



Executive Council Meeting

Scheduled Time: 6:00 PM, July 17, 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		Chantelle Fromager
Phoebe Wong	Vice-President, Internal Affairs	X		Albert Cherng
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: Maggie Yip, Erwin Hsiung, Victor Yap, Mani Sekhon, Cobie Damsel

A. Call to Order

The meeting was called to order at 6:03PM.

B. Amendments to and Adoption of the Agenda

*Moved: Stanley | Seconded: Evan
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

1. AMS VP Admin - Pooja Bhatti (6:15PM)
 1. VP Admin Responsibility to support AMS constituencies
 2. CUS operates differently than other undergrads as we have a BOD who is elected by the student body, who then appoints an executive council. Other undergraduate societies vote in their executive council
 3. Wants to better the relationship between the constituencies and the AMS; in the past, this relationship has been neglected as they were more focussed on the AMS
 4. Pooja is our point of contact for all AMS matters
 5. Many people do not understand how the constituencies work in cohesion with the AMS.
 - a. Pooja will be creating a Constituency Handbook for us to refer to
 6. Presidents Council recently approved by the AMS: will be chaired by AMS president and one other executive. Will include all of the Presidents from the constituencies to provide an opportunity for the presidents to address the issues on behalf of their faculty
 - a. Difficulties in understanding what different clubs need so this will serve as a "focus group"
 - b. Committee was formed last year to create recommendations to support the relationship between AMS and their constituencies. These recommendations will be implemented this year.
 - c. Pooja is not responsible for the Blue and Gold societies. Her role is more focussed on how the constituencies will function and how to improve our performance in our roles.
 - d. Daphne: what can your portfolio provide for the CUS specifically?
 1. Working on engaging with other societies, sustainability, the Nest, constituencies
 2. She is our main point of contact and can help us with resources for events or other initiatives and bookings
 7. Daphne: we are not using RezGo anymore, did the shut down of that system happen recently? Also, were services notified that these changes were happening?
 - a. We are switching to ShowPass. It is actually under the VPF's portfolio. Pooja will contact the VPF and give us the answer.
2. CUS Sustainability - Rebranding (6:50PM)
 1. Sustainability incorporates three components: environmental, economical, social. These values have not been represented in the current logo design. It only represents environmental and lacks cohesion.

2. New logo: leaf represents environmental, hand represents social, buildings represent economical
 1. As a whole, it presents the message that all the components are working together interdependently. It also represents the landscape of Vancouver with the land, the sea, and the mountains.
 2. Presented new logo with 3 different colour palettes
 3. The colours are representative of their current sustainability logo, the city of Vancouver, and CUS
 4. Timeline: finalize logo alterations (July 31), Finish logos/ videos for launch and social media with banner and stickers printed (August)
 5. Suggestions: make the thumb look more realistic and leaf more “leaf-like”
 1. Choose the simpler design to prevent it from looking like a badge.
 2. Judy: is it okay to have it all one colour and blue, not green?
 1. Yes, it’s fine to keep it minimal
 2. Conceptually it is a very good idea however the execution could be better

D. Personal Updates

E. Professional Updates

I. President

1. Completed weekly 1on1s
2. Met with Lauren and BCC
3. Dean’s Excellence Fund: \$50,000
4. Met with Andrew and Kin to discuss the funding of case competition
 - a. Recently, we have been funding $\frac{2}{3}$ of the cost of case competitions, however with the addition of the Dean’s Excellence Fund, they will contribute more and we are back to funding $\frac{1}{3}$ of the cost
 - b. Our funding that we saved from case comps will go towards Spark. The total amount of funding does not change but rather we are reallocating some of the money that was previously case comps to the Spark
 - a. Funding goes into accommodation, transportation, etc
5. Budget committee meeting happened
6. HR: Board members will now have job descriptions to give them a better idea of their role’s responsibilities
7. Evan: regarding the new funding for Spark, is this on top of SPF and does the Spark need to come in to present?
 - a. Daphne: No and this does not include SPF
8. Evan: what recognition do we get from Sauder for our funding?
 - a. Daphne will ask Kin

