



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 1:00 PM - Oct 11th, 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			Eric Jin Cheng, NSCC Co-Chair
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			Bhnisha Sohal, Sauder Sports Chair/Carrisa Wong, CCP Chair
Chantal Despres	Ombudsperson			
Kassandra Tran	Administrative Director	X		

Guests:

A. Call to Order

The meeting was called to order at 1:09pm.

B. Amendments to and Adoption of the Agenda

Moved: Annie | Seconded: Eric (Harleen)

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. Sauder Sports - Bhnisha

- a. Requesting an increase of \$1000 to budget for UBC Sauder Rec Teams to account for 50% reimbursements
- b. Reimbursements will cover half of the costs it takes to register a team
- c. Jenna: will this be a full-year thing?
- d. Bhnisha: full year because UBC Rec has activities all year long
- e. Jenna: is this an open gym or are there planned activities?
- f. Bhnisha: More like intramurals that UBC Rec organizes; aim is to encourage Sauder students to get involved in these types of activities
- g. Annie: would this be something that would have a high level of involvement?
- h. Bhnisha: received quite a few inquiries about it this year
- i. Annie: how many students would be able to be covered by this budget increase
- j. Bhnisha: approx. 20 teams (max. 18 people per team)
- k. Eric: in his own experience, getting involved in UBC Rec has been a hassle so this budget increase would help to encourage more Sauder students to get involved
- l. Priscila: how did you come up with 50%?
- m. Bhnisha: great number to start with since it would already be difficult getting 50%.

Motion to increase Sauder Sports budget by \$1000 for UBC Rec Team 50% reimbursement

Moved: Bhnisha (Jon) | Seconded: Eric (Harleen)

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

D. Personal Updates**E. Professional Updates**

I. President

- One-on-one meeting with Nicole and Pam from UGO; talked about elections
- Part of BCom Review
- Had AMS finance meeting
- Attended All Candidates Forum

- Attended Dean Meet and Greet
 - Had one-on-one's with all execs
 - At Policy Committee meeting
 - AMS Finance Committee meeting; proxied for Andrew
- II. Vice-President, Academic Affairs
- Junior JDC: wants to increase the number of participants from 40 to 60
 - I. Jenna: what's the reason for the increase?
 - II. Suprabhe: had more than 80 students apply but only had the resources to take 40 students; wants to increase budget this year in order to accept more students
 - III. Jenna: what is the timeline for increasing the capacity?
 - IV. Suprabhe: just an application process
 - CMP had a good turnout for COMM 204 review session
 - JDC is also going well
 - ExCo receiving a lot of reimbursement requests from last year
- III. Vice-President, Finance
- Processing reimbursements, handling contracts; handing off reimbursements to AVPF
 - Starting to write Q2 report; plan to involve the analysts
 - Hiring Financial Analyst currently
- IV. Vice-President, Internal Affairs
- Back-end work for lockers and room booking
 - Decrease in room bookings recently
 - Storage room proposal; will be bringing it up in next exec meeting
 - Onboarded CUSustainability Director
 - Meeting with Elections Chair to talk about any changes to be made
- V. Vice-President, Marketing and Communications
- AVPM resigned; won't be hiring another AVPM (transferring all the work over to other AVPM - Kenny)
 - Marketing portfolio recently had social event
 - Had one-on-one's with services
 - VM going well
 - Currently hiring for Y&P Editor(s)
 - Moving internal request forms to G Suite; working extensively with Josh
- VI. Vice-President, External Affairs
- Me Inc. doing well; had team social last week. Will start planning for conference soon
 - LGBTQ equity office hasn't gotten back to her so she has to scratch that
 - SVPSC was onboarded last week; currently planning out 3 events for the year
 - NSCC in process of finding more firm delegates; venue spaces confirmed. Had a workshop last week and planning on having another one in second term
 - Meeting with CR; completing package by end of week
 - Planning CRM forum for Nov 5th
 - POITS - can't host event in AMS Nest since there are too many doors/exits for security to monitor
- VII. Vice-President, Student Engagement

- POITS x AUS - collab is great; AUS President is very supportive
- FYC team hiring is currently up; already have 3 members
- SISA signature dinner is now called "Fall Feast" and is taking place at Abdul Ladha on Nov 5th
- CUSmile events are being finalized; should be finalized by next Wednesday

VIII. Administrative Director

- Working with Harleen on apparel order; issue is about what to do with hoodies for positions that haven't been filled yet
 - Josh: can we do another order in Jan?
 - Cassandra: we could but the product we are ordering is being discontinued so it may not be available in the new year
 - Eric: check out Merchology

