



Executive Council Meeting

Scheduled Time: 4:00 PM, August 12, 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			
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: Selena Lai, Vivian Ku, Kimberly Tay, Ena Gan

A. Call to Order

The meeting was called to order at 4:03pm.

B. Amendments to and Adoption of the Agenda

Motion to add all presentations, JDC Retreat, meeting times and Startproud to discussion items.

Motion to strike all updates.

Moved: Katherine | Seconded: Ajit

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. Financial Audit Function Proposal by Kimberly Tay (AVPF) (4:00-4:15)
 - a. Key Stakeholders
 - i. Board of Directors (representing the Sauder undergraduate student body)
 - ii. Executive Council
 - iii. Service Council
 - iv. Audit Commission
 - b. Expectations
 - i. Impartiality and integrity above all
 1. Members will not hold other positions within the CUS organization to prevent conflicts of interest
 2. Will sign:
 - a. Non-conflict declaration
 - b. Non-disclosure agreements
 - c. Memorandums of understanding
 - ii. Executive Council will not have input into FA's direction, but will provide information and assistance as needed
 - iii. 100% compliance from the Finance Portfolio with FA's work and recommendations
 - c. Desired Outcomes
 - i. A strengthened Finance Portfolio as a whole that operates in a sustainable manner with integrity
 - ii. Increased accountability and transparency with regards to CUS finances
Reports with a higher degree of accuracy and reliability
 - iii. Established system of checks and balances
 - d. Mission Statement: "To provide the Board of Directors, representing the Sauder student body, an independent and objective perspective of Commerce Undergraduate Society finances through internal review and recommendations that will be implemented at the Board of Directors' discretion"
 - e. Audit Commission Responsibilities:
 - i. Conduct financial audits in a timely and efficient manner every quarter
 - ii. Collate findings into a report that will be reviewed by the Board of Directors
 - iii. Present key findings and recommendations to the Board of Directors and answer queries

- iv. Remain independent of the Executive and Service Councils at all times
- f. Value Proposition: "To ensure that the CUS is creating as much value as possible for the student body, given its current financial resources and capabilities, by ensuring that the CUS is operating in a manner that minimizes risk and reputation damage while maximizing integrity and fairness"
- g. Audit Commission Structure
 - i. Will be made up of a team consisting of
 - 1. Audit Manager
 - 2. Audit Associates (3 positions but subject to change)
- h. Documentation Standards
 - i. FA will document all their discussions with CUS members and findings in the interest of completeness and accuracy, as well as for future reference
 - ii. These workings will be done in working papers, which each member will sign off (as preparers) on when completed; the Audit Manager will then review these and further sign off (as reviewer)
 - iii. The working papers will be used to support FA's findings
 - iv. These findings will be compiled in a report that will be presented by Audit Commission to the Board of Directors
 - v. This report will contain:
 - 1. A concise summary
 - 2. Key findings and evidence/workings
 - 3. Suggested solutions that will be implemented at the Board of Directors' discretion
 - 4. Metrics for tracking the implementation of these suggestions
- i. Scope of Work
 - i. FA will cover the Financial Portfolio in the following areas:
 - 1. Evaluation of internal controls
 - 2. Risk management
 - 3. Reputation management
 - 4. Compliance with CUS Constitution
- j. Evaluation of Internal Controls
 - i. Reimbursement sign-off procedures (ex: memos, reimbursements sign-offs); checking to see that there are no conflicts of interest
 - ii. Legal liability for contracts; 100% compliance that CUS members are not signing contracts
 - 1. Documentation procedures
- k. Risk Management
 - i. FA will determine high risk financial areas to be audited in an external audit manner, using:
 - 1. Test of Details (TOD)
 - 2. Reasonableness tests
 - 3. Substantive Analytic Procedures (SAP)
 - ii. High risk areas to be further determined using materiality and performance materiality:
 - 1. Services with high assigned deficits and material transactions
 - 2. Reimbursements
 - 3. Invoices
 - 4. Contracts
 - iii. Ensure that Finance Commission enforces budget adherence and reporting standards on CUS services
- l. Reputation Management
 - i. Ensure that the Portfolio has a good reputation of being open and honest with reimbursements and use of student fees

