

Meeting Minutes

Board of Directors Meeting

Ryerson Commerce Society (RCS) – Four Seasons Board Room, TRS 3-164

Monday October 3rd, 2011 – Ryerson University, Toronto, Ontario

Board of Directors Meeting

Prepared by: Bushra Jawed

Location: TRS 3-164

Date: Monday October 3rd, 2011

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CALL TO ORDER – 6:00 PM

BOARD MEMBERS EXPECTED TO ATTEND:

| | |
|------------------|--|
| Angelo Piroz | President |
| Samantha Almeida | Vice President Administration and Operations |
| Darren Shivraj | Vice President Corporate Relations |
| Laura Grisolia | Vice President Finance |
| Michael Jor | Vice President Engagement and Outreach |
| Amir Golbazi | Business Management Director |
| Hitansh Nanda | Business Management Director |
| Faiza Hussein | Information Technology Management Director |
| Nina Tavakoli | Hospitality and Tourism Management Director |
| Salvatore Anania | Hospitality and Tourism Management Director |
| Ife Osemeke | Retail Management Director |
| Bushra Jawed | Secretary |
| George Phu | Honorary Councillor |

ABSENT WITH REGRETS:

| | |
|------------------|--|
| Natasha Campagna | Vice President Events and Marketing |
| Mustafa Amer | Business Management Director |
| Prateek Bajaj | Information Technology Management Director |
| Abdul Snobar | General Manager |
| Dev Singh | Honorary Councillor |

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Item 1 CALL TO ORDER – 6:28 PM

BE IT RESOLVED THAT Angelo Piroz pass his **Chairing Rights** to George Phu for the board meeting being held on October 3rd, 2011.

Moved: *Angelo Piroz* **Seconded By:** *Michael Jor*

Result: *Passes unanimously*

| For | Against | Abstentions |
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George: Thank you approving me as chair! This is going to be interesting. I'll try to be as fair as possible. Reminders regarding funding requests, please try to look at the individuals when they're speaking and be respectful of others in the room at all times.

Item 2 APPROVAL OF THE AGENDA

BE IT RESOLVED THAT the **AGENDA** be accepted as presented.

Moved: *Samantha Almeida* **Seconded By:** *Hitansh Nanda*

Angelo: Quick question. Sal, are you still discussing Item 7?

Sal: No, that's being taken out for now. So I'd like to make an amendment to have Item 7 struck out for this meeting.

BE IT RESOLVED THAT the **AGENDA** be accepted as presented, with the slight amendment of removing Item 7.

Moved: *Samantha Almeida* **Seconded By:** *Hitansh Nanda*

Result: *Passes unanimously*

| For | Against | Abstentions |
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Item 3 Executive Updates

Vice President Engagement & Outreach

Mike: Just a quick update. I've hired more street team members, and now we're at a grand total of 14. These are your permanent street team members. I've been slowly collecting information on student groups for the board report. You will be getting information soon. And I gave an update last meeting on the first year initiative, so that's about it.

Angelo: Can you just recap on the first year initiative?

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Mike: We figured out that what we want to do is to take first year students and basically have a mentor/mentee program. In the program, first year students are mentored by student groups, and these could be it first years, direct entries or transfer groups. The student groups would agree on taking the students in, and then depending on what positions are open, these students will be taken under their wing. It also helps for hire for next year.

Laura: How are these board reports being done?

Mike: At this point, I have the template out. It works on a continuous basis, past present and future. Activities and events are the two categories. Every month I'll be asking the student groups what happened in the past, present stuff that they're doing for the next two weeks, and the future is what they plan on doing. It continuously goes down that.

Laura: And are we posting these on the website?

Mike: Yes, we should be, as it is public information. Similar to last year, we'll be doing the same thing.

Vice President Finance

Laura: I have received all the budgets from the student groups. I did an update on the student group binders last week. We're meeting on Friday to discuss that and then with student groups for events. With talking to them about the budget, I'm finding that a lot of student groups are having internal budget issues. As board members, please direct them to one of us. A lot of them are finding it hard to plan their events and collaborate. We need to find ways to help!

