



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 6:30 PM, Sept.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](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		
Chantelle Fromager	Vice-President, Finance	X		
Phoebe Wong	Vice-President, Internal Affairs	X		
Evan Zhou	Vice-President, Marketing and Communications			Erwin Hsiung
Chris Bolton	Vice-President, Student Engagement	X		
Maddie Zapach	Ombudsperson	X		
Natalie Yu	Administrative Director/ Recording Secretary	X		

Guests: Julien Hart, Matty Chiu

**A. Call to Order**

*The meeting was called to order at 6:34PM.*

**B. Amendments to and Adoption of the Agenda**

*Moved: Sapnil | Seconded: Stanley*

*Be it resolved that the agenda be adopted as presented.*

*Motion to include "Mandatory Training" and "Endowment Fund" to executive business and discussion*

*Moved: Chris | Seconded: Phoebe*

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

**C. Presentations to the Executive Council**

**1. Chasing Sustainability (6:40PM)**

1. 200 students, 100 delegates (2:1 ratio), 90 min networking, 9 interactive workshops, 2 keynotes
2. Friday, November 3 at Vancouver Marriott Pinnacle Downtown Hotel
3. 3 workshop rounds, networking rotations, 2 keynotes
  - a. Still in process of securing closing keynote, however, they have a backup in place
  - b. Workshops: Big 4 Panel, UBC, Vancity, Telus, SAP, LEGO, Start-Up Panel, Tech Panel, Careers on Sustainability
4. Sponsors
  - a. Monetary: Secured \$3,000 (UBC Net Impact, Vancity, BCC, Social Innovation and Impact Investing), \$3,500 pending
  - b. In-kind: SunRype, Lush, Yerba, Starbucks, Evo, Roots, pressreader
5. Challenges and Obstacles
  - a. Collaboration with UBC Net Impact: starting out, the President felt alienated from the process
  - b. No-conference specific committee: did not get to hire a team specifically for the conference. It was tough to delegate other tasks as some people may not be capable of fulfilling tasks
  - c. Getting BCC's support: had BCC support last year (\$2,000). This year, they were less willing to sponsor but ended up giving \$1,000
  - d. Summer timing: most of the planning needed to be done beforehand, since they didn't get to hire their team, they didn't know who would be available to help in the summer
  - e. September is centered on confirming sponsors, delegates, etc. October: more focused on logistics
6. Chris: were you guys aware of the new BCOM funding initiative?
  - a. Matthew: I am confident in the other funding proposals we have in progress. It is an option to consider.
  - b. Chris: it's something to keep in mind if you find you need more funding
7. Chris: Post-conference, do you have any suggestions about how the team should be set up for Chasing Sustainability next year? Is there a better structure?

- a. Matthew: that's something we can talk more about later
- 8. Stanley: for CPABC, we are just working on invoicing. I am 95% confident you'll get your funding, potentially a bit more. For bags, you could talk to Vancity or lululemon
- 9. Matthew: will we have to do a post-conference presentation?
  - a. Daphne: yes
  - b. Phoebe: are you aware of which conferences are in November?
  - c. Matthew: NIBC, NSCC, YWIB Conference
- 10. Sapanil: what is ticket price?
  - a. Matthew: \$25 for early bird, \$30 for regular

*Matty Chiu leaves meeting at 7:00PM*

- 2. AMS VP AUA By-Election: Max Holmes (7:10PM)
  - 1. The last by-election did not have a good turnout, only a couple thousands. Max would like to encourage everyone to vote. He is the current AVPA.
  - 2. Platform: affordability, expand undergrad research opportunities, lower textbook costs with OER adoption, review academic concession policies, more diverse co-op opportunities
  - 3. Daphne: if you became the VPA for AMS, how would you interact with undergrad societies' VPA
    - a. Trying to implement regular meetings with all VPA's and reaching out to review academic concessions. Wants to do a review of co-op opportunities with all faculties.
    - b. Academic Caucus meetings are more about how constituencies can help the AMS but he wants to change it to the other way around
  - 4. Julien: specifically for MATH 184, it went from using a textbook to online, back to textbook. Do you know why?
    - a. We are looking into that. We cannot look at every little change because it is up to professors but we do understand textbook prices are rising. I would want to investigate that with the math department. I don't know the specific reason
    - b. Julien: some profs have their own textbooks
    - c. It's difficult because professors have the right to write their own books and then choose the materials to use. Many of them have tenure. We will be looking into it with Assistant Dean. There's not too much we can do because if we take away the professor's right to choose materials, they will not be happy.
    - d. Julien: do you think we will see any immediate changes from your efforts?
    - e. I think more people will be using OER's. During course review/ surveys, students can comment if they had to buy an expensive textbook. We are trying to get students to tell their professors their resources are too expensive
    - f. Daphne: I was on library senate last year and sometime's professors just get sent textbooks to use. A suggestion could be for you to tell profs to find materials already in library course reserves or making course packages
    - g. We are trying to find how much the textbook makers receive from this change and how professors are affected

