

# Board of Directors Meeting Minutes

Thursday, October 2<sup>nd</sup>, 2014 at 6:30 P.M.

Henry Angus Building, Room 339

**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 the Agenda

The meeting was called to order at 6:45PM.

- I. Attendance and Confirmation of Quorum
- II. Amendments to and Approval of the Agenda

*Moved: Harpal | Seconded: Vadim*

I.

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

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

## B. Membership: Introductions, New Members, Declaration of Vacancies

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

- I. National Investment Banking Competition and Conference (7:00 PM)
  1. Second time presenting to the CUS Board; the presenters include Chris, Sandra, Julia, Clarabel, and Jennifer
  2. Seeking \$40,000 for the National Investment Banking Competition and Conference
  3. Two day conference event including three simulations, advanced workshops, keynote speakers
  4. NIBC provides students with an interactive learning experience that is not available in the classroom, as well as provide Sauder with an elevated brand name
  5. The conference and competition has substantially grown in size over the past few years and the CUS can help continue that growth with the support of the \$40,000 sponsorship request

### Questions:

- Murat: Could you please go through the changes since the last presentation, in terms of both budget and the conference?
  - Chris: We spoke to the Board and decided to bring back the simulations on the first day but this year they will be more in-depth and advanced. This will mean that the conference will be two days again. As well as we added another keynote speaker.
- Vadim: Given that your application deadline is mid-October, how many applications have you received already for the competition?
  - Chris: We have about 80 teams right now. But it traditionally ramps up in the last week and we are expecting 1,200 competitors this year.
- Sean: Who is the Chair of conference?
  - Chris: We do not have a Chair we work as a team. We have directors.
  - Sean: If something went wrong, who would be liable?
  - Chris: I guess it would be me.
- Nil: I noticed that you reduced the number of CUS students attending and increased the number of external students, why is that?
  - Chris: That is being conservative. We do expect more external delegates to listen to the speakers we have acquired. We adjusted the numbers because we will not be able to accommodate more than 200 students.
  - Nil: Do you limit the number of students who can purchase tickets in every category?
  - Chris: Not at all.
- Sean: Would that blow a hole in your budget? Since the external delegates are paying twice as much as CUS students.
  - Chris: It is not twice as much.
- Hannah: What percentage of the competitors would be Sauder students?
  - Chris: Last year we had over 100. Percentage size it would be 150 out of 1,000.
  - Hannah: Final round had how many Sauder students?

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- Chris: 12 last year.
- Nil: In terms of your expenses, it does not seem to have changed much from your last budget besides twice as many delegates staying over. I am curious since you need more space at the hotel for the simulations, how that did not change your logistics costs?
  - Chris: In our last budget, it included the trading room simulation, which was actually from last year. Since we have added back the simulations, that cost stayed and the expenses are relatively similar.
  - Nil: To clarify, the last budget was inaccurate then?
  - Chris: It was not inaccurate; we were going to hold the room open for competitors. But now the simulations will occupy that space.
- Murat: How many of the anticipated sponsorships have you secured at this point?
  - Chris: We are in the process of securing sponsorship right now. Historically, we reach out in October and we have always received the necessary sponsorship.
  - Sean: Have the values you have received from these firms been consistent with what you are currently projecting?
  - Chris: Yes. It is based on last year's number except for Sauder who will not be providing anything. In our budget we have \$5,000 from them but we are actually \$5,000 short of that now.
  - Nil: What about the \$1,200 from the Dean's office currently projected?
  - Chris: We are going to try to explore other options within Sauder. I do not deal directly with the sponsorship but my understanding is that we will still contact the Dean's office.
- Sean: What happens if you do not get the sponsorship you have projected? Where would you cut the costs?
  - Chris: We have a buffer of \$5,000. If we had to cut costs, we could raise the competitors' fees because \$250 for three nights is conservative. We could easily raise the price by \$50 and cover any costs.
- Will: Looking at your schedule, why is the largest room booked for two days?
  - Chris: We hold these huge simulations in the big room. We have a Sales and Trading simulation where people legitimately run around the big room.
- Nil: Even in your perfect scenario you are still running a deficit, how will you be able offset this deficit?
  - Chris: Competitors' fees are something we will be exploring. Even if we increase it by \$30, that will help with the deficit.
  - Nil: Is that something you are going to do?
  - Chris: Yes, we will have a good estimate of our sponsorship numbers by the end of the month. We will have a clear idea of the sponsorship. We are also reaching out to US banks and new firms.

