



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 6:00 PM - January 20th, 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 – 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)			Kassandra
Suprabhe Ballary	Vice-President, Academic Affairs (Vice-Chairperson)			Rose
Harleen Sohi	Vice-President, External Affairs	X		
Jenna Leung	Vice-President, Finance			Daniel
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		X	
Kassandra Tran	Administrative Director	X		

Guests:

A. Call to Order

The meeting was called to order at 6:21pm.

B. Amendments to and Adoption of the Agenda

Moved: Harleen | Seconded: Josh

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. Transition Reports - Pamela & Cheryl
 - I. Transition reports for execs and service chairs started last year
 - II. Timeline: reports due before retreat; exec and board deadline is Feb 15. Is that feasible?
 - III. Josh: draft or final?
 - IV. Pamela: draft. Draft for all portfolios; goal is to keep adding on to reports each year
 - V. Pamela: is that deadline feasible for everyone?
 - VI. Harleen and Jon: can I get until the 18th?
 - VII. Pamela: will extend the deadline to Feb 18th for execs
 - VIII. Josh: does the final report have to be completed before retreat?
 - IX. Pamela: yes, before retreat. Report won't really be published anywhere but will act as a guide for outgoing execs to use during transition meeting with incoming execs
 - X. Pamela: Process moving forward → exec council draft deadline is Feb 15th and final draft deadline is before retreat
 - XI. Pamela: For service chairs, they are supposed to put together a transition report for their next chair, who will add to it as well once they are done their year
 - XII. Harleen: what happens for transition reports of service on hiatus?
 - XIII. Pamela: is there any transition report from the past?
 - XIV. Harleen: don't think so
 - XV. Pamela: ask Priscilla if she can find some sort of previous transition report for that service so that they don't have to start from scratch
 - XVI. Pamela: aiming for 100% turnout rate for transition reports
 - XVII. Pamela: AVPs should all have transition reports and same with Presidential Portfolios. Deadline is Feb 29th; feasible?
 - XVIII. Cassandra: yes
 - XIX. Jon: do you have any model transition reports you can share?
 - XX. Harleen: I can share my CAP transition report
 - XXI. Cheryl: if there is already a current transition report, current execs/chairs/etc. should be adding on to it **not** creating a brand new one
 - XXII. Pamela: Service chairs and commissions transition reports are due March 15th

Motion to add discussion of hiring policies to agenda

Moved: Jon | Seconded: Josh

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

...the motion carries

D. Personal Updates

E. Professional Updates

I. President

- Met with UGO - Nicole
- Attended Commerce Day Gala; speakers were good
- Attended JDC this weekend
- BCom Review for student discussion is tomorrow at 12:30-1:30pm
- AMS Inter-Constituency Social on Thursday in The Nest at 5pm → RSVP on FB event by tonight
- All Candidates Forum at 6pm on Wednesday in HA 491 or 492
- Ajit - former VPF talked about starting CUS Advisory Committee at the beginning of the year; having phone meeting on Friday regarding this

II. Vice-President, Academic Affairs

- CMP is interviewing tutors this week
- Junior Dev has received the target applicants (80) so they did not see the need to extend deadline
- Exco focusing on marketing through boothing
- Working on liaising with Michael for the BCC project and will be attending their presentation this week
- JDC West won 3rd place for school of the year and 2nd place for academic school of the year

III. Vice-President, Finance

- Portfolio meeting tomorrow
- Chatting with commission on invoice tracking
- Q3 underway

IV. Vice-President, Internal Affairs

- Room booking requests declining
- Lockers going well; email Hubert if still waiting for response
- Sent email to all services to clean out storage room
- Awards - no response
- BizWeek - event went well overall; high turnout during boothing
- Elections - struggling to find 4th Year Rep
- CUSustainability - event on 21st; new venue secured
- Building Users - meeting tomorrow at 12:30pm to discuss surplus; any complaints from students regarding building/repairs → send to Josh before meeting with Linda in Feb

