



Executive Council Meeting

Scheduled Time: 5:00 PM, September 18, 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)		5:04pm	
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 5:02pm.

B. Amendments to and Adoption of the Agenda

Moved: Priscilla | 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. IT Presentation (5:15pm) - Ansel, IT Director

- A. Since the last meeting, I've had time to reach out to Biztech and Jamie and I'm thinking we shrink it down to 2 events for the year, once to introduce everyone and one at the end just like last year. Jamie funded the event last year but it's not sustainable. I made the financial template and filled it out and I know you all have a few concerns so I'm here to answer them.
- B. Questions
- a. Evan: Can you give us a rundown of the event?
 - i. Right now it's from 6pm and it's up to BUCS society and Jamie to book the room. CUS' main role is to contribute to the food, expecting around 80-100 people. Hard logistics aren't finalized yet. My goal is to increase engagement in the BUCS community within Sauder and will give associates chance to speak about experience in CUS. If CUS has any requests, such as a need for IT person for a service, we can bring it up. It'll then be a Q&A and then there'll be a short game and then Kevin Dhir or Biztech may also may speeches themselves. That's BUCS night. If there's anything you all want to do, go ahead, the ball is in our court.
 - b. Priscilla: You expect the event to be entirely BUCS students?
 - i. Correct
 - c. Priscilla: If you're hosting an event where it's only BUCS students, doesn't that isolate them even more where your goal is to connect them better?
 - i. Good question, right now BUCS community is disengaged and Jamie is also having BTM engagement, we can explore further ideas but from the October event, we want to say welcome to the BUCS community, we are all BCom students. We want to get BUCS students involved and represent students better in Sauder.
 - d. Priscilla: Your concern is that the BUCS community isn't a community itself.
 - i. It's a night to bring everyone together, in terms of BUCS specifically, there's not too many info sessions. It's also addressing first year BUCS students as a lot of them have questions, such as are we really a BCom student, why do we have to pay undergrad fees. I want to clear that up and welcome them to Sauder.
 - e. Maggie: What are your metrics of success? As your goal is to increase engagement?
 - i. Turnout, hoping for 80+, and also addressing the issues that we've gotten. Kevin Dhir & Jamie have a list of questions to address. Just getting the message out there. In the long run, we hope to see an increase in BUCS students applying to positions. And also we'll be looking at how many BUCS students are getting involved in services and clubs.
 - f. Priscilla: So you're trying to create an event that first creates a BUCS community and then your

follow up event is to try to integrate the BUCS community into Sauder.

- i. The follow up event is still up in the air but we likely won't stray too far from what it was in October and what happened last year. We might do a pilot project in regards to a more engaging event.
 - g. Priscilla: I would recommend you have one vein of that event talking about getting involved as a BUCS student. Your next event should focus on BUCS with Sauder so it's a natural progression.
 - i. I agree
2. Alumni Office (5:30pm)
- A. New alumni engagement officer. To give a brief overview, our office is primarily externally facing towards alumni. We work with alumni to hopefully help them connect back to campus. My role is primarily working with student clubs to connect them with alumni to hopefully bring everyone opportunities that are meaningful. The alumni really enjoy coming back. If you want my help to find speakers, keynotes, I'm happy to do it. You can email me directly and our more formal process is we have a volunteer request form. It would be great if you had ideas for researching alumni but I'm also happy to do research for you as well. For recommendations, I usually give 3-5 options and I reach out to them as we have their contact information. Our only request is for you to report back to us what alumni have been involved with events in the past. Just a reminder that if you're reaching out to alumni, please be professional. We value our relationships very strongly. Just a heads up that our office is building back up as it's experienced a lot of turnover recently so emails may be a little slow.
 - B. Questions
 - a. Priscilla: Do we have a parallel position here?
 - i. I'm taking over for Bonnie right now.

