



## Executive Council Meeting

**Scheduled Time: 5:00 PM, September 11, 2018 | Location: Henry Angus 354**

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	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		

Guests:

### A. Call to Order

*The meeting was called to order at 5:06pm.*

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

*Motion to add IT events proposal to the agenda.*

*Moved: Kelvin | Seconded: Priscilla*

*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. Departmental Club Presentation

- A. Here to present on the new departmental clubs system. On the AMS' end, in order to keep track of clubs, we request everyone to submit document to us. Departmental clubs are more of an issue as they're created by the faculties department rather than the AMS. Many departmental clubs fail to submit budgets. We're trying to implement a new structure where departmental clubs are submitting things to constituencies and constituencies submit to the AMS.
- B. The constituencies needs to ensure all departmental clubs are registered as an AMS club - CUS doesn't have any departmental club but it's good to let you all know. AMS will try to ensure they're following deadlines on their end and will also provide guidance, oversight and assistance.
- C. What's yet to come, the VP administration will finalize due dates shortly.
- D. Questions?

**D. Personal Updates****E. Professional Updates**

## I. President

- 1. Imagine Day Speech
- 2. One on one with Lisa
- 3. Met with Ajit
- 4. Met with AMS, UBCMA, NIBC, PVCC to discuss financial situation
- 5. Met with marketing research firm
- 6. Boothing
- 7. Spoke with Ajit and Suki about awards night budget
- 8. Spark speech
- 9. Working on strategic plans document

## II. Vice-President, Academic Affairs

- 1. Working on internal audit
  - a. Ready to move forward with contract with market research firm
- 2. Had a meeting with AVP, Jon
  - a. Having him check in on services

- i. Supporting CMP and JDCW
    3. BCom governance hasn't started yet
    4. AMS tutoring starts Monday
  - III. Vice-President, Finance
    1. One on ones with analysts
    2. Working on making changes to tracking
    3. Hiring is out
    4. Financial situation with AMS, UBCFA, PVCC, NSCC
  - IV. Vice-President, Internal Affairs
    1. Conversation with Ansel in regards to IT events
    2. Bizweek - rain was unexpected
    3. Sustainability - talked about seal program
    4. Elections - talked about AMS council and how elections coordinator hasn't been hired
  - V. Vice-President, Marketing and Communications
    1. Working with Meghan to finalize CUS vision - hoping for a draft by tonight
    2. Past few weeks have been preparing for Bizweek
    3. Hoping to get out collaboration post with Bizbuzz soon
    4. All events have been launched so far
    5. Plan on conducting one on ones at the end of Bizweek
  - VI. Vice-President, External Affairs
    1. LFS|US collaboration is still on
    2. Scheduling one on ones
    3. CPABC is still in the works
    4. Bulk orders is going smoothly
    5. Just met with RedBull, they're interested in giving us in kind sponsorships
    - 6.
  - VII. Vice-President, Student Engagement
    1. Had one on ones with chairs
    2. Prepping for CUS Start Your Involvement
      - a. Open for all years
    3. Meet Your CUS spearheaded by Events Coordinator
    4. Working on Internal Audit
    5. Met with AVP and going to split services with AVP
      - a. Maggie - POITS, HeWe, CCP
      - b. Ryan - SISA, Sauder Sports, Grad Night
      - c. Maggie & Ryan - FYC for now
    6. FYC Chair hiring opening Thursday
  - VIII. Administrative Director
    1. GSuite - Done except for FYC, EMP and Y&P who all have yet to hire/finish hiring
      - a. Working on a document outlining the GSuite organizational structure
    2. GSuite Committees - Done
    3. Contact List

- a. Round 1 is done, will email out for round 2 at the end of September
- 4. Calendar
- 5. IT Email Deletion
  - a. Roughly half has been deleted, the remaining will be deleted this week
  - b. Working on transition document with Josh
- 6. Office Supplies
  - a. Please let me know of any supplies you may need for the office by September 21st
- 7. Retreat Planning
  - a. Will start working on it with Maggie sometime before the end of September
- 8. Event Feedback Collection

IX. Ombudsperson

- 1. Talked to a lot of first years
- 2. Meeting with Jenna & Priscilla

**F. Executive Business and Discussion**

- 1. Meeting Length & Efficiency
  - a. Evan: Do we want to cap meeting lengths and if it goes past certain lengths we need to motion to extend it?
  - b. Exec team: Yes
  - c. Evan: Okay, from now on, meetings will be capped at 2 hours and if we want to extend it, we'll have to motion to extend and it'll have to be a major vote.
- 2. Business arising from External Portfolio

