



Executive Council Meeting

Scheduled Time: 12:00 PM, June 16, 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	x		
Veronica Vivero	Vice-President, Marketing and Communications	x		
Maggie Yip	Vice-President, Student Engagement	X - skype		
Snigdha Bhardwaj	Ombudsperson	x		
Pamela Liu	Administrative Director/ Recording Secretary	x		Jenna Leung, Second Year Representative

Guests:

A. Call to Order

The meeting was called to order at 12:05PM.

B. Amendments to and Adoption of the Agenda

Moved: Veronica | Seconded: Kelvin

Be it resolved that the agenda be adopted as presented.

*In favour: All
Opposed: None
Abstentions: None
...the motion carries.*

C. Presentations to the Executive Council

1. IT strategy for the year, and how server runs
 - A. IT Budget (history and vision)
 - a. Vision - brought IT vision to CUS last year
 - b. Budget - Liam Adam's work
 - B. What IT needs to function
 - a. Domain Name renewal
 - b. Web hosting
 - c. Security
 - d. IT Engagement
 - e. External Support
 - C. Diagram
 - a. Wordpress, Me Inc, Ansel ensures that "land" is being used properly and not exploited
 - b. "Shared service hosting", less than \$10 a month
 - c. Wishes to switch to a shared server

KP: Is it cheaper this way?

Ansel: \$10 a month for switch, versus \$150 a month for joint. Will meet later today to tackle project. There is a certificate to make it clear that we are a website. Wishes for BUCS students to be more involved in the CUS, Jamie Tooze has to make his own events. This should be something CUS should be doing. Wishes to make IT bigger.

Questions:

Priscilla Choi: I'm concerned about hosting events to engage BUCS community when there seems to be clubs and services doing so already.

CUS cannot guarantee earmarking funds for any specific sector within budgeting between years.

Possible conflict of interest in IT sector regarding you and IT Associate about remaining funds from event hosting going towards Associate reimbursement. Cannot accept because sets bad precedent.

Katherine: To give a little bit of history, associate reimbursement was because it was hard to find IT directors, so we used to financially compensate IT Directors for role as incentive, and IT associate sits under that branch.

Evan: Intended faze-out this year.

Ansel: 2014-2015 IT directors had compensation to take home for themselves. Shouldn't continue compensation, but money can be used towards hosting events. This year I want to reinvest in events with Jamie tooze and collaboration with Biztech. I need someone who can take on my role for next year. The other side is making sure that compensation is getting deleted, and speaking to Jamie and CUS. Majority of money used for food.

Priscilla: In terms of hosting events, thats far more of a club or service position. Unusual to have it under IT because out of role's scope. Maybe instead we should shift the proposed funds to clubs.

Veronica: Purpose of engagement under IT's scope is to have more continuum, have more connection between CUS and

BUCS community, so maybe the students will be more interested in being involved with the CUS.

Ansel: CUS seems to be separate from BUCS students. Jamie Tooze has to host his own events. Funds towards food, not door prizes. I want to help him and redefining IT role in CUS.

Evan: What was engagement like with Jamie's Events

Ansel: BUCS Night, Jamie talked about courses they needed to take, Cube Society. Even Jon Kim is part of Jamie's planning. We had 90 people for, one event last year.

Evan: You're proposing that we collaborate and get involved?

Ansel: What can we make for undergraduate students, even involving BTM students would be good. This is what funds should be used for.

Ajit: Recheck the math, \$32.15 when I totalled. Where are you getting projections from?

Ansel: Based on Liam's plans last year. This year I added details and proposed for money to be used to different purposes to club events

Ajit: Where did you get \$330 from events and 80 students?

Ansel: \$330 from last year, and 80 students is a projection. Wishes to provide small snacks, that's the bottom line. Can cut down to 2 events, wishes for 3

Veronica: Several plans for moving server. Not sure if you budget your time with helping services. What is your approach to organizing these 3 events. Will organization be through Jamie Tooze and will you be here for financial and promo?

