



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 5:00 PM, March 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 natalie.yu@cus.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			
Matthew Yong	Vice-President, Finance	X		
Phoebe Wong	Vice-President, Internal Affairs			Kelvin Tsai
Evan Zhou	Vice-President, Marketing and Communications	X		
Chris Bolton	Vice-President, Student Engagement			Natalie Yu
Maddie Zapach	Ombudsperson	X		
Natalie Yu	Administrative Director/ Recording Secretary	X		

Guests: Caryssa Kim (FYR)

A. Call to Order

The meeting was called to order at 5:06PM.

B. Amendments to and Adoption of the Agenda

Be it resolved that the agenda be adopted as presented.

C. Presentations to the Executive Council

D. Personal Updates

E. Professional Updates

- I. President
 1. Met with Lauren about facilitating spring training workshop
 2. CUS Retreat
 3. 1-on-1s with Matthew
 4. Meeting with Julyna tonight about outgoing programming, sending the outline tonight
- II. Vice-President, Academic Affairs
 1. Handed in transition report to Katherine, will meet over Skype as he will not be attending retreat
 2. Checking in with Aaron and services this week
 3. Evan: can you forward me the transition report?
 - a. Yes, will do
- III. Vice-President, Finance
 1. Supposed to get new credit card last Thursday, Adam did not come. Had meeting with AVPFs and AMS about JDC West credit card. Their solution is to issue another credit card in JDC's name but the liability would be on the CUS. So we would need to develop a contract with them. There is also the possibility of making them their own club but not feasible at the moment
 2. Attended board meeting, networking night, exec retreat, and second board meeting. Also had a Building Users meeting tonight, will be seeing Imprint later today with Manveer, Rebecca, and Sandy
 - a. Daphne: there has been miscommunications between the incoming and outgoing team so I sent an email to them to clarify and apologize for the situation
 - b. Matthew: met with Sandy (Imprint's VPF). The problem with Imprint is that their expenses are very messy. It's a combination of poor finances and miscommunication which overcomplicates the situation
- IV. Vice-President, Internal Affairs
 1. Emailed affiliated clubs about roundtable and membership numbers
 2. Working with Kelvin on booking doc
 3. Had building users meeting to approve tech upgrades
 4. Made several showpass document
- V. Vice-President, Marketing and Communications
 1. Building Users committee meeting

2. Switching marketing responsibilities this week or at retreat

VI. Vice-President, External Affairs

1. Currently in Spain
2. Stanley mentioned that Imprint was upset about the situation but that he trusts the chairs.
3. CR wrapped up their biggest event: BC Networking Night
4. Sapnil: what was the misunderstanding with Imprint and budgeting?
 - a. Daphne: earlier this term, we received news from an AVP from the finance portfolio that Imprint had overages of 40%. I was under the impression that they spent 70,000 over budget but in reality, they spent 70,000 in total. I spoke to Stanley about it, and Stanley talked to Rebecca and Manveer. They came back and said that they weren't in fact 70,000 over. Ajit apologized and realized that he misinterpreted and Imprint was actually right and not over their conservative budget by what we thought (40%). Moving forward, when people are budgeting we will only have a base case instead of having a conservative budget as well as our overall budget and processes can't support the funding of a conservative budget. This week, during interviews, incoming Imprint co-chairs were asked what they would do to mitigate going over budget like they did this year. The candidates and the whole current Imprint team were understandably very upset as this was false information. They were also worried that this would affect their Awards Night nomination. I apologized that this happened under my watch and reassured them that budgets are not discussed during Awards deliberation.