*Motion to move in camera due to sensitive person information.*

*Moved: Priscilla | Seconded: Maggie*

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

*Motion to stay in camera.*

*Moved: Katherine | Seconded: Ajit*

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

- 3. POITS BizWeek Event
  - a. Maggie: The liquor license from POITS just got rejected as whoever was in charge on the UBC side, they didn't get the notice in time. All their remaining term 1 events were approved. The only option is for them to have their event at Koerner's Pub. It's an additional \$500. Even if we say no, they still want to host at Koerner's as they get so much engagement for the first event. They'd just reduce their funds elsewhere.
  - b. Ajit: What liquor is it?
  - c. Maggie: They're serving so that should be included in the \$500 fee. The drink prices would be higher but they'll be communicating that with the students.
  - d. Priscilla: I was thinking we should subsidize as the first POITS events is to see how it operates and it's concerning if students won't want to go to further events as the drinks will be so expensive.

- e. Evan: It might cost a lot of money and we don't know how much more we'd have to pay.
- f. Maggie: We can also let them know that at the next POITS, it'll be cheaper.

Motion to increase POITS' Bizweek budget by \$500 in order to hold their event at Koerner's Pub.

Moved: Maggie | Seconded: Veronica

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

#### 4. JDC West Credit Card

- a. Ajit: Our credit limit increased and there's the possibility of giving our credit limit increase to JDC. I just need approval to continue the discussions.
- b. Katherine: I think we should approve \$1000.
- c. Ajit: Our limit is \$20000.

*Motion to approve JDC for a \$1000 limit credit card.*

*Moved: Ajit | Seconded: Katherine*

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

#### 5. Internal Audit Market Research Approval

- a. Katherine: We're ready to move forward with the market research company to do our survey. We're only moving forward with the first two stages for now and if we're interested in the other proposed stages, we'll motion for approval later. The total will come to \$2400 and we just need approval from execs to move on.

*Motion to approve \$2400 for Illuminata Marketing for the development and collection of the CUS Community Pulse Survey.*

*Motion: Katherine | Seconded: Veronica*

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

#### 6. Sauder Room booking policy for PVCC & BizComm

- a. Kelvin: Bizzcomm got unaffiliated back in June and 2 weeks ago, their President, Jin, asked if they could get a grace period for room booking services. Last year, we did make exceptions for unaffiliated clubs and gave them a grace period. If we don't provide Bizzcomm with room booking privileges, they may not have the budget to host any events. I'm hoping we can continue supporting them this way.
- b. Kelvin: The grace period was put in place last year as there were a group of organizations that weren't affiliated but still were able to book rooms. Katherine will explain how it started.
- c. Katherine: It doesn't cost us anything and we're helping them out, that's what Fred said.
- d. Kelvin: We did a grace period last year for those organizations that weren't part of Sauder as Katherine said. It's already in policy, we don't even need approve it. We just need to approve

an amendment to policy.

- e. Kelvin: How long should we give it to them for?
- f. All: I think one year might be better - end of winter session.

*Motion to add to booking policy a one winter session grace period for the following year for clubs that just got unaffiliated.*

*Moved: Kelvin | Seconded: Priscilla*

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

#### 7. AMS Tutoring Locker

- a. Katherine: I had a meeting with AMS tutoring, we finalized the contract, it's all good to go. They requested a place in Sauder for them to store their stuff so I said I'd ask if we can give them a locker.
- b. Kelvin: We have vacant ones but we don't have that many left. We should be able to provide a half sized one.
- c. Evan: Kelvin and Katherine can decide but we'll approve a storage space for them.

*Motion to approve one storage space for AMS tutoring.*

*Moved: Katherine | Seconded: Maggie*

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

- d. Katherine: Could they also get permission to booth in CPA Hall?
- e. Kelvin: Yes, they just have to specify CUS and I'll pass the information onto Joshua.

#### 8. Situation regarding UBCFA/PVCC/NIBC

*Motion to move in camera due to sensitive information.*

*Moved: Ajit | Seconded: Kelvin*

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

*Motion to stay in camera.*

*Moved: Katherine | Seconded: Ajit*

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

#### 9. IT Proposal

- a. Kelvin: Ansel talked to me and IT originally had 3 events planned but now they only have 2 events planned throughout the first year. He was originally asking for \$1000, he's still asking for

\$1000 but split between 2 rather than 3 events. It'll mostly go towards buying food.

- b. Kelvin: He only needs the \$500 now.
- c. Evan: Ask Ansel to send a budget to Ajit with line items and everything.

**G. Approval of Minutes**

*Moved: Maggie | Seconded: Katherine*

*That the minutes from the August 26th Executive Council meeting be approved for public distribution.*

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

**H. Next Meeting**

Tuesday September 18th, 2018

**I. Adjournment**

*Moved: Ajit | Seconded: Priscilla*

*There being no further business, be it resolved that the meeting be adjourned at 7:01pm.*

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