



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 6 PM, June 5th, 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 Choi	Vice-President, Internal Affairs	x		
Evan Zhou	Vice-President, Marketing and Communications	x		
Chris Bolton	Vice-President, Student Engagement	x		
Maddie Zapach	Ombudsperson	x		
Natalie Yu	Administrative Director/ Recording Secretary			

## Guests:

Michael Pratt - Student Senator Left: 7:02

Angela Dai - Second Year Rep

Julyna Jadulang - HR

**A. Call to Order***The meeting was called to order at 6:05pm.***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 passes..***C. Presentations to the Executive Council**

1) Clubs Affiliation

(a) UBC TACS - 6:15 PM

**D. Personal Updates****E. Professional Updates**

i. President

(1) Weekly 1-on-1's

(a) Execs: must fill out When2meet schedule before Wednesday

(b) Board: Victor and Angela have filled it out, others have not yet

(2) Went to AMS meeting with Simran, Julien's proxy for AMS, in one committee

(3) Accountability Reports Timeline

(a) Needs a draft for accountability reports by Sunday, June 11th

(i) Will discuss reports and polish them after 1-on-1's are conducted

(ii) Submit by Friday June 16<sup>th</sup>

1. Waiting on AJ and Michael

(4) Clubs Package

(a) Clubs Review noticed lack of understanding of fundamentals such as Budgeting, Bookings, and other things mentioned in retreat

(b) Lack of control over clubs, historically CUS has only provided money

(i) Want to provide a package of resources for clubs

(c) Request for relevant materials from VPs such as templates and guides to reduce the disconnect with clubs

(d) Deadline: compile info in late July, send out the packages by Mid-August

(i) Andrew: can provide suggested budget template, options for funding (list of on-campus funds)

(ii) Chris: Clubs are AMS clubs and should follow the AMS budget template

(iii) Daphne: document to refer to for clubs, conferences and services

(iv) Chris: Slides from sauder unlimited?

(v) Daphne: Guide for clubs and services -- initiative to show we want to bring more than just money

(vi) Phoebe will send these to club leaders, send compiled package to Daphne

- (e) In accountability report, remember to have clubs write term reports to show progress and bring club leaders together
  - (i) Evan: Accountability report timeline for service chairs?
  - (ii) Julyna: Sunday June 10th, confirmed mid July, then asking for team accountability reports
  - (iii) Chris: What are team accountability reports?
  - (iv) Julyna: Write down team goals, we are not sitting down with the team to keep them accountable
  - (v) Chris: Team accountability should be communicated
  - (vi) Julyna: Will suggest to chairs to reach out to their teams
- (5) Planning Town Hall/ AGM with Evan, Chris, Phoebe
- (6) Daphne and Liam are working on board and IT strategy
  - (a) Will be coming to board meeting, steering committee for IT - want to expand IT role and portfolio, want board to raise suggestions
- (7) Make CUS lounge friendly if budget allows
- (8) Natalie & Daphne planning a social

## II. Vice-President, Academic Affairs

- 1) Check-ins with chairs
- 2) Services
  - a) Class liaison director meeting, looking to improve it - no more paper forms, use the new connect
    - i) Director of learning services will help move integrate onto Connect
    - ii) Will happen in September
    - iii) Seeking feedback from BOD on which questions the class liaison will ask
  - b) ExCO and JDC West going well
  - c) CMP: rebranding with Galen and Evan
    - i) New name: Commerce Course Review
    - ii) Services: More than exam review - Tutorials, Workshops are some ideas
      - (1) Concern: name may be limiting
  - d) CCC: hired the team, had first team meeting
  - e) AMS Tutoring
    - i) Working with new AMS tutoring, drafting contract
  - f) Will submit budget to Andrew
  - g) Meeting with CLC regarding academic plan for next year and collaborating
  - h) BCOM Governance meeting, requesting Daphne to attend
    - i) Depends on her schedule, will update later

## III. Vice-President, Finance

- (1) Budget Committee met on Sunday, will hear details at BOD meeting
  - (a) Review each budget
  - (b) Concern: lack of consideration and poor planning from services for their draft
    - (i) Lack of flexibility, went over their target deficit, will give lots of feedback to services
    - (ii) Meeting a few weeks later, services can appeal their case for feedback received
    - (iii) Second round draft in third or fourth week of June
  - (c) Sapnil: JDC West, NSCC, Imprint are worrisome – all almost 2x the deficit
  - (d) Chris: When should services expect feedback?

