



## Executive Council Meeting

**Scheduled Time: 6:00 PM - January 6th, 2020 | 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](mailto: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	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 6:17pm.*

### B. Amendments to and Adoption of the Agenda

*Moved: Jon | Seconded: Jenna*

*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**

**D. Personal Updates**

**E. Professional Updates**

I. President

- Attended last BCom sub-committee meeting
- CUSnack filming on Dec 27th
- Clubs Innovation Fund on the go; took on the lead with Andrew
- Meeting with Sauder Alumni new hire with Harleen on Thursday
- Pam - HR Partner is back from exchange

II. Vice-President, Academic Affairs

- CMP trying to push hiring earlier this term for tutors
- ExCo pushing picture submissions from events for marketing
- Junior Dev has info session coming up

III. Vice-President, Finance

- Analyst came back from co-op
- Audit Associate hired
- Currently writing Q3 and working with team
- Finance procedures and tracking talks with Priscilla

IV. Vice-President, Internal Affairs

- AVPI room bookings are increasing
- OC lockers are up and running; Hubert is in charge of that
- BizWeek marketing is up on FB; struggling to find speakers
- Elections - has to have two separate elections this year (one for Senator position and another for the other positions)
- CUSustainability - conference is underway; looking to host it on March 21st
- Awards - no updates

V. Vice-President, Marketing and Communications

- Meeting with Y&P; things are going well. Team met to discuss plans for the year, having socials, working with Artona. Set hard deadline for March 6th to take pictures - included this date in CUSunday
- VM created list with photos they have for specific services
- Will be implementing stricter rules regarding attendance of VM photographers at events

- VI. Vice-President, External Affairs
- Met with Jon regarding POITS
  - Meeting with Jonathan Javier and Chantal tomorrow to plan out event; planned for February - submitted room booking request
  - Policy Committee meeting tomorrow
  - Meeting with Marina - alumni on Thursday; sending email to all services regarding the information needed for data purposes
    - I. Jon: what benefit is this to us?
    - II. Harleen: maintaining our relationship with Sauder alumni
    - III. Jon: should we send out a Google Form for services to fill out?
    - IV. Harleen: will be sending that form in the email to services
  - Cindy taking over CR
  - Imprint - conference coming up in one month
  - Meeting with all services for one-on-one's
  - NSCC is over
  - Me Inc. - working on planning out the conference
  - LGBTQ - conference coming up
  - EMP - talked to co-chairs about their hiring plans; they sent over deliverables to Harleen recently. Giving them two weeks to hire their team, otherwise service will be suspended for the term
- VII. Vice-President, Student Engagement
- PR's went well; met up with all the generalists to discuss feedback
  - SISA - two main events left for the year
  - CCP - care package distributions on Wednesday
  - Sauder Sports - conference confirmed for March 5th
  - FYC - budget is still being finalized
  - HeWe - a couple events this semester and HeWe Eats
  - POITS - POITS x UBC is happening in the Nest & ski trip still has some tickets left
  - Grad Night - hired 3 people
  - AVPs going to meetings with their services; Jon met with AVPs to discuss goals and plans for the new year
  - CUSnack happened in Dec; went really well. Will be planning out second round soon
  - CUSpring coming up after reading break
  - Helping out with JDC Junior Dev a little
- VIII. Administrative Director
- Helping Dante with planning board/exec social
  - Helping Priscilla schedule group Artona photos
- IX. Ombudsperson
- No updates

## F. Executive Business and Discussion

### 1. Sauder alumni team - Priscilla

- a. Want list of events that involved UBC Alumni (name of event, date, names of alumni)
- b. Jon: what's the reason behind this request?
- c. Priscilla: didn't specify. Will follow up and give us an update.

### 2. Code - Jon K.

- a. [https://docs.google.com/document/d/1cVYop7IAyfTaNk1pzIqDhHGZramsJWA7JGz\\_2YTxQb0](https://docs.google.com/document/d/1cVYop7IAyfTaNk1pzIqDhHGZramsJWA7JGz_2YTxQb0)

[/edit](#)

- b. Dante and Kristian asked execs to send edits/updates to the code related to everyone's respective portfolio
- c. Jon: suggests loosening up HR requirements for interviewing during hiring. Also recommends making suggestions that break down bureaucracy but maintains the accountability aspects
- d. Jon: take some time this week to read through the code and send your suggestions to Dante/Kristian

### 3. AGM - Jon K.

- a. Code requires that SE put up AGM and student survey every year
- b. Jon: suggests suspending AGM and student survey this year. If everyone agrees, we'll have to take it to the Board to approve as well. What are your thoughts?
- c. Annie: AGM was informative and beneficial when she went last time.
- d. Jon: suggests holding AGM during Board meeting, bring food, and invite people to attend
- e. Annie: really liked the casual environment of AGM (eg. people could come and go whenever they want). Hosting it during Board meeting may be too formal
- f. Jenna: is there a structure to an AGM that you have in mind?
- g. Jon: never been to an AGM but probably start with introductions, recap for the year, Q&A, and then open networking
- h. Jon: do you guys think we should still have an AGM this year even though we didn't have one last year?
- i. Jenna: good idea to still have an AGM for students to attend
- j. Priscilla: to draw students, we should include information about opportunities where they can get involved
- k. Jon: good idea; coincide AGM with hiring opportunities
- l. Suprabhe: Hiring Round 3 would be the best to include

### 4. Final decision on AVPM - Annie C.

*Motion to move in-camera due to the topic being pertinent to HR*

*Moved: Jon | Seconded: Jenna | Thirder: Annie*

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

*...the motion carries.*

*Motion to stay in-camera*

*Move: Jon | Seconded: Annie*

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

*...the motion fails.*

### 5. Christmas decor takedown - Harleen S.

- a. Taking down decor post-meeting; will need help

### 6. Reimbursements for ski trip - Harleen S.

- a. Risk Management Officers - going on ski trip in a working capacity (i.e not drinking); letting

attendees know about the responsibilities of these officers, keeping themselves available for people to reach out to if needed

- b. Jon: question is whether these officers can/should be reimbursed?
- c. Jenna: what's the reason behind why officers should get reimbursed?
- d. Harleen: there's a second part to this conversation

*Motion to move in-camera due to confidential information being shared*

*Moved: Harleen | Seconded: Jon | Thirded: Suprabhe*

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

*...the motion carries.*

*Motion to stay in-camera*

*Move: Harleen | Seconded: Annie*

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

*...the motion fails.*

- e. Jon: makes sense to reimbursement since Officers are on duty; perhaps have them pay \$170 which is what execs would pay → reimburse \$360 total
- f. Jenna: agrees with that

*Motion to approve \$360 to subsidize execs (Harleen and Priscilla) attending for risk management purposes*

*Moved: Jon | Seconded: Jenna*

*In favour: All  
Opposed: None  
Abstentions: Priscilla, Harleen*

*...the motion carries.*

**G. Approval of Minutes**

*Moved: Harleen | Seconded: Jenna*

*That the minutes from the Dec 2nd Executive Council meeting be approved for public distribution.*

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

*...the motion carries.*

**H. Next Meeting**

Monday, January 13 at 6pm

**I. Adjournment**

*Moved: Jon | Seconded: Harleen*

*There being no further business, be it resolved that the meeting be adjourned at 8:21pm.*

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

*...the motion carries.*