

UBC Commerce Undergraduate Society
Executive Council Minutes

September 17th, 2012

Location: CUS Boardroom (HA 239C)

Present: Jacky Leung, Cindy Lynn, David Pratt, Joey Young, Jasmine Jan, Maria Fung, Jasmine Jan, Claire Eagle, Riley Chow, (Enzo Woo), (Sifat Hasan)

Late:

Regrets: Sean Fleming

Start Time: 6:25pm

Call to order, adoption of the agenda and approval of minutes:

MOVED David, SECONDED Riley

"BIRT the agenda be adopted as presented."

... Carried

For: Unanimous

MOVED Riley, SECONDED David

"BIRT the CUS Executive Council meeting minutes dated September 10th, 2012 are approved for distribution."

... Carried

For: Unanimous

A) Membership: Introductions, Personal Updates

-

B) Portfolio Updates

i. Presidential – Jacky

- Talked with UGO about endowment with David Lam
- At the Buchanan mixer with Cindy
- Had a presidents letter in the CUSunday

ii. Finance – Cindy

- Nothing major here

iii. External – David

- More later

iv. Marketing – Riley

- More later

v. Internal - Jacky

- Business Week went well
- Elections are coming up, Voters' guide...
- Clubs are doing their thing
- We're all out of lockers

- Coffee machine, everything reloaded
 - vi. **Engagement** – Sean
 - away
 - vii. **Academic** – Joey
 - CMP is looking for mentors?
 - Class Liaison, training today and the rest this week
 - APT is getting started now.
 - JDC is doing interview now.
 - viii. **Ombuds** – Jasmine
 - Emails about the Building Fee, microwaves...
- C) Presentations to the Executive Council:**
- i. **Student Administrative Commission** - Adam, Caroline 6:30
 - Adam - Vice-Chair of the SAC, governs all clubs, constituencies and resources groups
 - Have compiled a list of all the funding available some from the AMS, UBC, and some joint
 - Now everyone can have access to AMS social media sites
 - Intro to SAC, what we do, and their resources
 - **Oct 13, have a professional development workshop**, partnering with SD, this is the first year this is happening, promote this
 - This year the AMS wants to bring all outlying groups back home
 - Changes:
 - o HR policy/hiring guide, SAC has the right to review all people who are hired for consistencies and clubs, if there are issues, then they will act.
 - § Make sure you check in before you hire anyone (paid employees)
 - § Means that employees of the clubs answer to the AMS and not just the clubs.
 - § This will be in the updated SAC policy handbook
 - o New sponsorship guidelines
 - § Main reason for clubs is that we don't want clubs to be mainly a way for three party clubs aren't just an access point to UBC resources
 - o Equity: intercultural understanding
 - Clubs day is coming up, Adam will deal with any issues J
 - Elections:
 - o Issue with a few Sauder clubs and their club executives, **all executive must be elected!!!!**
 - o The executives are listed in their club constitutions.
 - o In the past club executives have hiring and that is now allowed since they're fall under SAC ultimately
 - o All clubs must re-apply for status for the upcoming year, a club renewal form.

- All contracts must be signed by the AMS, work on timing. From the VP Finance's office. **2 weeks-notice must be given.** Especially with the work-action coming up, there will be longer delays
 - o For the strike, other workers won't cross the strike line...
- All Presidents dinner is happening soon on **January 30th.**
- Privacy guidelines can be found online, **Adam will email Jacky**
- Caroline, VP Admin
 - o General AMS overview, government, government, family, rep over 480,000 students
 - o Employ over 900 staff
 - § Some students, rest permanent staff
 - § Pool all fees into a general operating fund, non-profit organization
 - o Have 380 clubs
 - o Act as a bank and a home, have student funding, events, have 14 businesses, many services, representative students, operate the upass, sustainability inactivities, health and dental plan, shinerama,
 - o Biggest project right now: New Sub (sept 2014)
 - § 103 million dollar project
 - § Most sustainable one in Canada, its 50% larger
 - § Construction right now
 - § The Knoll will be incorporated into the New Sub
 - § SEEDs Program
 - § Mynewsb.com or @mynewsb
 - § Hope to be done by Aug 2014
 - § Great Hall, like the ballroom can fit 1,000 people
 - § **Caroline will send the PowerPoint to us.**
 - o How can the AMS support the CUS?
 - § They're looking for feedback
 - § Caroline things we're well run, have good projection, and good engagement
 - § Collaboration needs work, building a UBC community

Maria: Riley, I am sending you the minutes for you to take over.

Riley: Super.

Maria: Send them to me after the meeting.

