



commerce
undergraduate
society

Commerce Undergraduate Society of the University of British Columbia, Vancouver

Board of Directors Meeting | 6:00 PM, Thursday, January 11th 2017 | Henry Angus Building, Room 335

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 6:07PM

I. Attendance and Confirmation of Quorum

II. Amendments to and Approval of the Agenda

Moved: Caryssa

Seconded: Erwin

Motion to add "Constitutional amendments" to the agenda

Motion to add Committee Appointments and Constitutional violations to the agenda

Moved: Daphne Seconded: AJ

Motion to add "Service Recommendations" and discussion item regarding feedback

Moved: Daphne | Seconded: Phoebe, as Simran

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

Julien Hart has resigned. He expressed that does not have a lot of time to truly perform his duties. There will no be vacancy of AMS Representatives as the AMS has changed it's policy to only one representative from each constituency.

C. Chair's Remarks

D. Presentations to the Board of Directors

E. AMS Representatives' Report

1. No updates

F. Commerce Student Senator's Report

1. Senate has moved forward with ad-hoc committee creation regarding diversity.
2. Daphne: last year we were in discussion about having 2 reading breaks, are there any updates on this?
 - a. It was discussed in student caucus and the consensus that there was not enough support from faculty or admin to have one in fall. This would force us to start a week earlier or end a week later

G. Ombudsperson's Report

1. Workshop on mental health on Jan.23 at 7PM. It is mandatory for all execs and board.
2. Constitutional violations report: executives should be sending out 3 reports to the board throughout the year. Instead, we will send out one report around mid-February to the board.

H. Executive Reports

I. President

1. Helped Chris with Community Report and HR with rewriting board job descriptions
2. Met with Lauren Venema
3. Assisted HR with coaching plan launch
4. Thinking about transition
5. Chris: when will board be voting on board job descriptions? These descriptions need to be ratified
 - a. Angela: The incoming board will be needing these job descriptions in order to run so we should let them know as soon as possible
 - b. Chris: we could send it out as a draft and ratify it later
 - c. Daphne: I will double check with Julyna to ensure they are ready to be voted on by tonight

II. Vice-President, Academic Affairs

1. No updates. Temporarily at JDC West.

III. Vice-President, External Affairs

1. No updates. Temporarily at JDC West.

IV. Vice-President, Finance

1. Got signing authority for both AVPFs

V. Vice-President, Internal Affairs

1. Still editing formal booking procedures document
2. Room booking system should be ready within next 2 weeks
3. Elections is ready
4. New microwave has been ordered for the CUS lounge
5. Locker assignments will be out by this weekend
6. Clubs Roundtable - if you want more information, ask Phoebe or Daphne

VI. Vice-President, Marketing and Communications

1. Worked on marketing for AGM and hiring DMC
2. Met with Iris to discuss Yearbook

VII. Vice-President, Student Engagement

1. AGM
2. POITS is hosting ski trip next weekend. Waiver form has been sent out, released on the Facebook page. Chris will ask them to send out a reminder about peer pressure during the event and the consumption of alcohol is optional.

I. Committee Reports

1. Conference Affiliation: met for the first time. Established a framework, submitted proposed additions to Chris. Has recommendations for the future committee, including matrix and criteria.
2. Awards Night committee: received alternatives for purchasing without credit card. Representatives and evaluations have been going well. In the process of doing invitations and working with UGO
3. Endowment Fund committee: will arrange a meeting date, talked to Lauren about using the Endowment Fund to fund the cleaning of the lounge
4. Building Users: Finalizing a date for Building Users (CUS committee). Meeting with Sauder is set for February 13th.
5. Clubs Review: no updates
6. SPF Exploration Committee: SPF applications are due on Jan.24, they will be reviewed on the 28.
7. Policy: constitutional changes will be worked on today, they may update Code of Procedures. Constitution still needs to go through referendum.
8. IT steering committee: could not partner with BizHacks, looking for alternatives

J. Amendments to and Approval of Minutes

I. Minutes

Moved: Angela
Seconded: Erwin

Be it resolved that the Board of Directors approve its minutes dated Dec.19.

