



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 7:00 PM, December 14 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		Sandy Pang
Matthew Yong	Vice-President, Finance	X		
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 7:01 PM.*

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

*Moved: Sapnil | Seconded: Phoebe*

*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**

- I. Chasing Sustainability: Post-Conference presentation (7:10PM)
1. 75 attendees, goal was 150-200 attendees
  2. MBA event was the same day
    1. Attendee feedback: better keynote speakers, more organized networking, strong panels
  3. Some younger students were more shy and found it hard to approach delegates under this year's networking structure
  4. Improvements
    1. Venue: secure a smaller, cheaper venue (ex.UBC). It has historically been hosted in a hotel downtown Vancouver but this is not consistent with our target market. Although there may be difficulty for delegates to get to UBC, industry professionals are likely to be willing to accommodate
    2. Team: hire a conference team, specifically logistics and external. Many tasks were delegated to people whose job descriptions did not explicitly align. This made it harder for the co-chairs to oversee the whole operation
    3. Speakers: screen workshop and keynote speakers.
    4. Students: provide detailed itinerary before event. Delegate books were printed. A lot of students wanted to know what they could expect from the event, making it hard for students to see if this was something they wanted to participate in
    5. Delegates: release delegate list for networking. They originally planned to do this for the current year but the lists were not sent out in the end.
    6. MBA: work closely with the MBA society before any decision making. This year, they picked a date that did conflict with MBA's schedules. To avoid this, they need to better communicate with the Net Impact president to determine vision, conference dates, and itinerary
  5. Challenges and Obstacles
    1. Securing final panelists: late confirmations, some people bailed last minute. This issue was prevalent in the Tech panel, back-ups should be prepared and MOU's.
    2. Selling tickets: aiming for 150 but only 75 attendees. Under the circumstance, this number is reasonable. People within the team felt discouraged and overwhelmed looking at the low ticket sales.

3. Communicating with speakers: response time for speaker bios and other information needs to be better organized. It is not feasible to have one person coordinate 2 keynotes, 50 delegates, and several panelists.
4. Organization for students
5. Securing sponsors: didn't receive any funding from AMS Sustainability, who they relied heavily on. Their conference did not directly impact the environment enough - their conference is more informative instead of action-based
6. Chris: what is the process to ensure these recommendations will be passed onto next year? How do you think the CUS can better support Chasing Sustainability?
  1. Matthew: regarding the transfer of knowledge, the directors of CUS Sustainability need to hire a team for the conference (external, logistics). People who join CUS sustainability do not always realize they'll be helping with Chasing - this should be put in the job description. I will be drafting a document with the changes and also meet with next year's directors if needed. This is the only external conference not under the External portfolio. Chasing lacks the guidance from somebody with more conference planning experience. I went to last year's chair for help and learnt along the way.
7. Evan: it was mentioned that the MBA conflict, was there a demand issue or a marketing issue?
  1. I think the max we can reach for undergraduates is approximately 75. On the MBA side, I think this was just timing. I expect future numbers to be 125-175.
8. Phoebe: for the MBA event that was set, was it confirmed before or after your date?
  1. I'm assuming it was set before us but we decided in June.

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

#### **E. Professional Updates**

##### I. President

1. Community Building training with Lauren Venema
2. Emails from NIBC, clubs looking for affiliation
3. Building online presence

##### II. Vice-President, Academic Affairs

1. Transition meeting with Aaron regarding term 2 - will be attending BCOM governance meetings
2. CMP UGO funding is being worked out
3. AMS tutoring sending report next week

##### III. Vice-President, Finance

1. NSCC had a contract for catering which was less than the agreed upon amount
2. Hiring/ interviewing for AVPF: there are two positions open for this role

##### IV. Vice-President, Internal Affairs

1. Kelvin updating formal booking procedures document, events team needs it by December
2. Liam and Kelvin working on new room booking system
3. Ryan, co-chair for CUS Elections, is going to Toronto. Shobhit will be taking a larger responsibility
4. Bonnie asked Phoebe about PVCC and its affiliation. Phoebe has offered to clarify the situation with her but she has not agreed to do this yet

1. Chris: when does the process happen for variable funding? They get members throughout the year
2. Phoebe: mid-term 2

V. Vice-President, Marketing and Communications

1. Meeting with DMC last week: creating content for community report, elections, agenda, referendum
2. Discussing with HR about AVPM role. Currently looking at finishing the term without an AVPM
3. Will be offline Dec.19-28

VI. Vice-President, External Affairs

1. Portfolio performance evaluations on Dec.21
2. Albert and Stanley met with Lauren from Citizens \_\_\_\_\_
3. Each corporate relations team member will be doing their own projects
  1. Suprabhe: standardizing sponsorship email
  2. Albert and Stanley: database - managers are responsible for updating this database
  3. Networking event coming up Term 2

VII. Vice-President, Student Engagement

1. Service social
2. January will be busy with engagement: community report coming out, AGM, new constitution (which must go through Board)
3. Fiza and Maggie are planning AGM. Maggie will take data from survey and coffee chats, Chris will use this information to create the report. This entails figuring out the services we need, which should be cut. Major issues right now are accountability and budgeting, but these will be addressed through Constitution changes
4. Phoebe: budget is visible to the public. To better budget transparency, we could print out a copy and leave it out in a binder in the CUS lounge. If people have questions, they can ask people within the exec office
  1. Chris: the issue that I see with that is that it is in the AMS format, which makes it hard to read and understand. I think Matthew's idea of having a ledger is a good way to start this discussion
5. After the PoCo meeting, a draft will be available for the public to comment on before the board ratifies it.
6. Evan: you want to promote the PoCo meeting?
  1. Chris: yes, the promotion could be mentioned in the CUSunday and CUS facebook post.
7. Sapnil: what's the format of the AGM?
  1. First point is discussing the community report. The other part will be talking to Maddie, Daphne, and Michael on a panel. Expected attendance is 40-100 people. We will also be live-streaming it. Elections will be having their info session immediately before.
  2. Phoebe: if it's mandatory for board and exec to attend the event, your target is reasonable
8. Policy recommendation: Chairperson should be chosen before the first board meeting

VIII. Administrative Director

1. Will schedule a time for next term's executive meetings

IX. Ombudsperson

1. Didn't receive an email back from PVCC but got a response from NIBC. I explained the context about the PVCC misallocation of funds and how this money was needed for PVCC to repay NIBC. The CUS has been deliberating this situation for 2 months. Our funding request in August 2017 towards NIBC was supposed to be used to pay off lost expenses (ie. the amount PVCC owes/ PVCC's debt). NIBC responded stating that they do not agree with the executive decision, which was ratified by the board. We looked at the funding requests in isolation: PVCC needs \$9,780 to repay NIBC.
2. Chris: we've made our position clear. There is a disagreement with what happened. If they appeal to the AMS, we should show them our statements and facts.
3. Maddie: at the time of NIBC's funding request, we were not aware of how the misallocation happened
4. Chris: AMS can overturn the board's decision

**F. Executive Business and Discussion**

**G. Approval of Minutes**

*Moved: Chris | Seconded: Matthew*

*That the minutes from the Nov.21 Executive Council meeting be approved for public distribution.*

*In favour: Chris, Evan, Matthew, Sanni, Phoebe*

*Opposed: none*

*Abstentions: Sandy*

*...the motion carries.*

**H. Next Meeting**

**I. Adjournment**

*There being no further business, be it resolved that the meeting be adjourned at 8:17PM.*