



commerce
undergraduate
society

STRATEGY

Q2 2019 REPORT

MONTH ENDED OCTOBER, 2019



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PRESIDENT'S MESSAGE



A letter from the President:

Dear fellow members of our community,

This past quarter has been very busy for the CUS. With the 2019-2020 academic year in full swing, a few highlights of events that happened in this quarter are:

we welcomed two First Year Representatives and one Third Year Representative to the CUS Board of Directors; CUS student leaders attended Breakfast with the Dean and got to learn more about the developments and goals of UBC Sauder; and CUSpook Halloween event which happened during CUSmile, a week of events to raise awareness for mental health.

Things to look forward to in the next quarter include: Five conferences in November; CUS Winter Wonderland in the last week of November; and CUS General Elections in the new year. CUS student leaders have been working hard to organize events to enhance and create a positive impact on student life here at UBC Sauder and I'm excited to see what's to come in the next quarter!

Warm regards,

Priscilla Chan

President of the UBC Commerce Undergraduate Society



BUDGET BREAKDOWN

Each budget category will elaborate upon the main changes that took place regarding the CUS' operations and their expenditure up to date. As per the budget above, line items that show the amount spent already will be elaborated upon to reveal the expenses. In the previous Quarterly report of the 2019/2020 fiscal year, some changes that are anticipated to take place have been mentioned.

MAJOR CHANGES

During the second quarter, the following major changes took place and will be reflected in our budget.

- **Redevelopment of the JDC Junior Development Program:** A larger budget has been allotted to fund the expansion of this program. In September, a chairperson and team were hired to oversee this service. A vision communicated was to enable more attendees to join this service and access case training, as case-based learning and experience are highly-coveted skills to have. Granting an expansion would serve more students. The operations of JDC Summer Development closed at \$3,491.40. The redevelopment is proposed to close at \$4,615.86.
- **Sauder Sports' Introduction to Intramural Teams:** \$1000 has been granted to Sauder Sports to partially cover team registration fees for Sauder-specific intramurals teams. Each year, there were talks about this initiative, but it was never a formalized procedure. The purpose of this endeavour is to foster better interconnectivity between the Sauder community, introduce more students to the resources available at UBC Recreations, and encourage a healthier, more balanced, and active lifestyle.
- **Redesign of CUS Storage Space:** The CUS Internal Portfolio plans to purchase shelving units to reorganize the CUS storage room in the basement. Given that it is a shared space amongst all CUS services, it is important that inventory counts are being frequently conducted in order to best utilize the resources already available. The new equipment will amount to \$857.37. The CUS Internal Portfolio will be working with services to ensure this area meets sanitation standards and can help student leaders store inventory for upcoming events and conferences.

BUDGET ANALYSIS



BUDGET CATEGORY I: FUNDING

This budget category captures the CUS' main streams of funding as external sponsorship and the collection of student fees. This section also includes Early Grad and Co-op Refunds, as this line item does not belong in any other categories of the budget and it can be interpreted as returning a partial amount of student fees to co-op students, given that they are not holding student status.

- 1) Early Grad and Co-op Refunds:** The CUS and Sauder Business Career Centre are using the streamlined co-op refunds process this year. Rather than co-op students submitting reimbursement forms and supplementary documentation, a full list of Sauder co-op student names and information are sent to the AMS for e-transfer instead. This process aligns with the CUS' goal of improving sustainability through reduced paper usage. The general reimbursement process continues to be heavily paper-based to match AMS' procedures, but the CUS Information Technology team is continuing to establish a more digital, less paper-intensive reimbursement process.
- 2) Sponsorship:** CPABC has awarded the CUS \$6,850 in monetary sponsorship for the 2019/2020 academic year. No other sponsorships have been announced as of now.
- 3) Student Fees:** \$850,000 of student fees were collected this year. This is much lower than what was expected at the beginning of the year, due to the partial exemption of the BCom student fees for co-op students.

BUDGET ANALYSIS



BUDGET CATEGORY II: ADMINISTRATIVE

The Administrative category of the budget covers the student-facing and managerial line items of the budget.

