



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 6:30 PM, November 7, 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		
Chantelle Fromager	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: Brandon Jao, Erwin Hsiung, Simran Cheema, Michael Pratt, Angela Dai

**A. Call to Order**

*The meeting was called to order at 6:37PM.*

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

*Be it resolved that the agenda be adopted as presented.*

**C. Presentations to the Executive Council**

**D. Personal Updates**

**E. Professional Updates**

I. President

1. Nothing, been sick.

II. Vice-President, Academic Affairs

1. Meeting with BCom Governance: new law minor proposal for next year. A lot of students have expressed an interest in this. They would take 3 commerce law courses within Sauder and 3 in the law school
2. 291, 290, 292 are being renumbered to 190,191,192 as it was confusing to first years: they were under the impression it was a second year course.
3. Sauder is currently in plans of implementing a cohort system: this will create a sense of community even after they graduate. Each cohort will have their own newsletter.
4. VPA Caucus for AMS: starting textbook broke campaign
5. General tuition increase going on
6. Involved with Sauder's Academic Concession policy
7. Simran: is the law program accepting applications this year?
  - a. Sapnil: no, it will be next year

III. Vice-President, Finance

1. Credit card update: fraudulent purchases were made in October for online retail sites. All of the transactions trace back to Oakville, Ontario. Overall, it was close to a total of \$1,000 as other purchases were also made to Google. The AMS has cancelled our credit card. Until a new platform is implemented under RBC, we will be without a credit card.

IV. Vice-President, Internal Affairs

1. Operations Coordinator hiring going well
2. Sauder Events team is requesting that we extend our grace period for non-affiliated clubs to April, instead of December as currently stated. As it was not included into their budget, they did not incorporate costs for room bookings.
3. Sauder Admin provided Phoebe with a cleaning quote: \$36/h. Floors and microwaves will take an hour and fridges will depend on their mess. Garbage cans will be switched to "My Waste" bins.
4. Building Users update: no solution for some of the issues. They will look into a charging station for the back of Birmingham and try to find a permanent solution for the sink. Will also continue doing more security checks in the building.

Motion to add "Lounge Cleaning" to discussion  
Moved: Phoebe | Seconded: Chris

in favour: all  
Opposed: none  
Abstentions: none  
...the motion carries

- V. Vice-President, Marketing and Communications
  - 1. Onboarding will be finished this week- will be refocusing branding to be more community focused, a two-way discussion
  - 2. Remembrance Day campaign will be happening
  - 3. Planning for Winter Wonderland, formerly known as 5 days of giving
    - a. SISA holiday photo booth, BizzComm gingerbread event, POITS on Friday, HeWe Care Packages on Tuesday
  - 4. Assisting NSCC with marketing for their conference on Nov.17: currently have low ticket sales
  - 5. BizTech violated sponsorship requirement as outlined in SPF agreement
  - 6. Will be updating overall marketing expansion plan
  
- VI. Vice-President, External Affairs
  - 1. Albert and CR team is helping Evan with Winter Wonderland
  - 2. CMP and EMP doing well
  - 3. NSCC is concerned with marketing: Stanley is trying to set up a meeting with Katherine to discuss the issues.
  
- VII. Vice-President, Student Engagement
  - 1. Policy Committee: meeting next Tuesday. Has split policy into 2 separate documents
  - 2. Building Users committee today: each student pays a fee for building users. There is \$96,000 in Sauder's bank account
    - a. Some issues are the big screen TV's within Sauder. The committee's decisions are not finalized until they are approved.
    - b. Trying to get more tables for CPA hall to get more study spaces
  - 3. Tried to clean the storage space
  - 4. Community Pulse: 20 survey responses as of right now, 3 coffee chats scheduled. Would like more people to sign up
  - 5. Performance Evals happening soon
  - 6. HeWe and Truffles: working on getting the cheque handed to Sally, instead of being mailed. They will be running a second round of hiring
  - 7. FYC is hiring their team, Grad Night is interviewing their team.
  - 8. Invited to UBC Recreation Consulting session
  - 9. Phoebe: when are applications open for FYC?
    - a. They're already open. Close on Sunday
    - b. Phoebe: the people that I reject for Operations could be turned to FYC
    - c. Brandon: I have a lot of people who are interested to learn more about the positions
  - 10. Simran: can we ask the elections committee to promote FYC? There were a lot of people running for FYR so they could do this instead
  
- VIII. Administrative Director
  - 1. SPF Exploration Committee: will be scheduling the meeting for Nov.14
    - a. Angela: there's a policy committee meeting that day
    - b. Natalie: I will send out another when2meet and find out a new date

2. CUS Swag Order: Erwin and I have ordered swag. We are still waiting on the mock up and then we will pay them
3. Internal website: will be updating it soon. May need assistance from Fiza and IT to make it more cohesive with our external site
  - a. Phoebe: is this your responsibility? If I notice something out of date, I just update it myself
  - b. Execs will be responsible for updating their own portfolio's information. Natalie will make aesthetic changes to make it more user friendly.

