



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: Tuesday, November 22nd at 6:00PM | 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](mailto: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		
Matthew Anderson	Vice-President, Finance	X		
Ryan Crasta	Vice-President, Internal Affairs	X		Sapnil Mohanty
Amy Du	Vice-President, Marketing and Communications	X		
Adrian Francis	Vice-President, Student Engagement	X		
Taryn Jessop	Ombudsperson			
Angela Li	Administrative Director/ Recording Secretary	x		

Guests:

**A. Call to Order**

*The meeting was called to order at 6:03 PM.*

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

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

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

...  
*Moved: Katherine | Seconded: Sapnil*  
*Motion to add a CUS AGM into discussions.*

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

...  
*Moved: Katherine | Seconded: Sapnil*  
*Motion to add discussion item involving ExCo and Amy Du.*

*In favour: Six*  
*Opposed: None*  
*Abstentions: One*  
*the motion carries*

...

## **C. Presentations to the Executive Council**

### **I. Top 40 Post-Conference (6:10PM)**

#### **1. Challenges:**

1. No shows from a few students and delegates.
2. Table rotations: It was planned meticulously but it did not play out because some delegates did not show up, and some delegates showing up without an RSVP.
3. Students mitigating from table to table that were not on their schedule so there was last minute changes.
4. The hotel did not have them on the system, so the hotel gave them a room the night before.
5. Some in-kind sponsorship were granola bars, but there weren't any bars so the Top 40 team put it in the back for students to grab to snack on throughout
6. Networking rotations could had been more organized

#### **2. Pros:**

1. Open net working was a good idea and students enjoyed it
2. The preparation of the foot steps for executives, students and delegates were helpful and having a summary of items, so all items were accounted for. This was helpful behind the scenes.

#### **3. Future Ideas:**

1. Followed up with the delegates more to prevent no shows
2. Clear table rotations to prevent table mitigation
3. Send out feedback forms earlier
  1. Shiv: Remind conferences to send feedback forms early as possible
4. Feedback forms are being rolled out: the opening panel was useful, the environment was nice, and people liked the open networking in the beginning.

## **D. Professional Updates**

## I. President

1. AMS Excellence Fund meeting on November 21<sup>st</sup>. The Excellence Fund came from increase international student fees. The fund is used in hope to creating UBC as a top tier university internationally, for example, experiential learning, mental health and career exploration. In the past they have not been consulting students, so in the future the AMS will be involved in the discussion in allocation of the budget, and to encourage the dean to include student leaders in the discussion.  
Question from the discussion: Where do we see as there are gaps in experiential learning?
2. CUS Milestones Email: VP to reach out to service chairs to have them reflect on their milestones over the last semester. Jennifer will be compiling it and presenting it to the board. Due date is December 7<sup>th</sup>.
3. Accountability boards: Create a 1 to 2-page mid year accountability literary material from the board and executives. For example, goals and solidify ideas for the next semester.
4. Working with Shiv on a corporate relations package for conferences.
5. Jennifer and Adrian are talking to prospective students, and give a building tour. Let Jennifer know if you are interested.
6. RSVP for the Science World night. It is happening on Thursday.
7. UBC vs UVIC woman's basketball game is happening this week if anyone is interested.
8. Need a proxy for AMS council meeting on Wednesday, November 23<sup>rd</sup>. Angela can proxy.

## II. Vice-President, Academic Affairs

1. Katherine met with Galen, and has delegated AMS and CUS promotional efforts for tutoring
2. Met with Kalenne to discuss academic landscape for term 2.
3. Meeting with all academic services to set term 2 goals.
4. Meeting with ExCo to discuss a social enterprise reimbursement.
5. Meeting with CMP next week to check into their new executives, and making sure transition is running smoothly.
6. CCC cancelled an event this semester, so Katherine will be discussing it with Galen. Might need a budget. They did not end up hiring a CR manager, because they were unable to find a viable candidate
7. JDC West is discussing financial issues. Matthew and Katherine will be going to talk with AMS to sort it out.
8. Class Liaison director transition meeting is happening on Monday.
9. Internal audit agenda is almost ready, and Katherine will be meeting with the alumni soon to talk about the internal audit.
10. Academic Faculty Caucus is on December 8<sup>th</sup>, and Academic Committee may be having a meeting before the Caucus.

