

# Executive Council Meeting Minutes

Monday, May 26<sup>th</sup>, 2014 at 7:00 P.M.

Henry Angus Building, CUS Boardroom

*Note: Meetings are open to the General Membership of the Society Unless Otherwise Deemed In-Camera*

*Note: Presentations and/or proposed motions should be requested to be on the agenda at least three (3) days prior to a meeting by contacting the Administrative Director, Braeden Elsaesser, at [Braeden.Elsaesser@cus.ca](mailto:Braeden.Elsaesser@cus.ca) - materials received past this point may be considered for the subsequent meeting's agenda at the Administrative Director's discretion.*



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## A. Call to Order

*The meeting was called to order at 7:05PM.*

## B. Amendments to and Adoption of the Agenda

*Moved: Hannah | Seconded: Vanessa*

*Be it resolved that the agenda be adopted as presented.*

**In favour: all**  
**Opposed: none**  
**Abstentions: none**  
**... the motion carries.**

## C. Presentations to the Executive Council

None.

## E. Professional Updates

### I. President

1. Met with Sauder Summit Chairs; went over the application process and they are looking for more money
2. Met with the Dean last week and Katrina; they are working with mental health initiatives, they are not opposed to a little bit of CUS involvement in orientation
3. Looking to receive the data from the Dean's office survey; Dean's office has decided in consultation with the faculty members that they will strive to be the best at the student experience
4. Still putting pieces together for Sauder Orientation; a proposal needs to be complete in 2 weeks by hired students and currently brainstorming names (possible names right now: Sauder Ink, Sauder Startup, Success, Wormhole, Parachute, Suits, Sauder Compass, Zenith, WOW, Boss, Cash, Surf Sauder)
5. Met with NSCC and meeting with PVCC this Wednesday
6. Received the JDC West cheques; major discrepancies though with most people yet to pay, then there is confusion with people who have said they have paid but there is no traces of payments
7. The Board decided to fire the AD

### Questions/Discussion:

- Cole: Do we have a timeline for Sauder Summit because they cannot present at the same meeting we approve the budget.
  - Thea: Could we ask Sauder Summit to prepare and come present in a week and a half.
  - Nil: Probably not a week and a half, more likely two weeks. I told them that they would probably need to submit an application within the next two weeks.
  - Thea: If we have them present in the next two weeks, we could accelerate them through the budget process.
  - Nil: We do not know how it would look if they came through the budgeting process, not sure if we could dictate their budget to them. The whole point of dictating is making the budget less.
  - Cole: I am interested in giving them less money but we need to find a way of making that possible.
  - Thea: It is the Board's call if they want to give them more money.
- Thea: You want to put them through the budgeting process to change their ask?
  - Cole: They need to go through the budgeting process.
  - Thea: But the budgeting process is now. So, you want recurring expenses to go through the budgeting committee.
  - Cole: Maybe we will not do it this year, but in the long run it makes sense for these recurring expenses to go through the budgeting committee because they are not SPF.
  - Thea: You want them to come to budget committee at some point and we will sort it out. Then, we put them as a line item in the budget.
- Nil: Is this important Exec? As much as we are having this discussion now, Execs are not making the decision.

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- Cole: No, but you have a good number of budget committee is in the room.
- Vanessa: For Orientation, are there any overnight things?
  - Nil: No, it is a multi-day thing but nothing overnight.
- Hannah: Did you talk to Staci about not showing up for the conference?
  - Nil: We kind of abandoned that discussion because it fell into the club discussion.
- Vanessa: Why are they not practicing over the summer?
  - Thea: In the past, even when they were winning, they did not do anything over the summer.