- ii. Ensure that there are no confidential financial information leaks
 - 1. Proper use of AMS Sharepoint
 - m. Compliance with CUS Constitution
 - i. Ensure that budget reports are being released quarterly as per the Constitution
 - ii. FA will collaborate with Ombudsperson to ensure no constitution violations (TBD, need to discuss with Snigdha)
 - n. Evan: Any Questions?
 - i. Maggie: What does the timeline for this look like?
 - ii. Kimberly: Hire by end of Sept, audit report each quarter
 - iii. Priscilla Choi: How will we pass this on to next year as not all AVPFs will always have audit experience? What portfolio does this make most sense under? Ombuds?
 - iv. Kimberly: I will create a training package and detail it thoroughly.
 - v. Evan: Talk with Ena in regards to how hiring for this will work.
 - vi. Veronica: How many people are we hoping to have on this audit commission?
 - vii. Kimberly: 4
2. Recognition Program by Vivian Ku & Selena Lai (HR Generalists) (5:30-5:45)
- a. What is the HR Recognition Program
 - i. Internal CUS program run by HR Commission that aims to create and cultivate a culture of recognition
 - b. Timeline
 - i. Going to be over a 6 month timeline
 - c. 3-Step Process
 - i. Nomination
 - 1. Middle of each month - last day of each month
 - a. Open for 2 weeks
 - b. No limit to how many people one may nominate
 - ii. Selection Process
 - 1. Going to be using guideline on form
 - d. Recognition
 - i. The 3 nominees will be featured via 3 channels
 - 1. CUSunday
 - 2. CUS FB Page
 - 3. CUS Photo Wall
 - ii. The nominees that weren't chosen will be sent an email letting them know they were nominated
 - e. Year End Celebration
 - i. Plan on celebrating the 18 nominees through a dinner conversation
 - f. Support
 - i. Providing feedback would be appreciated
 - ii. Marketing support from CUS FB & CUSunday
 - iii. Year end celebration budget
 - g. Questions
 - i. Priscilla: I'm not really sure if promoting the nominees on social media is the best way to go about recognition. In terms of public image, promoting CUS leaders hasn't been well received, and instead leads to cynical comments from the wider student body. Maybe those student leaders would feel better by receiving the exact comments they got in an email. That way you don't have to choose anyone and no one has to be in a competition. I'm iffy about the year end

celebration dinner by the same reasoning because it may feel exclusive, and create a more divisive environment. Maybe get little gifts for the nominees and maybe source more comments from peers and compile it for them.

- ii. Ajit: I think in previous recognition programs, Board and Executives weren't included and I don't think it's a good idea to have Board and Executives included. Too much recognition - how will that be perceived by the wider student body?
- iii. Ena: Let's not publicize it publicly but we can send an email out to everyone that got it and maybe send it out through the internal newsletter.

D. Personal Updates

E. Professional Updates

- I. President
- II. Vice-President, Academic Affairs
- III. Vice-President, Finance
- IV. Vice-President, Internal Affairs
- V. Vice-President, Marketing and Communications
- VI. Vice-President, External Affairs
- VII. Vice-President, Student Engagement
- VIII. Administrative Director
- IX. Ombudsperson

F. Executive Business and Discussion

Motion to amend to the agenda to add HR updates

Moved: Veronica | Seconded: Priscilla

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

- 1. Executive Meeting Time
 - a. Pamela: is everyone good if exec meetings are Term 1: Tues 5-7PM, tentatively CUS Boardroom?
 - b. Veronica: we need to meet before BizWeek.
 - c. Evan: we'll figure that out closer to the date.
 - d. Pamela: next exec meeting is tentatively the 26th, but Kelvin is back the 27th. Not everyone has filled out the when2meet to say that the 28th is free for them. Possible conflicts: Katherine and Kelvin. Snigdha can't arrive. We won't set it yet until after I can follow up with Kelvin but it's currently set for the 28th for 6PM, tentative time and location (near Patterson station).

- e. Ajit: please email Kimberly as she will be proxying for me.

2. Service Innovation Fund

- a. Ajit: This is going to be similar to the SPF process, it was basically adopted from the conference affiliation guidelines that were created.
- b. Evan: The idea has already been approved, it's just how do we execute it.
- c. Katherine: Should this be a conversation for the people involved in the fund before a conversation here?
- d. Ajit: We're all involved in it, it's just Kimberly, me and the analysts will be looking over it to ensure they're following guidelines.
- e. Priscilla: Do we need them to fill out an accountability report or isn't a checklist enough?
- f. Ajit: We might remove that.
- g. Katherine: Do we need to have this process since as VP's, isn't it our job to be in contact with our services?
- h. Priscilla: It might be better if they just bring it to VP and we present.
- i. Ajit: This is a general purpose fund as all elements such as conferences and clubs go through this process.
- j. Katherine: But they're our services.
- k. Priscilla: I think they need to fill out an application but it doesn't need to be this much.
- l. Ajit: If you want to, we can remove the presentation. I don't want an application process to not be there though. We want to just make sure that the application meets certain criteria.
- m. Evan: I feel like we should just remove group 1 and group 2 so it's more of a rolling basis.
- n. Katherine: As a VP, you should know your service and bring up financial issues to exec council. I don't want us to complicate an issue that doesn't have to be so complicated. Is this really the best way for us to do it when it's not high impact.
- o. Ajit: They used to submit it to me when we didn't have this process and I'd approve the funds. I want to avoid this as I don't know each service well enough.
- p. Katherine: It might be simpler if we streamline the process. If you need a budget increase, talk to your VP and your VP will follow up with you.
- q. Priscilla: This is a very barebones procedure already.
- r. Katherine: What if it's a little?
- s. Ajit: If it's a minor increase, they don't have to go through it.
- t. Priscilla: Let's set a minimum threshold that their request must need to meet before they need to go through this process. Eg. 500\$?
- u. Evan: This process is very simple already and it'll keep things organized as we do it.
- v. Ajit: It's also not fair that services come to me as I'm not an expert on any service. This allows all of you to say where the money goes.
- w. Evan: It's also easier to communicate it to all services and more fair.

