



Commerce Undergraduate Society of the University of British Columbia, Vancouver

Board of Directors Meeting | June 7th, 2021 | Zoom

Open to the general membership of the Society unless otherwise deemed in-camera.

Note: presentations and/or proposed motions from parties other than the members of the Board of Directors should be requested to be considered for inclusion on the agenda at least seven (7) days in advance of a meeting by contacting the Administrative Director, at melayna.beaudin@cus.ca – materials received past this point will be considered for the subsequent meeting’s agenda at the Chair’s discretion.

1) Call to Order and Adoption of the Agenda

The meeting was called to order at 7:33pm PST.

a) Attendance and Confirmation of Quorum

b) Land Acknowledgement

I would like to acknowledge that CUS, being part of the bigger UBC Vancouver campus, is situated on the traditional, ancestral, unceded territory of the Musqueam people.

c) Amendments to and Approval of the Agenda

Moved: Jason | Seconded: Simon

Be it resolved that the agenda be adopted as presented.

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

... the motion passes.

2) Chair’s Remarks (5 minutes) Nothing to report.

3) Presentations to the Board of Directors None.

4) AMS Representatives’ Report (5 minutes)

- Fee reduction! Yay!
- Appointments to the committees
 - Governance
- Formally introduced to the Ubysey

5) Commerce Student Senator’s Report (5 minutes) Nothing to report.

6) Ombudsperson's Report (5 minutes) Nothing to report.

7) Equity Advisor Report (5 minutes)

- Podcast is out!
- Currently in talks with Dr. Katherine White about more ways to combine efforts between Dean's Office and the CUS
- Currently applying for funding from the equity enhancement fund for a inclusive leadership workshop
 - Developing student capacities for leadership and knowledge on sustaining equity efforts
 - Potentially up to 6000 in funding from the equity enhancement fund
 - 2000 dollars of funding secured from the Dean's office, and the Peter P. Dhillons centre for business ethics
 - 100 person event, ideally providing some for of certification for attendees

8) Executive Reports

I. President (7 minutes)

- Internal: meeting with HR on year plans and summer projects, CUS alumni program; meeting with Bonnie (trying to establish relationship with alum), podcast launch, one on one with VPs, one on one with AVPs, CABS board meeting
- External: AMS finance committee, AMS ethics committee, Meeting with Pam and Nicole tomorrow; talk with Dean bob regards to vision for his last year
- General: Student fee reduction, [Covid update for the society](#)=> refer to Slack for full video and summary

II. Vice-President, Academic Affairs (5 minutes) - Melina

- Services
 - ExCo:
 - Working on the details of their policy, as well as strengthening their marketing material for the year. Hoping to do a newsletter. Highlighting case.
 - CMP:
 - Exciting partnership with CLC/Pass Program=> new partnership to share resources and increase coordination
 - Looking to sharing notes but scratched due to copyright issues
 - New mentorship program - connecting senior students with first and second years
 - Internship night - collaboration with BCC
 - JDCW
 - Working hard to secure sponsorships
 - Kin Lo said he will be pushing for them to secure some sauder grants, will know end of june
 - JDC Jr
 - Hoping to hire their VP External & VP Marketing during the summer, the rest in September
 - Trying to elevate their brand and increase awareness within the first and second year population
- Portfolio
 - CUS Website → Academic Resources page=> summary of all academic info/resources
 - Instagram Initiative → Currently in the planning stage, hoping to launch early August

III. Vice-President, External Affairs (5 minutes) - Rachel

- CR Commission:
 - Working on securing CUSavings sponsors; 16 partners so far (potential more sponsors)
 - Looking forward to CUSavings soft relaunch in July
 - Supporting Marketing on Marketing Summer campaign
 - Preparing for CR Forum happening in August=> training for all members in the CR Forum
 - First team social
- Services:
 - Finalized budgeting and working with their team

- EMP still looking for VPX and VPL
- Conference Roundtable happening to discuss venue and scheduling of conferences
- CUSafety Campaign
 - First Aid reimbursement announcement to all service chairs
 - Met with Marketing to discuss ways to promote the CUSafety campaign in school year
 - Meeting with UGO for possible training integration for Orientation Leaders
- Attended BCC Think Tank to hear about possible research projects that CUS can help out with
- Connected IT with possible partners for the website development
- Q4 Financial Report CUS Broadcast out
- Sent out CUStaff Internal Newsletter Subscription Form=> more info in discussion
- CUS-CUP for internal social/team building, working with exec members and HR
- Hosted Services Roundtable=> get to know different projects from members better

IV. Vice-President, Finance (5 minutes) - Nicole

- Audit Team processing reimbursements
- Preparing training materials for reimbursements for services (potential videos for Canvas page)
- Met with Nicole from UGO to hear about required Sauder Funding especially for Spark
- Finalizing budget for approval today

V. Vice-President, Internal Affairs (5 minutes) - Alison

- 1 on 1s with service chairs this week
- Melayna and I hopefully meeting with Kim MarComm soon regarding merch store (email sent already)
- Exec Council Visited HA last week
- Services
 - Teams complete
 - Currently meeting with or onboarding teams