## II. Vice-President, Academic Affairs

1. VP Academic Caucus on Friday centered around flexible learning classes and exam database
2. Going through the budgeting process within the portfolio
3. Class Liaison setting up to do online evaluations
4. The Board approved a motion to give the Executives power to dissolve JDC West as a service if it seems feasible; the main issue is what it will do to their funding, but attempting to reduce their budget

### Questions/Discussion:

- Vanessa: So the budget will be done first and then that will determine whether or not they will become a club or not?
  - Thea: We Skyped them and the main hang-up was the budget. We argued over last year's budget but that did not help because we were using numbers that may no longer apply. The best thing to do is for them to budget for this year and see where we land.
- Cole: To clarify, you do the budget and cannot agree on it, is that an end point?
  - Thea: We will go back and talk about it.
  - Cole: I think there is interest in doing this regardless of whether or not the team wants it to happen.
  - Thea: I agree but that is the least optimal. If the budget is really far apart, then we will come back and talk about it in two weeks.
  - Cole: Just because they may not get the money they would want under the new model, that does not mean they would get as much from us with the last model.
  - Thea: Yes, which is a separate discussion.
  - Cole: Things to keep in mind though. All things equal, if they would like to be separate but they are worried it will result in less money then it would be good to make them aware of that.
  - Thea: My worry is that the Board would not approve them if it was cut to that point, but that is a separate issue.
  - Cole: We will see.

## III. Vice-President, Finance

1. Consisting of mostly budgeting; services are supposed to have handed in their draft budgets by now
2. Working on sending out reimbursements; including individuals from past years and finance club

## IV. Vice-President, Internal Affairs

1. Sustainability is hiring their co-chairs this week at some point
2. Sindy S requested to remove her full name from the minutes
3. Received the key for the trophy room
4. Working with Brian to change the door-code
5. Lockers will be sold over the summer

## V. Vice-President, Marketing and Communications

1. Continuing to go over Yearbook contract
2. Said yes to CU advertising (continuation of last year's sponsors)
3. This year's Yearbooks came in today, so grads can pick up their copies
4. Met with every service and discussed actions plans for summer goals with each
5. Going to request clubs to submit their dates for events for the upcoming year; for the big events

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## Questions/Discussion:

- So just the big events, for example the top three events?
  - Nil: Yes, it is good to get a sense of dates even though they might change.
  - Thea: Email them and although it may not be the most accurate information, you should still be able to see some important details like month ranges.
- Is there a Visa set-up because I have to renew the domain name?
  - Jordan: No, because they copied the wrong birthdate so I could not activate the card.
- Would it be easier if I front the money and then the CUS reimburses me for that?
  - Jordan: We should have the CUS' card on file.
  - Thea: It is good to have the card on file because that way we will not accidentally charge Vanessa's account every year if she keeps her card information on file.
- How do you feel about getting our Exec photos done soon, when would everyone be back?
  - Hannah: Beginning of September or end of August.
  - Cole: I think the first week of September will be safe.
  - Thea: I think the first week of September is a terrible time to take photos though.
- Could we maybe do the day before school starts so it is not as hectic?
  - Thea: We will never find a non-hectic time, just need to find a time that is less hectic.
- Also a possibility is us sending out a video explaining our position just so people know who we are, what do you think?
  - Hannah: I know that the elections team is planning on doing something similar but for the elected positions.
  - Cole: I think that we need to make sure that the professionalism is high, it will reflect badly on our organization if someone does it on a camera and it looks bad.
  - Vanessa: I will try to plan it as well as I can and I will update you guys next Monday.

## VI. Vice-President, External Affairs

1. CR is finalizing a location to host the CUS breakfast
2. CPA Pitch Day's tentative date is July 10<sup>th</sup>
3. Each service will receive a blacklist shortly with explanations from the CR team
4. Planning to have the sponsorship package finalized by next week
5. Will be approaching energy companies in Alberta for sponsorship
6. Need to submit a budget for Sustainability; will be making small changes from the actuals of last year
7. Explained the Enterprize situation via email to Alex and Janice
8. EMP is aspiring to integrate networking events into their program; looking for a bigger budget
9. Imprint wants to add food to their conference portion; discussion whether it will be lunch (\$20/person) or appetizers (\$10/person) → imprint attempting to negotiate down prices for the or d'oeuvres with several different venues and looking to change the date to March 20<sup>th</sup> (possible issue with Awards Night)
10. Me Inc. and Top 40 are going smoothly; with meetings taking place for both
11. Going over the NSCC budget; attempting to increase delegate number by twenty → finding it difficult to receive information from Graeme, not receiving items in a timely manner and winners from last year have yet to receive prize money

