

Executive Council Meeting Minutes

Monday, September 15th, 2014 at 5:30 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.



commerce
undergraduate
society

A. Call to Order

The meeting was called to order at 5:38PM.

B. Amendments to and Adoption of the Agenda

Moved: Ben | Seconded: Jordan

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.

D. Professional Updates

I. President

1. IT Director interviews will be conducted on Thursday
2. Had a good conversation with Kellyanne about the PR position; discussed several ideas going forward
3. The retreat went well; looking for ways to reprimand those who backed out last minute
4. Will be attending the presidents meeting next week

II. Vice-President, Academic Affairs

1. CMP is currently hiring; need to meet this upcoming week
2. Met with Natalie last week; Class Liaison is looking good and will no longer write reference letters but instead take a page in the Cavalier thanking all the Class Liaisons
3. Met with JDC West; hiring ends tonight and they have their contract signed for the retreat
4. Worked with AVPA regarding consultations; as well as attended a faculty advisory meeting as a proxy for Nil

III. Vice-President, Finance

1. Expecting FinCom to start working soon on sending out actuals to services
2. Struggling to come up with a system that explains the finance procedure of the CUS because it is hard for some people to understand
3. Expecting to receive budget change requests from many services; reconsidering how to handle these in the future

IV. Vice-President, Internal Affairs

1. Fred has been doing a good job as he is on top of the room bookings; constructed a good system
2. Confirmed that we can receive the new SUB for free on March 19th; still looking at possible themes and will be confirming all the events for evaluations in the coming weeks
3. BusinessWeek is over now and will need to meet to debrief the event
4. Focusing Sustainability efforts on the conference; Holiday Inn on Broadway is a possible location

Questions/Discussion:

- Hannah: The Liu Institute on campus is booked for that date. They have also confirmed their keynote speaker who will be doing a TED talks the same week here in Vancouver. Therefore, it has to be this date.
 - Nil: They could potentially do it at the SRC here on campus.
 - Will: What about the First Nations Longhouse?
 - Nil: It does not have breakout rooms. It is alarming that they have waited this long to book a venue. The situation should have been handled better. The contract needs to be sent as soon as possible in order for their conference to run.
 - Hannah: I will relay the information to them.

Executive Council Meeting Minutes

Monday, September 15th, 2014 at 5:30 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.



commerce
undergraduate
society

V. Vice-President, Marketing and Communications

1. Still no agendas; supposed to have arrived today but now they are expected to come tomorrow
2. There are concerns about the Cavalier's first edition; no overarching theme and the layout is similar to last year even though it was decided that it would be changed this upcoming year

VI. Vice-President, External Affairs

1. Imprint received many applications for hiring; still working on conference dates due to Awards Night
2. NSCC is distributing an external package to other schools to attract external delegates
3. EMP is in need of a new banner for their events; lost their newer banner and their older banner is damaged
4. Spoke with CR today; in need of the CPA report immediately but have been unable to retrieve some of the evidence from last year's events and will need to revamp the logo page on the CUS

Questions/Discussion:

- Ben: Imprint is not keen on moving the date of their conference. I can understand it in a way but it would also make sense if they switched with Awards Night.
 - Nil: The concern is that Awards Night does not have the SUB on that date.
 - Hannah: Imprint would have to move to the 5th of March then, which is a huge jump in dates.
 - Nil: That would be bad, it is not Imprint's fault. If we were able to switch Awards Night and Imprint then that would be fine but moving from the 26th to the 5th of March is not reasonable.
- Thea: Have we checked that the whole week in the SUB is booked? Awards Night does not necessarily need to be on the 26th.
 - Hannah: We have not checked. Even then, is Imprint open to moving to the 19th?
 - Ben: They would rather not due to the Me Inc. conference being within a week of Imprint.
 - Will: We need to lay the groundwork for future years because this has happened in past years.
 - Jordan: They are selling to completely different target markets though.
 - Ben: Proceeding forward, would Claudia be open for the week of the 26th?
 - Hannah: If Imprint is fine with moving to the 19th then we could talk to the SUB about moving the date of Awards Night.
 - Ben: We just need to make sure that Awards Night can pivot then I will speak with Imprint because the actual act of moving the date is not that big of an issue.
- Thea: Was the banner that they lost the one that we budgeted for this summer?
 - Ben: I am not sure.
 - Nil: Respond to their email and ask them when they purchased the banner they lost.
- Thea: Has CR communicated how much the services received from Pitch Day?
 - Ben: Yes, I believe so.
 - Thea: Can we have a document, so we can know how much was allocated to each service?
 - Ben: Yes, I can get on that.

