

MEETING INFORMATION

Fiscal Year : 2015	Objective : Meeting of the Board of Directors
Program : 00 - Head Office	
Assembly : Board of Directors	
Date and Time: 2015-11-21 13:00	Location(s) : The Viscount Gort Hotel, Winnipeg, MB
Chair : Kiran Singh	
Secretary : Austin Coombes (Temporary)	Called By : Calvin Parker

ATTENDEES

Attendees :	Rudy Ambrosio (Brock University), Calvin Parker (CABS) Adam Webb (Carleton University), Melissa Payette (Concordia University), Margot Thomas (Dalhousie University), Jake Shipman (McMaster University), Kiran Singh (Ryerson University), Trevor Green (Trent University), Bianca Barry (University of Alberta), Douglas Canning (University of British Columbia Okanagan), Zeid Ayoub (University of Calgary), Ashwin Lal (University of Guelph), Brendan Warren (University of Lethbridge), Noah Yagi (University of Manitoba), Sebastian Newall (University of Northern British Columbia), Stephanie Lorentz (University of Ottawa), Cari-Lynn Schoettler (University of Regina), Callan Kimber (University of Saskatchewan), Ryan Price (University of Victoria), Felix Mintu (University of Winnipeg), Vanessa Buttinger (Wilfrid Laurier University), Lynn Wu (University of Waterloo), Rose-Lyne Boghos (CABS), Zac Hogg (CABS), Simon Bullock (CABS), Cody MacKay (CABS)
Absentees :	Allison Randall (Saint Francis Xavier University), Carol Tao (University of Toronto Scarborough), Chanelle Muir (Western University), Jessica Gahtan (York University), Adnan Ahamed Hifzur Rahuman (Kwantlen Polytechnic University), Kathleen Byrne (Vancouver Island University), Julia Hayes (Bishop's University), Elie Lubendo (McGill University), Daniel Love (Simon Fraser University), Romain Pourchon (Universite de Montreal), Vanessa Lau (University of British Columbia), Jeanna Kozan (CABS), Jessica Gutierrez (CABS)

AGENDA

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1. Call to order
 2. Review and adoption of the agenda
 3. Approval of temporary secretary
 4. New Business: CABS Programs
 - a. Presentation and approval of the CABS Extra-Curricular Transcript Program
 - b. Presentation and approval of the CABS Awards Program
 - c. Presentation and approval of the CABS Discount Program
 5. New Business: Competitions
 - a. Presentation and approval of the CABS / REFAEC Agreement
 - b. Presentation and decision regarding JDCC Waterloo team composition for JDCC 2016
 6. New Business: Governance
 - a. Presentation and approval of the CABS Management Team's proposed revisions to the Member Accreditation Policy
 - b. Creation of the CABS Accreditation Committee
 - c. Creation of the CABS Appeals Committee
 - d. Creation of the CABS Leadership Development Committee
 - e. Amendment to current Standing Committee structures
 7. New Business: CBSC 2016 Bid
 8. New Business: CABS Roundtable 2017 Bid
 9. New Business: Marketing
 - a. Presentation of the CABS website and related features
 10. Other business and invaria
 11. Adjournment

MINUTES

1. Call to order

The meeting was called to order at 1:10 pm (CST).

2. Review and adoption of the agenda

Be it resolved that the Agenda be accepted as presented.

Motion to add the appointment of a new Chair and Vice-Chair during the Other Business and Invaria agenda point by C. Parker (CABS)

Moved by S. Newall (UNBC). Seconded by (Dalhousie)

Approved by unanimous consent.

3. Approval of temporary secretary

Be it resolved that Austin Coombes will serve as Secretary for the meeting.

Motion to approve the temporary secretary by (Winnipeg). Seconded by (Calgary).

Approved by unanimous consent.

4. New Business: CABS Programs

Be it resolved that the CAB Quarterly Updates be accepted as presented.

Moved by N. Yagi (Manitoba). Seconded by R. Ambrosio (Brock)

Approved by unanimous consent.