## Questions/Discussion:

- I have been receiving a lot of junk emails from the VP External email account?
  - Nil: We have not cancelled those emails yet because people still use them. In your response, make sure to mention that our new emails are at cus.ca
- I thought Jordan was supposed to handle the Rezgo account? I am receiving a lot of emails from it, so should I take it?
  - Nil: That is true, it is Jordan's responsibility. We have not be able to transfer it out Rezgo because I do not have access, thus you get all the notifications.
- Do I get a yearbook?
  - Vanessa: No, but if there are leftovers, potentially but priority goes to the grads.
- Cole: In terms of moving the Community Partner event, what is the rationale behind moving it from the Hotel Georgia where we had it last year?
  - Ben: I think Linette wanted to look at other venues because she wanted a nice view.

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- Cole: Something to be cognizant of the Hotel Georgia had a great location. The point is to try and demonstrate to the sponsors that we are treating them well, in appreciation.
- Nil: The point is to find the nicest possible place, although that costs a fortune.
- Ben: Just to point out, some sponsors feel that we are spending their money to put on the event for them and that it should not be at such an expensive place.

## VII. Vice-President, Student Engagement

1. Most of the services are coming along nicely
2. CCP round 2 hiring closed Saturday night; did not receive applicants for the Murder Mysteries position, will be postponing it until September

### Questions/Discussion:

- Should we market Murder Mysteries to other faculties because I know there has been a lot of involvement from other faculties in the past?
  - Nil: Since we spend a lot of money on it, it would be bad to not have a Sauder student run it. That is not to say that other faculties cannot get involved but I think it says something when Sauder students do not want to run it.
  - Cole: Our policy is to allow non-Sauder students up to 15% of the team but they can never be service councilors.
- We wondering specifically with SoCo, how much outside faculty involvement we want at our events? For example, last year they opened up the ski trip to other faculties because it did not fill up with Sauder students.
  - Nil: One, we should look into that because ski trip normally sells out within 5 minutes.
  - Will: Yes, and I hate to say it but it might have just been the organization last year, so we could be on the positive outlook side.
  - Nil: Second, ski trip is heavily subsidized, so I would be concerned to plan giving tickets to other faculties because we are paying half the costs.
- For POITS, should we try to reach out to other faculties and have inter-faculty beer gardens?
  - Nil: I have spoken to the other presidents the extent to which they want to have inter-faculty beer gardens is out of this world. We want to plan an Oktoberfest week. Where each faculty has their own day and theme. POITS also runs at cost, so unless it is 90% other faculties and our own students cannot get in, I do not see an issue.
- Has there been any planning gone into the Oktoberfest, is POITS going to take a leadership role in it?
  - Nil: I think we can provide some guidance because the other faculties have not had the same professional experience as us. No planning has gone in yet, but as soon as it starts, I will forward it directly to you. Also, plan for POITS mugs because we want to have an alumni POITS and sell them POITS mugs.

## VIII. Administrative Director

None.

## IX. Ombudsperson

1. Have not received many emails lately
2. Have not been able to find anyone to proxy for the Board meetings; looking for any good recommendations

## F. Executive Business and Discussion

### I. Sauder Social Enterprise

1. Asking for \$1,000 per person whereas last year they were funded \$750 per person (Arc was funded \$625)
2. Said they need \$1,000 to run, but that is not true
3. Five individuals who are volunteering and four more who are part-time paid travelling to Kenya
4. They will apply through ExCo funding and will be receiving \$750

