



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 2:00 PM - April 6th, 2019 | Location: CUS Boardroom

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, Cassandra Tran, at kassandra.tran@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
Priscilla Chan	President (Chairperson)	X		
Suprabhe Ballary	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Harleen Sohi	Vice-President, External Affairs	X		
Jenna Leung	Vice-President, Finance	X		
Joshua Lee	Vice-President, Internal Affairs	X		
Annie Chen	Vice-President, Marketing and Communications	X		
Jonathan Kim	Vice-President, Student Engagement	X		
Chantal Despres	Ombudsperson			
Kassandra Tran	Administrative Director	X		

Guests:

A. Call to Order

The meeting was called to order at 2:09pm.

B. Amendments to and Adoption of the Agenda

Motion to add anticipated budget changes to 'Discussion' items

Moved: Jenna | Seconded: Jon

Motion to add communication channels to 'Discussion' items

Moved: Jon | Seconded: Harleen

Motion to add Sauder Unlimited to 'Discussion' items

Moved: Jon | Seconded: Priscilla

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

D. Personal Updates

E. Professional Updates

I. President

1. One-on-one meetings with execs
2. Meeting with UGO on Monday with Harleen

II. Vice-President, Academic Affairs

1. Meeting with Nicole on May 6th about class liaison → whether it should be removed.
2. Been reaching out to outgoing VPA for updates

III. Vice-President, Finance

1. Met with AVPs to discuss what portfolio will look like (ie. oversight and what reporting & onboarding will look like)
2. Finished onboarding with outgoing VPF; going over reimbursements right now
3. Will start organizing the finance part of Sauder Unlimited

IV. Vice-President, Internal Affairs

1. Met with AVP and OC to onboard them
2. 2 services have started hiring (Awards, BizWeek)
3. Sustainability will start hiring next week
4. Elections decided to open hiring after exam period (as advised by their HR Generalist) and will do online interviewing if necessary
5. Exec codes have been changed
6. Working on Sauder Unlimited → most workshops are confirmed

V. Vice-President, Marketing and Communications

1. Hiring Co-AVPM to help with deliverables for the summer; has someone in mind but will open applications to the public. Current AVPM will be away for a lot of the summer and may not have the capacity to take on all

of the responsibilities alone.

2. Freezin* (current publication company) might not be best deal moving deal; thinking of switching over to Staples for Prospectus
3. Scheduling headshots with VM Directors → time slots are from April 20-26th. Will have a few slots during exam season
4. Onboarding YP Editor currently
5. VM team is sending out offers on Monday
6. Cameras that are borrowed are being returned damaged → no one gets charged for damages so there's no accountability. Jon recommends giving our cameras to CLC and have them check for damages when they're returned (he suggests speaking to Cassie Gilpin about this idea)

* = may be misspelled

VI. Vice-President, External Affairs

1. Meeting alumni team tomorrow
2. Meeting with outgoing VPX to continue transitioning
3. Onboarding AVP who will onboard CRMs
4. Aiming to finish onboarding by end of April
5. Working on PR plan for Sauder Unlimited
6. Me Inc and Imprint are hiring right now
7. NSCC is almost done hiring!
8. EMP hasn't started hiring yet

VII. Vice-President, Student Engagement

1. All AVPs are onboarded; delegated services accordingly. AVPs are really stepping up and taking responsibilities, which is great
2. Grad Night and POITS is starting hiring during exam period
3. Working with current Grad Night team to get more information/feedback about this year's Grad Night event; will have more updates to come.
4. Sauder Sports is already hiring
5. Newly-hired HR Generalist has just been assigned to SE services
6. Working on Sauder Unlimited; all invites have been sent out. Need to make sure all portfolio committees are there; aiming for 120 attendants
7. Working on apparel right now which will be discussed in a bit

VIII. Administrative Director

1. Still being onboarded by Pamela
2. Creating Slack channels for approving meeting minutes

IX. Ombudsperson

F. Executive Business and Discussion

1. Apparel

- a. Last year's hoodies were from Coastal Reign but printing was incorrectly done. We have complimentary t-shirt.
- b. Jon:
 - i. Recommends Russell
 - ii. Wants to have apparel by BizWeek in September → need to order them asap
 - iii. For service chair teams that aren't hired until later, we can do a second order for them

- iv. Jon will talk to Edison from Coastal Reign who did apparel for BUCS and it turned out good
 - c. Harleen: recommends DNM Enterprises for \$21/person to have logo on front and back; also really wants the quarter-zip hoodies
 - d. Jon, Harleen, Suprabhe, and Kassandra will look more into other options
2. Office rules
- a. Board, VPs, and AVPs will have access to code to Exec office this year
 - i. Execs have priority
 - ii. Non-CUS Executives are welcome at exec's discretion and responsibility
 - b. Harleen will draft up revised Exec Office rules
 - i. "Open window" culture (keep blinds up in Boardroom)
 - ii. Office is a work space first and lounge space second
 - c. Jon: Building Users committee should look into refurbishing CUS lounge (including exec office)
 - i. Have plan drafted by June 30th → meet with Linda from Sauder in July → implement plan in August
 - ii. Looking to have a better setup of the lounge
3. Budget
- a. Jenna: Any major changes to budget for each portfolio?
 - i. CAP: ferry, hotel, and ground transportation for presenters to go to schools outside of lower mainland → Approx. \$300
 - ii. CMP: more practice material throughout the year = more pay to tutors → Approx. \$500
 - iii. POITS: extend outside of Sauder (ex: Ponderosa Ballroom) → less revenue when we go externally. Aiming for 20-30% growth from last year
 - iv. NSCC: more money for hotels
 - v. Me Inc: wants more money in general
 - vi. BizWeek: more development of their January event
 - vii. Awards: wants to take event out of the Nest and go to a hotel potentially
 - viii. Marketing: more equipment such as tripods
 - ix. Clubs Innovation Fund
4. Communication channels
- a. Currently \$6.67 per person per month for a 12-month plan = ~ \$4000
 - b. Harleen, Jon, and Josh already have their own workspace for Slack
 - c. Create your own Slack workspaces for your services
 - i. Jon: create separate channels for different topics to make it more organized (ex: hiring, IT, calendar, budget, time-off, etc.)
5. Sauder Unlimited
- a. UGO requested that CUS cover 50% of the costs
 - b. Up to max of \$3000
 - c. Priscilla: wants to know why there is an alcohol budget included
 - d. Jon: schedule meeting with Lauren earlier than the 18th to discuss

Motion for CUS to cover 50% and up to \$3,000 for Sauder Unlimited 2019

Moved: Priscilla | Seconded: Jon

*In favour: All
Opposed: None
Abstentions: None*

...the motion carries

G. Approval of Minutes

H. Next Meeting

I. TBD

I. Adjournment

Moved: Jon | Seconded: Jenna

There being no further business, be it resolved that the meeting be adjourned at 4:28pm.

*In favour: All
Opposed: None
Abstentions: None*

...the motion carries