

Executive Council Meeting Minutes

Sunday, May 31st, 2015 at 2:00 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, Angela Li, at 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 (Via Skype)		
Vadim Chernenko	Vice-President, Academic Affairs (Vice-Chairperson)			Si Jia
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		

A. Call to Order

The meeting was called to order at 2:03 PM.

B. Amendments to and Adoption of the Agenda

Moved: Fred | Seconded: Alex

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

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D. Personal Updates

E. Professional Updates

I. President

1. Communication issues with Raffles. Will be meeting by-weekly with him this summer.
2. Heard amazing things about Sauder Unlimited.
3. Yuxi is traveling. Will have her update the current website.
4. Website committee meeting is tonight.
5. Board meeting is the start of June. It's important that everyone be there.
6. Building User Committee meeting minutes are summary by Vadim. Everyone needs to read it.
7. Reading everyone's accountability report. Please follow up with Vanessa.
8. Reading everyone's feedback for the quarterly review.
9. Will have in-camera meetings for Execs and Board Members.
10. Looking for re-treat location with Angela. Will also have mini-day re-treat when Vanessa is back.

II. Vice-President, Academic Affairs

1. JDC West is on last day of hiring.
2. Class Liaison: online training.
3. EXCO: not much going on.
4. Case competition: budgeting.
5. Commerce Mentorship Program: budgeting.

III. Vice-President, Finance

1. Budgeting is going on. Will be sending out budget summary tonight.
2. NSCC, bizweek is still working on budget. Everyone else's is great.
3. Bin in the office: execs sign meeting minutes or reimbursement memo.
4. Met with Sauder Mentorship Program:
 1. will be focused on teams;
 2. will be holding events every month;
 3. Dean agreed to pay for half;
 4. will do training in Sauder.
5. Vanessa: people can picking up yearbooks (for sale for \$10) on Sundays.

IV. Vice-President, Internal Affairs

1. Sauder Unlimited was yesterday.
2. Sauder events team proposed to have events calendar by June 20th.
 1. Vanessa: Maddy is preparing for one.
3. Clubs Review Committee process is happening. We have all the documents ready. The committee is meeting next Saturday, the presentation is on Sunday.

V. Vice-President, Marketing and Communications

1. Destination UBC. Good talk with parents. Good talk with 1st years.
2. Update on social media over the summer.
3. Cavalier had first meeting last week.
4. Have some concern with Sauder Squad. Working on the costume.
5. Vanessa: are you sending out the ppt from Sauder Unlimited for everyone?
 1. Fred: we will be putting them on the Sauder Unlimited website. Some workshops have hand-outs, we will put them up on the website as well.
6. Put CUS Award Winners on the website to show more recognition. Suggested by Michelle Watson.

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7. CUSunday spam is not to be worried anymore.
- VI. Vice-President, External Affairs
 1. Working with Beat Your Course instead of Prep 101. They have better materials and better feedback.
 2. Got feedback with CPA.
 1. CR: Busy with pitch day. Will be reviewing presentation. Only team that won't be presenting is Imprint.
 3. Working with a suit company.
 4. Building relationship with venue managers.
 5. NSCC: did great; they are on schedule.
 6. Top 40: make sure they talk to Taylor before they do anything.
 7. Vanessa: when are you meeting with Jas?
 1. Will meet as soon as the report is done. Will meet in the next 2 weeks.
 8. Taylor: Me Inc. is over budgeting by a lot. Tamar is helping them with getting Ellen. But we want to be reasonable. Keep other options open.
- VII. Vice-President, Student Engagement
 1. Health and Wellness hired half of the team. They did a really good job.
 2. Got questions from services about pitch day.
 3. Mentorship Program: can meet up with them and talk more.
 4. Faculty Cup: want Sauder people to get more engaged. We can introduce them in our marketing resources.
 5. Sauder Unlimited was great. Shannon said we can put PPT online.
 6. Welcome video is finally finished. Shannon loved it. (Exec played the video in the meeting, everyone clapped and said "good job".)
 7. Vanessa: have you met anyone from Kin-week or E-week?
 1. No. Will set up meeting with them to bounce ideas about Commerce Week.
 2. Roop: we need to open ourselves more; close the gap between students and faculty.
 8. Faculty Cup sponsorship. \$250 for name on t-shirt, or \$500 for title sponsorship.
 9. Stickers: are getting things in the mail.
 10. First-year handbook: in progress.
- VIII. Administrative Director
 1. Minutes are on the way.
- IX. Ombudsperson
 1. None.

