

# Executive Council Meeting Minutes

Tuesday, November 17<sup>th</sup>, 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](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 (6:33)	
Amanroop Rosode	Vice-President, External Affairs	X		
Taylor Carter	Vice-President, Finance	X		
Frederick Wong	Vice-President, Internal Affairs	X		
Jennifer Zhen	Vice-President, Marketing and Communications	X		
Alexander Lee	Vice-President, Student Engagement	X		
Juvan Houang	Ombudsperson		X (6:01)	
Angela Li	Administrative Director/ Recording Secretary	X		

Guests: Katherine Pan, Rita Kim

### A. Call to Order

*The meeting was called to order at 6:00PM.*

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

*Moved: Taylor | Seconded: Fred*

*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. Personal Updates

## D. Professional Updates

### I. President

1. Performance review emails will be sent out. The general email will be sent out tonight, the personal emails will be sent out this week.
2. Talked to Pam in UGO, and explained the NSCC situation. The Dean from another university wanted to talk to our Dean because 2 teams dropped out of the NSCC competition, however, NSCC didn't communicated the change to other universities. The reason was that NSCC still wanted to add value to people that are still in the conference. It's good that we didn't let the Dean know directly, but instead talked to a middle man first. Pam is currently passing this information on to Katrina.

### II. Vice-President, Academic Affairs

1. JDC West issue will be discussed.
2. CCC event is this Friday.
3. CMP final exam reviews will start in the next 2 weeks. They are waiting for rooms to be confirmed. They need a webcam and a microphone.
4. Sauder Biz Review will present their plans and their new budget to the Executives next week.
5. We will get the AMS Tutor report some time in December.

### III. Vice-President, Finance

1. SPF: got all the things signed tonight. People will be paid this week.
2. One of the SEC speakers was upset on getting cheques. After we sent the forms to the AMS, the AMS sent out one cheque right away, the other one was sent a week later.
3. NSCC people need refund because of problems in Rezgo. All competitors were charged only half of what they were supposed to. SOCO set the duration for the wrong amount.
  1. Vanessa: can we train the Finance analyst to do it?
  2. Fred and Taylor: that would not be possible.
  3. Taylor: can we deactivate all the Rezgo account? It should all be funnelled through Internal – Fred or Peter.
  4. Alex: I am okay with that. I will let my services know.
  5. Roop: don't de-active NSCC's account yet.
  6. Vanessa: Executives, please give your services a heads up. We will also send out an email to let them know that their accounts will be deleted.
4. Processing everything. Some people have been losing their receipts. It will take longer for those people.

### IV. Vice-President, Internal Affairs

1. Commerce Week planning is happening. I will have them present to the Executives and Board after it is finished.
2. Elections does not have a lot going on right now. One thing we need to note is that we need to have one election before Reading Break.
3. Sustainability presentation is today.
4. Awards Night presented to the Board last weekend.
  1. Vanessa: they are missing some clubs. I sent them a full list of clubs.
  2. Vanessa: we will discuss the Awards Evaluation Committee in Policy Committee meeting.
5. There was broken glass in the storage room. Storage room's password has been changed.
  1. Alex: Make sure who you give the password to is very selective.

