



commerce  
undergraduate  
society

## Executive Council Meeting

**Scheduled Time: 6:00 PM - February 3rd, 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 6:10pm.*

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

*Moved: Harleen | 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. AMS VP Admin Visit - Cole

I. Checking in with various constituencies to see how things are going and where things can be improved. Feel free to share your thoughts regarding AMS as well.

II. Harleen: regarding bookings process, it could be more streamlined in terms of communication/response times

III. Cole: for subsidiaries, it goes through one person → all on one form that gets put through the internal system (Clubhouse) which is where the delay can happen. Been looking for a replacement system; found one that fits better with bookings, so currently working to see if there's a way to fit this into our existing processes

IV. Jon: how likely is this to happen?

V. Cole: very likely since we need to replace it; really comes down to council approval. It will be approx. \$50-60K for this implementation

VI. Jon: what can AMS do to streamline the financial reimbursement process?

VII. Cole: the new platform allows you to upload receipts, etc. online for reimbursements so this would help to streamline it

VIII. Jenna: have been cases of paper submissions being lost so it is important that the financial process is moved online. As well there are issues with our credit card limit

IX. Jon: when does AMS audit happen and who does it?

X. Cole: in the summer by D&H Group; looking to change auditors in the future like Deloitte or KPMG

XI. Jon: what are your priorities while running for AMS President?

XII. Cole: can't speak about that; not allowed to pre-campaign. Coming in to this check-in as VP Admin

XIII. Harleen: AMS Inter-constituency Social was great and should be done earlier like in May when new members are hired

XIV. Cole: trying to do another one this year

XV. Jenna: thanks for signing contracts so fast as well

**D. Personal Updates**

**E. Professional Updates**

i. President

- Helped with POITS x Everyone on Friday
- JDC West call regarding next year's co-chairs on Saturday
- Started transitioning with Sanjay on Sunday
- Attended Building Users meeting on Saturday

- II. Vice-President, Academic Affairs
  - Looking to book Gallery for “Meet the Prof”; can’t book on Fridays because it’s too busy so may have to be on a Thursday
  - CMP going smoothly
  - ExCo hosted a giveaway to help with marketing themselves
  
- III. Vice-President, Finance
  - Meeting with JDC soon to go over reimbursements
  - Assembled team to help with reimbursements; really efficient team
  - Q3 is still in the works
  - Transition report going fine
  - Catching up on ExCo reimbursements still
  
- IV. Vice-President, Internal Affairs
  - CUS Elections are done; Senate elections awaiting
  - BizWeek is over
  - CUSustainability - planning for conference
  - Awards - venue is booked; expecting 200 people to attend → sending out invitations in March
  
- V. Vice-President, Marketing and Communications
  - Working on marketing/promotion for CUS hiring
  - Nancy helping with CUSunday
  - Doing one-on-one’s with team and focusing on career goals
  - Meeting up with VM
  - Y&P - deadline is coming up for grad photos
  - Exec hiring is launching soon
  
- VI. Vice-President, External Affairs
  - Me Inc. - Navigate went well; good attendance
  - Imprint - working on conference which is next Tuesday; helping them find judges for junior case competition
  - EMP - officially on hiatus after Board meeting vote
  - LGBTQ - planning final event in March
  - SVPSC - event on Feb 29th; working on contacting people to be judges
  - POITS x Everyone was last Friday; nothing too bad happened
  - Met with Nicole and Pam today
  - Made fridge and microwave rules sign
  - Meeting with service chairs for one-on-one’s
  - Meeting with Sanjay on Friday
  
- VII. Vice-President, Student Engagement
  - Attended Navigate event
  - Met with BUCS Rep; determining how to approach event this year
  - Bell Lets Talk on Wednesday
  - Met with Lauren about POITS and Sauder Unlimited
  - Went to SISA meeting; planning for main flagship event - Cultural Night
  - Went to POITS x Everyone; minor altercation but overall went well
  - JDC West call about 2022; we’ll see how it goes
  - Sauder Sports had basketball event; planning for rock climbing event

- POITS planning for Valentine's Day event
  - Meeting up with AVPs to get more updates on service chairs
- VIII. Administrative Director
- Planning for CUS retreat
  - Helping with archiving CUS hiring email
  - Planning Presidential Portfolio social
  - Scheduling Artona group pictures
- IX. Ombudsperson
- Presented report at Board meeting

## F. Executive Business and Discussion

### i. **Grad Night Subsidization - Suprabhe B. (5 mins)**

- I. Suprabhe: Our CUS budget doesn't have a lot of money allocated to upper year students. With our huge surplus and because we didn't reach capacity last year, we should try lowering the cost of tickets to attract more students to buying tickets for Grad Night
- II. Harleen: agrees that we should try reducing the costs from \$110. What's the capacity for Grad Night?
- III. Jon: 400 students
- IV. Harleen: what price are you thinking of pricing these tickets at?
- V. Suprabhe: I think \$50/ticket is a good price for students to afford
- VI. Harleen: this would mean that we would need to allocate another \$24K to Grad Night
- VII. Priscilla: this would need to be approved by the Board then
- VIII. Harleen: the limo that takes people to the club after the dinner should be included in the \$50
- IX. Priscilla: I'll send out a poll on Slack to get approval from Board; Harleen volunteers to write up Q3 report for this

### ii. **JDC West Hiring - Priscilla C. (5 mins)**

- I. New JDC chairs need to be hired during Exec Council hiring because they have their own timelines
- II. Jon: usually they're hired during Service Council hiring
- III. Annie: Exec Council hiring is going up tonight so we'll need to whip up marketing really quick if we want JDC West hiring to go up at the same time
- IV. Priscilla: This is up to Sanjay since incoming Board is in charge of hiring for next year
- V. Annie: will reach out to Sanjay about this to decide if JDC West hiring should be done with Exec Council tonight

### iii. **Budget Surplus Accumulation - Harleen S. (5 mins)**

- I. Harleen: we have a massive accumulation of surplus; if we keep neglecting this, it's just going to keep accumulating. Lauren has suggested using part of the money for improving the Sauder building. Pam suggests looking at doing more club stuff but we already do a lot of club stuff. Does anyone have any ideas of what we should do with this money?
- II. Suprabhe: reduce student fees
- III. Harleen: problem is that we run the risk of never being able to bring the fees back up in the future
- IV. Jon: we should be charging interest, subsidizing one free club membership for all students, and potentially helping with building improvements
- V. Harleen: likes the club membership idea but how will we logistically do this?
- VI. Jon: have everyone fill out a club subsidy form with their student number and we filter

the forms to ensure there aren't any duplicates

VII. Harleen: this idea is good but we would still have a large surplus from it

VIII. Jon: another idea that can use up a larger part of our surplus is if JDC West comes back to Sauder in 2022 → would need to find approx. \$100K in sponsorships so CUS could be the main sponsor for the JDC competition

IX. Jon: we should get a proper figure of what our surplus is exactly before we decide what the money should be used for

X. Jenna: asking AMS to find out this figure

**G. Approval of Minutes**

*Moved: Jon | Seconded: Annie*

*That the minutes from the Jan 27th Executive Council meeting be approved for public distribution.*

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

*...the motion carries.*

**H. Next Meeting**

Monday, February 10

**I. Adjournment**

*Moved: Suprabhe | Seconded: Harleen*

*There being no further business, be it resolved that the meeting be adjourned at 7:54pm.*

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

*...the motion carries.*