- 1) **Coffee:** Compared to last year's budget, the amount budgeted has been significantly reduced as coffee consumption is lower during non-peak periods. So far, \$4515.31 has been spent on coffee orders this quarter.
- 2) **Lockers:** 165 lockers have been rented out for the semester thus far. Each locker costs \$20 each, which covers usage for the semester.
- 3) **Website Hosting:** Every month, there are maintenance fees that need to be paid for in order for the CUS to keep content on the website. These fees are categorized under the Information Technology Commission's budget, but have been given separate line items in the budget above for better clarity and a more comprehensive breakdown of the CUS' expenditures.
- 4) **Slack Premium:** Slack is the CUS' main platform for communication. Given that newly-hired members and services are creating their own workspaces, the cost of Slack increases. This quarter, \$956 was spent on Slack membership fees.

BUDGET ANALYSIS



BUDGET CATEGORY III: BOARD, EXECUTIVE, AND SERVICE COUNCIL:

The Board, Executive Council, and Service Councils are the forefront of the CUS' operations. Expenditures reflected in this category feature the operations of all three groups and efforts to foster strong team dynamics and promote mental wellbeing.

- 1) **Board Of Directors:** Every week, the Board of Directors hold office hours to better interact with the Sauder student body. There have not been any snacks offered during the sessions as of now. Therefore, no expenditures are reflected on the budget.
- 2) **Board Of Directors Retreat:** This retreat happens near the end of the CUS fiscal year, as it serves as a time for the outgoing Board of Directors to interact with the incoming group.
- 3) **Office Supplies:** A new office printer was purchased for Financial Analysts, CUS Executives, and Board of Directors to use for CUS operations. The existing printer has been set aside for services to use, especially for high volume case and graphics printing. This decision aims to reduce external printing costs incurred by CUS services.
- 4) **Presidential:** There are currently no expenditures from the Presidential Portfolio. The \$313.60 budgeted for team appreciation for HR partners, IT Director, and Administrative Director and members of the Executive Council will be spent in January 2020.

BUDGET ANALYSIS



BUDGET CATEGORY III: BOARD, EXECUTIVE, AND SERVICE COUNCIL:

5) **Executive Council:** The Executive Council has not made any purchases thus far. However, there will be an upcoming social in the new year.

6) **Executive Council Retreat:** Aside from the \$558 already spent on a retreat earlier this academic year, the remainder of the budgeted amount has not been used and will be used near the end of the fiscal year.

7) **Sauder Unlimited:** \$3,000 has been spent on Sauder Unlimited's operations during the summer, which largely comprised of catering and supplies expenses.

8) **Service Council Apparel:** Apparel is a way for the CUS to show appreciation for its student leaders. Each year, student leaders have contributed an average of 15 hours per week to ensure smooth operations and run events. Without them, the Sauder student body would not have been served. A total of \$4,053 has been spent on apparel for all members of the CUS.

9) **Service Council Retreat:** This retreat is set to happen in March 2020. This retreat will take place at an external campsite, most likely Camp Kawkawa, and it will be an opportunity for the incoming team to be onboarded and for the outgoing team to provide experience and insights for the incoming team.



BUDGET CATEGORY IV: CUS INTERNAL OPERATIONS

Each Vice-President and a number of directors are provided funds to carry out the administrative and operational aspects of their functional area. The funds allocated are dedicated towards the payment of system and software, purchase of supplies, and to cover the costs associated with the activities that each functional area undertakes. All efforts are dedicated towards fulfilling the core values of the CUS in serving the student body. Should students or stakeholders have questions about any of the internal operations, they are encouraged to contact the respective Vice-Presidents of the Executive Council for more information.

- 1) **External Affairs:** The External Portfolio's most recent expenditure was for the CR Forum, which sought to provide expert advice in the field of corporate relations. The event expenses totalled to \$412, which included dinner and a speaker gift.
- 2) **Finance:** The Finance Portfolio's expenditures comprise of the team social from the beginning of the year, totalling to \$60 for the full portfolio. Otherwise, there have been no other expenditures.
- 3) **Internal Affairs:** The Internal Portfolio's expenditures have been on team socials and their Clubs Roundtable thus far. Expenditures for the roundtable consist of food primarily.
- 4) **HR Commission:** The HR Commission's operations have revolved around the redevelopment of training and hiring materials. Their expenditures have primarily revolved around food for their events and small prizes for the HR Recognition Program.