Sal will be looking further into the sub-bugets of the RCS specifically. He will speak to the executives and committee chairs. From my understanding, we will be receiving more money but we're planning on that we have no idea what we're going to have in the future. He will be doing one on ones, you probably want to meet with your committees to prepare for that.

Vice President Administration & Operations

Sam: The website is basically complete, there are still a few minor changes. The event calendar is in its final stages of being built. I have received events from one student group. There are some structural changes on the website, so check that out. If you have any issues or questions, you can contact me or Parsa. There is a tab for board meetings, so on the website there is a board meeting calendar if you select the tab and it drops down to the calendar and it shows all the board meetings coming up. The mobile app – I'm currently in contact with a company who was supposed to send them marketing material which I haven't yet received. Office hours are complete, basically it's the last few drafts now. If you still have some requests or suggestions

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you want me to complete, then send them in please ASAP. Basecamp is a work in process, maintenance from all the files from this summer.

Nina: Are we still going to have another photography session?

Sam: Yes I am missing some professional headshots. I will contact Shawn and decide on a date, and if you're unable to make that date too, then please just send me a professional headshot of yourself.

Angelo: Just to get things moving with office hours, does anyone have a problem with the schedule?

Sal: Well, Tuesdays are my days off and I come in from 9-10 for office hours and that's it.

Angelo: Okay, so maybe we can do that one more draft.

Sam: Just send me an email and I'll try my best to accommodate it.

Laura: What exactly do you do during office hours?

Sam: A new thing that was proposed to me. Now that we control the student group mail, you can deliver the mail to them. And then general inquiries that student groups or students have can be dealt with, and it's basically your time to work towards what you're trying to accomplish for your position.

Angelo: The general idea is that during your office hours, you are the manager of the office, king or queen of the office. At the end of the day, that falls on to you. Just make sure that the office is refilled with supplies, is running smoothly, and complete small cleaning jobs. Just make sure you keep the office clean and tidy.

Michael: This isn't related to office policy, but about poster policy. Are we upholding that policy this time around?

Sam: Yes. I can send out the poster policy to everybody, so we can all familiarize ourselves right now there's a purple folder with all the stamps, so definitely keep a copy of the poster. Put it in the folder and then I'll look at it.

Sal: Maybe once a month, whoever has the longest office hours, can take the time to organize it. It looks really bad when people come into that room. Can we develop that once a month cleaning policy? I brought it to the board because we're all at the office because we claim that we all take care of our stuff, but we don't because the office is such a mess. If we were to

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develop some sort of system, then at least one day could be put towards that?

Angelo: Obviously everyone should clean up after themselves, there's around 20 people using the office, if not more. We had a weekend cleaning day over the summer, we could do that over the semester a couple times too. The only thing I don't agree with is having cleaning during the day because we want a welcoming open door policy.

Vice President Events & Marketing

Francesco: I can speak on behalf of Natasha. My name is Francesco Policelli, and I'm on the event committee. The event committee has a meeting tomorrow at 6:30, Tuesday October 11th. We're going to be discussing the upcoming Student Appreciation Days, Halloween party, and Frost Week for Feb 3-5. That's all we know, no details as of yet. They will be decided during tomorrow's meeting.

Angelo: Campus vacation, Kurtis Yim and Natasha is meeting with them for Frost week. We are going to be going on a ski trip, the cost is going to be around \$300 per student with room for discount based on volume.

Francesco: Also, one is the skiing package and one is the regular package. So the regular package in which you cannot ski, but stay with everyone is obviously cheaper.

Vice President Corporate Relations

Darren: We're actively contacting companies on behalf of the mandate of the CCPP and using our CRM software to ensure that only one contact is going to every company. Focus on Rogers CGA, Xerox . In regards, partnership performance review, just a matter of reviewing them and then test piloting it with all the frosh accounts.

Angelo: Can you clarify the CCPP review and partnership review?

Darren: CCPP review is all the student group information in regards to sponsorships, and the partnership review is the transition for the corporate relations next year and the company that their reports are for, used for continuity and so we can use that to build upon for next year.

