



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 7:15 PM - August 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)			
Harleen Sohi	Vice-President, External Affairs	X		
Jenna Leung	Vice-President, Finance	X		
Joshua Lee	Vice-President, Internal Affairs			
Annie Chen	Vice-President, Marketing and Communications		X (7:30pm)	
Jonathan Kim	Vice-President, Student Engagement			
Chantal Despres	Ombudsperson			
Kassandra Tran	Administrative Director	X		

Guests:

- **Call to Order**

The meeting was called to order at 7:23pm.

- **Amendments to and Adoption of the Agenda**

Moved: Harleen | Seconded: Jenna

Be it resolved that the agenda be adopted as presented.

*In favour: All
Opposed: None
Abstentions: None
...the motion passes.*

- **Presentations to the Executive Council**

- i. Recognition from HRG, Samuel Tam

- HR Recognition Program: run from Sept - Mar by HR Commission to recognize student leaders who have gone above and beyond their roles.
 - Select 3 individuals to be awarded at CUS Awards Nights
 - Selection: Rubric based on nomination guidelines
 - Only top 3 nominees will be recognized through internal CUS newsletter and awarded special prize (CUS branded items and other special gifts)
 - Cheryl: thoughts on internal newsletter?
 - Harleen: likes it but wonders how consistent the newsletter will be
 - Priscilla: what's the HR Commissions' capacity to handle the newsletter?
 - Pamela: HR team will discuss to see what capacity they have for the newsletter
 - Jenna: stick with less words/more graphics for newsletters
 - Annie: are you good with funding? She can provide some items like water bottles
 - Cheryl: yes, they're good

- ii. Resume Box from HRG, Jody Chan

- Changes to hiring resources & newly added docs
 - Hiring mastersheet:
 1. Hiring checklist: deadlines are more apparent for service chairs to follow
 2. One position offer combined with Involvement email
 3. Interview pre-screening: calculations are automatically summed
 - Hiring Handbook and FAQs: all steps that chairs need to take to hire are included
 - Resume Box: all applicants' resumes are stored in this bank who aren't hired (upon permission); applicants may be contacted for other available positions if qualified; only HR Generalists have access to resume box due to confidentiality reasons
 - Harleen: resume box can only be used when a new position is opened?
 - Cheryl: hiring would need to be opened in order to use it
 - Harleen: do applicants in resume box have to re-apply or can they go directly to be invited for an interview?
 - Depends on whether applicant wants to update their resume/cover letter or not
 - Cheryl: email will be sent out with the updates

- **Personal Updates**

- **Professional Updates**

- V. President

- Working on speech for Imagine Day

- AMS Meeting tomorrow
 - Meeting with Dean tomorrow for lunch
 - Meeting with Nicole to work on speech
 - Meeting with Pam Lim
 - Practicing at Chan Center on the 29th
- VI. Vice-President, Academic Affairs
- Class liaison changes has been officially announced
- VII. Vice-President, Finance
- Working on quarter report
 - Processing card payments
 - Speaking to AMS Finance about UBCFA
- VIII. Vice-President, Internal Affairs
- Awards: planned some great ideas, had team social recently
 - BizWeek: Lots of activities planned and booked thru Sauder Events Team, week looks exciting
 - Elections: Not much since last board meeting
 - Sustainability: Not much since last board meeting
 - AVPI and I are working on a room booking “How-To” for future internal team members.
 - Storage room efforts have slowed down due to personal work schedules being heavy
 - Met with Lauren
- IX. Vice-President, Marketing and Communications
- Working on the agenda; a couple revisions left. First batch will be ready for Spark and remaining will be handed out during BizWeek.
 - Meeting with CAP; discussing deliverables for BizWeek
 - Still waiting on Kenny for proofs of BizWeek items
 - Spoke with Josh about the CUS website; doesn't want to spend any money to change it. Wants to move to a new server altogether
- X. Vice-President, External Affairs
- Take last year deliverables sponsorships and created doc for suggested deliverable lists
 - Catching up on emails and giving all service chairs their deliverables
 - Services are operating smoothly
 - EMP are figuring out hiring right now
 - Creating hiring mastersheet for CRMs
 - Met up with Lauren to discuss visions, goals, major events etc. for the year
 - Spoke with Coastal Reign; giving 50 free apparel items. 2 batches: first in mid September. Shirts need to be here by Sept 5th
 - Spoke with Lily about video series
- XI. Vice-President, Student Engagement
- **BBQ: 5pm, August 29th Thursday! Invite your portfolios**
 - CUStart: planning is underway with Maggie from HR, and just a heads up we'll need VPs to panel, we'll let everyone know once the date is set
 - Video Series Update: Meet the CUS video production should be completed soon
- XII. Administrative Director