#### **D. Personal Updates**

## E. Professional Updates

### I. President

1. Went to board meeting
2. Talked to Lauren and PR team: Daphne met with Fiza and Evan to discuss PR training earlier on in the year. Lauren mentioned the Sauder team may be able to help out here
3. Talked to Lauren and Cassie: if you feel stressed out, they are a good resource to chat
4. Chantelle has been included in [executives@cus.ca](mailto:executives@cus.ca)
5. For students who have gone through anything related to assault, we have decided on making mandatory training regarding sexual assault (retreat or Sauder Unlimited)
6. President's Council meeting on Friday: rescheduled, Daphne can no longer make it. If someone wants to go in her place, let her know
7. Met with orientation leaders regarding incident at pep rally. Music, Arts, Science, and Business showed up. Discussed what occurred and what they can do moving forward, possibly make a campaign
8. HR: all VP's should let their chairs know that they need to be more respectful of HR specialists' schedules. Many chairs are rearranging interview schedules last minute but this is unfair for specialists. The specialists have been overly accommodating for chairs' requests

### II. Vice-President, Academic Affairs

1. CMP hiring tomorrow for tutors: if anyone is free, drop by
2. Met with AMS tutoring coordinator: struggles trying to find commerce tutors. Need to find them by October but if it doesn't happen, term 1 will be cancelled.

### III. Vice-President, Finance

1. Meeting with Adam from AMS: talked about Share Point, ShowPass, and Square. Updated about CUS credit card, applications will be rolled out October
2. Will talk to BCC as all of the co-op requests are coming in with no letter from Scott King
3. Hired Matthew Yong as AVPF

### IV. Vice-President, Internal Affairs

1. Sauder got back and asked how often we would want the lounge to be cleaned
  - a. Price will depend on how often we ask them to clean it
  - b. Daphne: Phoebe find out prices for weekly or biweekly cleaning
  - c. Chris: I think if we did the cleaning, all of us should get together to do the initial clean
  - d. Sapnil: would they be doing the microwaves downstairs too?
2. Lockers sold out

### V. Vice-President, Marketing and Communications

1. No updates

### VII. Vice-President, External Affairs

1. EMP finished hiring team, NSCC and Imprint still hiring
2. CR: Albert working with managers more independently, reworking CPABC distributions. Distributions have not been finalized.
3. Talked to Daphne and Chris: AUS VPX wants to host an inter-faculty boat cruise and asked all the VPX's to participate in planning. I will ask her about budget and logistics.
4. Daphne: conference blacklist?
  - a. I'm waiting to talk to Albert about that because he's busy right now

5. BizWeek: CPABC and StudentWorks sponsorship. Jocelyn assumed that Stanley and Albert had taken care of both contracts but they only helped with CPABC
6. Daphne: for the conference blacklist, we mentioned it would be the CR team's responsibility
  - a. Chris: it won't be passed next board meeting

VII. Vice-President, Student Engagement

1. POITS happened on Friday: hit capacity early
2. Received message from Alim asking about Square (they provide credit cards to services). He reached out to arrange a meeting with Chris to further discuss it.
  - a. The POITS team is happy using the current system
3. Many services hiring
4. Syncs with services next week
  - a. HeWe had Succulent Night last week, HeWe Eats will be on the 28
  - b. If anyone is available from 11:30-2:45, please help with set up and serving
  - c. Sauder Sports had hike over weekend
    - a. We need to figure out waiver system they currently use
5. Met with Lauren to talk about UBC wide training and there's also a new policy on sexual assault (training sessions). Considering running it with FYC.
6. Policy Committee met last night
7. SPF passed last board meeting: main priority is publicizing it
8. Cassie (SEA) can help student leaders and also help with academic advising
9. Sarnil: every advisor has a designated group to work with (ex. Varsity, BUCS, international, Aboriginal)

