Commerce Undergraduate Society of the University of British Columbia, Vancouver
Board of Directors Meeting | 12:00 PM, Saturday, October 14th 2017 | Henry Angus Building, Room 437
Open to the general membership of the Society unless otherwise deemed in-camera.

Note: presentations and/or proposed motions from parties other than the members of the Board of Directors should be requested to be considered for inclusion on the agenda at least seven (7) days in advance of a meeting by contacting the Chair, Daphne Tse, at daphne.tse@cus.ca – materials received past this point will be considered for the subsequent meeting's agenda at the Chair's discretion.

A.   Call to Order and Adoption of the Agenda

The meeting was called to order at 12:15PM

    I.   Attendance and Confirmation of Quorum
    II.   Amendments to and Approval of the Agenda
    III.

Motion to add "Board Meetings frequency" to the agenda under Discussion
Moved: Angela | Seconded: Daphne

Motion to add CLC to discussion
Motivation: people have approached Simran to discuss CLC usage by non-commerce students. It is not fair for students who pay for this building to not be able to use it when there are too many non-commerce students using it.
Moved: Simran | Seconded: Angela

Be it resolved that the agenda be adopted as presented.

In favour: all
Opposed: none
Abstentions: none

… the motion carries

B.   Membership: Introductions, New Members, Declaration of Vacancies
    I.   Daphne: Maddie and I are not necessarily board or exec members. Michael is chairperson of the board meetings; Daphne is chairperson of exec meetings: chairpersons cannot vote at the meetings they're chairing. Maddie is also never allowed to vote, as an equity rep.
    II.   What does a proxy mean?
        a.   If you cannot make it to a meeting, then you must assign a proxy who will have the responsibility to vote on your behalf. In addition, they will be in charge of relaying your updates to the rest of the team. Let Michael or Natalie know 72 hours in advance if you are requiring a proxy. It is not preferable for you to get a person who is already voting to proxy for you. Other commerce students are also allowed to proxy but they should be briefed beforehand. Non-commerce students cannot be proxies
    III.   What is point of clarification?
        a.   If discussion is occurring and you are unsure what is going on, you can ask the chair and they will take a moment to clarify
        b.   Point of personal privilege allows you to use the washroom and get water

   c. If you are out of the room during a vote, you essentially don't have a vote

   d. Angela: make sure you use your vote to appropriately represent the students

IV. If you want to motion something, say your motion and then somebody must second it. Then it will be voted on. The vote will pass or fail, in the event of a tie, chairperson is responsible for breaking it

V. Angela: I suggest that you check Slack during meetings because there may be people who are unable to be here in person that have points they'd like addressed

C. Chair's Remarks

D. Presentations to the Board of Directors

E. AMS Representatives' Report
1. Simran: wasn't able to make it to the AMS meeting this week
2. Julien: followed up on Ubyssey articles discussing Oktoberfest. There was rebranding conducte
3. AGM happening on Oct.20. There needs to be 500 people to reach quorum

F. Commerce Student Senator's Report
1. Michael: This past week, met with Dr. Gail Murphy who is in charge of research and innovation for UBC. Discussed further development of Cascadia Innovation Corridor to create a new Silicon Valley.
2. Sapnil: how is UBC involved with this?
  a. Partnered with UBC and University of Washington. Data collection and data analysis to solve real problems such as homelessness. UBC is getting in touch with BC Business Council and plan to hold workshops here at UBC in future to get feedback from students

G. Ombudsperson's Report
1. Online PR: I've met with students to discuss how they've been feeling. Thank you to everyone who attended this morning's workshop on Disclosures

