

**Edwards Business Student's Society**  
**Meeting April 4<sup>th</sup>, 2011**

*Absent with Regrets:* Anna Burton, Disha Joshi

*Absent with Late Regrets:*

*Absent with No Regrets:*

**Beginning:** 5:33

**Call Meeting to Order:** Spencer, Reid

**Adoption of the Agenda:** Trista, Max

**Adoption of the Minutes:** Adam, Matt

**Reports:**

**Reagan:** Tomorrow, Cole and I will be going over to BJM at eleven thirty to inform high school students about the Edwards School of Business.

**Nicole:** Going to St. Joseph tomorrow for career fair from 8-11:30.

**Julia** Read your email for council photos. The photos will take ten minutes. Wear suit keep colours green white and black.

**Jared:** Interviews for JDC West taking place soon.

**Reid:** Thanks for everyone that voted. I did win I'll be back next year for USSU VP of Finance and Operations.

**Eric:** Come get business cards from me right now!

**Max:** Thanks for coming out for turnover dinner. Come pick up your dishes if you left your stuff at turnover, I'll have everything here this week.

**Jay:** I will be sending another Google Doc; most executive is gone over the summer. If you're moving tell me when you're leaving and when you're coming back so I know where you are over the summer. The document will be sent out tonight. Confidentiality agreements must be signed today, initial first page and then sign where indicated. Purpose is so that we have documentation. Five days meeting with a few people. If you haven't got your stein go and get it. There will be no stein next year as they are an \$850 dollar expense. MSC elections with me Wednesday and Thursday see if anyone is interested talk to Alecia or myself. 2<sup>nd</sup> year rep, Eric

will have a poster made up. Recruit this week and do voting next week. They have to plan the Rider trip therefore we need them before the summer. Applications will be closed Tuesday. Goal setting meetings, the more I think about it the more I don't want to do it. Poster policy - only executive members can approve posters. If anyone comes into the office take the poster and inform an executive member so they can approve it. Our posters get washed out on the bulletin boards. CR has meeting Friday at 6:30 and I will sit in on that meeting. Developing CPP (Corporate Partnership Package) to help in high level events such as Formal, JDC, Chillin' for Charity and Grad. Changing the way we approach sponsorship, more tailoring package. We are setting of a goal of \$100 000 for sponsorship this year which we think is highly attainable. The Package will be sent out in April. Marketing portfolio- all promotional material (posters) need to include Facebook QR code, link, website and out logo. Standardized for everything to make a more formal appearance hope to get more exposure and more hits on our pages. In order to get a QR code go to Google and find the QR generator and gives you file off of Google. QR= blackberry messenger. Have 2800 different lines of information and then scan and brings people information automatically to their phones. Charity people executive meeting, focus more on charity releases so business world knows what we're doing. Always drop in how much money we raised looks good to other people. Will have a bar contract by this weekend. Sutherland or Tequila. Want insights from other people. Tough decision so help me out!

**Lisa: (Refer to PowerPoint)** Email going out with all the budget stuff to plan your events. Budgets are used to plan Cash disbursements, Estimate NWC etc. Talk to people before and look at budget but also do research to predict your expenses for your event. Use weighted average to have a more realistic number for your event revenue and other sources being predicted. Floats need to be requested one week in advance, all tickets must be numbered, all cash sales requested the use of a Cash Sales Ledger, each member who is selling tickets must write down the appropriate information, drop slips are located at the top of the filing cabinet. Try to avoid fixed costs to reduce losses for your event. Submit receipts ASAP and all reimbursements must be approved by the executive. Reimbursements take time. Make sure receipts include only business expenses for the EBSS.

**Jay:** When going through Budgets, keep in mind if it is adding value to your event. If some things aren't worth it they will be scratched. April 26<sup>th</sup>, all budgets must be in so we can go over the operating budget at retreat. Long distance phone call reimbursement can be audited. May be used in special circumstances like LB5Q where phone bill is significantly different and can be directed to your event. We do get perks and therefore try to offset the costs with such factors. EBSS office also has a phone which can be used for business calls. Door can be closed in office during this time.

**In Camera**

**Adjournment of Meeting:** Reid, Myron