4.1 CABS Extra-Curricular Transcript Program

C. Parker explains that the CABS Extra Curricular Transcript program was part of the action plan for the year – the idea for the program is to validate the contributions students are making in their campus and communities with factual evidence. As an overview, he explains that individual students will be able to submit an application of their contributions through the CABS website, and that a system that involves different weights for position types and time-based commitment will be used to assign points to each submitted role. These submissions are then approved by the position's supervisor and a faculty member before being published by CABS.

Chair opens the floor for discussion.

V. Buttinger (Laurier) notes that a similar system is in effect at Wilfrid Laurier University, but it's only actively taken advantage of by first and second year students.

M. Payette (Concordia) asks whether it would become a similar system at each school or run by each school.

C. Parker (CABS) responds that ultimately, CABS would like to pilot the program to advocate for all schools who don't offer the service, but eventually help schools onboard it themselves.

M. Payette (Concordia) asks how it would affect schools that already have a similar system.

C. Parker (CABS) responds that it's an opt-in model, with individual submissions by students, nobody is forced to use it, though we could look at incorporating usage into the CABS Awards (awarding a student each year with the highest transcript score) or Accreditation

N. Yagi (Manitoba) asks the schools informally if they don't have a similar system, about half the schools respond, he then mentions that the University of Manitoba does have it but that it's under-utilized. He confirms the opt-in model is key for those who may not see the value.

R. Ambrosio (Brock) asks for further clarification of what students would receive from this service.

C. Parker (CABS) responds that students would have an officiated record of their extra-curricular involvement for a variety of purposes, including recruitment, and that the whole CABS network and its worth would be further realized and understood by a variety of stakeholders.

Z. Ayoub (Calgary) notes that it would be a good benefit for the CABS Awards

M. Payette (Concordia) speaks to the benefit of the program for things like scholarship applications – notes that it has worked very well at Concordia.

C. Parker (CABS) concludes that in summary, it isn't planned to be the biggest value-added program in the CABS' offerings, but considering how little work it takes to implement and maintain it still has a valid place. C. Parker also apologizes for the somewhat ad-hoc presentation on the program, notes that it was only started recently as per the action plan.

Chair ends discussion and calls the question.

Moved by B. Warren (Lethbridge). Seconded by F. Mintu (Winnipeg).

In favour: 30

Against: 1

Abstentions: 0

Motion carries.

4.2 CABS Awards Program

Z. Hogg explains that CABS had planned on re-developing the awards program, to be able to better extend past only awarding the Presidents and reaching out to other executives and students. The list of awards was presented as per the powerpoint presentation, and denotes the campaign for nominations would be in December and January. The highlighted awards include moving away from a male and female executive of the year, and moving towards an all-star team format, where a collective group of students are recognized for their outstanding contributions across the many different portfolios that exist at a student society. Another key change highlighted is the move towards recognizing subsidiary and associated clubs for their contributions as well, with their own award category. One final key change highlighted is the move toward a true-alumni award, where the male and female lifetime achievement awards will be won by students 3-5+ outside of their time in the circuit, such that current students or CABS executives are not winning this award.

Chair opens the floor for discussion.

V. Buttinger (Laurier) asks why subsidiaries and clubs would be considered for awards if they wouldn't be able to attend CABS Roundtable, where the awards are presented.

S. Lorentz (Ottawa) counters with the point that extending recognition to other clubs would help bring CABS' value to other areas

Z. Hogg (CABS) confirms that this is the first step in expanding an Awards program that truly recognizes contributions of the member schools, subsidiary club award winners may not be in attendance, but that's not really the point; we as CABS want to move away from the idea of only propping up our presidents (or BSA's) exclusively, and this is a logical first step, through a program already being run.

A. Lal (Guelph) asks for a point of clarification on why the charity award was removed.

Z. Hogg (CABS) explains that it doesn't make sense to only include one niche award, as we do not have awards for best academic programs, best athletics program, and etc. We cherish and celebrate the charity work of the business students through JDC Central, and recognize it through this program.

A. Lal (Guelph) motions to amend the main motion regarding the CABS Awards to re-include the charity award in the list of awards. Seconded by J. Shipman (McMaster)

Amendment approved unanimously.

