

CUS Executive Council Minutes

April 20nd, 2012

Location: HA 233

Present: Maria Fung, Jacky Leung, Joey Young, Riley Chow, Sean Fleming, (Jasmine Yeh), (Niloufar Keshmiri), (Cole Routtenberg), (Ram AlAghbar), Cindy Lynn

Late: David Pratt, Claire Eagle, Jasmine Jan, (Alex Lam), (Sifat Hasan)

Regrets:

Start Time: 6:04pm

A) Adoption of Agenda, and Approval of Minutes:

MOVED SEAN, SECONDED JACKY

"BIRT the agenda be adopted as presented."

... Carried

For: Unanimous

MOVED SEAN, SECONDED JACKY

BIRT the CUS Executive Council meeting minutes dated April 02, 2012 are approved for distribution.

... Carried

For: Unanimous

B) Membership: Introductions, Personal Updates

C) Portfolio Updates

i. Presidential

- Alternating weekly meetings with the UGO and Execs
- Most of the updates are the same since the Board meeting was earlier this week

ii. Engagement

- Working on job description for Sauder Yoga,
- It'll be on the same line as Sauder Sports.

iii. Marketing

- I put up a Facebook poll regarding the Prospectus, result – no one used it.
- All 2600 got distributed - where did it go if no one uses it?
- Why have it when no one takes advantage of it.
- (Previous) cost about \$15 000, cut down costs,
- Using recycled paper 10% more
- Create a straw poll about the cus.ca or cusonline.ca
- Costs aside, we like cus.ca – made an offer for \$3500
- Does everyone like the FB page and banner? I need to change it up from the Cavalier

- Facebook is going to get more customized, they're responding well to the CUSunday, build on that.

D) Cabinet Business

- i. <http://www.toktumi.com/Whytoktumi.aspx> (Jacky)
 - Instead of giving out your own personal number,
 - A 1- 800 number so that we can have more privacy
 - Got the idea from FROSH
 - Costs about \$15 a month
 - Can we make calls from it?
 - The way it works, you call the number and depending on how you set it up, dial 1 for "Jacky" ... etc
 - More privacy, they can still contact you
 - Maybe after your term is over and you don't want excessive calls.
 - We're not too worried about this issue
 - Or we can use the office phone...
- ii. Yearbook (Riley)
 - With major cuts, maybe pay a little more and give it out free
 - They would've paid \$10
 - That's not a barrier, the \$10, we don't want them to take it excessively
 - There may be people who may not be motivated to buy the yearbook, since they're not in it – this gives them a keepsake of their years here.
 - Could you give it out free to the grads, and make the other years pay
 - Have them sign up so we know what to expect
 - The \$10 is incentive enough – Riley
 - Distribution is still going to be during convocation
 - The costs are completely going to change to 6 000 instead of 16000
 - But it's still cheaper then, we're changing to a China company – they're reputable
 - We may have a contract with the old publisher but my understanding is that we can get out as long as we pay for what they've already done.
- iii. Brand Management Mentorship Program Contract (Joey)
 - Meeting with Tim Silk and Denise Baker to work on a financial contract
 - Previously it was a verbal agreement, this year's cohort are going it with no financial backing...
 - We have made one for this year and the 5 years afterwards
 - I want to know what need to be added/taken out.
 - **Action item: Use full names , (CUS) (UBC)...**
 - Previously it has been a line item under the CUS, 6,000 now its going to the BCC who is going to the be overseeing it
 - It covers the flight cost, administration, printing
 - Modelled after the SCMP, \$300 interview reimbursement \$600 if you get a job, but their program
 - \$675 to be it the program from BMMP
 - \$200 if you get an interview, \$400 if you get a job - to offset their travel cost.
 - It's going to happen in Sauder
 - Why is it not open to 4th years coming back for 5th?

- Some companies don't want people who have already graduated, want people in a specific year set
- Tim doesn't get paid, mentors will get paid
- We want more transparency – deliverables
- The VP Academic and Finance of 2017 will figure out, how to go from there.
- We're not sure if we can or cannot sign since this is internal
- We'll meet again
- Currently accept 15 per year and want to accept 30-40
- Only 2-3 have gotten jobs
- The contract states that they have to be undergraduates.
- Good work on the contract!

Riley, Jacky move to recess for Yearbook and Prospectus Interview - 6:28pm

Moved out of recess 6:41pm

iv. Pool Table (Joey)

- Some people managed to break the equipment
- The honour system doesn't work
- We need to buy more pool cues, chalk, triangle
- Tie the chalk to the table, people have been taking it...
- We're out of chalk. I was playing earlier and I'm (Joey) not good without chalk...
- There are 3 equal pieces of the triangle broken apart
- How much does it cost?
- Does the table come with a lifetime warranty?
- The sliding glass doors are going to break soon too since the balls smash into them
- Will some signage help?
- Seems like some people are going intentional, some are careless, but some aren't
- We can keep spare stuff in the exec offices
- Small maintenance issues
- Claire will look into it. Maybe put some signs up
-

v. Emails and Domain and Prospectus (Riley)

- done

vi. Summer Coordinated Training Schedule (Jacky)

- UGO want to set up some workshops
- There's ombuds training too in the summer
- It should be the staff who are running the workshops

vii. Board - David

- Getting the Board involved with the Alumni Weekend and Convocation Ceremony.