Ansel: IT job to help organize. Engagement is more promotional, speak about helping BUCS students. Envision momentum for next year too. Strategy is to augment and scaffold events happening. No funding externally. Support what we have.

Veronica: Offload more logistical to clubs themselves or will you be taking alone?

Ansel: It will be a 50-50 effort.

Evan: Have you spoken to anyone else about this?

Ansel: Have the right resources to make it clear what IT does

Evan: Have more details. We have 12-13 events on CUS calendar

Priscilla: You expected turnout of 80 per event based on last year's single event. You should be budgeting for reduced turnout because you are holding 3 events instead of one.

Ajit: don't expect 90 per event. They will pick and choose.

Ansel: Not here to create events, but help existing events.

Evan: What value does it add?

Ansel: CUS is here to serve BUCS, they can get engaged too. Want to push towards BUCS students too. Can see no one applying to IT, wants to push forth more engagement. This is a Pilot project, will give more details.

Snigdha: With your idea if you take 1 event with full expectation with 90 students, it should serve purpose for this year if you show what CUS can do.

Ansel: 3 numbers are proposed values. Give it best shot to ensure that IT associates are learning about the IT Director role too.

Priscilla: Raising a good point on CUS representing all students since there's a clear disconnect between the CUS and our constituents, especially reflected in involvement. Experience of only having 1 applicant is not solely IT, has been issue across the board. But is hosting events the best way to engage people, enough so that they will apply? This requires more thinking about. Have clear idea on what events YOU will do and who you will be collaborating with. Figuring out exactly what you want to do with money, but that is a lot of money.

Ansel: Open to any suggestions. Prototype to what next year's events to be. Angela Dai and Liam Adams proposed Hackathon last year. Couldn't really flush ideas as Bizhacks co-chair last year.

Priscilla: What events do you require as a BUCS student yourself to feel more engaged with CUS?

Ansel: BUCS Night was BUCS-centered, good to mingle. CUS should be a part of that.

Kelvin: If you come up with a more concrete plan, what would it be.

Ajit: Budget round 2 is tonight. Communicate information with me, evaluate using standard process.

Evan: Most of what you have is fixed.

Ansel: The compensation is completely gone this year, will repurpose.

Ajit: We cannot let you repurpose funds.

Ena: You talked about coming into role unsure. Since you have larger team this year, have associate come up with onboarding guide for transition package.

Ansel: Will talk with them in 1 hour today.

Priscilla: Does IT count as commission?

Ajit: It has already been allocated \$15?

Evan: I will be touching base with Ajit for budgeting, will need a more detailed plan

Maggie: Mention how you want support from us in action plan.

Moved: Priscilla | Seconded: Katherine

In favour: All
Oppose: None
Abstentions: None
This motion carries

Motion to talk about team drives

Moved: Priscilla | Seconded: Kelvin

D. Personal Updates

E. Professional Updates

- I. President
 1. Strategic planning, consulting package to board, stakeholders, and Execs
 - a. Needs help with bucketing, currently 19 minutes long.
 2. AMS council 2 times.
 3. Governance committee meeting
 - a. Looking at making changes to constituencies. We will be impacted. All constituencies have to follow AMS elections procedures. A result of external Undergraduate society actions.
 4. A lot of 1 on 1's.
 5. 2 on 1 with Priscilla Chan and Board members.
 6. Help committees set up.
 - a. Conference and Clubs Review
 - b. Awards and Endowment
 - c. Building users last.
 7. Pep-rally invitation from spark
 - a. Working with DJ Miller. Preparing speech for Spark and Imagine.
- II. Vice-President, Academic Affairs
 1. CMP finished hiring team. Leaving FYR hiring in september
 2. Exco is good
 3. 1 dropped from JDC. a lot of judges from debate and academic want to stay involved.
 - a. Ryan is choosing templates for website and is working with sponsorships (revamping package) and alumni.

