

# Executive Council Meeting Minutes

Wednesday, April 1<sup>st</sup>, 2015 at 7:30 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, Angela Li, at [angela.li@cus.ca](mailto:angela.li@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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## Attendance:

Name	Position	Present ("X")	Late ("X")	Proxy
Vanessa Lau	President (Chairperson)	X		
Vadim Chernenko	Vice-President, Academic Affairs (Vice-Chairperson)		X	
Amanroop Rosode	Vice-President, External Affairs	X		
Taylor Carter	Vice-President, Finance	X		
Frederick Wong	Vice-President, Internal Affairs	X		
Maddy Thenappan	Vice-President, Marketing and Communications	X		
Alexander Lee	Vice-President, Student Engagement	X		
Juvan Houang	Ombudsperson	X		
Angela Li	Administrative Director/ Recording Secretary	X		

Guests: Ryan Crasta, Jennifer Zhen, Daphne Tse, Adrian Francis, Leon Li

### A. Call to Order

*The meeting was called to order at 7:37.*

### B. Amendments to and Adoption of the Agenda

*Moved: Taylor | Seconded: Fred*

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

*In favour: 9  
Opposed: 0  
Abstentions: 0*

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*Motion Passed*

## C. Presentations to the Executive Council

### 1. UBC AIESEC (8:00PM) – Melody and Sandy

Q&A:

Q: What is AIESEC specifically?

A: It is a platform for youth professionals to develop by holding national conference.

Q: if it is such a great organization, why are there only 45 commerce students in the program?

A: All students in this program is committed day in and day out. It's almost like they are all exec.

Q: Why don't numbers and costs add up?

A: (explain the costs using the prepared excel sheet.)

Q: How did you get the funding number \$10,000 specifically? Where will the money go?

A: Cover mainly AV equipment and conference room cost.

Q: CUS adds value to commerce students. If we fund you like this, we are funding all of the students in the room, which are more than just commerce students. How is that reasonable?

A: Even though only 45 students go to the conference, this conference will affect 1500 CUS members. Besides, all commerce students have the option to go if they want to.

Q: Since AIESEC is a national conference. How much are other chapters contributing?

A: UBC is hosting the conference this year. Last year's host Rotman contributed \$10,000 to the conference. Others: white centre contributed \$5,000; CAP contributed \$10,000 last year.

Q: Is it because your chapter is still in early stage? Because of all your sponsors, only AIESEC sponsored. What would happen if we don't fund you?

A: Yes, we are at early stage. If we can't get funding from CUS, the local committee will cover half the cost while AIESEC Canada will cover the other half. We also have \$4000 we can use in the bank as of this moment.

Q: What if not all 45 students are going?

A: Everyone has the option of not going. However, it is almost confirmed that they are all going.

Q: What's the cost per head on each going CUS students if we fund you?

A: Count exchange students (80 students), \$89 per CUS student. Wish to integrate the exchange and the conference-going students together.

Q: Since it is a close conference for students in the organization, is it too late for most students to sign up?

A: Yes, it is late for most students. However, we are thinking of partnership with other school. We are also open to other organizations. New students that come in next year are allowed to join.

## D. Personal Updates

## E. Professional Updates

### I. President

- Meeting with Shannon every week. Want to take another exec to go with the president every time. So Shannon not only understands what is going on in CUS but also get to know how each individual portfolio is doing. Taylor wants to go next time.

- Crossover event with faculty members is on April 19<sup>th</sup>. Please keep the date open.

- Pancake event hold by UGO is next Wednesday, start at 8:30am. CUS will send out event invitation. Let Vanessa know if you want to help out, she will let UGO know.

- We are using a new Google drive doc. It would be easier for turnover next year. You should expect some invites soon.

- We launched the board video today! Like it! Share it! Comment it! Keep getting feedback. Use the summer to look at the system. Wish to have a bigger impact next year.

- Board meeting is next Monday, April 6 at 6pm. Mentorship program is presenting.

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- Last outgoing exec meeting is on Monday. Kim Lou Gave new invoice form Sauder summit. We are in awkward stage because we are in turnover, we don't know who is going to pay (either CUS pay or students pay). We need to make decision if we want to pay for it. There were 3 parties before, CUS, student, and the dean's office, but dean's office doesn't fund it anymore.
- We need to figure out our summer schedule: 2 board meetings and bi-weekly exec meetings.
- There is something wrong with CUS email. Emails got bounced. Need to make sure your services have the CUS emails. No CUS emails and personal emails get confused!

## II. Vice-President, Academic Affairs

- Clubs hiring. Need to get a HR specialist.
- Just talk to Class Liaison Director. Will meet again next week to talk about problems with program.
- CMP director plans are moving forward.
- JDC west promotion is doing so well.
- Sauder Business Review agreed to be CUS service, but they are still very independent.