D. Personal Updates

E. Professional Updates

- I. President
 - 1. Business week last week attending as many events as possible
 - 2. Meeting with AMS sustainability and CUS sustainability
 - a. AMS now has a long term sustainability plan and they want each constituency to create one
 - b. It's not a priority for now and it's a better idea to put it on for next year
 - 3. Last year's grad council is giving us \$1000 as the grad council gives each constituency money
 - 4. AMS Council Meeting last week
 - a. Representation on 3 different committees
 - 5. AMS Council orientation
 - 6. Various one on ones
- II. Vice-President, Academic Affairs
 - 1. JDC's doing DAS hiring right now
 - 2. Class liaison had training session today
 - 3. Meeting with Nicole got pushed back
 - 4. Meeting with AVPA to touch base on case competition stuff
 - 5. Sent out contract for community pulse survey
 - 6. Working on ExCo reimbursement stuff
 - 7. CMP currently hiring

8. AMS tutoring began today
- III. Vice-President, Finance
1. Working with analysts on projects
 - a. We're gonna have services do reimbursements electronically, that's the goal
 2. Co-op refunds
- IV. Vice-President, Internal Affairs
1. Bizweek finished
 2. Sustainability doing FYR hiring
 3. Elections had FYR info session
 - a. People now can get people to endorse them online, it's a new implementation
 4. Awards are asking for more budget
- V. Vice-President, Marketing and Communications
1. Bizweek just ended - had big turnout on first day
 - a. 10 boxes on first day, 5-8 the other 4 days
 2. Mostly working on existing projects
 3. Trying to arrange meeting with LFS for collab
 4. BCC and UGO have reached out to me for a newsletter working group so we can simplify newsletter going to Sauder students
 5. Will be working closely on deadlines with third parties
 6. Coffee Chats - hoping to release by 23rd
 7. Jochen is handling hiring promotions
 8. Not extending DMC hiring
- VI. Vice-President, External Affairs
1. SVPRO meeting finished - approval, discussion of possibly getting the rep to shadow SVPRO for half a day at most
 2. Kelly has resigned, AVPX and CRM apps are supposed to be released this Thursday, AVPX opens for a week, CRM for 2.
 3. CR Forum pushed to mid-October
 4. Sending through MOU for CPABC this week
 5. Imprint has secured a venue - Hyatt
 6. Equity & Inclusion meeting for LGBTQ + Rep this week
- VII. Vice-President, Student Engagement
1. BizWeek booting
 2. HeWe had it's first event
 3. POITS had first event - really popular
 4. CUStart Your Involvement
 5. Meet Your CUS
 6. Went to FYR info session
 7. FYC Chair applications opened on Thursday, been talking to first years about it
 8. Services are hiring
 9. One on one with Evan
 10. Sauder Sports had first event today

VIII. Administrative Director

IX. Ombudsperson

1. Got in touch with Lauren in regards to SPF
2. Talking with first years

F. Executive Business and Discussion

1. IT BUCS Night

- a. Evan: Are we fine with funding them? The scope is to build community within BUCS.
- b. Veronica: Ask him who'll be promoting the event.
 - i. Evan: We have to be recognized as a co-host.

Motion to fund IT BUCS Night \$504 from the IT budget.

Moved: Ajit | Seconded: Kelvin

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

Motion to move professional updates to the end.

Moved: Ajit | Seconded: Katherine

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

2. Internal Audit

- a. Talking to Evan about incentives, wanting to do \$100 Gift cards or possibly \$50, so that students fill it out. Each month, \$50 Visa Gift card. Everyone who fills it out gets entered into the draw.
- b. Katherine: I would rather have 3 or 4 \$20 gift cards.
- c. Evan: Are we fine with giving them \$375 for 5 months?

Motion to fund internal audit committee \$375 to incentivize event feedback surveys for 5 months.

Moved: Katherine | Seconded: Ajit

*In favour: Ajit, Veronica, Katherine, Kelvin
Opposed: none
Abstentions: Maggie
...the motion passes.*

3. Financial Audit

4. ExCo Reimbursement

- a. Katherine: I got an email from Kevin Dhama a few weeks ago and it seems like he's been bouncing back and forth the last 4 years with one reimbursement. It seems like it's so old that we don't have some records of the reimbursement on our side. He hasn't been getting it but he's been trying every year. It just seems that it's all getting lost. I've been trying to track back what's been going on. They can find the records. I did find a letter from Kin Lo to Jordan, VP

Finance 2014, the letter confirms that Kevin did represent UBC Sauder in a business competition. We have had an agreement with Sauder back then to fund 2/3s of that value on the letter.

- b. Evan: Our current agreement is that we now fund 1/3 of international case comps. We have a policy in place and there's a hard cut off date for reimbursements now.

G. Approval of Minutes

Evan: Please read over the meeting minutes prior to each meeting.

H. Next Meeting

Tuesday September 25th, 2018

I. Adjournment

Moved:Maggie | Seconded: Katherine

There being no further business, be it resolved that the meeting be adjourned at 6:34pm.

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