

# Executive Council Meeting Minutes

Tuesday, May 21<sup>st</sup>, 2013 at 7:00 P.M.

Henry Angus Building, Room 195



commerce  
undergraduate  
society

*\*Note that this document is viewable by the general membership of the CUS.*

Requests for presentation slots should be made at least 48 hours in advance by contacting the Administrative Director.

## Attendance

Name	Position	Present ("X")	Late ("X")	Proxy
<b>Executive Council</b>				
Enzo Woo	President (Chairperson)	-	X	
Niloufar Keshmiri	Vice-President, Academic Affairs (Vice-Chairperson)	X	-	
Gillian Ong	Vice-President, Engagement	X	-	
Jasmine Yeh	Vice-President, External Affairs	X	-	
Jason Cheung	Vice-President, Finance	X	-	
Thea Simpson	Vice-President, Internal Affairs	X	-	
Benjamin Chen	Vice-President, Marketing and Communications	X	-	
<b>Other</b>				
Tom Tang	Ombudsperson	-	-	
Hannah Vandenberg	Administrative Director	X	-	

Guests: Sean Fleming (4<sup>th</sup> Year Representative), Cole Leonoff (Commerce Student Senator).

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## A Call to Order and Adoption of the Agenda

*The meeting was called to order at 7:14 PM*

- I *[motion] Be it resolved that the agenda be adopted as presented.  
Moved Jas, Seconded Nil  
In favour: all*

*...the motion carries*

## B Presentations to the Executive Council

*None*

## C Membership: Personal and Portfolio Updates

### I President

- 1 -

### II VP Academic

- 1 Having difficulty contacting some members
- 2 Met with an Exco director today

### III VP Engagement

- 1 Working on Frosh
- 2 Haven't heard from CCP yet

### IV VP Finance

- 1 Sent out budgets
- 2 Having orientations soon
- 3 Lost a member of the FinCom team (Charles); still taking some of the changes he suggested, but not all of them.

### V VP Internal

- 1 Sent JDC West an email re: budget
- 2 Got locker rentals from the website; people can now rent lockers
- 3 We can now cut the locks on the current lockers

### VI VP Marketing

- 1 Contacting UBC IT (Kenneth Wong) to try and get access to the email lists for CUSunday

### VII VP External

- 1 Melnc is going well
- 2 IBC has finished hiring → decent size team
- 3 Imprint is hiring; deadline is Friday
- 4 EMP → thinking of adding a new event to help incentivize mentors; would act as a preview; would have a networking event and a presentation. Might help bring in more mentors. Want more BTM/TLog mentors; have a good amount of Accounting/finance mentors. Little personal/professional gain → this will be able to let them network with other mentors. TARGETED AT THE MENTORS, NOT THE MENTEES. Going to be expensive. Current events are Kick-off and

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Wrap-up; everything is else is between mentor/mentee. Budget is 15K. Kickoff event is intended for after mentors/mentees have been selected; it is primarily for introductions. Maybe build this event into their budget rather than adding more money.

- 5 Pitch day → going to have a CR session with Michelle Watson to cover basic professionalism and etiquette.
- 6 Alumni budget was going to be decreased, BUT want to know if it's flexible if we were to fully utilise this budget.

## VIII Administrative Director

- 1 Service Council retreat
  - 1 Looked in to cabins/camping/hotels. Going to go with Cabins
  - 2 Budget is \$4000

## D Executive Business and Discussion

### I. Proposed name change of "Awards Night and Recognition Committee" into "Awards and Recognition Committee"

Reasons being:

1. Removing the word "Night" places emphasis on the fact that our purpose is to evaluate and recognize outstanding individuals and groups, rather than planning a dinner.
2. The change would help to reflect the on-going nature of our work. While our work culminates in the annual ceremony, it does not need to be named after the event. The Academy of Motion Picture Arts and Sciences would not call themselves the "Oscar Ceremony Planning Committee", even though that is what most people know them for.
3. The standard name for committees such as ours in other organizations is "Awards and Recognition" (see [http://cacee.com/awards\\_committee.html](http://cacee.com/awards_committee.html); [http://www.ieee.org/about/volunteers/tab/tab\\_501.html](http://www.ieee.org/about/volunteers/tab/tab_501.html))

*[motion] Be it resolved that the name be changed from "Awards Night and Recognition Committee" into "Awards and Recognition Committee".*

