



Executive Council Meeting

Scheduled Time: 6:15 PM, April 14, 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)		6:49PM	
Priscilla Choi	Vice-President, External Affairs	X		
Ajit Joseph	Vice-President, Finance	X		
Kelvin Tsai	Vice-President, Internal Affairs	X		
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		

Guest(s): Ena Gan (skype)

A. Call to Order

The meeting was called to order at 6:18pm.

B. Amendments to and Adoption of the Agenda

Motion to add CPA Pitch Day to the agenda.

Moved: Priscilla | Seconded: Veronica

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

Motion to add discussion on lanyards loaned to Spark to the agenda.

Moved: Priscilla | Seconded: Ajit

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

Motion to add ExCo to the agenda

Moved: Veronica | Seconded: Priscilla

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

Moved: Maggie | 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

1. CUS Retreat Feedback (by Ena Gan)

A. Goals going into retreat

- a. Knowledge, equipping leaders
- b. Empowerment, empowering leaders and connecting them with CUS family
- c. Connectivity & Wellness

B. Result

- a. 95% voted for strongly agree or somewhat agree with knowledge to succeed in roles

- b. Connected with new people feeling comfortable about the future: 92%
 - c. More aware of incorporating wellness: 95%
 - d. Feel as sense of belonging: 85%
 - e. Overall Experience: most people really enjoyed it
 - f. Did retreat meet expectations: 71% either met or exceed expectations, no one said didn't meet expectations
- C. Feedback
- a. Positives
 - i. Really likes wellness, workshop presenters shared personal stories
 - ii. Liked resources workshop, very informative
 - iii. Liked opportunity to bond with others
 - iv. Learned it's okay to feel stressed and know they're not alone in this
 - v. Thought transition and portfolio time was very helpful
 - vi. A few comments saying retreat was very organized
 - b. Need Improvements
 - i. More quality team bonding activities, more social component
 - ii. More breaks, wanted to explore retreat campsite
 - iii. More role specific workshops - especially for the Board
 - 1. Incorporated a section on educating service council on the role of the Board
 - iv. Leadership discussion was repetitive
 - 1. Already teach leadership in Sauder and extracurricular activities
 - v. Groups were not diverse
- D. Next Year
- a. More breaks and team bonding activities
 - i. Longer retreat since it felt hard to add more breaks, or take out workshops
 - b. Role specific programming
- E. Responses
- a. 38 responses - only missing 2 responses
- F. Priscilla: Add start to board info session
- G. Next year outgoing plan location and dates in November/December
- H. Press release on retreat publicization

Motion to add to agenda back to school kickoff for internal CUS.

Moved: Maggie | Seconded by: Veronica

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

D. Personal Updates

E. Professional Updates

- I. President
 - A. One on Ones with most of the execs
 - B. Met with Maddie regarding NIBC
 - C. Met with Lisa from UGO to talk about CUS & Staff Meet & Greet as well as summer plans, budgeting, etc.

- D. Met with execs about budgeting and conference budgeting
 - E. Working on communicating with UBC Welcomes You
 - a. CUS has a 10 minute presentation → with President, VPM, VPSE, VPX
- II. Vice-President, Academic Affairs
- A. Met with AVP, rolling into summer plans and different projects
 - a. Having John into planning for September
 - b. May try to collaborate with JumpStart regarding resources
 - c. Starting to setup touch point with services
 - B. Will be having a conversation with Kin Lo, Pam Lin, Cassie Gilpin to try to get touch point in
 - C. Also trying to get AVP onboarded into his role
- III. Vice-President, Finance
- A. Focusing on budgeting, got all feedback from execs and trying to work around feedback
 - B. Templates will be done after exams
 - C. Finance analysts already assigned
 - D. Looking to do workshop specifically on budgeting for all service chairs (estimated: early May)
 - E. Budgeting timeline
 - a. 3 Rounds of drafts
 - i. [3 weeks until Round 1 from template release]
 - ii. Round 1 is filling out information and they get to do a presentation on it and showcase everything they put in → Budgeting Committee returns recommendations
 - iii. [2 weeks between recommendations release and Round 2]
 - iv. Round 2, optimization, if there's services that are unhappy with budget committee recommendations, round 2 is for those services to address those issues
 - 1. Those presentations will be limited to relevant & reasonable appeals as we can't process everyone's requests
 - v. Round 3, final recommendations are sent out and changes have to be input
- IV. Vice-President, Internal Affairs
- A. Lauren, Josh and Kelvin arranged meeting with Sauder events team
 - B. Will send out email regarding exec office usage rules
 - C. IT meeting with Ansel, discussing email and G-suite structure
 - a. Want to transition all services onto G-suite drive
 - i. Better for transitioning
- Motion to add CUS emails to discussion*
Moved: Veronica | Seconded: Kelvin
- In favor: all*
Opposed: none
Absentations: none
...the motion passes.
- V. Vice-President, Marketing and Communications
- A. Sauder Unlimited - reminder will be sent out via email
 - B. Services who have yet to release hiring, make sure they email Veronica for login details
 - a. They need to do it correctly or their hiring deadline will be pushed back
 - i. Has to be on website for a week or it goes against policy

