



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 6:30 PM, Sept. 26, 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			Michael Pratt
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:

A. Call to Order

The meeting was called to order at 6:30PM.

B. Amendments to and Adoption of the Agenda

*Moved: Phoebe | Seconded: Sapnil
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. Ascend (6:40PM)

1. New leadership club designed to build skills through mentorship and networking events
2. Use resources from corporate chapter to help students and inspire them to be strong leaders. They teach soft skills that are not taught in the classroom. They will mentor members throughout their careers.
3. Enhance visibility of visible minorities in leadership roles, Ascend values diversity and inclusivity
4. History: started in USA, first student chapter. 12 professional chapters. Continuously adding more industries such as law firms.
5. Internal structure: 9/11 executives are commerce students
6. Events: Rise was their inaugural event in April 2016. Gave attendees an opportunity to meet the team, get to hear from a panel of industry professionals
 - a. Kick-off Event: more focused on fun, opportunity to build presence
 - b. Executive Office Mentorship: hosted in KPMG, wanted low attendee to delegate ratio (1:5). Chance to ask questions about what the industry is like, how to succeed in that profession
 - c. Local Leaders: McCarthy office, students had opportunity to learn more about soft skills
7. Stats: 93 members last year. Want to grow their reach by having tailored marketing for each faculty. Even spread between years, but majority of students are commerce
8. This year's events
 - a. Blast-off event: target attendance is 40 people, will include partners from PWC and KPMG
 - b. Executive Mentorship events will be available again. Want to continue diversity of mentors (supply chain, accounting, finance).
 - c. Finance night: collab with UBCFA. Will get background on commercial finance industry
9. This year's goals
 - a. 50 members - most students will be coming from Sauder

- b. Events: sustain higher attendance numbers and gain more positive feedback to better tailor events to student's wants
 - c. CR: leverage corporate network, use their seasoned resources
- 10. Chris: student organization under corporate arm, please clarify how you operate
 - a. We operate similar to clubs like YWIB. They don't influence our decisions, we just update them on how we are doing and what resources we need.
- 11. Sapnil: What would your members look like, who is your target audience? What type of students are you looking for? Just 3 events?
 - a. We are definitely doing 3 but we might do 4. It is harder to do more events because we are still getting established
 - b. We are targeting mostly sauder students. What we provide is most relevant to them. It will be valuable for their personal and professional development. There is an opportunity to continue relationship outside of school
 - c. Informing, aiding, strengthening soft skills that are typical for business students but they are bringing this to all faculties
- 12. Synergy between CUS and Ascend: personally and professionally, Ascend will strengthen pillars of CUS. We are also looking into resume building, cover letters in the future. Right now, we are concentrated on mentorship
- 13. We have a unique value proposition because we provide long-term guidance and 2 way communication. Many events in Sauder have panels where the communication is 1 way. We give students a diverse portfolio on who they can mentor with
- 14. Looking at the CUS-affiliated clubs, there aren't that many clubs that promote diversity other than YWIB. Our partnership will make it more holistic.
- 15. Phoebe: we will get back to you within the next week. If you were to be affiliated, the fixed contribution is \$600 and variable cost is \$3 per sauder student

D. Personal Updates

E. Professional Updates

I. President

1. Implementing meeting rating system: after each meeting, send Daphne a rating of how efficient the meeting went on a scale from 1-10
 - a. Maddie will be responsible for aggregating the info
2. Will be meeting with BCC and Lauren
3. Exec 1on1s begin next week
4. Went to election info session yesterday - Chris, Sapnil, and Evan also attended. 30 people showed interest in running and some board members attended
 - a. 21 people are official candidates
 - b. This is evidence that we are doing well (the fact that people want to join our organization)

II. Vice-President, Academic Affairs

1. Class Liaison feedback form is live, they will be updating the banner to use the official CUS logo
2. 2 info sessions have been conducted

