



Executive Council Meeting

Scheduled Time: 5:00 PM, October 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 – 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 | | | Snigdha Bhardwaj |

Guests: Sanjay Khemani

A. Call to Order

The meeting was called to order at 5:00pm.

B. Amendments to and Adoption of the Agenda

Motion to Add Internal Audit Budget to Executive Discussion

Moved: Ajit | Seconded: Veronica

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

Moved: Maggie | 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

1. Imprint - 5:00pm by Sandy Pang, Imprint Co-Chair, and Kyle Dang, VP Finance
 - a. Priscilla: How much did you guys underestimate the flights by?
 - b. Sandy: 2. But it depends on the confirmation
 - c. Ajit: Have you talked to a taxi company and get a voucher? In that case you can have a voucher and just use it for taxis
 - d. Priscilla: That would be a budget increase as well.
 - e. Ajit: Are all recruiters coming from same city?
 - f. Sandy: All from Toronto
 - g. Ajit: Would it be possible for them to get a group discount? It will reduce costs
 - h. Evan: Yes, look into anywhere you can cut costs
 - i. Ajit: These are options to cut costs, funding is not contingent on it
 - j. Priscilla: So 3 flights and taxis?
 - k. Sandy: Originally we only allocated for one way, but its two way and increases the amount. 1074 is kind of our worse case scenario, we took an optimistic approach
 - l. Veronica: It is around \$74 increase on the \$1000 per person. So 74×7 and adding 3 times \$1074. So that's around an increase of 3000.
 - m. Sandy: It will probably be around \$4000.
 - n. Priscilla: Budget increase wise approx minimum \$3740.
 - o. Sandy: We might be removing taxis. But there will be trade-off. It is convenient for delegates.
 - p. Sandy: Worst comes to worst I can drive delegates. For our senior case sponsors, we are taking employee time away and then we cannot dictate the schedule. It will be inconvenient.
 - q. Kyle: In the summer flight prices were cheaper, but they keep increasing and around december they are just going to increase
 - r. Ajit: If we approve an estimate right now and then in December, the flight price increases it will create an issue again. How soon would you be able to book the tickets?
 - s. Sandy: Senior case sponsors are getting HR Approval. They still have to update on us. Maybe like late November. When I pitch to them, I will tell them that maybe accommodation can be fully paid but they can pay for flight tickets themselves.
 - t. Ajit: We will get back to you possibly by the end of this meeting

2. IT Updates

Motion to move in camera due to the sensitive nature of the topic.

Moved: Katherine | Seconded: Ajit

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

Motion to move in camera.

Moved: Katherine | Seconded: Ajit

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

D. Personal Updates

E. Professional Updates

I. President

1. Building Users Committee Meeting
2. One on one's with Jon talked about BUCS Committee
3. AMS Council meeting
4. AMS Wellness week meeting with other presidents
5. LFSUS meeting - we are on track with the collab. For overnight events we have to pay extra for security (Please promote)
6. Club President's outreach is starting
7. Emailed AMS about UBCFA
8. Ena and I are creating timeline for next year's retreat and hiring

II. Vice-President, Academic Affairs

1. Busy with Internal Audit graphics
2. Rolling out the survey next week
3. JDC West Sim is this weekend. Helping Ryan with logistics of JDC Just working with him
4. VPA Caucus was last friday.
5. Meeting with Nicole Kelly at UGO

III. Vice-President, Finance

1. Reimbursements are going well
2. Audit Hiring Complete

IV. Vice-President, Internal Affairs

1. Chasing ticket sales are low. They had to extend the deadline for early bird. Talked to Veronica about marketing, They cut all their marketing costs and then moved it to the venue. So they plan a draft and proposal for marketing

2. Elections one on one
3. General Elections promotion
4. Sanjay: We just had a meeting today and we will be using the help of BOD to promote.

V. Vice-President, Marketing and Communications

1. LFSUS event went up
2. Boothing happening for Halloween and Thrive Week
3. Talked to Saurav with AMS Tutoring to work on why people can't come in.
4. Meeting with my DMC's later tomorrow to plan for CUStudy
5. Sanjay: I was looking at the CUS Instagram and there are only 3 posts . I feel like students use insta more than facebook.

VI. Vice-President, External Affairs

1. No updates

VII. Vice-President, Student Engagement

1. Met with AVP - Filming videos for end of november or sometime before winter break.
2. Grad night has a photobooth in CPA Hall Mon-Wed
3. Next Thursday, Project Paws in AMS
4. HeWe is doing thrive week boothing
5. Met with the UGO

VIII. Administrative Director

IX. Ombudsperson

1. Meeting with Lauren tomorrow

F. Executive Business and Discussion

1. Internal Audit Budget

- a. KP: Incentives for the survey. We have \$300 for the incentives. At AMS they heavily incentivize their survey. Great to have a mixture of high ticket items. Because the survey is going to run for three weeks we can have winners announced every week. The earlier you do it, the more chances you have to win. One big ticket item per week. We have a google Chromebook to give away. We have dinner with Santa J Ono. 2*\$50 visa gift cards. We only have \$50 left for the medium ticket and small ticket items. We were thinking if we can get extra \$400 to do \$50 visas per week.
- b. Evan: Since we are putting a lot of money on it so we should work.
- c. Ajit: For sure

Motion to increase Internal Audit budget by \$400.

Moved: Veronica | Seconded: Katherine

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

2. Imprint

- a. Priscilla: So we do we have to approve a certain number or approximate?

- b. Ajit: We have to approve a certain amount
- c. Katherine: They are bringing a lot of people and we can suggest \$5000 and Ajit does the finer allocations.
- d. Ajit: I did allocate for a contingency.
- e. Priscilla: Should it come from expansion grant?
- f. Ajit: It's a completely separate concept
- g. Priscilla: But this change qualifies them for that grant
- h. Veronica: It's not like it is not sustainable, they are building relationships.
- i. Evan: The grant works in a way where every \$2 of their sponsorship they get a \$.
- j. KP: The benefit of giving a good experience to professionals. Its building a relationship for everyone
- k. Priscilla: I agree.
- l. Sanjay Khemani: Guest

Motion to approve funding for upto \$5000 for Imprint contingent on exact approval for allocations by Ajit, VP Finance.

Moved: Priscilla | Seconded: Katherine

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

G. Approval of Minutes

Moved: Ajit | Seconded: Veronica

That the minutes from the October 23rd, 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: Katherine | Seconded: Ajit

There being no further business, be it resolved that the meeting be adjourned at 6:31pm.

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