BUDGET ANALYSIS



BUDGET CATEGORY IV: CUS INTERNAL OPERATIONS

5) **Information Technology:** The Information Technology Commission's operations revolve around website maintenance, domain renewal, and projects that aim to streamline the operations of CUS portfolios and services.

6) **Marketing:** The Marketing Portfolio has primarily been creating CUSunday announcements and designing graphics for other portfolios and services across the CUS.

7) **Visual Media:** CUS Visual Media's most recent purchases were a new camera and DJI Ronin-S Gimbal for better stability in footage captured. The purpose of the new camera was to accommodate CUS video projects, as an ordinary video camera is unable to autofocus and produce content as clear as the CUS SONY video camera.

8) **Student Engagement:** The Student Engagement Portfolio spearheaded a CUS-wide video project over the summer and recently published a blog outlining upcoming events for the month. A major purchase made was Starbucks gift cards for the Coffee Chat Program. The purpose of this endeavour was for transfer and first-year students to be mentored by older students and CUS student leaders on their experience at Sauder and other topics of interest. \$350 was spent on CUSmile, namely CUSpook, to account for the sweets that were handed out to students at the CUS lounge. The Coffee Chats program also increased from \$448 to \$1100.

BUDGET ANALYSIS



9) **Academic:** this portfolio has been primarily focusing on trying to find efficiencies in the academic support services offered across UBC. The main facilities considered are the CLC, AMS, and Sauder. The Academic portfolio also hired a specialized team to execute the second edition of JDC Junior Development and endeavours to increase student engagement through the operations of CMP and ExCo.

10) **Supplies For Services:** Throughout the year, supplies will be purchased for the common usage of all CUS services. Over the summer, a printer and printer toner were purchased. This was done so that the old printer could be set aside for service usage with the intention of reducing costs from external printing. The printer cost \$561.39 and the toner cartridges cost \$121.52. A bulk order of paper cups were purchased for \$167.92, as it is an expense requested by many services for their events. Lastly, a trolley was purchased for \$336.57, with the purpose of providing an easier transportation of goods for services. Future purchases would include shelving units for the CUS storage room.

11) **Cleaning And Lounge Expenses:** The CUS is still in negotiations with Sauder regarding lounge cleaning. Should the agreement be successful, there will be weekly cleanings that will total the projected amount on the budget. The goal is for the lounge to become a more welcoming and sanitary space for student usage.



BUDGET CATEGORY V: CUS SERVICES

This category explores each CUS service and outlines their current progress thus far. Each service is at a different phase thus far, with some having already executed events while others are still in the planning phase and will not be holding events until later in the year or next year.

- 1) **Awards Night:** Awards Night is currently in the planning phase of their annual CUS Awards Night event. So far, expenditures have been on equipment, securing the photobooth rental, and other prepayments.
- 2) **Business Week:** Business Week was a very successful event that took place during September to welcome students back to the school year. 26 clubs and 14 CUS services boothed for the duration of the event, accompanied by a collaboration with KPMG LLP. Costs reflected the decorations, catering, and other food items that were purchased for this event.
- 3) **Campus Ambassador Program:** The Campus Ambassador Program has purchased team merchandise, presentation materials, and boothing materials thus far in preparation for their presentations to local high schools. They held an orientation at the start of their academic year, which was designed to onboard their presenters and prepare them for presentations.
- 4) **The Venture (FKA Bizzbuzz):** No expenditures have been made thus far.

BUDGET ANALYSIS



BUDGET CATEGORY V: CUS SERVICES

5) **Chasing Sustainability:** Upon announcement of the hiatus status in Q1, Chasing Sustainability had a late start and will be taking place in 2020. The CUS was able to hire the necessary leadership to spearhead this conference. The budget is still in the development phase and will be approved along the way.

6) **Commerce Community Program:** The Commerce Community Program has executed a series of small-scale events focused on social change and outreach within communities in the lower mainland. In mid November, A Step Beyond Business will be spearheaded in partnership with the Dhillon Centre of Ethics. This event will feature external speakers from the non-profit and environmental sector and will focus on aspects of sustainability and incorporating social change into traditional business careers.

7) **Commerce Day:** Commerce Day is set to take place in January. Similar to Business Week, this service will be collaborating with CUS affiliated clubs and services to offer bothing, events, and giveaway items.