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- Jordan: I think the individuals being paid should be funded much less, if at all compared to those that are volunteering.
- Cole: What was the conclusion on the discussion about having them go through ExCo?
  - Nil: The issue is then the people who get paid to go, could get the same subsidy that anyone else receives.
- Thea: Did you not find out that they were not getting paid to go, but are working here?
  - Hannah: I am trying to find that email but I do remember that.
- Vanessa: Can someone explain to me the process of ExCo? Instead of SPF?
  - Jordan: They have extremely strict guidelines.
  - Nil: If they presented, we sometimes make arbitrary decisions based off the presentations but for ExCo it is a set amount with no discrepancies.
  - Cole: The reason why I like that is because it becomes more consistent. Takes away from the uncertainty.
- Nil: Six students are being paid in total; three of them are BComs who are not doing work while in Kenya.
- Cole: So they are not getting paid to go there. They are simply taking on additional work in which they are getting paid to do.
- Jordan: Why do we not simply fund some of their plane ticket?
- Cole: I think it is difficult with such inconsistencies that there are other valuable events that are being capped at \$500 but we fund these more. Was it not Arc who were caught double-dipping because they came to us and then through ExCo and no one caught on for a while?
  - Nil: I eventually caught them, but the issue is that the people in ExCo do not know what goes to the Board and receives funding.
  - Cole: But that means this is an ExCo thing and we are simply getting involved when we do not need to be.
  - Jordan: Okay, lets put them through ExCo.
  - Vanessa: I feel bad because they have waited for so long but they could have done ExCo from the start.
  - Nil: It still would not stop the people being paid to apply to ExCo. Although, we can assign to the ExCo policy that you cannot be receiving payment from any of the events you are involved in or you receive nothing.
- Hannah: Then ExCo decides how much they are reimbursed?
  - Nil: For them it will be \$750, so that is how much they will receive.
  - Jordan: Can we not give less?
  - Nil: The max for North America is \$500 but anywhere else in the world it is \$750.
  - Jordan: I like this, how it is structured; ExCo it is.
  - Cole: We will fix the ExCo policy anyways and make clarifications, such as being paid.
- Hannah: I will follow-up with Shadi.

## II. IT

1. The amount of time per week is approximately five hours a week; it will be around 10hrs/week in the first couple months to update necessary information on the website and around two during quiet times
2. Payment will work out to 20 hours a month

### Questions/Discussion:

- Cole: So we are paying this person? How are we going to pay them, maybe we need to verify with the AMS? The issue is if we are paying this person for the entire year, it will work out to be a couple thousand dollars.
  - Thea: I am estimating around \$2,500 to \$3,000 will be the honourarium assuming we can hire them in June.
  - Jordan: Canada Revenue Agency might inquire about this one too.
  - Cole: Yes, so we should talk to the AMS. I am not sure if other constituencies do it like this, so it may be one of those things that we do through the AMS.
- Cole: What are we paying them?
  - Thea: I think it would be a honourarium. I do not think it should be hourly.