IX. Ombudsperson

1. Reached out to William Chen of reddit UBC. His concern would be relevant to Board (moderating standards)
2. Working with Daphne and Chris on responding to feedback
3. CMP FYR
4. Daphne: there is a breakfast with the President of UBC on Sunday. Only certain faculty presidents were given invitations. Tomo saw our Community Pulse post and now their faculty may want to do something similar to it for Arts.

Motion to adjourn the meeting and reconvene at 7:25

Moved: Stanley | Seconded: Phoebe

in favour: all  
 Opposed: none  
 Abstentions: none  
 ...the motion carries

**F. Executive Business and Discussion**

I. Operations Coordinator Hiring

1. As per policy, hiring opportunities need to be posted on the CUS website. A member from the marketing team failed to do so and now Phoebe is wondering if they can suspend policy. She already has a significant amount of applications and does not want to extend the deadline. Should we do a PR release?
2. Chris: from a policy perspective, we should ask Board to suspend policy
3. Evan: I think this makes a dangerous precedent and it's not necessary
4. Michael: I feel comfortable about the precedent we set by not releasing a statement. One of the number one criticisms is that we aren't transparent enough. This is a minor issue but it will show people that we are working on it
5. Angela: I think we should put something into policy so this doesn't have to be discussed every time policy is broken
6. Evan: my biggest concern about doing it on Facebook is the comment section. Some people may bring up other incidents that didn't have PR statements.
7. Michael: I understand but if we post something on Facebook, we need to respond and say that we hear their concerns. This is our chance to set a new precedent. If we own up to our actions, this is the best we can do
8. Evan: if we are doing a PR statement, we need to have a policy in place about policy violations. What calls for a PR statement and how will it be controlled. If we have a PR statement without follow-up, it doesn't look good on us
9. Sarnil: bring this up to Fiza too
10. Maddie: for policy committee, we have been rolling out changes as time goes on.
11. Chris: we can change policy in time for the next board meeting
12. Phoebe: we should release it at a relevant time
13. Sarnil: I personally think that some sort of release should be made. The timelines look strange

14. Chris: we need to be comfortable addressing these issues. With the community pulse, we may get negative feedback. This is an instance to test our public's perception
15. Phoebe: if I can still hire someone after this is passed, I am okay with it
16. Chris: so we will ask board to suspend policy so hiring can continue. Then PR will work on developing a statement to release on the website
17. Angela: I think posting for PR should be before the PoCo meeting. It will give us context for policy changes.
18. Phoebe: ideally, I'd like it by next week
19. Evan: I can do it in 2 weeks because I want to make sure it's worded correctly
20. Michael: but if people do not look at the website, it may seem like we're trying to hide the issue. Maybe we should tackle it head on
21. Evan: we have done our due diligence

## II. Awards Night Budget

1. Phoebe: we had a discussion about the Awards Night budget last meeting. They requested \$4,000 for gift bags. Executive Council understands where they were coming from but the issue was finding a place to take this money out of
2. Chantelle: we would have to see exactly where we're at for financials. I'll request a more recent balance. We can't take it from SPF. It could come from our buffer.
3. Phoebe: Daphne and other people expressed that they were uncomfortable taking it from the buffer
4. Daphne: we discussed it in depth last meeting. The big concern was that we all wanted to contribute but we didn't know where it would come from. As Chris had leftover budget, we mentioned it could come from his
5. Sapnil: I may also have some in my budget
6. Stanley: CR may also have some
7. Phoebe: so there is a small amount we could reallocate to them.
8. Daphne: it seemed like we all wanted to fund them but we needed to figure out how. This also came up around the same time as the PVCC situation. If it is possible to take money out of portfolio budgets who are not using it, we can but I don't think we can fund them the full amount
9. Angela: can this be done outside of budget committee? Will there be a written statement outlining where the money came from
10. Chris: my other concern is that this is pretty ad-hoc as to where we are pulling this money from. If we pool all our money and give it to them, what happens to a service that comes later on with the same request? We would be granting money without knowing what will happen
11. Daphne: this is an exception
12. Phoebe: it's an exception because it was a miscommunication between budget committee and Awards Night. From our previous discussion, it seemed like we were comfortable giving them the money. Stanley who was budget chair acknowledged this fact too
13. Michael: my concern is that we are reallocating funds on an impromptu basis, how will this look to the student body? Of all events, it's also a CUS exclusive event
14. Maddie: looking at the context of the event, of all of the events that we could be bailing out, it doesn't reflect well on us. To us, it is just another service. But we must be mindful to all students and consider how they will feel
15. Chantelle: they told you exactly what the money was going towards?
16. Phoebe: this is because their gift bag line item was cut. Their gift bags are for people who don't benefit from the after party but this still recognizes them. They re-adjusted their budget to try to accommodate the gift bags but it was past final rounds of budgeting. If this had been addressed in first round, they would have been okay

