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Executive Meeting Minutes September 22nd, 2010

Attendance: Connor, Paulina, Sharlene, Jeff, Jacky, Jesse, Prina, Niki, Pia, Moses, Ethan, Kaylee

Start – 5:00

End - 7:20

Mascot - Prina

- Pass on to VP engagement
- Adrian set out a list of rules to Johnny (first person to wear the mascot)
 - Things not to do while wearing the mascot, to protect our brand
- At POITS, the mascot can wear just a shirt and suspenders as business casual
- List of things being looked at by manufacturer
 - Suspenders: The manufacturer will send them for no cost
 - The battery fell out, so we were suggested to hot glue the battery back in. Battery life is about 4 -5 hours.
 - Heavy head has a fan and tends to be front heavy. The manufacturer doesn't suggest using clips to clip to the undergarment
 - Beefier arms will cost \$200 – Which is still in our budget
 - An extra tie will be purchased
 - Maintenance: After Imagine Day, the mascot was not taken care of well, so we want to find an oversized hanger. Clean the shoes after wearing the mascot.
 - Executive needs to find a way to unleash the mascot other than POITS
- Interview with Nikola from Ubessey about the mascot and how it all went over for an article

Merchandising & T-Shirts - Moses

- Spreading the Sauder spirit through merchandise – Sauder spirit is lagging, a lot to do with the construction of the building
- We are not physically together anymore with Henry Angus
- Loads of students paying the \$266,00 and never get any major benefits from this fee, since it goes to subsidize conferences
- Why not provide these people something else for free (other than a clipboard), we could give out stickers so that people recognize the "CUS" spirit, or a T-shirt
- Allows people to recognize fellow Sauder students

Questions/ Comments

- Connor: What people liked about the CUS is the free coffee and the free newspaper, so although the conferences are great. We have looked into ties, scarves, pins, grad rings, stickers... etc.



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- Jesse: To elaborate, the money spent isn't entirely on the conferences, it also goes to clubs and it's spread out in a way so that the money is still beneficial for people who don't attend the conferences. We also have a variety of services offered; one of the issues may be a lack of awareness.
- Moses: If you went out to ask students what the CUS has done for them this year, there is no tangible evidence
- Jeff: Having T-Shirts is a great idea to build a sense of spirit. Do you know how much this would cost us?
- Moses: \$10.00 a person
- Connor: It would cost \$15,000 to buy everyone a tie
- Jeff: I think we should focus more on the awareness of the services we offer
- Paulina: I have to second Jesse's point. We have a lot of stuff in our offices which needs to be given away
- Connor: We have allocated \$10,000 only to give away stuff
- Sharlene: I am going to reactivate the account for newspapers
- Moses: Do we have enough giveaways to give to each of our students, in order to provide something to unify us
- Prina: After looking at FROSH costs, T-shirts are about \$6-8
- Niki: We want to make sure what we order is something that people actually want to wear the giveaways. Other faculties wear their clothing
- Connor: Last year we didn't spend the whole funds of \$266.00

CIVC – Ethan

- We need to create a press release and address what happened, resulting in Ethan being appointed as chair.
- So far the press release has the following points:
 - A release for sponsors, and one for students
 - Reasons around why Khalil was dismissed
 - Reasons around Rob's exit from the BOD
 - Venue changes
 - Anything involved with hotel
 - External delegates involved
 - Different stakeholders that were mentioned
 - The professionals that were contacted previously, the sponsors, the students and the professionals that are flying in
 -
- Connor: The press release should be going out by the end of the week, since a decision was made on Monday
- Jeff: What exactly will you say about these topics and how you will communicate



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- Paulina: We need to decide how in-depth we want to go with Khalil and Rob, due to the sensitivity. We also want to be honest, however without any personal information.
- Connor: Explain there was misrepresentation to our stakeholders and that Khalil was asked to step down. Short explanation and more emphasis on how we will be moving forward.
- Jesse: Anything personal, even if it involves the conference shouldn't be mentioned. It's also important to be sensitive about what new sponsors will be saying
- Paulina: I don't know if it's a good idea to have alternating press release
- Jesse: It's okay if all the same points were made

Motion to move to in- camera discussion

Work Updates:

- **Jeff:** Class liaisons training is going well and someone applied for class liaison coordinator
 - Case competitions: There are four or five where professors We are getting \$15,000 from the UGO for funding,
 - Working with the CCP
 - The BCC – meeting with Linda to talk about marketing and satisfaction survey; Lauren will also be present
- **Niki:** No one applied for Grad Chair however Josh Wood might do it
 - Want to have it at the Pan Pacific, and it's really nice
 - Had first portfolio meeting and two people showed up – Josh and Lisa
 - Looking at creating a thank-you event for Business Week and FROSH (Possibly bowling) ; Postponing hiring because no one is available
 - Talked to Angie, and she didn't want to do group interviews, however there will be a large amount of people
 - Sherman from food services – We are going to meet to see how he can accommodate our needs with the cafe
 - We will be letting people under 19 into POITS, I suggested to get rid of some of the stuff in the rooms, so people can have something to drink and we can get rid of it
- **Jesse:** Going to talk to candidates tomorrow before elections so that they are honest
 - Dealing with e-mails and
 - Being trained by UBC ombudsperson to help deal with situations
- **Michael:** Finalizing the report – guideline for service councils to pay attention to how much they are spending
- **Sharlene:** Meeting next week with architects and Tom, about the back of the Birmingham lounge for pictures of exec and trophies