4. Class Liaison reaching out
5. Jon is laying groundwork for CCC revamp, and talking with Conor Topley for expert knowledge on what a good development program looks like.
 - a. Exact dates in Strategic planning document
6. Internal Audit has plan, will be posted onto website before Tuesday
7. Lay groundwork for first meeting, Jon will help consolidate timeline
8. No Bcom governance meeting for a while. Will follow up with sauder
9. Meeting with NIBC to discuss funding.

III. Vice-President, Finance

1. Budgeting is still happening.
 - a. Met with AVPF of AMS to discuss AMS change with financial systems and how CUS would be impacted.
 - b. Will be in discussion with AMS members.
2. Budget increased (?)

Motion to put revenue discrepancies on camera.

Motioned by KP, seconded by Priscilla.

Motion to stay on camera

Motioned by KP, seconded by Priscilla

In favour: none

Oppose: All

IV. Vice-President, Internal Affairs

1. Had 1 on 1 with sustainability, bizweek in terms of budgeting
 - a. 2 will be appealing
2. Annual meeting with Sauder Events team to discuss what they noticed from POITS and HeWe
 - a. These two needed dates submitted during the summer
 - i. Liquor license from POITS should be submitted earlier
 - ii. Don't want clubs and services moving furniture, cleaning too
3. Booking guides and the parties that need to be informed
4. Clubs Review meeting on June 30th.

Questions:

1. Maggie: When do you want POITS to submit the liquor license
2. Kelvin: submitted in august, will ask after budgeting.
3. Evan: Discuss matters with POITS and HeWe.

V. Vice-President, Marketing and Communications

1. Services: CUS VM is still doing headshots, remaining to do unclear
2. Y and P publisher is very inactive. Will call during Monday office hours. Chairs are on track creating documents
3. Working with External to create CR package
4. Hoping to hire videographer and send documents from all parties
5. 1 on 1 with Evan: Included transparency in strategic plan
6. Hoping to release form to fill out regarding what marketing resources and support wanted throughout

year and implement that into a more comprehensive plan.

- a. Have section that allows provision on support that services foresee them needing regarding marketing and promotions.
 - i. E.g: website revamp
 - b. Hoping to have document out by Board Meeting, will be out for sure before next Exec meeting
7. 2 rounds of consultations regarding marketing support.
- a. Having end of term 1
 - b. Note to all: Be transparent to ensure granting of resources
 - c. Resources are looking at rebranding. Needs Board approval.
 - d. Highlight which services need this in document
8. CUS Value with Evan and Priscilla will be discussed in Board Meeting

Priscilla: Far more effective if you emailed our services instead of having VP's pass on information. They will want support for almost all events.

Veronica: CAP budgeted for website revamp and rebranding, two biggest needs across services. Have a more unified understanding of what they need.

Evan: some VP marketing in services may not be as strong.

Priscilla: My concern is whether this way of communication is the most effective. For internal and student engagement with so many services under, will direct conversation be more effective?

Ajit: Responsiveness is concern right now.

Veronica: VPs should be able to filter out what information is most effective.

Priscilla: I would have them specify in the document.

Veronica: I will specify what I am looking for. Rather have a list of services that need help, do not need help- this is easier to categorize.

Priscilla: Or just say "not needed" on their own in the form. Google forms work out really well, as a suggestion.

Veronica: That document relates to everything CUS, will have everything specified.

VI. Vice-President, External Affairs

1. CR training is tomorrow. Building sponsorship package now.
2. Will be reaching out to services to discuss accountability and what is expected of them.
 - a. Giving them the option to opt out of sponsorships with valid reasons
3. New project: Refresh Financial reached out, brief conversation of them sponsoring us.
 - a. They had no idea of how much money they could offer, but clear idea of wanting to host a workshop for our students
 - b. Some level of concern over their credentials so
 - c. Speaking to BCC & UGO about existing (or possibly creating) guidelines for bringing in external workshop speakers and what kind of certifications and qualifications we want.
4. Sponsorship planning & beginning discussions for interfaculty outreach for next month
5. POCO may not start until mid-late July.

