



Executive Council Meeting

Scheduled Time: 1:00 PM, April 2, 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, Pamela Liu, at pamela.liu@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
Evan Zhou	President (Chairperson)	X		
Katherine Pan	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Priscilla Choi	Vice-President, External Affairs	X		
Ajit Joseph	Vice-President, Finance	X		
Kelvin Tsai	Vice-President, Internal Affairs		1:15	
Veronica Vivero	Vice-President, Marketing and Communications	X		
Maggie Yip	Vice-President, Student Engagement	X		
Snigdha Bhardwaj	Ombudsperson	X		
Pamela Liu	Administrative Director/ Recording Secretary	X		

Guests:

A. Call to Order

The meeting was called to order at 1:12pm.

B. Amendments to and Adoption of the Agenda

Moved: Katherine | Seconded: Priscilla

Be it resolved that the agenda be adopted as presented.

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

C. Presentations to the Executive Council

- I. Executive Council Meetings 101 (by Evan Zhou)
 - A. Overview of how executive meetings go
 - 1. Chaired by president, required attendance by all, open to public, can send a proxy if can't attend

D. Personal Updates**E. Professional Updates**

- I. President
 - A. Been doing lots of transitional stuff
 - B. Had lunch with Lisa and Pam
 - a. Lisa is the new Associate Director of Student Engagement
 - b. Pam is the Associate Dean
 - c. Talked about upcoming year and talked about our vision
 - C. Will be working with Ajit and Kimberly on budgeting
 - D. Working with Ansel to setup internal structure
 - a. Wants all documents to be on G-suite
 - b. Trying to iron out all issues right now
 - E. Sat on valedictorian committee a week ago
 - F. Will be starting one on ones next week
 - a. Bi weekly one on ones will be happening over the summer
- II. Vice-President, Academic Affairs
 - A. Almost everyone has been hired
 - B. Working with Jon, getting him on-boarded onto the roles
 - a. Setting goals for services
 - i. Not much going on services except JDC
 - 1. JDC in the middle of academic hiring
 - C. Went to BCom. Governance committee

- a. Where a lot of the faculty representatives come to discuss about matters
 - b. Started reviewing the BCom program
 - i. Started looking at the gaps in the program
 - ii. Started looking at grade distribution
 - 1. Experience grade inflation?
 - a. Sauder's grades are lower than other universities
 - iii. Student conduct issue
 - 1. Building usage
 - a. Faculty is unhappy with the way students are treating the building
 - i. Ex. students aren't moving the furniture back properly
- III. Vice-President, Finance
- A. Most of focus will be on budgeting for the next few months
 - a. Started discussing conference budgets
 - b. Hoping to have budget templates done soon
 - i. Taking out conservative and optimistic
 - c. What we expect our financial conditions to be in the near future
 - d. Budget committee not formed yet but once formed, will be working with
 - B. Working with financial analysts to find out hotel costs
 - a. Minor issues as each hotel has its own way of doing things and own requirements
 - b. Should have a better idea of conference costs after this
 - c. Analysts will be getting training soon for reimbursements, etc.
 - i. After they should be ready for service reimbursements
 - ii. They're already been assigned services
 - C. Sauder Unlimited
 - a. Starting prep on budgeting workshop
 - D. Credit Card
 - a. JDC West, their spending happens in summer and second peak in Jan/Feb
 - i. Due to nature of JDC expenses, not possible to always invoice
 - ii. Size of JDC expenses, has problem with covering expenses
 - iii. Usually have to rack up a lot of credit card payments personally from Captain
 - iv. Looking into getting a credit card for JDC
 - 1. CUS will be taking the liability for JDC
 - 2. Wants JDC to have appropriate credit balance
 - 3. Their transition isn't until May 1st but AMS wants us to do it from incoming VP Finance
 - 4. Draft up a contract so if anything happens, JDC will be personally liable to use
 - a. Follow-up: Katherine, Priscilla, Ajit
- IV. Vice-President, Internal Affairs
- A. Currently arranging meeting with Sauder events team for sometime in July
 - B. Sent out an email to get them to fill out end of year report
 - a. Presidents fill out form giving them their accomplishments and feedback for internal support
 - C. Transition and Setup
 - a. How to figure out things Ena and Evan want to implement
 - D. First internal portfolio social happened
 - E. Checked in with service chairs on hiring
 - a. Doing one on ones with them after finals on goals

- V. Vice-President, Marketing and Communications
 - A. Working with Ena to ensure service chairs are contacting her for login info for website
 - a. If services have yet to do hiring, go to Veronica and ensure they post hiring on the website otherwise their deadline will be pushed back
 - B. Sauder Unlimited registration email hopefully going out tomorrow
 - C. Will be working with marketing team later this week to have more definitive understanding of the brand and how it will be portrayed for the upcoming year

