



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 5:00 PM, February 13, 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 ("X")	Late ("X")	Proxy
Daphne Tse	President (Chairperson)	X		
Sapnil Mohanty	Vice-President, Academic Affairs (Vice-Chairperson)			Caryssa Kim
Stanley Yu	Vice-President, External Affairs			Natalie Yu
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			
Maddie Zapach	Ombudsperson	X		
Natalie Yu	Administrative Director/ Recording Secretary	X		

Guests:

**A. Call to Order**

*The meeting was called to order at 5:00PM.*

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

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

*Moved: Daphne | Seconded: Phoebe*

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

**C. Presentations to the Executive Council**

**I. HR Coaching Program - Cobie (5:10PM)**

1. Daphne: Julyna and Cobie emailed me about this during Winter break but since I don't work with the service chairs, I thought it'd be more valuable for you the execs to look through. We want to determine if it's beneficial or a hindrance.
2. CUS Commission Training: Jennifer and Ena are working on this primarily. It is similar to performance improvement plan. There's now consequences if people don't do their work. This gives evidence, in the case that someone is fired.
3. Want to pilot this with President, HR partners, executives - if successful, it'll roll out to service council
4. Format - Stage 1: Verbal Coaching, Stage 2: Formalized Coaching with Action Plan, Stage 3: Termination
  - a. Stage 2 has an optional part 2: Formalized Coaching Session. This gives them multiple chances for improvement.
  - b. Throughout this process, they will be taking notes and present it to the executive council.
5. Phoebe: I think it's a good idea. It's a step in the right direction. In terms of the structure, it is hard to judge how it will be received. It will be up to next year's team to implement and follow through with the warnings, documentation, etc. You will need the incoming HR team to be really on top of it
6. Cobie: after 3 instances of truly messing up, you'll get fired. Daphne said that this may be too lenient.
7. Daphne: Matthew doesn't have any service chairs, Phoebe and Evan have service chairs so it'd be more useful for timeline. Intentions are good, the purpose is good but you need to work on the timeline
8. Evan: 3 mistakes is not tight enough due to tight turnaround. Also, my service chairs may not have capacity.
9. Cobie: but isn't this better than firing immediately?
10. Phoebe: it depends on the severity
11. Daphne: for example, BizWeek, 3 weeks would be hard to categorize because their timeline is so much shorter
12. Cobie: we could lower the number of strikes. It will in the end go to board and exec
13. Phoebe: we need to think of the scope; is it one major problem or an accumulation
14. Cobie: we could categorize it
15. Daphne: maybe if we used a matrix of the severity of the issue. Then you can ask all the executives, does it fall in line with your services?

16. Cobie: who should set it? The teams?
17. Daphne: it may be helpful if an HR commissioner helped each service chair with this
18. Phoebe: that's a lot for the VP to remember
19. Cobie: people can just look it up online and it's a way of setting up expectations for the team. Also to clarify, this is for service chairs.
20. Evan: do you see us doing this program at retreat?
21. Cobie: if we do it next year, we'd need to set it out immediately. If not at retreat, get each commissioner to do it with their assigned service chair.
22. Daphne: if you implement some of these changes, run it through with the execs another time.
23. Daphne: original scope was for VPs to help chairs. Step 1 is that chairs work with HR commissioner to develop it and their team. As a VP, you just collect the final product. When the chair comes to you for firing, you can look at that sheet
24. For VPs, it'd be the opposite way. They set norms and expectations for their chairs.

#### **D. Personal Updates**

#### **E. Professional Updates**

##### I. President

1. No updates

##### II. Vice-President, Academic Affairs

1. Exit interview with JDC west, discussed transition for next year
2. VPA interviews tomorrow

##### III. Vice-President, Finance

1. VPF interviews tomorrow
2. Updated budget almost done - needs to be publically published
  1. Maddie: can Fiza help with that?
  2. Evan: I'll help connect you with her and a DMC
  3. Maddie: you should also send out the email internally and then have it posted on our website. We can make a post as well
  4. Evan: we'll do a post, public release, internal memo. Together we can figure out a timeline
3. Email from AMS: with 3 signing authorities, they're getting duplicate submissions. Sometimes the analysts contact both VPF and AVPF, multiple submissions are made. Matthew will discuss with AVPs
4. On the approved budget, one line item is \$30,000 in sponsorship. Talked to Stanley about it, it's not through CPABC. Matthew will track down where this amount is from. The \$7,000 goes into the CR budget.
  - . Daphne: there was no access to the master budget during budget committee meetings. We approved the budget at a board meeting. Stanley is responsible for this because he budget committee chairperson.
5. Showpass: Imprint messaged Matthew and set up an account through AMS and sold 12 tickets on that account.
  - . Phoebe: Imprint was impatient and set up their own account without my knowledge. After they asked me if this was alright, I told them they need to use the CUS account.
6. Evan: I heard from Ajit that there was an issue with revenue collection?
  - . I messaged him about it

- IV. Vice-President, Internal Affairs
  - 1. Lauren is figuring out this month's social
  - 2. Had building users committee meeting: a lot of our funds went into building upgrades
  - 3. Followed up with Kelvin about formalized booking procedures
  - 4. Need to update the Room Booking form on the internal website
  - 5. Looking into charging stations
  
- V. Vice-President, Marketing and Communications
  - 1. Working with DMC on hiring material. Trying to finalize product before turnover: ensure style is consistent
  
- VI. Vice-President, External Affairs
  - 1. Imprint finished
  - 2. Networking Night is still being worked on
  
- VII. Vice-President, Student Engagement
  - 1. No updates.
  
- VIII. Administrative Director
  - 1. Figuring out board meeting date - Feb.17 at noon potentially
  - 2. Helping Stanley compile photos for awards night
  - 3. Looking into retreat locations
  
- IX. Ombudsperson
  - 1. Met with Snigda to do equity rep training last week
  - 2. Meeting with Aaron tomorrow - Saprill referred the AMS Prof review to Aaron and Maddie

**F. Executive Business and Discussion**

**G. Approval of Minutes**

*Moved: Phoebe | Seconded: Daphne*

*That the minutes from the Feb.6 Executive Council meeting be approved for public distribution.*

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

**H. Next Meeting**

February 27th

**I. Adjournment**

*Moved: Matthew | Seconded: Phoebe*

*There being no further business, be it resolved that the meeting be adjourned at 5:44PM.*

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