



Executive Council Meeting

Scheduled Time: 4:30 PM - May 25, 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			
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	X		
Kassandra Tran	Administrative Director/ Recording Secretary			Chantal

Guests:

A. Call to Order

The meeting was called to order at 4:43pm.

B. Amendments to and Adoption of the Agenda

Moved: Suprabhe | Seconded: Jenna

Be it resolved that the agenda be adopted as presented.

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

...the motion carries

Motion to bring BizWeek logo approval to item C

Moved: Jon | Seconded: Annie

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

1. Approval of logo for Business Week & Commerce Day

- a. Priscilla: 1, 3, 2
- b. Jon: Are they two separate events under one service? Should they be allowed to have a dual logo?
- c. Annie: They don't want Commerce Day to be undermined, so would probably make sense to have joint.
- d. Jon: Bizweek should have their own logo and then Commerce Day should have the joint logo. It is too confusing to have both during the first week of school.
- e. Annie: They want Commerce Day to be much bigger this year. CD doesn't have its own logo.
- f. Jenna: Likes logo 1 because you read Business Week first and then Commerce Day

Motion to approve Design Number 1 as the logo for Business Week and Commerce Day

Moved: Priscilla | Seconded: Jon

Be it resolved that the agenda be adopted as presented.

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

...the motion carries

D. Personal Updates (Moved to the End)**E. Professional Updates**

- I. President
 1. Meeting with LISA mou
 2. one on ones with execs
 3. the Student Engagement and Development team (Lauren Venema, Nicole Kelly and myself) at the UGO put our thinking hats on to plan a variety of activities for the upcoming year.
 4. slack education - awaiting approval
 5. strategic planning and accountability reports
 6. Met with HR partners this year to see when launching Sustainability and Accounting reports

- II. Vice-President, Academic Affairs
 1. Meeting AMS tutoring person
 2. Jon: Are we sure we want to fund them again?
 3. Priscilla: We owe them money from last year
 4. Jon: Reach out to KP to ensure we do not double pay them

- III. Vice-President, Finance
 1. Meeting with BCC people about funding
 2. Lots of analysts are MIA right now so trying to get them to best serve services

- IV. Vice-President, Internal Affairs
 1. Putting storage on hold for now because some things in there are unclear to whom they belong to (after this is confirmed, the code will start to be disbursed)

- V. Vice-President, Marketing and Communications
 1. Meeting with UGO for student involvement thing
 2. Year books are being coordinated with Alumni Centre (moving into Boardroom, Sanjay coming at 7AM May 28th to help open the doors)
 - Edit: moving the boxes of yearbooks into Ombuds Office to ensure they are secure
 3. VM did not send in their budget (Due by ASAP, morning of May 27th by 11AM)
 - They should check the equipment today and then get their budget in
 4. New AVP now

- VI. Vice-President, External Affairs
 1. Did all my 1:1s prior to leaving
 2. EMP: doing hiring second week of September
 3. Imprint and Me inc are doing ground work and overview planning
 4. NSCC has hit the floor running and is going to go with Parq for hotel and once they can confirm contract and get go ahead from budget committee, they will be working with Jenna (they should have reached out to Jenna if they haven't yet cause I told them to) to figure out payment for that
 5. SVPSC will be looking to do 3 events, 2 smaller workshop like events and 1 bigger event and is creating event overviews/outlines by July beginning
 6. LGBTQ2+ Rep will be hired in beginning of September as you already know
 7. CRM commission
 - a. had training/social event in early May and I met with Cindy prior to that to figure out

- goals and plans for the year as well for CRM commission
- b. Training and social went really well and we have decided to change things up from last year when it comes to the process and method of having companies fill out sponsorship form... instead of sending them an excel file and having them open it review it, figure out how to fill out that complicated form, we decided to either get the form on our website and so it's not only easy to Fill out but also easy to find for companies that want to sponsor us but we don't reach out to them. We used this for spark (check out spark website). Second option is creating a fillable PDF and send that instead of the crazy confusing excel file. Cindy is working on this rn with Steven because he's an IT associate and so he will be handy in that process! We are hoping to do website but we would need to speak with josh for that, thoughts anyone?
8. Meeting with Jon about a project for September
 - a. hoping to speak with Lauren about it immediately after I return in early July but Jon can explain to y'all... and then thoughts?

VII. Vice-President, Student Engagement

1. Everything is good to go
2. Setting up structure of Onboarding and Event Planning Guide, can go through it with Service Chairs
 - a. Helpful to integrate everything into the CUS Google Calendar (will also help with CUS calendar)
 - b. More August-September thing
3. Projects:
 - a. Three of these themed weeks:
 - CUSmile to bring awareness to mental health, stress relief, bunny yoga, puppies around in October/November
 - Business Week in September
 - Winter Wonderland in December
4. Project: How to show the spirit of unity/fun -> idea of Big Water Balloon fight
 - Sustainability concerns (biodegradable balloons)
 - Big buckets of Algae balls or water balloons, T-shirts, snacks, etc
 - Talking with UGO to see if they are onboard with it
5. Student Survey:
 - Should focus on implementing pulse survey, need to track down data
 - Priscilla: KP responsible for assembling everything so unsure where data is right now
 - Do want to collect feedback still, but not as big as community pulse

VIII. Administrative Director

- N/A

IX. Ombudsperson

- Nothing to add

F. Executive Business and Discussion

1. ~~Approval of logo for Business Week & Commerce Day~~
2. CUS Sustainability restructuring
 - a. Josh: after Board Meeting came to decision to somehow keep conference (could push it to March) because AMS brought concerns about Sustainability

