



commerce
undergraduate
society

Executive Council Meeting

Scheduled Time: 7:30 PM - July 26th, 2021 | Location: Zoom

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, Melayna Beaudin, at melayna.beaudin@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
Grace Lee	President (Chairperson)	X		
Melina Amirsharafi	Vice-President, Academic Affairs (Vice-Chairperson)	X		
Rachel Kim	Vice-President, External Affairs	X		
Nicole Zhu	Vice-President, Finance	X		
Alison Lee	Vice-President, Internal Affairs	X		
Joey Huang	Vice-President, Marketing and Communications			Sophia Anderson
Thomas Kamiya	Vice-President, Student Engagement	X		
Doris Huang	Ombudsperson	X		
Melayna Beaudin	Administrative Director	X		

Guests:

A. **Call to Order**

The meeting was called to order at 7:32pm.

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

Moved: Nicole | Seconded: Melina

Be it resolved that the agenda be adopted as presented.

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

...the motion carries.

C. Personal Updates

D. Professional Updates

- I. President
 - Internal: Website writing, contract signed by contractors and sent to AMS, filming for CUS' back to school essentials and advices,
 - External: BCC meeting, UGO Check ins, AMS meetings in person
 - Others: Spark Send off, filming for imagine day, write up for Sauder brochure, filming for Spark, starting to write speech for imagine day

- II. Vice-President, Academic Affairs
 - Working on Social Media & Events Initiatives
 - Biweekly check-ins with services, accountability reports all reviewed
 - ExCo coming out with a newsletter, Opportunity to work with the BCC
 - JDC Hiring for academic participants
 - JR Dev Held its first team meeting
 - CMP working on rebranding and their new initiative CMP Connect

- III. Vice-President, Finance
 - Finished [Q1 Report](#)
 - Received MOU from UGO, will review and sign early Aug
 - Receiving request for credit card (\$4K), requesting from Mary to see if we can increase for Aug temp
 - Will start to order bulk items early Aug (need Internal's help in Sept)

- IV. Vice-President, Internal Affairs
 - Hiring for Sales & Merchandise Chair
 - Setting up a storage and lounge cleanout date for end of August

- V. Vice-President, Marketing and Communications
 - Spark video & Exec Back to School content completed
 - Back To School Tour and rest of campaign content to be completed by the end of the week
 - BizWeek budgeting and coordinating. Found vendors for SWAG, banners, cotton candy, photo booth. Designing banners, stickers, SWAG, brochure.
 - First Year Survival guide writing and design in process
 - Vancouver Spotlight will be completed by August 11th. Bowling giveaway coming up.
 - CUSunday and Morning Coffee sent this week
 - Website: entering milestone 1 and contract is finished

VI. Vice-President, External Affairs

- CR
 - CR Forum RSVP out; August 8th 7PM; general RSVP will be out on Slack soon
 - Added CUSavings section on Prospectus
 - Looking into CUSavings sticker sample
 - CPABC Pitch Day this Thursday; all slide decks due
- Services
 - Services roundtable happening tomorrow
 - Working on a compilation of service/club support; more details for next meeting
 - Working with UBC SVPRO for sexual violence prevention training for all services
- CUSafety added to prospectus
 - Working with the UGO to implement CUSafety within OL training
- Working on CUStaff Newsletter
- Working on CUS-CUP for August social
- Working with Communications Committee to develop media/PR policies

VII. Vice-President, Student Engagement

- Planning CUStart with HR
- BUCS hosted their first event on discord on Saturday
- Grad Night has their hotel

VIII. Administrative Director

- Nothing to add

IX. Ombudsperson

- Nothing from me

E. Presentation to the Executive Council

- Upcoming: August 23rd from CPA

F. Executive Business and Discussion

i. September Boothing

- I. Spark boothing: by spark execs (Lauren and Carissa)
- II. Imagine day: by AMS? → Just CUS boothing

Action item: Order t-shirts and lanyards ; Alison books out boothing

ii. CSIF Chair appointment

1. CSIF position nomination and write up by 9:00pm PST Friday July 30th; votes in by 9:00pm PST Saturday July 31st

G. Approval of Minutes

Moved: Melina | Seconded: Rachel

That the minutes from the July 12th Executive Council meeting be approved for public distribution.

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

...the motion carries.

H. **Next Meeting**

August 2nd is a holiday, no meeting.

Board Meeting will be held on Monday, August 9th.

Executive Meeting will be held on Monday, August 23rd.

I. **Adjournment**

Moved: Rachel | Seconded: Alison

There being no further business, be it resolved that the meeting be adjourned at 7:58pm.

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

...the motion carries.