



Portfolios:

Internal:

- Snack Bar:
 - T-shirt design looks great!
 - Ed working really hard to make the Snack Bar respectable
- Sports:
 - Check
- Internal Affairs:
 - Business Cards to talk about later
- HR
 - Check
- Yearbook
 - Annie is working very hard
- Sustainability
 - Check
 - Need to send out survey online soon

Academic:

- Sat down with portfolio members to see how they're doing and how they see things moving forward
- CCC
 - KPMG comp is approaching
 - Just had analysis workshop
 - Recommendations coming up as well
 - Planning financial analysis workshop as well
 - Crack-the-case comp is in term 2
 - Looking to increase the number of int'l case comps
 - Appreciates the autonomy
- APT
 - having divisional meeting soon
 - Oct 23rd – head APT committee
 - in Jan will deal with which professors get promoted
 - happy with the way Exec was able to make APT feel important within SC
 - wondering about discussions about lobbying with extra-curricular activities
 - people have been marking easy on the 10-point scale – will look into moving forward
- JDC
 - Chris is looking to find out more about how the organization of the team is moving
 - It seems that things are going quite well but there may be more roadblocks than Chris is aware of
- CMP
 - Feels better because they have a room
 - Website is quite incomplete – having a friend help them out but it is not extremely effective
 - Looking into whether or not it is possible to get a room for specific tutoring services
 - Like the autonomous relationship



- Awards
 - Booked Four Seasons for Awards night
 - She is pretty experience with Awards and is happy with the amount of support Chris is giving her
- ISAS
 - Not able to reach this week
 - Seems that things are moving along
 - Might be a tad hands off – Chris to meet with Jenn soon

Finance:

- FSD
 - Setup doing the reimbursements
 - process is quite inefficient
 - looking at recreating the process
 - speaking about what processes need to be improved from both a user perspective and a design perspective (continuity)
 - looking to have numbers transferred to the budget automatically
 - semi-annual reports
 - looking at effective reports in industry
 - Met up with team to setup a financial evaluation system
 - looking at how on target conferences were, long-run sustainability, etc.
 - almost all conferences have either hit or gone over ticket sales
 - thinking of ways to set realistic targets for the conferences for next year
- Credit card been working very well, especially for urgent payments

External:

- IBC
 - Speakers great aside from lunch keynote
 - Surveys weren't filled out by a lot of people – may send out online as well
 - Breakfast was well done
- Enterprize
 - SEE is coming up soon – a few tickets left
 - hired a group of officers and had a retreat with the officers
 - each of the VP's are personally dedicated to doing their job
- Style
 - have a pre-event planned for January 20th – raising money for Dress for Success
 - auction friend for a consultancy
 - April 4th @ 4 seasons for conference
 - 1 speaker for HR and a few others for personal branding
 - a few team issues
- Me Inc
 - sold more tickets for workshop than anticipated
- ExCo
 - confusion between them and CCC
 - meeting to come
- Alumni



- kickoff next week
- website
- CR
 - update sent to laura and travis
 - target was \$90,000 and currently at \$70,000
- Ignite
 - sat down with Brian to talk about hiring and what he gained as a leader
- Golf
 - had a war room with his team – seems like it may be more of a defense than feedback
- EMP
 - moving forward and had more mentees and mentors

Engagement:

- SoCo
 - Ski trip at 13 tickets – shooting for 50
 - Mr. Sauder moving forward – having a meeting with the Mr. Sauder hopefuls
 - proceeds going towards charity
 - hired a VP External to focus on Alumni aspects with Alex
- 1st Year Committee
 - met and planned out year
 - Christmas movie night, valentines day grams, Sauder Olympics in March and then year end formal
 - Kristin originally said no to Boat Cruise and after further consultation, it won't happen
 - they will have a dance on campus towards end of the semester
- BudEx
 - struggling a bit with getting people out to the events
 - Welcome event had high attendance
 - tried to organize a Vancouver Giants hockey game only received about 5 people interested
- 2nd Year Committee
 - doing market research – passing around survey in classes
 - will have poster board with their faces and will be sitting in DLam
 - planning Skate with Santa event towards end of semester – may rent out rink
 - planning bar night on last day of classes
 - 2nd Year Spirit Week
 - Penny Drive
- POITS
 - Int'l POITS is on Thursday
- Grad
 - Looking at hotels
- CCP
 - Hot-dog sale raised almost \$700
 - Have about 30-40 students attend building success workshops in high schools



- Urban Dash is not in the CR Package, but we would be willing to have business delegates attend their events through CR
- Urban Dash is Jan. 22nd

