and the incidental meetings that are called on very short notice. Last two board meetings of the last board, one was on very short notice and one had no business. So, I told everyone to ignore the dress code because it was an environment during exams. I think sometimes the trade-off is that during four and a half hour meetings without presentation people don't want to be in dress clothes but on the other hand, that is when recognizing the seriousness of the situation is most important. It is not something we need to make a decision on now, but I wouldn't mind hearing your thoughts on it.
- I think that for guys, collared shirts should be the norm, no matter what the case should be – you

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should have a button up shirt. Avoid jeans, etc. I think it is pretty simple, not flip-flops, if we avoid jeans and wear collared shirts. For girls, it would be similar.

- Noted. I think that was the standard for the last Board – business casual, more or less exactly how you instructed it. I take a consensus of the room. Slightly more formal on the business casual. In-between business formal and business casual, no ties but formal besides that. For a regular meeting, business casual and again if it's a really brief meeting and under certain circumstance we'll go fully casual.
- The Board knows there will be a presentation beforehand right?
- Yes, those things are usually sent out in the Agenda in advance. One note as well is that there is ambiguity for proxy, but it should probably be the same for the proxy, and probably should be specified by the missing Board Member, although we will understand if the proxy is not as well dressed. Any other discussion? No, okay that will be the end of discussion.

**R. Next Meeting**

*The next regularly scheduled meeting of the Board of Directors shall be: TBA*

**S. Adjournment**

*Moved: Christopher | Seconded: Alexander*

*There being no further business, be it resolved that the meeting be adjourned at 8:40PM.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

9.

# Board of Directors Meeting Minutes

Tuesday, May 6th, 2014 at 7:00 P.M.

Henry Angus Building, Room 232



commerce  
undergraduate  
society

**Note:** Meetings are open to the General Membership of the Society Unless Otherwise Deemed In-Camera

**Note:** presentations and/or proposed motions from parties other than the members of the Board of Directors should be requested to be included on the agenda at least five (5) days in advance of a meeting by contacting the Chair, Cole Leonoff, at [chairperson@cus.ca](mailto:chairperson@cus.ca) – materials received past this point may be considered for the subsequent meeting's agenda at the Chair's discretion.

## Attendance:

Name	Position	Present ("X")	Late (Time)	Proxy (Name)
<b>Board of Directors</b>				
Niloufar Keshmiri	President	X		
Cole Leonoff	Commerce Student Senator (Chair)	X		
Lauren Telford	Alma Mater Society Representative			
Vadim Chernenko	Alma Mater Society Representative	X		
Julian Ertelt	Fourth Year Representative	X		
Harpal Kandola	Fourth Year Representative (Vice-Chair)	X		
Casey Chen	Third Year Representative	X		Juan Carlos Yao
Murat Suyumbayev	Third Year Representative			
Christopher Heathcote-Rey	Second Year Representative	X		
Alexander Lee	Second Year Representative	X		
Vacant	First Year Representative	—	—	—
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Grace Kim	Ombudsperson			—
<b>Executive Council</b>				
Thea Simpson	Vice-President, Academic Affairs			—
Ben Gardiner	Vice-President, External Affairs			—
Jordan Hearne	Vice-President, Finance	X		—
Hannah Vandenberg	Vice-President, Internal Affairs			—
Will Pigott	Vice-President, Student Engagement			—
Vanessa Lau	Vice-President, Marketing and Communications	X		—
<b>Other</b>				
Vacant	Administrative Director	—	—	—
Vacant	Public Relations Director	—	—	—

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**Guests:**

Name	Affiliation	Present (“X”)	Late (“X”)	Notes
<b>Invited</b>				
<b>Other</b>				