



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 7PM, September 6, 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		
Chantelle Fromager	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		
Natalie Yu	Administrative Director/ Recording Secretary	X		

Guests: Cobie Damsel

A. Call to Order

The meeting was called to order at 7:08PM.

B. Amendments to and Adoption of the Agenda

*Moved: Stanley | Seconded: Phoebe
Be it resolved that the agenda be adopted as presented.*

*Motion to add "HeWe Promotion and Resignation", "Service Council Press Release", "Chantelle Onboarding" and "Exec Sync Talks" to Executive Business and Discussion
Moved: Stanley | Seconded: Phoebe*

*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. Did speech at Pep Rally and Imagine Day ceremony
2. Meet the CUS on Monday, in addition to a reception for student leaders
3. Will be meeting with Dean
4. Meeting with IT (Liam and Bob). Bob proposed that Daphne and Liam set priorities for IT projects
5. Exec 1on1 email sent out: exec meetings every week, 1on1's once a month, exec syncs once a month. Exec syncs and 1on1s will be 2 weeks apart.
 1. Will also be holding 1on1s with Presidential Portfolio
6. Evan: Can the website be put as a priority? We are not able to update it because there are technical difficulties
7. Conference affiliation is still occurring: with the exception of this year, it will happen the same time as Clubs Affiliation
 1. Chris: I think it'd be great if the emails that Lauren and UGO send are sent out to all execs
 2. Daphne: I will talk to Angela and Natalie about becoming more of a background member of the committee

II. Vice-President, Academic Affairs

1. Services: JDC began yesterday, CCC is planning for first workshop and hiring FYR, CMP hiring academic consultants, Class Liaison sent out feedback to professors

2. Will sit in IT committee for Canvas
3. Received update on the situation with student on exchange looking for reimbursement: it's not possible. According to AMS archivist, it is not allowed.
 1. Chris: our policy says we can refund him (Section 11.10a). You can send me the email and I will go over it .
4. Daphne: You were looking at getting a seat in academic caucus for Aaron. Did he get a seat?
 1. No not for this upcoming one

IV. Vice-President, Finance

1. Will be sending an email with a template for requests to VPF
2. Met with Andrew to do transition work
3. Daphne: Cobie and I have a slack group for AVPF hiring, we need a day to conduct interviews. Another exec and equity rep (Cobie) also need to be present. The questions can be the same ones used as earlier this year
4. Daphne: Dibleen and Erin have an invoice from Me Inc last year that still hasn't been taken care of. Andrew worked on it and the vendor hasn't received it yet. They want to know when it will be dealt with as it is a large outstanding amount. I will pass the info onto you once I receive it but you should also talk to Andrew
5. Maddie: did Kristy ask you about awards night reimbursement?
 1. Chantelle: no, she hasn't
 2. Phoebe: do people usually buy and reimburse their tickets later or do we buy it for them?
 3. Stanley: I think it's one free ticket per club
6. Daphne: now that Andrew left, we need to discuss committees and a replacement plan for him. If you cannot fill in for the committees he was on or are not interested, talk to me
 1. Chris: we can put you on committees that meet less often if you are short on time
7. Someone approached me with a reimbursement from 2 years ago for \$500. The cheque he received from AMS has now expired
 1. Tell him to go to AMS. Your responsibility has been fulfilled.

IV. Vice-President, Internal Affairs

1. Using ShowPass for lockers: we are hoping to work out all the kinks now before clubs need it for ticket purchase. We had more control and freedom with RezGo. Now we have to email ShowPass when we want to edit forms
2. Kelvin has been taking on more responsibility for lockers and ShowPass.
3. Ryan never got a chance to edit the formal booking procedure document with events team. Nicole wants it done by tomorrow. I also want to work on the CUS video, which

needs to be done by the weekend. This raises a concern because many VP's are taking on projects outside of their portfolio because it is within their skill set. I discussed it with Chris

1. Chris: as a group, we are quite helpful. However, we should be mindful before asking a vp to perform a duty outside of their job description. We as execs also need to be vocal and understand that it may affect other things
2. Maddie: I think this still comes from that disconnect between Board and Execs. I'm not sure how we go about remedying this but we will figure it out
3. Chris: sometimes we don't feel comfortable about handing off projects to board but we need to trust them
4. Daphne: we are a new group of students coming into these roles, as are Board members. I think that many of them have shown that they are willing to help. The board operates with a different urgency than executives. By sharing our experiences with them, they will better understand the reason why we work on a faster pace
5. Chris: we could consider doing a workshop between board and execs
6. Daphne: I want to do a PR workshop with everyone. The language that we use and the actions we make provide other students with a certain image of CUS.
7. Phoebe: the project we began at the beginning of the summer with assigning one board member to each portfolio...should we continue it?

