



commerce
undergraduate
society

CUS Exec Council Minutes

November 23rd, 2011

Start Time: 6:45pm

Present: Aldora, Johannes, Chris, Jackie, David, Andrea, Julie, Dylan, (Riley)

Late: Sara

Regrets: -

Call to order and adoption of the agenda

- Attendance
- Approval of Minutes

Motion: Dylan, Chris

Voting Phase

BIRT the CUS Executive Council approve the minutes from the previous meeting of the CUS Executive Council dated Nov 16th, 2011.

Motion to Table until Fixed

- **Adoption of the Agenda**

Personal Updates

Laptop/ Phone Expectations (Board and Exec Meetings)

- Dylan: during presentations there should be laptops down rule, and only when you need to have Excel open or when there needs to be a question period where you can look at a presentation should there be an exception; they could also have paper handouts of their presentation
- David: sometimes it depends- if you have to do the math on the computer, I'd say use your own discretion
- Dylan: if we don't use our computers, I believe the meeting could go faster for both board and exec meetings
- David: printing out documents is a waste of money however

- Dylan: there's a pro and con to each, the cons being a waste of paper and money
- David: laptops down during presentations and use their discretion should be the rule
- Andrea: when the laptops are open, they aren't always not focused, a lot of people read the powerpoints and flip through them, I don't think it's a huge problem during board meetings, occasionally it will happen but it's the honour system
- Chris: if we're discussing things, sometimes I'll remember something and make a note to send an email or something and write myself a reminder on my computer
- Dylan: we should have read the presentation beforehand, if we had a professional board meeting you'd have read this beforehand and come with your questions, and we could go through the meeting quickly
- Chris: is that not an expectation of the board?
- Dylan: it should be, I don't know if the same standard should be set for the execs
- David: if you read a presentation you wont memorize everything and may want to review things, right now the only issue is people not focusing, I think we're all adults
- Johannes: how are we functioning in the business world? An interesting analogy to this, I was talking to my professor today and she puts so much work into her presentations and loves teaching, and she comes to a class and people are on their Facebook, etc and not paying attention and it turns her off of teaching; the people that have the guts to come and talk in front of us, that's huge, we can check emails and send those at any point in the day, but if for an hour and a half we can't appreciate these peoples' work and focus on being a team, if we think sending an email is more important, then what are we? I think we need to respect each other and the work that we've done
- David: I think we're assuming that everyone's only going to be using their computers for presentations, enforcing having laptops down may be difficult, we have to look at budgets and excel sheets
- Johannes: maybe it's opt in instead of opt out? Leave laptops down, and when it's necessary bring the laptop out?
- David: when I do presentations to professionals, they're all on their phones and listening so I'm used to that
- Chris: that's been my experience as well
- Johannes: do we want that?
- David: I'm indifferent
- Julie: do you feel uncomfortable with what we're doing right now or at the board?
- Johannes: I feel like if I need to get a message across during a meeting, I can and people can listen, but not everyone can do this necessarily
- Andrea: in the past two months have you found this being a problem?
- Johannes: I'm just bringing it up as discussion
- David: if it gets out of hand, then we'll take action
- Julie: I think we're accountable to each other
- Aldora: it's not even about just the computers, its people talking to each other
- Johannes: and people messaging each other, is that okay?
- Dylan: I will do that with people in the room
- Aldora: just don't talk in person
- Johannes: lets just keep people accountable
- Andrea: you need to give people the benefit of the doubt, everyone's an adult

