



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 7:45 PM - June 20th, 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			
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 7:46pm.

B. Amendments to and Adoption of the Agenda

Moved: Jenna | Seconded: Suprabhe

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

Rippen

D. Personal Updates

E. Professional Updates

I. President

1. Meeting with 2 reps from Rippen today
2. Meeting with Lauren regarding SPF
3. Part of student committee for UBC Imagine Day to talk about how they can integrate everything
4. Strategic planning accountability report
5. Finished 1-on-1's with all execs
6. Meeting with NIBC and Dante about allowing them to present to Board

Motion to add NIBC into Discussion item

Moved: Priscilla | Seconded: Jenna

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

...the motion passes

II. Vice-President, Academic Affairs

1. Meeting with Cassie regarding two printers in CLC for CUS
2. Sauder Business Review - Commerce Scholars get access to database in CLC
3. Reached out to profs to discuss about how to structure program (don't want to copy Harvard Business Review); meeting in the first week of July

III. Vice-President, Finance

1. First Finance portfolio meeting; analysts are fully taking over reimbursements
2. Meeting with Lauren and Priscilla regarding SPF
3. Still waiting for credit card
4. Budget Committee: approved full CUS budget, went through UGO funding, and waiting for a response for MOU

IV. Vice-President, Internal Affairs

1. Clubs Review documents are due this Sunday; will start presentations in the following week
- V. Vice-President, Marketing and Communications
1. Re-branding ends this month
 2. Working with Jon and AVPSE's; connected them with AVPM's
 3. First Year Survival Guide
 4. CUS website is on maintenance mode right now; fixing bugs at the moment
 5. Can add Google Calendar into Wordpress
- VI. Vice-President, External Affairs
1. CPABC Pitch Day has been confirmed for July; deadline for services to submit their finalized slides is June 30th
 - a. Deliverables report still needs to be completed
 2. Meeting scheduled with Lauren from UGO on July 10 to discuss potential idea/project
 3. Apparel will be sorted by the end of July so we can place an order before the school year starts
 4. AVP's are working with Josh Chan to figure out how to get sponsorship forms on the website
- VII. Vice-President, Student Engagement
1. Working on the Onboarding and Event Planning Guide; will be sharing it with service chairs
 2. Working with AVPs on some projects for the upcoming year such as Winter Wonderland, CUSmile, and BizWeek
- VIII. Administrative Director
1. No updates
- IX. Ombudsperson
1. No updates

F. Executive Business and Discussion

1. CUS Calendar
 - a. Set up to include all club events, conferences, etc.
 - b. Create instructions for how to fill out and add events to Calendar
 - c. Delegate to Cassandra
2. Sauder Social Impact Day
 - a. Fourth Saturday in September; collaboration with CCP
 - b. Student-facing volunteer opportunities; coordination with alumni offices from around the world
 - c. 3 students on Student Committee - Carissa Wong, Kristian Oppenheim, Maggie Yip
3. Strategic Vision Document
 - a. Updates to the document needed; Priscilla will look through notes from Exec Retreat to brainstorm visions, goals, etc.
 - b. Soft deadline is July 19
4. Video Clips
 - a. ~13-14 videos; aim is to improve student engagement
 - i. 8 newscast-style videos monthly
 - ii. 5 high-quality videos
 - b. Videos will recap past events/highlight upcoming events
 - c. Will be directed by Lily Du - in collaboration with SE and Marketing portfolio
5. NSCC/CCP/Bizbuzz Rebranding Requests

- a. Annie rejected NSCC re-branding
- b. CCP and Bizbuzz will need rebranding
 - i. Bizbuzz will be called The Venture; newsletter will include student stories
 - ii. New CCP logo
- 6. CLC Inventory
 - a. Annie: VM doesn't want to leave cameras with CLC
 - b. Jon: the expensive camera should be stored at CLC
 - c. Suprabhe will speak with CLC about video cameras along with printers
- 7. AMS tutoring on hiatus for the upcoming academic year
 - a. Student attendance is very low for AMS tutoring
 - b. Same tutors teach at CMP, AMS Tutoring, etc so no value to students to have same tutors
 - c. Will put forward motion to vote on putting AMS Tutoring on hiatus for the upcoming academic year at the next Board Meeting

Motion to add Privacy Matters online training to discussion items

Moved: Priscilla | Seconded: Jon

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

...the motion passes.

- 8. Privacy Matters online training
 - a. Personal information should not be on the cloud (birthdate, address, etc.)
 - b. Training link is available on Slack; complete training by the end of August

G. Approval of Minutes

Moved: Jenna | Seconded: Jon

That the minutes from the May 25th Executive Council meeting be approved for public distribution.

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

...the motion passes.

H. Next Meeting

July TBD

I. Adjournment

Moved: Josh | Seconded: Annie

There being no further business, be it resolved that the meeting be adjourned at 9:22pm.

In favour: All

Opposed: None
Abstentions: None

...the motion passes.