VII. Vice-President, Student Engagement

1. 2 1 on 1's: Strategic planning and potential hiring of events coordinator.
 - a. Will discuss with AVP SE Ryan.
2. Convention Directors (Johnny and Jade): Felt out of the loop. Sorting out improved communication process for their integration into HeWe and CUS. Will be happening in term 1 most likely, target is first years, sometime during Thrive week
 - a. They are also getting support from UGO and Wellness Centre
 - b. Currently working on sponsorships
3. FYR talk with Sanjay : They should have sufficient time to hire committee in late September

- a. This will conflict with FYR elections
 - b. Working on suitable timeline, keeping applications open until after elections have happened for those who did not get elected to still apply.
 - c. Will inform of committee opinions by next week
 - d. Will speak to Evan more about this.
4. Service Chairs: Hopefully have all meeting done this upcoming week.
- a. Only did video meetings with Sauder Sports and Grad Night so far
 - i. Sauder Sports: Tofino trip..? They want it in term 1 to avoid POITS conflict
 - ii. Needs target demographic, logistic details, etc from them and more discussion
5. Services are responsive, which is good
6. Project Management timeline
7. How UBC Centre for Community Engaged Learning can help CCP.
- a. Hope CCP Chair can work closely with Ola

VIII. Administrative Director

- 1. No updates

IX. Ombudsperson

- 1. Had 1-1 with Priscilla Chan??
 - a. Waiting for website to be done to upload Omblogs
- 2. Organizing Exec and Ombuds office

Evan: SPF needs to be sorted out

Priscilla: Forming LGBTQ+ rep, going through sexual assault training

Evan: Recommended all Execs go through this training, more context will be given Clean the club storage room, matters between Kelvin and Maggie. Falls under Student Engagement at the moment. Will be conversation.

F. Executive Business and Discussion

- 1. Accountability Reports
 - a. HR: Ena
 - 1. Accountability Reports: Drafts should be done by now, no submission needed.
 - a. Speak to AVPs about completion.
 - 2. Ensure that AVPs are informed.
- 2. Email Responsiveness of CUS Services
 - a. Meeting deadlines:

Priscilla: Services are not always reading emails, instructions have been detailed but they are not done consistently. This is for 1 on 1 discussions. Respond even if there is nothing to be said. Check email every 4 days.

Ajit: Expectations are not being met on a general level.

Katherine: Can you point on which services specifically so VPs can communicate?

Priscilla: Will do. And confirming that emails are sent ahead of time, and they are given extensions and multiple reminders.

Evan: I will ask services about frequency and note that they are volunteers too.

- 3. Team Drive Exception
 - a. Priscilla Choi: Trying to get everyone's documents on to team drives in the CUS Drive to improve transition. However, Team Drives don't allow individualized sharing permissions for internal folders, only internal files, unlike personal drives, which causes data privacy issues because some information needs to be siloed within a service. Specifically requesting exceptions for NSCC and Imprint.

Katherine: It is a problem with JDC too.

Priscilla: A lot of files are confidential. Because team drive does not allow for individualized folder sharing permissions, Imprint and NSCC and JDC are requesting to keep documents on personal CUS drives so they can continue personalizing sharing permissions. We will instead ensure that for transition purposes, personal drives will be uploaded to team drives at the end. Can we create exception to these 3 services?

Katherine: Have them to have their own team drive before they transition out.

Evan: If it is on their own drive, we can lose information if bad transition

Ena: We have 2 drives. One is everything, other is confidential

Evan: IT has full access.

Priscilla: Any privacy policies?

Ansel: Only I have super-user access to everything. IT Associates have limited access. But I don't have access to your drives. I have passwords but I can access, because breach of policy.

Priscilla: If service chair breaches responsibility, IT should have access. It is CUS' information, not their own personally.