Portfolio Updates

- Julie: the coffee is installed, according to them they had over 200 cups consumed today, because of the high demand we're going to install a second machine to decrease the lines
 - Dylan: consumption is going up, it's going to still be within our constraints, a lot of people like hot chocolate and we're out
- Julie: Dean Dan is coming back tomorrow and looking at the cleanliness of CA Hall, we had a warning about taking things down, if Dean Dan thinks it's messy he'll say something, otherwise Chris and I worked on the tack boards and split the up into CUS conferences and services and clubs, we're still working on it; we're putting together a rule about how to post things and what to post, and I'm hosting an all-club presidents meeting
- Aldora: not much has been going on, I'm working on the BizChina thing and waiting for a response from them, and Jacky and I are meeting with an expert on this issue. There's a new club called Global China getting a petition to start up
- Andrea: I've been working on SBC-V stuff, I've been working on the event for tomorrow night, only six mentors are coming out so it may be more of a panel, so I'm trying to figure out how to make sure people get value out of the event; I've also been working with the CR people; I met with IBC to debrief about the conference and talked to them about how it went, they have a feedback document, overall the people that attended really enjoyed it and got a lot of value out of it, they really enjoyed the speakers, but next year we need to discuss if we want to restructure and scale down the event (70 seats for students, smaller venue, more exclusive, 60 delegates), a lot of delegates came to listen to Stockwell Day speak and not network with students, but they drew a lot of delegates from their great speaker, so that's something we can think about for next year. In addition to that, for next year we have to figure out how we're going to sell tickets and whether or not we want to scale down. In terms of feedback, the professionals enjoyed it, they're going to have their wrap-up dinner and give me their turnover documents, which is another thing with the conferences, I'm trying to think of how we can enforce a stricter policy on turnover documents. There's no turnover culture engrained in the CUS, one of the things that one conference does is it's mandatory to send out a turnover document before the event. We need some ulterior incentive thing
 - Sara: we have to engrain it in people, it's an expectation
- Andrea: it may be something where they don't get a seat at Awards Night; I'm also going to talk to Phil about LGBT mentorship program
- Chris: Vicky Kinch emailed me saying that she has been put in contact with YWiB re: her screening of Miss Representation
 - Sara: should we try and do a second screening here?
- Chris: Julie and I are putting up a list of expectations for the cork board postings regarding respect and not to put up tape or staples. The CUSunday has been update as well, it's really easy to use and Vitor did a lot of work on this, we're going to put the first year blog up on the website, potentially videos

- Johannes: we hired a speaker, we had some great applicants, Graham's going to fill the role really well, I've been helping out wherever I can with CSSEC, coffee, etc; I'm meeting up with various people and am putting together a draft for the GRTF
- Sara: my team's busy as usual, we have a new grad event to recognize people who are graduating, there's a party on Saturday as well, the First Year Committee is handing out muffins tomorrow, the Second Year Committee is very busy and there's going to be a tacky sweater party coming up; CSSEC is going well, Health and Wellness- we're going to give out food to students and start getting going with bigger things in the new year
- Dylan: APT- I'm finalizing my report and on the 28th I'm going to present it to one of the assistant deans, I've been working a lot with Kristy on that. JDC went to NBSC and from what I heard, they got a lot out of it. They had their own separate sessions to work on logistical planning and strategy; in terms of class liaison, some of the final reviews have come out, and that's going well. We're just finalizing the survey for BCom/BA , and I'm receiving the BCC Satisfaction survey from Linda in order to see if there's any need in putting the BCC survey out and if so what kind of questions we'd create and I'll report back to board when I finish that. I'm hoping we'll call another Academic Committee meeting soon to discuss the BCC/ CUS relations, that's the kind of things we should be turning over to the new VP Academic for next year, I think they're doing a good job right now but there's always room for improvement
- David: reimbursements are going through; I allocated \$6000 for SCMP, if we want to break it up evenly we can discuss this at board; this year there was no presentation but there was an amount budgeted, it's difficult to say if we should be reimbursing for this program
 - Dylan: it's \$300 for the mock interview, and \$350 for those who pass the mock interview, they were talking about a multi-year thing last year May 10th 2010, maybe it'd be important for them to come in and present or email us about a contract, we haven't signed anything with them

Coffee

- Johannes: A great success today
- Julie: they were giving out paper cups today, but for sustainability I wasn't thinking we'd give out coffee cups, it'll be there for the whole year anyway, once people know that they have to bring their own mugs it won't affect consumption in the long term; Chris, Graham, myself, and Sustainability are working on sustainable mugs to sell. Discussions are ongoing right now
- Chris: We can just sell them for \$1 or two, I've been talking with Graham
- Dylan: at 12:30 tomorrow they'll put in the second machine, and we'll move the fridge, and we're going to learn how to top up things, they come every two days but we have a very high demand

NBSC

- Johannes: we had some great strategic planning workshops, and we came to the conclusion of bringing alumni to the board which is what we've been doing; JDC- we

disapproved a new scoring system that was proposed, then there was talk about a school removal system which wasn't resolved, because this is getting to be a big competition, there were different models proposed; CABS- we decided on staying in CABS and approving funding, the next year needs to discuss this, otherwise the conference was great, the CUS is doing really well and we're in a good place