H. Executive Reports
 I. President
1. Went to Clubs round table created by Phoebe: she told all club presidents that we wanted to meet to get to know them better. In the past, we have not been as close with our affiliated clubs which creates a missed opportunity. She wanted to create a Term Review document and we got their feedback on it. We originally thought this report would help them reflect on their year and could be used for turnover. This would improve relations between the CUS and its affiliated clubs.
2. They felt that a report doesn't facilitate discussion. Depending on Phoebe and Kelvin, we agreed that we would have a big meeting at the end of each term to discuss their successes and problems. At the end of the year, we will have a short Google form and this will help us with Clubs Affiliation the next year. In addition, presidents will have an opportunity to host meetings with other presidents whenever they need to. Phoebe, Kelvin, and I will always be there to listen to them.
3. Daphne: I also offered to drop into meetings of our services and clubs so that I am more accessible to help improve their processes, as well as get to know them better. SEC took me up on my offer, they were very nice
4. Attended All Candidates Forum: Caryssa and Sanjay were there
5. Speaking with BCC, will be meeting with Lauren to implement regular meetings
6. President's Council meeting occurred but I couldn't make it because they changed it last minute. I'm making an effort to attend these inter-faculty events because I've been told that my presence has bettered the view on our faculty
7. Sapnil: term reports are officially happening?
  a. They're being replaced by a feedback form
  b. If there's something that can substitute the form, that is also acceptable (ex. BizTech)
  c. Daphne: This made me realize we should have a similar thing for services, as it was so successful for clubs
8. Exec 1-on-1's last week. AVP's happening next week. Will definitely be having a 1-on1 with the FYRs

 II. Vice-President, Academic Affairs

1. CCC is having 2 events this week: good turnout for workshop, might be attending Telus Case Competition
2. CMP is having review session. Met with Kalenne to discuss past issues with tutoring and how to get approval from teachers. CLC may be supporting CMP in the future. This may be extremely useful for more difficult courses
3. Class liaison finished early round feedback. We will be meeting to discuss the feedback that we got
4. CUS AMS tutoring starting on Oct.23, finished hiring and training tutors
5. Next BCOM governance meeting will be beginning of November

III. Vice-President, External Affairs
1. Michael: we can email him and get his updates

IV. Vice-President, Finance
1. Michael: we can also email Chantelle to get her updates.
2. Emphasis to new members: if you're not going to be at a meeting, assign a proxy

V. Vice-President, Internal Affairs
1. Trying to find permanent solution to CUS Lounge sink clogging. The building staff has come in multiple times to fix it but it continuously breaks down.
2. Coffee machine is fixed
3. Clubs Round table occurred
4. Booking policy has been passed
5. Booking system is still broken so Kelvin and Phoebe have been manually checking for entries
6. Waiting on quote from building staff on cleaning of lounge

VI. Vice-President, Marketing and Communications
1. Finished hiring Digital Media Coordinators: onboarding over next 2 weeks
2. Starting Winter Wonderland: 5 days of Giving. Reaching out to POITS, HeWe, BizzComm, SISA

VII. Vice-President, Student Engagement
1. Sauder Sports running events, has experienced a lot of rain during their events.
2. SISA had Thanksgiving dinner
3. Grad Night is looking into table assignments as one of the issues they want to resolve
4. HeWe had HeWe Eats, lots of events throughout September. Helped facilitate SparkChats. Now focusing on teamwork and development
5. CCP hosting first major event today
6. POITS had some scheduling issues but they are being sorted out. Released ski trip event, tickets sold on Oct.20. VPSE does not have any ability to get people early bird tickets
7. Started FYC hiring today. They will get mentorship and training, including the workshop we had today
8. Combining engagement survey with coffee chats later this month
9. Met with FYR yesterday to discuss FYC

Julien Hart entered the meeting at 12:56

I. **Committee Reports**
I. Moving forward, we expect that each standing committee will make a report every 2 weeks. Even if there is nothing to report, they should report "they have nothing to report"

J. **Amendments to and Approval of Minutes**
I. Minutes

Moved: Jacob | Seconded: Matty
Be it resolved that the Board of Directors approve its minutes dated Sept.17.

In favour: all

… the motion carries.

Motion to adjourn the meeting until 1:10PM as a point of personal privilege
Moved: Jacob | Seconded: Matty

In favour: all
Opposed: none
Abstentions: none

… the motion carries.

