



## Executive Council Meeting

**Scheduled Time: 6:30 PM, January 29, 2019 | 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](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		6:49pm	
Maggie Yip	Vice-President, Student Engagement	X		
Snigdha Bhardwaj	Ombudsperson	X		
Pamela Liu	Administrative Director/ Recording Secretary	X		

Guests: Ena Gan, Jessica Jiang, Priscilla Chan

### A. Call to Order

*The meeting was called to order at 6:32pm.*

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

*Motion to add Sauder Unlimited and move Personal & Professional Updates to after retreat, transition and hiring.*

*Moved: Ajit | Seconded: Maggie*

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

- I. President
  1. Had one on one with Lisa
    - a. UGO is recommending or wanting to cut the Class Liaison Program
    - b. Attended meetings here and there
    - c. Awards Nominations have been submitted
- II. Vice-President, Academic Affairs
  1. Case Comp program is going well
  2. Processing Community Pulse responses in the next few weeks
- III. Vice-President, Finance
  1. Created clubs package
  2. Covered all of Imprint's payments for their flights and hotels
    - a. Shoutout to Imprint for staying organized
- IV. Vice-President, Internal Affairs
  1. One on one debrief with Commerce Day Co-Chairs
  2. Sustainability had Fast Fashion event
  3. Lounge is clean but there's things to clarify
  4. Lauren is starting on lounge redesign plan
  5. Clubs Roundtable tomorrow
  6. Sauder Unlimited meeting
- V. Vice-President, Marketing and Communications
  1. Looped in Sauder Unlimited conversations
  2. DMCs have been assigned to particular projects
    - a. Community Pulse Survey Results - Candice
    - b. AGM - Justine
    - c. Hiring - Justine

- i. Announcement - Meghan
  - d. CUSStart Your Involvement - Kenny
- 3. Terry and Ryan working on to create a few more videos
- 4. Working on getting a better understanding on Artona bookings
  
- VI. Vice-President, External Affairs
  - 1. Sharing permissions instructions and sponsorship package is done
  - 2. StartProud event on Wednesday
  - 3. LGBTQ social mixer on February 11th
  - 4. Meetings with SVPSC
  - 5. Imprint happening
  - 6. Me Inc having first workshop today
  - 7. Meeting with TD next week
  
- VII. Vice-President, Student Engagement
  - 1. HeWe had their paint night
  - 2. Grad Night looking into performers
  - 3. FYC has their event going on right now
  - 4. Sauder Sports had their Whistler Trip
  
- VIII. Administrative Director
  
- IX. Ombudsperson

## **F. Executive Business and Discussion**

- 1. Hiring
  - a. Ena: Hiring Timeline, moreso as an FYI, no action on your end except updating your job description. Executive council hiring will start soon, it'll be similar to last year, only changes made is that instead of 3 rounds of hiring, we'll only have 2 rounds. Round 2 hiring will be pretty massive.
  - b. Evan: This year we changed it so that execs won't get a say for JD's for service council round 1.
  - c. Priscilla: This means exec's won't have flexibility in changing JDs and we'll have to ask during the interview if we want to add anything.
  - d. Ena: The reason we bundled up round 2 and round 3 is because round 3 is really small and it makes it really tight for people to make it to the retreat.
  - e. Priscilla: Round 3 might be smaller but if we're shoving services into one round, there's no way people will be able to figure out what positions are open.
  - f. Ena: Round 2's applications will be during reading week but I'm hoping to mitigate that by having the CUSStart Your Involvement.
  - g. Evan: We can extend it to 2 days past reading break.
  - h. Priscilla: We may want to consider booting about this stuff.
  - i. Evan: Any feedback given, Ena and I will make a note of it and we'll meet with the president elect on Thursday.
  
- 2. Retreat Programming
  - a. Ena: This is more of a general question: Should outgoing go, should part of them go?
  - b. Evan: Outgoing were first invited to retreat since Vanessa's year and they've been invited ever since. Last year I had this conversation with the team and it was decided outgoing should go. If they do go, we'll revamp the programming a lot. One thing to keep in mind is expectations -

service chairs are expecting to get it invited.

- c. Priscilla: I think if we can, we should since they did do a lot of work for us.
- d. Ajit: We have to take budget into consideration.
- e. Evan: Transition of information can be done elsewhere. Retreat is yearend programming for outgoing and creating a bond from year to year.
- f. Veronica: For Key Club, the outies give a presentation to the innies.
- g. Evan: Key Club does a great job with connecting last year's team to this year's team.
- h. Maggie: My service chairs said when outgoing came, it was helpful since it's hard to schedule a time to meet. If we were to scrap the idea of this, then we'd need to find an alternative to this.
- i. Ajit: My recommendation is to cut Board first then commissions if everyone can't go. If it's close enough, that's manageable.

### 3. Transition

- a. Ena: I want to hear thoughts about a transition report.
- b. Maggie: My portfolio personally found reports to be helpful with transition.
- c. Ena: What day do we have to have this done? It doesn't have to be finalized.
- d. Veronica: I think it'd be good to have something by exec retreat.
- e. Ena: Have draft updates by end of February.
- f. Ena: Thoughts on Board transition?
- g. Snigdha: I got a transition report from Maggie and she filled me in on everything and that helped. I think one on one meetings for Board transition and committees in Board and report.
- h. Ena: My only concern with that is that a report is easier to pass on.
- i. Evan: For specific roles, there should be a report and year reps should have a group report. I'll figure out presidential report with next year's President.
- j. Ena: The only piece Board needs to get transitioned with right away is exec council hiring. Complete transition by end of reading week for Board (February 24th)
- k. Ena: Something brought up is that AVP roles and VP roles, the roles are integrated for some portfolios, some are really separated. What are your thoughts for those roles that are integrated, for VP and AVP to write it together.
- l. Priscilla: Why don't you just make it portfolio specific as in the portfolio decides.
- m. Ena: It'll be up to you to discuss with the AVP what you want to do.

### 4. Onboard Package Update

- a. Ena: Today I'll be sending out onboarding package portions related to your portfolio.
- b. Ena: Could you get all necessary changes done by February 15th so I can send it out to the outgoing team.

### 5. Sauder Unlimited

- a. Evan: Apparently they've funded us \$3000 in the past and they're wondering if we can fund them more money as they want to move Sauder Unlimited to the Nest to increase capacity. Right now it costs \$5000 and they want to increase it to \$12,000.
- b. Kelvin: If CUS handles the room booking and everything, it'll be free but if UGO handles it then it costs money. Everything has to be handled by the CUS side, as soon as Lauren joins in, it becomes Sauder requesting to use the space.
- c. Ajit: The highest we've ever paid is \$1500 for Sauder Unlimited.
- d. Veronica: Is the added capacity that much more beneficial. Is the value added to students going to justify the additional cost.
- e. Evan: We need past year's budget, how much we funded in the past and a breakdown of their budget. We also want to know the reasoning behind their expansion

**G. Approval of Minutes**

*Moved: Veronica | Seconded: Katherine*

*That the minutes from the January 22nd, 2019 Executive Council meeting be approved for public distribution.*

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

**H. Next Meeting**

Next meeting cancelled due to cultural reasons.

**I. Adjournment**

*Moved: Ajit | Seconded: Veronica*

*There being no further business, be it resolved that the meeting be adjourned at 8:06pm.*

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