VIII. Administrative Director

1. SPF changes have been implemented. The deadline for applications is Sept.27
2. CUS Swag: order forms have been sent out. The shipment will go out once first year reps are hired
3. Exec Office Rules: currently compiling a list to be printed and displayed in the office

Motion to add "Reinforcing Office Rules" to Executive Business and Discussion

Moved: Chris | Seconded: Chantelle

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

IX. Ombudsperson

1. Met with one of Phoebe's service chairs to talk about feedback. May bring this forward to policy, some issues arose from budget
2. BizWeek got budget very late, had trouble contacting finance analyst and were not available to go directly to CUS VPF, which was frustrating
3. Process gaps and culture problems: the hierarchy of CUS made them feel uncomfortable. Although we are all peers, this is not reflected when they are talked to. When she reached out to our VPF, he redirected her toward finance analyst and felt that he was condescending.
4. She addressed that CUS is glorified in earlier years, causing resentment later on
5. Daphne: would it be beneficial for her to come in to talk about it?

- a. Maddie: I already have all of her feedback but I can try consolidating it. She mentioned that she felt that certain clubs received favouritism and were treated differently.
- b. Phoebe: as chair for clubs affiliation, I told her that all clubs receive the same base rate + \$\$ amount per member
- c. She didn't know about all of the budgeting changes and there was a lot of miscommunication
- d. Phoebe: as an outside party, she brings another perspective that we may not have
- e. Chantelle: this experience really opened my eyes to what services do not know/ are not aware of. That's why I'm creating this document for everyone.
- f. Phoebe: we mentioned that our VPF's were transitioning so that may be why it was hard to get a hold of them.
- g. Maddie: during budgeting, they were told to stay under \$14,000 initially. Then in a later round, they came in under budget, but they were told it once again so that it was under \$10,000.
- h. Daphne: our budgeting process this year was better than in the past but we still made oversights and there wasn't consistency between round 1 and 2. I still think we should have a retro to consolidate all the feedback. Stanley, as budget chair, are you able to do this?
- i. Maddie: I can help
- j. Chantelle: the problem with this year, we didn't reference round 1 feedback when doing round 2

## 1. Executive Business and Discussion

### I. CMP Tutor Hiring

1. If they don't get enough applications for tutors, can CMP executives run the tutoring sessions? This has never been done before
2. Daphne: don't they get paid? I think this is a conflict of interest
3. Sarnil: right now they have enough applications but in the event candidates aren't qualified...
4. Chris: we should wait
5. Daphne: they would essentially be hiring themselves and paying themselves. Even if they don't get enough hires, they should open another round of hiring before even considering this as an option
6. Sarnil: I will also be sitting in on the tutor hiring to ensure that everything's equitable. Usually HR specialists are not involved with this but I can discuss with Julyna about doing it later on
7. Daphne: ask them to consider what other people will think when they find out CMP is hiring themselves
8. Chantelle: Galen messaged me to ask if he could cut one of the courses and add back two courses, reallocating those items. They would cut more food expenses to get enough money.
9. Stanley: did they check stats from last year?
10. Sarnil: I was told they did not have stats from last year, but they informed me they would still be staying within their budget. He also asked me what would happen if they go over budget.
11. Daphne: we should put something into policy about this. It will be discussed further

### II. JDC West Credit Card

1. JDC cannot manage the account, they only have the capability to use it. We will be notified when we can apply. They're switching bank accounts.

### III. Commerce Day

1. Phoebe: Jocelyn and her team are not passionate about Commerce Day. I asked Daphne about finding someone else to plan it or if maybe execs want to plan it. If the team that we hired for BizWeek/ Commerce Day is no longer passionate, we shouldn't do it
2. Chris: mine and Fiza's idea was to an evening event which would be the AGM. Commerce day was supposed to be boothing during the day. Instead of boothing we could invite club presidents, service chairs and make it all focused on community
3. Phoebe: Jocelyn mentioned that we should not do boothing and just focus on night event. It came down to what is the purpose of Commerce Day - welcome back, learning more about CUS?
4. Chris: Sparkchats are about finding involvement for first years. Commerce Day would be more of a welcome back and an accountability meeting
5. Phoebe: second week?