K. Business Arising from the Service Council
    I. Daphne: Stanley brought up a point that whenever we hire a non-commerce student, we always need exec approval – why is this? This seems like an unnecessary step. As per policy, we cannot change it as executives. We should trust in our service chairs that they would use their discretion to find the most suitable candidate
    II. Michael: this sounds like something for policy committee
    III. Maddie: we should discuss this as strategy first and then turn it over to policy committee

L. Business Arising from the Executive Council

M. Business Arising from the Committees of the Board of Directors
    I. Policy committee: updating quorum to match constitution (in code of procedures, it says something different).
        1. Sect 0.2: removing requirement for executives to host office hours. As per earlier discussion, we did not want to put into policy mandatory board office hours
        2. Sect. 0.06 and 0.07: giving VPF mandate that they have to refuse erroneous or outdated reimbursement requests and sponsorship past one year. We should not be liable for reimbursements or sponsorship deals outside of our year.
            a. They've had an entire year to make sure that the transaction went through successfully and we do not have the means to verify their request
            b. Maddie: it already covers outdated reimbursement
            c. Chris: I'm looking to broaden the terms and ensure that sponsorship also doesn't count
            d. Angela: actual year or academic year
            e. Chris: I've said a year since that transaction. I've also added a sub-bullet for AMS clubs or for clubs that lose affiliation that we will not be booking rooms on their behalf
        3. Sect. 12.02: Club roster: it's illogical to have a list of clubs in policy because the affiliated clubs change every year. Instead, I've updated it so that people now contact the Clubs Affiliation Chair to get a list
        4. This has given us an opportunity to use the change log. In December, we may see more major changes. There are also discussions on splitting policy. HR does most of the hiring so they should have the ability to adapt Code for hiring changes instead of getting approval from Board
        5. Michael: like Chris mentioned, we can vote each change or just vote for all of the changes altogether
        6. Chris: we could also do it by each article
        7. Chris: Outside of those changes, if people are interested and want to attend the debate, the biggest point is how are we working on sexual assault disclosures and give them training session. It was run by UBC today. I will get FYC to do this training. The best way to make sure we can handle with this is to be the first point of contact. From a policy standpoint, the most impactful but drastic thing we could do is say that in order for you to get funding, at least 1 or 2 people on your team need to have this training. This goes for affiliated clubs, services, and SPF recipients. As students, this will give us a safer campus. Details have to be worked out still.

Motion to approve changes to Section 2, as presented
Moved: Daphne | Seconded: Victor

In favour: all

… the motion carries.

Motion to approve changes to Section 6 as presented
Moved: Jacob | Seconded: Caryssa

In favour: all
Opposed: none
Abstentions: none

… the motion carries.

Motion to approve changes to Section 12 as presented
Moved: Angela | Seconded: Sanjay

In favour: all
Opposed: none
Abstentions: none

… the motion carries.

N. Other Business

O. Discussion
  I.   Appointment of Endowment Fund Chairperson
    1. Daphne: after Andrew's resignation, there was an opening in all of the committees he was a part of. This includes budget committee, Building Users, and Endowment Fund committee. All executives need to be in at least 2 committees. We can either wait for Chantelle to be here because she is currently in 0 committees. We could also assign her to the committees as she is not here. Somebody within endowment fund should be promoted to Chairperson.
    2. Michael: can the board assign Chantelle to chair?
    3. Chris: I'm not sure because I don't know how she would accept her nomination
    4. Maddie: is it in constitution or code? I know that she has a lot going on already, we could suspend code on this.
    5. Chris: we could also mandate her to a committee. I would recommend getting a ⅔ majority vote.
    6. Jacob: I think we should suspend it until we get clarification from Chantelle
    7. Simran: is this pressing? Can we wait for next month's meeting?
    8. Daphne: we're already past a third of the term, they will be meeting soon
    9. Michael: could we appoint a co-chair for Endowment Fund?
    10. Daphne: she doesn't need to be chair, she could just be a member. My personal recommendation is to not suspend code and appoint her to the committee
    11. Michael: we would have to suspend code anyways because she's not here in person
    12. Daphne: we can wait for next meeting to get her into the committee but we can appoint a chairperson today
    13. Maddie: I know that she works every Saturday so maybe she won't be there next meeting too
    14. Simran: she can appoint a proxy
    15. Angela: officially, it says that VPF has to be in that committee
    16. Daphne: I want somebody in the committee to step up and be chair.
    17. Jacob Kim nominates himself. He accepts his nomination. There are no other nominations.

