



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: Tuesday, January 10th 6:30PM | Location: Henry Angus 239C
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, Angela Li, at angela.li@cus.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
Jennifer Zhen	President (Chairperson)	X		
Katherine Pan	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Shiv Vashisht	Vice-President, External Affairs	X		
Andrew Choi	Vice-President, Finance		X (6:33 PM)	
Ryan Crasta	Vice-President, Internal Affairs			X (Sapnil)
Amy Du	Vice-President, Marketing and Communications	X		
Adrian Francis	Vice-President, Student Engagement			X (Evan)
Taryn Jessop	Ombudsperson			
Angela Li	Administrative Director/ Recording Secretary	X		

Guests:

A. Call to Order

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

B. Amendments to and Adoption of the Agenda

Moved: Amy | Seconded: Shiv
Be it resolved that the agenda be adopted as presented.

In favour: All
Opposed: None
Abstentions: None
the motion carries.

...
Motion to add Elections under presentations to the Executive Council
Moved: Katherine | Seconded: Shiv

In favour: All
Opposed: None
Abstentions: None
the motion carries.

...
Motion to replace HR Expectations with Internal Audit.
Moved: Katherine | Seconded: Shiv

In favour: All
Opposed: None
Abstentions: None
the motion carries.

C. Presentations to the Executive Council

I. NSCC Pre-Conference Presentation (6:30PM)

1. Extending conference from one day to two days.
2. The networking session has been replaced with a competition social.
3. Tickets are being sold for \$60 for CUS students, and \$70 for non-CUS students.

Jennifer: What was your marketing strategy?

1. NSCC planning to hand out materials and booth in CPA Hall and the AMS, as well as presentations to target audience at Sauder and in other schools. Marketing for conference competitors was successful. Last year, there was only 25 teams that signed up, but this year they reached 70 teams through intensive handling out of materials and reaching out to other schools.

Jennifer: Were there any other major changes?

1. By having two days we could integrate more workshops such as speaker panels. This year NSCC also focused on finding minority speakers, and reaching out to smaller firms. Another major change was adding an application fee for competitors, and having a larger executive team. They have also eliminated some volunteer positions.

Amy: Do you guys have a sponsorship page, or plan to add one?

1. They are putting up a sponsorship page on their website soon, and will mention the CUS on their website and at the conference vocally.

Jennifer: From experience, the workshops have had a slow start, is there any plans to address this? And is there a way to differentiate between students and company representatives?

1. They are planning to have workshops cut shorter, so there is more time for delegates and workshop panellist move around. They will be giving different lanyards to students and company representatives.

II. Elections (7:00PM)

1. They are hoping to collaborate with CUS Clubs and services to have them market the elections to students following their page.
2. Voting period is January 26th to 27th. The first 100 voters will get macrons.
3. Partnership with HEWE to increase foot traffic in CPA Hall and hopefully increase voter turnout.

Jennifer: Voting period should be the 25th to the 27th from 10PM to 10PM.

Jennifer: Have Amy confirmed which bulletin board with you? And is there a way for individual students to advertise the elections?

Amy: Confirming after the meeting.

Consider posting the photos online so students can update their social media pages if they want to.

Jennifer: Last year the food was very hectic during the all candidate forum. Is there a plan for it this year?

Considering having raffles, and having Elections executives help out at the food table.

D. Professional Updates

I. President

1. Completed 1 on 1's with board and executive members
2. Met with Lauren about our ongoing relationship with the Dean's office, and the relationship has been strained but positive note.
3. HR Director has left her position. Michelle and Jennifer are considering options. They are also working on performance evaluations.
4. SPF is backlogged.
5. Reflections deadline has passed, and if you have not sent it to Jennifer get it in as soon as possible.
6. Jess Tang from UGO is leaving, and there will be a card on the UGO office for people to sign.
7. Monthly topic for January was Elections, and has been relayed. There has also been an excel sheet made for executive and board members. Everyone is required to talk to 5 people.
8. Meeting with Undergraduate Presidents about coordinated election timing, and faculty cup (February 3rd 10AM to 6 PM).
9. Passed on two documents about Public Relations.

II. Vice-President, Academic Affairs

1. CMP is hiring for Academic Consultants and is going through a rebrand.
2. Galen has transitioned well, and has sent out check-ins with services.
3. The CCC case is finished. The date is tentatively February 16th.
4. CCC wanted to rebrand, but not for this year.
5. JDC West finished their stimulations and is competing soon.
6. Considering bringing alumni, and current JDC West people to judge for CCC case competition. Katherine will be attending JDC West competition as well.
7. Jennifer Zhang and Katherine talked with the UGO about the Class Liaison timeline, and majority of deliverables have been finished. This semester surveys will be bundled into individual class and sections placed outside the office, so class liaison representatives can grab the bundle easily. They also digitized the summary forms for Pam.

I. Vice-President, Finance

1. Completed transition with past VP Finance.
2. Andrew will be asking the AMS for a new CUS credit card.
3. The signing authority was Matthew, so Andrew is looking to get his signature approved.
4. SPF funding to be sorted through.
5. Organized Finance Commission meeting to redistribute analysts.
6. Looking to bill an invoice for CPA sponsorships.

IV. Vice-President, Internal Affairs

1. Talked to Elections to consider boothing to market to students
2. Lockers are being rented out.

V. Vice-President, Marketing and Communications

1. Meeting up with Marketing portfolio chairs next week.
2. Met up with Laura about elections, and marketing. Amy is working with Celine to push out graphics for the elections.
3. Working with JDC West to market during the competition.
4. Amy sent out an Artona for team photos.
5. CUSweet Factory is this week.

VI. Vice-President, External Affairs

1. CPA BC sponsorship agreement is complete and they are sponsoring us \$7000
2. CFA won't be sponsoring the CUS for the current year, but will be sponsoring Me Inc. for their conference (Platinum level).
3. Imprint is doing well, and case competition is set up.
4. CR team met a few times over the break about the local business school social event. Capilano, SFU and Langara are interested.

I. Vice-President, Student Engagement

1. Abul, Adrian's AMS contact, has resigned. There likely won't be an all faculty social.
2. Second round of CUS Coffee Chats with new executive and board members.
 1. Sapnil: Might be better for old executive and board members to do it, since we have more information.

VIII. Administrative Director

IX. Ombudsperson

E. Executive Business and Discussion

I.NSCC

1. Jennifer: They have done a good job so far in securing keynotes, and seem to have a good turnout this year.

II.Elections

1. Jennifer: Amy keep us updated about elections.

III.Internal Audit

1. Katherine: The original due date for the Internal Audit was February, but it seems too rushed. Instead, hoping to create a backbone for next year's committee to build upon.
 1. Amy: I agree. This can potentially have a high impact, and taking our time to do a thorough job.

F. Approval of Minutes

G. Next Meeting

Tuesday January 17th, 2017 @ 6:30 PM

H. Adjournment

Moved: Katherine | Seconded: Amy

There being no further business, be it resolved that the meeting be adjourned at 8: 02PM.

*In favour: All
Opposed: None
Abstentions: None
the motion carries .*