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- Sauder sports is hiring next week
- Elections tomorrow
- Business Cards are now going to be left at the office hours – the executive office hours are the only time people can pick up their cards
- Talking to Paula about the bookings policy
- Getting the Globe and Mail newspaper service to be reactivated, hopefully by next week
- **Kaylee:** Working on an event/ giveaway for first year
 - Dealing with e-mails and questions
 - Created a feedback survey for the exec
- **Connor:** Feedback survey went well last year
 - Met up with Dustin from RoundTable
 - Going to be booking a trip to Kelowna for an exec exchange to help teach the exec their about our positions
 - Trying to connect Grace from Me Inc with Brian Josling
 - Working with Sandy and Jacky to create a new registration system
 - Worked a lot with CIVC
- **Paulina:** The office hours are now on the door, so attend the office hours
 - Trying to get multiple banners into our offices
 - Posters are starting to appear around Birmingham – If you see someone putting posters in the wrong place, tell them not to, or take off the posters
 - Interview with the Ubessey, which went well
 - Working on the logistics of the retreat and how to bring stuff up to the retreat
 - Meeting with people trying to figure out their plans with marketing
 - Meeting with people in portfolio

Free Coffee in the Building

- How about a once a week, every morning we hand out coffee?
- Every CUS member (BoD and Exec) – will have a day to hand out coffee
- Maybe we can open up the Sauder Store to give away the coffee

Hoodies

- 55 – 60 Hoodies, a green colour, logo on the side, for the service council

Hiring

- It's a large time commitment for execs
- We will do it the week after retreat
- This Friday, going to launch the committee member hiring and Grad Chair so lots of resumes will be available
- There are 15 people interested for First Year Coordinator



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- We were looking to give 3 group interviews, and then choose people for individual group interviews
- Paulina: are there any people running for both First year rep and for First Year Coordinator

In-camera Discussion

Alberta Energy Challenge & ExCo

- Group found out about a conference 6 weeks in advance, however the policy in ExCo is that you have to apply 6 weeks in advance
- By the time they applied, they no longer could receive ExCo funding.
- Last year they went and paid out of their pocket because ExCo didn't reimburse them for the money
- These people aren't very familiar with the CUS and these guidelines
- The conference was the Alberta Energy Challenge – and they kept all their receipts from the competition
- Jeff: The cost came out to be about \$3500 for five people. If we had the choice at the beginning to the year, Kin said not to fund because it's a new competition. I believe we can subsidize the students this one time.
- Paulina: By doing this, we wouldn't be setting a good precedent
- Connor: The exec funds separately from ExCo. It comes from the special projects fund. In the past we have paid groups after the competition
- Jeff: The competition isn't very prestigious
- Connor: I think 50% of travel costs, or an X number per person is fair. They essentially spent 400 per person for travel. Would we feel comfortable reimbursing by \$200 each?
- When we sent a team to Lincoln Nebraska, we sent about \$250 a person. With JDC West, the CUS takes care of almost \$500 for each attendee.
- Connor: Next year if someone applied to this, could we justify this?
- Jeff: Jordan's team could have approached us for the funds with a breakdown, and we could have someone experienced with specific competitions who can determine if this is a good conference.
- Niki: They were honest about their

Motion to reimburse the Alberta Energy Challenge team for 50% of their travelling costs

In Favour: 5

Against: 0

Abstain: 0

Motion Carries

Service Council Retreat



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- Saturday 9 AM – We are leaving, travelling is three hours, we have two busses
- 12 AM – We arrive and have our lunch – which we will cook (burgers)
- 2:30 – 5:30 – We have sessions. We might want to throw in ice breakers in between the sessions
- Dinner after the sessions – pasta dinner
- We are using a conference room, not the big chalet (It's a big lodge that can hold up to 65 people)
- After dinner, we are having a bonfire. We are going to make s'mores.
- Next morning we are waking up at 9, and leaving a 2:15

Content of Retreat

- Information regarding history of CUS (We will need a projector and boom box)
- Anything you want added, talk to Connor
- Information regarding the resources of the CUS, and why you should talk to specific executives for resources
- Vote in a president of clubs council, 3 student council reps
- We are going over policies and procedures
- We will talk about the constitution and moving forward with it
- We are going over cross functional resources (Break out with specific portfolios – talk about what you like and don't like about the CUS)
- Talking about branding and awards night service hours
- Jesse wants 15 – 30 minutes for a talk about equitable decision making
- Paulina would make a session on feedback, what to do with Sauder Talks (To see what people think about policies, the board, exec)
- Hopefully service council reps will help bring feedback
- A session about how to hire and what to do
- We want this weekend to be completely open and honest