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6. Ombudsperson situation: We can appoint interim Ombudsperson as long as we have a majority vote from the Board. We can have the interim up till the election. That election must be held within 30 days of the previous ombudsperson leaving the position. We would just have ombudsperson turnover earlier.
  1. Or, the current Ombudsperson can keep her position until the election.
- V. Vice-President, Marketing and Communications
  1. Cavalier: sent Executives the final document on Slack. The issue will come out next week. It will be online as well.
  2. Yearbook has not replied back on the cover yet.
  3. Visual Media is doing headshots this week. Photowalk is also happening. They are really busy this week.
  4. CAP: Michelle is meeting with UGO on the slides. She hasn't sent me the final slides yet.
  5. Sauder Squad: #SquadGoals. People have to direct message their photos to Wally on Facebook. However, our account for Wally was suspended on Facebook. Since we created the whole event using Wally, the whole event is now gone.
    1. Vanessa: can you use the Facebook page instead?
    2. Jen: There was one page created from 3 page ago. We may be able to use that one.
    3. Vanessa: have you emailed Facebook yet?
    4. Jen: We have emailed Facebook already and is waiting for their reply.
    5. Jen: due to this situation, we may push back deadline for sending the photos.
  6. AVPM: we are including a lot of social media updates on Facebook. We have *Men-crush Monday, Women-crush Wednesday, and Throwback Thursday*. We will give 5 days to the CUS around 2 weeks from now. We have an event first. Then we will highlight riddles in Sauder, which give clues to the prizes. All the clues are going to come from Facebook, Twitter and other social media platform; prizes would be shown on Instagram. For prizes, we are thinking of Sauder merchandize, candies, gift cards, etc. Multiple people can win. They will get something like a coupon and then they can redeem their prizes. We will be taking photos when they redeem their prizes. We are open for suggestions on prizes.
    1. Vanessa it's a cool way to give back to the students.
    2. Taylor: you should propose a budget.
- VI. Vice-President, External Affairs
  1. CR Team: CFA is interested in Me Inc. we sent them the package and the Me Inc stuff. We recommend bothing.
    1. Vanessa: were they interested in Commerce Week?
    2. Roop: I don't have enough information for Commerce Week yet. But I can see them being interested in it.
  2. NSCC is this Friday. Ticket sells are good.
    1. Jen: how much did they spent on the video?
    2. Roop: I'm not sure.
  3. Me Inc
    1. Vanessa: Have they been successful on the workshops?
    2. Roop: there were one logistic issue. But mostly things were good.
- VII. Vice-President, Student Engagement
  1. Connected had their mentor training. It went really well.
  2. SOCO has slow response on getting student numbers.
    1. Vanessa: a lot of people are selling their tickets; is that a issue?
    2. Alex: That shouldn't be an issue
  3. POITS this Friday.

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4. Sauder Sports: payment for dodge ball.
- VIII. Administrative Director
  1. Finished last week's Executives and Board Meeting minutes.
- IX. Ombudsperson
  1. Followed up on the student that were having issues on COMM 390.
  2. A person complained on a COMM 395 professor.
  3. Some clubs asked VP Finance to cc them in the invoice emails.

## E. Presentations to the Executive

- I. Chasing Sustainability
  - i. Presentation Brief:
    1. Vision
    2. Attendance
    3. Feedback
  - ii. Q&A:
    1. Vanessa: did you limit people from going to workshops?
      - a. The breakout for workshops were 30/30/40.
    2. Vanessa: Is there anything you want to highlight from your report?
      - a. We already covered most of them in our presentation.
      - b. The report would be good for next year's team.
    3. Vadim: did you get feedback from the professionals that attended?
      - a. 3 of the professionals were really into the conference. They provided a lot of feedbacks.
      - b. We have also contacted our own speakers and got feedbacks.
    4. Vadim: would you recommend changing workshops for next year? Or would you keep them the same?
      - a. We want to appeal to a broad spectrum of people. We want to keep the large range of workshops open. We may keep the less popular workshops in smaller rooms.
    5. Taylor: do you have cash from ticket sells that need to be handled?
      - a. The cash is in the locker right now, I can hand it over.
    6. Jen: your marketing was done really well. However, the title of your conference was not on your Facebook page's cover photo. For next year, you should include that. Overall, the marketing was amazing.
    7. Vanessa: this year's conference was really good, I heard nothing but good things on the conference. Try your best to transition the next team. Give them recommendation on the venues that you have worked with.
- II. Top 40 Under 40
  - i. Presentation
  - ii. Q&A:
    1. Vadim: do you pay for the keynote speakers?
      - a. No we don't.
    2. Vanessa: how did you select the speakers?

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- a. By recommendation.
3. Vanessa: what are some things that you have done well that led you to have such good attendance?
  - a. Maintain contact. We sent them initial email in the summer, got their bio 2 months before the event, sent the parking info of the hotel 2 weeks before, and got their personal information on the day of.
4. Alex: as a delegate, I feel like this is probably one of the best networking events.

## F. Executive Business and Discussion

### I. JDC West In-camera Discussion

#### i. *Moved: Taylor | Seconded: Roop*

*Be it resolved that the discussion be moved in-camera.*

*Motivation: the discussion relates to the dismissal of a team member in JDC West.*

*In favour: all*

*Opposed: none*

*Abstentions: none*

*...the motion carries.*

## G. Approval of Minutes

## H. Next Meeting

## I. Adjournment

*There being no further business, be it resolved that the meeting be adjourned at 8:58PM.*