*Moved Thea, Seconded Ben*

*All in favour: unanimous*

*...the motion carries.*

### II. Yearbook

- a. Yearbook is not going to be ready for next week
- b. Been telling people for the past two months that the Yearbook would be ready on the 28<sup>th</sup>
- c. Yearbook staff said that there are no pages ready
- d. Riley is aiming to get it out in the summer
- e. Ben and Nicola (New Yearbook chair) will be helping out
- f. It is not going to be done by the time people graduate, so we are going to have to send them out. More costs due to sending them out. We need to figure out how we can get it done. If Riley isn't doing it, we need to get other people doing it
- g. Nicola also has to do Prospectus in the summer, so we don't want to push this on her
- h. PDF copy and refunds for people who would prefer, plus actual copies and mailing for those who want it

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- i. Sending out would be ridiculously expensive. Going to cost \$20-30 to just send one to Calgary. Going to cost around 100 dollars to send something to Hong Kong.
  - j. If people sign yearbooks at grad then we could provide fancy paper for grad signing
  - k. Many people generally buy books at grad
  - l. Ben: more inclined to go with the PDF idea; and maybe we should include the paper for grad next week.
  - m. Need to tell people when they are going to get their yearbook/get refunded+get pdf
  - n. May not be able to do this because we've been telling everyone it'll be done by the 28<sup>th</sup>
    - i. We can still do it as long as you send out the pdf by the 28<sup>th</sup>
    - ii. Regardless of how you do this, people are going to be upset and make their last impression negative
  - o. NEED TO FIGURE OUT IF RILEY'S GOING TO FINISH IT
  - p. Contact Artonna in the meantime and get the headshots of all the grads.
  - q. Don't need to contact the clubs; we have access to all that information, and have most of the same stuff from last year
  - r. The people who ordered them will be upset, but the ones who didn't order them would be happy
  - s. Make the pdf by next week so we can send it out on time
  - t. Need to set up a table on grad day like usual, even if we have no books, because they will be looking, and tell them about the change
  - u. Send out an email and make the shipping sound more labour-intensive than it is, so less people take that option
  - v. No longer offering to sell it. Do the PDF. If people still want we can give them dates for them to come and pick it up in the summer.
  - w. CREATE PDF by next week → contact Artonna; contact Riley to see if he's done anything and if he intends to. Seek help from people who have done it in the past and people who are good at graphic design.
  - x. PROVIDE PAPER (cardstock) to the grads by next week. Print enough for all grads; add CUS logos; buy pens, etc. as well. Possibly print something on them like "CUS", "Class of 2013"
  - y. All execs will help with the process
- III. RSTF (Revaluation of Services Task Force)**
- a. Does anyone object?
    - i. *no*
  - 4. Discussion about the structure and purpose
  - 5. Nomination of two members of executive council
    - 1. *Thea; none*
- IV. Budget Recommendations**
- a. Alumni budget doesn't decrease (see above)
  - b. Giving Frosh a bigger budget because of the student increase; we'd rather them not spend it, but we understand. Frosh actually adds value, so we all agree to this. Last year was \$47000; try for \$47000, if not we're ok going a bit higher. Tell them \$47000, but tell them also that they can ask for more if they need it
  - c. JDC hasn't followed up yet about their reduced budget but are still planning on meeting with Jason
  - d. Ben's contacting his services to figure out what electronic equipment his teams may need. Equipment will be the big cost

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- e. Ambassauder will have to have more money to pay for shirts; didn't need this last year because they had left overs from the year before
- f. CR team is trying to collect all hotel booking information to negotiate lower costs → might change the budget
- g. Top 40 under 40 is no longer a conference, but is downsized to a breakfast
- h. Make smaller conferences; it's the same people going to each conference and they aren't providing as much value as they used to. Make a smaller conference that more people would be willing to pay to go to.
- i. Aside from EMP, we don't have any large External changes/budgetary requests.
- j. Looking to cut stuff and potentially lower fees OR possibly give vouchers for students to attend events. This is to deal with the surplus

## **E Other Business**

- I CUS legacy → Considering paying to license a computer program
- II Get the internal website a password
- III UBCMA → is over
- IV Special projects funding gets directed to Administrative Director to deal with → Jas will send AD the extra forms

## **F Next Meeting**

### **I Adjournment**

- II *[Motion] There being no further business, be it resolved that the meeting be adjourned at 9:18*  
*Moved Jason , Seconded Gil*

*...the motion carries*