President

Angelo: Referendum campaign – I know I sent out an email to the board, the referendum was passed by the board of governments. Now we can officially ask students to question. we have a steering committee comprised of myself, Tracy (SIFE), and Nancy Sandhu (RUAS). The referendum campaign is well on their way and we're creating a marketing plan. With that being

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said, I want to extend an invitation to the board, by virtue of approving we are involved automatically. But if someone wants to individually get involved, I definitely recommend that, so just email me.

As RCS, you can help with creating posters, offering strategic advice, then help during the actual referendum campaign with person to person campaign. During the campaign, I would expect the whole board committee and street team to be going out and speaking to people to get them to be knowledgeable. Obviously you guys will receive training, and we'll do that with all the student leaders that will be part of the solicitation part of the campaign.

Ife: Was it the 7th to 10th of November?

Angelo: Yes

Michael: Are we expecting an anti campaign?

Angelo: Yes, we are expecting a no campaign. In order for that to happen though, first there needs to be three students to sign for the yes campaign and then you have until October 18th to have three people to sign for the no campaign. If there's anyone who chooses to be officially registered as the no side, then they have until the Oct 18th to oppose this question, this referendum. Without that, they can't officially campaign against the referendum

Abdul: RCS is supporting it without any financial resources. No finances in any way. Obviously time and support is there, but no money is involved.

Angelo: Conferences and competitions – working with our Associate Dean and an MBA professor for a process of conferences training and competition training. We've set up a potential training day as October 23rd for any student groups planning on sending students, competitions training seminar – held by Dale Carl. An invitation will be sent out within the next day or so, once a schedule is finalized. It'll teach people about case method, and how to present yourself, and then they're doing to be doing a case. We want TRSM is represented adequately. The group will break off and then work on the more case specific projects.

We have interviews tomorrow for the Harvard University Women in Business. We had 88-90 applicants, narrowed it down to 15, and we're going to be sending 4.

Item 4 Funding Request: Human Resources Student Association (HRSA) @ 7:00

RE: HR Alumni Night

Stephen: Hi, my name is Stephen and I am the HRSA Director of Finance.

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Gordon: My name is Gordon Su, and I am the co president.

???: We have our alumni night coming up this Tuesday. It's an event focused on alumni retention and student engagement. We have Diana Chan as the honourable guest, who is the only Google recruiter in Canada.

Our basic itinerary for the night, it starts at 6:00pm. 6:30 we will have the opening remarks, and Diana Chan's inspirational speech. Along with being with Google, she has her own company in which she works with undergrads and grads to help them in this staggering economy. A lot of students don't know the about the opportunities they have and what is available to them. Especially since HR is such a huge field, you can head towards compensation or recruitment and selection or labour laws or so much more.

After dinner, we will have our speed greet which is beneficial for our students. They will have an opportunity to talk to the alumni, so the students can see what challenges they went through. We have HR senior managers, and HR executives coming out. We have people coming out that have tenure with the organization and can explain what opportunities and challenges are available.

Stephen: This is our 7th annual HRSA alumni night. Last year, we won best social event at the RCS event gala. We're expecting to sell 50 tickets, at \$10 each, so that comes out to \$500. We're getting department funding for \$1400, and the RSU grant application has been confirmed. We're asking RCS for \$3000, \$250 to decor, \$250 guest speaker fee, and \$2500 for food. We are paying our guest speaker this year, because she is so prestigious.

So we've confirmed Diana Chan, confirmed RSU funding, confirmed department funding, and right now we actually have a waiting list for the alumni. And we have full confidence that we'll sell 50 tickets.

Our contingency plan is as follows. We do have money in our trust accounting. However, I want a fair bit of money in there is something happens in the future. We'd like to offer you three free tickets, as well as, you'll be thanked at both the opening and closing remarks.

Abdul: This has been a great presentation! Really good! I'm working though, the Dean's funding, is this because you're saving that for another event.

Stephen: Yes, our OBC competition is our largest event of the year. And I want to reserve it for that. That's why we're holding out on PFACS as well.

George: Thank you very much! Someone will be in touch with your shortly.

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Item 5 Funding Request: Ryerson Commerce & Politics Association (RCPA) @ 7:20

RE: Majority Rules: The Future of Canadian Government Event

Val: Hello my name is Val and I'm the current president of the RCPA.