- VI. Vice-President, External Affairs
 - A. Still not done hiring
 - B. Launching round 5 late this week or early next week
 - i. Reopening NSCC, if no one applies, put on hiatus
 - 1. Opening Thursday the 5th, Interviewing the 12th
 - b. Hired for Me. Inc.
 - C. Have to start juggling budget for if we have 3 conferences
 - D. Pushing more for collective sponsorship requests from CRM
 - E. Strategy:
 - a. Necessary reduced budget for conferences in External, commitment to keeping to budget
 - b. Different venues for conferences
 - c. Working on image of CUS: including:
 - i. CUS as a 'clique' - much hiring happens within existing CUS executives' friend groups: will work with Marketing on improving how to reach more of our constituents (eg. making use of TVs throughout CPA hall, moving beyond just Facebook)
 - F. Each service will be assigned CRM
 - a. Will be assigned by size of service
 - b. Will assign interim for the summer - to be confirmed in September
 - c. Projected 6 CRMs, finishing hiring in September

- VII. Vice-President, Student Engagement
 - A. Met with Lauren to recap last term & UGO's involvement
 - B. Met with Ryan to discuss his role and discuss student engagement rough timeline
 - C. Almost done one on ones with service chairs
 - D. Services in the process of hiring
 - a. CCP structure will be revamped after hiring
 - E. Collab with marketing portfolio to create short videos
 - a. Trying to engage with people online
 - b. Film in the summer and release during the school year
 - F. Organizing Sauder Unlimited
 - a. Sending email invites tomorrow
 - b. VPs - ensure service chairs forward email to their teams

- VIII. Administrative Director

- IX. Ombudsperson
 - A. Meeting with Maddie to see what the vision for next year
 - B. Will revamp ombuds blog after finals

F. Executive Business and Discussion

I. Exec Office Usage

- A. Evan: Every year we discuss how to use exec office, who has access and rules
 - 1. Access for the past few years
 - a) Evan: Past two years, office has been given to board, execs and AVPs, some cons are that a lot of people are in there at one place, gets messier
- B. Katherine: Doesn't mind if people are socializing there as long as people who want to work or needs to use it, they'll leave
- C. Priscilla: if VPs need to have a meeting or something, they get priority
 - 1. Evan: We'll set up a G-suite calendar for booking - Kelvin and Pamela will setup
- D. Ajit: Having a set period where me and Kimberly can just do work will be good
 - 1. Implement Quiet Hours
- E. Maggie: How strict will we be
 - 1. Katherine: Personally don't have problems with being more lenient, if it becomes an issue, we can always bring it up and be more strict, doesn't mind trusting people to take care of the space first
 - 2. Priscilla: From experience from people bringing their friends, it hasn't worked well
- F. Kelvin: Every time we change the passcode, it costs money
- G. Office Rules
 - 1. Priscilla: Limit to execs, board and AVPs, can bring in anyone from service council if there's a reason for them to be there
 - 2. Veronica: only use the exec office for formal work
 - 3. Katherine: Board, execs, AVP, presidential portfolio directors only and anyone who has a reason to be there, primarily for work
 - 4. Evan: VPs get priority, will put quiet hours for VPs who want to work, will also set up a calendar for setting up meetings for the office
 - 5. Priscilla: Don't leave food overnight, clean up after yourself
 - 6. Ajit: Don't make a mess
- H. Office Usage Rules
 - 1. Printer: Can only be used for CUS official business
 - 2. Storage: VPs can allow their services to use it with discretion, but baseline rule is no and use your locker or storage room downstairs
 - 3. Booking: Only book it for thing that everyone needs to be out, ex. Interviews

II. Make Up Retreat

- A. Originally scheduled for April 8th but too short notice
- B. Evan: Do we still need to have this retreat and if we do, which VPs need to be present. The point is for those who were hired late.
- C. Ajit: Everyone's getting busy in April because of finals, etc.
- D. Veronica: How much does your presentation for Sauder Unlimited overlap with your retreat presentation?
 - 1. Ajit: not that similar
 - 2. Kelvin: Basically the same
- E. Evan: Mainly academic and external that have missing members from retreat. We can have

something in September for those who missed the retreat

- F. Priscilla; Maybe make the September thing almost a social for everyone, it's easier to transition everyone themselves
- G. Evan: Won't have a retreat in April, VPs please make sure your teams are transitioned and onboarded well and make sure they feel part of CUS
- H. Evan: Make sure they understand the importance of wellness, and all the retreat goals.