Motion to move Conference Affiliation into Discussion

Moved: Daphne | Seconded: Stanley

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

- II. Vice-President, Academic Affairs
 - 1. CMP: met with Galen and Aaron regarding rebranding and decided not to change the name, but they will be redesigning the logo and website
 - a. Evan is on board with the redesign
 - b. Discussed hiring timeline and goals for the year
 - 2. Met with Lauren and Aaron to discuss SparkChats
 - a. Academic month in November: wanted ideas on how to help out and to have a student's perspective on the initiative
 - b. Daphne: Cassie and Lauren are our main point of contact. Can help remove barriers, championing new ideas (will pass on ideas to dean's office), coaching, bridging gap between Dean and CUS
 - 3. Met with Evan to discuss CCC and CMP: CCC will not be rebranding
 - 4. Signed contract with AMS tutoring: will track how the service operates this year and will decide if it should be continued in the future
 - 5. Met with ExCo, JDC
 - 6. Class Liaison was delayed but the survey will be sent out soon for early feedback

Motion to add CMP rebrand design to discussion

Moved: Evan | Seconded: Stanley

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

- III. Vice-President, Finance
 - 1. FinCom analysts having training Thursday on reimbursements and invoices
 - 2. Final budget round occurred: Chantelle and Stanley will work together to implement mandatory changes
- IV. Vice-President, Internal Affairs
 - 1. CUS exec office: Lock has been installed and programmed
 - 2. BizWeek is appealing their budget feedback
 - 3. Currently, CUS has no access to RezGo and people cannot buy lockers
 - 4. Working on updating booking forms and system with Nicole
 - 5. Awards Night has sent out Hours Tracking Log
- V. Vice-President, Marketing and Communications
 - 1. Worked with sustainability on rebranding
 - 2. Facebook campaign about CUS services launched
 - 3. Survival guide deadline is coming up this Sunday
 - 4. Public Relations: CUS snapchat takeover ready and CUS website is being updated
 - 5. Cavalier is updating to be more like the Dailyhive
 - 6. Summer Exploration: this week was with Iris and next week will be with Renzelle
 - 7. Meeting with Artona to update contract and figure out grad photos
 - 8. Sapnil: is it good timing to do the Summer Service Feature now with so many people being away?
 - a. Evan: if we did it later, it would interfere with CUS Snapchat Takeover
 - b. Sapnil: if the services are not active right now, is it beneficial? Should this be moved to September?
 - c. Will be discussed later, it's a possibility to conduct it a second time
- VI. Vice-President, External Affairs
 - 1. Met 1 on 1 with daphne

2. CPAPitch: they are contacting services now regarding if they received sponsorship or not
3. CR Breakfast: planning is going well, going for a tour of the hotel soon
 - a. Reached out to services to figure out which sponsors to invite
 - b. Will contact VPs with the services who have not responded
 - c. Budget approved. Mani is speaking to Bonnie to get some alumni out to the CR breakfast
4. Albert will be doing Sponsorship, Stanley will be more focused on CR Breakfast
5. Sponsor reached out hoping to get advertising in Yearbook, Stanley connected them with Iris
6. NSCC: got final case competition sponsor secured, will reach out to talk about budget
 - a. Katherine is requesting funding for NSCC emails or have the NSCC CR team to have cus emails
 - b. Discuss this with the IT team
 - c. Evan: should we make a service cus email for each service (ie. nsc@cus.ca)?
 - a. It's being used by the service's president and they would rather have a name attached to the email (ie. Katherine.pan@nsc.ca)

VII. Vice-President, Student Engagement

1. SparkChats: met with Lauren. With the different themes, HeWe will help with Health and Wellness, CUS will do involvement, and FYC will be predominantly leading this initiative in general
 - a. They will receive training and mentoring from UGO
2. SISA will be involved with JumpStart
3. CUS coffee chats is being worked on by Maggie and Erwin
4. Policy committee: creating document, will share with the group soon
 - a. Will have 2 meetings for policy committee in fall, 2 in Winter

VIII. Administrative Director

IX. Ombudsperson

F. Executive Business and Discussion

1. Kite SPF Decision
 1. Requesting the most amount of funding from CUS: looking to have ~50% of their expenses covered by the CUS although the conference is only expecting to have 20% of guests from CUS
 2. Saprnil: their timeline is too tight and it will be tough to have everything ready in time for the conference
 3. Daphne: I do not think we should fund them, even with contingencies in place. From our event planning experience, it is clear that their logistics plan is infeasible.
 4. There are other projects more worthwhile for us to put SPF towards

