

Executive Council Meeting Minutes

Monday, June 2nd, 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 - 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 7:09PM.

B. Amendments to and Adoption of the Agenda

Moved: Jordan | Seconded:

1.

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. New member of the UGO started this week
2. Begun planning for the new Sauder Orientation; the team has been hired
3. Several contract items have returned
4. First Presidential meeting occurred last Friday; provided formal feedback on the Equity report

II. Vice-President, Academic Affairs

1. Focused on the budget committee; expected to receive the BCC budget by Friday
2. Through the budget process, found some issues with services and will be touching base with them shortly
3. VP Academic caucus training session in July; planning to attend

Questions/Discussion:

- Nil: Do you know of the list of last year's Class Liaisons, for reference letters?
 - Thea: I will follow-up on that.

III. Vice-President, Finance

1. Focused on the budget committee and budget process
2. JDC West submitted reimbursements from several years ago; questionable items that may not be reimbursed

IV. Vice-President, Internal Affairs

1. Changing the door code for the storage room will be free due to lack of Speedchart
2. Clubs are wondering if we are keeping track of hours for invitation to Awards Night
3. AVPI has started doing half the bookings
4. Received \$40 of revenue from lockers at the moment; will market lockers in the CUSummer
5. Business Week's budget needs revision as there were no increases for the additional events
6. Sustainability is doing hiring; unable to obtain list of individuals who have been hired
7. Setting up meetings with all services this week to discuss plans, goals, and go over their budgets
8. Received information for all the clubs Presidents; have contacted them regarding CUSummer and events calendar

Questions/Discussion:

- Hannah: Who does student card activation?
 - Nil: The mailroom on the fourth floor, right next to it, they do the activation.
- Cole: Keeping track of hours in the summer or all together?

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- Hannah: In general.
- Jordan: Did those hours come of anything? Did they get anything?
 - Thea: They were technically how one got invited to Awards Night, but at the end, we ended up inviting almost everyone.
 - Cole: I feel like that part will be inherently subjective anyways. The only part that they were useful for was recognizing the ten people with the most hours. But sometimes the hours stated was questionable.
 - Hannah: Yes, and that is why I am thinking I will not do it. But we can run it by Claudia.
- Thea: Jordan and I have called the Sustainability Chair twice and she did not pick up.
 - Hannah: Yes, still have not received the list of individuals who have been hired, so there is a huge lack of communication.
 - Thea: If you get the information for the Chasing Chair, please let us know.
 - Hannah: Yes.
- Hannah: Is there a date we want to get this events calendar up by?
 - Nil: It is best to ask Vanessa that question.
 - Hannah: She asked me.
 - Nil: Early August then. So we can start advertising to first years.
- Nil: Has someone spoken to the one Elections Chair, regarding the fact that there is one Elections chair?
 - Thea: Yes.
 - Hannah: I have made it clear that they need to write it as Chair, Vice-Chair.

V. Vice-President, Marketing and Communications

1. CUSummer will be sent on Sunday and it will include lockers, club/service calendar reminder, and HYGGE
2. Prospectus' graphic design deadline has been extended due to lack of communication
3. Yearbook contract is pending; insisting on three year contract due to cost savings but requested price for one year agreement
4. AVPM is doing a good job, will meet up in July; will work on Marketing passion project
5. Sauder Squad is doing online campaigns (Wally Wednesday and Sneak Attack Sundays)
6. Visual Media wishes to invest in a backdrop
7. Cavalier is doing interviews and will be more web-based next year

VI. Vice-President, External Affairs

1. Secured dates for the Hotel Georgia for Community Partners Breakfast; contract need to be adjusted
2. Contacting services about Pitch Day and Breakfast
3. Researching and securing venues for the conferences, as well as sorting out budgets
4. Imprint is currently hiring; HR specialist worked with Imprint in the past
5. EMP looking to increase budget for small events

Questions/Discussion:

- Ben: One thing to note, I have found with Me Inc, we work really well together but they do not really consider themselves as part of the CUS. It has created some small struggles with things like the retreat, I understood it as being fairly low-key but they stayed at a nice hotel.
 - Thea: The retreat was fairly cheap, only \$40 per person for the night at the hotel plus gas, but they are paying for all the food. They were decently reasonable about it.
 - Ben: When we talked, they said they were going to do something similar to last year, but that is not what I saw from the pictures.
- Ben: Similar for NSCC, probably because they are not used to being part of the CUS. I will need to work some things out with them but they have a good budget going now.
- Ben: I have been receiving some business card emails, I do not know what exactly what to do since I am in Calgary.
 - Hannah: Are they requests or for pickup?
 - Ben: The most recent email I received said that the individual submitted the order and wants a status update.
 - Hannah: Forward it to Fred and CC me.