Jamie: And I'm Jamie, I'm the VP of Finance.

Val: This Friday is our event, Majority Rules. It is in relation to the future of Canadian government. A little background – in light of the federal elections. We elected a conservative Canadian government. We're bringing members of parliament from everyone to represent their parties. So right now with the majority government that the Conservatives have, what kind of business and political changes will there be and how will it take place over the next 5-10 years. Essentially, how business will be affected by politics?

Our event is from 6-9pm, in Cara Commons. We have confirmed Navdeep Bains, Brenard Trottier, John Tory, Parthi Kandavel, Neil Thomlinson, and Matthew Kellway.

They'll discuss factors leading up the may 2nd political election. And there will be a networking and socializing period that will follow.

We've been marketing every single day since September 6th. Statistics from three days ago show that 118 that have registered on Eventbright, and 4 students that have registered for themselves + 1.

Sponsors logo will be featured, given two minutes to speak in the introduction, organization will be mentioned many times, tickets to the event will be provided, as well as VIP seating.

Jamie: RCPA is currently request \$1120 for food and drinks. We will be serving sandwiches from Catertrax as well as bottled watered and pop. There will be some printing costs incurred. We're also asking for funding for linen and speakers gifts. We also include the mitigation, which is 15% of total expenses. This is just to adjust for unexpected changes, i.e. changes in prices and/or changes in people attending. We're asking RCS to cover the food and drink which is \$775.92 and the Dean's office for \$344.15.

Val: One of the reasons that we require more money is that we're required to order from Catertrax or Cara Commons, and therefore our prices has gone up. We have however ordered down quantity wise in order to give us that leeway between attendees.

Hitasha: What's your contingency plan?

Val: We've also applied to PFACS and the Dean's office. The \$500 from the RSU, we don't know

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if we can use that or not because in the past that's only for their non affiliate student groups. So, applying for them now seems a little irrelevant. We've applied to PFACS as well.

Salvatore: What's the certainty that 130 are going to be attending your event?

Val: Okay, so we've had signup sheets, events on Facebook, and the Eventbrite page. So I know Facebook isn't a very dependable resource, but people from our Facebook event page have also signed up on physical paper as well as signed up on Eventbrite. We thought those three different ways of signing up would be the best way to mitigate.

Laura: First of all, RCS does not control the Dean's amount. We just approve the RCS amount, just so you're aware. And secondly, what is the ratio of students coming?

Val: 70% are business students, and the rest are non business.

Salvatore: If RCS potentially funds this, and then you'll have food for 100 people, but what if you have 130 people show up, you won't have them all eating?

Val: Going back to our original budget discussion, we originally started it at \$2000 with a sit down dinner, but then we reduced that to a finger food event/sandwiches. We could turn this into something of the same cost and with more people by reducing the type of food. If we're going to accommodate more people, we do have the option to do it. It just wouldn't be sandwiches. We're marketing the final days before the event. If more people are showing up, there should be an increase on Eventbrite, and so we can manage our food order.

Ife: So what are you charging for students?

Val: We're not charging for this event actually. We want a lot of first years to come out to this event, and so because they don't want to pay. This allows them to experience TRSM and we'd like to offer that at no cost.

Angelo: Is this event accredited under the Build Your Network program?

Val: Yes, it is.

Salvatore: I would suggest that you do put up your food amount. If you don't have enough food for everybody, that doesn't look good on you. And especially if you do have your 130 people registered, I would honestly suggest upping it a little bit.

Val: I understand, but we didn't want to come with another inflated price for the food.

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Salvatore: Because this is such a good event, have you guys created any media releases? So is outside media is aware of this event happening and the people coming?

Val: We eliminated that cost actually. Because we went to the media services room and asked it to be posted live or put into the Ryerson archives which would cost us an addition \$200. So we will be videotaping the event ourselves and putting it up on our website and Youtube. We've contacted the Ryerson newspaper but no one from the outside media.

Mike: how many tickets do you have available?

Val: We have 145 seats. So from the registration, we're very close to filling up.

George: Thank you. Someone will contact you shortly.

