



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 5:00PM, January 23, 2018 | 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— 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			Natalie Yu
Matthew Yong	Vice-President, Finance			Angela Dai
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: Kevin Mittertreiner

A. Call to Order

The meeting was called to order at 5:05PM.

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 Internal Survey breakdown - Kevin Mittertreiner (5:10PM)
1. Evan: I have more responses than portfolio members? Also, there was one survey response that was not consistent with the rest
 2. It is possible that someone filled out the survey more than once. Also, it could be an error in the survey. Just keep tabs on your team and see if anyone is acting in a negative manner. If not, it may be an outlier.
 3. Sapnil: is each entry a survey submission?
 4. Yes
 5. Chris: does HR have any idea on how to identify the low responses for follow-up?
 6. I'm putting together a document that outlines all of these. My idea was that a lot of people join the CUS for the community. A lot of feedback has been that they've only worked on portfolio projects or individually. However, they wish that they could meet more people. Another big thing was feedback: a lot of people asked for more check-ins or follow-ups. Then they could address their problems, potentially through a 1-on-1 or Slack.
 7. Phoebe: I don't have enough survey responses if co-chairs were supposed to fill it out individually
 8. If people didn't fill it out, I have no data to help
 9. Chris: do you know the total average for everyone?
 10. 4.26/5, which is pretty good
 11. Kevin: was the data poorly formatted?
 12. Phoebe: there was no heading explaining who the data was for. On the first page, we didn't realize that it was for everyone and that the second was portfolio specific.
 13. Daphne: I also wasn't clear on the data
 14. Kevin: there was no way to show you all 43 entries
 15. Daphne: I wish I could have seen the excel document you have
 16. Kevin: I will send it to you and all the execs
 17. Chris: one of the questions was how to identify a problem. Through anonymous feedback, we don't know which specific survey to help
 18. Kevin: you could fix this through a 1-on-1 or follow up

D. Personal Updates

E. Professional Updates

- I. President
1. Sitting in AMS meetings, will be missing tomorrow due to All Candidates Forum
 2. Faculty Cup involvement
 3. Kevin Mittertreiner emailed about HR recognition nominations - board members, AVPs, and executives are all eligible

4. Met with Alan to discuss Presidency
5. First 1-on-1 with Matthew
6. Endowment fund meeting Wednesday
7. Sapnil: when are the nominations due?
 1. Jan.25th

II. Vice-President, Academic Affairs

1. Check-ins with all the services
2. CMP finished hiring for most, still looking for CommLaw. Received funding from SPF. Galen is out of town, tutor training happening
3. Class Liaison had good turnout, surveys will be available this week (Connect and Canvas). Met with IT to discuss transition, next year is all on Canvas
4. CCC was doing an event with Sauder Summit but now Summit dropped out. They may be doing a first year case comp with JDC and also one with Telus about marketing for upper years
5. Reaching out to Sam to discuss the CUS Case Comp and will further discuss next week
6. ExCo has been getting a lot of QMAC applications. There was some back-log with reimbursements when Matthew was transitioning. Partnering with BizChina to promote those case comps
7. Chris: I was chosen as a Class Liaison, how was the session communicated?
 1. Through survey, sign up is on paper

III. Vice-President, Finance

1. All the club grants have been processed. Phoebe needs to inform all the CUS affiliated clubs. This is NOT through cheque, it's through Journal Voucher, so these clubs should automatically have the amounts deposited.
2. Holding one-on-ones with finance team before the end of the month. This is to track the progress of our updated budget. All execs should have received an email from Ajit trying to round up your services. Please kindly remind them to submit their updated budgets.
3. The CUS credit card is finally ready. I was supposed to pick it up this week, but the AMS coordinator got a concussion and had to postpone the acquisition to next week. However, it looks like FYC might need it earlier so I might email Alim to get me the credit card this week instead.
4. Daphne: in my 1-on-1 with Matthew, he realized that the workload of the VPF role is not difficult, it's more time-consuming. All in all, the person performing the role just needs to have time. It also helps that we

IV. Vice-President, Internal Affairs

1. New room booking system is up
2. January portfolio social on Friday
3. Formal booking procedures doc worked on by Kelvin

V. Vice-President, Marketing and Communications

1. Lizzy working on the Cavalier Valentine's day edition
2. Check in with Iris about yearbook

VI. Vice-President, External Affairs

1. No updates

VII. Vice-President, Student Engagement

1. Grad Night selected March 24, Awards Night is on March 23. 24th was the only viable date. Contract is coming up this week, it'll be passed to AMS for signing

2. Gone next Tuesday
3. Natalie: there was a person who attended that
 1. Chris: there was a vetting process to confirm if they were in a Sauder student. It must have been transferred after the original ticket was purchased
 2. Daphne: I think Ryan did pretty well. Everything about the trip was good especially considering it was POITS first time doing this.
 3. Chris: you can send me all of your feedback and I'll compile it
 4. Daphne: a lot of the trip details were sent too late (itinerary etc)
 5. Phoebe: for general communication, there was slow to no response through email.

VIII. Administrative Director

1. Internal site is being updated for contents

IX. Ombudsperson

1. Someone asked me about lockers today so I directed them to Phoebe.
2. Send out parameters for exec report

F. Executive Business and Discussion

G. Approval of Minutes

Moved: Chris | Seconded: Evan

That the minutes from the Jan.11 Executive Council meeting be approved for public distribution.

In favour: Chris, Evan, Angela, Natalie as Stanley

Opposed: none

Abstentions: Angela, as Matthew

...the motion carries.

H. Next Meeting

I. Adjournment

There being no further business, be it resolved that the meeting be adjourned at 5:57PM.

In favour: all

Opposed: none

Abstentions: none

...the motion carries.