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- Thea: The reason why you are receiving emails is because Rezgo is currently set up on the old website with the VP External.
- Nil: We should setup office hours so we do not need to coordinate times for people to pickup business cards for the summer.
- Hannah: Yes.
- Ben: One note, if any of your services contact you asking about Big Four and contracts, direct them to me. We are trying to contact the services but if there is any reference of those words, it would be great if I could handle it with the CR team.
 - Hannah: Just out of curiosity, if they did want to contact Big Four, is the first time to do that at Pitch Day?
 - Ben: Yes, we want to make it Pitch Day as mid-July works best for everyone in general. Having said that, if it is something like Business Week, we are in contact with Big Four representatives, so if that is something they want to do, I can provide contact information.
 - Hannah: Awesome, thank you.

VII. Vice-President, Student Engagement

1. Issue regarding CCP educators from last year requesting to see interview notes for this year's team; CCP's umbrella of events is quite confusing
2. Drafted an application document for HYGGE (buddy program); includes three short answer questions
3. Have contacted ISAS Chairs, waiting for response; they have submitted their budget
4. Sauder Sports Chair, Edward, is reaching out to acquire Yoga instructors
5. Attempting to get Ram to give after-party contacts for POITS; attempting to find some differentiation from last year's events → sent email regarding UBC wide beer-garden with hope of spearheading the event
6. SoCo is planning to run similar events as last year, although currently brainstorming new ideas

Questions/Discussion:

- Nil: When is the deadline for HYGGE application?
 - Will: I was thinking two weeks. We will put it out on CUSummer (Sunday) and either give them ten days or two weeks to respond.
 - Nil: We have plenty of time; we still have three months until September. But I do not want to make it too long, thoughts anyone?
 - Thea: I wonder if now is the best time, since it is the middle of summer. I understand the need to get the application but maybe we could wait some time. How drastically would that fluctuate the number of mentors we take on?
 - Will: What we could do is put it out there and have a bit more of an open-ended deadline.
 - Hannah: Will that just get old then? No one will feel it is pressing.
 - Will: One thing is we need to establish numbers before we contact first years and I think we get their emails in August.
 - Thea: I think we should have the application last week of July or first week of August because I do not think people are thinking about these things right now.
 - Nil: Do we not want a small number of students anyway? Has Will not contacted most of them already?
 - Thea: That is the question; do we want people we have contacted or a variety of people?
 - Will: I want a variety of people.
 - Thea: Then we do want people to apply, thus we need to think strategically.
 - Hannah: Whenever you do it, do not leave it as an open-ended kind of thing, set a deadline otherwise no one will apply.
 - Will: We could attach to the CUSummer that people interested can contact me, so when the application goes out in the end of July or beginning of August, we will know who to target for it.
 - Nil: Yes, that would be good.
- Will: Any news regarding the UBC wide beer-garden?
 - Nil: Met with four other faculty Presidents and all of them are on-board (Sauder, Arts, Sciences, Engineering, Land and Food Systems, and Kinesiology). Other faculties need to figure out who the contact/organizer would be for this event.
 - Will: I will see what Kate says and how she feels about it. Then we can start planning it, hopefully an Oktoberfest event.

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- Nil: Sauder Sports should probably run health and wellness fair, it was successful in the past.
 - Will: It probably fell through the cracks during the merger; I will see that they run it.

VIII. Administrative Director
None.

IX. Ombudsperson
1. Have highly incentivized Joanna to make the two meetings in June for the Board

F. Executive Business and Discussion

I. Budget Committee

1. The budget committee met last night for seven hours to go over all the services budgets
2. The FinCom analysts will be drafting emails that Jordan, Nathan, and Thea will be sending out to all the services regarding the notes that were generated while reviewing the budgets
3. Will be requesting revised budgets based on notes by next Thursday
4. There needs to be forecasted sponsorship numbers provided by CR; there was an issue regarding the outlined sponsorship amounts projected in the first budget → Linette and Aaron need to make targets/forecasts
5. Emailed the UGO for projected enrollment numbers for student fees revenue
6. Visual Media needs to create an inventory because every year they buy equipment, yet there already should be more than enough inventory
7. Will add into HYGGE's budget a mentor and mentees half-off a conference offer
8. Business Week needs to discuss with POITS and SoCo about budgeting during the week
9. Cavalier is still budgeting to run a print issue every two months; needs clarification if that was planned
10. Requesting CCP alter their budget without donations, to see how much it costs to operate during the year; then decision would need to be made whether there should be a change in how funding operates
11. Email to EMP will include several questions; including question regarding their advisory board
12. Setting up meeting with Imprint regarding their budget
13. Meeting with Me Inc. as they doubled their budget
14. Sustainability budgeting with Chasing Sustainability Conference in it with the same amount; attempting to contact Chasing Chair to see if there are going to be any changes
15. The meetings that need to happen before next Thursday are Awards Night, Business Week, Imprint, Me Inc., and NSCC.