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

K. Business Arising from the Service Council

L. Business Arising from the Executive Council

M. Business Arising from the Committees of the Board of Directors

1. Chris: before we can ask the student body for changes to the Constitution, PoCo updated the document by fixing formatting (non-material). After this, we can focus on material changes.
 - a. Added a header to the document to match the Code of Procedures

Motion to accept the proposed formatting changes

Moved: Daphne | Seconded: Victor

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

2. Change of Terms: Updated the usage of Announce to include Distribute

Motion to change all proposed changes to Article 3

Moved: Caryssa | Seconded: Erwin

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

3. Section 5: the language was ambiguous. After discussing with the AMS, their rules do not supersede the CUS, however, our rules cannot contradict the AMS. Our Code cannot supersede Constitution.
- a. Angela: is there something about the term contradiction?
 - b. Yes, it is in article 4

Motion to change all proposed changes to Article 5
Moved: Victor | Seconded: Erwin

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

4. Section 6: it previously stated that a person of the general membership could become chairperson of the CUS. We changed this because the Chairperson needs to be able to lead meetings effectively and therefore should be present at all the meetings
- a. Caryssa: can you be an executive and still be a chairperson?
 - b. No, you cannot. If you look at Section D, it states that they must be elected from the Board of Directors.
5. Section 6.06: we have added that the Board must also carry out the job descriptions assigned by the HR commission, but changes must be approved by a simple majority before implementation. They must also hold office hours once a week. Also, they must attend at least two Executive Council Meetings per month
6. Angela: what if someone has class during that time?
- a. Chris: well executive meetings should be set with that in mind
7. Caryssa: is there anything if you come for a meeting and leaving after 5 minutes
- a. Michael: it's reasonable to say that you are not adequately participating in the meeting.
 - b. Daphne: this is just a set of guidelines to be ratified by the entire school.

Motion to change all proposed changes to Article 6
Moved: Matthew, as Jacob | Seconded: Evan, as Matty

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

8. We removed President Office hours to make a reasonable effort to meet with members of the CUS
Motion to approve all proposed changes to Article 8
Moved: Daphne | Seconded: Caryssa

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

9. Article 11: We added a sub-point that the Ombudsperson must publicly announce their report within 72h
Motion to approve all proposed changes to Article 11
Moved: AJ | Seconded: Daphne

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

10. One of the major changes is that the budget was to be formulated by the Executives Council but this has always been done by the Budget Oversight committee. I updated the Constitution to this. Before the deliberation occurs, the budget committee must publish an outline of their criteria/ matrix for evaluation and distribute it to the services. We have also removed most of the dates.
Motion to approve all proposed changes to Article 14
Moved: Sanjay | Seconded: Erwin

In favour: all
Opposed: none

Abstentions: none
... *the motion carries.*

11. Article 18: we have always had the ability to recall a board member through referendum. Now with the inclusion of Impeachment, on the official recommendation of the Ombudsperson, a board member may be removed through a vote of supermajority. The Ombudsperson writes a recommendation; within 72H a vote must be conducted. It is likely the chairperson would have to call an emergency meeting.

Motion to approve all proposed changes to Article 18

Moved: Daphne | Seconded: Matthew, as Jacob

In favour: all
Opposed: none
Abstentions: none

... *the motion carries.*

12. Article 23

Motion to accept the proposed changes to section 23

Moved: Daphne | Seconded: Erwin

In favour: all
Opposed: none
Abstentions: none

... *the motion carries.*

13. Chris: we must now create a question to have the student body vote on through referendum. We are also working on a document that outlines the changes to highlight why students should vote "yes" in the referendum

- a. Maddie: any questions that we use that summarizes the points may become over-complicated
- b. Michael: I agree that we have a summary of all of the changes. We could link the document and say "Do you accept the changes as proposed in the Jan.11 meeting?". The report could be called Referendum Changes 2018 Report
- c. Angela: on the question, should we specifically refer to a document?
- d. Proposed question: Do you accept the changes to the CUS Constitution as outlined in the CUS 2018 constitutional Referendum report found on cus.ca?
- e. Angela: should we have a printed copy of this?