## D. Chair's Remarks [Allotted Time: 10 Minutes]

None.

## E. AMS Representatives' Report [Allotted Time: 5 Minutes]

1. AMS building construction should be finished in around 50 days
2. Safe Walk has now transitioned to a "Safe Drive"
3. R-town is an app that people can use to redeem food vouchers after a certain amount of purchases on campus
4. There is a 2km race called the Turkey Trot; the Dean of Engineering will match anyone's fundraising if you beat him in the race
5. If anyone is interested in broadcasting on the CiTR they are opening it up for UBC public broadcasts
6. Spent \$75,000 on a new archive system called Lazer Fish; updated from Silver Fish
7. Hiring the AMS Elections Committee; the AMS elections will be taking place in March instead of January

## F. Commerce Student Senator's Report [Allotted Time: 5 Minutes]

1. Was unable to attend the last Senate meeting due to other commitments; received the following information from the Senate meeting

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2. There is a new dual Master's of Management program combined a degree from another faculty; was recently approved at Senate even though there was much opposition from a few faculty members and the Student Senate Caucus
3. The University's VP Finance resigned from the position; they are currently looking for a new VP Finance

## G. Ombudsperson's Report [Allotted Time: 5 Minutes]

1. Has a space on the weekly CUSunday in order to make an effort of increasing the awareness of the Ombudsperson position, as well as promoting drop-in consultations with students

## H. Executive Reports [Allotted Time: 10 Minutes for the President; 5 Minutes For Each Vice-President]

### I. President

1. Executive Council has not received any Special Projects Funding since the last Board meeting; there has been a couple new logos have been approved, as well as new materials for services marketing platforms
2. Hired an IT Director now; services email has now been updated and the Top 40 website is currently being created
3. The HR commission has been active in the last month with hiring; sitting in on most of the interviews this month
4. The Administrative Director has been fantastic; the Executives had a CUS Service Council Retreat debrief regarding things we can change in the future and we are now ordering hoodies

### II. Vice-President, Academic Affairs

1. JDC West has finished their debate, social, and athletic hiring; had their first full team workshop this past weekend
2. CMP hired their tutors for the first set of upcoming midterms and review sessions
3. Case Competition Club is hosting their first event shortly
4. Class Liaison's class evaluations are on paper again this term but have only run out of paper once; possibly moving the evaluations online for the next term
5. Meeting with the Supply Chain Management Club to discuss the changes to the Supply Chain option

### III. Vice-President, External Affairs

1. Imprint and Me Inc. have finished their second round of hiring; Imprint hired several more executives and Me Inc. hired their Aviators
2. Imprint and Awards Night have switched dates for their events; this results in an evaluation for Imprint
3. Completing web-based operations for services as an IT Director has been hired
4. Meeting with the CPA representative for the second time; the CPA intends to drop the sponsorship amount from \$35,000 to \$30,000 due to the lack of Frosh and Enterprize events, as well as the lack of contract items being fulfilled last year from several services

### IV. Vice-President, Finance

1. The largest item that must be dealt with is regarding services who wish to change their budgets; EMP has changed their program and their budget among others
2. Another budget change has been Chasing Sustainability due to their sponsorship from the AMS; complicated due to the requirement for a new reimbursement system specifically for Chasing Sustainability
3. FinCom has continued to do a good job; a few complaints but those have been addressed and Jordan plans to start meeting with them regularly
4. Been attempting to give UBC a sizeable cheque; believe to have found the place to submit it
5. Have been dealing with many Rezgo requests, an abundance of reimbursements, other day-to-day tasks

### V. Vice-President, Internal Affairs

1. Business Week was successful and the expansion went well; should keep that in future years
2. As previously mentioned Awards Night has switched dates with Imprint; Claudia will be sending out evaluator schedule for the first term and will be working on deciding the evaluators for the second term shortly
3. Elections are currently happening; the forum went well yesterday, better than the first event
4. Sustainability is going through from budget difficulties but that should be fine; working with Vanessa on how

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- to market the conference as it is no longer on campus
5. Clubs will be receiving their contributions soon; finished the club's review process which has resulted in BizTech being off probation and is fully considered a Commerce club
  6. Met with Shannon and Linda this week, which resulted in the decision that Hannah will have access to an admin account for Birmingham bookings