VI. Vice-President, Marketing and Communications (5 minutes) - Joey

- Website
 - Met w/ multiple agencies and asked for their proposal/cost
 - Reached out to senior software engineers at top companies, such as Google to give us insight on why the website is slow and what we should do, and their recommended tech stack
 - Performed content audit and created list of tasks
 - Wrote up the overview, pain points, goals/objectives
 - Sent out external survey and focus group and synthesized info to use as user research
 - Met with VPs on what we wanted to add on the website to add more value to students
- Services
 - CAP
 - Hired new co-directors, doing budget, planning in the summer for their school year, hiring rest of team
 - Visual Media
 - Sent to all services a form where they can submit their photography needs for events during the school year in advance
 - Yearbook
 - Finished hiring team, working on onboarding
- Social Media
 - Launched on TikTok
 - Posted CUSavings discounts for students
 - Launching summer campaign to engage with students in a fun and informative way
 - Collab w/ SISA to engage with international students too
 - Got more engagement on our channels, want to further connect w/ first and second years on social media this summer so they can benefit from our Back To School Tour campaign
 - We are doing CUSundays Summer Edition for Sauder students to get an idea of what

- they can do in the summertime near campus
- Branding
 - Updated our branding guide
 - Creating marketing assets for CUSavings, CUS Academic's social media, See Us Podcast branding, CUSafety
- BCC
 - Meeting w/ BCC soon to see how we can support them in their initiative and how we can promote their resources to our students throughout the school year

VII. Vice-President, Student Engagement (5 minutes) - Thomas

- Services are all done budgeting and starting their regular team meetings. Bi-weekly check ins have started
- Starting to plan CUStart your involvement
 - Any Services that need hiring outside of FYR please let me know. Only have JDC jr
- Exploring different options with Event Calendar
 - TeamUp still looking like best/simplest option
- Meeting with Lauren from UGO soon

9) Committee Reports (5 Minutes Each)

- I. Academic Committee
 - A. Will be planning a meeting after VPA speaks with Joey Hoegg (tomorrow)
- I. Budget Oversight Committee
 - A. Completed budgeting process, thank you for all the hard work!
 - B. Final approval for 2021-2022 Master Budget by Wednesday=> refer to Slack!!!
- II. Policy and Organizational Development Committee
 - A. Meeting planned this week=> this Saturday
 - B. Updates from Nicole with changes to financial dates
 - C. Cementing external hiring with JDCW, issues on student fees
 - D. Minor changes on code/policy=> language usage, more specific; will review in meeting on Saturday
- III. Communication Committee
 - A. Had our first two meetings
 - B. Went over committee's vision and year plan; focusing on policy building over summer and training team throughout the year
 - C. Started to work on CUS Communication policies
- IV. Awards and Recognition Committee
 - A. Nothing to report.
- V. Clubs Affiliation Review Committee
 - A. Review Wednesday Night vote on status of club affiliation
 - B. Presentations complete
- VI. Building Users Committee
 - A. Nothing to report.
- VII. Endowment Fund
 - A. Nothing to report.
- VIII. Commerce Student Initiative Fund
 - A. Further found in discussion item

10) Discussion

a) Transparency Project (Jason)

- Aiming to launch in Aug
- Report for Sauder every month to discuss issues discussed in meeting in 2-3min engaging video to increase accessibility to Sauder community
- Partnership with Joey VP Marketing and Sydney our photographer
- Q: possible article to sum up activity instead of video? Post links to learn more about
- Differentiate between ky's podcast: less in detail

- IGTV possible platforms
- Q: which platform to launch? Not sure yet, Joey will give input
- Q: fact checker? Include someone outside of cus? Lots of people in CUS who can do it; ex photographer team in CUS; will include external team only if there is interest
- Follow up Q: doesn't answer questions regarding editorial accountability? Goal is to be more transparent; there will be source links shown and info will be double checked that it is true so we don't back track on our words
- https://docs.google.com/document/d/1AUPkqAvC2sGK-Q-wEihmvSGCcALBtryD4t_CkobF-vs/edit?usp=sharing

b) Website Development Formal Proposal (Joey)

[CUS Website Proposal](#)

- Problems: outdated info, clutter, confusing organization, slow backend
- Also want to highlight new initiatives
- Agency charge high fee or too general plan, or templated solution=> going with Liang may be in general the best plan of action
- Budget has been carefully examined by exec specifically the VP Finance and President
- Paying for the hourly cost of the developer + IT support + hosting the website

Motion to approve the website creation process with Liang

Moved: Janvi | Seconded: Surje

Be it resolved that the website development be created and started

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

... the motion passes.

c) CUStaff Internal Newsletter (Rachel)

- <https://docs.google.com/spreadsheets/d/186IVU-UfCrz-2rslxwGlbYG-RPuH-aJ3jkegyPajdlS/edit?usp=sharing>
- Meet with staff who support CUS
- Realized discussion with external stakeholders=> never looped in, hence the new newsletter.
- General update sent to staff

d) CUSafety First Aid Reimbursement (Rachel)

