



Executive Council Meeting

Scheduled Time: 12 PM, April 14, 2017 | Location: Henry Angus 239C/CUS Board Room

Open to the General Membership of the Society Unless Otherwise Deemed In-Camera

Note: presentations and/or proposed motions should be requested to be included on the agenda at least three (3) days in advance of a meeting by contacting the Administrative Director, Natalie Yu, at n.yu@hotmail.ca– materials received past this point may be considered for the subsequent meeting’s agenda at the Administrative Director’s discretion.

Attendance:

| Name | Position | Present ("X") | Late ("X") | Proxy |
|----------------|---|------------------|---------------|-------|
| Daphne Tse | President (Chairperson) | x | | |
| Sapnil Mohanty | Vice-President, Academic Affairs (Vice-Chairperson) | x | | |
| Stanley Yu | Vice-President, External Affairs | x | | |
| Andrew Choi | Vice-President, Finance | x | | |
| Phoebe Wong | Vice-President, Internal Affairs | x | | |
| Evan Zhou | Vice-President, Marketing and Communications | x | | |
| Chris Bolton | Vice-President, Student Engagement | x | | |
| Maddie Zapach | Ombudsperson | | | |
| Natalie Yu | Administrative Director/ Recording Secretary | x | | |

Guests:

A. Call to Order

The meeting was called to order at 12:13 PM.

B. Amendments to and Adoption of the Agenda

Moved: Daphne | Seconded: Phoebe

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 Council**D. Personal Updates****E. Professional Updates****I. President**

1. Connected review with Chris
2. UBC Welcomes You - working on presentation with Sarnil and Chris
3. Compiling accountability reports from BOD
4. Appointment of new responsibilities for Board Members
 - i. Connect year reps with one exec portfolio, decrease focus on passion projects: gain more insight on exec matters and CUS as a whole
 - ii. Determine goals for Year Reps within portfolios: they will assist with overall strategy, not operations. Year reps will not serve as additional associates.
5. Improve FB presence: develop unified voice when promoting other portfolios events/ service hiring
6. Proposal: Implement AGM in September to teach students about CUS
 - i. Success of Town Hall (April 28th) to be factored in

II. Vice-President, Academic Affairs

1. All service chairs have been hired
 - i. EXCO finished hiring, opening up another round in September. JDC done first round.
 - ii. CCC hiring in progress
2. First BCOM Governance meeting earlier on in this month
3. Attended Faculty Caucus on April 10th

III. Vice-President, Finance

1. Official AMS fiscal year turnover on May 1st, Andrew is currently acting as 2016/17 VPF
2. Portfolio update: met with finance commission and AVPF - briefed on expectations, team norms and arranged 1 on 1's to determine personal goals
3. Currently processing reimbursements from prior year
 - i. Official AMS report on April 30th will determine new deficit and the appropriate cuts will be made
4. Prospectus: budget needed approval, total cuts of \$6,000 made
 - i. Net expenses now \$25,000: rulers were eliminated to lower costs and budget has accounted for inflation

- II. Vice-President, Internal Affairs
 - 1. Service hiring:
 - i. Elections and Bizweek finished, Sustainability in process
 - ii. Awards Night chairpersons hired and currently hiring executives
 - 2. Portfolio update: AVPI transitioning, 1 on 1's with chairs conducted to discuss goals, visions and expectations
 - i. Introducing portfolio socials every month to build team culture
 - 3. CUS Office lock: in discussion with Sauder admin regarding padlock or card scanner
 - i. See "B. Executive Business and Discussion"
 - 4. Sauder business cards terminated due to new licensing policies
- III. Vice-President, Marketing and Communications
 - 1. Met with Assistant Branding and Communications Director to discuss new licensing policies
 - i. Sauder and UBC logo cannot be used without permission
 - 2. Service hiring:
 - i. VM finished hiring and Cavalier will reopen hiring at the end of April
 - ii. Yearbook and Prospectus are considering hiring a non-Sauder student
 - a. See "B. Executive Business and Discussion" for decision
 - iii. CAP hiring in process
 - 3. Held 1 on 1's with chairs and re-evaluating social media channels usage (Twitter and Instagram)
- IV. Vice-President, External Affairs
 - 1. Conferences: T40U40 on hiatus, Me Inc. also in consideration
 - i. Low turnout for Me Inc. chair applications
 - 2. Service hiring:
 - i. NSCC and Imprint currently interviewing
 - ii. EMP will begin hiring later this month
 - 3. Currently planning Commerce Community Breakfast and CPA/ Big 4 Pitch with CR Director
 - i. Met with Jennifer W. from CPA - CPA pitch in discussion
 - ii. Proposal: include other services from other portfolios who may also benefit
 - 4. Portfolio update: Scheduling 1 on 1's, CR Director and Managers hired
- V. Vice-President, Student Engagement
 - 1. Connected Service Review: report finished
 - 2. Sauder Unlimited (May 6) with Phoebe and Ryan
 - 3. Service hiring: some are finished, some still in process
 - 4. Terminations of Social Committee (SOCO)
 - 5. Hosting Town Hall on April 28th 10AM:
 - i. Invite BOD members
 - ii. "All portfolio meeting": all SE services will meet and outline the vision for student engagement, discuss their role within UBC as a whole
 - iii. Consideration: conducting a similar event for External and Marketing
 - 6. Focusing on role as VPSE, looking at strategy, researching SE
 - Working with Cassie and Lauren (UGO Student Engagement officers)
 - 7. Spark: increase CUS involvement with the event