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- Jordan: Is there any way we can frame this to be easy, such as a bursary or scholarship?
  - Nil: The issue is that we are not in the business of giving money to students, so this is uncharted territory.
- Cole: I think we need to calculate how much we are paying this person, then me, Nil, or someone goes to the AMS to figure this out.
  - Nil: How does \$2,500 sound for the year.
  - Thea: Would that be pro-rated because this will be for 7 months.
  - Cole: I think we should have a clarified monthly rate. So, over 7 months that is \$357 a month.
  - Nil: Lets calculate it for a yearly rate and then prorate it. It is easier to think about it in a yearly rate.
  - Cole: So 5 hours a week at how much?
  - Nil: Minimum wage, \$10.50.
- Cole: Can we get someone decent at that rate?
  - Thea: Yes, because we put it up as a honourarium and they will not realize it is minimum wage.
  - Cole: So basically \$200 and something a month.
  - Nil: Roughly \$210 per month at 20 hours a month and minimum wage.
- Will: How are we going to portray this with the minimum wage?
  - Nil: We are simply using that as metric; nowhere will we show them an hourly rate.
  - Will: What about \$1,000 that is a fair bit of money.
  - Thea: No, it is not enough. If someone was to think about how much work he or she are doing, it would not be enough.
- Cole: I think \$200 a month is not enough.
  - Nil: But there are months of the year that they do not do anything.
  - Vanessa: Besides the website, there is not much else they do.
  - Nil: But there is a lot to it, because we tried doing it for a short period of time, and it consumed our entire lives.
  - Cole: I just do not know if \$50/week is good.
  - Thea: We will get somebody.
  - Nil: We are still not asking that much.
- Vanessa: Are we looking for someone to re-do the website or maintain?
  - Nil: Just maintain, to re-do the website, it would cost like \$10,000.
  - Cole: The issue is that I want someone who has some skill and could create pages.
  - Ben: We could do it under a contract, so that way we only pay them for the work that they complete and if they are bad, then we can terminate the contract.
  - Jordan: It would be a strange contract to work out because there would need to be specific goals in mind. It would so much harder to frame it out as a contract.
  - Ben: We could get some of the items out of the way; there would be some students who would do it for a few hours for a couple hundred dollars.
  - Will: CCP wants to redesign their website and they are asking who we talk to.
  - Cole: The main goal of the IT Director would be the main CUS page, the other ones do not need to be as formal as they do not reflect on the views of our sponsors like the main CUS page does.
- Nil: Do you think that their ability to add pages is worth several more thousand dollars to us?
  - Cole: Yes.
- Cole: Thea, do you think a decent student in Comp Sci would work for \$10 an hour?
  - Thea: Yes, because it is easy, working with students. It is the kind of job I would take. You will get people.
- Vanessa: So would we open this position up to people outside of Sauder then?
  - Thea: Yes, we would target Comp Sci students.
  - Cole: Would we be constitutionally allowed to do that?
  - Nil: Yes, we would just need to demote it from Service Council.
- Vanessa: Would it still be in the service council/my portfolio if it were outside faculty?
  - Thea: Side point, but they would need to report to the person that knows the most about IT. We know someone who will understand when they report back to us.



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- Cole: I do not think if we have a paid position that it should be under the service council anyway. I just do not want this to become one of those positions where we hire someone mediocre.
  - Thea: The beauty is that we have historical copies of the site, so if they were bad, we would prorate this amount and then put back the site.
  - Cole: We also have a tendency to just go with it, and not fire them.
  - Nil: But it is a lot easier to fire someone when they are getting paid. I have nothing wrong with paying them \$5,000 if that is what makes the difference.
  - Cole: I have no problem with that, but I think we need to be careful because someone can make a fair bit of damage with this.
  - Hannah: We have also fired people this year, so it has been done.
  - Nil: The point is we still cannot pay them until we figure out what we are doing with payroll.
  - Thea: We need to be careful with the word payroll.
  - Cole: No, even honourariums go through the payroll, it is the same as receiving money to TA. So it is \$2,500 that we have decided for a year?
  - Nil: Yes.
  - Vanessa: Timeline wise, right now we are going ask for the AMS for their help? Then when would you like to ideally hire?
    - Nil: It is entirely depend on what they say. They may say that it has to go through them.
    - Thea: The people who we want to take this are all working right now. So, the people we want will probably appear in September.
    - Cole: I do not think besides the payroll that the AMS has the right to get involved.
    - Nil: But it is going through their payroll.
    - Jordan: I feel like in this case, they kind of have the right to tell us what they want to do.
    - Cole: I think there is a right in their by-law that we can pay people as we see fit, so then they do have to abide by our decisions.
    - Nil: We also want them to help us with the employment contracts.
- III. AD
1. Looking for a new AD; possibility being applicant for previous Service Council role
  2. Will email applicant offering them the position contingent on the minutes test; no one opposed
- IV. Buddy Program
1. Need to decide on a name, possibilities are: **Commerce HYGGE**, CRPP, Peer2Peer, Ohana, Commerce Connections, Business Chums Network (BCN), Commerce Alliance Network, Piggy Back, Commerce Peers Program, Commerce Connect, and Commerce Connection Network (CCN)
  2. HYGGE → three votes
  3. Business Chums Network (BCN) → one vote

#### Questions/Discussion:

- Thea: Can we just make a call; it does not sound like anyone is fighting for anything else.
- Jordan: I think BCN is awesome, it is old school.
- Cole: It just does not have the warm welcoming family feel as much.
- Nil: We should vote to determine the name.
- Cole: Are we allocating money for this?
  - Nil: Yes, that was the idea. It could come in for SPF technically. I am not sure if Execs are banned to apply for their own SPF.
  - Cole: It is not necessarily a special project.
  - Nil: The idea is that we could take it out of that fund. I do not think we will have time to budget for it since they were due yesterday.
  - Cole: Can we put in a placeholder amount, because it becomes so misleading otherwise.
- Nil: Under which account?
  - Cole: Create a line item for it.