V. Vice-President, Marketing and Communications

1. Press Release happened last week, along with internal memo
2. Meet the CUS event is up
3. BizWeek: done vision planning and assembly has begun now
 1. Photobooth area, CUS letters ordered, 2 tents with fairy lights and TVs
4. PR: debriefed with Fiza on CUS Snapchat, will look over stats and what went well, what didn't
5. Marketing is overloaded at the moment but should be good to go in 2-3 weeks
6. FY survival guide won't happen: the guide itself has not been completed. If it does happen, we could put it online
 1. Phoebe: it seems like a waste to let it end here, they should just finish it when possible
 2. Evan: I was thinking about reallocating this budget to something else in Marketing

VI. Vice-President, External Affairs

1. Services: setting up meetings to discuss school year plans, urgent needs
2. Told Chad about Me Inc not happening

3. CR Managers working on in-kind sponsorship for FY survival guide
 1. Gold's gym is interested
4. Chantelle is helping with invoice from CPABC. Albert is talking to Jennifer
5. Discussed with QFAC about marketing support
6. AUS VP External approached Stanley for an inter-faculty event
 1. Chris: you can send that to me and I will talk to her
7. External Relations Manager for LIVE Competition (Nationwide business comp) asked if we wanted to sponsor a competition team
 1. Will talk to Sapnil and Kin Lo about this
8. CR Managers will help booth at BizWeek
9. EMP hiring timeline was supposed to be completed yesterday
 1. Will CC Evan and Cobie

VII. Vice-President, Student Engagement

1. Attending many events/ being present: Imagine Day, Pep Rally
2. Working on portfolio changes
3. Services: working on sync schedule but many of the services are doing a good job planning
4. Moving CUS Survey to October based on feedback: wants to ensure that there is a clear purpose for each project. May combine survey with coffee chats, put out report recording feedback
 1. Will reach out to Maggie and Erwin about that
 2. Asked Maddie about what questions she wanted from students
5. Introduced self to Sauder Class 2021 page (incoming first years)
6. Policy Committee: first meeting on 18, created a list of changes and revamped the current format. Wants to ensure that we have a good foundation.
 1. Cobie: someone on his commission wants to send out a survey mid-year. Pass onto Chris
 2. Considering adding a "split-up code" and have policy as its own separate document instead of going through board and exec
 3. Daphne: it is my hope that we leave this organization in better shape than we came into it
7. SISA budget still has not been approved. I reached out to the FinCom analysts I've been assigned. I still have 2 services that do not have a FinCom analyst. I'm missing a commissioner for POITS, HeWe, Sauder Sports
 1. Daphne: maybe you should talk to this commissioner 1on1
 2. Chantelle: he is hard to reach as he does not regularly check his cus email.
 3. Daphne: if this becomes a problem, you should talk to Cobie and Julyna.

VIII. Administrative Director

1. HR requested that CUS Internal Newsletter be sent to service chairs as well
 1. Chris: as long as there is an unsubscribe button then it should be fine
 2. Daphne will send out an introductory email to service chairs to explain what the internal newsletter is

IX. Ombudsperson

1. First awards committee meeting last night. Last year they received a lot of backlash. They have decided to add a category for social media to help evaluate. A point was raised that the 3 event system doesn't take into consideration the stuff that is done outside of events. There will now be an option to present to the Awards Committee at the end of the year which will account for 25% of their score.
 1. Chris: are those decisions within the committee or are there things involving policy that need to be changed?
 2. Maddie: the only thing about awards in the code of procedure is about membership. We could put something into policy about it in the future
 3. Daphne: I think it'd be good to put it into policy.
 4. Maddie: when people present, they are being judged subjectively. However, the whole system is subjective
 5. Chris: it may be good to know what involvements member of the Awards Committee are (ex. Bias)
 6. Maddie: there is a precedent that you cannot judge an event that you are affiliated with but it would still be good to remove them altogether. Another change for Best CUS Conference would be allowing non-cus clubs to run

F. Executive Business and Discussion

1. HeWe Promotion and Resignation

1. Chris: Renzelle is stepping down as HeWe co-chair due to personal reasons. She will be staying on as AVPM. HeWe has a new candidate, Julienne Nieh. Sally and I both have confidence in her but due to policy, we as execs need to vote on it.
2. Phoebe: what is her role right now?
 1. VP Corporate Relations
 2. We would need to open up hiring for this position

Motion to vote in Julienne Nieh as Health and Wellness Co-chair
Moved: Chris | Seconded: Stanley

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

II. Service Council Press Release

1. Evan: How do we announce the resignation of a service chair?
2. Daphne: I think it should be done by them. VP's and Board are a different case because they are responsible for a greater population
3. Evan: I would recommend that they do a press release themselves and i can give them advice on it
4. Daphne: we should also do an internal memo
5. Chris: their portfolio will definitely find out but i don't know about other services outside of their portfolio. I'm not sure how relevant it would be. Board and Execs should know though.
6. Evan: We should still keep people in the loop, people will find out eventually. I am concerned that this news will be spread through gossip and the story will be changed
7. Cobie: why don't we let the people decide if they want to read it or not
8. Daphne: talk to Renzelle about it. Whatever we decide can be used as a standard for others. This could also be put into policy.
9. Evan: how should we do Julienne's promotion?
10. Chris: it would be fine to make a combination piece in that Renzelle is leaving but Julienne is being promoted to fill her place
11. Evan: the standard we are setting is that the person who is resigning decides what to do. However, the executive council highly recommends that they send out an internal memo