8) **Commerce Mentorship Program:** More than 400 students have been served so far with 10 review sessions netting about 40-50 students per session. This year, a new event, Big Brain Relaxation, was executed. The purpose of this event was to offer an opportunity for students to socialize and take a break from studying. The Commerce Mentorship Program has traditionally been solely academic in nature and only offered review sessions. However, this event enables them to foster and encourage balance for students.

BUDGET ANALYSIS



BUDGET CATEGORY V: CUS SERVICES

9) **Elections:** The Elections Committee successfully held their First and Third Year Representative elections forum during September. Expenses from this event were pizza orders and eating utensils. Prior to the forum, team merchandise was purchased.

10) **Executive Mentorship Program:** Currently, no operations have taken place for the Executive Mentorship Program as of now. They plan to begin their operations in the next term.

11) **External Conferences:** About \$4,000 has been reimbursed. The engagement level has improved from prior years, due to better marketing overall.

12) **First Year Committee:** The First Year Committee recently established their team. Their budget is still in its development phase and has not been finalized yet.

13) **Grad Night:** Grad Night has secured their event venue, as explained by the \$5000 deposit paid. Otherwise, no significant operations have taken place thus far.

14) **Health And Wellness:** The events that have already taken place were DIY Succulents with BizWeek and HeWe eats during the last weeks of September and October. Their expenditures have revolved around catering for HeWe eats as well as prepayments for subsequent HeWe eats.

BUDGET ANALYSIS



BUDGET CATEGORY V: CUS SERVICES

15) **Health And Wellness Convention:** The Health and Wellness Convention will take place in early November. The only recorded cost is catering for the event.

16) **Imprint:** The Imprint Conference is set to take place in 2020. So far, the only expenditure has been securing the event venue, as reflected by the \$5000 deposit.

17) **JDC West Competition Team:** The majority of the JDC West Competition Team's expenditures revolve around food for simulations, mock competitions, equipment, and apparel in preparation for their competition in January. Recently, they held their Chillin' for Charity event, which raised over \$11,000. All proceeds will go towards charity.

18) **JDC West Development Team:** The JDC West Development Team underwent some major changes regarding its team structure. Earlier during the academic year, a team has been assembled to govern this service, as having one captain oversee both the competition team and summer development team is overwhelming. The budget has just been finalized and the team is in the process of planning for a service launch in the second term. The main goal from the rebranding and restructuring of this service is to expand the program so that more students can receive an opportunity for case-based training.

BUDGET ANALYSIS



BUDGET CATEGORY V: CUS SERVICES

19) **Me Inc:** Me Inc is set to take place in March 2020. In September and October, Brand Ambassador and the remainder of their Executive Team hiring took place. Current expenditures include venue deposits, supplies purchases for the conference, team purchases, and giveaway materials.

20) **National Strategy Consulting Conference:** The National Strategy Consulting Conference team's operations have revolved around securing sponsorships, securing the hotel venue, contacting professional attendees, and arranging the logistics of the conference. This conference is set to take place in mid November.

21) **POITS:** There have been two POITS events held thus far. This year, expenses will differ and be higher than last year as food will be served during events, as per Sauder policies regarding events that serve alcohol.

22) **Sauder International Student Association:** SISA held a Fall Feast, which had a very high turnout and received positive reviews.

23) **Sauder Sports:** Sauder Sports hosted their Stawamus Chief and Quarry Rock hike along with a volleyball tournament. Expenditures revolve around food and venue bookings for their events primarily.

BUDGET ANALYSIS



BUDGET CATEGORY V: CUS SERVICES

24) **Sustainability:** Under the same leadership as Chasing Sustainability, CUS Sustainability plans to hold events throughout the year, leading up to Chasing Sustainability. The team is still in the planning phase, so there are no operations and expenditures yet.

25) **Yearbook & Prospectus:** Yearbook & Prospectus' expenditures consist of Prospectus, or student planners, which were ordered during September. Upcoming expenditures will include team expenses and Yearbook orders.