### IV. Mandatory Training

1. One of the actionables to ensure our community is more safe. This is "Crisis Training".
2. Chris: Lauren has pitched multiple ideas: Crisis, sexual assault, a combination of everything. Policy will be exploring it, I will work with Lauren on it. I think it should be mandatory for executives, we might trial it with FYC
3. Sapnil: there's training called QPR, that might be good for ombudsperson
4. Maddie: reached out to AMS and UBC ombudsperson, they said to reach out in September
5. Daphne: we should put into policy that ombudsperson receives mandatory training

### V. Endowment Fund

1. Talked to Pam, Andrew used to be Endowment Fund chair but now he's stepped down. The endowment fund has \$22,903.

### VI. Office Access – IT

1. IT has addressed this issue to Daphne on multiple occasions.
2. IT has failed to explicitly state a purpose for using the office space aside from equality and wanting equal levels of access to the VP's. The Board is justified to use the office space due to the newly implemented Board office hours. Execs are justified because execs require the space to store valuable items (e.g. marketing supplies, finance reimbursements, sponsorship items) and to host private discussions or work on sensitive work. The AVP's meanwhile are a direct extension of the VP's and require office access because if time-sensitive work does need to be done, the VP's may not always be available to grant office resources and the AVP's require the access.
3. Phoebe: values are instilled in our actions and culture is created based on this. CUS already has an exclusive reputation and this is adding into it. And so, I want us all to understand that this makes us look very exclusive. However, where does it end? We can't allow all service chairs to use it too. IT has said they will be abiding by these rules but it reinforces the fact that we are exclusive
4. Chris: we can clearly reason why the current people have access such as meetings. Another point is that the office has not been used in the best way but it is hard to enforce this. At the same time, these people haven't been shown to break the rules so we shouldn't blame them
5. Daphne: I had a conversation with IT. Bob should be Liam's associate but they get the same pay and do the same hours. And so, I considered making them IT Partners. You guys establish the rules because it's your space.

6. Phoebe: one of the reasons we changed the locks was because there were too many people who had access and thefts were occurring. That's why we can't keep adding people. If we let IT in, it'd be unfair to not let HR in.
7. Daphne: it makes sense for AVP's to have access because they are extensions of VP's
8. Erwin: that room is primarily for execs so what you're doing isn't necessarily wrong

Motion to allow IT access to the space

Moved: Erwin | Seconded: Sapnil

In favour: Phoebe, Sapnil, Chantelle, Daphne

Opposed: Erwin, Chris, Stanley

Abstentions: none

...the motion carries

## VII. Reinforcing Office Rules

1. Phoebe: A board member has broken the rule of not bringing in friends - he consistently brings them in. I politely asked him to eat pizza elsewhere with his friends and he replied that he wasn't eating and they were just "chilling".
2. Natalie: An ex-VP came by to the office, respected the rules of non-CUS members entering the office. Then he was admitted inside by board members. He left, brought 2 friends. He left again and came back to use the CUS printer for personal usage
3. Phoebe: this has been a huge issue where outside members are printing their slides in colour when they should really be coming to CLC. I've had to tell people that they weren't allowed in because I was enforcing the rules. It's hard when not everyone enforces the rules.
4. Chris: I misunderstood the rules that there was no friends allowed. I assumed it was context specific.
5. Daphne: that is also what I thought was agreed upon. When you're in that room and an exec is working, that exec has a right to kick people out
6. Phoebe: I sent out the rules on July 14 and they were ones that we all agreed upon.
7. Daphne: if it's only for work, it makes it easier to kick people out
8. Phoebe: sometimes I don't feel comfortable doing it but I still do it. We agreed that no friends were allowed because then they'll be socializing. This is how it became how it was last year. An individual came in the office the other day and asked for water/ food and to leave her bag in the office. She then took from Stanley's personal emergency event stash
9. Chris: if we agree no friends, it makes it super easy to enforce.
10. Daphne: right now it sounds like Phoebe is one of the only ones enforcing it. If one of you guys can take it on and talk to the board members, establish they can't bring in any friends. They can't grant special permissions, this is the last warning. If we see any further instances, we have the right to revoke the password from everyone.
11. Meetings are allowed. If it is CUS-related, it is okay. Check with other members in the room if they are comfortable having external people in the room.
12. Daphne: Stanley you should talk to the individuals who were involved, it's very disrespectful
13. Phoebe: we all need to enforce it

## G. Approval of Minutes

Moved: Chris | Seconded: Stanley

*That the minutes from the Sept.12 Executive Council meeting be approved for public distribution.*

*In favour: all*

*Opposed: none*

*Abstentions: none*

*...the motion carries..*

H. Next Meeting

I. Adjournment

*Moved: Chris | Seconded: Erwin*

*There being no further business, be it resolved that the meeting be adjourned at 9:39PM.*

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