Riley: 'Mkay.

ii. **Manitoba International Marketing Competition** – Chad Embree, David Li

Chad: I am here to talk to you about the Manitoba International Marketing Competition. Sauder has been a part of it for about a decade—a third of its existence. It takes place one week before JDC West. Benefits to participating include case competition experience, networking opportunities, international exposure, soft skill development and it is a great simulation of how to run a Fortune 500 company; it is kind of like COMM 492. Finally, the

alumni relations are a benefit. MIMC never comes to the CUS for funding because it is usually part of External Conference funding, but it got cut.

MOVED IN-CAMERA MOVE IN-CAMERA: SEAN, CLAIRE,
7:47pm

MOVED OUT-OF-CAMERA: CLAIRE, RILEY,
7:51pm

Questions:

Chad: We are asking for up to \$3200 and marketing support. Flights would cost \$300 each direction, so this totals \$2400. The hotel is \$150 per night per room.

We have a few options for funding. We are trying to get some funding from the Undergraduate Office, but they want the CUS to support it before they do. If the Undergraduate Office does not fund it through the Dean's Office, the CUS could double its support. The third option is to throw this under the External Conferences budget—this is the middle ground, especially if the Undergraduate Office decides not to support it. Are there any questions?

Jacky: How did we place in the past?

Chad: We almost always make it to the final round.

We have placed or even won a few times—we usually do fairly well and in the top three. If you win, you could get \$4000.

David: How are you associated with this?

Chad: Darren Dahl used to oversee this, but he is busy being Associate Dean now, so I have taken over this with David Li, who is a current student.

Joey: How did he do last year?

Chad: The team got third place.

Cindy: Who is on the team this year?

Chad: The team is to be determined, as it still needs to be funded.

Cindy: Who else competes?

Chad: Many teams across the world.

David: How many schools are at the competition?

Chad: Ten to twelve?

Enzo: If funding is approved, is it pending approval from Sauder?

Chad: Yes, it is. We normally have to register by mid-October, but it has been pushed up to the beginning of October. We would actually receive Dean's Office funding after the deadline if we did.

Joey: What was interest like in past years?

Chad: We had twenty applications, eight of which were interviewed and four of which were selected.

Joey: The Undergraduate Office told me that they could not support MIMC because Darren Dahl left for the Dean's Office.

Chad: Darren Dahl is not integral to operations. I coached for a year, so I was disappointed that it was cut because it is very beneficial to students.

Jacky: Could you find another faculty supporter?

Chad: I think so, yes. Perhaps Elaine Sprague could.

Joey: What is the timeline for preparing for this competition?

Chad: They work continuously.

Discussion:

Cindy: We have approved \$115 000 and have spent \$110 000 of our Special Projects Fund. This year, we have \$130 000 in Special Projects Fund.

Joey: We should send this to ExCo because we have very little money in the Special Projects Fund and they have \$60 000 allocated.

Jacky: Could we change ExCo's funding model so that they only contribute a third and Sauder can still submit a third?

Cindy: We do not even know if anyone is going or who is.

Enzo: This is really expensive because it costs me \$400 to go to Hong Kong for Citi.

Joey: We should send this to ExCo.

Cindy: If we send them through ExCo, they will only get about half of their funding request.

Claire: This seems like an ExCo event.

Joey: They do not really do competitions so much anymore, actually.

Riley: What is the significance of MIMC not being on the ExCo list anymore?

Joey: They are not guaranteed funding, so they have to go through a longer and riskier process, but I would say that we should send them back to ExCo.

Cindy: I do not see too much value in funding this because it is so late.

David: It is so expensive, compared to our clubs funding.

Claire: It does provide value to our students.

David: But there are only four of them.

Enzo: Is there a way to give Chad conditional funding?

Cindy: You could, but we will get a lot of requests from the rest of the CUS later in the year.

Jasmine: We could?

Cindy: We probably will. The Special Projects Fund normally runs all year long.

Joey: We should not touch the Special Projects Fund for this. We should send them to ExCo and I think that they will not get turned down.

Enzo: Citi got a lot of applications in a short period of time. We could certainly get applicants for this.

Cindy: I would like to see actual people apply for this, instead of spots held for people.

Enzo: I really do not think that they will have a hard time getting applicants.

Jacky: Does it affect your decision if there were people who came in?

Riley: No.

Jacky: I think that the optics of this look bad if we send it off to a CUS service.

Enzo: What are we hoping for here?

Jasmine: ExCo would pay half.

Jacky: The Undergraduate Office would not contribute to this if it goes through ExCo and not us executives.

