



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 6:30 PM, October 24, 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: Caryssa Kim, AJ Jha, Sanjay Khemani

**A. Call to Order**

*The meeting was called to order at 6:33PM.*

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

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

**C. Presentations to the Executive Council**

- I. HR Evaluation and Feedback Program(7:00PM)
  1. Purpose: individual people to know how they are performing, formalized feedback, growth and development
  2. Leaders conduct a formal performance evaluation and get feedback from the team through an Internal Engagement Survey
  3. Allows team to evaluate their leaders anonymously, efficiently gathers feedback from team
  4. 14-16 questions focusing on feedback/ recognition, respect, communication, involvement, trust and support
    - a. Daphne evaluates board, executive, presidential portfolio
    - b. VP evaluates AVPs, commissions, and portfolio service council chairs
    - c. 1:1 meeting with leader, individual, and HR rep
  5. Evaluation: board judged on rubric, accountability report, and strengths, weakness, involvement
    - a. Everyone else has an accountability report as well as strength, weakness, improvement
    - b. Sapnil: can they conduct the survey beforehand?
    - c. Julyna: Yes but I wanted to allot time so they would actually get it done. Kevin (HR Specialist) will be doing a review of the feedback
    - d. Sapnil: in the 20 minute portion, what would we be discussing?
    - e. Julyna: Go over the accountability report. There are some questions on the document. Specialists can also help guide the process. We will send you the raw data but you will not know who submitted it
  6. Daphne: evaluations for board and President started happening 2 years ago. Vanessa said it was effective and I personally liked getting feedback in a formal setting
  7. Julyna: after Kevin sends you the leader package with the data, set up a meeting with your team. Address your weaknesses, ask them how these can be improved. For service chairs, they don't have a lot of information so this would help
  8. Daphne: although this is the allocated time for feedback, this shouldn't be the only time feedback happens. Feedback should occur on a regular basis
  9. Sapnil: the results of the engagement survey, does Daphne get access?
    - a. Julyna: Kevin and I look at it
    - b. Sapnil: will you discuss the results with the VP
    - c. Julyna: for the questions, you'll get a score. For the qualitative categories, you get top themes
  10. Chris: for my survey, we're doing a report on the feedback we get. I suggest that we take the top points from yours so we can show what the CUS is doing internally.

**D. Personal Updates**

**E. Professional Updates**

- I. President

1. Meeting with Orientation steering committee: Assistant Deans and other undergraduate society presidents attended. Daphne has notes available for those who are interested. Hoping that students will embrace the diversity of our campus and promote inclusivity.
  1. Trying to change Collegia so that it's free for future years, will be expanding further. Expecting approximately 1,000+ students
2. Innovation Hub: EUS, needing assistance from business students
3. Email from reddit moderator: asked to present to one of our councils but he didn't specify what his presentation will be about. Maddie will be liaising with him
4. President's Council meeting this weekend, Chris is proxying
5. Meeting with BCC on Monday: mandatory coaching is successful so far, reverted some offices to become coaching rooms
6. Regular meetings with Lauren: Wednesdays at 1PM. Executives are welcome to join in Chantelle and Stanley should set up a meeting with Lauren when they have time
7. Meeting with Bonnie and Kelvin about DAE (Department of Alumni Engagement). Daphne will be presenting later this month at Sauder Robson
8. Constituency social with Phoebe and Sarnil
9. Offline on weekends and after 10PM: will not be checking Slack
10. Sarnil: regarding the 5-7 day orientation, is that in addition to JumpStart?
  1. Yes, this is optional but designed for commuters. Residence students will have separate programming such as Parent Resources workshop. Nothing is concrete but they were looking for feedback.
  2. Sarnil: can anyone come to the meeting?
  3. Daphne: I will check
11. Evan: for the reddit thing, they are trying to get undergraduate societies more involved
12. Caryssa: For the International or Domestic thing, is this instead of Jumpstart?
  1. No they are just trying to differentiate international from local students
13. There is a social this Sunday

## II. Vice-President, Academic Affairs

1. Sarnil is moving to Calgary in January for a co-op work term. He will be accessible on Skype, however, Aaron is going to be helping out a lot in his absence. He is leaving on Dec.21.
2. Flying out with JDC West team: this way, the CUS will be able to see what the competition is like firsthand
3. CMP: working out plan with CLC. There's been trouble with their SPF funding application
4. Class Liaison: discussing results of online form. Some professors failed to assign liaisons

