



Executive Council Meeting

Scheduled Time: 6 PM, July 3, 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			Natalie Yu
Andrew Choi	Vice-President, Finance	X		
Phoebe Wong	Vice-President, Internal Affairs			Kelvin Tsai
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 6:14.

B. Amendments to and Adoption of the Agenda

Moved: Daphne | Seconded: Sapnil

Be it resolved that the agenda be adopted as presented, with the inclusion of Sauder Spark Chats for discussion.

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

C. Personal Updates

D. Professional Updates

I. President

1. Completed last week's 1-on-1's
2. Emailed BOD, will now be conducting monthly 1on1's instead of weekly
3. Went to AMS meeting - extended invite for all execs to attend
4. Kite updates: asked for a revised budget and project timeline
 - a. Emphasize revenue sources: they have sponsorship funding but we would also like to know about their ticket sales
5. Met with BCC, will pass on info regarding CMP to Sapnil
 - a. If services want to work with another entity on campus, execs should reach out to the necessary people on behalf of their service
6. Met with Lauren Venema
7. Meeting with Kin Lo on Thursday
8. CUS Share Meals: Si Jia proposed the idea, Daphne will forward email to execs
9. Wants to introduce 1-on-1's with AVPs now
 - a. Evan: Please include Fiza on 1on1s too
10. Contacted and asked to be on stage for Imagine Day
 - a. Chris may also have to attend
11. HR accountability report updates: when will people within portfolios be contacted?
 - a. Daphne will talk to HR and pass along answer in vp-chatter slack

II. Vice-President, Academic Affairs

1. CLC: dean's office approved math coaching for term 2
 - a. Idea proposed by Sapnil to Kalenne in May
2. Meeting up with services to stay up to date
 - a. CCC is rebranding, meeting with ExCo and JDC next week
3. Class Liaison working on online transition over next upcoming weeks

III. Vice-President, Finance

1. Chantelle and Andrew completed orientation last week: both are now authorized to sign reimbursements
2. AMS gave budget template to be filled out and submitted by July 28
3. Credit card arrived, training will be conducted tomorrow (July 4)
 - a. Will be activated and available for use after training
4. Budget committee: second round finished yesterday. Services were also allowed opportunity to appeal first round feedback. Currently compiling compulsory feedback which will be sent out to services, hopefully by tomorrow
 - a. Feedback will be given to analysts and they will distribute it to their assigned services
 - b. Final Round Review is July 9 (Must be conducted before July 15, BOD meeting)
 - c. Small number of services will be invited to submit a document with second round of appeal. Services must comply to second round feedback. We will not consider the appeal feedback until after compulsory changes have been made. BOD will approve budget at their next meeting. They must approve every line item for each service.
5. Team training: trying to train analysts to do invoices and reimbursements but this will occur later on in the summer

IV. Vice-President, Internal Affairs

1. Following up on CUS office lock; unsure if lock process has started as she is out of town
2. CUS lounge: Kelvin and Natalie will work on it with the help of Maggie and Renzelle
3. Fiza is spearheading intro CUS video with Evan, Renzelle, and Daphne

V. Vice-President, Marketing and Communications

1. Starting Yearbook, getting contract signed
2. Public Relations: Fiza is updating website
3. Had 1-on-1 with Katrina, HR specialist: they will be having biweekly meetings
4. Summer exploration: well received by team, will conduct over next few weeks
5. Sauder Online Orientation: getting bios and photos still, send to Renzelle if you haven't done so already
6. Rebranding: Sustainability is behind schedule, CMP still needs to discuss with Sapnil

VI. Vice-President, External Affairs

1. CR Breakfast: date changed from July 28 to August 11
 - a. Will need execs help and admin to reach out to last year's chairs for key sponsors and this year's chairs for key sponsors for the invitation list.
2. Submitted the accountability report
3. Divided tasks with Albert, CR Director
 - a. Stanley: CR Breakfast with some CR Managers
 - b. Albert: focusing on sponsorship and looking into how to fix our database.
4. Discussed CUS Lanyards to Albert, he will be looking into that.
 - a. During budget committee, many services planned for lanyards in their budget - it makes more sense to buy some for CUS and have services rent them out as needed
5. Emailed UM for Gillette Razors (no reply - will follow up again this week).
6. EUS wants to partner for a conference; will be following up this upcoming week to arrange a pitch for her and get more clarifications regarding the scope of the conference

VII. Vice-President, Student Engagement

1. Working with Maggie on First Year Survival Guide
2. Assisting services with their budgets
3. Survey in September: considering keeping it the same length or adding onto it
 - a. Maggie has reached out to Eileen about results from last year's surveys
 - b. Wants to make a survey that has more valuable info for future years

4. Policy committee: staying up to date on CUS policies
5. Meeting with Lauren on Wednesday to discuss Spark Chats
 - a. Maggie is looking into reorganizing FYC, possibly adding a co-chair to that organization, and making a bigger role for First Year Reps
 - b. Evan recommends discussing the restructuring of FYC with HR

VIII. Administrative Director

IX. Ombudsperson

E. Executive Business and Discussion

I. Sauder Spark Chats

1. Spark will be held all year long with different events throughout the year - each month will have a specific theme.
2. This will help with not overloading students with information
3. Phoebe: this seems like this would not help in reducing overload, this might add to it
4. Kelvin: as a first year, did not notice UGO's efforts at the beginning of the year as people are focused on building relationships. This is a good idea to have throughout the year.
5. Lauren wants all the different entities to be on the same page between CUS, CLC, BCC, UGO. Evan met with Renzelle to develop a strategy. They concluded that it would be too difficult to coordinate between all CUS services, will suggest that service chairs reach out to Lauren instead.
6. Saphil: How will this be structured? Will services reach out to UGO or vice versa?
7. Evan will introduce the chairs to Lauren or whoever is in charge of this. We will focus on coordinating the marketing, not necessarily the events themselves.
8. Clubs and services will not change their own events but this is rather an additional project for them if they want to reach out to first year students
9. Daphne: This is hard to regulate between all services
10. Chris: it doesn't hurt to inform all services about this initiative, however, we should not mandate programming to the services. It is their decision to follow the initiative or not.
11. CUS involvement: at the beginning of every month, CUS will make a post in FB Class of 2021 to promote that year's theme. Evan is requesting admin status so that we would be able to post in those groups as CUS, instead of on personal accounts.
12. From a financial POV, we have not taken into account how this will affect service's budgets because they have not included these Spark Chats into their budget drafts.
13. Daphne: assuming we are working with UGO, expenses may be covered by them
14. Spark Chats incorporates feedback from students and Dean
15. It makes sense to incorporate services planned events into the initiative: example- HeWe were to team up with UGO during the month that is focused on Health and Wellness

16. UGO does not expect us to make new events but they want to collaborate with the services that has values aligned with that month's theme
17. Chris: If there are no additional expenses, CUS should support this initiative to ensure its success. We should align our efforts with theirs as this can benefit student's overall experience by adding in programming CUS is lacking.
18. Evan will help connect Lauren and Chris to create targeted content to help the UGO's initiative. Communication will be handled by Evan by connecting relevant VP Marketing. Chris will assist with the events side of things.

J. Approval of Minutes

Moved: Chris | Seconded: Evan

Be it resolved that the minutes from the June 19, 2017 Executive Council meeting be approved for public distribution.

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

K. Next Meeting

The next CUS executive council meeting will be on July 17, 2017 at 6:00PM.

L. Adjournment

Moved: Daphne | Seconded: Sapnil

There being no further business, be it resolved that the meeting be adjourned at 7:26PM.

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