



## Executive Council Meeting

**Scheduled Time: 4:00 PM, May 5, 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](mailto: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			Pamela Liu
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			
Pamela Liu	Administrative Director/ Recording Secretary	X		

Guest(s):

**A. Call to Order**

*The meeting was called to order at 4:09pm.*

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

*Motion to make an amendment to the agenda*

*Moved: Evan | Seconded: Ajit*

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

*Moved: Ajit | Seconded: Katherine*

*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****D. Personal Updates****E. Professional Updates****I. President**

- A. Had second round of one on ones with everyone except Kelvin
- B. Check in with Lisa and orientations steering committee
- C. Mainly working on budgeting
- D. Accountability Reports - had meeting with Ena and accountability reports will be out and execs will need to get reports done by mid June
  - a. Layout will be similar to strategic planning layout and will be rolled out in the next few weeks
  - b. Afterwards, service council chairs, AVPs and commissions will do accountability reports
    - i. Timeline will start in mid June and will be due mid July
- E. Met with chairperson and vice-chairperson of Board of Directors twice to discuss vision of Board of Directors

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

- A. Met with Evan to catch up with events (Sauder Unlimited, etc.)
- B. Had BCom governance meeting, started talking about cohort program
- C. Transitioning services and scheduling meetings

- a. Still in process of goal setting and ironing out transitional kinks
- III. Vice-President, Finance
- A. Past two weeks have been focused on budgeting
  - B. Information was sent out to analysts yesterday
  - C. Handling miscellaneous questions in regards to budgeting
  - D. For next two weeks will be figuring out presentations for services
  - E. Starting to work on longer term tasks
- IV. Vice-President, Internal Affairs
- A. Had first one on one with Evan
    - a. Discussed services
  - B. Had quick meeting with Ansel in regards to IT
  - C. Starting one on ones with service chairs next week
  - D. Cut all lockers
  - E. Starting on project in regards to clubs review with Lauren
  - F. Clubs Review
    - a. In past years, clubs review are mostly just for clubs that already have affiliation but for next year Kelvin wants to make clubs review open to all clubs regardless of whether they already have affiliation rather than have presentations throughout the year'
    - b. Evan: Maybe you should call a meeting with the clubs review committee to discuss criteria for clubs affiliation, or maybe do it online
- V. Vice-President, Marketing and Communications
- A. Had meeting this week with AVPs to discuss brand and hoping to finalize a brand guide with color and design structure
    - a. Will meet with DMCs again to finalize it again
  - B. Met with Ansel to discuss website to discuss how to revise it to make it more user friendly
  - C. Hoping to work on a more concrete vision with Priscilla when she is back
- VI. Vice-President, External Affairs
- A. Have had 1on1s with everyone but NSCC
  - B. Had CRM social. AVPX will be taking point with the CR team.
  - C. Began discussing hotel choices with Imprint - they're still insisting that the Hyatt is worth the extra money because they've been with the Hyatt since Imprint began, and they know exactly how the conference runs. My stance is that facility is not worth 15k, so if they can drop the prices at the Hyatt by at least 10k, they can consider it.
  - D. - CPABC funding is split into the direct-to-CUS-funding, and service-specific-funding. The former is traditionally 7k annually, and the latter is dependent on how well those services pitch, at CPABC Pitch Day, which will happen in July this year. I have no further information, but will meet with CPABC's rep upon my return.
  - E. - have discussed strategy of External portfolio at length, but basically, on my return, Kelly and I will be sending out emails to all CUS services asking for (1) things they'd want bulk deals on (lanyards, phone card cases, photobooth stuff etc), (2) mass sponsorship (catering, drinks, photocopying), (3) the extent to which they'll need their assigned CRM involved (eg. MeInc wants the CRM to be more supervisory and involved with their CR team, whereas Imprint has very little need for any CR support at all)
  - F. - the plan is for all sponsorship templates, training, packages to be completed by end of May

and released to the services.

G.

VII. Vice-President, Student Engagement

- A. Checked in with services to see if there was anything they could cut - told services to be more conservative with spending
- B. Had meeting with SPP in regards to CCP
- C. UBC Welcomes you presentation went well
- D. Sauder Unlimited went well
- E. Had second one on one with Evan and discussed community pulse
- F. Checked in with Jade and Johnny regarding HeWe convention

VIII. Administrative Director

IX. Ombudsperson

A.

