



The Science Undergraduate Society of UBC c/o Dean of Science - 6270 University Boulevard - Vancouver, BC V6T 1W5  
604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

**Date of Meeting: Tuesday January 13, 2015**

**Location:** Abdul Ladha meeting room

**ATTENDANCE**

Carmen Leung, Alice Gu, Melody Saleh, Josh Ackermann, Jeff Pea, Ji Youn Kim, Paul McDade, Melissa Lachica

**CALL TO ORDER: 4:01pm**

1. Discussion-Position Description for Assistant Building Manager
  - Remove details from Code, can be written in job descriptions
  - Shouldn't have to be edited annually in Code
  - Should identify that it is a paid position or take it out of Code
  - Add to job description that assistant Building Manager needs to write a transition report – bonus for completion
  - Remove building manager as well & update job descriptions
  - Refer to building manager and assistant building manager under VP Administration's position
  
2. Discussion-Position Description for GOs
  - Add oversee G.O.'s under VP Internal's
  - G.O.'s should organize an initiative in accordance to the Science Strategic Plan, under the supervision of the VP Internal
    - o For guidance
  
3. Discussion- Pre-Council Acknowledgment
  - Maximum of 5 minutes
  - Optional: may, not shall
  
4. Revision Date of Governance Documents
  - Edit Code to 2015 from 2012
  
5. Publications Manager/The 432
  - Remove all from Code and COP Article 5, Section 12



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6. Revise Current Active Clubs
  - Remove list of clubs from Code
  - Put up list of clubs on website

Moved by Paul, Seconded by Ji Youn,

BE IT RESOLVED THAT motion that CAPC recommend to council the follow Code changes  
1-5

**...MOTION PASSES**

Meeting adjourned at 5:00pm

*Carmen Leung*

Carmen Leung

VP Administration