- Dylan: Ourselves and Queens are doing incredibly well, our execs were able to mesh really well; in terms of academics, there aren't a lot of other schools that have a say in where their classes and academics are going, somebody proposing Com101, that doesn't happen at other schools. In terms of academics, everything is already funded by the school and we're one of the only schools that provides funding for improvements. Another workshop we had was "selling your student body" and we're doing a great job with that, we just brought great value to those who don't participate in Sauder via coffee, the Globe and Mail, and the pool table, I think we need another table of some sorts for the other side of the lounge. I think the CABS meeting needs to be discussed with the board, it's a huge strategic thing for next year
- David: we had a budget meeting and talked about reporting, how to be transparent, how to say no, a lot of their concerns are not ours, we don't face accountability problems because the AMS governs us and we get audited, we're kept on a tight shift so I feel that it's a good thing we're with the AMS
- Julie: I enjoyed the day events, club relations is something that we face, their relations are very close, they have club president socials and they're very transparent, although there's competition and targeting limited markets, there's a good culture and they work well with each other. Maybe because our clubs are very big, maybe it's something we can promote even in one term, more communication and open dialogue is something I'd like to do. I learned that larger CUS entities were great in helping smaller societies, we were thinking of mirroring the club president discussion
- Andrea: with CR, next year we need to scale down the size of the team. I was listening to the other schools and I like their team dynamics, they have a lot of hustle; in addition turnover stuff is very important, alumni and board structures and implementation was valuable, UBC does a good job of engaging alumni, but overall other schools get a lot of support from alumni and we don't have that relationship at our school, but we're doing pretty well as an undergrad society, we should be proud of the value we add to students, and other schools use us as a bench mark, Queens is going to pitch something similar
- Chris: I think our board structure and bringing on alumni is great, having a third party that will audit you is important. From a marketing standpoint, it was interesting because some of the main focuses that we have is our newsletter and website, none of the schools have a newspaper either. We were one of the only people who have a yearbook as well, I don't think a lot of other schools have a large marketing budget and a lot of people just get sponsored or in-kind donations. Xerox gave some schools great sponsorship

Club Auditing- Dylan

- David and/or Cindy should go to the VP Finances of the clubs and get updates on where the money that they have is currently located
- Chris: shouldn't the board be having some oversight over the clubs?
- Johannes: lets get the FSD to report to the exec and we'll pass it on to the board
- Chris: there should be an audit committee with some board members on it
- Dylan: we should recommend to the BoC to become the internal audit committee and to have their first mandate be that they ask all of the clubs where their money is

Motion: Andrea, Johannes

Voting Phase

BIRT the CUS Executive Council recommends to the CUS Board of Directors that the CUS Budget Oversight Committee encompasses internal audits of the CUS. BIFR that the CUS Executive Council recommends to the CUS Board of Directors that the Budget Oversight Committee's first mandate be to investigate the whereabouts of CUS Club funds for the 2011/2012 year.

For: Unanimous

Motion passes.

Exec Update Template Discussion- Johannes

- It looks good we have to have this finished by Saturday

Academic Committee Meets BCC Strategic Plan

- We need to recommend to the board that this committee meets regarding the BCC

Motion: Sara, Dylan

BIRT the CUS Executive Council recommends to the CUS Board of Directors that the CUS Academic Committee meets in the near future to facilitate discussion of the Business Career Center in the 2011/2012 year.

Voting Phase

For: Unanimous

Motion passes

Yearbook Next Year Discussion

- Will be discussed at the board

All Club Presidents Meeting- Julie

- I wanted to have a round table open dialogue with the clubs, I'm going to send out a survey about some problems clubs are facing, some are having trouble targeting their market, some of the marketing channels aren't being used effectively, we want to see how the CUS is using our support, I hope to facilitate so other clubs can share their success stories, I'm asking Chris to come on board to talk about the marketing aspect since we have new channels for marketing
- Chris: nobody has reached out to me for marketing from any club, if I see that there's a need I'll step in, but it'd be nice to see them utilize me as a resource
- Julie: membership is going down for some clubs, if Chris is there to discuss this that'll be great; Awards Night is also going to talk about Top Club awards, and Cindy is going to come talk about sponsorship, after the dialogue there will be some mingling and \$150 for pizza for fifteen- twenty people
- Johannes: from a strategic perspective, the idea of club membership is a big thing to talk about and how the median age is decreasing, we can look into why this is happening
- Julie: I get a lot of booking requests for lower-year clubs and conferences and not upper-year
- Aldora: if there's food, they come
- Dylan: it's a change in culture

Voting Phase

Motion: Sara, Dylan

BIRT The CUS Executive Council approves the funding of food for a CUS club round table in the amount of \$150 for the 2011/2012 year

For: Unanimous

Motion passes.

GRTF Update

- Johannes: I will send this to you

SBC-V Discussion- Andrea

- Happening 6-7:30 tomorrow, but there will be some alumni to meet, we may have a panel and discuss strategy, the dress code is business attire

In-Camera Discussion

Motion to move in-camera: Sara, Dylan: 8:15pm

Motion out of camera: Julie, Johannes 8:46pm

End time: 8:46pm