Motion for the approval of the update to the CABS Awards Program, as amended.
Motion approved unanimously.

4.2 CABS Discount Program

Z. Hogg explains that the CABS Discount program was at best an ad-hoc offering in the past, and CABS now wants to officiate it and bring more services to a wider range of students. The first major steps include surveying members for areas of interest, then defining the scope, structure, and begin executing by end of year. Right now, the only real discount is with Staples on printing, and WestJet on flights. In the past, we had a Greyhound discount on ground transportation. Ideally, the program would offer the executive teams great perks for things they need to do their position, but to also professional develop, highlighting the heavily discounted Wall Street Prep program that his own society started in the past year, in addition to their black card service (Waterloo).

Chair opens the floor for discussion.

D. Canning (UBCO) asks whether these discounts could extend to whole council.

Z. Hogg (CABS) mentions that the initial purpose is to benefit the executive teams, but he is in favor of doing that.

C. Kimber (Saskatchewan) recaps that he thinks it's good that Z. Hogg (CABS) is bringing in regional directors to ensure every member can get a benefit out of this program.

Chair ends discussion and calls the question.

Moved by Z. Ayoub (Calgary). Seconded by D. Love (Simon Fraser).

Approved unanimously.

5. New Business: CABS Competitions

5.1 CABS & REFAEC Jurisdictional Competition Agreement

R. Boghos (CABS) begins by reviewing the situation when a CABS member who competes in JDC also wants to compete or host JDCC. Currently a REFAEC member school (who competes in JDC) cannot host JDCC by virtue of that organization's rules. The University of Sherbrooke, a REFAEC member, brought forward a guide to REFAEC regarding how both competitions could be held in the same province, namely Quebec, which included a stipulation of six weeks separation of both events and in two different cities. It was originally recommended as well that corporate relations teams meet regularly to avoid sponsor cannibalization. In this new agreement that is being presented, it has been amended to allow for five weeks instead of six, and a review of the agreement every three years. Ottawa is considered a neutral area, and the first school to vote would get to host, and if the other competition wants to host in the same region it would be on them to analyze the risk. If two bids are in for either competition, and only one for the other and it shares the same city as one of the other two, then the competition with only one bid takes precedence in said city.

Chair opens the floor to discussion.

S. Lorentz (Ottawa) notes that that explanation didn't make complete sense – the bids for both events are held at different times, and JDC bids are usually two years in advance, so effectively they could always take precedence.

Chair ends discussion and calls the question.

Moved by S. Lorentz (Ottawa). Seconded by T. Green (Trent).

Approved unanimously.

5.2 JDCC Waterloo Team Composition Allowance for JDC Central 2016

R. Boghos (CABS) explains that the University of Waterloo's School of Accounting and Finance, of which their relative association is a CAS member, only contains finance and accounting students, which limits their ability to perform in the more diverse JDCC. Waterloo used to send half-delegations to counter this limitation, but those are no longer allowed. As such, Waterloo is requesting to bring several students from their University who aren't enrolled in AFSA.

L. Wu (Waterloo) explains that the University of Waterloo doesn't really have a set business faculty, which has helped create this situation.

Moved by M. Payette (Concordia). Seconded by R. Price (Victoria).

Approved unanimously

6. New Business: Governance

6.1 CABS Member Accreditation Policy Amendments

Z. Hogg (CABS) begins by reviewing the proposed amendments to the Member Accreditation Policy, a policy that was originally passed by the Board at CBSC 2015. The changes highlighted included the entrenchment of the passed membership fee structure and the associated discounts for the Member Accreditation Standards Program as administered by this policy, which were the terms that the Board agreed to when passing new membership and discount fee structures at CBSC 2015.

Moved by M. Payette (Concordia). Seconded by C-L. Shoettler (Regina).

In favour: 12

Abstentions: 19

Motion fails.

Chair opens the floor for discussion.

