



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 6 PM, August 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](mailto: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: Julyna Jadulang , Kelvin Tsai

**A. Call to Order**

*The meeting was called to order at 6:10PM.*

**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. Went to AMS meeting with Sarnil and Simran
2. Meeting with Natalie, Pam, Lauren regarding SPF on Friday
3. Reached out to AVPS for 1on1s
4. CUS Internal Newsletter: encourage everyone to fill it out, including AVPS. Possibility of sending the newsletter to service chairs in addition to current subscribers.
5. All VP's should know their specific policies well
6. Will email services about video conference regarding budgets

II. Vice-President, Academic Affairs

1. BCOM governance starting soon: will address student's concerns regarding BTM
2. Class liaison: collecting responses from survey
3. Coordinating with AMS tutoring for plans in upcoming year. Will meet with Evan to discuss marketing.
4. Meeting with Galen to hear plans about CLC and CMP
5. 1on1's with services this week: JDC completed interviewing round this week

III. Vice-President, Finance

1. Training session with analysts completed
2. Finished meeting with Finance Office at AMS: discussed budget and methods of tracking throughout the year
3. Talked to Chantelle about Andrew's resignation approaching in August. Chantelle will follow up with Andrew later on about her decision about possibly transitioning to VPF.
  1. Daphne: when will finance commission find out?
    1. After Chantelle's decision. Board members also need to be informed.
  2. Will leave guides on how to complete VPF responsibilities to assist in smooth transition
  3. Evan: Andrew, Daphne, and I will meet to discuss how we will release the news of Andrew's resignation

- IV. Vice-President, Internal Affairs
  - 1. BizWeek needs to hear back from budget committee
  - 2. We do not currently have access to Showpass: this is concerning for ticket sales and locker rentals
  - 3. Booking procedures updated, will formalize with Nicole and HR
  - 4. Commerce Day planning will begin soon
  
- V. Vice-President, Marketing and Communications
  - 1. Snapchat takeover currently going on: so far we've had lots of different people ask us questions
  - 2. Planning BizWeek and Public Relations
  
- VI. Vice-President, External Affairs
  - 1. 1on1s with services: Imprint, EMP, NSCC
    - 1. EMP emails fixed
    - 2. EMP would still like to do a video in the upcoming school year
    - 3. Imprint: may need to rehire a VP Marketing, Stanley will talk to Annie, Cobie, and Julyna
      - 1. Evan: will they still be okay with marketing for BizWeek?
      - 2. Yes, she will still continue on with her responsibilities
  - 2. CR Forum: invites sent out to all CUS execs, services, clubs
    - 1. Keynote speaker confirmed, forum will include 2-3 workshops. Looking for more workshop presenters who have strong sponsorship knowledge.
  - 3. Submitted proposal to CPABC, currently waiting on response. Jennifer will look over terms.
  - 4. CR Managers will be helping Maggie acquire swag for First Year Survival Package
  - 5. Budget: when budgeting for CPABC, it was budgeted under CR portfolio. Realistically, it should be a revenue line for each service although it is currently documented as \$7,000 revenue for CR.
    - 1. Andrew: as long as the CR team does not go over budget, that money can be used for other services.
    - 2. Stanley: I did not expense \$4,000 for CR.
  
- VII. Vice-President, Student Engagement
  - 1. Working on first year survival guide with Maggie and Renzelle, it will be printed soon
  - 2. Finance: need to buy CUS Survey Prizes, CUS Coffee Chats
  - 3. Grad night, HeWe hiring in September
  - 4. HeWe needs to get their contract signed with supplier. Actuals from last year were greater than their approved budget.
    - 1. How should we move forward from this issue? HeWe was up front with the problem and brought it to Chris.
    - 2. This is why we have a safety buffer. Final round of budgeting this year was quite stringent and we have a greater buffer than originally anticipated. Depending on how much over budget they were, we can try to accommodate them to the best of our abilities. It sounds like they have negotiated well.
    - 3. Chris: I would be willing to reallocate some of my portfolio's budget to one of my services.
    - 4. In the past, VPF has not accurately tracked services expenses throughout the year. We will be working on fixing this issue.

5. If other services are in the same position, they should notify their financial analyst and explain their reasons why. If it is a significant overage, it should be brought forward to the VPF and exec council to discuss whether this overage is still worthwhile or of value to the student body.

