

Executive Council Meeting Minutes

Saturday, May 2nd, 2015 at 3:00PM.

Henry Angus Building, 239C

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

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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 (Via Skype)		
Alexander Lee	Vice-President, Student Engagement			No Proxy
Juvan Houang	Ombudsperson	X (Via Skype)		
Angela Li	Administrative Director/ Recording Secretary	X		

Guests: Ryan, Raffles.

A. Call to Order

The meeting was called to order at 3PM.

B. Amendments to and Adoption of the Agenda

Moved: Fred | Seconded: Taylor

Be it resolved that the agenda be adopted as presented.

C. Presentations to the Executive

- I. None

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D. Personal Updates

E. Professional Updates

I. President

1. 7000 views on the president blog!
2. NIBC approached us for funding. They will come around July/August.
3. Almost done check-in with Exec.
4. Accountability report
 - a) Yuxi and Raffles will be looking over them too.
5. Use folders Vanessa set on the Google drive.
6. Doodle for the summer meeting time.
7. Yearbook will be hand out this month. If you get emails from students, let them know who will be in the office.
8. IT director
 - a) set up massive email. Exec should check your spam boxes.
 - b) Payment: 75% upfront in August.
9. Destination UBC. (dates!!). Maddy and Vadim present. Maddy make the PPT. Roop says yes.
10. AMS: meeting about orientations May 11th 3pm. Fred proxy.
11. Tuition increase phase 1 meeting. Vadim go to university budget meeting. Make sure student know basic knowledge.
12. First council meeting on May 13th 5pm. Roop proxy.
13. Committee to sit on in AMS. If you want to be nominated, let Vanessa know. There are a couple member at large seats.
14. SUB will be open this month.

II. Vice-President, Academic Affairs

1. JDC west hiring has been completed. There were some hard choices.
2. HR and marketing hiring.
3. Had VP academic meeting
 - a) Exam database is running. Having a hard time getting profs on board.
 - b) Academic survey results is coming out soon.
 - c) Flexible learning – instead of classroom, there are on-line and others.
4. Yajur is transitioning. Will have meeting this week to discuss what to accomplish this year.
5. Case Competition. Have new team. Bring back Sustainability Competition and Revamp website.
6. EXCO. Hired VP finance. No VP marketing. Will reopen September.
7. 18 people applied for Arc. Huge time discrepancy may affect funding.
 - a) Taylor: funding is based on actual expense and limitations.
 - b) Taylor: If they go after they graduate they are not getting funding.
 - c) Vanessa: last year we under budgeted for EXCO.
 - d) Vanessa: ARC did one in winter and one in summer. That might change thing.
8. VPA doesn't have many responsibilities. Thinking about things she can do over the summer.
 - a) Vanessa: she can proxy for meetings.

III. Vice-President, Finance

1. Fincom is done. 5 people are hired. Did training for the ones are in town. Will be skypeing with others.

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2. Email to service councils last time about training sessions (Tuesday and Wednesday), included budget template. Emphasis the importance of budgeting. Do research. Are they doing the same/differ? Budget may change.
 - a) Vanessa: if you know your directors are changing and adding, means budget should be different.
 3. Maddy: what's the deadline for budget?
 - a) Taylor: Fincome May 12th. First submission. 2-3 times before approve. Then Board meeting.
 - b) Taylor: right now we have surplus, we are doing purchases for Sauder.
 4. Inspiring things from last year. Refund from Rezgo. Get things figure out.
 5. Vanessa: less analyst.
 - a) Taylor: they will get notice.
 6. Vanessa: NSCC issue.
 - a) Taylor: get him know there is a cheque coming through.
 7. Office supplies. Going shopping on Tuesday morning.
 8. Budget committee first meeting: Will Pigott will send out the time via email.
 9. Policy committee: after summer. Vice Chair Raffles can take things on.
- IV. Vice-President, Internal Affairs
1. Sauder Unlimited – turnover event. May 30th.
 - a) Meeting with Shannon (UGO) every Friday for the past 3 weeks.
 - b) Workshops presenters are starting to put up their workshops.
 - c) Nice to have execs there, must not necessary everyone there.
 - d) Maddy: CAP forms
 1. Fred: using forms as Internet portal. Faculty can make their own websites. Same for Sauder unlimited. Workshop details, head shots... have been addressed.
 2. Summer office hours.
 - a) Vanessa: 1 hour a week. Will see how the document works out.
 3. Clubs review meeting will happen in May; will send emails soon and let people know what we are planning.
 4. Office keys. A while back on facebook posted. Requested keys for 239B. go keep up in bookstore. Doesn't work for 239B, but 239 works. Never send in request for 239B. Sig up for your keys.
 5. Lockers. Lockers were cut, tears were shed. Peter, Walter cut most of the locks. Thank him for his service.
 - a) Summer locker sales.
 - b) Vanessa: CUS Sunday to Maddy.
 6. Bizweek is fully hired. Next meeting May 21st.
 - a) Rachel past on questions: commerce week. More network opportunities.
 - b) Roop: sponsors, they only approach big through CRT.
 - c) CR breakfast: end of August.
 7. Elections committee is good. They are fully hired.
 8. Chasing sustainability merged with the MBA Conference.
 9. Awards night may have hired everyone.
 10. Business card designs will be work on with Maddy. For students; not CUS ones. Prices change on what we submit to them; depend on colors.
- V. Vice-President, Marketing and Communications

