

Executive Council Meeting Minutes

Tuesday, September 22th, 2015 at 6 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		
Vadim Chernenko	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Amanroop Rosode	Vice-President, External Affairs			Ryan Crasta
Taylor Carter	Vice-President, Finance	X		
Frederick Wong	Vice-President, Internal Affairs	X		
Maddy Thenappan	Vice-President, Marketing and Communications			Jennifer Zhen
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 6:02PM.

B. Amendments to and Adoption of the Agenda

Moved: Fred | Seconded: Vadim

Be it resolved that the agenda be adopted as presented.

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

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C. Presentations to the Executive

I. Faculty Cup

i. Presentation Brief:

1. The Event

- a. 3 venues, 12 faculties, 320 competitors, 350+ festival goers
- b. January 29th (Friday), 2016
- c. Tournament geared to building faculty pride through non-traditional sports
- d. Festival centred on getting students active and getting campus excited about the tournament
- e. After Party at The Pit

2. The Tournament

- a. 2:00 – Registration
- b. 2:30 – Opening Ceremony
- c. 3:00 – Tournament Begins
- d. 7:30 - Closing Ceremony
- e. 9:00 – After Party

3. Festival

- a. 10:00 – 3:00pm in the Nest
- b. Free yoga and Zumba lessons as well as drop-in rock climbing
- c. Workshops on healthy living and performances by students
- d. Outdoor food truck festival
- e. Various activities including a mechanical bull
- f. Booths by active living groups from around campus

4. Sponsorship

- a. Discount proportional to sponsorship
 - i. 10% off base-price for every \$100
- b. Logo on out website, participant t-shirts, and the Ceremonies
- c. Contributions go towards subsidizing faculty-related costs
 - i. T-shirts
 - ii. Ticket price
 - iii. Marketing
- d. Last year Sauder funded: \$350. Looking for the same amount of funding this year.

ii. Q&A:

1. How many teams did you have?

- a. Last year we had 12 teams. This year we plan to have 16 to 18 teams. This year, the sign up time will be in October instead of in December.

2. Alex: how was the sign up system last year?

- a. Student signed up individually. We may do team creation.

3. Vanessa: last year, some students emailed me because they did not know when, where and who to communicate. How are you going to resolve the issue this year?

- a. Last year was a test. Now we are starting 4 months earlier. All the

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communications have been set. All the processes are in place. Our website will answer student questions. There will be representatives from each faculty that students can contact. We will also have team captains that meet once a month.

4. Vadim: How do you choose the faculty representatives?
 - a. Most of them are sports representatives. We have put information on our website.
5. Alex: how many people per faculty are you looking for?
 - a. 40 people per faculty.
6. Alex: when will your website launch?
 - a. It will launch on Oct 15.
7. Vanessa: how are you selling your tickets?
 - a. Sell through REC. Students can also get tickets on our website.
8. Vanessa: is the festival and competition on one day?
 - a. Yes, they are in the same day.
9. Vanessa: how are you planning to market the events. Some students don't know what it is.
 - a. Summer: rebranding.
 - b. Our marketing budget is 5 times bigger than last year.
 - c. We will have marketing campaigns. The first campaign will be a competitive based talk about competing sports. Images and videos and on sports on campus will be shown. The second marketing campaign on festival will be in January. That one will focus on mental health.
10. Vanessa: will you be boothing? Do faculties need to booth to support wellness?
 - a. We are planning floor plan. Email will be sent by the end of month. Sauder sports will absolutely booth.
11. Vadim: How do you count points and determine which team/faculty wins?
 - a. We will have a finalized points system. We will compare the average between 3 teams and the team with the highest average wins.
12. Vanessa: Are you the liaison between faculties and the Faculty Cup committee?
 - a. I will be the liaison for Commerce.
13. Vanessa: How much funding are you looking for?
 - a. \$350.

D. Executive Business and Discussion

- I. Faculty Cup
 - i. It is reasonable. We should fund them the \$350 they are asking for.
- II. Garbage Management
 - i. Fred: we cannot use the garbage in the louche anymore. I will email people to figure out why.
 - ii. Jen: the coffee machine also need fixing.
 1. Fred: people come in to check it every once in a while.
- III. AMS tutoring

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- i. Twice a week. Wednesday and Thursday 3-7pm.
- IV. Retreat
 - i. Vanessa read over the itinerary.

E. Personal Updates

F. Professional Updates

- I. President
 - 1. Invited by the Dean to attend the Advisory board lunch on Thursday. People who are going are: me Taylor, Alex, Adrian, people from Biz China and some COMM 101 TA.
 - 2. CUS check in with the UGO. All execs are invited to this monthly check-in. I will receive the agenda beforehand; based on agenda, I will invite executives. The meetings will be the first Monday of each month from 4pm to 5pm. It will start on Oct 5th. Meetings might get cancelled if there is nothing to talk.
 - 3. VP Marketing hiring is this Sunday. We got 5 applicants. Hiring committee, please send your opinion by 8pm today.
 - 4. Website redesign.
 - 1. They have a wire frame and a general idea. They have mocked it up. I will show it at the next board meeting. We will talk about website launch timeline. The hard launch will be in January. December is when most of the work will happen.
 - 2. We may train certain individuals in the CUS on managing the new website. Website committee will also play a huge role in managing the website. VP Marketing, AVPM and myself will keep working on this.
 - 3. There are a lot of content creation that we need to do ourselves. They only make customized templates. We would need to load documents ourselves. We will ask if they have service to do that; we would be interested in knowing that. I think it is reasonable to outsource the work.
 - 5. Retreat. Exec workshop need to get done by Friday morning.
 - 1. 5 workshops in total.
 - 1. People want a team building workshop; they also want hands on and interactive.
 - 2. I want value added workshops.
 - 3. We will share best practises between service councils. They can explain how they do things and ask questions about others. It will be a around table discussion.
 - 2. BYOB
- II. Vice-President, Academic Affairs
 - 1. CMP: hiring academic consultant for COMM 290 and COMM 295. They are preparing lecture notes.
 - 2. Case competition: Workshop this Saturday. They are hiring Corporate Director.
 - 3. Class Liaison Director is doing well on his position. He is planning to hand out gift cards to class liaisons.
 - 4. JDC west hiring athletics. They are struggling with girls. Social team is doing great. Trial was great. They got 25 applications. They are starting on Debate Team. No HR present. Too much in short time. Talking with raffles.