III. Hiring of a non-Sauder student to a Service Chair position

- A. Veronica: Recently hired two service chairs for Y&P that aren't in Sauder primarily due to the fact that Y&P position is a highly technical role and the timeline is too short so can't train people to be capable in time
- B. Veronica: Sent anonymous poll over slack whether executive and board should approve it and it was unanimous that it's approved
- C. Snigdha: We'll be breaking policy anyways and if people aren't applying, it's not our fault

Motion to recommend to the board of directors the suspension of Article 5.01 (A)(I)(c) for the hiring of the Yearbook and Prospectus co-editors.

*In favor: all
Opposed: none
Absentations: none
...the motion passes*

IV. Our current financial situation

- A. Ajit: Created a projection tab to see what our expenses were looking like, got Grad Night's expense on Thursday, they didn't go over budget but their spending was quite significant, also got a bunch of service expenses and when we factor in buffer, we're projecting a \$30,000 deficit
- B. Ajit: This has to do with poor budgeting practices. We create the budget based on base numbers and not the conservative case but when services go over base budget, they're technically going over budget. Also under the assumption that we got \$0 in sponsorship last year. Budget that was created last year was flawed as the conservative budget wasn't taken into consideration and we got no sponsorship.
- C. Ajit: ExCo underspent by a lot and reduced the deficit more than it should have. This will be an issue going into the future as with that sponsorship amount being the balance towards a smaller deficit, if we take that out of the equation, it becomes more difficult to balance our budget.
- D. Ajit: How can we reduce the deficit as if we continue with this spending, we'll use up our buffer.
 - 1. Evan: Easiest way is to reduce SPF, reduce to \$10,000 but we'll have to move \$20,000 to conference affiliation
 - 2. Evan: We'll reduce SPF by \$60,000, move \$20,000 to Conference and leave \$10,000 for SPF.
 - 3. Ajit: Since ExCO underspent, we might be able to reduce their budget
 - 4. Evan: Can cut board funding, cut Sauder Summit's funding
 - 5. Ajit: SPF and ExCo can be reduced the most
 - 6. Evan: Cavalier might be able to reduce if it goes online
 - 7. Ajit: Thinking of cutting sustainability down as they may move on campus
- E. Ajit: We're thinking of changing out buffer number due to conference overspending
- F. Evan: Prospectus is over budget as we didn't get revenue
- G. Ajit: We need to be moving towards a balanced budget, either this year or very soon

- H. Evan: All VPs look at services and message Ajit and let him know if any budgets can be reduced

Motion to add JDC Credit Card to the Discussion

*In favor: all
Opposed: none
Absentations: none
...the motion passes*

V. JDC Credit Card

- A. Katherine: Only thing I want to talk about is how official the contract should be? If we want it super legally binding, we can go to the AMS and talk with the lawyers. Or if we're okay with just and MOU with Ryan. I think MOU should be sufficient, just wants it immediately as last year's co-captains had to put up a lot of money. Want Ryan to have the credit card to use.
- B. Evan: Are we alright with giving JDC West a credit card and taking on that liability?
- a. Priscilla: Okay as long as we have a contract. Approve that we should get an MOU in the interim and get a contract for the next year for longevity.
 - b. Katherine: Ultimately we should look into a legally binding contract but we need the credit card sooner so MOU first with Ryan under the assumption that we all trust him but for future years, have that contract ready for next year.
 - c. Priscilla: Consequences? if we didn't have this contract. If we are liable and JDC spends irresponsibly, what happens?
 - i. Ajit: If JDC spends more than they budget, we lose that money and there's no way for us to recover that money. We'd then be forced to take money from other services.
 - ii. Katherine: To the AMS, if we go into deficit, we have to pay for it.
 - d. Katherine: What kind of guidelines would we set out for usages?
 - i. Ajit: JDC spends around \$60,000 to \$70,000 but we'll be issuing less than that
 - ii. Evan: We'll be getting reports to ensure they're spending properly
 - e. Katherine: Let's find the guidelines and trust them with it. We'll do the contract and maybe meet once a month ensuring that all spending is in line with the budget.
 - i. Ajit: The only reason I recommend this is to limit as much liability as possible. Initially do an MOU then do a contract when possible.
 - ii. Katherine: Since it's urgent, we're doing an MOU now but then we're gonna do a contract next year.
 - iii. Evan: Limit, we'll talk to Ryan to discuss a limit and mitigate the risks as much as possible
 - f. Evan: Can Katherine put together a list to mitigate liability for the next meeting?

Motion to draft up an MOU with proper safeguards in place for a JDC West credit card

Moved: Katherine / Seconded: Maggie

*In favor: all
Opposed: none
Absentations: none
...the motion passes*

G. **Next Meeting**

_____ April 14th at 6pm

H. **Adjournment**

Moved: Katherine / Seconded: Kelvin

There being no further business, be it resolved that the meeting be adjourned at 3:29pm.

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