3. Website

- a. Veronica: It'd help a lot if you had feedback for the homepage. A big issue is that the website runs on a plugin that's outdated. One way to resolve it is for them to create a different homepage on the side and just transition it over when it's ready. It's easier for them to just create their own plugin.
- b. Veronica: We're approaching the back end very messily so that's why the front facing is so bad. From now until September, we're hoping to update services and clubs and deleting or combining pages that we don't see as necessary. We want to minimize as many tabs as possible.

- c. Veronica: Just make feedback on the documents.
- d. Veronica: There'll be three massive tabs and all tabs will be under those. My question for you guys is how concise do you want this to be? Otherwise I'll be combining everything into smaller tabs.
- e. Veronica: It's a lot easier for there to be 3 tabs rather than 6 as it's more user friendly.
- f. Evan: I feel like that's tougher.
- g. Ajit: If you move everything into so little tabs, it may be messier.

4. JDC Retreat

- a. Katherine: Because of the timeline of things, Ryan has been struggling with finding a retreat place and it doesn't look like there'll be anything within the budget. I'm asking if everyone's okay if there's a bit of a budget increase and I don't know how much of an increase the budget will be. Roughly \$1000-\$2000.
- b. Evan: What's the current amount?
- c. Katherine: \$8769
- d. Veronica: Is the reason we're having a hard time because of the date or because of the budget?
- e. Katherine: I think it's the date thing as the ones we did in the past aren't available now.
- f. Priscilla: Does it have to be at a camp?
- g. Katherine: It has to be a place that can hold 60 people and there's not much flexibility in the date.
- h. Ajit: I understand the circumstances but we've been against it because of the perception thing. JDC, while it provides a lot of value, it does provide a high amount of money per person.
- i. Evan: Are we fine with increasing their budget by \$1000?
- j. Ajit: I think we can approve it but there should be ways to avoid this going into the future.

Motion to approve increase in JDC Retreat funding by \$1000.

Moved: Maggie | Seconded: Veronica

In favour: Priscilla, Ajit, Maggie, Veronica

Opposed: none

Abstentions: Katherine

...the motion passes

5. HR Updates

- a. This summer, we've all been working on different projects. It'd be good if you could go over this with your team before the school year starts. Also sent it to club presidents.
- b. Recognition, we talked about next steps and make it so that there's no selection process, so it'll just be nominate and recognize. We'll have something tangible and print out their cards with the message.
- c. Working on miscellaneous things, planning September hiring

6. Financial Audit Proposal

Motion to approve the financial audit proposal.

Moved: Priscilla | Seconded: Katherine

In favour: Priscilla, Maggie, Veronica

Opposed: none

Abstentions: Ajit

...the motion passes

7. KPMG Crack the Case

- a. Katherine: CCC is gone, KPMG asked if we wanted to do it again. We think it'd fit better with UBCAC, anyone have any questions? I'll ask UBCAC if they want to do it, if they don't then I'll tell KPMG sorry. It feels like there's more of an alignment with UBCAC.

8. Recognition Program

- a. Evan: I feel like we had a good discussion about this.

9. StartProud

- a. Priscilla: This is related to the passion projects I was talking about it. I talked to StartProud and I'm going to be a student ambassador for them. There's no conflict of interest. I help them with logistics and promote their events, but while these responsibilities coincide with those estimated for the LGBTQ+ rep, I'll handle them until we have the rep hired for this year. StartProud has wanted to bring a networking event onto UBC. We're looking into co-hosting a networking event with them at Sauder. It'll probably happen in late January at one of our fee-waived venues. Right now, we're asking for conditional approval of \$500 for sponsoring this event towards food. It's contingent funding on a rough estimate audience of 100 people.
- b. Ajit: When can you get details on spending amounts?
- c. Priscilla: Emailed them, and waiting for their response re: expected logistics/turnout.
- d. Maggie: What are your plans for continuity or sustainability of the role?
- e. Priscilla: The LGBTQ+ rep should take over it. Ideally the rep each year should also be the student ambassador.
- f. Maggie: Where does the LGBTQ+ rep fall?
- g. Priscilla: For now it's under the external portfolio.
- h. Evan: Let's not talk about it structure wise right now. Will talk to Ena about this tomorrow.

Motion to strike budget until the next meeting.

Moved: Veronica | Seconded: Maggie

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

10. Budget

G. Approval of Minutes

Moved: Ajit | Seconded: Priscilla

That the minutes from the June 30th & July 16th Executive Council meeting be approved for public distribution.

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

H. Next Meeting

I. Adjournment

Moved: Maggie | Seconded: Katherine

There being no further business, be it resolved that the meeting be adjourned at 6:35pm.

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