D. Canning (UBCO) asks of the level of effort required to complete the submission of documents for this program.

Z. Hogg (CABS) highlights that qualifies time as an input in this program, but instead, deliverables. Schools should need to send documents in that they already have related to their operations. If schools do not have documents highlighted in the Accreditation Standards Scorecard where credit is given, this should highlight a need for better documentation of a society's work, and should be a positive highlighting what additional work is needed to strengthen the society, and not seen as a negative for being involved in this program.

D. Canning (UBCO) asks what types of documents are needed.

Z. Hogg (CABS) highlights that just like in the real world, anytime a "review" of a company is done, the more documents that have third party confirmation, would be deemed the most strongest of documents for this committee to review, for example sponsorship contracts, CPP's, event recap forms, event attendance lists, and etc. Furthermore, the standard document requirements are discussed at each level of the Accreditation Standards Scorecard in the relevant areas of the program being scored.

C. MacKay (CABS) furthers this point, suggesting that some schools may have these documents, and some schools may not, so as Zac has mentioned, the time will be dependent on the strength of the internal documentation of the BSA, again highlighting that this would be a sign of an improvement a society needs to make for better internal records and transition, rather than a penalty and negative to participate in this program; an inherent benefit of the program.

S. Lorentz (Ottawa) questions the focus of the vote made at CBSC 2015, mentioning that the small schools are going to be paying double the amount they were before (\$250 to \$500), which is a much more material increase in an expense for their smaller budgets, and any discounts they could receive would still in turn, have them paying more than before. Unsure of the viability of the fee increases for these schools now looking at it again. Also mentions that the vote at CBSC 2015 was contingent on an annual CABS budget for the board to see.

Z. Hogg (CABS) ascertains and reminds the board that they were all present at CABS Roundtable 2015 in Prince George, where this budget was in fact presented to all incoming and outgoing presidents at the Annual General Meeting of the membership. Also curious as to the lack of discussion brought forward on this topic from the Board of Directors on the Finance Committee, as S. Bullock (CABS) – *absent* – who Z. Hogg (CABS) is speaking on behalf of, had a meeting discussing these points in greater detail, and based on their lack of concern on this point, seem to be content with what S. Bullock (CABS) presented at this Finance Committee meeting.

C. Parker (CABS) highlights the fact that the finance team, led by S. Bullock (CABS) – *absent* – have put in numerous hours into cleaning the back-end accounting records, three-plus years' worth of records in fact, and that the budget approved might not be the same in terms of actual expenses, as operations change from when a budget is created by the previous management team, and we are now figuring out where costs really lie.

C. Kimber (Saskatchewan) confirms that the budget for CABS will not be materially growing and that the budget presented at CABS Roundtable 2015 is materially accurate to the future CABS budget for 2016 that S. Bullock (CABS) – *absent* – had presented at the most previous meeting of the Finance Committee relating to membership fee increases and Member Accreditation Standards Program membership fee discounts.

R. Ambrosio (Brock) asks how the different areas of the Member Accreditation Standards Program are weighted.

Z. Hogg (CABS) mentions that this was voted on at CBSC 2015, and passes this point to C. Parker (CABS), to further clarify, as he was not involved in setting the value of the different tranches that the program gives credit towards.

C. Parker (CABS) clarifies that this was based on best professional judgment that could be applied by the number of years of BSA experience by the few on CABS and the Board of Directors on the Accreditation Committee to find an initial benchmark. Further substantiates that the value placed on these different tranches are up for amendment by the Accreditation Committee at a later date.

A. Lal (Guelph) appreciates the transparency in highlighting all the changes being made to the policy and the degree of disclosure in the Accreditation Standards Program's scorecard, but would like to see the entirety of this motion tabled until this future CABS budget as preliminarily approved by the Finance Committee is disclosed to and approved by, the entire board of directors. By taking this time, the small schools would have more time to align their own future budgets with their expected future CABS membership fee.

B. Warren (Lethbridge) asks since Roundtable is so far away, if it is possible to move pieces ahead of this policy and program, and then table the pieces of the membership fee which are being questioned

C. Parker (CABS) seeks clarification on which parts they are worried about.

A. Lal (Guelph) wants CABS to find the basis of which future budgets would make sense, as the accounting was only recently cleaned up, with a better idea of a future budget at the completion of a year with strong accounting done throughout. Before then it would be hard to discuss the finances.

