

Executive Council Meeting Minutes

Monday, July 28th, 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 7:25PM.

B. Amendments to and Adoption of the Agenda

Moved: Jordan | Seconded: Hannah

Be it resolved that the agenda be adopted as amended.

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

C. Presentations to the Executive Council

None.

D. Professional Updates

I. President

1. Attended July meeting of the AMS council; listed Whistler Lodge for sale, went over budget for the new Student Union Building, and the AMS will be running a surplus this year
2. Closed registration for The Spark; looking for leaders and volunteers
3. Currently planning Imagine Day; looking to change the Meet The Dean session
4. Cancelling club events before school starts; student leaders/orientation leaders need to attend training
5. On the CABS strategic planning committee
6. Sent an email to Shannon detailing the minimal level of involvement that the CUS has with The Spark; she extends her apologies to the execs and the videos have been taken down

II. Vice-President, Academic Affairs

1. With the approval of the Marketing Plan, currently working to include a blurb and banner for BCC
2. Still working as the IT Director
3. Meeting with several portfolio services
4. Working with the AMS in designing their midterm evaluations forms
5. Meetings about the exam database; no central database for Sauder professors which is making it challenging

III. Vice-President, Finance

1. Issues with reimbursements; AMS failing to reimburse items, others going missing
2. Need to review account codes with the AMS
3. Drafting email that will send out to services; will introduce new policies

Questions/Discussion:

- Thea: JDC West recently contacted me asking about being able to transfer money from one line item to another if they saved money on a line item. What is your policy on that?
 - Nil: Last year we create a policy so that services wouldn't spend money on anything. They had to go through an approval process with budget committee and then they would potentially get 50% of the saved money.
 - Jordan: My thought was along the same lines, as long as they need to get it approved.
 - Thea: Should we increase the percentage to 75% because it needs to go through approval?
 - Jordan: The issue is that I think that it should be on a case-by-case basis but that probably won't work. What if they needed the 100% to do something great?
 - Nil: They could always come to Exec and request special projects funding.
 - Thea: I think if they are going through the approval process, the percentage should increase as an incentive to go to budget committee.
 - Jordan: I think it is a good idea to have it around 75% as a maximum but have the ability to reward less than that.
 - Nil: We could choose a number and see how it works.

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- Jordan: 70% feels like the right amount to start with.

IV. Vice-President, Internal Affairs

1. Unable to reach Brian from Building Operations; won't return emails, will attempt to reach him via phone
2. BCC booked up CPA Hall and Birmingham during BizWeek; looking to alter plans
3. Clubs Review begins on Tuesday and will go throughout the week; no answer from Consulting Club
4. Working to create a policy for execs and board to attend events and conferences to review them; will review two events this year
5. No way to confirm whether or not someone is a Sauder student when they order business cards; in need of a better system as there is also the potential to save money with other companies
6. Called the coffee suppliers and they come for maintenance every two weeks
7. A new club looking to become CUS-affiliated (Polydaic); they currently do not have 2/3rds of their members CUS members but have the ability to appeal to present at a board meeting. Several of the executives see the potential of Polydaic and suggest that they come into Exec to present.

V. Vice-President, Marketing and Communications

1. Brainstorming approach for requesting the board about the booth at business week
2. Working on statement and banner for Trek Calgary; Wendy sent design for the banner
3. The CUS bookmark will be blue; we also had the opportunity to have blue rings for the prospectus but due to budget constraints, it was declined for this year
4. Spoke with CR to get the CPA logo; Aaron had no idea about the prospectus and said that the Big Four mentioned at Pitch Day that they wanted to be in the Prospectus but now it is too late. He had ample opportunity two months ago to notify Vanessa but did not reply, which is somewhat concerning.
5. CR also did not give out parking passes at the CR Breakfast; it had been discussed multiple times during the budgeting process yet still failed to be given out to the sponsorship representatives
6. Will contact Ameera about making sure she approves any distribution or use of Wally The Bull (at The Spark and in the future)

Questions/Discussion:

- Vanessa: What are your thoughts on the banner because I am not sure how I feel about the background? How many do we want, two?
 - Nil: How much are they?
 - Vanessa: The cheaper ones are abroad but given our deadline I think we need to stick to a Vancouver company. Pac Blue gave me a quote for \$295. What would be a reasonable price range on a banner?
 - Nil: I think \$200 for the cheaper kind and \$300 for the next level up.
 - Jordan: Between the services we could arrange for a bulk order.
 - Vanessa: Would it be realistic to request banner designs in the next few days because we are trying to get these banners ready for Trek Calgary.
 - Thea: No, but we could order our banners and then coordinate for the other services separately.
 - Nil: In terms of the design, I am not sure. The one we have now is much cooler.
 - Vanessa: I will let Wendy know; I will tell her to replicate the old one and change the bottom portion. Should we order two?
 - Thea: I think we should two.
 - Nil: Order two if we get a discount, otherwise order one for now.

VI. Vice-President, External Affairs

None.

VII. Vice-President, Student Engagement

1. Misunderstanding between POITS and FinCom analyst; float money needs to be communicated and system needs to be put in place
2. Received an email today seeing whether or not the CUS wants to have a mobile app; Kreate is the name of the company
3. ISAS is doing their hiring; expecting an update in the coming week
4. CCP is spearheading Movember; potentially doing Urban Dash in February instead of March

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Questions/Discussion:

- Nil: How is HYGGE going?
 - Will: In the process of making the application. I need to post it in the CUSummer.