BE IT RESOLVED THAT the RCS takes a recess for 5 minutes at 7:22pm.

Moved: *Ife Osemede* **Seconded By:** *Michael Jor*

Result: Passes unanimously

| For | Against | Abstentions |
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CALL TO ORDER – 7:29 PM

Item 6 **Funding Request: TEDxRyersonU @ 7:40**

RE: TEDxRyersonUSalon on Gould: The Urban Landscape

Parvinder: Hello, for those of you who do not know me, my name is Parvinder and I'm the curator of TEDx and steering committee member. I've come here to ask for funding for TEDx's first salon event. Okay, so does everyone know what TedX is? Basically it stands for Technology Entertainment and Design and it is a conference which takes place annually. And then TEDx is for independent organizations such as Ryerson that can independently organize TEDx events, and act on ideas that are generated from this committee. The TEDx conference was on November 20th last year. Now, basically a salon event is a really small TEDx conference that has a really narrow theme. The first one is October 7th, this Friday and it's called the Urban Landscape. This is an official TEDx event, the and we're doing it on Gould street, right outside of the bookstore. So, we will definitely have an official seated audience, however, the idea is to also capture the attention of passersby.

Sheldon Levy gave a talk about how our university is trying to give an impact through our industrial developments. We want to let them know what Ryerson is doing and how it's impacting their community. Never seen before images of these new buildings, and a speech by Luke who is an urban planning student. We don't rely on getting speakers, or people whose

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names are known. We believe that everyone can come up with ideas. We had visiting professors, students, and alumni speak last year at the conference.

Our attendance will be open of course. And this event we will be unveiling our speakers for this year and also, announce the team. This event will have a twofold purpose, one - to make students proud of what Ryerson is doing and how Ryerson is playing a role in a developing country. And the other purpose is promotion for our conference as well.

Most of the budget just includes the stage and audio-visual. 50 people seated and other people will just be walking by or standing. I've submitted the budget of \$1240, with AV at \$940 and stage at \$300. I'd like to request for the full funding. We have applied for PFACS, so as soon as I hear back from them, I can definitely organize a reimbursement process for RCS.

Faiza: Is there going to be seating outside?

Parvinder: Yes, at the corner of Victoria and Gould, right outside the book store. So the seat will be facing south towards a setup stage.

Angelo: Amazing event and it definitely goes in line with that is going on at Ryerson. Great marketing plan too. Quick question, how will the RCS be recognized?

Parvinder: Well, everyone knows that we are an RSC group, but there can definitely be a banner to present RSC there.

Hitansh: What's your backup plan weather wise?

Parvinder: We'll have to cancel the event, weather permitted. Obviously the whole point of it is to be outside and we won't have the same experience in a room. And we can push it back to next week because those are our auditions. If anything, we might reschedule for next semester because after this event, we want to focus all of our attention on our main event which is the conference.

George: Thank you Parvinder, someone will contact you shortly.

George: We're going to discuss first HRSA funding request.

BE IT RESOLVED THAT the RCS fund HRSA \$3000 for their Alumni Gala.

Moved: *Laura Grisolia* **Seconded By:** *Angelo Piroz*

Result: Passes unanimously

| For | Against | Abstentions |
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Laura: I'd like to speak on it, this event has been very successful in the past and has won our student group awards last year. I'm definitely in support of this. I've already spoken to Gordon about the guest speaker and the fact that they're paying her, but their faculty advisor has highly suggested this speaker.

George: Moving on to the next item.

BE IT RESOLVED THAT the RCS fund RCPA \$775.92 for their Majority Rules event.

Moved: *Laura Grisolia* **Seconded By:** *Angelo Piroz*

Laura: Val has put a lot of planning and effort into this. He has spoken to me several times, and I really think he's done his due diligence and on top of that, he's managed to approve really great speakers.

Sal: I would like to make an amendment to the amount.

BE IT RESOLVED THAT the RCS make an amendment to the motion and change the funding amount for RCPA to \$1135.92 for their Majority Rules event.

Moved: *Salvatore Anania* **Seconded By:** *Michael Jor*

Sal: Given that this is a pretty prestigious event and a pretty controversial event too. And especially looking at the topics that will arise, I don't think they planned food very well. They should purchase more to accommodate the extra guests, maybe even having better food.