Motion to accept the proposed question

Moved: Sanjay | Seconded: Angela

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

14. Chris: can we promote that the CUS votes "yes" on this question

Motion to allow the CUS as a body to publicly take a stance to saying "yes" to this referendum question

Moved: Daphne | Seconded: Jacob

In favour: Caryssa, Sanjay, Victor, Erwin, Angela, Evan, as Matty, Matthew, as Jacob, Michael
Opposed: none

Abstentions: Phoebe, as Simran, AJ
... *the motion carries.*

22. Chris: we will not be promoting anything until Jan.16.

Motion to break and readjournal at 7:20PM

N. Other Business

O. Discussion

- I. Committee Appointments
 - a. AMS Position:
 1. Maddie: as Julien resigned from his position as AMS rep, we have resolved to find someone to fill his place and shadow Simran
 2. Daphne: from my knowledge, I don't believe that Julien resigned to the AMS yet. I have not received any transitions from him either.
 3. Maddie: I will contact Simran and tell the incoming AMS rep that they would need to do this
 - b. Policy
 - i. Sanjay nominates himself. He accepts his nomination.
 - ii. Sanjay is an official member of the Policy Committee
 - c. Awards
 - i. Caryssa nominates herself. She accepts her nomination.
 - ii. Caryssa is an official member of the Awards Committee
 - d. Endowment Fund
 - i. Matthew nominates himself. He accepts his nomination.
 - ii. Matthew is an official member of the Endowment Committee.
 - e. Conference Affiliation
 - i. Caryssa nominates herself. She accepts her nomination.
 - ii. Sanjay nominates himself. He accepts his nomination.
 - iii. Caryssa withdraws her nomination.
 - iv. Sanjay is an official member of the Conference Affiliation committee.
- II. Constitutional violations
 1. Chairperson of the Board has the same voting rights as the other board members. This technically undermines some of the votes that we have had. In the event that someone comes to request a revote, we will do so
 2. The executive council should be writing reports for the board. In future years, they will set out dates in the beginning to determine when to submit these reports
 3. Public Report: it is the responsibility of the Chairperson to submit warnings to board members who miss more than one board meeting a term. This is something that will have to be upheld
 4. A copy of the CUS Constitution should be signed by all board members. Once the new version comes out, we will all sign the amended constitution
 5. President has to hold a minimum of 3 office hours. Going forward, the Policy committee corrected this to 1h/week. A better solution is to have the President accessible to students
 6. We reformed the timeline in the budgeting process. It was supposed to be passed no later than July 15. Moving forward, specific dates have been removed
 7. CUS budget needs to be updated and distributed every 3 months. Matthew is working on this by compiling info from services. There is no timeline at the moment but we are looking to streamline this.
 8. The records of all Constitution must be saved in the Ombudsperson Office. At the moment, there is only one on file from 2015.
- III. Service Recommendation
 1. Daphne: As we are transitioning out, one of the complaints was that hiring was quite rushed. My solution is to have the board compile feedback on services from students. As elected members, they are the most suited to compile this information from students who have used these services or gone to these conferences. I want to see how they feel about continued support from CUS. This information could be passed on to budget committee.
 2. In addition, all committees must have an introductory meeting to gain a better understanding. There will also be a wrap up meeting where the President and the Ombudsperson will sit in on the final meeting.
 3. Daphne: the current board of directors could create a report to pass down to the next year. I have already discussed this with HR.
 4. Angela: for services, this makes sense since year reps were assigned to certain portfolios.
 5. Daphne: the idea is that we do not get feedback from the chairs because this information is biased. I want someone to ensure that feedback is collected on our services and figure out which ones are more strongly recommended from the student body. The future years do not necessarily need to act on it but this information is useful to have
 6. Michael: is this not the same as the Community Pulse? I'm worried that we have already covered this