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5. Tutoring: didn't happen this week, because there is a room booking issue. 491 or 192 are not good. They are sending a new request. They are considering using CUS Boardroom on Wednesdays and Thursdays.
- III. Vice-President, Finance
1. Got the budget from AMS. I will have 2 weeks to get it done and put it on the CUS website.
 2. Kin Lo altered ways to pay for international case competition. The school will send us invoices and we will pay.
 3. Meeting with Goldman.
 4. Advisory meeting.
 5. Fincom: we are giving them lockers.
 6. Club subsidy. Some clubs are not responding to emails; therefore, they may not be able to get their money in time.
 7. Coop refund will be given out as one group at the end of year. They will get \$100 back. They need to apply for it. They will go through financial reimbursement.
- IV. Vice-President, Internal Affairs
1. AVPI cut a locker because that person put a lock on a locker that does not belong to him.
 2. Peter should get the office key. He will need to pick up business cards.
 1. Vanessa: the design is on hold till the new VP Marketing is hired.
 3. Room booking are happening.
 4. Elections: info session. We had a full house.
 1. Vadim: we need to make sure the role clarity.
 2. Fred: meeting with people individually. We need to make sure that the candidates know the role and their limitations.
 3. Vanessa: invite first years to events!
 4. Booking CPA Hall. We want to be democratic and transparent.
 5. Awards Night. They need clarification on some things. The email to the AMS on room booking was bounced between 4 people. Hopefully this will be sort out by the end of the week.
 1. Vanessa: board and executives will evaluate services. The conversation last year was vague. This year we will make sure clarity is achieved.
 2. Alex: evaluation form was incomplete.
 6. Sustainability: catch up on biz week.
 7. Biz week: give them some breathing room before they start to be busy again.
 1. Vanessa: they need to start facilitating feedback from. They will need to give a debrief presentation to the Executives.
 2. Ryan: will the Business Week and Commerce Week have the same team?
 3. Vanessa: Same team.
 4. Vanessa: a lot of companies are interested in Commerce Week because it will be recruitment season.
- V. Vice-President, Marketing and Communications
1. Cavalier: team meeting next week. Posting for staff writers and sponsorship
 1. Alex: cheaper locally made.
 2. Visual Media: they are doing headshots.
 3. Wally the Bull: posting for Creative Directors and Wallybees.
 4. CAP: rebrand. They got 65 applications. Their website looks good. They are getting in touch with Peter to get bigger rooms.
 1. Vanessa: Peter cut CAP lock and they don't know where their things are.
 2. Fred: they are in the storage room. If people ask, we will give them access. Try to keep people out.

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5. AVPM: pushing social media. Update are coming along.
- VI. Vice-President, External Affairs
 1. I spoke with each of the services and they seem fine.
 2. EMP is happy with the new price they will be charging for admission (it was initially higher and then I spoke with Taylor to decrease it slightly).
 3. NSCC is going well. They have confirmed workshops from Deloitte and McKinsey and ten reps each (above what they had last year, 0 McKinsey reps). They are still looking for speakers as both Cameron Bailey and Dom Barton are unavailable; so they are speaking with the assistant dean.
 4. Imprint is also doing well. They are going through with their contract with Marriot and have confirmed the VP Marketing for Artizia and someone from L'Oreal as speakers. They will also have two local individuals give prior conference workshops.
 5. Top40 is going well, they are currently trying to confirm Nolan Watson as keynote. I have not received an update.
 6. Me Inc is also currently looking for speakers that fit their budget.
 7. I have not spoken to Chasing Sustainability but I will soon.
 8. CR team people have been busy with accounting recruit but I will be meeting with them tomorrow to discuss things moving forward.
- VII. Vice-President, Student Engagement
 1. HEWE: Team is good. Events are great.
 2. Sauder Sport will go on a hike on Sunday.
 3. SISA's rebranding was good. They had Amazing Race. Their little book on Vancouver was awesome.
 4. Meeting with Shannon to talk about student engagements and student activities.
 5. Please keep the office clean.
 6. Sauder video. Adrian and I are writing the script.
 7. The last POITS was a lot of fun. We had people line up outside Sauder. The team talked about logistic; we want to get beer faster.
 8. Connected is hiring every soon.
 9. First year committee.
 1. Alex: it will happen after election.
 2. Vadim: 1st year rep can be the head of the committee.
 3. Alex: I would like to see them getting involved.
 4. Fred: first year reps don't have formalized roles, but we can have them sit on committees.
- VIII. Administrative Director
 1. RETREAT! Sent out email with itinerary, packing list, etc.
 2. Preparing room assignment, things to buy for evening event (bonfire) and help preparing workshop materials.
 3. Itinerary decision
 4. Party Well will come present in the next meeting.
- IX. Ombudsperson
 1. Office hours this week: Monday and Tuesday at 4pm.

G. Approval of Minutes

H. Next Meeting

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I. Adjournment

Moved: Ryan | Seconded: Fred

There being no further business, be it resolved that the meeting be adjourned at 7:52PM.

In favour: all

Opposed: none

Abstentions: none

...the motion carries.