**F. Executive Business and Discussion**

I. Clubs Support

- A. Kelvin: How much support does each VP want to give to clubs?
  - 1. Evan: Mostly for marketing, external, finance
  - 2. Maggie: How do we support them currently?
    - a) Kelvin: Primarily funds and last year roundtable was added.
  - 3. Katherine: Should probably have conversation more this year in regards to what clubs expect from CUS.
  - 4. Veronica: Round tables are very helpful, especially for smaller clubs who may not know what support they need until they're down the road. It's harder for small clubs to stay sustainable and it'd be helpful to teach how clubs stay stable financially year over year.
- B. Kelvin: Club Kickoff - it'd be nice to meet all of them in a more casual setting
- C. Veronica: Maybe have club presidents write down how they can be supported by other clubs.
- D. Evan: Kelvin, it'd be good if you could reach out to the relevant VPs and discuss how they can support clubs, and also reach out to Alumni UBC
- E. Kelvin: Was talking to Emily from the BCC and wants to support the clubs and really help out with the clubs
- F. Evan: Whatever support you find for clubs, also pass it on to our services

II. CUS Strategic Planning Timeline

- A. Evan: The main purpose of this timeline is for us to have concrete plans in place before school starts, to be transparent to the student body, to hold us accountable, and to consult and be on the same page as our external holders. It'll also shift more responsibility to the Board of Directors.
- B. Up to Board of Directors to decide what they want to see from us for the upcoming year.
- C. Evan: Will send out strategic plan to Lisa and have Lisa send it out to relevant parties
- D. Evan: there'll be two documents created, one for internal use and one for distribution since students probably won't want to read a 50 page document
- E. Ajit: What's the timeline we're looking at and how big is it?
- F. Evan: One year term

- G. Ajit: Where are the student's involvements in this?
  - H. Evan: We don't have consultation with the student body beforehand?
  - I. Katherine: It's a bit tough.
  - J. Veronica: We can post that during a Board Meeting, it'll be more strategic.
  - K. Evan: We can also take information from last year's community pulse. It's a bit tough to get in such a small time frame all student's feedback.
  - L. Evan: This is for external accountability and your internal planning.
- III. Project Management
- A. For us to do high level tracking of CUS' projects
  - B. Hopefully we can just send this document to next year's team so they can see what we did
- IV. HeWe Convention Proposal
- A. Maggie: HeWe revised the proposal, they asked for \$2500 but budget committee has already decided on a budget/emailed the deficit earlier this week
  - B. They also changed what the day will look like after getting feedback from the Board Meeting to make it more interactive. Getting lunch from Truffles. Took into account ticket sales.
  - C. Ajit: We'll be providing them feedback through official channels in regards to budget.
  - D. Maggie: I've been talking to Ena in regards to onboarding and hiring as they're under HeWe but it's their own idea.
  - E. Evan: We have to bring it up to the Board of Directors in regards to hiring. My recommendation was to amend policy to put a procedure in place for these situations. Right now we're in violation of policy.
  - F. Katherine: Are they creating this or is HeWe creating this? It's under HeWe.
  - G. Maggie: It's similar to the sustainability and chasing sustainability conference relationship.
  - H. Evan: When do they need to part of the CUS for sure?
    - 1. Ajit: Before Round 1 presentations
- V. Action if a Service doesn't follow Financial Procedure
- A. Ajit: Something we've been having issue with is that a lot of services haven't been tracking expenses and revenues which is a problem as that information helps next year's team in the planning process. It's like reinventing the wheel every year as the services have to figure out the same thing. How are we going to enforce this as the finance portfolio alone can't enforce. It's something we need to do as a group.
  - B. Katherine: You know your portfolio best, do you see any roadblocks that are preventing this from happening?
  - C. Ajit: Something I want to do is upload the budgets onto the drive rather than sending it back and forth. I'll look into ways to make it easier and more intuitive for them.
  - D. Evan: Can your finance analyst match it as they should be checking the budget when they do reimbursements.
  - E. Ajit: One of the reasons we haven't been able to upload onto drive is because google sheets has different formulas in terms of tracking formulas. Is there anything we can do in the time as we need more data from the past to better plan for the future.
  - F. Evan: We can try and track when they do reimbursements.
- VI. IT G-Suite Drive Transition
- A. Evan: The goal is to shift all services onto the CUS g-suite system for better transitioning and transparency (so VPs can see what their services are up to).

**G. Approval of Minutes**

*Moved: Maggie | Seconded: Katherine*

*That the minutes from the April 2nd and April 14th Executive Council meeting be approved for public distribution.*

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

**H. Next Meeting**

\_\_\_\_\_ Pamela will look at when2meet.

**I. Adjournment**

*Moved: Katherine | Seconded: Maggie*

*There being no further business, be it resolved that the meeting be adjourned at 6:30pm.*

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