C. Kimber (Saskatchewan) reconfirms that this year's budget does not have any effect on the size of next year's budget relating to these membership fee and membership fee discount changes.

Z. Ayoub (Calgary) asks if a virtual meeting will be used – everyone would have to be present and online – and would like to make it so that there's the ability to meet before roundtable and have an online ballot and meeting so that there is the ability to work on this.

V. Buttinger (Laurier) seeks amendment to the original motion, to implement the program itself, but halt the final implementation of where the entrenchment of the membership fees and membership fee discounts will take shape.

A. Webb (Carleton) the program has a long term value proposition to all the schools and needs time to be implemented, this virtual meeting will be hard to take shape with so many full time students on the board of directors with highly variant schedules.

S. Lorentz (Ottawa) if the program has no intention to make money for CABS, we still want to see how it will look for the expense side, where the money in the budget is going towards.

T. Green (Trent) clarifies how we arrived at discussion with the previous vote of the board of directors.

Chair asserts the previous motion failed due to the abstentions.

A. Lal (Guelph) agrees with the idea of allowing the program piece of the policy to move forward, and to table the fees related pieces.

V. Buttinger (Laurier) asks for clarification from CABS if this is possible.

Z. Hogg (CABS) explains that the way the policy has been designed, it is indeed possible, as we simply would strike out the articles of the policy as presented which relate to the discussion of the membership fee and related discounts, which are articles 12, 13, and 14 as currently presented.

Motion to amend the CABS Member Accreditation Policy by striking down articles 12, 13, and 14 relating to entrenchment of membership fees and related discounts to this policy.

Moved by V. Buttinger (Laurier). Seconded by Z. Ayoub (Calgary).

Amendment approved unanimously.

Motion to approve the CABS Member Accreditation Policy, as amended.

Moved by V. Buttinger (Laurier). Seconded by Z. Ayoub (Calgary).

Motion approved unanimously.

6.2 CABS Accreditation Committee

Z. Hogg (CABS) explains that we now need to establish the committee that shall oversee the Member Accreditation Standards Program, as part of the policy just passed.

Chair opens the floor for discussion.

R. Ambrosio (Brock) asks if for this committee, will the application process be anonymous.

Z. Hogg (CABS) explains that this may sound like a good idea, however, as based on the JDCC Relegation process implemented only two years ago, it would be very difficult to market what your society does, or document it to the Accreditation Committee, without disclosing which school you are. As discussed at CBSC 2015, we will try to make this review process of schools as fair as possible, in light of this.

J. Shipman (McMaster) asks if it would be required that small, medium, and large schools are all represented.

C. Parker (CABS) this was not included but it would be a good point to add in difference of size of school across the members sitting on this Accreditation Committee.

T. Green (Trent) ascertains that the policy only specifies 4 east, 4 west, and 2 alumni to sit on the Accreditation Committee, but no guidance on size of schools.

Motion to approve the creation of the Accreditation Committee.

Moved by Z. Ayoub (Calgary). Seconded by T. Green (Trent)

Motion approved unanimously.

6.3 CABS Appeals Committee

C. Parker (CABS) explains that CABS would like to establish a committee that would hear any complaints directed to the organization on a corporate-wide level.

Motion to approve the creation of the CABS Appeals Committee.

Moved by B. Warren (Lethbridge). Seconded by R. Ambrosio (Brock).

Motion approved unanimously.

6.4 CABS Leadership Development Committee

C. Parker (CABS) explains the scope of this committee would be to oversee the programs relating to highlighting successes of students leaders, namely to Awards and Extra-Curricular Transcript Program.

Motion to approve the creation of the CABS Leadership Development Committee.

Moved by S. Lorentz (Ottawa). Seconded by C-L. Schoettler (Regina).

Motion approved unanimously.

6.5 Appointment of Members to Newly Ratified Committees

C. Parker (CABS) presents the members that shall stand on the newly approved committees; Accreditation, Appeals, and Leadership Development.