- ii. Send in CUSunday if they want their hiring package to be on CUSunday
 - C. DMC training
 - a. Talked about what the brand will look like and will give them a few projects
 - D. Met with Yearbook & Prospectus publisher
 - E. Headshots
- VI. Vice-President, External Affairs
- A. Begun transitioning, met with Stanley & Albert with Kelly
 - a. Transitioning relationship between CPABC
 - i. CPABC has been pushed up to May 9th
 - 1. Sponsorship pitch day is May 9th
 - a. Will send out email to services and figure out which services are relevant
 - ii. CPABC for accounting firms are looking into school hosted recruitment and networking events
 - iii. Relationship with CPABC takes on two roles
 - 1. CPA Pitch day directly to services
 - 2. Recurring sponsorship
 - B. Meeting with AVPX after finals
 - a. Shift more of contacts to AVPX after second semester
 - C. External portfolio social end of April
 - D. Had EMP one on one
 - a. Building it from scratch
 - E. Conference Budgeting
 - a. Changing venues for all conferences
 - i. Recommending hotels to them to help them keep them on budget
 - F. Scheduled meeting with CPABC contact for end of April

Motion to add NSCC application to discussion

Moved: Priscilla | Seconded: Katherine

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

- VII. Vice-President, Student Engagement
 - A. Talking to chairs, most have hired
 - a. Communicating with them regarding budget cuts
 - B. Talking with HeWe regarding convention
 - a. Done with details by end of this week
 - C. Trying to restructure CCP
 - a. Needs to hold meeting with Sauder Philanthropy Program
 - D. Sauder Unlimited
 - a. Make sure service chairs forward email invitation to their teams
 - b. Mandatory for service chairs and club presidents
 - c. Registration number is look good

- i. At 93 RSVPs right now

VIII. Administrative Director

IX. Ombudsperson

- A. Working with Ansel on ombuds website

F. Executive Business and Discussion

I. Hiring of a non-Sauder student to CUS Visual Media

- A. Veronica: they wanted to hire videographer and thought he could add a lot of value, would they also be able to help CUS marketing portfolio in general

Motion to hire a non Sauder student to CUS VM

Moved: Priscilla | Seconded by: Katherine

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

II. Hiring of a non-Sauder student to SISA

- A. SISA thought non-Sauder student showed more potential for the VPM role, HR Generalist approved

Motion to hire a non-Sauder student to SISA

Moved: Priscilla | Seconded by: Ajit

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

III. CUS Values & Mission Statement

- A. Veronica: Want to have a second look at the mission statement since feels like it doesn't align well enough with our values
- B. Katherine: A good point and maybe the most efficient way to do this would be to come up with something to propose and then we can discuss it
- C. Veronica: Also need to discuss this with Board

IV. Summer Executive Council Meeting location

- A. Evan: Code says that meetings have to be at UBC Vancouver Campus
- B. Evan: Robson location is within policy, for improved accessibility to students during the summer session
- C. Evan: Moving meeting locations is within code but need to publicize

V. Exec Office

- A. Kelvin will send out email

VI. CPA Pitch Day [discussed above] - remove?

- VII. Lanyards loaned to Spark
- A. Priscilla: Spark wants to volunteer CPA lanyards for Summer Send Off. We're learning towards saying yes but if they lose more than a certain percentage, they'll have to pay for a portion of it.
 - B. Priscilla: Only issue is we actually need it for other conferences unless we can get more
 - C. Priscilla: We'll make the guidelines for borrowing clear but we're fine with lending them out

VIII. Hiring of non-Sauder student ExCo

- A. Katherine: ExCo would like a non-Sauder student. Basically, there's a girl that has lots of experience in graphic design and there's a bit of shortage with graphic design in Sauder. ExCo looking to customize visual media.

Motion to approve hiring of a non-Sauder student to ExCo

Moved: Katherine | Seconded: Priscilla

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

IX. Back to School Kick-off Event

- A. Evan: More about setting a date
- B. Maggie: Are we also talking to them about CUS Resources and stuff?
- C. Evan: More like just a social
- D. Priscilla: Might be good to also introduce everybody: Board, Exec Council, general resources available through those positions, what are our responsibilities
- E. Evan: will send out poll and we can pick a date from there and we can figure out scope later, Board might be put in charge of organizing it or Maggie and Kelvin

X. CUS Emails

- A. Evan: Do we want to expand scope of CUS emails to more people. Should we give it to committees as well? Did it very selectively for a few in the past.
- B. Ajit: How about we create an email for every service. Ex. sisa@cus.ca
 - a. To be given to chairs to be shared at chair's discretion
- C. Katherine: having multiple people on one email can be complicated, especially if people are all doing different things. I don't have a problem with giving services emails and feel that it's fine to give services email and if there's an increase CUS emails to all committees. We'll explain the rules to them clearly and come up with guidelines regarding appropriate usage for CUS emails.
- D. Veronica: I can also see several positions in services not needing an emails. Maybe we can integrate it into Sauder Unlimited workshop for the following year regarding email usage. Doesn't think it'd be effective to have 40 emails without usage.
- E. Katherine: Also depends on how wide our scope for CUS this year, since it can go straight to their own emails rather than through chairs. It would be nice to have more professional development opportunities throughout the year as well, such as media training.
- F. Evan: Will be doing more CUS wide emails
 - a. Such as internal newsletter or updates
- G. Evan: For action items, get Ansel to investigate to see feasibility and risk and benefits.

XI. NSCC Applicant

Motion to move in camera to discuss the status of an applicant for NSCC as it involves personal student information.

Moved: Katherine | Seconded: Priscilla

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

Motion to stay in camera

Moved: Katherine | Seconded: Veronica

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

Motion to give NSCC Chair to a candidate already holding another service chair position

Moved: Priscilla | Seconded: Veronica

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

G. Next Meeting

_____When2meet will be sent out to decide the next meeting time.

H. Adjournment

Moved: Kelvin | Seconded: Priscilla

There being no further business, be it resolved that the meeting be adjourned at 8:29.

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