Motion to not grant Kite Vancouver SPF funding

Motion: Daphne | Seconded: Stanley

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

2. Communication between Services and Executive Council

1. There's a disconnect between a service and a VP from a different portfolio

2. Solution: CC Chris in communications between other VP's and engagement services - this extends to all of the other portfolios as well
 - a. Try to provide clear instructions to conduct matters effectively
3. Sapnil: also sees the communication gap when he is not CC'd then hears things in exec meetings that were not discussed before
4. Evan: try to let services know they should cc the appropriate people in their responses
5. Daphne: when you meet up with your services, check in with the chairs to make sure that they understand that their VP needs to be kept in the loop. There is a lot of room for improvement in terms of communication. CUS is a service-oriented organization and if we do not support them accordingly, they are unable to fully succeed. By the end of the year, our processes should be tailored to put services first.
6. Evan: ensure that FinCom analysts CC the appropriate VP when contacting that portfolio's services

3. Budget Committee Final Round

1. Many of the services took the revisions as stated. Some of them sent in appeal documents to address their concerns and believed the reasoning was unfair.
2. NSCC, JDC, Yearbook and Prospectus, Imprint require additional attention in budgeting
 - a. Proposal: budget committee members will sit down with chairs to go through their budgets and find areas to cut, line by line
 - b. Daphne: this must take place before the next BOD meeting. Another point that was brought up in discussion with Andrew – as JDC is such a large service it does not make sense for them to keep going through CUS Finance commission to be reimbursed. Something to consider is transitioning them into an AMS club where they will be better supported.
 1. Stanley: If they are granted affiliation, is it okay if they only have commerce students as members?
 2. Daphne: technically you can put certain restrictions for membership
 3. Sapnil: wasn't considering making them an AMS affiliated club but just their own independent club within the CUS. This is something that could occur in the future, it is not feasible to do this year.

4. Conference Affiliation

1. Proposal by Daphne: create "Conference Affiliation" which will parallel Clubs Affiliation
 - a. Ex. if a conference is consistently granted SPF 3 years in a row, the following years there will be part of the budget guaranteed to them next year
 - b. We would also conduct pre-conference and post-conference reviews
2. Stanley: will it be conducted on rolling-basis?
 - a. No, the clubs with conference affiliation will receive it at the beginning of the next year
3. Chris: Increases transparency, helps with turnover. Working out the details will be interesting, perhaps FinCom can work on this and create a proposal for implementation
4. Daphne: Kin mentioned wanting consistency in funding, as conferences begin to expect a certain amount. It does not make sense for them to continuously present each year when they already know they'll receive funding. We could determine their funding by taking into consideration past years and also, if they require more than given, they can apply for SPF.
5. Sapnil: if they receive conference affiliation, do they still need to present each year?
 - a. Daphne: they would come in once in the summer so they are able to plan accordingly
 - b. Sapnil: will we be able to accurately assess the success of the conference so early on in the year?
 - i. Daphne: yes, the post and pre-conference presentations will help us make our decision

- c. Evan: is it feasible for all conferences to present in the summer? Will they have everything prepared by then?
 - i. Daphne: by using an SPF tracker, we could decide an appropriate amount
 - d. Stanley: this is concerning for new conferences as only repeated conferences will be able to get Conference Affiliation.
 - e. Daphne: based off of past years, precedents have already been set where many conferences are basically guaranteed funding
 - i. Stanley: it seems unfair for services who come later after this budgeting process because they will not have the opportunity to receive this funding
5. CMP Rebranding
- 1. CMP originally wanted to rebrand as “mentorship” does not truly reflect their services. Changing their name would limit future expansion of services. And so, they will be only changing their logo and website instead.
 - a. Galen will be coming in to present on this

G. Approval of Minutes

Moved: Daphne | Seconded: Stanley

That the minutes from the July 3, 2017 Executive Council meeting be approved for public distribution.

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

H. Next Meeting

I. Adjournment

Moved: Stanley | Seconded: Daphne

There being no further business, be it resolved that the meeting be adjourned at 8:31PM.

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