3. CMP finished interviews for tutors, Sapnil attended to ensure hiring processes were fair. They are struggling to find a tutor for COMM295
4. CCC prepping for first workshop
5. CUS X AMS tutoring: recruiting from CUSunday and their platforms
6. JDC West has hired full team, will be going on retreat soon

III. Vice-President, Finance

1. Training Matthew Yong, AVPF: hoping to get him signing authority
2. Created document for analysts to send around to services
3. Jeremy Fung, finance analyst, resigned on Sunday. We will not be hiring another one, we dispersed his work to other analysts
4. Talked to Scott King and they are working on Co-op reimbursement

IV. Vice-President, Internal Affairs

1. Booking process: goes to CUS for affiliated, external parties go to Nicole. We currently process some non-CUS affiliated services but if they go to Nicole, they have to pay a fee.
 - a. Asked Nicole if there should be another means for booking. If they are not on the list, they need to pay.
 - b. Non-CUS clubs such as WestPeak are given the booking for free when they technically would have to pay
 - c. If you are not affiliated, we will not process
 - d. For UBC trading group who was cut earlier this year, do they still get access for one more year or do we cut them off immediately?
2. Services are reaching out about making forms on ShowPass. Phoebe no longer has the ability to make forms.
3. Room booking form system is broken, has brought this up to Liam. We need a solution in the meantime, haven't been able to process bookings for the past 5 days
 - a. Liam suggested google forms
4. Clubs Term Report coming out later: will also be hosting club roundtable
 - a. Sapnil: what's round table for?
 - b. We will send out report first and meet with them next week. They can give us their questions.
 - c. Give 3 options, if they can't make it, they will have to send a proxy
5. Lounge is a mess: water dispenser, coffee dispenser, pool sticks, microwave are all broken
 - a. Fridge is clean
 - b. Sauder building admin hasn't replied with a quote
6. Booking procedure forms: informal and formal still being worked on

V. Vice-President, Marketing and Communications

1. All marketing and visual media forms are broken
2. Yearbook finished hiring, CAP is hiring presenters, vm hiring
3. Fiza met with Lauren to work on PR workshop
4. Expansion plan

VI. Vice-President, External Affairs

1. A lot of external partners have been asking about Me Inc
2. Syncing with Imprint and NSCC
3. CPABC sent back invoice, will receive funds soon
4. Albert working with CR managers to distribute funds
5. Still working with Albert on sponsorship black list, having a sync on Thursday

VII. Vice-President, Student Engagement

1. Policy Committee: making changes
2. Meeting about FYC: hiring from 14-21, interviews on 26
 - a. Confirmed with HR specialist to make sure she's available but if not, Maddie can step in
 - b. Hire team early-mid November
3. Working with POITS for ski trip: they also need access to ShowPass
 - a. Sell tickets around mid-October
5. Restarting syncs on Thursday
6. Coffee chats in November/ late October
7. Daphne: HR is doing an onboarding guide and they want to use it on FYC
 - a. Chris: that is okay
 - b. Daphne: will they also be doing training?
 - c. Chris: FYC will be more focused on mentorship. UGO proposed that they get involved with SparkChats. They will learn more about events and build relationship with Lauren and Cassie. Nothing has been formalized. We also want to pilot sexual assault training with FYC.
8. Daphne: next wednesday, all candidates forum is happening at 6PM.
 - a. Phoebe: I think it's mandatory for execs
 - b. Daphne: I think it should be mandatory for board

VIII. Administrative Director

1. SPF meeting: outside of meeting times or during next exec meeting
2. Daphne: in case there is requests for more than \$10,000, should we send out a when2meet to have a board meeting just in case? We would just need to reach quorum and have a chair (Katherine in Michael's absence)
3. It will be Monday, see who is available and prioritize board

IX. Ombudsperson

1. Sent out forms for Budget Feedback
2. Daphne: if there are things that need to be pushed out to board, execs are responsible for communicating

