Executive Committee

Minutes of May 22, 2014

Attendance

Present: Carmen Wong (President), Mohamed Shaaban (VP External), Nick Hsieh (VP Internal), Jesse Grist (VP Finance), Nina Zhang (VP Student Life), Jason Yen (VP Communications), Madeline St. Onge (VP Academic)

Regrets: Carmen Leung (VP Administration)

[Introduction/Round Table]

[Expectations]

Meeting Expectations:

- Be on time
- No interrupting each other
- Stay focused, stay on topic
- Follow debate rules
- Professionalism
- Be respectful of each other’s opinion, and open to each other’s ideas
- Honesty
- The “Vegas: Rule – What happens in meeting, stays in meetings -> confidentiality
- Responsible technological conduct – use good judgment
- Be supportive
- Advanced Notice if you have to miss a meeting (ASAP)

Team Expectations:

- Respectful
- Constructive Feedback (criticism and praise)
- Be Supportive
- Open communication
- Check in with each other to ask for/offer help
- Being accountable to each other
- Self-Care
[Discussion of Executive Projects + Plans for the Year]

Shaaban (VP External):

Corporate Relations

- Corporate Relations currently has packages that you go to companies with, Platinum, gold, silver, bronze (have not been updated in 6 years)
- Introducing Co-Chair to Corporate Relations Committee
- Traditionally Corporate Relations committee members have been assigned to a project and sit on that committee
- Now corporate relations committee will also meet on their own
- Less focus on outside sponsors, more internal on campus (ex. Physics Olympics, TRIUMF)

Science Career Expo

- Research into what went wrong, what went right, areas for improvement
- Marketing was an issue this year
- Life Science Specific
- Dawson, EOSC, Comp Sci, Chemistry, not represented
- Using opportunity to engage more club, asking why not do it twice? (For clubs that host their career night at another time of the year)

Research Tab

- Talks confirmed with GSS in August
- Waiting on GSS to do their part
- Involves getting research graduate students in touch with undergraduate students
- A lot of barriers with confidentiality
- Serena started project with Chris Roach former president of GSS, both will still be on board
- New GSS president will also be involved alongside Shaaban

WEST

- Western Engineering...
- Includes all the engineering societies of Western Canada
- Get together for conferences, collaborate
- Sauder also has one (CABS)
- Science and arts missing these
Science undergraduate societies all have common interest of undergraduate research
- Talking to chair of WEST, getting in touch with CABS
- Through AMS connections getting in touch with the equivalent of SUS at other organizations
- Aim to have official plan and grounds set this year so that next year incoming VP External can take over and commence the actual meetings
- Requires a lot of research, liaising with the university, more than one project report improved
- Start small provincially before expanding
- Commerce is national, engineering’s is only Western

Inter-Faculty Relations
- It’s easier to host events when you actually know other people
- Organize formal dinner of all the executives of all the undergraduate societies
- Potentially invite GSS
- Commerce likes the idea, Engineering likes the idea
- Setting up meeting mid-June
- Using event to connect with VP Externals

Alumni Advisory Board
- Longer transition period, idea having 3 ‘transition’ meetings
- Outgoing executives would have transition for input
- 3 meetings overall, end of June, August, November
- On a volunteer basis, outgoing executives not forced to participate

First Semester
- Will not be attending council, Physics 210 only offered during that time period (Mandatory for degree and co-op)
- Applications of all the event research and planning done over the summer

Alumni Relations
- Not much time to improve on current alumni relations
- Investigate possibility of improving alumni database or moving that project forward

Second Semester
- Career Expo

Jason (VP Communications)
- Communication Plan follow up
- Biweekly Communication meeting with all reps and committees under the portfolio
- Revitalize Labrat, increase speed of how things are updated
- Implementation of Blog Squad
- Professional name = Social Media Committee
- Van City Buzz style blog, integrated into SUS Website
- First Week Website Done
- Labrat’s Corner
  - Different authors, one-on-one sit down with execs or professors, experience in a SUS event
  - Also willing to accept submission from student body

Public Relations

- Find Balance between Charity Committee and Public Relations for SUS
- Form Marketing Sub-Committee
- Create promotional video for SUS using a variety of science students, place on front page of website