VII. Vice-President, Student Engagement

1. SoCo posted their advertisement for POITS and SoCo Does Kickball; the video is done extremely well
2. POITS first event was on Friday; was at capacity extremely early and will need to setup a system for the purchase of alcohol every two weeks
3. The first session of Zumba was today for Sauder Sports; Bootcamp and Yoga later this week
4. Spoke with CCP about Movember; they will booth for the event and there will be a shave-off party
5. Posting the HYGGE application form for the 1st years/mentees

VIII. Administrative Director

1. The retreat happened this weekend; everything has been completed except for the bus invoice which has just been received and needs to be paid
2. New focus will be on designing Service Council Hoodies
3. Continuing to complete meeting minutes, responding to emails, and periodically picking up the mail

IX. Ombudsperson

Executive Council Meeting Minutes

Monday, September 15th, 2014 at 5:30 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

1. Been having consultations; mainly with exchange students and transfer students
2. Spoke with Vanessa about Marketing; will be included in the CUSunday going forward to promote the position and what it entails
3. Already selected office hours; will be posting them in the CUSunday

E. Executive Business and Discussion

I. Elections Committee

1. Still referring that they are Co-Chairs even though this is not the case
2. Recently informed Thea that they cannot log onto their website even though it needs to be updated for the 1st year elections
3. There have been issues with the budget line items; pamphlets that were handed out were not approved in the budget
4. The emails that they have on their business cards have not been created and they also posted the non-existent emails on Facebook; concerned that people are trying to contact the non-existent email address
5. Cole reached out to set up a meeting to go over CUS policy but that never occurred and the facts stated by Tanvir and Tyler at the information session were wrong
6. In terms of marketing there have not been many updates including website and Facebook
7. They have not reached out to the AMS about Simply Voting; which is extremely important for the upcoming first year election

Moved: Thea | Seconded: Ben | Third: Jordan

2.

Motion to move in-camera.

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

Moved: Thea

3.

Motion to stay in-camera.

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

II. Holiday Party

1. There is a possibility for a December 1st Holiday Party; will work with the UGO to plan the event
2. Nil will keep everyone posted going forward on the possibility of the Holiday Party

III. Executive Office Hours

1. The Executives need to select office hours for the first semester that can be posted on the office doors

Questions/Discussion:

- Thea: Office hours do not necessarily work, could we not do a system where people request times to meet?
 - Will: We could cut down the time of office hours but I think it is beneficial to have some time in the office.
 - Jordan: How great of a value-add are the office hours?
 - Will: Well, office hours are not targeted for just the CUS service councillors; it is for all the undergraduates.
 - Ben: It is one of those things that we just have to do.
 - Thea: Maybe I didn't experience it last year because no one used my office hours and I was there a fair bit. I am not against having office hours but for them to be effective we need to actually be there and I do not have three hours in a week to just stay there.

Executive Council Meeting Minutes

Monday, September 15th, 2014 at 5:30 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.



commerce
undergraduate
society

- Will: We could definitely cut down the number of office hours we have currently.
- Nil: We reschedule office hours for every time, so do you want to try one hour for this term?
- Jordan: It is just hard because I do not like the structured time. I will definitely be in the office at least one hour per week but it could vary depending on the week.
- Nil: I understand three hours is a lot. We will try one hour a week for the Executives and I will have three hours of published office hours.

IV. Storage Door Code

1. It has come to Hannah's attention that many individuals have the storage door code even though it was changed last month to avoid this very problem

Questions/Discussion:

- Nil: Only service councillors get the code and no one else.
 - Hannah: I wrote up an agreement that they had to sign but people still passed on the code. Also, it is a mess now because people do not respect the space. I am at a point where only the executives should have the code and people need to schedule a time to pick things up.
 - Vanessa: That is more problem for us though.
 - Nil: I am not sure I want to go in the direction of excluding everyone.
 - Thea: The problem is how do we know who is giving away the code?
 - Hannah: Only 17 people besides us should know the code at this point because I have been keeping a list.
 - Nil: I just do not think it is a good idea that we would be the only ones who have the key. For one thing that is a large storage space and people use it all the time.
 - Hannah: Can we give it to select groups, for example Sauder Sports?
 - Will: The storage room is big in square feet but we need to be able to walk through it. It is terrible right now; I might go down and label space for different services and make sure that they keep their stuff in that space only.
 - Nil: I do not think that we should take away the storage room because that is a waste of space.
 - Hannah: I think I will let some of the services keep it and make others use the lockers.

V. Prospectus

1. Vanessa spoke with the company and they are unsure as to where the agendas are currently located; will find out where they are tomorrow morning and the company has promised to have them delivered in the morning
2. The company will reimburse the CUS for any agendas that are not given out

F. Approval of Minutes

G. Next Meeting

H. Adjournment

Moved: Ben | Seconded: Hannah

4.

There being no further business, be it resolved that the meeting be adjourned at 8:29PM.

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

Executive Council Meeting Minutes

Monday, September 15th, 2014 at 5:30 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		
Thea Simpson	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Ben Gardiner	Vice-President, External Affairs	X		
Jordan Hearne	Vice-President, Finance	X		
Hannah Vandenberg	Vice-President, Internal Affairs	X		
Vanessa Lau	Vice-President, Marketing and Communications	X		
William Pigott	Vice-President, Student Engagement	X		
Grace Kim	Ombudsperson	X		
Braeden Elsaesser	Administrative Director/ Recording Secretary	X		

Guests: Cole Leonoff