



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 6 PM, June 19, 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 | X | | (Victor Yap) |
| Natalie Yu | Administrative Director/ Recording Secretary | | X | |
| Guests | | | | |
| Jacob Kim | Third Year Representative | X | | |

| | | | |
|---------------|---------------------------|---|--|
| Victor Yap | Third Year Representative | X | |
| Simran Cheema | AMS Representative | X | |

A. Call to Order

The meeting was called to order at 6:11PM.

B. Amendments to and Adoption of the Agenda

*Moved: Daphne | Seconded: Stanley
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. SCMC 6:15
2. Kite Vancouver 6:45

1. KITE SPF Presentation

- a. About: Student run non profit with 4 projects: Indigenous Education, Homelessness, Youth Mobilization, Communications
- b. Want funding for their conference; combination of SLC and SEC
- c. Goals of conference: student awareness on social issues, motivate students to be involved with social change, see value of doing voluntary work and how it affects your growth and the growth of others around you.
- d. Features
 - i. Workshops
 1. Formation - form your passion (1st year students)
 2. Growth (2nd-3rd year students)
 3. Application (4+ yearr students)
 - ii. Discussions between industry professionals, delegates, and student moderators; creates dialogue in an intimate setting on the impact of social change.
 - iii. Design Challenge: Case Competition on a Social issue. Each group is diverse in faculty and skillset.
 - iv. Networking: Students passionate about social change on off campus organizations partnered with Industry Professionals; creates opportunities for students to get involved with Social Change.
- e. Budget: Estimated conference costs = \$8,270.00
 - i. Sources of income: Vancity, CUS, and relying on AMS SUS to cover greater expenses

Motion to extend presentation and Q&A time by 10 minutes

Motion: Stanley | Seconded: Victor Yap

*In favour: all
Opposed: none*

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

Motion to extend presentation and Q&A time by 5 minutes

Motion: Victor | Seconded: Andrew

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

D. Personal Update

E. Professional Updates

I. President

1. Standardized 1on1s: will send personalized feedback for execs if requested
2. Beginning 1on1s with BOD
3. Met with Lauren and Evan to discuss Spark: considering extending Spark throughout the whole year instead of a weekend retreat
 1. Cater to first year feedback, focused on progression of needs for first years: the beginning is about orientation, then health and wellness, midterm season and improving for finals, involvement, future and specializations/ career and finally professional aspects
 2. Research conducted through survey: 80% felt overwhelmed by constant promotion, in particular to Sauder = ineffective marketing
 3. Many students can't differentiate CUS from UGO etc, want to use this opportunity to emphasize pillars
 - a. Lauren will reach out to Sapnil regarding CMP
 - b. Will work on addressing student's needs, fears
 - c. Lauren is hoping CUS will host event on January 9, 2018 about involvement. More details to come.
 - d. Phoebe: Should consider collaborating with Commerce Week
 - e. Daphne: This is specifically targeting first years. Use as an opportunity to work on instilling positive culture in Sauder.
 - f. Evan: Lauren wants us to target our promotion but it is hard to coordinate between all services and clubs. Should be discussed further. Will contact VP's
4. Meeting with BCC next month: Linda reached out
 1. Evan: can you ask them how they will bring awareness of CUS funding?
5. Accountability reports due, most have been submitted
6. Clubs and Service report material should be in by end of July for compilation, will be sent out in August

II. Vice-President, Academic Affairs

1. Met with Galen to discuss CMP
 1. Lauren wants to talk to Sapnil to discuss CMP's first year event.
 2. CMP will be sticking with name but updating logo
2. Meeting with Aaron to work on a summer project: reaching out to various campus academic services to see what is available and how we can integrate them into CUS

III. Vice-President, Finance

1. Meeting with Linda: BCC will give pitch to discuss how much funding they want

2. Budget committee: Appeal session is on Sunday, June 25
 1. Extending second round budget draft deadline to 28th
 2. On July 2, budget committee will meet for second round
 3. 15min appeal slot, have budget draft up on screen. Will send out sign up sheet to services. Running from 12-5PM approximately.
 4. Evan: Does prospectus and Yearbook need to go through approval process again?
 1. Andrew: More of a formality, a lot of their expenses are already set in stone. All internal services need to go through approval process.
2. Treasurer orientation with Chantelle happening on June 26.
3. Training with finance commission analysts on reimbursements in early July
4. Phoebe: Daphne's vision for lounge, is there room in the budget for it?

Andrew: can provide Phoebe with budget draft for her provide him a better idea of what expenses she wants to incur. Whether the budget to Internal is given depends on how much it is projected to cost.
5. Phoebe: SISA doesn't want to collaborate with Bizweek due to their budget
 1. Chris: will try discuss with Phoebe about which service will cover the event's expenses. Phoebe will follow up.

IV. Vice-President, Internal Affairs

1. Card reader lock happening soon: will begin this week or the week after
 1. Clear your stuff out of the office before they begin installing
 2. Projected to take a month or so due to wiring
 3. Printer will be moved into Ombuds office. Yearbooks can go into Daphne and Ombudsperson's office.
 4. We will not have access to the office once installation begins
2. Sustainability rebranding, working with Evan and Renzelle
 1. Trying to figure out how to incorporate both parties' feedback
3. Retail Commerce club will be applying for CUS affiliation: will come later in the summer or September
4. Sauder Unlimited video finished, up to Evan as to when it is uploaded

V. Vice-President, Marketing and Communications

1. Prospectus completed: will debrief with Iris in next few weeks
 1. Will recommend hiring team and editor a lot earlier for next year, hire in same round as AVP
 2. Prospectus is being sent to publisher
2. Working on getting contract signed for yearbook
2. Meetings with Renzelle about strategy
3. Public relations: Fiza updating website
4. Rolling out phase 2 of management plan: goal to ensure that team feels supported and gain new experiences.
 1. Conducted initial 1on1s to understand their ideal environment and goals
 2. Summer exploration: spending half a day with each chair and portfolio members to learn about what their visions are and what they hope to gain from CUS.
 3. Outer exploration: something that they're interested in or already like to get to know them.