VI. Administrative Director

VII. Ombudsperson

B. Executive Business and Discussion

I. Office Use

1. Daphne: What do we want the office usage to be like?
 - a. Space for Board and Execs to develop relationship
 - i. Current situation: inappropriate usage, unauthorized access (non-CUS individuals), too loud for work, messy, disorganized
2. Daphne: Do we want the office to be a place for work or socializing?
 - a. Strictly for work: Needed for confidential exec matters – non-exec should not be present
 - i. Find alternative meeting spaces for 1 on 1's
 - ii. Office hours are supposed to be conducted during the year by execs
 - iii. Concern: Lower amount of non-exec members entering contradicts culture of approachability
 - iv. Proposal: Develop explicit rules for office usage including limit printing, outside entry, inappropriate usage of office space (ie. maintain cleanliness, professionalism)
 1. Print out a set of rules/ instructions to be displayed on the door for public to direct them to necessary resources
 2. Executives have priority but everyone should maintain volume control and cleanliness
 - v. Proposal: 24h limit for storage of CUS services resources/ materials
 1. Hold people accountable by implementing tagging system
 - vi. Proposal: Share Ombuds office space between Maddie and Andrew
 1. Printer in exec office needed for reimbursements, invoices, etc
 - a. Would require the purchase of an additional printer for Ombuds office
 - b. Give Andrew an additional key to Ombuds as an alternative space to work
3. When will we be cleaning the office and lounge?
 - a. Phoebe: Scheduled tentatively for April 24th and/ or April 28th after 4pm, depending on availability
 - i. May require additional days if we don't finish
 - ii. Proposal: Keep an inventory of supplies as we clean
 1. Will be maintained by Natalie

II. Office Lock

1. Do board members get keys/access to the office?
 - a. If yes, establish clear rules: strictly for work
 - b. They are welcome to enter, however, keys provide too much freedom
 - i. Concern: abuse of privilege
 - c. Execs must enforce rules of the office space
 - d. Counterintuitive to work on including BOD more on exec matters but exclude them from CUS office spaces
2. Are we changing the lock system to a new lock and key, padlock, or card scanner?
 - a. New lock and key will eventually result in the same issue now
 - i. Concern: too many people who are not current CUS executives have the key, mainly from prior years
 - b. Keypad issues: people may leak/ share the code with non-CUS, lounge visitors may view the code as execs enter
 - i. Building admin is advocating for keypad
 - c. Scanner: quote requested last week by Phoebe
 - i. Deadline: if scanner not confirmed by Mid-may, keypad will be used instead

Vote conducted to determine implementing a keypad or card scanner system.

The Executive Council will commit to implementing a card scanner lock system for the CUS Executive office. In the event that this plan is no longer feasible, a keypad system will be used instead.

- III. Termination of Business Cards
1. Situation: Due to licensing policies, the Sauder logo can no longer be featured on CUS Business Cards
 2. Concern: Without the Sauder logo, there's little incentive for students to purchase

Vote conducted to determine keeping or terminating CUS Business Card Printing service.

The Executive Council has approved the termination of the CUS Business Card Printing service.

- IV. Housekeeping
1. Cleaning office: date set at April 24th and 28th
 - i. More dates will be added as needed
- V. Accountability Reports
1. Daphne sent drafts out, to be discussed in BOD meeting
 2. Deadline for submission May 1st, will be published on CUS website
- VI. Sauder Unlimited
1. Budget: UGO providing \$4,000 for food, if CUS covers additional costs
 - i. CUS budget confirmed at \$850
 2. Branding: Evan will develop a logo for event
 - i. Website active in a few weeks: blogs.ubc.ca/unlimitedtest
 - ii. Consideration: name and rebranding
- VII. Service Review
1. Develop official process for hiring service chairs
- VIII. Yearbook and Prospectus
1. Hiring of non-Sauder student: Prospectus is the sole Yearbook for faculties on campus, candidate is qualified
 - 2.

Motion: Be it resolved that the Executive Council approves Yearbook and Prospectus' request of the hiring of a non-Sauder student.

Moved: Daphne | Seconded by Stanley

All in favour
Opposed: none
Abstentions: none
...the motion carries.

- IX. NSCC and Retreat Budgeting
1. Bonding/training retreat: should retreats be accepted in budgets?
 - i. Will require pitch/ proposal by Katherine at future exec meeting
 - ii. Concern: Not feasible for all services to have retreats as part of their budget - how do we selectively approve certain conferences
 - a. Sets precedent for future
- X. CPA Pitch Updates
1. Scheduled for June 7th: invite services and conferences to pitch for monetary sponsorship
 - i. Extend past only external conferences - all portfolios should reach out to their services as long as they can benefit from going

- ii. Proposal: Send out mass email inviting CUS services
 - a. Conduct screening of pitches to decide who will have the opportunity
 - b. Develop form to ensure services' values align with CPA: invitations given based on VPX, CR director, and board member's discretion

C. Approval of Minutes

Moved: _____ / Seconded: _____

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

In favour: _____
Opposed: _____
Abstentions: _____
...the motion _____.

D. Next Meeting

TBD - Start of May

E. Adjournment

Moved: Daphne | Seconded: Stanley

There being no further business, be it resolved that the meeting be adjourned at 1:53.

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