7. Phoebe: this is more specific to services
8. Michael: what if we had a survey instead of asking board members to approach individuals?
9. Daphne: this is a review of our current services
10. Chris: my thought is that current execs would suggest which services are of value and which are not
11. Daphne: execs may be biased
12. Chris: that's true but also we are the only ones who truly know
13. Phoebe: I see value in having board take the lead on this
14. Angela: we are limited in how many people we can reach, the demographic we can reach may provide a skewed perspective. While an online survey may get less engagement, there's bigger reach
15. Phoebe: although we oversee the services, we work them but we're not biased
16. Chris: whether or not services are operating effectively is my concern
17. Daphne: often times we do not use our own services. We may not be the right audience. The board members represent your year. That is why I would want board to take it
18. Michael: we cannot have an informal way of gathering information and then a formal report of our findings. If we want to have a formalized report, we need a formal process of collecting this info. If we do an informal way of gathering info, we could do an informal presentation
19. Angela: I suggest to do both.
20. Michael: can we get this done in the amount of time left
21. Evan: we need to do our due diligence before cutting services but there is no harm in asking for feedback
22. Michael: I don't think we have a lot of time to do this formally. I see this as part of transition between board members or execs.
23. Caryssa: I think the informal process is better than survey because then you only get the people who were willing to do the survey
24. Angela: we should have a deadline for a report, a date when the survey ends, a date when the report is published. Timeline for promotion

Motion to gather feedback from our constituents about our services as board members

Moved: Daphne | Seconded: Angela

In favour: Victor, Erwin, AJ, Angela, Daphne, Phoebe as Simran, Evan as Matty
Opposed: none

Abstentions: Sanjay, Michael, Matthew as Jacob
... the motion carries

25. Evan: we need to create a process that gives a holistic view of the CUS
26. Phoebe: if we did an informal process, we could give informal recommendations to the next year. It would give another perspective, in addition to our operational side of things. Some services may be operating fine but have no value to the students. These are just recommendations.
27. AJ: I understand what this is for but we need to look at the big picture. We should be in touch with our people informally.
28. Michael: if we have a formal process for feedback, we need a formal way to present this information. This will help determine which services are cut but that is for the next year's team. In my opinion, this has been an informal process each year. This has been shown as people relaying this information to next year's team
29. Daphne: this was not my original intention. I simply wanted to show what due diligence looks like.
30. Phoebe: I want to note that these informal recommendations are passed down to the next executive council
31. Maddie: I agree that the incoming team does not necessarily need to use this information. With that being said, it is still useful for the team. Having a formal process does not equate to survey. Even if we sat in CPA hall a couple of hours a day, that doesn't mean it's not a formal process.
32. Angela: what if someone wants to see this written report
33. Phoebe: no, we cannot do that

Motion to have this process of feedback conducted informally

Moved: Phoebe, as Simran | Seconded: Michael

In favour: Evan as Matty, Matthew as Jacob, Caryssa, Angela, Erwin, Victor, Daphne, Michael, Phoebe as Simran
Opposed: Sanjay, AJ
Abstentions: none

... the motion carries.

Motion to add "ratify job descriptions" to the agenda
Moved: Daphne | Seconded: Phoebe, as Simran

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

Motion to ratify job descriptions as proposed
Moved: Angela | Seconded: Erwin

In favour: Victor, Michael, Sanjay, Caryssa, Angela, Daphne, AJ, Erwin, Matthew as Jacob

Opposed: none
Abstentions: Evan, as Matty, Phoebe as Simran

... the motion carries.

IV. CUS Feedback

Motion to go in-camera

Motivation: the person who gave the letter did not give permission to publicize this information and requested that it be kept confidential

Moved: Phoebe, as Simran | Seconded: Sanjay

In favour: all
Opposed: none
Abstentions: none

... the motion carries.

Motion to stay in-camera

Moved: Matthew as Jacob | Seconded: AJ

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

P. Next Meeting

The next regularly scheduled meeting of the Board of Directors shall be: January 28, 2018

Q. Adjournment

Moved: Erwin
Seconded: Victor

There being no further business, be it resolved that the meeting be adjourned at 8:50PM.

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			Phoebe Wong
AJ Jha	Fourth Year Representative	X		
Matt Chiu	Fourth Year Representative			Evan Zhou
Jacob Kim	Third Year Representative			Matthew Yong
Victor Yap	Third Year Representative	X		
Erwin Hsiung	Second Year Representative	X		
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			—
Stanley Yu	Vice-President, External Affairs			—
Matthew Yong	Vice-President, Finance	X		—
Phoebe Wong	Vice-President, Internal Affairs	X		—
Chris Bolton	Vice-President, Student Engagement	X		—
Evan Zhou	Vice-President, Marketing and Communications	X		—
Other				
Natalie Yu	Administrative Director	X		—

Guests (optional)

Name	Affiliation	Present ("X")	Late ("X")	Notes
Invited				
Other				