F. **Executive Business and Discussion**

I. Ascend Leadership Clubs Affiliation Discussion

1. Everyone should fill out Affiliation Matrix - takes into consideration everyone's scores and weights them
2. Daphne: on paper, this is similar to BizzComm. BizzComm is already targeting soft skills, which is what Ascend is trying to do. In addition, it overlaps with BCC (who we fund and support).
3. Sarnil: there is little value added. The mentorship sessions overlap with EMP, Finance night is a collab with UBCFA. From their breakdown, it's 36% Commerce students. I don't know what the turnout will be like. The blast-off is just an opportunity for delegates to come in and speak
4. Michael: everything they are trying to teach is already taught in 202 or done by other clubs
5. Chris: They presented well and have put lots of thought into their goals. I think this is a good club, from an operations standpoint. Culturally, I don't know how BizzComm will feel. They are only running 4 events
6. Evan: their mission statement is good but their events don't represent it.

Motion to give Ascend Leadership CUS affiliation

In favour: Chris, Phoebe
Opposed: Evan, Stanley, Sapnil, Michael
Abstentions: none
...the motion fails

II. CMP Tutor Hiring

1. 10 applicants for tutors, 6 were recruited. One of the applicants took the course 3 years ago and their teaching ability was not up to par
2. Galen is considering hiring Raymond as a COMM295 tutor but he is a CMP executive already. He is wondering if it's possible for Raymond to step down to become a tutor.
3. Phoebe: I'm against having him as an executive and a tutor. If he does step down and becomes a tutor should be two different discussions
4. Maddie: is it possible for him to do it for free?
 1. That's not fair because he is doing equal work
5. Sapnil: what other alternatives are there?

Motion to allow CMP executive to also be a tutor

In favour: none
Opposed: all
Abstentions: none
...the motion fails

6. Should we allow him to step down and become a tutor?
7. Maddie: I don't think we have the ability to force them to do that
8. Sapnil: they didn't anticipate this to happen. Tutors don't necessarily abide by the rules in code of procedures because they are not council members
9. Evan: make sure that this extended hiring opportunity is fair to everyone

III. Marketing Team Expansion

1. My team does not have capacity to do everything to the best of their abilities
2. I want to add 3 members: 2 digital media coordinators and 1 videographer
3. This will allow Renzelle to do a more strategy
4. We should hire a videographer because our current way of doing videos isn't sustainable - we have just been asking friends
5. These job descriptions have been approved by Julyna
6. Sapnil: is this a permanent position for future years?
7. Ideally, yes, if this goes well

IV. Yearbook & Prospectus Hiring Non-Sauder Student

1. Megan applied to do layout for Yearbook. She is already involved with HeWe

Motion to allow a non-Sauder student to be involved with Yearbook and Prospectus

Moved: Stanley | Seconded: Evan

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

V. Exec and Board workshop scheduling

1. Fiza has been wanting to do a PR workshop and Lauren has offered to bring someone in for crisis training. Would the best time to have it is pair it with a board meeting or pair the 2 workshops together?
2. Phoebe: it'll be easier to coordinate if we do it before a board meeting
3. Chris: people will be losing focus during the board meeting then
4. Maddie: I will contact Lauren to see if it's possible for them to come in on a weekend
5. Chris: in the late morning would work and then we all get lunch together
6. Maddie: we will pair one with the first board meeting and then have the other workshop for the next month's meeting

G. Approval of Minutes

Moved: Stanley | Seconded: Phoebe

That the minutes from the Sept.19 Executive Council meeting be approved for public distribution.

In favour: Stanley, Sapnil, Chris, Michael, Phoebe

Opposed: none

Abstentions: Evan

...the motion carries.

H. Next Meeting

I. Adjournment

Moved: Evan | Seconded: Phoebe

There being no further business, be it resolved that the meeting be adjourned at 8:00PM.

In favour: all

Opposed: none

Abstentions: none

...the motion carries.