Be it resolved that Jacob has been appointed as chairperson for Endowment fund

Motion to add appointment of board member to the IT Steering committee
Moved: Chris | Seconded: Angela

In favour: all
Opposed: none
Abstentions: none

<div align="right">… the motion carries.</div>

II. Appointment of First Year Rep to Awards Committee
    1. Sanjay nominates himself. He accepts his nomination.
    2. Caryssa nominates herself. She accepts her nomination.

Motion to adjourn the meeting until 1:58PM so a private vote can be conducted and tallied.
Moved: Angela | Seconded: Victor

<div align="right">In favour: all
Opposed: none
Abstentions: none</div>

<div align="right">… the motion carries.</div>

Through private vote, be it resolved that Sanjay has been appointed to the Awards Committee.

III. Appointment of first year commerce student to Academic Committee
    1. Sanjay nominates himself. He accepts his nomination. There are no other nominations.

Be it resolved that Sanjay has been appointed to the Academic committee

IV. Appointment of a board member to Endowment Fund Committee
    1. Caryssa nominates herself. She accepts her nomination. There are no other nominations.

Be it resolved that Caryssa has been appointed to the Endowment Fund Committee.

V. Appointment of IT Steering Committee
    1. Caryssa nominates herself. She accepts her nomination. There are no other nominations.

Be it resolved that Caryssa has been appointed to the IT steering committee

Natalie leaves at 2:00PM

VI. Frequency of Board meetings
    1. Michael: Once-a-month board meetings has not been sufficient to inform Board about the ongoings of the CUS.
    2. Maddie: Once-a-month is not enough. Doesn't allow for adequate engagement. We need to figure out how to remedy that, how to allow people to stay informed.
    3. Michael: If the end result is another Saturday meeting, I would have to cancel work more often but I would be willing.
    4. Daphne: Overwhelmingly, in the exec meetings, sometimes Board comes, which is helpful for their understanding. When the Board members are there, they may be confused or have to be caught up – they often do not know what is going on, try their best to help out. However, that may not be enough because our system is not very clear on the roles for Board (ie. Office hours). This is currently being changed because we're currently in the thick of things and so changes are being made now. In exec meetings, lots of items do come up that are strategy, but because there are not enough board members present, they were not properly passed or dealt with. Especially poignant with SPF requests where items were deferred to the exec. Past model worked as a "road block" where board was just there to vote, but board did not feel as though they were connected with CUS. Hopefully with these changes, we can have more discussions about strategy instead of passing things. We can also come together to discuss the school, student leadership and student government.
    5. Michael: From BoD perspective, even though it's not in our job descriptions to go above and beyond, looking at what the execs do and what they have to face, we appreciate how much they have to do and how it's not unreasonable for us to take on two meetings a month. Remember that board members should be liaising with your VPs.