Marketing

- Events Calendar
 - Sharlene enjoys putting together the CUS Newsletters
- Visual Media
 - Looking at setting up a website for pictures
 - Working with Paul on BoD Pictures
- Cavalier
 - Sustainability theme next year and will put Cavalier on website
 - making a blog
- Campus Ambassador
 - Admissions Forum is happening right now – Parm is sick and at home but his team is running it
- Sauder Squad
 - at Admissions Forum right now.
 - Johnny will sit down with them to evaluate how effective their promo for Chasing was
 - it needs to be define what Sauder Squad is
 - had a team of people to find vision and a team of people to execute
- Class Liaison
 - Feedback went fine – no apparent issues so far
- Prospectus
 - new shipping came in a few days ago – it is in Dean's Office right now

IN-CAMERA DISCUSSION

Portfolio Meetings since September:

- Finance (including commission)
 - once every 2-3 weeks at beginning of year
 - now once a week
- Marketing
 - 5
- External
 - 1
- Academic
 - 1
- Engagement
 - 2
- Internal
 - 0

Board-Exec Relationship:

Year Rep Role:

- how much should ones own opinion be represented vs. consulting the students in that year
- to what degree does knowledge of the CUS play a factor?



- those that haven't been involved may not understand the direction of the CUS
- but if they haven't been involved, they may be more objective
- some students may have applied for positions and been to the conferences but never been actively involved

Relationship:

- seems to be a general feeling of disrespect between both of the bodies
- how does a Board member make anything happen as they see the Execs as a wall.
 - if the Board needs to do something that requires the Executive help, they feel it's very hard to get that
- Does it make sense to hire the Execs based upon their strategic vision or should they be open to carrying out the Board vision as well
- The Board has to learn how to empower the Executives and find out what is possible and what the best way to accomplish the goals are
 - Sometimes the Board has an idea and expect the Exec to assist but the Board doesn't necessarily carry through with their processes
 - The Committees that are relevant to a specific Exec can come to the Portfolio meetings
- Execs could also write periodic reports at which point the Board can provide feedback (for updates as well)
- **Monthly reports could be written and passed on the Board while one Exec Rep can present the updates collectively**
- May need a policy that defines the procedure for new initiatives
- The PRC did not just attain information from Johnny, rather, they worked together for a common goal
- Respect is a huge issue with the Board-Exec relationship – not necessarily enough collaboration (indentifying stakeholders, etc.)
- The Board takes care of a lot of initiatives that just wouldn't happen if it fell on Exec
- Board vision
 - During turnover, letting potential Execs know that they will have what they want to work on, but they will also have things passed down from the Board
 - everyone on the Board should have a vision and pass that down to the Exec
 - Initiatives and Expectations should be established for the upcoming year at the beginning and be careful about what is layered on top of that throughout the year
 - It is also the Exec's responsibility to involve Board members and specifically target them for roles and involvement
- Pre-election communication is important for the Board as well

*****IN-CAMERA DISCUSSION*****

- Committee updates and connections can exist and the beginning of meetings
 - Updates and people involved can be posted on the website as well as emailed out in a PDF



- connect with spreadsheet w/ stakeholders
- also notice those from SC, Clubs and Exec that should be involved in those committees via stakeholders list
- Retreat with both Exec and BoD in September when both bodies go away as a team to connect and establish norms

Calendar:

Turnover:

- 1- Enterprize Strategy Discussion
- 2- Exec Recos
- 3- BoD Recos

Documents:

- continuity
- transition reports
- final budgets
- final position inventory
- email address t/o
- materials t/o

HRD:

- JD's w/ recos if applicable

Transition reports will not be shared

Timeline:

- Strategy: November/Jan
- Elections: BoD before Jan end
 - 1- BoD retreat (new & old)
 - 2- Exec Committee Selection & Strategy (done at least 2 weeks before exec application date)
- OLYMPICS Feb 14 – 26
- Job postings up on the 14th of Feb
- Due by 21st
- Interviews 23-26, spillover until 28th
- Exec Retreat (new & old) → Security & T/O
- Roundtable (March 5th)
- SC hiring 1st & 2nd round
- Committee hiring BEFORE April
- SC Orientation/Retreat/Package or Portfolio Retreats
- Turnover Night

Marketing

Levels:

1. Official CUS Events
2. Club Events
3. CUS-sponsored Events
 - i. funding
 - ii. marketing



- iii. i + ii
- 4. Other

CUS-Sponsored Events:

- An event that was approved by either the BoD or Exec
- What marketing do we feel is reasonable to give these events?
 - Emails
 - Poster space
 - Website
 - 1- CUS-sponsored
 - 2- External Events
 - DLam
 - TVs
 - Class Liaison
 - Sauder Squad
 - Cavalier
 - Visual Media
 - Calendar

Other events:

- Can place their information on the External tab on the website

All in favor of giving \$700 to the MIMC team to go to the MIMC competition?

- **Yes: 4**
- **No: 0**
- **Noted Abstention: none**