- i. Josh: Maybe we should just appoint Andrew?
- ii. Chantal: Could Ombuds hold the position of Sustainability Rep?
- iii. Jon: we have a sustainability seal which gets awarded to people who have passed it (Awards can't do this because double criterion and more training). We should make it mandatory for everyone to apply for the Seal. This means that one person cannot do it, it would have to be a team.
- iv. Chantal: Merging ideas to have a sustainability representative in place for September?
- v. Priscilla: Would the Conference actually be a good quality conference and worth it?
- vi. Jon: If we hire now for a chair, we could see if they even want to hold a Conference.
- vii. Josh: Told Vivian back in March that was opening hiring. Could be very tricky to give them a fixed budget and tell them they need to play around within hard cap. Better to let them do a bunch of smaller events. Right now, the Conference is on the job description.
- viii. Priscilla: We could scrap Conference.
- ix. Josh: Doubtful feeling that if we try to get someone in in September it will be hard to get them to get a Conference established by March. Better to keep Sustainability Seal and smaller events.
- x. Priscilla: Really like the Chasing Sustainability name so maybe could break down that name into smaller events but under same name.
- xi. Suprabhe: also makes more sense to have it integrated into more daily life (more events as opposed to one day event)
- xii. Jenna: Doing a conference in budgeting is just that they couldn't ask for more. If can't find someone to fulfill the role, better to let them hire their team in September and give them a budget to play around with,
- xiii. Josh: Rough budget is \$3200 for smaller events (food, activities, guest speakers maybe)
- xiv. Jon: Will it break the prestige of the event? Having smaller events is better than just not doing it at all though.
- xv. Jon: On the job description, can be kind of ambiguous.
- xvi. Josh: Would probably do 4-5 events (November, December, February, March)
- xvii. Priscilla: Actually better to leave out "Chasing Sustainability" from job description, just ask them in the interview what their vision is
- xviii. Jon: "In charge of planning and managing events in line with the sustainability directive."
- xix. Priscilla: Hiring has only been re-opened once, so let's re-open one more time and if someone doesn't apply, then wait until September.

3. Approval of communication to the student body regarding the elimination of Class liaison

a. Slack draft

Motion to approve the communication memo **contingent on Annie and Harleen reading it** before publication by September

Moved: Suprabhe | Seconded: Jon

Be it resolved that the agenda be adopted as presented.

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

...the motion carries

~~4. Swag & Social budget increase~~

5. JDC West Chair hiring by Board of Directors in the following year
 - a. Suprabhe: JM said he had many issues transitioning very quickly because of the quick hiring process. He thinks the hiring for captain should be moved beforehand. Proposed hiring of JDCW Chair should be undertaken by Board of Directors rather than VP (because they have to confirm with organising committee before they can even hire someone).
 - b. Jon: Recommend this current board hire the next chair. Problem though is who do you put the budget under? (Less of an issue)
 - c. Suprabhe: Current Board of Directors could make the decision, given that they are elected. Board of Director should hire Executive Hiring Committee of JDCW.
 - d. Jon: JDC Captain is considered a Service Captain role. We will have to figure out this later to make sure we do not break code.
 - e. This is an intent to change the code (to be discussed later and may require a memo and go through Board). Find the specific article and send it to Dante

Motion for the JDCW Captain for year 2021 to be hired by the incoming CUS Board of Directors of 2020/2021
Moved: Jenna | Seconded: Suprabhe

Be it resolved that the agenda be adopted as presented.

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

...the motion carries

6. Special Projects Fund

- a. Cassandra received LinkedIn message about our SPF. We canceled it last year (gave it to UGO?).
- b. Follow up on what this is.
- c. Facebooking Evan for details.
- d. Josh: Do we have intent to bring it back? What is the difference between Clubs Innovation Fund (continuing) and Special Projects Fund?
- e. Priscilla: Sauder Summit CC applied for funding through SPF. But now part of UGO.
- f. Jon: Put SPF under Innovation Fund.
- g. Josh: Then would it be open to everyone?

7. Ambassadors social costs

- a. Suprabhe: They are technically part of the services. They need the merch anyways.
- b. Jenna: Would have to depend on quantity.
- c. Jon: Basically it is like the amount of execs. (HeWe, Melnc, Cap, POITS, Sustainability, Awards). Question is are we funding their swag?
- d. Josh: Currently we don't reimburse.
- e. Josh: Can we have a large social where we can control the amount of money where we spend?
- f. Priscilla: Should have 12-15 people.
- g. Jon: Maybe number of ambassadors can't outnumber execs
- h. Priscilla: Most people become an ambassador so they get free access to the event, plus they don't have huge work loads later.

- i. Chantal: Implicit rewards.
- j. Jenna: Just say no because need to check amounts first anyways. And historically not done. Ambassadors just added on when they really need help.
- k. Josh: Issue is that not everyone currently uses Ambassadors. Could incentivise people to bring on ambassadors

Motion to work as hard as possible to allocate money from the budget if we have room, which will be determined after the final 2019/2020 budget is approved.

Moved: Jon | Seconded: Suprabhe

Be it resolved that the agenda be adopted as presented.

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

...the motion carries

G. Approval of Minutes

Moved: Jenna | Seconded: Jon

That the minutes from the April 6th Executive Council meeting be approved for public distribution.

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

...the motion carries

H. Next Meeting

TBD in June

I. Adjournment

Moved: Suprabhe | Seconded: Josh

There being no further business, be it resolved that the meeting be adjourned at 6:54pm.

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

...the motion carries