



commerce
undergraduate
society

CUS Exec Council Minutes

December 20th, 2011

Start Time: 6:49pm

Present: Jackie, Johannes, Chris, David, Julie

Late:

Regrets: Sara, Aldora, Dylan

Call to order and adoption of the agenda

- Attendance
- Approval of Minutes

Personal Updates

Portfolio Updates

- Andrea: I'm meeting with Jessie for Enterprize when we get back from school, no new updates since when they last presented to us, they're still soliciting speakers, we're finishing up the discount card, and some sponsors are interested in getting more involved with us, so I'll be meeting with them Friday. I'm still trying to solicit sponsorship for coffee, sponsorship stuff has been sorted out, we're still trying to figure out why the Prospectus rulers were late; I'll be meeting to discuss dates we'll be putting into the SBC program (we'll be solidifying the post-event post program details, so next year when we have the new board come in, everything will already be in place); I met with Pam Lim and we talked about conferences, she suggested we put in advisory boards for all of our conferences, so we should talk about it in January
- Julie: I've been dealing with bookings, a lot of CUS people want to book booths for next term. I've been transitioning Emily to booking spaces, by delegating her to do this, I can focus on the food survey. I'm going to contact Sherman to book a meeting at the start of the term so we can talk about some marketing issues with regards to the café. I'll also be talking about the equipment issue with David Huynh, and draft up a survey to give to the Service Council who uses the equipment for conferences, and then we can present these findings to Carson
- I also met with Pam Lim about the mailbox, we talked about how big the mailboxes are, we'd like to install around 36 in the lounge, I don't think they'll be locked however, she'll put in a request for an installment, we might be able to create key access

- David: mid-year report is on its way, I'll be finding out how much the coffee is going to cost
 - Johannes: is there a way to have a dropoff slot for reimbursements?
 - David: you can, right now we've been giving receipts to execs to give to myself or Cindy
- Chris: we've had a member resign from a position in my portfolio, now we just need to restructure; I think we should have Sauder Squad implemented with conference marketing next term if we choose to implement advisory boards; I also have a portfolio meeting at the start of school, some of the positions overlap, I'd like to see them work together perhaps and help each other out; Vitor is working on the widget, we're hoping to have a first year blog out
- Johannes: I'm starting up my transition binder and putting together presidential files for next year's president, I outlined my transitional document and plans, I'd encourage you all to do it as well, I can send you guys things that I've been working on
 - Andrea: I'm going to put a RezGo manual together for next year's VP External
- I'm working with the SPCV for a Dean Dan appreciation event, 200-300 people, if anyone's interested in helping out, that'd be great
- We got the final wording down for constitutional changes, just working on strategic marketing
- I met with Artona, dug up some past pictures so we can get older exec photos which haven't been printed yet
- I'm collecting job descriptions, we lost them from the Dropbox
 - Jackie has them; *deliverable: Jackie will send the descriptions out*

Transition

- Johannes: would it be worthwhile having a checklist for each exec?
- David: every role is different
- Chris: we need key elements- who to talk to, password information, etc
- Johannes: if the person after you isn't great at transition, then at least you have the document
- Julie: will Riki know what's required for transition?
- Johannes: he's putting something together, I just would like feedback
- Chris: maybe he should come to a meeting and do a brainstorm at the next meeting

Student Fee Marketing

- Johannes: The Cavalier is doing a joint email and mail-out and posting on the website about this, laying out the facts

In-Camera Discussion

Motion to move in camera: 7:59pm

Motion out of camera: 8:03pm

End time: 8:04pm