#### Questions/Discussion:

- Lauren: Why is Claudia waiting until Thanksgiving Weekend?
  - Hannah: She has a few more things to do including updating the evaluation forms, as well as switch several people around given a change in availability

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

1. CUS Visual Media will work on a "Humans of Sauder" in conjunction with The Cavalier; supposed to have come out yesterday but will follow-up on that
2. Setting up a meeting with Cavalier to go over their previous newspaper; hopefully the November edition will be better and there will be nominations for Sauderite of Month this year instead of simply picking someone
3. The Executive Council reviewed the CAP PowerPoint slides and sent feedback to Matthew; CAP is different because they are going as CUS representatives not Sauder
4. Wally The Bull is planning an event for Halloween
5. Have not received any applications for Yearbook editor; please let Vanessa know if anyone is interested
6. Working with CUS Sustainability to assure that their marketing goes well for Chasing Sustainability
7. Have also been working with other conferences, as well as Elections in terms of their marketing

#### Questions/Discussion:

- Chris: For the CUSunday, it says to "CUS All Years", can people reply all to that?
  - Vanessa: They cannot because it is limited to my email only. I also cannot hide it, I tried to BCC the email but it does not work.
- Casey: For the Cavalier, how will the selection process work?
  - Vanessa: The nomination form requires a statement saying why they chose this person. The Cavalier team will filter through those and decide based on that.

#### VII. Vice-President, Student Engagement

1. Currently looking at running a Halloween Bash with other Society VP Engagements; meeting tomorrow with them
2. POITS had a successful outdoor beer garden and will possibly have other events outdoors in the future; no Oktoberfest but will still be purchasing mugs in the near future
3. SoCo ran a successful new event entitled SoCo and POITS Does Kickball; received a lot of positive feedback
4. CCP is finishing their last hiring positions and updating; for the sub-committees
5. HYGGE has its final numbers now for first years and will be selecting mentors and mentees in the near future
6. Grad Night and First Year Coordinator positions will be posted tonight; looking forward to receiving those applications
7. Sauder Sports is going along; finalizing the reimbursement process for Sauder Rec Teams
8. ISAS had a bus tour of Vancouver a little while ago

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

None.

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

None.

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

None.

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

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None.

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

None.

## N. Other Business

### I. Committee Appointments

*Moved: Niloufar | Seconded: Julian*

**Be it resolved that \_\_\_\_\_ be appointed to as the Society's representative on the UBC Mental Health Network, for a term commencing immediately and ending upon conclusion of the current Board of Directors' term, or upon turnover as specified by the Network.**

1. The Mental Health Network is a committee across campus and has representatives from each faculty; the current representative is Thea but she is the representative on other committees
2. Traditionally it is also a Board member who sits on the committee
3. Meetings on Thursday nights once a month; scheduled to last approximately two hours
4. There were several nominations, however these individuals turned down the nomination stating they were not available on Thursday nights, thus no one was appointed to the position

... the motion fails.

### II. National Investment Banking Competition and Conference

*Moved: Christopher | Seconded: Alexander*

2.

**Be it resolved that the Board of Directors approve an allocation of \$40,000 from the Commerce Undergraduate Society's "Special Projects Fund" line item towards the National Investment Banking Competition and Conference.**

**Be it further resolved that this allocation be contingent upon the agreement by the National Investment Banking Competition and Conference to a set of terms to be determined by the Executive Council.**

**Note:** requires two-thirds (2/3<sup>rds</sup>).

Discussion:

- Will: From my perspective, it was a lot better this time around. The budget made much more sense this time. They seemed to have sound reasoning behind most of their expenses this time around.
- Vadim: If much of their sponsorship bails on them are they going to be forced to cut things in their conference or will they come back to the CUS for more money?
  - Sean: Yes, to both.
  - Will: They also have a \$5,000 surplus from last year's event.
  - Murat: They were not too concerned about cutting anything if they had less sponsorship. Along with the fact that none of their sponsorship being currently approved, which seems to me as being concerning.
  - Will: As well as \$5,000 being officially gone.
- Vadim: Is it normal to ask for sponsorship in the middle of October? I found it somewhat weird that they are only approaching firms now.
  - Will: Depends on the conference.
  - Nil: The key is that most of their sponsorship is reoccurring. Which makes a difference.
- Murat: I am still concerned that they were able to make all the changes and that the budget never changed.
  - Will: The budget they have now seems to be fine but the last budget was a sloppy mistake because it was for a two day event while the conference was only going to be one day.
  - Harpal: The simulations were included in the first budget, so now that they have reappeared in the conference, they did not need to change the conference budget at all.