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1. 2 teams are full. 3 are not full, which are Yearbook Team, Sauder Squad, Cavalier. No need to worry. Materials set in the summer.
 2. Visual media had good turn out. Have video-grapher. Team is solid.
 - a) Summer: 2 video-grapher. This month and august no video-grapher. Talk to Alex.
 - b) Cut down budget from \$2000 to \$800.
 3. Yearbook hiring is low. 3 designer positions are not filled. But the director has designing skills, but she also has other things on the plates.
 4. Prospectus: change to Frisson's. Rulers have extra. Adjust Rulers in binding.
 5. CAP: round 2 hiring.
 6. Sauder squad: surprisingly well. 2 applicants for each. What to do this year: re-branding. Not just a marketing campaign but also to spirit other team and help other clubs booth. Now doing social media platform, online presence for Wally. Hiring two 1st year to boost up the spirit. Link to Sauder Sports. Give exam care package.
 - a) Maddy: Where is the custom?
 1. Taylor: Storage.
 2. Vanessa: we might need to get new suit. There were paint split on the old one.
 7. Cavalier: no one wants to do design work.
 8. One on one meetings discussing vision reports to see where they are now, what to do in the summer and over the year. Mission statement and vision statement.
 9. CUS Summer newsletter. Let Maddy know if you want to put things on there. As for social media posts, Jeniffer can handle them.
 10. Marketing apartment from faculty meeting. Admission department. Hiring, recruit, volunteers, integrate process.
 - a) Vanessa: Jeniffer will do the design. Think of timeline. Make sure events don't clash.
 - b) Vanessa: Informal photoshot exec and board in August.
- VI. Vice-President, External Affairs
1. Chasing sustainability: will provide more updates later. Will get more involved.
 2. CR direct team, 6 people.
 - a) CPA Contract is over. Get at least same amount of sponsorship as last year.
 - b) Prep 101. Get more money from them. They need us more than we need them. Discount for students.
 - c) Cards on discounts. Expand sponsors. Services: froyo, haircut, suits and ties.
 - d) Conferences finding venue. Not contingency. Clear relationship with 1-2 venues. Good for future years.
 3. No other companies that have reached us for partnership yet.
 4. Look at recruitment in big firms, get large firms sponsors.
 5. Vanessa: CR helping commerce week?
 - a) Roop: Will be helpful
 6. Meetings:
 - a) NSCC: awesome. Those 2 are phenomenal. Timeline and goals are very thorough. They understand issue in previous year. Instructions were bad because they approached late. Poor summer time meetings. Confident that they will deal with the issue. Give them autonomy.
 - b) Top 40: lot more hands on. Done interview. Cant decide which one. Marketing person dropped in mid November. Need help with sponsorship package, just to make it look nice. Will get timeline done by Tuesday.

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- c) Imprint: they are on top of stuff. One issue is that they want to do too much. Goal list were really long. Some stuff are not possible/unreasonable. Add a case competition. Could possibly grow to something bigger. They want to create sponsorship with airline. It's cool but really hard to get it. Should focus on the base stuff.
 - 1. Vanessa: presents to the exec. Have previous documents. Have them present to us before the events.
 - 2. Roop: They have rubric. So they know what we are looking for.
- d) Me inc meeting tomorrow.
- e) Taylor: Sponsorship clients in?
 - 1. Roop: Depends. NSCC: Early November. Need budget set. Should have 1 month of summer. The rest will be around September.

VII. Vice-President, Student Engagement

- 1. Videos are finished but short. Sounds can be better.
 - a) Welcome to sauder to release when he comes back. Exec will see it first.
 - b) Maddy: services have video production overlapping. Run through Maddy first.
 - c) Vanessa: invite people on the video production day. More man power.
 - d) Maddy: make more sense for CUS to do it.
 - e) CUS 101. Intro to Sauder.
- 2. Reaching Alex: Whatsapp or Imessage.
- 3. CCP: director is in China.
 - a) Vanessa: Confirm budgeting email.
- 4. SISA is looking for sponsorship. Interviews next week.
- 5. Points finish are budgeting.
- 6. Sauder Sports more events.
- 7. SOCO: little trouble hiring. Might release hiring again in September.
- 8. Health and wellness. Small team. Set for the year. On top of things.
- 9. Mentorship program have yet to hear back.
 - a) Shannon is not excessive. Shannon mentioned that she will have meeting to cut down to under 10k. she is on our side. She will be working heavily with them.
- 10. October fest with faculty.
- 11. Grad night: doing everything September. Know what they are doing.
- 12. Project: massive timeline. Shannon is in charge of every event in Sauder, Deans faculty and UGO.
 - a) Vanessa: is it different for Jeniffer's calendar?
 - 1. More for us. Get it done before first year handbook.
- 13. First year handbook by September.
- 14. Shannon: meeting once every 2 weeks. Want to involve with The Spark.
- 15. Commerce week: fun events. In the morning. Sauder sports.