Ansel: Access is possible only if I change passwords.

Evan: Should we let services use this method if it works. They just need permission from respective VP's. We should be deleting emails every year but we don't do that. Talk with Ansel more about it.

Motion to allow services to use the mydrive section of CUS drive instead of full team drive, pending approval from their VP and to agree to upload relevant documents at the end of the year to the Team Drive.

Katherine motions, Veronica seconds

In favour: all

The motion carries.

Relevant to:

- b. NSCC
- c. Imprint
- d. JDC West

4. NSCC Hiring

- a. NSCC Chair needs a strong team. This is urgent because their hiring is happening late and in the summer, which is notoriously difficult to engage students, and the conference is happening in November. Cancelling now would require us to pay \$25000 if we cancel before August, and \$36000 after.
 - i. Main network is mainly first and second years, in which experience level is not very high.
 - ii. Has certain positions that will be filled, CR, Marketing, and Finance roles will need to be filled. No one has applied thus far.
 - 1. Deadline is coming up within a week.
 - 2. **Share the event and find successors.**
 - 3. Can reach out to Katherine (former NSCC Chair)

5. JDC West Credit Card

- a. Issues arising with credit limit: Avoid taking from CUS limit, have been maxing out at times.

Katherine: I have spoken with Ryan. My notion is that it will be better that if JDC West need credit card, they can speak to you (Ajit).

Ajit: I will speak to them and be in touch.

6. Capital Expenditure Fund

- a. JDC: \$23000 allocate to JDC turns out as a surplus because they don't have flights every year.
- b. We hope to spend that sum over a period of year (5 year span), spend on capital

Katherine: This money was supposed to go back to JDC West because they need a lot of money to run, and spreading it over 5 years acts as a "cushion".

Evan: with their target deficit, they can only increase budget from us.

Katherine: We are not spending because this money was allocated to them.

Priscilla: This is for current year, not annual.

Katherine: This is not their money, rather it is money that we are saving for them.

Ajit: It would be used up eventually.

Katherine: Had conversation with JDC head coaches, this is where "Crash test Dummy" line item came from. This was verbally agreed upon by JDC

Evan: For the dummy line item. This is for us to not have to cut the line item.

Ajit: It was a balancing amount. We shouldn't leave that \$23000 and not spend it on contingencies. They won't need extra \$5000 each year. (?)

Katherine: Will talk with Ryan about this still. Talked about bringing back OC to Sauder. Lauren Venema has spoken about it, faculty expressed interest.

Evan: How much would OC cost?

Katherine: \$40000-\$50000 is the approximate cost.

Ajit: We won't be moving ahead without getting more details. Reduces strain on services and the CUS as a whole

Evan: \$26000 deficit could happen. Would save us effort in the long term.

Katherine: It would be good for some of this money to go back into the program. JDC won't be funded for anything unnecessary. I can speak to Ryan next week.

Evan: Budgeting should be figured out by the end of June. Prior to money getting approved, finances are distributed equally across all relevant parties.

Katherine: Considering holding JDC competition at Sauder.

Priscilla: If we do not earmark for JDC, do you still want to discuss it?

Ajit: We can discuss it later.

Priscilla: I am considering buying things in bulk. It would help with extraneous things such as walkie talkies.

Katherine: I will talk to others (SFU OC) about how they are sponsoring this. A lot of it is revenues from delegate fees and their sponsorships.

Priscilla: I want to know where they are getting the \$40 000, the initial initiative that is.

Katherine: Beedie at SFU get money from faculty, they don't pay student fees. I will be reaching out OC to talk about planning it.

This conversation will be deferred to next exec meeting for further discussion (June 30th)

Motion to add IT discussion.

KP: motion seconded by Priscilla

The motion carries

G. Next Meeting

H. Adjournment

Moved: Priscilla | Seconded: Maggie

There being no further business, be it resolved that the meeting be adjourned at 2:42PM.

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