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- Nil: Ask your FinCom analyst for a budget template and then fill out the template. It is Jenny, so email her to receive the empty budget.
- Cole: Whatever you figure out, it is better to have something in the budget.
- Nil: What does your timeline look like for this Will?
  - Will: I will try to work today on the budget and get it in. Then I am busy with exams until next Monday. Probably next Tuesday I will reach out to people and can we do a CUSunday?
  - Vanessa: I told people I would do CUSummers, so I can do that and I will include lockers as well. We can do that.
  - Will: Not this weekend but next weekend.
  - Vanessa: If we get that in, lockers in, and club dates in, that is technically enough for me to make a newsletter.
  - Hannah: Send it out when exactly?
  - Will: June 8<sup>th</sup>
- Cole: Do we know how we are going to do this, as in which first years get to do this?
  - Nil: It will be a lottery, not by qualification.
  - Cole: This is something to consider: it is a develop program so some people might need it more than others, opposed to just having a lottery.
  - Nil: You know how you disenfranchise first years? You tell them they are not good enough for a mentorship program. That was the point of Frosh, everyone could go. We cannot do the same for this, but at least it is fair.
- Vanessa: Since I am doing this next next Sunday, can I have a call for anything next meeting and work on the application process so I can include information?
  - Thea: We will not have an application ready for then.
  - Vanessa: I just do not want a newsletter with nothing on it.
  - Will: You can record an audio of me saying it or a link to the Google pronunciation.
  - Nil: That is one of those that once we have mentors they can attempt to pronounce it.
  - Thea: What we definitely is the process for mentors to become mentors.
  - Vanessa: If we could have that done for the next meeting, we can work it on it in the next meeting too, but just have a framework.

## G. Approval of Minutes

*Moved: Hannah | Seconded: Jordan*

2.

*That the minutes from the January 28th, February 4th, and April 1st Executive Council meetings be approved for public distribution.*

**In favour: all  
Opposed: none  
Abstentions: none  
... the motion carries.**

## H. Next Meeting

## I. Adjournment

*Moved: Hannah | Seconded: Thea*

3.

*There being no further business, be it resolved that the meeting be adjourned at 9:27PM.*

**In favour: all  
Opposed: none  
Abstentions: none  
... the motion carries.**



# Executive Council Meeting Minutes

Monday, May 26<sup>th</sup>, 2014 at 7:00 P.M.

Henry Angus Building, CUS Boardroom

**Note:** Meetings are open to the General Membership of the Society Unless Otherwise Deemed In-Camera

**Note:** Presentations and/or proposed motions should be requested to be on the agenda at least three (3) days prior to a meeting by contacting the Administrative Director, Braeden Elsaesser, at [Braeden.Elsaesser@cus.ca](mailto:braeden.elsaesser@cus.ca) - materials received past this point may be considered for the subsequent meeting's agenda at the Administrative Director's discretion.



commerce  
undergraduate  
society

## Attendance:

Name	Position	Present ("X")	Late ("X")	Proxy
Niloufar Keshmiri	President (Chairperson)		X (at 7:15PM)	
Thea Simpson	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Ben Gardiner	Vice-President, External Affairs	X (via Skype)		
Jordan Hearne	Vice-President, Finance	X		
Hannah Vandenberg	Vice-President, Internal Affairs	X		
Vanessa Lau	Vice-President, Marketing and Communications	X (via Skype)		
William Pigott	Vice-President, Student Engagement	X (via Skype)		
Grace Kim	Ombudsperson	X (via Skype)		
	Administrative Director/ Recording Secretary	-	-	

Guests: Cole Leonoff