- (i) End of this week. Must complete with Stanley (Chair), Evan (Vice-Chair), Daphne
    - (ii) Will send to analysts for each service
  - (e) Daphne: Clarifying budget committee analyses line by line, BOD must then approve those line by line – upon approval, budget will be in effect
  - (2) Reimbursements, invoices that are not yet dealt with
    - (a) Still calculating operating surplus
    - (b) Grad night cash to be given to Andrew, talk to their VP Finance
    - (c) Sauder Unlimited expenses?
      - (i) AMS has processes, mailing the cheque
      - (ii) Waiting on Stanley to process his cheque
  - (3) New credit card still under Andrew's name, Daphne is the approving authority for the new card
    - (a) Sapnil: Signing authorities? Chantelle and Andrew will be more flexible with signing things on time
  - (4) Talked with AMS, JDC,
    - (a) New credit card for JDC West specifically under the CUS due to large expenses
  - (5) 1-on-1's with members
    - (a) Training sessions for analysts during this month: reimbursements, contracts, etc.
- IV. Vice-President, Internal Affairs
- (1) Card reader: In process, how should it be paid?
    - (a) Invoiced externally
    - (b) Seeking timeline from company
  - (2) Clubs review complete
    - (a) UBC Trading Club and UBC International Business clubs are cut
    - (b) Sending out rejection and acceptance emails at end of week
  - (3) Business cards
    - (a) Invoices not yet paid
    - (b) Will email to follow up
    - (c) Waiting for the 4 orders to be processed
  - (4) CUS sustainability: rebranding
    - (a) Evan will discuss later
  - (5) Open house proposal from Fiza, AGM proposed by Chris
    - (a) Collaborating with Bizweek; will be on first evening of BizWeek
  - (6) Doing monthly portfolio socials until Phoebe leaves
  - (7) Having 1on1s with chairs monthly
  - (8) SCMC was supposed to come today, will come to next exec meeting regarding CUS affiliation
  - (9) Working on Sauder Unlimited Recap video and photos - aiming to get photos done before leaving
  - (10) Daphne: Is Monday 6-8PM doable for board meetings? Will be sending new schedule
- V. Vice-President, Marketing and Communications
- (1) Public relations with Fiza
    - (a) Working on updating website
    - (b) Met to talk about vision for PR, will talk to Daphne later about PR
  - (2) Marketing Portfolio
    - (a) Prospectus: June 7th is internal deadline

- (i) Sending final print on June 15th, but missing headshots: CCP Co-chairs
- (b) CMP, CUS Sustainability
  - (i) Rebranding, behind schedule for prospectus
  - (ii) Will shift focus to Cavalier after Prospectus
- (3) Working on UGO for Online Orientation: learn about CUS
  - (a) Will talk to VPs to be featured in orientation

#### VI. Vice-President, External Affairs

- (1) CPA Pitch on Wednesday June 7th, conducting phone calls with service chairs
  - (a) At Harbour Centre, CPABC office from 9:30 to 12:30
  - (b) CAP might pitch depending on slide technical difficulties
  - (c) CR team is taking on two services per person
  - (d) CMP is pitching with old name, before rebranding
- (2) Accountability report, will meet with CPA person to clarify their requests
- (3) NSCC: will set 1-on-1's with chairs
- (4) Looking for a venue for CR Breakfast and will reach out to past year's service executives to determine their previous sponsors to invite them to CR Breakfast
  - (a) Estimated to be Mid July, will set date after CPA pitch
  - (b) Availability will be confirmed, When2Meet for VPs will be sent after CPA Pitch

#### VII. Vice-President, Student Engagement

- (1) Syncs with services every 2 weeks, or month if doing well
- (2) POITS ski trip - same location due to pricing and discounts, \$2000 surplus, may raise prices by \$20
- (3) Thinking of hiring and will talk to HR before September
- (4) Meeting with other VP Student Lives from other faculties on Wednesday
- (5) HeWe: talking with other undergrads about health and wellness initiatives, concern over name
- (6) First Year Survival Guide: Maggie is working on it
  - (a) Has done an exceptional job of providing support to services, proxying at board meetings
- (7) Goals
  - (a) Redefining what Engagement is, strategy and why it's important
  - (b) Conducting research, launching survey for student feedback
- (8) Policy Committee Updates: unsure about timeline for policy committee
  - (a) Evan will contact for marketing policy change

#### VIII. Administrative Director

- (1) 1-on-1 with Daphne, about President role

#### IX. Ombudsperson

- (1) Emails dealt with aside from CUS
- (2) Ombuds website: Student resources, What is ombuds, Blog Posts about CUS updates