- Working on updating CUS Calendar with new service chairs; sending out communications

XIII. Ombudsperson

- No updates

- **Executive Business and Discussion**

1. CUSmile Event Funding
 - a. Wants more funding for CUSmile (approx. \$500)
2. Project Management Tool
3. Line item reallocation
 - a. Paying for VM camera
 - b. Need to approve higher amount for 'Capital Projects Funding' line item
 - i. Additional \$4000 reallocated from 'Miscellaneous' line item
 - ii. For when we release Q2 for students to see

Motion to approve higher amount for Capital Projects funding

Moved: Harleen | Seconded: Annie

*In favour: All
Opposed: None
Abstentions: None
...the motion passes.*

4. Review and critique the Prospectus physical proof
 - a. Priscilla: there's a lot of white space
 - b. Harleen: the foods page seems unnecessary because people could just use their phones to find opening/closing hours
 - c. Jenna: goal is to decrease white space; page 4 isn't necessary since people have their schedule on SSC already
 - d. Priscilla: page 2 or 3; definitely don't need both pages
 - e. Annie: besides that, everything else is okay?
 - f. Priscilla: Yes
5. UBCFA
 - a. Main question: what we want to do moving forward

Motion to go in-camera

Moved: Harleen | Seconded: Annie

*In favour: All
Opposed: None
Abstentions: None
...the motion passes.*

Motion to stay in-camera

Moved: Harleen | Seconded: Annie

*In favour: None
Opposed: All
Abstentions: None
...the motion fails.*

- b. Priscilla: final decision is to decommission UBCFA and create a new service under the Finance

portfolio this year

6. Bizweek and spark booth
 - a. Harleen: coming up with visual and design plans
 - b. Priscilla: create slack channel for boothing
7. Lisa's recommendations for involving students events and alcohol
 - a. Priscilla will send email with more info.
8. First week walking office hours
 - a. Rush hours from 11-2pm
 - b. Goal is to show that we're friendly, approachable, etc.
 - c. Harleen will be creating spreadsheet for people to sign up for shifts
 - d. Harleen: wants to give something to students during walking office hours (ie. candy)
 - e. Jenna: that could fall under Dante's 'Snacks for office hours' budget
9. Video series
 - a. Talked to Lily; visions/goals don't quite line up with Harleen's
 - b. Lily's plan: 5 videos that are roughly 10 mins throughout the year
 - c. Harleen's plan: Shorter and more frequent videos; videos should be real and actually address students' concerns/questions in order to gain their trust and respect
 - d. Jenna: agrees with Harleen but make sure the videos aren't redundant
 - e. Harleen: will speak with Lily. If Lily still wants to proceed with the 5 videos, can we still proceed with these shorter videos?
 - f. Priscilla: Harleen and Annie should discuss this further to coordinate.

- **Next Meeting**

- TBD

- **Adjournment**

Moved: Harleen | Seconded: Jenna

There being no further business, be it resolved that the meeting be adjourned at 9:44pm.

*In favour: All
Opposed: None
Abstentions: None
...the motion passes.*