E) Other Business

- The in-camera discussion from last time, we will limit our use of in-camera and continue on as normal
- Storage Room: everyone should be done going through it by the 24th
- Tidy up the Exec offices too
- There are random people in the Exec Offices: a past VP let them in

- We don't want people to see it as a study space, but for security reasons you can kick them out- use your discretion
- Office Admin – we have a long distance number, and we'll learn more about it. Use for CUS business only. Don't distribute it. We'll figure what it is then go from there.
- We should figure out the coffee scenario, and make copies of the key

F) Next Meeting:

- Meeting once every two weeks

G) Adjournment:

MOVED JACKY, SECONDED CINDY

“BIRT there being no further business, the meeting be adjourned.”

End Time: 6:55pm

Brand Management Mentorship Program

Hari B. Varshney Business Career Centre and CUS Agreement



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Section i: Summary

This document outlines the Agreement between the Hari B. Varshney Business Career Centre (hereby referred to as “BCC”) and the Commerce Undergraduate Society at UBC (hereby referred to as “CUS”) for the financial support of the Brand Management Mentorship Program until the year 2017.

To agree with the terms and conditions of the engagement as set out in this Agreement, please sign and return one copy to the BCC. A signed copy will also be held on file with the CUS.

Section 1: Training Program

Securing a job in the consumer packaged goods industry is extremely competitive and each year, hundreds of business students vie for a limited number of internship and full-time employment opportunities.

Through a series of in-depth training workshops and mentorship opportunities, the Brand Management Mentorship Program will help Sauder School of Business undergraduate students to determine whether a career in this industry is the right fit for them and if so, provides them with the industry knowledge and practical experience needed to succeed in such a career path.

The program will deliver a series of weekend workshops, mentoring support, and other activities that support Sauder BCom students accepted into the program. Workshops led by brand management and marketing professionals will provide students with a solid foundation of technical knowledge while mentorships with industry leaders allow them to gain insight and advice from “experts” in the field.

Section 2: Teachers and Mentors

Participating in the program will be a number of alumni volunteers and mentors, led by faculty member, Professor Tim Silk. Tim Silk will engage the most appropriate teachers and mentors based on the objectives and content of the program and the availability of individual volunteers. It is understood that some of the mentors will be located outside of Vancouver, making it necessary for the program to support their travel and accommodation costs.

Lead Professor and Director of the BMMP: Dr. Tim Silk

Supporting Partner: Hari B. Varshney Business Career Centre



Section 3: Course Venue and Equipment

The BCC will select and book any venues. It is preferred that the program be run at the Sauder School of Business Point Grey campus. The BCC is responsible for ensuring that appropriate audio-visual equipment, electric power bars, flip-charts, etc., are available at the chosen venue when and where required.

Section 4: Participants, Program Fees, and Reimbursements

The Brand Management Mentorship Program is open to students completing the 2nd or 3rd year of the BCom program at Sauder, as well as 1st year Masters in Management and 1st year MBA students. Selection is limited and competitive; students must apply for the program with a resume and cover letter; in addition to other materials requested at the discretion of the program director. Selection of admitted students is determined by Professor Tim Silk.

To confirm their acceptance, students pay a non-refundable program fee of \$675.00 to the BCC.

At the conclusion of the program, successful students who perform exceptionally well will be selected for first-round interviews with select firms.

Students who are selected for and attend interviews with identified firms (organizations pre-selected by Tim Silk and the BCC) are eligible for a \$200.00 stipend to help offset travel costs.

Students who upon interviewing, receive and accept a job offer are eligible for an additional \$200 stipend.

No fees are paid to program staff. Honoraria will be paid to participating mentors.

Section 5: Support from the Commerce Undergraduate Society

The CUS agrees to help support this program in the form of a financial contribution. For the program years 2012, 2013, 2014, 2015, 2016, and 2017, the CUS will provide:

1. A base contribution of \$6,000 — for various expenses, including administrative, printing, equipment rental, travel and accommodation — payable to the BCC.
2. Up to \$400 for each successful undergraduate student in the program, subject to the conditions stated in Section 4. Eligible students will apply directly to the CUS for the travel stipends.

Brand Management Mentorship Program

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An invoice for the agreed \$6,000 fee will be rendered on March 1st of each year of the program, and is due 30 days after the date of the invoice. The program usually begins in mid-March.

Section 6: Deliverables to the Commerce Undergraduate Society

Each year, at the conclusion of the program, the CUS expects to receive from the BCC and/or Tim Silk the following documents:

1. A list of students who participated in that year's cohort of the program
2. A list of students who have been successful in the program, separating those who interviewed from those who received and accepted job offers
3. A comprehensive budget of expenditures incurred over the course of the program in spreadsheet form (delivered to the CUS VP Finance and the CUS VP Academic)
4. Invoices, receipts, and other documents of expenditure related to line items in the budget
5. Any relevant written or oral reports (delivered to the CUS VP Academic) that may serve to summarize the performance of the program, of its participants, of the mentors, and of the director
6. Direct feedback from students who participated in the program. The format of the feedback (whether it be informally verbal or through a survey) is up to the discretion of the BCC and/or the program director

Section 7: Long-term Scope

The terms of this funding agreement is set to end at the conclusion of the program in 2017. To determine the amount and conditions of CUS funding to the Brand Management Mentorship Program for cohort years starting 2018, the CUS VP Academic and VP Finance for the year 2017-2018 will meet with the BCC and Tim Silk (or the current program director) before March of 2018 to negotiate a new agreement.

Brand Management Mentorship Program

Hari B. Varshney Business Career Centre and CUS Agreement



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Section 8: Signatures

If the above terms are acceptable, please sign and date below:

For the Hari B. Varshney Business Career Centre

Print Name _____

Signed _____

Title _____

Dated _____

Print Name _____

Signed _____

Title _____

Dated _____

For CUS (Commerce Undergraduate Society):

Print Name _____

Signed _____

Title _____

Dated _____

Print Name _____

Signed _____

Title _____

Dated _____