## III. Vice-President, Finance

1. Continuously getting unpaid invoices from last year (Me Inc., HeWe)
  1. Has proof that the cheque that was issued to the Me Inc individual that the cheque has been cashed. Even with this information, they claim that they have not received funds. Chantelle will investigate the situation further

Motion to add PVCC Funding to the discussion

Moved: Chris | Seconded: Phoebe

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

2. From policy, there is a limitation period on reimbursements for student groups. If the AMS tells us we need to fund them, that is fine.
  1. AJ: clarify if it is fiscal year or calendar year

3. We are still being charged for iWeb technologies: they have been taking out monthly payments for the business cards we used to order
  1. Phoebe: that's not the company we were using
  2. Chris: that may be the CUS server
  3. Chantelle: I will call them and figure this out. I need a receipt to code them
  4. AJ: for the cheque, was there an image?
  5. Chantelle: I am not sure but we can see on the online banking system that a cheque was cleared
  6. AJ: the front of the cheque will show who it was made out to and how much it was for
4. Credit card has been charged \$500 for Tim Hortons, still trying to get to the bottom of this
  1. All of the amounts are in round amounts . They don't have the physical card and only Matthew and Chantelle know the number.
  2. AJ: you should dispute the charges
  3. Chantelle: if we don't settle this, we will continue getting charged
  4. Chris: should we ask our services about this
  5. The charges started this month and have not stopped
  6. This is fraud. We will get to the bottom of this immediately.
5. JDC West has incurred additional Slack fees because they have been adding and removing members
6. Dealing with lots of unpaid invoices
7. Not a lot of additional training has occurred for the analysts, focusing on training Matthew. In this role, it is hard to train others to have the same level of knowledge

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

1. Operations coordinator ready to go, to be hired end of November: met with Kelvin and Julyna to discuss job description. They will do daily operations
2. Met with Jennifer to discuss why the new booking procedure was created. They may adjust it for clubs with majority Sauder students
3. Attended AMS inter-constituency meeting to see how other faculties are structured. Many of them have departmental clubs. These will happen once a month and may be extended to club presidents eventually.
4. Sauder admin has not replied with cleaning quote
5. Building users meeting on Nov.7
6. Sauder Unlimited planning process has begun
7. Chris: Was there any immediate issues from AMS about how we operate?
  - a. On their end, we are the easiest to deal with.
  - b. In each of their "programs", there is a departmental club representative
  - c. Our clubs are not "backed up" by departments but they may still get support from them

#### V. Vice-President, Marketing and Communications

1. Onboarding team past week
2. Met with Artona about grad photos: board and executives only
3. Met with Kimberly to push out CLC resources
4. Discussed Winter Wonderland plans with SISA - the name is not confirmed

#### VI. Vice-President, External Affairs

1. Ordered razors from UM (870, 15 boxes)
2. Developing rental system for CPA lanyards

3. Albert is working with CR managers to work out accountability for CPA. Tentative breakdown is \$3,000 for CUS, \$1,000 for Sustainability, etc
  1. Stanley may reallocate as needed
4. Imprint and EMP have had a few events recently. Kick-off event went well. Imprint's events also went well.
5. NSCC coming up in November, applications for competition have been closed. They may need help with marketing and promotion.
6. Priscilla reached out to EVO and they want to do a partnership with CUS. They would have a big booth around Sauder/ in CPA Hall
  1. Daphne: I am not sure if they are allowed to booth inside CPA hall
  2. Stanley: I will confirm this
7. Daphne: is the blacklist still happening?
  1. We've had to postpone it because the CR team has been very busy recently. We want to give each manager a group of organizations to deep dive

VII. Vice-President, Student Engagement

1. Storage room: make sure that everything is clearly labelled with 2017 or their organization
  1. It will be removed otherwise
2. CCP had to postpone an event due to lack of sign ups, figuring out reimbursements from ShowPass
3. Grad Night is hiring team, need a marketing person
4. PoCo meeting soon: email Chris with any changes or updates. They will also be working on policy strategy (SPF, training, splitting up policy)
5. Hiring chair for FYC
6. Working on Coffee Chats and survey: combining the two to get people's feedback and provide as many avenues as possible. They can go to Maddie, board office hours, or coffee chats. We will pay for their coffee. Next week, they will send out details about the hours.
  1. Will operate on an opt-out system: everyone is automatically in but if they provide a valid reason, they can opt out
  2. People who do coffee chats will fill out a form later, produce a report based off of that. This will coincide with the AGM, giving them an opportunity to ask questions.
  3. Still in process of figuring out name for coffee chats
  4. Planning to launch around Nov.8, depending on marketing
7. If you have ideas for how to train people better, test through FYC
8. IT has not given access to Chris to fix website. You have to send in tickets to get it done.
  1. IT suggested that an IT ticketing system be implemented to deal with the requests. Since it's been implemented, people have noticed that their responsiveness has actually decreased. Daphne will talk to Liam and Bob