## I. Vice-President, Finance

1. Finance Committee meeting happened last meeting.
2. Activated the new credit card, and we can now see each line item and can track transactions.
3. Meeting with JDC West this week
4. Will bring the board the SPF items.

## IV. Vice-President, Internal Affairs

1. Building Committee approved the AV budget in CPA Hall
2. Policy Committee: Added a resignation policy in the policies
3. No changes to elections.
4. CUS Sustainability had to cancel an event because of an misunderstanding with Sauder
5. Adrian: Ask Ryan to talk to Adrian and Matthew to talk about budget surpluses.

V. Vice-President, Marketing and Communications

1. Hired a new AVPM, Celine, transition happened last week. Amy is organizing a meeting between Celine and Rita this week.
2. Planning the CUS 5 Days of Giving
3. Got the final contract for yearbook
4. Marketing portfolio is taking a portfolio photo on Thursday.

VI. Vice-President, External Affairs

1. Second CR meeting, and Shiv and the CR team has delegated 5000 companies between the team to reach out to.
2. Natalie will be working on the CPA Meeting
3. They will be redoing the CR package
4. Shiv will be meeting with services and conferences next week
5. Shiv is working on CR package for conferences with Jennifer

I. Vice-President, Student Engagement

1. HeWe Eats is this week
2. SoCo lost student ID list, so Adrian is looking for the student ID
3. Helped POITS with Lace up for Kids, and they raised \$600
4. Connected had a mentor and mentee session last week
5. Grad night had their first meeting
6. SISA is having their Christmas photos
7. Sauder Sports won't be continuing with Bootcamp for next week
8. FYC had their retreat last weekend, and handing out hot coco next week for first year students.
9. Adrian will be sending out Secret Santa for December
10. Ubsessy came to talk to us about our budget, and they took Adrian's name. If you are uncomfortable talking to anyone, or do not have information refer them to someone who does. Budgetary concerns redirect them to Adrian, Jennifer or Matthew. Policy concerns redirect them to Katherine or Ryan.

VIII. Administrative Director

IX. Ombudsperson

**E. Executive Business and Discussion**

I. Christmas Photo Cards

1. Last year the CUS received Christmas cards from other business schools last year. This year we could send Christmas cards to other constituencies and service chairs. The executives are interested in writing a short message to their service chairs, and we can take pictures on Thursday at 1PM.
2. Eileen, Daphne and Angela are working on getting Christmas food for the December board meeting.

II. Commerce Week

1. Business Week team does not think they can hold a full week of activities, but we still have money for it if we are interested doing something.
2. Engagement portfolio has a lot of events for the first two weeks. Adrian can compile a list and send it to Amy to market them.
3. We will be cutting commerce week and redirecting the funding for a simple welcome back

or the AGM. Next week come back with an idea that we can all agree on.

### III.5 Days of Giving

1. Implement a snapchat "Squad Goals" photo, and the winner will receive a \$100 gift card
2. Create and present Christmas mason jars with food and goodies for students
3. Students can sign up in teams to create gingerbread houses during 5 Days of Giving

### IV.CUS Swag

1. Message the new service chairs for their jacket sizes
2. The group agreed on black jackets
3. Opt-in for people want the jacket, so we are not ordering excess
4. For next year, the team can discuss if they want to cut out service swag

### V.AGM

1. An opportunity for us to report to the students on our milestones over the past year and let students provide direct feedback. Katherine and Jennifer went to the AMS AGM last month, and they have an idea on how it will play out.
  1. Adrian: Is there a budget needed for it?
    1. The AMS motivated people with free food, but many students grabbed food and they left.
  2. Katherine: We could give them a progress report easily, but the reason why AMS has an AGM because they are mandated to.
  3. Amy: We can make an infographic and market it to our students.
  4. Jennifer: In terms of policy, but if we ever want to pass any referendum the AGM is a place we can do that.

### VI.ExCo

1. Amy Du went to Boston earlier with the ExCo funding, and Amy is wondering if she can use previous years allocated fund for her to fund her Toronto trip.
2. Matthew: ExCo has a limit that they can reimburse back for, so it may be taking the opportunity away from another student.
3. Amy can take back her reimbursement for her Boston trip, and file for again for her Toronto trip.

## F. Approval of Minutes

## G. Next Meeting

TBD

## H. Adjournment

*Moved: Amy | Seconded: Adrian*

*There being no further business, be it resolved that the meeting be adjourned at 7:50 PM .*

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