VIII. Administrative Director

- 1. Remaining meeting minutes will be finished before the 7th.
- 2. 2 meeting minutes left
- 3. The recordings are easy to listen to. Thank everyone for talking loudly.

IX. Ombudsperson

- 1. Introducing myself. Go to events to meet people when I come back.
 - a) Vanessa: go around in The Spark.

F. Executive Business and Discussion

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- I. Sauder Building Space 9th Floor Usage
 1. Overall the meeting went pretty well.
 2. Would like to see more inter-faculty events.
 3. International students experiences are good. Our services keep in mind what they have good student experience.
 4. Weekly meeting with Shannon is a good help. Meeting with Kim in the Dean's Office. July 1st start.
 5. Verbal agreement that we wont have legal action. Have a separate meeting with building committee. We will talk about changes: clarification.
 6. Taylor: lots of misunderstanding that lead to the whole thing starting.
 7. Fred: submit to CUS, we filter through. They should have a faculty representative. Then concierge permission. Then faculty approval.
 - a) Prob: finding a faculty rep.
 8. Vanessa: more clarification. Need to be business professional event.
 9. Vadim: board meetings can use it? Or we don't have any changed.
 - a) Taylor: clarify and actually follow. If we do, it is selfish for us. Professional think that it is used for external delegate.
 - b) Vadim: should be more catered to students. Eg: CUS board of directors.
 - c) Fred: make more defined criteria.
 10. Vanessa: have a separate meeting before we go to the meeting. When we get there we have a strong argument. Run it by Shannon before.
- II. HR Summer Projects (Facilitated by Raffles Koh)
 1. Went well:
 - a) 800-900 applications.
 - b) Make sure everyone stays in the loop.
 - c) Performance issue: be proactive. Tell HR specialist beforehand.
 - d) Weekly contact with HR specialist. Do exec want to read reports?
 1. Vanessa: good to know stats. If you keep track, that would be perfect.
 2. Vadim: yes yes yes. For critical incident report.
 2. Confirm projects for HR:
 - a) MBO Workshops
 - b) Surveys feedback...
 - c) Vanessa: use google form. If they need help, they fill out the form.
- III. Quarterly Performance Review – Vanessa
 1. Attendance (15%)
 2. Professionalism (15%)
 3. Contribution to the Team (10%)
 4. Executive Duties and Portfolio Health (25%)
 5. Service Rating (10%)
 6. Go public? Awards night: executive of the year. Board member of the year.
 7. Once every 2 months. Starting September.
 8. Board exec retreat in September. Workshops. (things doing well, need to improve on)
 9. HR will provide similar document for the president. End of this month.
- IV. Website Redesign
 1. Website redesign committee. Maddy- chair. Alex. Vanessa. Fred. Ryan showed interests.
 2. Taylor: you need to have a specific designer.

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3. Taylor Budget for website redesign.
- V. Bizweek Booting (Estimated cost & budgeting)
 1. Sent the budget in email: bizweek budget, bizweek item sources.
 2. Last year was first time CUS have representative booting. Letter head CUS. Huge booth. First year survival guide.
 - a) Vanessa: make sure get it in time.
 - b) Vanessa: Make sure elections are also booting.
 3. Vanessa: Can we add one more swag item?
 - a) Taylor: yes. More number of swags?
 - b) Maddy: The spark have swag bags.
 - c) Other swags: Sunglasses. USBs. Water bottles. Mason jars.
 - d) Roop: more on exciting stuff than just pens.
- VI. The First Year Survival Guide – Reviewing Quotes
- VII. Updating Printing and Paper Quality for the Cavalier
 1. Decision on paper qualities.
- VIII. Summer Expectations – Vanessa
 1. Physically be at meeting
 - a) Will still be chairing the meeting
 2. Don't text or be distracted if someone is speaking over skype.
 3. 48 hour responses
 - a) Always reply. Check spam.
 4. Board meetings are MANDATORY.
 - a) Dates will be sets way before hand.
 5. Detailed, informative, and relevant reports.
 6. If you say you are gonna do it – do it!
 - a) Accountability. Don't let your team down.

G. Approval of Minutes

Moved: Fred | Seconded: Taylor

That the minutes from the Executive Council meeting be approved for public distribution.

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

H. Next Meeting

I. Adjournment

Moved: Fred | Seconded: Roop

There being no further business, be it resolved that the meeting be adjourned at 5:59PM.

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