V. Vice-President, Marketing and Communications

- Bi-weekly CMD meeting yesterday
- Talked to Jason and Felix about implementing strict policy
- Y&P going well; Artona said that people still aren't signing up for headshots → made deadline clear on CUSunday

VI. Vice-President, External Affairs

- POITS ski trip went well; Risk Mitigation Officer → not a lot of risk issues: minor car accident, pushed back bus schedule on Saturday night so people don't have to walk back at night, created FB group page, spoke with Pub manager and gave contact info in case of any incidences, one student needed two stitches due to getting hit by door. Spent \$800 for 35 boxes of pizza
- Almost done all one-on-one's
- Me Inc. - Navigate on 28th
- LGBTQ - Out Conference on Thursday; has 50 attendees
- SVPSC - working on case competition
- Imprint - ticket sales underway; not as successful as expected due to snowfall this year
- EMP - officially going on hiatus; bringing it up at board meeting next week
- CR Commission meeting last week; reaching out to companies still
- Meeting with Undergrad Office with Suprabhe regarding Risk Mitigation Officer

VII. Vice-President, Student Engagement

- Service visits underway
- Going to BCom Review tomorrow for Town Hall at 12:30pm in HA 434
- Met with Founder of New Business Review
- JDC West - our school did really well; team came together really well and supported one another. Jon, Priscilla, and Kristian got to have great conversations with JDC Board and OC

VIII. Administrative Director

- Working on booking venue for retreat
- Scheduling Artona photos for execs and board

IX. Ombudsperson

- Back for Term 2; will be attending meetings

F. Executive Business and Discussion

i. New Business Review - Jon K.

- I. Jon: Reboot of Sauder Business Review; Sav reached out to CUS members but not much progress made. Jon spoke with her on the phone and invited her to come in next week to present to execs. Becoming full service would require full hiring => psuedo-service
- II. Annie: candidate applied for her portfolio
- III. Jon: what are your thoughts of New Business Review being a psuedo-service?
- IV. Josh: too early to know before having her come in and present
- V. Jon: how should we approach the presentation?
- VI. Josh: let her present and see if there's value in this; not give her feedback immediately
- VII. Priscilla: did she specify what she wants from us?
- VIII. Jon: she wants to be affiliated; get funding from us

ii. Hiring policy - Jon K.

- I. Jon: service council hiring last year was so chaotic with having to meet all of the requirements for the interviewer panel; suggest VP and Equity Rep still mandatory but have AVP act as second VP and board act as backup
- II. Josh: had to reschedule a bunch of times and had little board involvement anyways so changing this policy may not make a lot of difference
- III. Annie: agrees with Jon; it will also make board feel more involved in decision-making process
- IV. Harleen: agrees with Pamela and Cheryl; should be more involved in other things like

event-planning, etc. rather than interviews

V. Harleen: recommends not requiring two VPs for service chair hiring because it's very intimidating to have so many people interviewing one person

VI. Pamela: only one VP is required for commission hiring but two VPs are required for service chair hiring

VII. Pamela: what set the precedent for two VPs because it has been in policy for a long time?

VIII. Harleen: policy was made a long time ago so not really sure; either way, it's very intimidating to have so many interviewers for every interviewee

IX. Josh: having two execs are beneficial because it's good to get multiple perspectives on hiring and because there's often a lot of overlap between portfolios as well

X. Recap: two VPs sit in on every interview or if second VP isn't available, then board can sit in as second VP

Motion to bring this discussion item to Board meeting

Moved: Jon | Seconded: Josh

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

...the motion carries

G. Approval of Minutes

Moved: Harleen | Seconded: Annie

That the minutes from the Jan 13th Executive Council meeting be approved for public distribution.

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

...the motion carries.

H. Next Meeting

Monday, January 27

I. Adjournment

Moved: Harleen | Seconded: Josh

There being no further business, be it resolved that the meeting be adjourned at 8:08pm.

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

...the motion carries.