VIII. Administrative Director

1. Continuing to go through meetings and creating minutes
2. Starting to plan the CUS Service Council Retreat

Questions/Discussion:

- Braeden: What dates do you want me to research for possible locations for the Service Council Retreat?
 - Nil: One of the first few weeks of September.
 - Thea: 3rd week of September would be ideal.
 - Nil: 12th-14th would be the best weekend.
 - Braeden: Okay, thank you.

IX. Ombudsperson

1. Ombudsperson orientation coming up in Vancouver for all faculty ombudspersons
2. Looking to have a budget for candy that can be given out to people who visit the ombudsperson's office

E. Executive Business and Discussion

I. Strategy Consulting Initiative

1. Yong spoke with Nathan regarding the plan for the introduction of KPMG mentorship in conjunction with the current SCI program; Jordan is meeting with Yong in the next week
2. SCI will most likely present to the execs for Special Projects Funding

II. Sauder Business Review

1. Already have a faculty sponsor; looking for approximately \$7,000 an issue (bi-annually)
2. Nil has been in contact with them and suggested that they speak with Sauder to see how much they would be willing to fund; waiting for a reply

III. Chasing Sustainability

1. The conference is going to include Sustainability and Corporate Social Responsibility
2. Planning to be more interactive with workshops and removing the panel
3. Looking to move off campus in order to accommodate this change; as well as intending to make the conference bigger, thus needing a larger venue
4. Last year there were 106 people and this year they are aiming for 130; large monetary difference for a small increase in the amount of people attending the event
5. Wishing to add value through an extended networking session similar to Me Inc.

Questions/Discussion:

- Hannah: The one thing is that it is their conference, it is hard to say no to them going off campus.
 - Thea: But it was such a problem the year they went off campus. Last year it was not an issue, so why would we want to risk it being an issue again?
 - Hannah: What if it was the organizers that year?
 - Thea: No, they had great speakers and good marketing.
 - Hannah: Yeah, that is understandable but from their perspective.
 - Nil: The issue is that it will be \$8,000 more for 20 more people theoretically.
 - Hannah: I propose that they come into present for us and let them voice their ideas to the whole team.
 - Thea: I have no problem with that. I went last year and really enjoyed it but I would not have gone if it were downtown or cost more money. Additionally, sustainability is niche at Sauder; it is for people who have interests in incorporating sustainability into their jobs.
 - Hannah: Yes, I will bring them in.

IV. Me Inc. Banner

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1. They want a new banner but there was no banner approved in their budget; however their banner is broken
2. Budget Committee has approved \$200 allotted towards a new banner for Me Inc.

Questions/Discussion:

- Thea: Their banner was broken when we originally spoke with them; I can back that up on that one. It was lost in the whole SPF situation, but they said regardless of a remodeling, they needed a new banner.
 - Jordan: So, how much for the banner then?
 - Nil: \$200 I believe is what we discussed.

V. Ignite / Reveal Case Competition

1. Ignite is a mini Reveal Case Competition, but for High School students; set for mid-October
2. Ignite requested a lot of rooms for the competition; including all of Birmingham, CPA Hall for Lunch, HA 491/492 throughout the day, as well as HA 098 for five hours
3. Reveal wants January or November as the dates of their competition.
4. Reveal is requesting all the same rooms/spaces as Ignite but for an entire weekend

Questions/Discussion:

- Hannah: I can decline to provide them with some of those rooms, right? They are not CUS-affiliated.
 - Nil: You can offer classrooms and CPA Hall for lunch.
 - Hannah: They want it one Saturday in October. I told them that I do not want to give up Birmingham but will offer them classrooms.
 - Thea: I think that is fine. Let them know that we will not block the concierge from booking anything for you besides Birmingham and the rooms within.
 - Jordan: Birmingham is a study space.
 - Thea: Yes, make sure it is off the table because it is around midterms.
- Hannah: Reveal wants to host their case competition in either November or January.
 - Thea: We give NIBC a large monetary amount, why would we want to schedule something else on the same weekend as them in January.
 - Jordan: But who would miss NIBC for Reveal?
 - Thea: That is true. What does Reveal want?
 - Hannah: Basically everything that Ignite wants but for a full weekend.
 - Nil: Can they not book out somewhere else on campus?
 - Hannah: I think that is somewhat irrelevant, do we want to give them our space?
 - Jordan: I think we should cut down on some of their space because I do not think they host nearly enough students to take up as much space in Sauder as they currently do.
 - Will: I think the first thing is that November should not be given, not with presentations and finals.
 - Hannah: That will bring us to January. They also want an open space, so I could offer them the rooms on the 2nd floor. Based off of this, I think I know how to approach this, I just wanted your feedback.

F. Approval of Minutes

Moved: Jordan | Seconded: Hannah

2.

That the minutes from the June 2nd and June 9th Executive Council meetings be approved for public distribution.

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

G. Next Meeting

H. Adjournment

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3.

Moved: Hannah | Seconded: Thea

There being no further business, be it resolved that the meeting be adjourned at 10:00PM.

*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			
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)		
Braeden Elsaesser	Administrative Director/ Recording Secretary	X (Via Skype)		

Guests: Cole Leonoff