## III. Vice-President, Finance

- Went through treasurer orientation. Got signing authority.
- Re-do budget template. This template will have better tracking system.
- Will give clearer instructions on reimbursements.

## IV. Vice-President, Internal Affairs

- Turnover is happening. Getting keys for people and getting keys back from people. Should be done around 1<sup>st</sup> week of exam period; if everything goes well. Keep the team posted.

## V. Vice-President, Marketing and Communications

- Lots of hiring going on right now. Will talk about CAP and Cavalier hiring later in the discussion.
- Filled yearbook position. No hiring Round 3. Portfolios are full.

## VI. Vice-President, External Affairs

- Me Inc. is hiring. I am sending information and managing relationship. Will have them write their goals.
- HR specialist is helping. For hiring, we need one exec or one board + service council member in the interview.

## VII. Vice-President, Student Engagement

- There is a new mentorship program. Half of the funding comes from the dean, want the other half from CUS. There is going to be a pod with everyone in it, including alumni. Alex suggested making it a CUS service. This will be their pilot year. UGO doesn't support. 56 student mentors for a team of 1-year students. All information will be presented to the Board on Monday. The goal of the program is to connect people. Students in this program will meet every week for an hour. For 1<sup>st</sup> years, they will learn from upper-year students; for supper year students, they will learn to teach and mentor others. They messaged all the board members to get their opinion. It is more like a "fun" thing; not fixed on academic.
- Met with Shannon last week and made plans for the future.
- Working with VP Marketing on 1<sup>st</sup> year handbook!

## VIII. Ombudsperson

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- After hiring up, people are asking for feedback. That's what I am doing.
- Transition in 2 weeks.

## F. Executive Business and Discussion

### I. Prospectus Options

Currently working with Calendar. However, there were logistic issues last year. They did really badly last year. Now we have another option: switch to Friesens. Melisa haven't sent us the quote, so we can't discuss budget right now. Just to introduce, with friesens, we can customize the inside; there are also more space to put stuff on. Past cost is \$14,000, and we order 2,000 every year.

### II. Information Technology Director term renewal

Right now our IT Director is Quinton Booher. Starting last year, we started to pay \$2500 to IT Director. There were many set ups and maintaining to do. The question right now is whether to renew him or rehire? Quinton is willing to renew his contract. However, he is not open to the idea of designing a new website. On the other hand, he is really good with email set up. He said it would be hard to find someone else. Note that Quinton is graduating this December. He will be working with Deloitte while working with us.

*Alex motion that Quinton still manage our emails, but we hiring someone else to do our website. Fred seconded.*

*In favour: 9*

*Opposed: 0*

*Abstentions: 0*

*Motion Passed.*

### III. Office supplies

We want to have a new fridge, new white board, paper, ink, lock cutters, and possibly a new couch.  
Google doc: fill in things we are missing, and put down suggestions.

### IV. AISEC discussions

- Want the number of benefit to student per head.
- Point of information: This year we have 45 students from CUS. Our students have also be funding by others when conferences occurred in other schools. So it is a mutual relationship. We can think of it like funding AIESEC for multiple years. Every school that is running is funding.
- There are problems with the way they display their information. We should give them another change to present, during which they should explain their budget more property. The \$10,000 funding is really arbitrary. They should make their budget sheet easier to read.
- Point of information: they got the template for their budget planning, so they are not going to change.
- They couldn't say what the money was for. Is our money really going into equipment and overhead?
- Point of information: Previous conferences are not in Vancouver, attendance were not so good. Therefore, the number of attendance they gave was too optimistic; this year we may not have a lot of people going.
- They don't have strong presents in CUS/Sauder. Don't like it that the conference is closed for AISEC members only; students have to pay for membership fee and conference fee to go the conference.
- Want to know how much we fund last year. Contingent funding based on past year.
- No reason to wait and get more information. We don't need to vote on it this meeting.
- Not funding AISEC, recommend students go through EXCO.

*Alex motion to hold off this discussion and the vote until more information from EXCO is obtained. Fred seconded.*

*In favour: 9*

*Opposed: 0*

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*Abstentions: 0*

*Motion Passed*

## V. HR Policy Review (Cavalier and CAP hiring)

*Fred motion the discussion be moved into in-camera due to the privacy of the people involved in the discussion, Vadim seconded.*

*In favour: 8*

*Opposed: 1*

*Abstentions: 0*

*Motion Passed*

*Vanessa motion that the discussion be moved out of in-camera, Alex seconded.*

*In favour: 8*

*Opposed: 1*

*Abstentions: 0*

*Motion Passed*

## I. Adjournment

*Moved: Alex | Seconded: Taylor*

*There being no further business, be it resolved that the meeting be adjourned at 9:45.*

*In favour: 9*

*Opposed: 0*

*Abstentions: 0*