David: It would be very expensive for the students going and it is just Manitoba.

Enzo: It will be \$650 per student paying if ExCo fully sponsors this to their fifty-percent limit.

Why would Sauder not sponsor this?

Jacky: They will not pay a third if ExCo is already paying half, but they will pay a third if only a third is covered by the CUS (through ExCo).

“Be it resolved that the CUS funds the Sauder team for the Manitoba International Marketing Competition up to one third (\$1083.33) of costs through the External Conferences budget, further that they obtain a faculty advisor.”

MOTIONED JOEY, SECONDED CLAIRE, FOR UNANIMOUS

... Carried

D) Cabinet Business:

1. **Coast Capital Savings Innovation Hub** - Jacky

- Sauder is setting up a new hub for social enterprise, they want a good undergraduate representation

1. **State of the Lounge** - Jacky

- a. Mess outside of boardroom
- FROSH should be taking care of that,
 - a. Coffee flood - ask Bruce for the base thing
- We need a bigger base to capture the overflow
- There are also many non-Sauder students using it as well, maybe raise some awareness
- We're not giving out cups anymore

1. **NBSC:** DP, Cindy, Joey

- This was passed at the board. Jess is also going.

1. **Add Gold's gym to sponsorship page** – VPDP

- That's all

1. **Visual media type deal (sponsor) for Sauder Sports** – VPDP

- Hollis Mason wants to do some in-kind sponsorship work for the CUS,
- Riley is okay with that

1. **Car sponsorship for BizzComm** – VPDP

- GMC is sponsoring them, how do they get cars on campus?
- Claire will talk to Linda

v. **CGA signs**- VPDP

- Wants a permanent sign somewhere in the CUS Lounge
- Also we're okay with having their logo on CUS owned

vi. **New website** – Riley

- Looking at the new website,
- There's a slider in the history tab
- Put photos in the Governance
- The Involvement tab has been popular
- See if we can include the Alumni Office to include more history
- The UGO is very impressed

v. **Club concerns** - Enzo

- About the CUS Sunday using different wording than the blurb submitted

- Just make sure that is submitted

E) Other Business:

- Exec Social?

F) Next Meeting: Sept 24, 2012, 6pm

G) Adjournment.

End Time: 8:34

CUS Request for Funding Application

Please print clearly in red font. Incomplete applications will not be considered for funding.

Check all appropriate boxes from the funding source you are seeking:

- External Conferences Funding (defers to ExCo for decision)
- Application for Club Constitution (defers to CUS Board of Directors for decision)
- Special Projects Funding (choose one of the following):
 - Under \$10,000 (defers to Executive Council for decision)
 - Over \$10,000 (defers to CUS Board of Directors for decision)

Part I – Applicant(s) Information:

Primary applicant name (UBC registered given name, surname):

Program year level:

Primary applicant phone number:

Program option:

Email:

Co-applicant Student Name (UBC registered given name, surname)	UBC student #	Program, year

Primary applicant signature (by signing this application, you are agreeing to the terms of the funding):



Part II - Project Proposal:

Name of club, activity, event, project, or case competition:

Club, activity, event, project, or case competition website (if applicable):

Date(s) of major activity, event, project, or case competition:

Has this activity, event, project, or case competition been held before?

- Yes (If you've checked Yes, estimate number of past participants or attendees):
- No

Estimate number of CUS students involved in the organization of this club, activity, event, project:

Estimate number of CUS participants involved in this club, activity, event, project, or case competition:

Estimate number of external delegates involved in this club, activity, event, project, or case competition: (Please separate out business professionals and students not in Sauder if possible)

CUS Funding Request Application



commerce
undergraduate
society

List the key value propositions to CUS students in this club, activity, event, project, or case competition:
(Examples include networking with delegates, case/learning experience, and job opportunities)

Provide a short description of your club, activity, event, project or case competition (max. 500 words).



Part III – Budget Proposal:

Total amount of funding requested:

External Conferences Funding (if any): \$

Special Projects Funding (if any): \$

Club Constitution: \$1,000 + \$2 per registered member

Briefly identify what the majority of the funding will be covering. (i.e. food, venue, etc)

In support of your request for funding, submit a **budget** overview of your activity, project, event, or case competition.

The CUS will look favorably at an application where other funding has already been committed. From what other funding source(s) have you made a request?

Sauder Undergraduate Office (UGO):

Yes

No

If Yes, what amount have you requested _____ and/or received to date:
_____?

External sponsors

Yes

No

If Yes, what amount have you requested _____ and/or received to date
_____?

Please list the external sponsors you have contacted or received funding from: