



commerce  
undergraduate  
society

## Executive Council Meeting

Scheduled Time: 5:00PM, JANUARY 9, 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](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<br>("X") | Late<br>("X") | Proxy       |
|----------------|---|------------------|---------------|-------------|
| Daphne Tse     | President (Chairperson)                             | X                |               | Stanley     |
| Sapnil Mohanty | Vice-President, Academic Affairs (Vice-Chairperson) | X                |               | Caryssa Kim |
| Stanley Yu     | Vice-President, External Affairs                    | X                |               |             |
| 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 5:02PM.*

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

*Moved: Chris | Seconded: Evan*

*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**

**D. Personal Updates**

**E. Professional Updates**

I. President

Motion to go in-camera

*Motivation: the person involved may or may not want this information to be publicized*

Moved: Phoebe | Seconded: Chris

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

Motion to stay in-camera

Moved: Chris | Seconded: Caryssa

Motion to go in-camera

*Motivation: the person involved may or may not want this information to be publicized*

Moved: Phoebe | Seconded: Chris

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

1. Reviewed all job descriptions for board members
2. Read over Maddie's report
3. Working on HR coaching, discussed board member onboarding with Julyna
4. Meeting with Allen
5. Conducting regular 1-on-1's with Matthew

II. Vice-President, Academic Affairs

1. JDC happening this weekend
2. Saprill offline for Jan.14, skyped with co-chairs

3. CMP received \$1500 from UGO. This will fund COMM204 and 205
  4. A lot of courses have transferred over to Canvas, Jennifer will discuss this with class liaison
  5. Scheduling meetings with service chairs next week
  6. Will attend CUS exec meetings starting Jan.15
  7. AMS tutoring provided report in term 1, will meet to discuss term 2 plans
- III. Vice-President, Finance
1. AVPF's have signing authority now. Met with AVPFs twice and has conducted meetings with analysts. Working on quarterly budget, still waiting on services to turn in their budgets for consolidation - estimated to finish by February
  2. Kimberly and Ajit are doing CUS Finance things 2h/week - contact Matthew for times for more information
  3. Replaced finance locker lock
  4. IT Honorarium: how is this paid off? Is this paid at the end of each term and if so, how much?
    - a. \$500, pay at the end of the year
- IV. Vice-President, Internal Affairs
1. Formal booking procedures document being edited still
  2. New room booking system has not been deployed
  3. Elections prepared for campaign season
  4. Finding a date for building users skype meeting
  5. Rescheduling building users meeting with Sauder
  6. New microwave has been ordered for the lounge
  7. Lockers will be sent out by the end of this week. Looking into speeding up the process in the future, possibly automation.
  8. First clubs roundtable in December
- V. Vice-President, Marketing and Communications
1. Team is helping out with AGM and referendum
  2. Community website had tech issues
  3. Internal memo and hiring for DMC out
  4. Photoshoot is Sunday Jan.14 at 5PM
- VI. Vice-President, External Affairs
1. No updates
- VII. Vice-President, Student Engagement
1. New Constitution which includes new budget rules, Impeachment procedures are also in place
  2. SparkChats practice next week
  3. Running SLC workshop
  4. Can start promoting "Yes" vote for referendum on Jan.16
- VIII. Administrative Director
1. SPF meeting will be taking place on Jan.28 at 2PM. Some new changes that we've implemented are that the board will be making all of the decisions from now on, however, executives still need to come to provide context on certain organizations
  2. Internal website is being updated
  3. Will begin planning retreat with Daphne and the new President

IX. Ombudsperson

1. Julien Hart resigned from his AMS rep position, committee re-appointments will be discussed at the next board meeting
2. Most of the policy violations involved the board but some were about execs too. Maddie recommends putting out one more report before turnover. The executive team is supposed to write 3 reports for the board. It will cover what the executive team has accomplished over the year.
3. UBC Mental Health network contacted CUS about holding a workshop about mental illness.

**F. Executive Business and Discussion**

I. Imprint and SPF

*Sanjay Khemani enters 6:10PM*

A. Moving the deadline up to use SPF to pay for the flight

1. The deadline was created in coordination with the UGO so we cannot change the deadline

B. If we can't use SPF, can Imprint use \$500 of their budget to pay for their keynote speaker's flight?

1. If they want the \$500 for speaker fees, they need to prepare a strong presentation and make a case to justify this. This was a misunderstanding from the earlier email

2. In the presentation, they must note that they've subsidized \$500 from their own budget

3. Matthew: As long as they don't surpass their overall budget, it's fine

4. Maddie: this highlights the need for more frequent budget updates

**G. Approval of Minutes**

*Moved: Phoebe | Seconded: Matthew*

*That the minutes from the Dec.14 and Dec.19 Executive Council meeting be approved for public distribution.*

Motion to go in-camera

*Motivation: the person involved may or may not want this information to be publicized*

Moved: Phoebe | Seconded: Chris

In favour: Matthew, Evan, Phoebe, Daphne

Opposed: none

Abstentions: Chris, Caryssa

*...the motion carries.*

**I. Next Meeting**

**J. Adjournment**

*There being no further business, be it resolved that the meeting be adjourned at 6:16PM.*