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- Hannah: How do they not have a chair?
  - Will: It is potentially due to David Lam.
- Nil: The event that they have now presented is more suitable for the price of \$120 that they charge per student. It provides more value for the Sauder students now. They have listened to our feedback, which is a positive but the ability to make such a drastic change is still somewhat alarming due to the conference being a couple months away. The concern that I have now stems from revenue proportions and if every Sauder student decides they want to attend the event then they will be a substantial amount under budget. They combined with the fixed expenses and lack of sponsorship; this is slightly alarming because they have built themselves a corner due to the fixed budget.
  - Cole: Someone must consider whether that affects the decision for the Board to give money or the amount of money to be given to NIBC. It could also be addressed with the terms and conditions that are decided by the Executive Council.
- Will: If anything goes wrong, I think we should have a distinguishable hierarchy. As in, Chris needs to firmly state that he is in charge.
- Nil: I might also recommend that they provide updated sponsorship numbers closer to the conference. To make sure that they are receiving the projected sponsorship.

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

## O. Discussion

### I. Ternary Reports from Board Members

1. Casey is requesting that the Board of Directors produce ternary reports; the Executives are required to do so, thus it is only reasonable to request the same from Board members who should provide their progress on the statements in the platforms
2. Suggesting that the reports are due before the next Board meeting

#### Questions/Discussion:

- Christopher: It is a good idea but I am confused about what you mean by the platform progress?
  - Casey: For example, Murat said he wanted to organize an event to gather all the people. Therefore, it would be good to hear how that is going.
  - Murat: The event and a structured report are quite different. I do not believe I have enough responsibilities to provide a full report.
- Vadim: How did you come up with this decision that the year representatives provide reports? Was this discussed at Executive Council?
  - Casey: I said it would be ideal to provide reports. It is would nice to hear from the Board members.
- Jordan: Who is your target audience for these reports?
  - Casey: Amongst ourselves primarily.
  - Nil: Theoretically the Board could submit the reports to the students touching on their platforms that they ran on. This is because the students elected the Board and thus they could show the students what has occurred over the past several months.
- Sean: You have all been in your roles for approximately 9 months, what have you accomplished?
  - Murat: I was away for the summer, so I have still be transitioning.
  - Sean: Okay, so what has everyone else done?
  - Cole: I will give people the chance to respond to this if they so choose, but I think that is largely a rhetorical question and not part of the current discussion. The Senate and the AMS reports generally fulfill the reports in a less structured format, although that is why they are there. We also could discuss this at a retreat.
- Vadim: Can you elaborate on what you want from the reports?
  - Casey: Could include observations, the results from sitting on AMS committees, and other items like that.
  - Vadim: What about the year representatives?
  - Casey: General observations and opinions from students as well.
  - Murat: It also sounds like blog posts, as it relates more to what has been going on in the CUS rather than fulfilling platform guidelines.



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- Cole: It sounds like it is a bit more of an accountability measure that people are following through with what they outlined in their election platforms. Also, very few people have completed blog posts even though it was part of many people's platforms.
- Casey: The Senate and AMS blogs are not active, were they from previous years?
- Lauren: I provide my updates through the CUSunday not the blog.
- Cole: Those were created several years ago. It was also used for press release statements more than anything else.

## II. Dress Code

1. This was brought forward for clarity; it was originally stated that the Board wanted to enforce a Business Casual dress code but has yet to ensure that everyone complies with this decision
2. A discussion topic as a means to decide whether the Dress Code should continue to stay in place

