



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 7:00 PM - Oct 21st, 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, Kassandra 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			Eric Jin Cheng, NSCC Co-Chair
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 7:08pm.

B. Amendments to and Adoption of the Agenda

Moved: Jon | Seconded: Suprabhe

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

- i. HR performance review workshop
 - I. Timeline being pushed back by one week
 - II. Structure: 30-minute interviews with Leader and HR
 - III. Eric: is this with the HR generalists we were assigned at the beginning of the term?
 - IV. Cheryl: Yes
 - V. Optional for commissions
 - VI. Jon: what's the engagement survey measuring?
 - VII. Cheryl: most of it is ratings from 1-5; more quantitative data
 - VIII. Outcomes: Pamela or Cheryl will be forwarding the results to them
 - IX. Cheryl: for the positions that have resigned, it is up to the VPs/AVPs whether they want to still hold the interviews with them. Also if your AVPs have been working very closely with the services, then they can hold meetings but VPs still need to be there
 - X. Cheryl: wants to open discussion to see whether HR generalists should be there for meetings with services
 - XI. Jon: believes they should be there to moderate; had HR for service council interviews so same thing for these feedback meetings
 - XII. EARN Model, Common Pitfalls, and Roleplay

D. Personal Updates

E. Professional Updates

- I. President
 - BCom Review
 - One-on-one meetings with execs
 - Meeting with UGO
 - Sauder Impact event
 - Faculty Advisory Board Lunch on Thursday
 - Working on BCom Fall Preview presentation
- II. Vice-President, Academic Affairs
 - CMP is continuing to get good turnout for review sessions
 - ExCo is still experiencing same issues; planning on booting more next semester to bring more attention to the conference
 - Had meeting with Michael from BCC to discuss streamlining events between CUS and BCC
 - Junior JDC in planning process; updating budget

- III. Vice-President, Finance
- Hired Financial Analyst; onboarding him this week. He emailed all his assigned service chairs to introduce himself
 - Q2 is on the way; plan to start bulk of it on Wednesday
 - Listening to NSCC presentation on budget increase request
- IV. Vice-President, Internal Affairs
- Finished draft for storage room proposal
 - Onboarded CUSustainability Director and opened hiring for exec team
 - Working with Jenna to get more lounge cleaning
 - Ordered cart for POITS
 - BizChina presentation has been booked
 - Building Users Committee meeting happening in November
- V. Vice-President, Marketing and Communications
- Looking to conduct interviews tomorrow at 9pm for Co-Editor position; will be working with them to get a full team hired by mid-next month
 - CMD team is meeting bi-weekly on Fridays
 - Ashley - AVP has resigned; all of her tasks have been moved to Kenny - other AVP
 - The Venture: plan is to publish 2 great publications with whole-year overview of highlights
 - VM finalizing policies before we send out communications to all services about conduct, etc.
 - CAP: budget reallocation of social/swag - will be discussed further later in the meeting
- VI. Vice-President, External Affairs
- CR meeting two weeks ago
 - Waiting for CR package from Kenny - AVPM
 - CR Forum on Nov 7th
 - "Making the First Move" event; CRM's are responsible for presenting during the event
 - SVPSC was hired and created a timeline for the entire year; having meeting with Harleen and LGBTQ rep tomorrow
 - One-on-one's with services this week
 - EMP: had a meeting with EMP founder - Rebecca from 2000; need to decide on whether service co-chairs will be resigning this year or not; will give an update next week
 - Me Inc. hotel contract sent to AMS; AMS signed off on it. Still looking for more monetary sponsorships. Navigate is happening on Jan 4th but not doing Amplify this year
 - Imprint hired brand ambassadors; date of conference is Feb 11th
 - NSCC has a lot of to-do lists; early registration for conference had 30 people sign up; budget proposal next week for food and swag
- VII. Vice-President, Student Engagement
- CUSmile happening next week; event happening every day
 - Project Pause
 - Paint Night - paint and tea
 - Dance and Distress
 - CUSpook; board and execs chill out in lounge with snacks for people to join. Taking place on Thurs, Oct 31st from 12:30 - 2:30pm; will need funding for it

Motion to approve budget allocation of \$100 for decor and \$500 for food

Moved: Jon | Seconded: Harleen

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

- FYC: two onboarding meetings already; going into interview process soon
- SISA Fall Feast on Nov 5th at Abdul Ladha
- HeWe is following through with their convention on same day as BizTech's event still; Health Ambassadors are hired; HeWe Eats coming up next week
 - Grad Night rehiring marketing people
 - CCP is doing well
 - Sauder Sports is planning a lot of events and also doing really well
 - BUCS Night is on Thursday; a lot of speakers from big companies

VIII. Administrative Director

- Ordering apparel this week

IX. Ombudsperson

- No updates

F. Executive Business and Discussion

i. CUS storage room order

- I. Organize storage room so services can use it more
- II. Hopefully go back to Linda in term 2 to collaborate on getting more space
- III. Timeline: approval from execs at this meeting and then board at board meeting, early November - purchase shelving, December - second round cleaning
- IV. Total cost: \$772 + applicable taxes and shipping

Motion to approve purchase order of shelving for storage room

Moved: Josh | Seconded: Jon

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

ii. CUS exec office

- I. Exec office has been given access to everyone not just execs and board members this year in order to promote transparency and openness
- II. There is now an issue with cleanliness, use of workspace, etc.
- III. We should consider limiting access to only execs and boards again to maintain the space as a quiet, work room
- IV. Harleen: we should have services message VPs if they would like to use exec office and we can give them access rather than give code to everyone
- V. Josh: do we need to change the code?
- VI. Everyone knows the code so we do need to change it
- VII. Harleen: amending the exec office policies to enforce that only execs and BOD have access along with special needs/requests

VIII. Policy: CUS Office Code will change so that only Execs, BoD, and Finance commission have access, as well as select services by approval by VP Internal.

iii. Reallocations Update (5 minute max)

- I. CAP is wanting to reallocate budget towards swag since they have extra unused funds
- II. Past VPF confirmed with Harleen that budget cannot be reallocated, as swag is only budgeted for \$20
- III. This amount is not sufficient to purchase proper swag so we should reconsider increasing this dollar amount
- IV. Josh: agrees that the budget amount should be increased but reallocation of money should not be permitted

G. Approval of Minutes

H. Next Meeting

October 28th, 2019

I. Adjournment

Moved: Josh | Seconded: Jon

There being no further business, be it resolved that the meeting be adjourned at 9:40pm.

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