IX. Ombudsperson

- No updates

F. Executive Business and Discussion

i. CUSaturday

- I. UBC Biztech, UBCMA, and HeWe are all having events on Nov 16th
- II. These are all major events for student engagement so how should we prevent this issue in the future? Also should we market this as a giant "monster" event since they're all very close in location and on the same day?
 - III. Utilize Google Calendar to ensure that events don't overlap
 - IV. Eric: We should create an internal request form for services to fill out; internally we should go through all of these requests and see if there are any overlaps
 - V. Josh: in the past, students would put in room booking request on dates where they think no events are booked but rooms would actually be booked already; students aren't updating the google calendar so it's hard to know if events are overlapping. We've asked Sauder if it's possible to publish the room booking calendar but they don't want to share that with everyone.
 - VI. We could ticket this for students to attend all 3 events that day
 - VII. Priscilla: reached out to Jon to see if HeWe can move their event to another day if possible
 - VIII. Priscilla: best thing to do may be to have a meeting with all three service chairs to see if they'd be interested in doing a "CUS Super Saturday" thing

ii. CUS Calendar publication

- I. Make the CUS Calendar public; only service chairs, execs, board members would have editing capabilities but every student should have access to add the calendar events to their own calendars
- II. Make events colour-coordinated based on the status of events (ex: confirmed, tentative, etc.)
- III. Annie: creating an internal form through Marketing would potentially streamline the process so that we can add it to the Calendar ourselves
- IV. Carissa: maybe integrate the Calendar with the room booking request forms
- V. Annie: it would help if we could automate the process between the website, internal forms, etc.
 - VI. Joshua: does this need to be done asap?
 - VII. Priscilla: preferably we should address this asap

iii. Enforcement policies

- I. Come up with ways to enforce CUS policies on branding and budget increases

- II. Consequences of not abiding to policies have not been emphasized heavily enough
- III. Can't police services on how they spend their budget; we trust service chairs to spend their money appropriately
- IV. Eric: this starts with hiring; hiring of service chairs should be more extensive considering that they will be in charge of a lot of money
- V. Carissa: having budget increase presentations should be enforced for all services not just services that hold more money as well
- VI. Priscilla: this could go to Policy Committee to discuss further on how to enforce policies

iv. POITS Additional Purchases

- I. Investing in flat trolley and can opener
- II. Trolley would help them carry more drinks in a shorter amount of time; still need to look into price point
- III. Can opener allows them to open more cans while maintaining safety and hygiene
- IV. Jenna: thinking of capping this at \$200
- V. Josh: we should get our own CUS trolley that all services can use, and take from our own budget
- VI. Jenna: that works

v. Request for Funding Applications

- I. Annie: doesn't think we should fund for any of them
- II. Josh: doesn't see an issue with funding both UBCMA ones; can we do a partnership with UGO and do 50/50?
- III. Jenna: SPF is currently on hiatus so we shouldn't be using it
- IV. Priscilla: from the meeting with Lauren - UGO earlier this year, we told her that SPF is on hiatus but perhaps she thinks we may be starting it up again
- V. Eric: supports Marketing Redefined but unsure about \$2500 amount; also supports BizTech's e-sport one and agrees with the amount
- VI. Eric: Preview → student reach is small, also need more information, use the CUS template again please!
- VII. Carissa: also agrees with Josh that UBCMA is a huge club so we can trust them with our money
- VIII. Jenna: okay with funding all of them but only partially
- IX. Carissa: aligns with CUS' goals so the amount is reasonable
- X. Josh: UBCMA Preview Marketing budgeting is not formatted in the way that we are used to, too many questions and uncertain line items, cannot make a decision to fund → "buffers" are not allowed, clear up time items with descriptions and unit items (e.g. "Balloon" → how many? Amazon? What kind? Helium? Dollar store?; "Coat check" → what is this?; "Facebook promotions" → why so much for only 1 month? NSCC is \$40, yours doesn't need to be that much)
- XI. Josh: allocate all 3 of these requests to the CUS Clubs Innovation Fund
- XII. Josh: fund half of the Gametech budget (\$613.88/2)
- XIII. Jenna: presentation may be needed after budgeting review, can also send a document to clarify (addendum)

G. Approval of Minutes

Moved: Jenna | Seconded: Joshua

That the minutes from the Sept 30th Executive Council meeting be approved for public distribution.

In favour: All

*Opposed: None
Abstentions: None
...the motion carries.*

H. Next Meeting

October 21st, 2019

I. Adjournment

Moved: Joshua | Seconded: Jenna

There being no further business, be it resolved that the meeting be adjourned at 3:20pm.

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