17. Chantelle: I agree with the original mindset that budget committee had in the summer. To have additional gifts when they already get a dinner seems unfair. If we reallocate some of the open bar to gift bags I would be good with that
18. Phoebe: they would except due to new management, they can't. It's fixed numbers.
19. Simran: I think the open bar and gift bags are both "nice-to-haves". I don't think that it is that valuable to have nor is it necessary
20. Chantelle: part of this request was also for nicer decorations
21. Angela: this is a nice-to-have, in agreement with Simran. I would be more comfortable if this was turned over to board. In my opinion. This decision is not balanced.
22. Evan: do we have authority to move budget between expense lines?
23. Chris: yes, we do
24. Phoebe: the biggest issue with them is that they weren't given the opportunity to appeal
25. Stanley: however, the Pit issue was never brought up to us during budgeting. They threw this at us now.
26. Chantelle: a couple of days after we sent them their budget, Kristi came to us and we talked about cutting the bar.
27. Phoebe: I think what happened is that they submitted their final budget and then while they were waiting to hear back, they started talking to the Pit.

Motion to provide additional funding to Awards Night

Moved: Sapnil | Seconded: Chris

in favour: Chris, Evan, Phoebe, Daphne, Stanley

Opposed: none

Abstentions: Chantelle

...the motion carries.

Motion to approve additional funding to Awards Night contingent on an amount agreed upon on November 14

Moved: Chris | Seconded: Stanley

in favour: Phoebe, Evan, Chris, Stanley, Daphne

Opposed: none

Abstentions: Chantelle

...the motion carries

### III. Lounge Cleaning

1. Phoebe: we need to decide if we want to go through with this plan and also determine the frequency. 4 microwaves take an hour to clean. Fridges depend on how messy they are
2. Chris: where will this money come from? We have money based off the interest from the endowment fund. I think a portion of this should go to the maintenance of the lounge
3. Evan: for endowment fund, we need approval from Pam Lim
4. Sapnil: AMS also has an endowment fund. This is for large scale things such as making a new building, not maintaining it
5. Daphne: I'm on the committee and I've been trying to set up a meeting with Pam. My understanding is that they were wondering when we were going to use this money. I will keep you guys updated. Usually, as Sapnil said, it's usually for large scale changes. However, this would be a big change for our student lounge
6. Chris: that is true. I did some rough calculations and it'll be a few thousand dollars if we do it. If we did biweekly, it'd be 6h per month.
7. Simran: for frequency, does this include basic maintenance? Would they be mopping the floors?

8. Phoebe: it would include mopping and general upkeep at whatever frequency we choose.
9. Phoebe: historically, the VPI and the AVPI have been taking care of the tables and whatnot. This is why we're trying to implement it because it's not sustainable. If we can figure out a small amount right now and then when there is turnover, it can be implemented
10. Phoebe: to clarify, the building users money isn't our money but we get a say on how it is used.
11. Maddie: I didn't realize that they didn't mop the floors.
12. Daphne: this is technically our space. The microwaves in Sauder Cafe aren't even cleaned.
13. Victor: is this the Sauder building maintenance cost?
14. Phoebe: yes
15. Michael: we don't have the money easily available.
16. Sarnil: we can try to find it somewhere in our budget
17. Maddie: Biweekly won't amount to much. It's not sustainable.
18. Daphne: I say that we put this on hold until I talk to endowment fund
19. Phoebe: we will leave this as a recommendation for next year's VPI

**G. Approval of Minutes**

*Moved: Chris | Seconded: Phoebe*

*That the minutes from the Oct.24 Executive Council meeting be approved for public distribution.*

in favour: all  
Opposed: none  
Abstentions: none  
...the motion carries

**H. Next Meeting**

**I. Adjournment**

*Moved: Phoebe | Seconded: Chris*

*There being no further business, be it resolved that the meeting be adjourned at 8:15PM.*

in favour: all  
Opposed: none  
Abstentions: none  
...the motion carries