



Commerce Undergraduate Society of the University of British Columbia, Vancouver

Board of Directors Meeting | October 4th, 2021 7:00pm | Board room and 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 7:03pm 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: Grace | Seconded: Jason

Be it resolved that the agenda be adopted as presented.

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

... the motion passes.

2) Presentations to the Board of Directors

Performance reviews: Solly and Maggie

- Oct 13 - Nov 8: Executive Council performance reviews
- Nov 15 - Dec 20: Service Council performance reviews
- The reviews will be 30 minutes, with evaluations based on a provided rubric and accountability reports that were completed at the beginning of the term.
- The deadline to request HR attendance for the meetings is October 19th.

3) AMS Representatives' Report (5 minutes)

- Not too much to report on the CUS side
- AMS updates:
 - Fermentation lab
 - AGM
 - Any advocacy issues?

4) Commerce Student Senator's Report (5 minutes)

Nothing to add.

5) Ombudsperson's Report (5 minutes)

Nothing to add.

6) Equity Advisor Report (5 minutes)

- Currently hiring, lots of applicants coming in so that's exciting
- Great job on the materials going out for Truth and Reconciliation!

7) Executive Reports**I. President-Grace Lee**

- Prospectus requests
- CABS conference attendance request for execs
- AMS Meeting
- First year forum
- Speaking at UGO fall event

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

- Academic Portfolios first event → BTM/OPLOG/Real Estate Night, happening on November 23rd
- IG Initiative starting in the next two weeks, just figuring out the themes and campaigns
- Been helping out a few students with Academic Grievances, however it's only been through referral... Need help advertising my role as an advocate for the students
- CMP → ACs all hired, currently dealing with on boarding and getting the first batch of review sessions out
- JDC Jr → Working on the case comp event
- JDCW → Had a successful retreat, still trying to figure out tickets
- ExCo → Hired a full team, currently working on their collab with jdc and jr dev

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

- CR Commission
 - CR Commission; closed first giveaway
 - launching a new one this week with CUSavings community survey
 - Possibly new partnership with TUEX
 - Gearing towards PR Industry Night
- Services
 - EMP: still hiring for mentees; apply or share it with others!
 - Me Inc/NSCC/Imprint: closed hiring
 - Service Roundtable hosted last week; please encourage your services to attend
- Communications
 - CUS Broadcast on National Day of Truth and Reconciliation- sent out and posted on Medium
 - CUS Staff Newsletter sent out
 - Created CUS anonymous feedback form and communicated with HR; will be shared during performance review
 - First Year Committee x Exec Shadowing Initiative

- IV.** Vice-President, Finance (5 minutes) - Nicole
- Audit Associate Interviews this week
 - Planning for Q2 report
 - Credit Card purchases for SISA, Imprint
 - Processed Nespresso, CABS invoice
- V.** Vice-President, Internal Affairs (5 minutes) - Alison
- Coffee machine → Broken and will hopefully be picked up this week
 - Couch has arrived! → Waiting on moving team to dispose old couch
 - Storage → Still waiting on updates
 - Clubs → waiting on a few more account codes to send out club contribution → should be collected by the end of the week
 - Services → FYR election opens tomorrow along with the referendum
- VI.** Vice-President, Marketing and Communications (5 minutes) - Joey
- Website, average 150 users a day, 3K+ users in September total
 - Instagram engagement increased 10x in Sept vs Aug, thus back to school campaigns were a successful; grew 455 followers during bizweek and reached 8,000 audiences within our desired demographics
 - Services update; Prospectus all handed out, CAP is on track, and VM is helping w/ Merch Store + open to taking photos/videos at events
 - Planning school year campaigns, mainly video format and 1-2 in-person initiatives
 - Includes: Get To Know CUS, CUSpotlight (showcase unique & diverse alumni journeys), Mural Art (in the CUS Lounge), CUSmile w/ Hewe, and monthly blogs
 - Collabs w/ BCC, newsletter features and integrated social post
- VII.** Vice-President, Student Engagement (5 minutes) - Thomas
- CUS Coffee Chats launching this week
 - Onboarding for new FYC Chair right now
 - Services are finishing up hiring
 - CCP is going on volunteer trip today, Sauder Sports x HeWE self defense class coming up, SISA thanksgiving dinner on Friday

8) Committee Reports (5 Minutes Each)

- I. Academic Committee**
- A. Nothing to add.
- I. Budget Oversight Committee**
- A. Nothing to add.
- II. Policy and Organizational Development Committee**
- A. The Constitution is passed on to the elections committee, ready for the first constitutional referendum in almost 4 years
 - B. Will get back to doing code of procedure things after that
- III. Communication Committee**
- A. No new policies, reminded all services to share the policy quiz with their new hires
- IV. Awards and Recognition Committee**
- A. Nothing to add.
- V. Clubs Affiliation Review Committee**
- A. Nothing to add.
- VI. Building Users Committee**
- A. Nothing to add.
- VII. Endowment Fund**
- A. Nothing to add.
- VIII. Commerce Student Initiative Fund**
- A. Planning on running an info session
 - B. Timeline discussion

IX. Merchandise Store Adhoc Committee

- A. Working on branding, logo, image
- B. Drafting merch designs
- C. Working on budget with finance portfolio

9) Discussions

I. Meeting food request

- A. Considering having snacks and refreshments during meetings
- B. General consensus is that everyone would like refreshments if funding can be secured

II. Prospectus request

- A. Due to a shortage this year, there have been requests to print more
- B. Planning to do a poll on instagram to see if students want more

III. Calendar push

- A. Services need to put their events on the website calendar by the end of the week, please!
- B. Marketing will promote the calendar
- C. Considering requiring that events be posted on the website in order to be shared in CUSunday

IV. Board involvement

- A. Get more students at board meetings
- B. Collective effort from the board to educate students on what the CUS does
- C. The marketing team is already working on a video-based Get to Know CUS campaign and is looking for board and executive involvement
- D. Looking for a board member to take over the @peopleofsauder instagram account, involving marketing to make content, involving the board members to bring students from different years

10) Amendments to and Approval of Minutes

a) Minutes:

Moved: Surje | Seconded: Grace

Be it resolved that the Board of Directors approve its minutes dated September 13th, 2021.

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

... the motion passes.

11) Next Meeting

The next regularly scheduled meeting of the Board of Directors shall be: November 1st, 2021 at 7:00pm PST.

12) Adjournment

Moved: Surje | Seconded: Grace

There being no further business, be it resolved that the meeting be adjourned at 8:05pm PST.

*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			
	First Year Representative			
	First Year Representative			
Doris Huang	Ombudsperson			
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	X		

Guests (optional)

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