Questions/Discussion:

- Ben: The one issue was that Linette was worried about sponsorship amounts because they have not been set in contracts yet.
 - Nil: We do not need a guarantee, but we are looking for a sense of what they will get.
- Nil: We do not know who to contact on this, but we do not think we received \$40,000 from CPA last year. Could you send me the invoice because we have one item that could be CPA but it is not for \$40,000.
 - Ben: Okay, I will send that to you.
- Nil: What do you think of offering the deal to the buddy program mentors and mentees instead of creating new events, we can incentivize them to go to an event that is already being put on.
 - Will: Yes, the one thing is which conferences because everyone will want to go to Me Inc.
 - Nil: I think the idea is that any of the list of CUS conferences, you pick one and you get to go for half off. We could also encourage them to go to things that they may be interested in. For example, if you are a marketing student, go teach your mentee at Imprint.
- Thea: Sometimes services budget for sponsorship CR receives, would services know?
 - Nil: For example, some would state Big Four and we do not know if this is what they received or what the CR team received. Ben, do you have a list of what sponsorship CR got last year and what it is for?
 - Ben: No, I do not have a list. My understanding is that the sponsors allocate money to different events but send a lump sum. CR acts as a funnel and it is then distributed to the different services.

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- Nil: Could you see if you have a list of sponsorship that has been allocated in past years to the different services that would be helpful.
- Thea: Did Top 40 Under 40 hire ten people for a breakfast?
 - Ben: No, I have four people aside from Yuna that were hired.
 - Thea: Is she planning on doing a 2nd round of hiring?
 - Ben: Yes, we discussed it. Right now she has hired the essential people but there were talks about maybe hiring a couple first years as marketing to promote it.
 - Nil: They technically budgeted for ten people for the social expenditures, so we were worried about the need to have ten people to plan a breakfast.
 - Ben: I will talk to Yuna then.
 - Nil: No, it is fine because we are sending an email anyways. We just wanted to know how many people were hired so we do not cut the budget below the amount of those hired.

II. Me Inc.

Moved: Thea | Seconded: Jordan | Third: Hannah

2.

Motion to move in-camera

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

III. SoCo

Moved: Jordan

3.

Motion to stay in-camera

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

IV. Yearbook

1. Not looking to purchase a multi-year contract; buying yearbooks are up for debate every year
2. The amount of people who purchased yearbooks last year was fifty
3. Budget Committee discussed whether it was worth \$7,000 for fifty individuals

Questions/Discussion:

- Cole: People stop caring once it goes online but at the same time it is not responsible to spend that kind of money for such little gain
 - Thea: I loved the idea of putting it online, but the individuals in the survey disagreed with me, even though they are not buying them.
- Nil: We could have a pilot year and see if the PDF page gets hits. We could even have it as a download link and see how many downloads we get. Can we try to see if we can get less printed?
 - Jordan: But what is less? We might as well just buy one for \$200 then.
 - Thea: Put it in a display case in the CPA Hall.
- Nil: Is anyone opposed to not spending money printing yearbooks this year then?
 - Thea: Budget Committee is also on board.
 - Grace: Don't we need to talk to Vanessa about this before making a decision?
 - Nil: Yes, but we are not saying we want to stop making yearbooks; we want to stop printing yearbooks. Now we send the email back saying we are thinking of not printing.
- Cole: Historically we charged \$30-40 for the yearbook, and then Riley had the idea of charging \$10 for them so that more people would get them. We would now be better to simply give them away for free and at least we would then get some value.
 - Nil: In the defense of the \$10, they did not produce a yearbook until eight months after the graduation.

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- Cole: At the time I thought changing it to \$10 was a great idea, but it has not had the success I thought it would. Even if we had a better year next year, we will not end up selling 500 yearbooks, which was the original idea. If we were going to keep them around, I would rather print them for free and give it to every grad.
- Nil: No but we are going to talk to Vanessa and stop printing them.
- Cole: I am saying if she does not want to stop printing them, then we should do this.
- Nil: At that point, Budget Committee will not approve it.

V. PVCC

1. Meeting with Jordan regarding the conference; no progress yet but will update in the near future
2. Nil is currently in-charge of mini-Enterprize

Questions/Discussion:

- Jordan: At this point are we even able to run Enterprize feasibly?
 - Nil: The plan right now is to talk to Jordan and work things out with him regarding the possibility of making PVCC a CUS service, as that will get them more money.

G. Approval of Minutes

None.

H. Next Meeting

I. Adjournment

Moved: Hannah | Seconded: Jordan

4.

There being no further business, be it resolved that the meeting be adjourned at 9:30PM.

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

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Attendance:

Name	Position	Present ("X")	Late ("X")	Proxy
Niloufar Keshmiri	President (Chairperson)	X		
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			
William Pigott	Vice-President, Student Engagement	X (Via Skype)		
Grace Kim	Ombudsperson	X (Via Skype)		
	Administrative Director/ Recording Secretary			

Guests: Cole Leonoff