

# CUS Board of Director Minutes

March 27<sup>th</sup>, 2011



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## CUS BOD Meeting March 27, 2011

**Attendance:** Chrisanne, Johannes, Tim, David, Enzo, Jackie, Lilian, Vitor, Mandy (skype)

**Late:** Jacky

**MIA:** Klazina (sick)

**Start Time:** 6:37pm

### Introductions- New Board Members

### Personal Updates

### Individual Updates

#### Johannes

- Hiring; very pleased with hiring turnout
- Working on turnover process
- Our exec team is hired; interviewed over 95 people over two days
- Total of over 30 hours of interviews

#### Tim

- still transitioning into AMS role; has been talking with Dylan about role

#### David

- convinced Elisha and Lauren to open a position for VP Finance for FROSH

#### Enzo

- possibility of recording review sessions for finals up online
- would like to look more into this; if someone isn't able to make it, is a good way to keep updated

#### Lilian

- Mandy Lilian had meeting a few weeks ago; talked about goals for the year
- Want to connect with the students
  - o Formspring, doing more research
- Looking to start up a budget oversight committee soon

## **Vitor**

- updating self on policy papers, constitution, etc for speaker role

## **Jacky**

- met with MIS coordinator, Carson Woo
- brief meeting with Katrine MacDonald; connected himself with all professors a part of various CUS committees
- working on meeting with academic committee with Katrine MacDonald

## **Committee Updates-Structural Organization Committee- Klazina**

- Lilian, Mandy, Enzo, Klazina, Jacky
- Had meeting over the weekend a couple weeks ago
  - o Johannes: all changes have been passed through; but found out committee hadn't talked to any of the executives about issues; some animosity arose; will be discussed tomorrow
  - o Sauder Squad was recommended to be cut, but was done with neither Paulina nor Chris being involved
  - o Chrisanne: and the job has already been posted
  - o Johannes: we're going to reverse this and bring this up at tomorrow's board meeting
  - o Recommendation to SOC: talk to the executives before removing a position from underneath them

## **Academic Committee- Jacky**

- had first meeting; identified tasks that they need to do
- have people assigned to specific roles
- need to have meeting to set up for upcoming roles; discuss changes they are planning to bring up

## **Contributed Surplus Committee- Johannes**

- few updates; working on setting up a meeting
- Johannes: wondering if David is interested in chairing this committee as well

*Motion for David to become an additional chairperson for the Contributed Surplus Committee*

## **Discussion**

Tim: I think David would be a great choice, I would trust him

Enzo: I would trust him

David: How much money is involved?

Johannes: \$350,000.

Johannes: I will be on the committee as well

For: Unanimous

Against: 0

Abstain: 0

*Motion carries. David will be one of the new chairpeople for the Contributed Surplus Committee.*

### **Building Committee- Tim**

- had preliminary meeting with David and Lilian
- went over history of the referendum and building
- discussed upcoming tasks for the year
  - o final touches of CUS lounge
- discussed taking advantage of summertime to work on refinancing agreements
- have been in contact with Tom about refinancing
  - o Tom is the former building committee chair
- In next meeting will be deciding if want to get a start on this or wait until September
- Building will be here and ready in September

Enzo: what's the verdict on the 24 hour access

Tim: wont happen until building is fully renovated in September

- Johannes and I have been pushing to have the building open for longer hours during exam time

David: can we also have the CLC open later?

Tim: I will look into this.

Vitor: when will we start paying the \$500?

Tim: We will be paying at the start of September. The fee should be coming in when Phase 3 is done

Vitor: when do we have a CUS office?

Tim: late August.

Jacky: what happens if the building is finished late?

Tim: I don't foresee this being an issue since we are quite on time at the moment. I would give the school the benefit of the doubt to defer the fee to term 2 should the building be finished late

**Deliverable: Tim will be looking into having the CLC open later**

### **Marketing Committee- Enzo**

- CUS store
  - o Chris is working with Graeme
  - o Setting up meeting with VP marketing and his portfolio soon
  - o Have to talk to Graeme a bit more
  - o Working on this more after turnover

### **Budget Committee- Lilian**

- no updates; setting up meeting with David Lam soon

### **Policy Committee- Jacky**

- Chad has said will be working on unknown piece of policy this week
- have plans to address Johannes' concerns re: turnover
  - o Thinking will need an immediate referendum change
  - o Thinking it would be good to have this change during the first year elections
  - o Looking into mini referendum change in reference to the constitution

Tim: what kind of changes?