III. Chantelle Onboarding

1. Sent Chantelle Andrew's transition documents
2. Chantelle: I will be sending out a document explaining how I will be operating. I check my cus emails every day. I will try my best to respond within 24h.
3. Phoebe: for urgent matters, we should email you?
 1. Yes, until her email is sent out

Stanley Yu and Cobie Damsel left the meeting at 9:00PM

IV. Exec Sync Talks

1. Daphne wanted to utilize the board better and decided to match each year rep with a portfolio. So far, this method has not been effective. She is open to suggestions on how to improve this
2. Chris: talked with Maddie and Phoebe. Chris' board rep emailed him but he was unsure in how to incorporate them into his operations - without deliverables and no clear purpose, it has been pushed down in priorities
3. Maddie: I think it's hard to be engaged when you have no ownership. With board members only meeting once a month, it's hard for them to think about this more often. It's almost more work to try to incorporate them

4. Daphne: the best way to include them is to get them to attend exec meetings. Without attending meetings, they can't fully grasp the big picture. I will send out an email reminding them to attend at least 2 exec meetings a month, I would like to put this into policy. If you can't make the times at least read the minutes.
5. Chris: board can be better involved outside of exec matters. For example, making it policy to have a board member as a chairperson.
6. Daphne: With 2 year reps, you are essentially doing the same work as 8 other people. Maybe we could have a referendum where we reduce the number of board reps
7. Chris: we could try to diversify the options/ specializations too. The issue lies in the fact that there are no consequences or repercussions.
8. Daphne: what I learned from the AMS is that you cannot have a proxy for more than 2 meetings before getting kicked out. There's nothing in our policy like that - is this something we should look into?
9. Chris: in multiple board meetings, some people do not even assign proxies. It is in policy that the chairperson must approve the proxy before the meeting if they want to have the ability to vote.
10. Daphne: board members haven't fully been able to fulfill their roles properly. This may be because there are no job descriptions or direct and immediate consequence to a board member not fulfilling their role - as opposed to executives. If executives don't perform at their job, their services will suffer directly, as well as their AVP and the rest of the exec team who meet with them weekly.
11. Chris: there has been no standard set for what makes a good board member
12. Daphne: HR is working on BOD job descriptions.
13. Maddie: if we consider the ultimate punishment to not fulfilling their role properly to have people kicked out of their roles, we would also be responsible for filling the vacancies too
14. Chris: something we should update in policy is that if you miss 3 meetings, you get kicked out. Once they've been kicked out, do they rejoin another committee? Because board members need to be in a certain number of committees
15. People were forced to be in certain committees even though they weren't interested because they need to hit their quota
16. Phoebe: should we release the member at large slots in committees to the public?
 1. This should be introduced to Marketing
17. Daphne: we are discussing a lot of these ideas but will they make our lives harder or easier? I think we should put this in their job descriptions. Their accountability report is the only thing that holds them responsible
18. What if we made a public announcement for year reps who are not doing their job properly: people who have complaints

about that individual will go to Maddie and be written up in the ombudsperson report

1. This would be a press release for a violation of code
 2. Proposal: after a certain number of complaints, they are asked to resign
 3. Maddie: what if we did it as a vote of non-confidence?
 4. In this scenario, it would go to board and execs to decide
 5. Chris: the only way to do this is to do a referendum
19. Daphne: when people run for these positions, they do it with a genuine intent to make the organization better
20. We can discuss this at a board meeting with them present
21. Daphne: I think creating job descriptions will really clear up the issues with the Board
22. Maddie: I think it would be a good idea if Daphne and I met with Board to discuss this issue
23. Scope of Exec Syncs
1. Not specific to portfolio or services. They are open ended ideas that would be relevant to everyone. There will be no meeting agenda but perhaps a list of topics we want to discuss. No decisions can be made, any action items can be moved to the next meeting
 2. They would not be for minutes but Maddie has to attend
 3. Board members will be allowed to attend syncs but they aren't as relevant as exec meetings

V. **Team Expectations**

1. HR asked to not be managed too closely by Daphne.
2. If you require anything from IT, compile them in a list and then send them to Daphne before Friday

G. **Approval of Minutes**

Moved: Chris | Seconded: Phoebe

That the minutes from the August 28 Executive Council meeting be approved for public distribution.

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

H. **Next Meeting**

I. **Adjournment**

Moved: Daphne | Seconded: Stanley

There being no further business, be it resolved that the meeting be adjourned at 9:56PM.

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