Webmaster

- Hiring ASAP
- Paid Position
- Potential of creating committee to help update the website
- Ideally hiring a science student

Jesse (VP Finance)

- Treasurer’s Test will be completed next week
- Waiting on AMS Policy Guide
- Rough budget for the year will be ready for the retreat
- Touching base with everybody regarding budgets for individual portfolios

Nina (VP Student Life)

- Frosh committee has been assembled
- Waiting on Carmen to meet with Kali for updates
- Event Coordinator was interested in overnight event
- Hiring AVP Student Life
- Social and Sports Coordinators will be hired in August
- Waiting on Transition Report
- Budget for events to discuss with Jesse

**Nick (VP Internal)**

- 3 part plan
- Creating stronger and more inclusive community for councillors
- Professional Development workshops such as public speaking,
- Connect with on-campus resources
- Sustainability Ambassador so can connect with peer programs
- Transition program for incoming and outgoing councillors because sometimes text of reports cannot fully convey information needed
- Have a week or two where incoming and outgoing councillors meet to discuss role
- Handful of SUS clubs that are volunteer based – not departmental clubs, ex. HSF, Canadian Liver. Reach out to them so that councillors so they can have different volunteer opportunities
- Academic projects are the only bonding experience, want to create more volunteer opportunities which would increase our presence in the community, let councillors bond
- Discuss with Carmen Leung for timeline
- Have plan drafted by June for times and execution
- 2) Fully integrating SUS department clubs
- Department rep has to be involved in departmental clubs
- Simple issue, AGM occurs in March, SUS elections are September
- Connect with VP Admin, put more effort into connecting clubs
- AUS has had council meetings with all the different clubs in the summer
- Go over projects they want to do, and networking for club execs
- Building Manager (Melissa) wants to do common calendar with clubs, implement successfully
- Clubs often host social events that have conflict with each other and/or SUS
- Functionality of councillors depends on clubs to appoint someone to run for the position
- Have a position targeted within the club to run for SUS elections

**Shaaban:** Have we thought of bringing back Club reps to council?

**Nick and Carmen:** It resulted in some departments having two votes, others having less. ex. Combined clubs such as BPP
- Potentially having SUS reps elected in March at time of AGM. September elections

Nina: Doing March elections would exclude first and second years from running in the elections

Carmen: Logistically speaking much more difficult to implement things in March

Work with Carmen Leung to communicate to clubs about the appointment

Nick: Also need to ensure. Why do we want you to appoint someone? What makes SUS valuable to them so that they want to be appointed

- Host these workshops that build a professional development community for SUS

FYC

- Actual functioning committee
- Had a great movie night and two social events, keep momentum going
- It is a gateway for first years to get involved with SUS
- Maintain inclusiveness
- Was lacking application skills at the time of first year, they need polish
- Want to reach out to our hiring process with UBC Orientations
- Activities, not just Qand A
- Ratio.
- Shabaan: Number of applicants for FYC is a lot smaller than Orientations
- Hiring in Orientations have received Professional Development Training for what to evaluate based on when hiring

Madeline (VP Academic)

- Still awaiting email and transition
- Peer Advising Program details will be finalized in meeting with Kali over the summer
- Also need to look into space in Ladha and ipad/laptop
- Back to School Survey and will need to analyze results from past years
- Engagement of councillors for new academic projects

Other Business

Shaaban: Contacted by AMS events

- Effects everyone
AMS FirstWeek and Frosh -> Nina and Jason
AMS thinks it would be valuable to get Frosh, first-week and VP Externals together to discuss frosh and to avoid controversy
- Also valuable for Sponsorship
AMS First Week to be a front for a unified umbrella
- One big UBC First Week, each faculty also having their own thing
AMS first weeks want to meet with all VP Communications and VP Student Lives
- Inter-Faculty Relations

Tasks Assigned

- Distillation Photos next week at Meeting
- Vote on sending to Armin or making our own page:
  4 votes to send to Armin
Shaaban: wants us to do it, but we can’t do it to ourselves
Carmen: Ask Armin to send to us for approval
Decision: YES send to Armin.

- BRING COUNCIL SHIRTS TO OUR MEETING

Next Meeting

The next scheduled meeting is May 29, 2014.

Adjourn

The meeting was adjourned at 7:08 pm.