VI. Vice-President, External Affairs

1. Met with EMP: will not hire until September
 1. It was not that beneficial starting hiring earlier on

2. Reaching out to mentors
 3. Want to do a promotional video: do executives want to support or be involved with it?
 2. Services
 1. Had 1on1 with Imprint: will reschedule meeting as one of the co-chairs was not available
 2. NSCC concerned over budget
 3. All conferences are focused on securing venues
 3. CPA Pitch went well: Deloitte reached out, sent sponsorship package to them
 1. Haven't heard back yet but all of the firms and CPABC said it went smoothly
 4. Met with CR team to discuss CR Breakfast: originally scheduled for early July but are now moving it to early August. If August will not work, will choose to do July 27
 1. Execs are encouraged to attend
 5. Albert and Stanley working on sponsorship package. Discussing with Bob about updating sponsorship database.
- VII. Vice-President, Student Engagement
1. Working with services on budget drafts
 2. Victor reached out to Chris as his assigned portfolio year rep
 3. Collaboration with Lauren should go smoothly
- VIII. Administrative Director
- IX. Ombudsperson
1. IBC given feedback on why they didn't receive affiliation
 2. Liam has helped develop Ombuds site

F. Executive Business and Discussion

- I. SCMC
 1. Few questions asked as executives were well informed and the club was well prepared
 2. Chris: Is there a limit to how many clubs can have CUS affiliation?
 1. No, it's more of a budgeting concern as to how many clubs we can afford to provide funding to.

Motion to give SCMC Club CUS affiliation status

Moved: Daphne | Seconded: Stanley

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

- II. Kite Vancouver
 1. Daphne: Consider providing support through marketing, but do not give monetary funding. Other undergraduate societies have also been contacted by Kite - have supported the organization in varying ways such as helping with tickets or marketing.
 2. Chris: 60 CUS students, 21% of attendees but asking for 63% of budget. Would advise against marketing as September is already busy for CUS.
 3. Stanley: Numbers were not fully supported with factual evidence. 280 tickets sold is not realistic, especially without boothing. Provided no information about revenues.
 4. Andrew: We should have proof that this conference is valuable to a substantial number of CUS students and have specific calculations for financials. Concerned that numbers

are based off of poor estimates and they had no numbers for revenues, which will affect their budget. SPF is supposed to cover shortfalls. We should only provide any funding after the conference has been conducted and the SPF agreement's conditions are fulfilled.

1. If any money is given at all, it should be proportional to the amount of expected CUS students so only a couple hundred dollars as opposed to what they're requesting.
5. Evan: There's not an effective way to market this conference. It's not feasible as they are lacking experience and have not carefully thought through their marketing and logistics.
6. Sapnil: Lacking professionalism in carrying out conference and unprepared for presentation. They were not specific enough as to how it will affect CUS students
7. Simran: They are not ready to hold this conference by September, however, there is still value in what they are trying to do. It does not overlap with any other services/ clubs on UBC.
 1. Jacob: They overlap with Enactus, except this is a conference.
 2. Simran: They should consider collaborating with Enactus to work on social action throughout the year
8. Daphne: The idea is valid but it is not effectively executed. If we do not fully support it, we should not provide any funding towards it.
9. Chris: A lot of their expenses would be covered if they were a club (for example, room booking). If we see any long term value in their organization, we could help provide some support to get them started.
 1. Is it possible to help them with room bookings to cut down some fees?
10. The process as to how they hoped to obtain funding was not professional - offered to conduct phone calls instead of in person meetings
11. Andrew: We do have the option to provide funding based on specific conditions.
 1. Daphne: As an example, if they sell xx Commerce student tickets by xxx, we will provide funding
12. Andrew: It is also possible to devote a certain amount of money for different points in time. They will receive xx amount of money initially and will receive the rest if the conditions have been filled. If the conditions have not been filled, they will not receive the rest of the funds.
 1. Chris: We should have conditions in place but we also need to see a better budget.
 2. Andrew: We need to see expenses, revenues, operating budget before we send agreement with conditions. From this we will have a better idea of their shortfall. There's insufficient information to accurately assess them from a financial point of view.
13. Stanley will make a checklist/ timeline for things they need to complete before CUS participates
 1. Example: Have a venue by xxx, have a keynote speaker by xxx
14. Evan: This decision will set a precedent for future conferences and clubs in similar situations

Motion that Kite Vancouver send a revised version of the budget and the timeline by next executive meeting.

Motion: Daphne | Seconded: Sapnil

In favour: Evan, Andrew, Sapnil, Chris

Opposed: Phoebe, Stanley

Abstentions: none

...the motion carries.

G. Approval of Minutes

Moved: Saphil | Seconded: Phoebe

That the minutes from the May 5th, 2017 and June 5th, 2017 Executive Council meeting be approved for public distribution.

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

H. Next Meeting

The next CUS executive council meeting will be on July 3, 2017 at 6:00PM.

I. Adjournment

Moved: Daphne | Seconded: Phoebe

There being no further business, be it resolved that the meeting be adjourned at 9:22.

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