6. Daphne: System of some board members onboarding and catching up hasn't worked out as they have been overwhelmed, having more frequent discussions will naturally happen and need more involvement and prompting from board members to understand the execs.
7. Angela: This was a test-run for VPs and upper year reps, not assigned to first year reps, AMS reps and Senator.
8. Simran: I'm concerned that there will be less effective meetings with less people showing up.
9. Daphne: Execs have meetings every week, the more that have been run, the more efficient they will be.
10. Julian: I don't understand the effectiveness of execs and board having to come to more meetings. Not sure if more meetings will be able to solve this.
11. Sapnil: If we have twice a month board meeting, do we need the exec meetings in that week?
12. Daphne: Chantelle and Stanley are never able to make Board meeting.
13. Victor: Do another when2meet for another second meeting. For execs it might be too much work. Board might feel uncomfortable with too many meetings – alter the format where two board meetings are equivalent to one. Have a board meeting and a supplementary faster meeting.
14. Daphne: Meetings are so long because we meet once a month.
15. Chris: The reason why this was proposed was that last board meeting was described as the worst meeting, as there were uninformed board. With execs not present, there was feedback that the board couldn't make informed decisions
16. Maddie: Saying that more meetings is never the right answer is an interesting generalization, the exec meetings are very effective as they are every week and the timeline is fast – there are many action items. The only way we've interacted as a board of directors is at the meetings. Ff we're not meeting, what are we doing? Julian mentioned that BoD had only signed up to one meeting, but implicitly BoD has signed up for representing constituents better, and we should be resolving this issue of BoD of not being informed and engaged effectively
17. Julian: Having board show up at exec meetings has value. Would be more motivated to get BoD to go to more exec meetings, meeting on weekends is unrealistic.
18. Matthew: I'm wondering what is the primary goal? Having the board more involved with exec process? I have been working with Evan and marketing portfolio. Do you want me to have better grasp of everything in the CUS?
19. Michael: Agree with both sides that there is a problem with the system. There's an overall need to be more engaged with the process. Simply adding another board meeting in this format will not solve this problem. Idea: one meeting a month, a second month is just reports from executives, action items. Barebones meeting to catch people up. If you need to skype in, so be it. A conference call of some kind. Would suggest that format, all still communicating at the same time. Email isn't very useful for discussion.
20. Angela: Value for second board meeting would be talking about strategy.
21. Daphne: Primary goal: not for board to be part of exec process, just wanting board to get involved with CUS. I have personally been board for two years, it's difficult to feel empowered even when you go to exec meeting. Seeing the exec side of things, they need help and talk about strategy. Execs should talk about a problem they have, but should not decide on strategy. Having two board meetings to talk about strategy is useful.
22. Simran: It should not be a question of whether to give hours or not to this, there should be a mandate for all of us come to substitute the second exec meeting. It's a compromise that all board can be there to make strategy decisions.
23. Michael: I'm thinking that the first Tuesday of the month, there will be a shorter board meeting, after the executive meeting.
24. Maddie: I think the problem is that stuff that comes up in exec council is sent to the board, but by the time they can vote on it, it's a month away. If we were to have all the board attend an exec meeting, will have to tack onto some actionables for the board.
25. Chris: We live stream and give notice because if you don't give info about board meetings, we seem like we are not motioning correctly.
26. Michael: I would like to have a set date for the second board meeting. If there are no action items that come out of the meeting, then the meeting will last briefly to recap and discuss exec meeting.
27. Daphne: Warning that exec meetings go on very long, it's not logistically sound for meetings to go that late
28. Julian: Will there be a cap, for time?

29. Michael: Not time cap, but speaker cap to each action item would help reduce the second board meeting times
30. Daphne: What happens if there is no quorum?

Motion for every first Tuesday of the month, there will be a Board meeting after the required exec meeting. A speaker cap will be implemented so that members can only speak twice during one motion.

Moved: Simran │ Seconded: Matthew

In Favour: All
Opposed: None
Abstention: None
…the motion carries

Matthew leaves at 2:35PM

VII. Usage of CLC
1. Simran: It makes sense to limit the students who are using CLC – the CLC is full to the brim to the point where groups cannot meet in their own library or go there to study because there are non-Sauder students within CLC. There is lots of frustration as all of their classes are in here, this has been brought up many times. For example, Forestry have half of the library mandated to Forestry. It's uncomfortable to pass a mandate right now. I want to know what your opinions and thoughts are, making ID checks to have a deterrent for other students.
2. Julian: Without affecting CUS, it should come from UBC. If it's more of a group thing, group spaces isn't the issue, because we have booking systems.
3. Simran: That may be your perception, but a dozen have approached me that they cannot just find a table in CLC. There has been overflowing amount of students in CLC.
4. Chris: Technically CLC is a UBC library, so they have certain rules about this. Two avenues you can go through, Sapnil for Academic programs can make a dialogue about this. Or building users committee. Would be discussions with school, but very valid points.
5. Jacob: My understanding is that non-Sauder students can also book through Birmingham or CLC. Perhaps we should implement a policy that only Sauder students can book.
6. Caryssa: I've sat on the floor to study in CLC. I definitely agree but I don't know if crowding is from non-Sauder students. To address checking IDs: if checking is only once in awhile, non-Sauder students will stay until kicked out. Unless it is consistent, then non-Sauder students will continue going.
7. Sapnil: A good point that non-Sauder students are booking. CLC checks the booking emails. I will speak with CLC. Non-Sauder students cannot study in Birmingham, our building fees go towards that.

