



Executive Council Meeting

Scheduled Time: 5:00 PM, November 6, 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			Jessica Jiang
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			
Pamela Liu	Administrative Director/ Recording Secretary	X		

Guests: Ena Gan, Priscilla Chan, Sanjay Khemani

A. Call to Order

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

B. Amendments to and Adoption of the Agenda

Moved: Ajit | Seconded: Jessica (Priscilla Choi)

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. HR Presentation (5:00pm-5:30pm) - by Ena, HR Director
 - A. Performance Management Cycle
 - a. Setting goals and expectations
 - b. Ongoing review and feedback
 - c. Appraisal and reward
 - B. CUS does a good job with 1 & 3 but we could do more of #2
 - C. Why is feedback important
 - a. Making sure team is engaged
 - b. Making sure they're able to deliver
 - c. Supporting development of the team
 - D. Ineffective feedback
 - a. When people don't give constructive criticism
 - b. Passive aggressive
 - c. Avoiding giving feedback or waiting too long
 - d. Lack of preparation
 - e. Feedback led by assumptions
 - f. Giving feedback in public group environment
 - E. Feedback Framework: EARN
 - a. Event
 - b. Action
 - i. Describe behaviours, not traits
 - c. Result
 - d. Next Steps
 - i. Be explicit, they can't read your mind
 - F. Expectation is for you all to reach out to your team members and schedule a time that works the best for all of you
2. IT Website Redesign Presentation (5:45pm-6:00pm) - by Ansel, IT Director
 - A. Doing this to track and make CUS more data dependent, tracking the amount of people who visit our website. Will be doing this during the first meeting of every month. Will hopefully be able to analyze by the end of the term which months people go on the website most and least.
 - B. Website spikes whenever we have hiring. Average duration people spend on the website is roughly 90 seconds. Most people visit website by desktop. Most of our traffic comes from Facebook. Home page has highest views, then followed by who we are.

- C. Any Questions?
- D. Maggie: Do you have data from September?
- E. Ansel: I told my associate to pull from October but I can pull the data up from September.
- F. Evan: It's better to benchmark it on the same month as the previous year as September will obviously have more people than October.

Pamela and Ena left at 6:05pm. Jessica started taking meeting minutes.

Motion to add International Case Competition to the agenda.

Moved: Katherine | Seconded: Maggie

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

D. Personal Updates

E. Professional Updates

I. President

1. Met with Lisa last week
 - a. student consultations
 - b. talked about class liaison
 - c. UGO wants to get more involved with CUS - wants to be part of the SVPRO interviews
 - d. Dean Bob is not aware as to what CUS is up to - so a meeting will be set up with the Dean, Lisa and Evan
2. Meetings with various VPs
3. Met with Business Week to discuss Sauder impact
4. Started 1-on-1s for performance evaluations
 - a. Met with president of SEC so far
5. Sauder Summit

II. Vice-President, Academic Affairs

1. Internal Audit
 - a. A couple more graphics left to be made
 - b. Possibly released later this week
 - i. Sanjay: possibility to have the survey to be released on a Monday because it'll be a long weekend?
 - ii. Katherine: we do want the survey to be out for as long as possible

III. Vice-President, Finance

1. Wrap up of projects
 - a. Email about that will be out Wed or Thursday
2. Met with Cole
3. Showpass
 - a. Rates have been high (7%) - trying to negotiate that, currently \$1 fee per ticket and/or certain percentage on a control
 - i. Kevin: Last year it was 5% and now it is 7%

- b. Flat rate benefits CUS more - meaning it is a lower rate since most of our tickets are over \$40
 - c. Evan: Meet with other undergraduate societies to see if they want the \$1 fee as well and present to AMS
- IV. Vice-President, Internal Affairs
 - 1. 1-on-1 with Josh
 - a. Discussing booking form and changes
 - b. Organizing the cabinets
 - 2. Building user committee with Sauder tomorrow (Wed, Nov. 7th)
 - 3. Help promote Chasing Sustainability ticket sales
- V. Vice-President, Marketing and Communications
 - 1. Sent out the new Board Chats
 - 2. Justine working on short graphic to summarize board meeting agendas
 - 3. Worked with Rachel to create a Facebook promotion form
 - 4. CUStudy graphics will be up by this week
 - 5. Planning Winter Wonderland
- VI. Vice-President, External Affairs
 - 1. CR Forum happened last week (30/36 people). People liked the workshops
 - 2. Rep JDs sent out tomorrow morning. Feedback and upload happening by the end of the week (LGBTQ+ rep + sexual violence prevention coordinator)
 - 3. LFSUS meeting, Thursday
 - 4. Meeting with Service Chairs this week
 - 5. AVPX Onboarding to be completed by Friday
 - 6. LFSUS Feeding 9B; tickets sales 50% (25 tickets). Recommend that this be combined with Chasing Sustainability in future years
- VII. Vice-President, Student Engagement
 - 1. HeWe Convention
 - a. Booked out the whole LIFE building
 - b. Secured speakers
 - c. Workshops have been figured out
 - d. Sold 44 tickets so far, 80 is the goal
- VIII. Administrative Director
- IX. Ombudsperson

F. Executive Business and Discussion

- 1. EMP Budget Review
 - a. Approved for kick-off event
 - b. Two other events that are happening that has problems with it
 - i. Industry night is fine
 - ii. Wrap up event
 - 1. \$1500 for everything (venue + catering) - doesn't seem realistic and they

- might need more so we don't want to approve right now
2. Provide more details on how \$1500 is feasible by EMP
- iii. Marketing
 1. Put \$900 for a website redesign
 2. Wix could do it and it is automated, most likely cheaper
 - iv. We don't allow miscellaneous budgets so EMP would need to remove that line in the budget

Motion to remove website redesign and carry forward other discussions to Ajit and Priscilla Choi

Moved: Katherine | Seconded: Maggie

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

2. International Case Competition
 - a. Reimbursement for Kevin
 - i. Received student reimbursement and hasn't received his money for 4 years
 - ii. Around \$886.19 requested by Kevin

Motion to approve reimbursement for Kevin for \$886.19 in 2015 for International Case Comp.

Moved: Katherine | Seconded: Sanjay (Kelvin)

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

G. Approval of Minutes

Moved: Katherine | Seconded: Ajit

That the minutes from the October 30th Executive Council meeting be approved for public distribution.

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

H. Next Meeting

I. Adjournment

Moved: Katherine | Seconded: Ajit

There being no further business, be it resolved that the meeting be adjourned at 6:48pm.

*In favour: all
Opposed: none
Abstentions: none*

...the motion passes.