Angelo: Can you quickly breakdown how you got the total?

Laura: \$7.20 for each person sandwich wise. And the additional for drinks.

Angelo: Completely for the amount, but I'm also going to say that if the board passes this amount and they speak to him and get better than just sandwiches.

Laura: Would you suggest he go back to the dinner?

Angelo: Well, not the dinner, but maybe better than the sandwiches. My rationale behind is that you have there's some pretty political people coming in, so maybe that's just a suggestion you can make to him. At this point, we don't know the variables for the food, so we can't really give them more. That's just an arbitrary number we're throwing out there. So at least these are tangible items.

Sal: Well as Laura said that if we give them a number, doesn't mean they'll hit the number. They

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can submit their receipts and we can cover them up to that amount.

BE IT RESOLVED THAT the RCS make an amendment to the motion and change the funding amount for RCPA to \$1135.92 for their Majority Rules event.

Moved: *Salvatore Anania* **Seconded By:** *Michael Jor*

Result: Passes unanimously

| For | Against | Abstentions |
|-----|---------|-------------|
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George: On to the main motion now, which reads as follows.

BE IT RESOLVED THAT the RCS fund RCPA \$1135.92 for their Majority Rules event.

Moved: *Salvatore Anania* **Seconded By:** *Michael Jor*

Result: Passes unanimously

| For | Against | Abstentions |
|-----|---------|-------------|
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George: And now, on to TEDx Ryerson Salon event.

BE IT RESOLVED THAT the RCS fund the TEDx Ryerson Salon \$1240.

Moved: *Laura Grisolia* **Seconded By:** *Angelo Piroz*

Mike: Point of information, what's the \$300 for?

Laura: It's for the stage.

Angelo: I just wanted to comment, this sounds like an amazing event. It's really reaching out to the first years, and it's outside so even though there's limited seating, so many more people can attend. And I spoke to Parvinder and he said that even if the event is cancelled due to weather, they will not be responsible for any of the cost. Since all the AV and staging is done internally, there's no risk because it's all internal if the weather does not go so well.

BE IT RESOLVED THAT the RCS fund the TEDx Ryerson Salon \$1240.

Moved: *Laura Grisolia* **Seconded By:** *Angelo Piroz*

Result: Passes unanimously

| For | Against | Abstentions |
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Item 7 ANNOUNCEMENTS, NEXT MEETING and ADJOURNMENT

Next Meeting: October 17th, 2011 @ 6:00pm

**Location TBD*

Angelo: So next meeting, October 17th 2011 at 6pm, location to be announced.

Angelo: Just as a quick announcement, the RCS Cares CIBC Run for the Cure happened yesterday and it was a huge success. I want to thank everyone who attended and those who supported the event. I know the event costs money and it's on a Sunday morning, but I would like to see at events like this more board support. I know a lot of the student groups had a phenomenal amount of support. So please please please make the effort for Student Appreciation Days and RCS Cares events.

Mike: November 4th is the new setup date as the Ryerson Lipdub so we can get ourselves all figured out. It's one of our best ways to show our visibility around the school.

Angelo: For those of you that aren't familiar with Lipdub, it's basically a lipsync done by a whole bunch of people with no cuts. There are a select few from other universities, and I think this is going to be amazing especially with us being downtown. There have been lipdubs featuring lots of other universities. I think we'll get a proposal formally for it in the future. Right now personally I think it would be a great idea for each and every one of us to get out in it. It's all over Youtube and it's a really cool thing to experience.

BE IT RESOLVED THAT the meeting be adjourned at 8:08 pm.

Moved: *Michael Jor* **Seconded By:** *Faiza Hussein*

Result: *Passes Unanimously*

| For | Against | Abstentions |
|-----|---------|-------------|
| 10 | 0 | 0 |

ADJOURN THE MEETING at 8:08PM.

Minute Prepared By: Bushra Jawed (September 19th, 2011)

Approved: _____

Meeting Minutes

Board of Directors Meeting

Ryerson Commerce Society (RCS) – Ted Rogers School of Management

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