1. Andrew should be notified of how far they are over budget.

5. Ski trip contract signed

#### VIII. Administrative Director

1. SPF working group: Daphne and Angela are involved. This working group will be looking at restructuring the SPF application process.
  1. Phoebe: what about conference affiliation?
  2. Daphne: this takes priority as this could affect the idea of conference affiliation.
2. CUS Lounge redesign: Kelvin, Maggie, and Natalie will be working on updating the CUS lounge. Reached out to Renzelle as well to see if she wants to participate.
3. Introducing action items at the end of each meeting

#### IX. Ombudsperson

##### 1. **Executive Business and Discussion**

###### I. CUS Survey 2017

1. In September, a CUS survey will be conducted. It will cover how Chris will operate as VPSE, how CUS should operate. This info could be useful for SPF fund.
2. Survey will include a personal information, questions on CUS mission, additional comments
3. Stanley: can other people outside of your portfolio also be included?
  1. Yes. Will be in contact with Stanley.
4. Evan: To ensure people fill it out, we could make students fill out the survey in order to receive their Prospectus

###### II. AMS Tutoring logistics

1. Tutoring coordinator will be using whiteboard to inform students which services are being offered. He is looking for a place to store it, is CUS exec office okay?
2. Phoebe: No, that is how the office becomes misused
3. Should it go in the storage room?
  1. Yes, talk to Chris
  2. Chris: my concern is that it is already quite full. How large is the whiteboard? Please send a photo of it.
4. Doesn't AMS tutoring have their own office?
  1. No, there is no place to store it when they move around campus
5. Sapnil: can I do a recurring room booking for AMS tutoring?
  1. Phoebe: yes, it will go to Kelvin

###### III. CUS fee refunds for Exchange students

1. Student inquired about not paying CUS fee as he is away on exchange and will not be benefiting from our services while he's gone.
2. There is no precedent for this matter. We have never refunded people's CUS fees because they're on exchange
3. Daphne: legally we need to allow them to be refunded
4. Andrew: this is charged on SSC and we cannot refund them
5. Phoebe: I think it'd be easier if they didn't pay it at all

6. Andrew: it would be better if UBC didn't charge him
7. Chris: I believe you have to go through AMS VP Academic
  1. Daphne: Daniel has resigned but there is a person in his place
8. We do not have the means to directly tell UBC to waive the fees
  1. Sarnil will bring it up in his next meeting with Jacob
9. Andrew will inform him that he does not need to pay but also that we do not know how to go about waiving the fee.

IV. Service of CUS logo

1. The logo will be on promotional materials so that people understand that the services are a part of the CUS
2. Our current logo is simpler but the new logo is more informative.
3. Andrew: it is important that there is no ambiguity. A plain logo can be confusing and text clearly cements the fact that they are in service of CUS.
4. Daphne: I agree, many people do not understand the difference between conferences, clubs, and services. This will help people distinguish.
5. Sarnil: where else would people use our regular logo? I believe that having our logo beside the services logo will cement the fact that they are under CUS' responsibility.
  1. BCC does
6. Stanley: my concern is that people may view it as a tagline
7. Chris: I agree with Sarnil but I do see both sides
8. Evan will enforce that services must include the CUS logo on promotional materials. If they fail to do so, we will use a 3 strike system and after 3, they will not have access to our marketing resources.
  1. This should be brought up to board and policy.

Vote to see if people want to change the current CUS logo that affiliated services use

*In favour: one  
 Opposed: four  
 Abstentions: one  
 The motion does not carry.*

V. AVP External

1. The title of Corporate Relations Director leads to confusion as many people do not know which portfolio he is in. He also helps out in duties beyond corporate relations so the name can be misleading.
2. Julyna: when we hire for the next year, we will need to make a new job description

Motion to change the title "Corporate Relations Director" to "Associate VP External"

Moved: Stanley | Seconded: Phoebe

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

**G. Approval of Minutes**

*Moved: Chris | Seconded: Stanley*

*That the minutes from the July 31 Executive Council meeting be approved for public distribution.*

*In favour: all  
 Opposed: none*

*Abstentions: none  
...the motion carries.*

**H. Next Meeting**

**I. Adjournment**

*Moved: Stanley | Seconded: Sapnil*

*There being no further business, be it resolved that the meeting be adjourned at 8:01PM.*

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