



## Executive Council Meeting

**Scheduled Time: 12:00 PM, June 30, 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	X		
Ajit Joseph	Vice-President, Finance	X		
Kelvin Tsai	Vice-President, Internal Affairs			
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		

Guests:

**A. Call to Order**

*The meeting was called to order at 12:01pm.*

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

*Motion to reorganize the agenda under executive business and discussion as this meeting has to end at 2:30pm.*

1. *EMP*
2. *CUS Budget Update*
3. *Capital Expenditure Fund*
4. *Lounge Redesign*

*Moved: Priscilla | Seconded: Veronica*

*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
  1. One on one with Lisa
  2. One on one with all VPs
  3. Clubs Review
  4. Setting up Conference Affiliation
  5. Grabbed dinner with SUS president
- II. Vice-President, Academic Affairs
  1. CMP got their appeal
  2. JDC got their appeal minus swag
  3. Getting AVP ready to put together a CCC for next year
  4. Internal audit will be getting set up today or tomorrow
- III. Vice-President, Finance
  1. Struggling to get CUS credit card as AMS contact isn't there
  2. Have to get started on AMS budget
  3. Appeal feedback all sent out
- IV. Vice-President, Internal Affairs
  1. Working on clubs review and clubs kickoff event

2. One on Ones with Evan
  3. Coffee Machine company will be coming in to shut down machine
    - a. Machines will be shut down for July & August
- V. Vice-President, Marketing and Communications
1. Events coordinator and videographer hiring closed
  2. Sent out updated quote to publisher for Y&P
    - a. They just finished a majority of their spreads
  3. Values meeting/brainstorm session happening soon
- VI. Vice-President, External Affairs
1. Taking on a couple of passion projects in regards to sexual assault and LGBTQ rep
    - a. Will come up with a plan shortly
  2. Conference affiliation meeting went well
  3. Wrapping up on CR package
  4. Sent out survey to services on sponsorship offerings
- VII. Vice-President, Student Engagement
1. Events Coordinator hiring closed
  2. June one on ones with service chairs
  3. Storage room responsibility - keeping it under student engagement for now
- VIII. Administrative Director
1. GSuite
  2. Contact Sheet
  3. Events Calendar
  4. Exec Office Calendar
  5. Project Management
  6. Committee Team Drive
- IX. Ombudsperson
1. Sitting in on committee meetings
  2. Almost done with SPF new guidelines

**F. Executive Business and Discussion**

1. Business arising from EMP
  - a. Priscilla: one of the EMP co-chairs resigned. Internal resignation procedure from previous year was that only internal CUS services, executive & Board need to know, which is another interpretation of CUS members. However, I think CUS members should be interpreted to mean our constituents, so we need to make it public. I don't feel this is as big a concern for constituents so I don't think it needs to be on Facebook but it should be on our website. I will also be sending out internal memo.
2. CUS Budget Update

*Motion to move this in camera as we are discussing sensitive financial information.*

*Moved: Katherine | Seconded: Priscilla*

*In favour: all*

*Opposed: none  
Abstentions: none  
...the motion passes.*

*Motion to stay in camera*

*Moved: Katherine | Seconded: Priscilla*

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

3. Capital Expenditure Fund

- a. Evan: Let's prepare ideas for this discussion for our next meeting.
- b. Ajit: Anything that's multi-year is what we mean by this.

4. Lounge Redesign

- a. Evan: Last year the AVPs were assigned a task to redesign the lounge and it didn't happen.
- b. Kelvin: We would come up with a plan to make the lounge more welcoming. We never did it because we never had a budget for it.
- c. Evan: Do we want this to be an AVP project again? If so, we'll carry on next meeting about a discussion in regards to budget?
- d. Kelvin: Do your AVPs already have a lot of responsibilities?
- e. Maggie: Do we need all the portfolios?
- f. Katherine: What about Board?
- g. Evan: Please touch base with AVPs and whoever's relevant to see who's interested.

**G. Approval of Minutes**

*Moved: Priscilla | Seconded: Kelvin*

*That the minutes from the May 5th, May 23rd, and June 16th, 2018 Executive Council meeting be approved for public distribution.*

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

**H. Next Meeting**

**I. Adjournment**

*Moved: Ajit | Seconded: Veronica*

*There being no further business, be it resolved that the meeting be adjourned at 2:08pm.*

*In favour: all*

*Opposed: none*  
*Abstentions: none*  
*...the motion passes.*