VIII. Administrative Director

1. Arranging first meeting for SPF exploratory committee
2. Ordering CUSwag once credit card is sorted out

IX. Ombudsperson

1. NIBC: reached out to Conference Director and got a response from a board member too. They are investigating the situation but based off of what they saw, a lot of it was misconstrued. They will be changing this in the future. In Maddie's opinion, having the after-party at a night club where there are external members does not seem like a good

idea. He mentioned that the comment may have blown things out of proportion. Maddie will send updates if things develop further

2. Daphne: we do a lot of things to improve student's lives but these changes aren't publicized. What are your thoughts?
  1. Phoebe: Evan wants to do This Week at Sauder but maybe portfolios can send in a 20 sec update about their most important

## **F. Executive Business and Discussion**

- I. PVCC Funding
  1. Andrew received a message from NIBC and PVCC notifying him that they share a bank account, in addition to UBCFA. In the summer, they ran out of funds. PVCC overspent and used NIBC's account code. NIBC did not have enough money to operate so we gave them money with contingencies.
  2. In September, PVCC emailed Daphne stating they had financial issues with the CUS. Looking at historical records, they claim that they never received full funding from the 2015 team and are looking to get the remaining \$9,780.
  3. Based off of the minutes, CUS wanted PVCC to become a CUS conference. PVCC did not want this. For every Sauder student, they would get a certain amount of money from the CUS. Over the course of 2 months, Chantelle and Kerry have been in contact discussing this.
  4. Jordan, one of the founders of PVCC asked to speak to Daphne. This money was from 2015. There was a clause that PVCC would be granted funding contingent on the fact that they became a CUS conference.
  5. The CUS Board said that they could have \$30,000 if they became a CUS conference. If they didn't, only \$13,000 would be awarded. The executive committee said it would be \$22,780 contingent on a set of terms that the board of directors would set at their next meeting. These terms were never set.
  6. The executives paid the \$13,000 based on the board's recommendations but the remaining money was never dispersed.
  7. It is likely they would not have come to us with this issue if they were not having financial troubles. We are essentially bailing them out but at the expense of our services.
  8. Daphne: our current team does not owe them money but we as the CUS do. Chris found a clause in the policy regarding sponsorship
  9. Chantelle: the funds that we are giving them would not be going to PVCC. We would be invoicing it to PVCC, who would then turn it over to NIBC because they owe them money. However, we have already given NIBC additional funding of \$20,000. Should we really be giving them more money?
  10. Chris: PVCC and NIBC are not affiliated with CUS other than they can get SPF
  11. Chantelle: their reasoning for not getting CUS affiliation was that their reputation would not follow them in the finance industry if they were a commerce club
  12. Chris: I think that we should conduct a vote. If it doesn't pass in executive council, they can appeal to the board. If the board does not grant it to them, they can appeal it to the AMS. The AMS can force us to do something.
  13. Chris: obviously something occurred but this happened 3 fiscal years ago. They should have addressed it promptly, like within 1 month.
  14. Phoebe: we can dispute it if it's within a reasonable amount of time. 3 years is not a reasonable time
  15. Maddie: this money was granted for a specific purpose and if we grant them this money, it will no longer be used for this purpose. This funding would not be used for how it was originally intended.

Motion to provide PVCC with \$9,780 that they've requested

Moved: Chris | Seconded: Stanley

In favour: none  
Opposed: all  
Abstentions: none  
...the motion fails

**G. Approval of Minutes**

*Moved: Sapnil | Seconded: Stanley*

*That the minutes from the Oct.3 and Oct.17 Executive Council meeting be approved for public distribution.*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*

**H. Next Meeting**

November 7

**I. Adjournment**

*Moved: Phoebe | Seconded: Evan*

*There being no further business, be it resolved that the meeting be adjourned at 8:54PM*

*In favour: all  
Opposed: none  
Abstentions: none  
...the motion carries.*