Motion to approve the members to sit on these committees.

Moved by B. Warren (Lethbridge). Seconded by F. Mintu (Winnipeg).

Motion approved unanimously.

6.6 Amendment to Current Standing Committee Structures

C. Parker (CABS) presents the members that shall now sit on the previously formed committees; Finance & Audit, Governance, JDCC Steering, and Strategic Oversight.

Motion to approve the members to sit on these committees.

Moved by Z. Ayoub (Calgary). Seconded by S. Lorentz (Ottawa).

Motion approved unanimously.

7. New Business: CBSC 2016 Bid

Bid presented by S. Lorentz of the University of Ottawa.

Chair opens floor for discussion.

Motion to approve the University of Ottawa bid to host CBSC 2016.
Moved by S. Newall (UNBC). Seconded by M. Thomas (Dalhousie).
Motion approved unanimously.

8. New Business: Roundtable 2017 Bid

Bid presented by Sam Smolarski and Nicole Pellaers of the University of Winnipeg.

Chair opens floor for discussion.

V. Buttinger (Laurier) asks how much the delegate fee will be.

Nicole Pellaers states that the delegate fee would be \$350; 3 budgets have been projected for this bid, all variants dependent on the level of sponsorship raised for this event.

Chair encourages board to rely upon conference budgets submitted without sponsorship to gain a better understanding of the expenses required to host this event.

S. Lorentz (Ottawa) asks about the high events.

Nicole Pellaers states that the night events will be up to the specifications sought by the membership.

Z. Ayoub (Calgary) asks what would be the difference in hotel prices.

Nicole Pellaers answers that overall, the most material item dependent for the hotel costs are the number of delegates attending.

F. Mintu (Winnipeg) states that BASA, the member society, is fully supporting the event and would also cover the loss if there was one.

S. Lorentz (Ottawa) suggests that the students look into cheaper venues, and to look at the volunteer related costs as they do not pay delegate fees.

Motion to approve the University of Winnipeg bid to host CABS Roundtable 2017.
Moved by N. Yagi (Manitoba). Seconded by D. Canning (UBCO).
Motion approved unanimously.

9. Other business and varia - Members

L. Pannu (Kwantlen) thanks the BOD for their support and information gained over the past few days. The resignation of their president has left them working together to build the KBSA. J. Gutierrez (CABS) says that all President updates and resources will be made available to them.

10. Other business and varia - CABS

9.1 CABS Marketing

S. Lorentz (Ottawa) motions to strike down this presentation due to its necessity and the length of discussion taken on other, more important points. And moves for the appointment of a new Chair and Vice Chair for the CABS Board of Directors.

Moved by S. Lorentz (Ottawa). Seconded by T. Green (Trent).
Motion approved unanimously.

9.2 Appointment of Chair

C. Parker (CABS) recommends K. Singh (Ryerson) sees a promotion from Vice Chair to Chair.

Motion to approve K. Singh (Ryerson) as the newly appointed Chair of the CABS Board of Directors.
Moved by V. Buttinger (Laurier). Seconded by L. Wu (Waterloo).
Motion approved unanimously.

9.3 Appointment of Vice Chair

Chair opens floor for nominations.

C. Parker (CABS) nominates T. Green (Trent).

R. Boghos (CABS) nominates M. Payette (Concordia).

Votes in favour of T. Green (Trent): 12
Votes in favour of M. Payette (Concordia): 7

Motion to adopt the vote and approve T. Green (Trent) as the newly appointed Vice Chair of the CABS Board of Directors.
Moved by B. Warren (Lethbridge). Seconded by C. Kimber (Saskatchewan).
Motion approved unanimously.

11. Adjournment

Motion to adjourn by K. Singh (Ryerson). Seconded by A. Lal (Guelph).
Approved by unanimous consent.

Meeting adjourned at 5:50 PM (EST)

ATTACHMENTS

See Google Drive folder: **CABS Head Office – Board of Directors > F2016 > Board of Directors Meeting (2015.08.15)