F. Executive Business and Discussion

- I. New wally the bull costume (cost review) - Maddy
 1. \$5,000 with a fan inside. Everything come together is \$6,000.
 2. We can spray paint the old one, or use elbow patch. If we can't make it look better, we will buy the new suit.
- II. Revised budget for the Cavalier & budget consideration for the first year guide - Maddy
 1. Melissa can't get us discount. We are continuing conversation with her.
 2. 300 instead of 400 copies. \$4.78 per copy.
- III. CUS Bizweek booth finalization - Maddy
 1. (Excel update)
- IV. The website redesign (a general update) - Maddy
 1. June 3rd: finalize. If anyone have feedback, let Maddy know before June 3rd.
 2. End of August: up online

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3. Payment: \$450; or hourly base fee: \$31.
- V. Sauder Unlimited overview and results – Fred
 1. Attendance was good (80 people). People were happy. Food was good.
 2. Will send feedback form tomorrow.
 1. Vanessa: give exec a presentation on the feedback
- VI. Discussion on expenses from Sauder Unlimited –Fred
 1. Food: breakfast + lunch: most of the cost went to faculty. We will pay \$730.
 2. Yoga instructor: \$100.
 1. Taylor: It's best if the school pay the instructor and we pay the school.
 3. Total cost: \$830.
 4. Vanessa: is there anything bad that happened?
 1. A charger was lost but then found.
 2. One workshop went overtime by half an hour. But people were interested.
- VII. Concierge beverage service proposal – Fred
 1. Procedure: take out a cart, bring to event and return. Charge exact what they consumed. This way we keep the money within Sauder.
 2. Payment: for services, they will just charge from CUS.
- VIII. Jackets (CUS and JDCW) - Alex
 1. North Face jackets.
 2. All depend on what model we want.
 3. We can get a discount.
 4. Name on sleeves.
 5. Get them by the end of the summer.
 6. CUS T-shirts:
 1. \$8-9 if we want.
 2. They are plain white simple t-shirt.
 3. We can get t-shirts for students. But execs don't need them.
 4. Company: Get Bold.
 5. The Spark is also giving out t-shirt. We can use the same company.
 6. Order 60-70 t-shirts. Not massive.
- IX. Motion to pay Quinton Booher \$817.31 for the remaining portion of the honorarium for serving as CUS IT Director for the year 2014-2015
 1. *Moved: Fred | Seconded: Roop*
- X. Motion to pay Quinton \$180.75 for the remaining 75% of the honorarium for serving as CUS IT Director for the year 2015-2016
 1. *Moved: Fred | Seconded: Alex*
- XI. Reimburse Frederick Wong for the purchase of a Mac to HDMI converter for CUS Exec and BoD use - Fred

G. Approval of Minutes

Moved: Taylor | Seconded: Roop

That the minutes from the May 2nd Executive Council meeting be approved for public distribution.

In favour: all

Opposed: none

Abstentions: none

...the motion carries.

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Moved: Taylor | Seconded: Roop

That the minutes from the May 17th Executive Council meeting be approved for public distribution.

In favour: all

Opposed: none

Abstentions: none

...the motion carries.

H. Next Meeting

June 14th, 2:00 PM

I. Adjournment

Moved: Taylor | Seconded: Roop

There being no further business, be it resolved that the meeting be adjourned at 3:58 P.M.

In favour: all

Opposed: none

Abstentions: none

...the motion carries.