VIII. Hiring of non-Sauder students in service roles
1. Daphne: Stanley brought up that one of their services had hired a non-Sauder student. In constitution, members of services have to be Sauder student or have to be approved by exec meeting. I'm not understanding this clause, are we having to trust that the service chair did their due diligence to ensure hiring of Sauder students first? Execs are even more far removed from chair in charge, assuming that chair did their due diligence. This clause was put in place to ensure that we hire Sauder students first. Not necessary if we ensure in hiring package that we prioritize Sauder students first. Want to bring up to discuss.
2. Chris: Have to delay announcements for a week. More just a "rubber stamp" and retroactively approve decisions. If we want due diligence, if there is a complaint about it within a month, then there could be a removal.
3. Michael: is there any action Board can do now?
4. Julian: Is there a prioritization way? Should we be giving them that opportunity given that their money is going towards that?
5. Jacob: This has happened only three times this year.
6. Daphne: This has come from marketing, graphics.
7. Sapnil: Policy is here to make sure that people don't just hire non-Sauder students, I do agree that Sauder students are paying for services and clubs they just pay membership. One or two is ok, but if all is non-Sauder students running a CUS service that would be problematic.
8. Chris: HR team didn't communicate this yet, but proper training about letting chairs know this would help ease the situation of hired and then retroactively approving.
9. Victor: I do see the point of prioritizing Sauder students, but I don't think execs can help enforce and they wouldn't say no. I don't see that the policy is useful.

10. Michael: Have not been in a club hiring process – the HR team, are they involved? They should be the ones enforcing that not too many non-Sauder students are being hired. Don't think this policy is helpful.
11. Chris: Will discuss in policy to remove this "rubber stamp" like policy where execs must approve non-Sauder students before hiring, policy telling equity reps in job description that Sauder students are prioritized first before non-Sauder.

P. Next Meeting

The next regularly scheduled meeting of the Board of Directors shall be: Nov 7th, after Exec Meeting (6:30PM).

Q. Adjournment

Moved: Jacob │ Seconded: Sanjay

There being no further business, be it resolved that the meeting be adjourned at 2:57PM.

In favour: all
Opposed: none
Abstentions: none

… the motion carries.

CUS Attendance

Name	Position	Present ("X")	Late (Time)	Proxy (Name)
Board of Directors				
Daphne Tse	President	X		
Michael Pratt	Commerce Student Senator	X		
Simran Cheema	Alma Mater Society Representative	X		
Julien Hart	Alma Mater Society Representative		1:00PM	
AJ Jha	Fourth Year Representative			Sapnil Mohanty
Matt Chiu	Fourth Year Representative	X		
Jacob Kim	Third Year Representative	X		
Victor Yap	Third Year Representative	X		
Erwin Hsiung	Second Year Representative			Natalie Yu
Angela Dai	Second Year Representative	X		
Caryssa Kim	First Year Representative	X		

Sanjay Khemani	First Year Representative	X		
Maddison Zapach	Ombudsperson	X		
Executive Council				
Sapnil Mohanty	Vice-President, Academic Affairs	X		—
Stanley Yu	Vice-President, External Affairs			—
Chantelle Fromager	Vice-President, Finance			—
Phoebe Wong	Vice-President, Internal Affairs			Phoebe Wong
Chris Bolton	Vice-President, Student Engagement	X		—
Evan Zhou	Vice-President, Marketing and Communications			—
Other				
Natalie Yu	Administrative Director	X		—

Guests (optional)

Name	Affiliation	Present ("X")	Late ("X")	Notes
Invited				
Fiza Sandhu	Public Relations Director	X		
Other				