Jacky: re: turnover

Johannes: could you look into these things being put into policy issues as opposed to constitution issues?

Tim: I think that if it seems we're having constitutional referendums, it wouldn't look great if we have another one so soon in September

Jacky: The reason I wanted to do that was because we need to rely on the first year vote to change it if the turnout is good for voting;

Chrisanne: what do we want to change?

Jacky: there have been ambiguities with the turnover system; as of now there are technically two sets of people in power until the official turnover date; we would prefer the new execs gain some experience before they are officially turned over as opposed to being put into the new role the date of turnover.

### **Discussions**

Vitor: I would like to limit each discussion to 10 minutes

### **Agenda Submissions and Approvals of Minutes**

David: what about emergency things that happen that we NEED to talk about on Monday

Jacky: in your agenda, you have to approve the previous minutes as well as need a section for "approval for new minutes"

Johannes: Everything submitted before Friday is on the agenda; board has to approve the last minute things before they are discussed

Vitor: it's important that people come prepared to the meeting

Tim: I think we make some important decisions, and it's important to be prepared and not make decisions on the spot

Tim: what is the exact time?

Vitor: Friday 6pm

Chrisanne: I think that this is completely fair, definitely better for the students

Tim: so the agenda itself will be sent out on Friday as well?

Vitor: yes it will be sent as soon as possible to the board

Lilian: we also have a google doc for that

*Whereas the purpose of the CUS Board of Directors is to engage the general membership of the CUS and requires sufficient time to fulfill this requirement,*

*be it resolved that the CUS Board of Directors require three calendar days notice for submission on all agenda item including all relevant materials to be distributed to the Board of Directors. Be it further resolved that the CUS Board of Directors direct the Policy and Procedures Committee to draft adequate clauses to be added to policy as determined by the PPC.*

Voting Phase

**For: Unanimous**

**Against: 0**

**Abstain: 0**

*Motion passes. The CUS Board of Directors requires three calendar days notice for submissions on all agenda items. The Policy and Procedures Committee will draft the appropriate clauses.*

**Ratifying Minutes**

Chrisanne: don't we have to approve the minutes from the past meeting at the beginning of a new meeting?

Johannes: No we don't

Tim: Does that mean we'd be approving them at the next meeting?

David: Yes

Jacky: I absolutely agree with the idea, but it's such a basic procedure, it is surprising that the CUS doesn't do it. I'm not against but is it necessary?

Johannes: It's in the policy of the AMS that we have to do this; I think that in terms of long-term sustainability if you have a clause in the organization of this, it is better

*Whereas the CUS Board of Directors strives for transparency in its operations and proper record keeping, be it resolved that the CUS Board of Directors request the minutes of prior Board of Director and Executive Council Meetings to be ratified prior to distribution to the general membership of the CUS. Be it further resolved that the CUS Board of Directors direct the Policy and Procedures Committee to draft adequate clauses to be added to policy as determined by the PPC.*

Voting Phase

**For: Unanimous**

**Against: 0**

**Abstain: 0**

*Motion passed. Minutes will be ratified before being distributed to the public. The Policy and Procedures committee will draft up the appropriate clauses.*

**PNEC Developments- Johannes**

- directorship of PNEC and IB have decided that they would like to give PNEC to the CUS

*Motion to move in-camera*

For: 5  
Against: 0  
Abstain: Jacky (1)

*Motion to move out of camera is passed.*

### **Project Management System- Jackie**

- looking at BaseCamp and a Google Document to keep track of all exec and board members' projects and tasks
- this will ensure transparency between teams and allow for efficient completion of projects
- BaseCamp downside: expensive; \$150 per month
- Google Doc downside: a little too primitive for some tasks; may be slightly disorganized

Tim: Wiggio is another option; similar to BaseCamp and is free.

**Deliverable- Jackie: create accounts on Wiggio for everyone**

### **Summer Meeting Times**

Johannes: evenings are probably best

Johannes: Monday at 6:00?

Lilian: I can't do much later as I will be commuting

Enzo: Weekends?

(All): No weekends.