BUDGET CATEGORY VI: CLUBS FUNDING

This section explores the monetary funding given to CUS-affiliated clubs. As most funds go toward CUS services, clubs that serve and provide value to a large population of BCom students are not acknowledged or given sufficient funds to help them grow in membership base and the quality of events. The following clubs have passed the screening of the Clubs Review Committee and will receive the following grant and subsidies for the 2019/2020 academic year: UBC Biztech, UBC Marketing Association, UBC Young Women in Business, Human Resources Management Club, eProjects, UBC Accounting Club, UBC Trading Group, Ascend Leadership UBC, UBC Social Enterprise Club, and Supply Chain Management Group.

- 1) **Club Membership Grant:** This \$600 annual flat grant is granted to all CUS-affiliated clubs. There are no restrictions as to how this grant is applied, as the purpose is to offer clubs an increased revenue stream that grants them the flexibility to pursue better operations. This year, the CUS has funded \$6600 to the previously-mentioned affiliated clubs.
- 2) **Club Membership Subsidies:** \$3 will be subsidized for each member in the club. This takes place at the end of the academic year, when club membership is finalized. The subsidies will serve as a grant to fund operations for the next academic year.



BUDGET CATEGORY VII: CONTRIBUTIONS TO SAUDER PROGRAMS

Each year, the CUS devotes a sum of money to fund Sauder-offered programs, be it in full or in part. Each year, the Sauder School of Business strategically assesses its program offerings and grows services to offer students the maximum personal, professional, and academic growth. From case competitions to career-oriented workshops, there is a program for every student. Just as the CUS is committed to driving student growth, the following programs are funded in effort of better growing student potential.

- 1) **Brand Management Mentorship Program:** Last year, the CUS funded the Brand Management Management Program \$12,000 to cover program costs. The CUS believes that this program would benefit Marketing students as it offers them with mentorship and career opportunities.
- 2) **Business Career Center:** This year, the CUS funded the Business Career Centre \$200,056. While this is a \$2927.50 increase in fees compared to the 2018/2019 fiscal year, the Business Career Centre seeks to put the sum towards program promotion, access to online platforms for career consultants, COMM 202 training, Career Peer Advisor Program funding, and the provision of recruitment and mobility opportunities outside of Vancouver.

BUDGET ANALYSIS



BUDGET CATEGORY VII: CONTRIBUTIONS TO SAUDER PROGRAMS

3) **International Case Competitions:** Each year, students compete with other universities worldwide to represent the Sauder brand name. International Case Competitions has been funded \$43,000 this year to expand the opportunity for more student groups. This program continues to be facilitated by Professor Kin Lo.

4) **Spark:** Spark is a UGO-run annual event that welcomes first year students and enables them to familiarize themselves with the Sauder community. \$22,500 continues to be funded by the CUS, as this amount of funding covers all the necessary operations to running the event.

BUDGET ANALYSIS



BUDGET CATEGORY VIII: PROJECT FUNDS

The CUS encourages innovation in student initiatives. Similar to Clubs Affiliation, the CUS recognizes that there are external conferences that have tremendous value to bring to the Sauder student body. The CUS provides financial support for conferences, with the allocation of each fund depending on the availability of financial resources, as more urgent and mandatory allocations must be met first.

- 1) **Conference Affiliation:** The Conference Affiliation Committee decided to fund UBC Biztech's Blueprint conference this year. This committee has been granted \$28,000 in funds to distribute; however, only \$3000 has been distributed so far for the first semester. The remainder of the funds will be distributed to conferences that are set to take place in Term 2.
- 2) **Special Projects:** The Special Projects Fund (SPF) is current on hiatus. It is quite similar to the UGO Student Experience Grant and therefore, appeared to be redundant.
- 3) **Club Innovation:** The CUS is currently discussing the possibility of expanding the Clubs Innovation Fund by increasing the pool of available funding to approximately \$30,000. The goal is to allow this fund to reach more clubs that serve business students, improving the diversity of student-run clubs that the CUS sponsors.
- 4) **Service Innovation:** The Service Innovation Fund is currently on hiatus. Plans regarding this fund are yet to be discussed.



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A large group of students posing for a group photo outdoors. They are arranged in several rows, some sitting on the ground in front. The background shows a body of water and a forested hillside. The image is overlaid with a semi-transparent blue filter. There are decorative blue leafy branches in the top-left and bottom-right corners.

END OF Q2 OCTOBER 2019