

Executive Council Meeting Minutes

Tuesday, March 5th, 2013

Henry Angus 239C



commerce
undergraduate
society

Attendance

Present: Ben Chen (Vice-President, Marketing and Communications), Jason Cheung (Vice-President, Finance), Niloufar Keshmiri (Vice-President, Academic Affairs; Vice-Chair), Gillian Ong (Vice-President, Engagement), Thea Simpson (Vice-President, Internal Affairs), Enzo Woo (President; Chair), Jasmine Yeh (Vice-President, External Affairs)

Regrets: None

Guests: Cole Leonoff (Commerce Student Senator), Riley Chow (at-large student)

Recording Secretary: Cole Leonoff

Call To Order:

The meeting was called to order at 5:12 P.M.

Amendments to and Adoption of the Agenda

Be it resolved that the agenda be adopted as presented.

Moved: Gillian Secinded: Jasmine

In favour: unanimous.

... the motion carries.

Approval of Minutes

None.

Presentations

None.

Membership: Personal and Professional Updates

Presidential Portfolio:

- 9 finalists for valedictorian selection.
- Niloufar and another member picked by the UGO will sit on the selection committee.
- We have interest from a major CPG firm with regard to BMMP-related matters, which presents an excellent opportunity.
- Some MUG leader and FROSH leader training may be merged to help with individuals participating in both events in those capacities.

- Total demand for FROSH was just over 500 but the aim is around 600 for this upcoming year.
 - Looking to advertise FROSH through acceptance packages and other similar promotional materials that will very effectively integrate it into the university's side of the 1st year enrolment process.
 - We're looking to increase the number of FROSH leaders from around 72 to 78.
 - This will be up to the FROSH Chair or Co-Chair to determine more specifically.
- Met with the Rewrite the Rules campaign in the Sauder marketing department; they're interested in joining with us prior to the March 31st expiration of the campaign to make one final push. There's also interest in working with us on future marketing campaigns.
- Approached by a fantasy-sports-like stock-investing simulation company with regard to a partnership opportunity.
- Meeting with Paul Cubbon about the administration's interests in Enterprize Canada and how it should run going forward.
- Meeting with the Board of Directors for the International Business Conference soon.

Academic Affairs Portfolio:

- See Presidential update.
- The BCom Review is going to Faculty Caucus on Thursday.
 - Meeting with the administration with regard to the future of Comm 101.
 - The Executives noted very mixed feelings with regard to a proposed change.
 - Likely not open to public attendance.

Engagement Affairs Portfolio:

- Enzo's update addresses FROSH.
 - Mostly status quo in structure.

External Affairs Portfolio:

- Received a call from a restaurant interested in offering discounts through the discount program.
- Me Inc. and Imprint coming up soon.

Finance Portfolio:

- Still transitioning with Cindy as more work must occur beyond that which we went over at Roundtable.
- Must go through with training and be registered as a treasurer with the AMS.
- Likely will not be able to take over signing authority until later in the month.
- The AMS has instated some new rules regarding the signing of reimbursements.
 - Action item: review and investigate these regulations.
- Looking for applicants for AVPF.

Internal Affairs Portfolio:

- More work should be happening now with emails coming through to me.
- Haven't heard interest yet in AVPI, but still waiting to see.
- Received an email from the administration regarding students' confusion with ordering business cards – we've asked them to put up a relevant notice on the Sauder website, and we're going to push this knowledge out through Twitter and the CUSunday.

Marketing and Communications Portfolio:

- A very large amount of incoming email.
- Working with Riley to plan and send out the CUSunday.
 - Pressure to make sure the newsletter still entertains and draws interest and readership.
- Riley has made himself very available for transition assistance, which has been great.
- Still waiting to see if there's interest in AVPM.

Executive Business and Discussion

Last Board of Directors Meeting (Update):

- Cole: the outgoing Board barely passed the changes to the AVP position titles in terms of the number of votes required, and failed (unanimously) the motion to change Executive Assistant to Executive Coordinator.
 - This may be brought up with the new Board to see if it can be overturned.
- The opinion of the Executives was mixed with regard to this being an issue of such significance as to warrant a continued effort to push this through.
- The title of Administrative Director came up as perhaps being a much better title to be making use of.
 - This will be added to the next Board agenda by Cole.

Service Council, Round 1 Hiring:

- Headshots of all applicants will be taken at the end of their respective interviews to assist with remembering their qualities, characteristics, and interview responses beyond what is reflected in the notes.
 - Notification of candidates will occur prior to the interviews.
- Various scheduling activities took place.
- An interest in requiring Executive Assistant candidates to provide sample minutes or do some other similar activity such as a type test was raised.
 - Candidates will be provided with a Youtube video for which they will be required, as an interview assignment, to take minutes on (approximate length: 10 minutes).
 - Thea will carry out the managing of this component of the process.

Service Council, Round 2 Hiring:

- Structural changes.
 - Everyone should go through their job descriptions to review them for necessary changes.
 - The EMP and Alumni Relations responsibilities have been merged into a single role.
- Sauder Sports, Sauder Yoga, and Health and Wellness.
 - Sauder Sports and Sauder Yoga will be at a Service Council level. Sauder Yoga will incorporate the Health and Wellness activities into its portfolio.
- Job description updates.
 - Everyone needs to review the job descriptions for their portfolio.
- Information session.
 - Jasmine: there are too many diverse positions to bring them together for one event.

- The plan is to keep it brief and provide just brief explanations of things and offer individuals an effective Q&A session.
- Interview times.

Executive Retreat

- Will be discussed offline.

Other Business

None.

Next Meeting

Scheduled Time: March 12th, 2013, 5:00 P.M.

Adjournment

There being no further business, be it resolved that the meeting be adjourned at 7:15 P.M.

*Moved: Niloufar Keshmiri
In favour: unanimous.*

Seconded: Gillian Ong

... the motion carries.