### Questions/Discussion:

- Hannah: I think we should definitely keep it. It looks disrespectful and lacks professionalism without it.
- Casey: For those who are looking at me. I have my business clothes in the Executive Office but I left my keys in Nil's office, thus I could not access it.
- Murat: I say it should be Business Casual because there are times that we do not have presentations.
  - Cole: Business Casual is an ambiguous term.
- Nil: We are not going to coordinate colours but just imagine that a group is coming to request \$40,000 and dress accordingly. The idea is that we expect them to come in with a certain level of professionalism and thus we should mirror that.
  - Murat: At the same time, we do not have people like NIBC presenting at every Board meeting.
  - Nil: The dress code could potentially be different when we do not have presenters.
  - Cole: The agreement that this Board decide to enforce is that people should dress professionally because these are public meetings that people should be taking seriously.
- Christopher: Not only about dress codes but about the Board and Executive attitude as a whole. Yesterday, I received feedback from the first years that asked why the CUS was rude. It is fine to laugh and have fun but we still have a standard to set. A lot of people were laughing at the questions and answers, which made me, feel quite ashamed. It is something to think about. I think we should a standard up.
  - Nil: For context, I did speak with all the first years after the forum and explained that despite the fact that people did laugh we are still happy that they came out. It is kind of the right of passage with the CUS that you go to the first year debate and people ask hard questions but we still appreciate the fact that they give it a try.
  - Cole: The issue is to differentiate asking hard questions and the response that people provide to those questions. I do believe we need to be more cognizant of how people perceive us. For example, the Executive Office is quite disgusting for the most part. We need to be taking this more seriously and I state this because people have complained time and time again. It is something that should be addressed.
- Alexander: I asked Braeden about this and was going to ask Nil later but since it was brought up, there has been a big pile of clothes in the Executive Office sitting there for eight months. If no one has claimed within a week, I am going to go donate it to people who need it.
  - Hannah: That is from lockers two years ago. Go for it.
  - Cole: That speaks to the issue that we still have items from lockers two years ago.

## III. Second Retreat

1. Proposition of having a second retreat mainly to address issues that have been brought forward earlier this meeting, as well as to have a retreat with the new First Year Representatives
2. Other reasons entail speaking about restructuring meetings with regards to Robert's Rules and formality, as well as discussing projects for the year and constitutional changes

### Questions/Discussion:

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- Vadim: I think the First Year Representatives should have a meeting with the President to explain how things work and clarify their role within the CUS. That was difficult last year as I was thrown into the middle of the discussions and had no idea what to expect.
- Will: Perhaps they can go to the Executive meeting to learn about the CUS. It is an easier transition than going straight to a Board meeting.
- Vadim: It would also be nice if several Board and Executive members email the first years congratulating them on the election success. It goes a long ways.
  - Will: It is important that the Board and Executives receive the Election results prior to the first years. But it is Tyler and Tanvir who should be the ones to contact the winners prior to any Board or Executive members. That is just something to consider.
- Casey: Are the Executives attending the retreat?
  - Cole: No, this would be for the Board only. This would give the Board the opportunity to discuss items separately.
  - Nil: For the sake of time, if you have discussion topics for the retreat feel free to email Cole or myself.
- Vadim: Around when would the retreat happen?
  - Cole: This would be something to work out on the Doodle and then set out a weekend date in the future.

## P. Next Meeting

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

## Q. Adjournment

*Moved: Nil | Seconded: Chris*

3.

*There being no further business, be it resolved that the meeting be adjourned at 8:27PM.*

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



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## 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	X		
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	(6:52PM)	
Murat Suyumbayev	Third Year Representative	X		
Christopher Heathcote-Rey	Second Year Representative	X		
Alexander Lee	Second Year Representative	X		
Vacant	First Year Representative	—	—	—
Vacant	First Year Representative	—	—	—
Grace Kim	Ombudsperson	X		—
<b>Executive Council</b>				
Thea Simpson	Vice-President, Academic Affairs	X		—
Ben Gardiner	Vice-President, External Affairs	X		—
Jordan Hearne	Vice-President, Finance	X		—
Hannah Vandenberg	Vice-President, Internal Affairs	X		—
Will Pigott	Vice-President, Student Engagement	X		—
Vanessa Lau	Vice-President, Marketing and Communications	X		—
<b>Other</b>				
Braeden Elsaesser	Administrative Director	X		—
Kellyanne Yep	Public Relations Director	X	(7:01PM)	—

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## Guests

Name	Affiliation	Present ("X")	Late ("X")	Notes
<b>Invited</b>				
<b>Other</b>				
Sean Fleming	Student at Large	X		Former CUS President
Daphne Tse	Student at Large	X		Candidate for 1st Year Representative