**Deliverable: Jackie Send out question re: can people make it summer 6:00 at UBC Robson Square**

### **Board Member Discounts**

- executive council gets discounts, want to know if board should be allowed discounts
- Johannes: we have been discussing if this is allowable
  - o We will be talking about this at our exec meeting as well
- Enzo: It would be easier to evaluate event-related issues at board meetings
- Chrisanne: the board is now smaller, and we want to make sure the students are attending the best events
  - o The execs are much more hands-on with events; I think it'd be helpful to be more informed when making top decisions about these matters
- Tim: we will get more information on events and conferences; as people overseeing strategic direction of CUS event- it would be helpful to show our involvement by being present; would help us reach out to students we normally wouldn't be able to talk to
- Enzo: I think it gives you credibility when discussing issues at meetings

- Lilian: It makes us board members more approachable too; students can reach out to us like we can reach out to them
- Tim: would we have to take on a different role in attending as opposed to just being an attendee?
  - o If we do go to these events, we're not going just on behalf of ourselves but on behalf of the CUS as well
  - o With great power and great discounts comes great responsibility

### **CLC Equipment Proposal**

- Jacky: I fully support because Queen's used to invest in equipment
- Tim: Is Queens an anomaly? What is our precedent for contributions?
- Jacky: Queens & UBC are anomalies together with high student fees to invest in the building and equipment
- Johannes: the money we as the CUS raise initially was to ensure the best academic experience for the students
  - o To clarify, this is going towards a media room?
- Lilian: it was regular equipment that needed to be replaced; not too sure what's going on with the media room right now
- Tim: I talked to Rob about this, the digital media room was completely funded by business sponsorship
- Enzo: I think we can justify spending on these things but I don't think we need all of this stuff
- David: I think we need board members to break down the budget completely
- Enzo: I don't think some of these things are absolutely necessary and unsure if they add value to the CUS members
- Johannes: If we fund this for the CLC, I would almost say we should buy our own stuff as opposed to funding the CLC (i.e. we buy for ourselves for the Sauder students)
  - o Where would you use a high-power speaker system for the CLC?
  - o Some are worth funding i.e. lapel microphones
  - o We should also look at where can we invest with our own capital? I.e. POITS doesn't have a great sound system (broken boom box around for 7 years)
- Tim: I agree, and if we're giving a \$30,000 contribution from CUS to the CLC, we need more than excel document to tell us this information; presentation would be useful
  - o Don't know how this contribution works in detail; it seems like we're buying the entire thing from the look of the excel sheet, don't see why we wouldn't have full ownership of this equipment for ourselves
- Johannes: must make sure that with ownership comes management costs; CLC therefore might be better to possess study laptops, etc
- Tim: I think this is where it'd be helpful to talk more directly with these people to ask how things would be managed
- Lilian: how will we regulate the equipment if we take on the costs ourselves; agree we need a presentation on the details of this presentation- why rent laptops from CLC when could get from DLam?
- Johannes: is there excess demand for laptops?
- Lilian: at the CLC we don't ever run out of laptops; don't see why we'd need six extra laptops when could rent right now

- Enzo: Lilian works there, makes great point; never seen CLC computers full b/c everyone has own laptop; I can see some things being useful but other items redundant
- Lilian: and we already have the DLam computer lab and other labs, don't see some of the value
- David: where would the sourcing come from? Our budget or can we cut somewhere and allocate it to this? I know we give BCC a lot and have been talking about cutting back their budget, thoughts?
  - o Tim: depends; isn't a true allocation every year, will have a new proposal every year from chairs of conferences so wont know exact amount to allocate; hard to say what we cut from when we don't know how much we're even asking for
- Johannes: should we direct someone to look into this
- David: I can look into this.
- Tim: decide maybe what next project is and create presentation
- Johannes: can you get in touch with Julie Li?
- David & Enzo: Yes.
  - o Will get in touch with Johannes with contact info of CLC person as well as Julie to figure out exactly what we need
  - o Work with Julie to see if we can buy some of this equipment for ourselves
  - o Want to look at where is this going, what should we be paying for

**Deliverable: Vitor is to look into if we are supposed to meet (as per constitution) during exam period**

**Deliverable: David and Enzo will get in touch with Julie Li and the CLC contacts to obtain further details on the CLC proposed equipment list**

David: What is the policy on attending exec meetings and when in-camera?; interesting that we can't sit in on exec in-camera

**Deliverable: Chrisanne will look into sitting in on in-camera and exec meetings**

*Motion to Adjourn: Unanimous*

**Meeting adjourned: 8:52pm**