- <https://docs.google.com/document/d/1qtxKLDddaYLeOqiYltpVqOCpc9nffH7Fcsrj722QAU/edit?usp=sharing>
- Prompt physical, mental health and sexual assault prevention
- Provide info to student
- Looking to prove first aid to service members
- NOTE: service members are not held responsible to treat medical conditions
- 2 ways: a) bring in training provider to train, since Sauder wants first aid to be centralized there may be problems with bring in trainer b) ask to be trained individually then reimburse them

e) Approval of Master CUS Quarterly Budget and Financial Statement 2021-2022 (Nicole)

- https://docs.google.com/spreadsheets/d/1tfff6jhgqk_wMRMuBY82wNGVqoKsizDb0Voi6nDyn8U/edit?usp=sharing
- Hotel cost has been decreased
- More bulk order due to COVID supplies orders

Motion to approve the Master CUS Quarterly Budget and Financial Statement

Moved: Grace | Seconded: Jason

Be it resolved that the Master CUS Quarterly Budget and Financial Statement is approved

In favour: All

*Opposed: None
Abstentions: Simon & Surje*

... the motion passes.

f) How we can support the indigenous community

- i) <https://www.theguardian.com/world/2021/jun/05/canada-indigenous-residential-schools-first-nations-children>
- ii) responsibility to recognize and put effort in
- iii) let Grace know if want to start initiatives
- iv) Ky looking to get indigenous rep on podcast to educate the broader community=> interested in volunteer time, please let Ky know (if you are aware of any indigenous persons interested in providing this help)!
- v) Karam: possible platform for indigenous communities to share their grievances? Sauder looked into consultants to set up opportunities for indigenous students, possibly to expand to CUS.

g) Voting for new Chair of Commerce Student Initiative Fund (Nicole)

- Sabrina stepped down
- Voting moved to next meeting

Commerce Student Initiative Funds Committee

1. Member at Large nominations _____,
**Note* No member of the committee may be an executive of an AMS club.*

Be it resolved that the Board of Directors appoint:

- _____ ***as a Member at Large***

...as a member of the Clubs Review Committee until the end of the current Board's term.

Be it resolved that the Board of Directors appoint:

- _____ ***(1 x Chairperson)***

...as Chairperson of the CSIF Committee until the end of the current Board's term.

Commerce Student initiative Funds Committee:

- *VPI: Alison Lee*
- *VPX: Rachel Kim*
- *Ex-officios*
- *Appointed members*

Motion to move the voting of a new CSIF chair till the next exec meeting

Moved: Grace | Seconded: Jason

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

... the motion passes.

Motion to move the voting to revisit website proposal

Moved: Grace | Seconded: Janvi

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

... the motion passes.

Concern brought up by Simon: Large "arbitrary" budget

Response from VP Marketing: Not set in stone yet, just approval to get the project going

Concerns regarding who the developer going to be, communication issue

Response from VP Marketing

- Never accepted proposals
- Communication has been different depending on the developer, for Liang it was decided that Slack be used at the start of conversation

11) Amendments to and Approval of Minutes

a) Minutes:

Moved: Grace | Seconded: Jason

Be it resolved that the Board of Directors approve its minutes dated June 7th, 2021.

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

... the motion passes.

12) Next Meeting

The next regularly scheduled meeting of the Board of Directors shall be: July 5th, 2021 (The first Monday of every month at 7:30 PST)

13) Adjournment

Moved: Grace | Seconded: Surje

There being no further business, be it resolved that the meeting be adjourned at 8:59pm.

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

... the motion passes.

CUS Attendance

Name	Position	Present ("X")	Late (Time)	Proxy (Name)
Board of Directors				
Grace Lee	President	X		
Jason Liao	Alma Mater Society Representative	X		
Simon Roberts	Fourth Year Representative	X		
Aditya Surjewala	Fourth Year Representative	X		
Janvi Marwah	Third Year Representative	X		
Siane Sahdra	Third Year Representative	X		
Karam Veer Kanwar	Second Year Representative	X		
Malia Bryson	Second Year Representative	X		
	First Year Representative			
	First Year Representative			
Doris Huang	Ombudsperson	X		
Executive Council				
Melina Amirsharafi	Vice-President, Academic Affairs	X		—
Rachel Kim	Vice-President, External Affairs	X		—
Nicole Zhou	Vice-President, Finance	X		—
Alison Lee	Vice-President, Internal Affairs	X		—
Thomas Kamiya	Vice-President, Student Engagement	X		—
Joey Huang	Vice-President, Marketing and Communications	X		—
Presidential Portfolio				
Melayna Beaudin	Administrative Director			Doris Huang

Guests (optional)

Name	Affiliation	Present ("X")	Late ("X")	Notes
Invited				
Leonard Wang	Commerce Student Senator			—
Other				
Ky Sargeant	Equity Advisor	X		