#### F. Executive Business and Discussion

- 1) UBC TACS - not given CUS affiliation
- 2) SCMP: Strategy consulting mentorship program – how much funding from CUS
  - (a) Has received \$7,500 for the past 2 years

- (b) Disburse funds:
  - (i) Give up front
  - (ii) Reimburse expenses
  - (iii) In past: given lump sum
- (c) Wants executive council to vote on what type of disbursements: negligible cut changes, this fee is negligible –program may give value to Sauder students
  - (i) Stanley: Non Sauder students are in it, engineers are participating too
  - (ii) Andrew: Since there are CUS members, CUS had determined that funding was useful to them; having non CUS members is not a disqualifying factor
  - (iii) Phoebe: Funding given should be lower, due to budget situation - this should have a cut like services
  - (iv) Daphne: Wants context/ what are they using the money for – budget
  - (v) Chris: Have there been any precedents? Ie. Clubs wanting a lump sum given before looking at budget with CUS members in it
  - (vi) Andrew: Can be seen as external organization who want to apply for SPF
    - 1. Have SCMP to present, see the budget, the value given to CUS students
    - 2. Stanley: Should this also be asked of BMMP?
      - a. Andrew: Not giving a lump sum to BMMP, contract already in place to give BMMP
        - i. CUS students who have job offer outside of lower mainland, subsidized by \$200
    - 3. Daphne: Request to have budget sent
    - 4. Phoebe: Clubs presenting ask for way less money, SCMP should present too
    - 5. Andrew: No direction for discussion, presentation helps us learn about them
      - a. Stanley: Goes towards food, catering; case packages - new cases not publicly released
      - b. Chris: Still wants them to present and explain in person despite this info. Wants to make budget decisions with more info. Should this be under SPF?
        - i. New process should be standardized, in policy? Given money without agreements?
      - c. Andrew: One single line item was questionable, want them to present, even BCC came to present, so SCMP should present about their vision, budget
        - i. Standardizing: nothing that's different than SPF; but should be standardized if there are changes and that would be applied to SPF
        - ii. Daphne: Action item - ask them to come in to talk about where the money is going to, give more context about the organization
        - iii. Andrew: Timeline for money? SPF process or should that be decided after the exec meeting presentation?
        - iv. Chris: If SPF doesn't delay process, then should go other route
        - v. Andrew: Form is just to process, allows them to present – within 2 weeks for the process
        - vi. Daphne: Should vote: recommendation to do a presentation, go through SPF process to get money

***Motion to recommend that SCMP present to the CUS executive council and go through SPF to get funding***

**Motion: Andrew | Seconded: Stanley**

*Approved: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

- (d) Andrew: will contact, CC daphne and natalie
- 3) HeWe's Hiring of Non CUS Member
  - (a) Chris: HeWe discovered that non CUS member was hired
  - (b) Why they were hired: 2 people applied, one person was involved as a volunteer and cannot be in the summer, must have marketing people here in summer, thus other person was only viable candidate.

**Motion to have CUS executive council vote on hiring of non-CUS member for hiring of a CUS service**

**Motion: Chris | Seconded: Phoebe**

*Approved: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

**Motion to allow a non-CUS member to be in a CUS service**

**Motion: Chris | Seconded: Phoebe**

*Approved: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

4) CMP Rebranding

- (a) Evan: Consider future workshops with the same problem arising in that their name does not represent what they do – “Commerce Course Review”
- (b) Sapnil: Is there a process for rebranding? Do they present? Will present to board but not confirmed yet?
- (c) Daphne: Should make a package, present to executive council
- (d) Evan: needs approval from both exec and board, does not say who they present to
- (e) Daphne: Ask to present more than just name to the board?
- (f) Sapnil: Want to bring tutorials but also bring back CMP conference
- (g) Evan: Can use CCR but conference can be under another name
- (h) Daphne: Add that CMP go to the agenda, tell people to look up the code to suspend the case of rebrands
  - (i) Evan: Just need to vote on the name change
  - (ii) Maddie: Board suspends code
  - (iii) Daphne: Call it a name change for now and then when logos and colours change, call it a rebrand – then come to the Board and CUS

5) Class Liaison

- a) Sarnil: online platform, want students to test things out, asking for CWL IDs

**G. Approval of Minutes**

*Moved: | Seconded:*

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

*In favour:*

*Opposed:*

*Abstentions:*

**H. Next Meeting**

**I. Adjournment**

*Moved: Daphne | Seconded: Phoebe*

*There being no further business, be it resolved that the meeting be adjourned at 8:47*

*In favour: all*

*Opposed: none*

*Abstentions: none*

*...the motion carries.*