VII. Vice-President, Student Engagement

1. No updates

VIII. Administrative Director

1. Retreat has been booked: gave credit card info to busses and Kimberly will be getting a cheque from AMS to give to the camp
 1. Contract has been signed

IX. Ombudsperson

1. Had Awards Committee meeting, board has approved the decisions. Maddie will be conducting a report on the Awards decision process and collect feedback from everyone involved. They didn't realize that they didn't have enough numbers for some of the evaluations. For membership, if we could shift it to a board responsibility, this would be better. It's important to document all the results in case people come back and want to see. They also did not have a chance to approve one of the awards so there will need to be another meeting. Awards Night will send off the plaque and in the event that we don't approve it, the actual recipient will not have a plaque. There are a lot of changes that Maddie has identified - she will pass off this document to the next team
2. Daphne: what do you mean by board responsibility? Should all members be board?
 - a. There needs to be more board involvement. The control of Awards Night committee - they did not understand what it meant to be a service chairperson. The chairperson of the committee should not be the Awards Service chair but it should be a board member
 - b. Daphne: I think we could also limit the membership to just board members so we don't require additional meetings
 - c. Maddie: I don't think they have a formal procedure for the individuals
 - d. Daphne: I think they count hours - we could tie this process into the HR recognition pool. So whoever was nominated from the HR recognition pool, you choose from this grouping

- e. Maddie: I also think VPI should be on the committee to act as a consultant. Phoebe did a lot with clubs this year
 - f. Daphne: due to conference affiliation, maybe VPX could be there too for a consultant
 - g. Maddie: it's not really fair because each VP has services but just when they're evaluating clubs or just conferences. Also hiring more evaluators would be good. There also wasn't a lot of communication with clubs ahead of time. We evaluated Blueprint as a club event not as a conference. They were under the impression they could do it as both. We gave them conference evaluation when they wanted it to be an event so not all of the numbers translated over
5. Alumni award
- a. Maddie: They were under the impression that staff or faculty would approve it.
 - b. Daphne: Some awards are handed out by us even though UGO votes on it
 - c. Daphne: last meeting you talked about board transition reports and we said that all the board could do a collective one for year reps. Have individualized ones for all other roles. Hearing this, maybe we should have transition reports for committees. This is super important because it brings about cohesion - we should set up meetings between incoming and outgoing chairs with the incoming committee members
 - d. Maddie: the only concern I have is that chairs are elected after turnover. Post-turnover, some outgoing board members may not want to do this
 - e. Daphne: Evan, you can contact Phoebe or Chris to get more guidance on their committees
 - f. Maddie: do chairs know that they should be doing transition reports?
 - a. No
 - g. Maddie: I do think that this would be important and can draft up a template
 - h. Sapnil: is this committee or service chairs
 - a. Committee chairs

F. Executive Business and Discussion

- i. CLC Equipment funding request
1. Connie from the CLC wanted to fund lapel mics for \$1,631.35
 2. Daphne: we should have a line item in our budget for the CLC because we have one for BCC. The equipment is useful and can only be used by CUS clubs, they have been a longtime partner. However, I don't think we can fund it under SPF as that is not the purpose of this fund
 3. Evan: do we have money in the budget to fund this?
 4. Matthew: I'll get back to you
 5. Evan: is there demand by clubs for lapel mics?
 6. Daphne: yes, a lot of clubs were requesting it. They stock based on demand
 7. Chris: should we build out a better process for when they need to buy something?
 8. Daphne: I didn't expect them to come to us for funding. I think regarding the line item, this a decision for the future team to decide. They are an important community partner so we should support them if we can. This funding will not come through SPF.
 9. Daphne: from my knowledge, we should have this as a budget line item and then they can come to us (similarly to BCC). The finance chair sits down with the BCC. I think we would get more say as to what is being ordered if we gave them a line item.

Motion to fund the CLC \$1,631.35 to purchase their lapel mics
 Moved: Matthew | Seconded: Evan

*In favour: Matthew, Phoebe, Evan, Sapnil
 Opposed: none
 Abstentions: Chris, Stanley*

...the motion carries.

*Chris Bolton entered the meeting at 5:55 PM
Phoebe Wong entered the meeting at 6:00 PM*

G. Approval of Minutes

Moved: Matthew | Seconded: Kelvin, as Phoebe

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

In favour: Matthew, Chris, Sapnil, Evan

Opposed: none

Abstentions: Phoebe, Stanley

...the motion carries..

H. Next Meeting

I. Adjournment

There being no further business, be it resolved that the meeting be adjourned at 6:05PM.