Date of Meeting: Thursday June 5, 2014  
Location: Abdul Ladha meeting room

ATTENDANCE
President – Carmen Wong  
VP External – Mohammed Shaaban 
VP Internal – Nick Hsieh 
VP Academic – Madeline St. Onge 
VP Administration – Carmen Leung 
VP Communications – Jason Yen 
VP Student Life – Nina Zhang

REGRETS
VP Finance – Jesse Grist

CALL TO ORDER: 5:45pm

1. Sponsorship
   • Shaaban hired 5 corporate relations members
   • Sponsors for frosh include Princeton Review, Artona etc.

2. Updates
   Nick:
   • Finalized retreat
   • Began planning FYC BBQ, which will take place in September to promote SUS and FYC
   • In process of hiring FYC co-chairs

   Jason:
   • Started meeting for First week (potential of having a water balloon fight with Engineers during First Week and giving out changing colour mugs)
   • Interviews for webmasters begin next week
   • Imagine Day: planned to have a SUS booth

   Nina
   • Venues like aquarium and convention centre are unavailable for frosh, as they have been booked on Saturday September 6
   • Halloween bash is set to be on Thursday October 30th (Comment from Shaaban: can look into finding sponsorship for Halloween Bash)
   • Went over applications for AVP Student Life
Carmen L:
- Sent reminders via email to all club presidents about clubs commission reports
- 9 counselor transition reports have been received
- AVP Admin and clubs commissioners postings are on Careers Online

Shaaban:
- Have access to Careers Online (Note: positions on the site are updated every Monday)
- Hired corporate relations members, first meeting began on Wednesday
- In process of planning Presidents Dinner

Carmen W.:
- Campaign training on Friday June 13th from 6-9 at Global Lounge, Marine Drive Residence (Dinner not provided; Pre-reading for training will be sent out once received)

Madeline:
- Back to School Survey

3. Back to School survey
- Madeline met with Ankita last Friday to discuss about details of the survey
- In process of figuring out questions and prizes
- Hardcopy questions will be printed out for next week’s meeting
- Clipboards have been given out for the past 3 years as a prize for filling out the survey

Suggested prize besides SUS clipboards:
- What AMS does: 18% response turnout, 3 lucky students who have completed the survey are drawn to receive an iPad each
- Clipboards for all students and iPads for 100 students who are lucky to be drawn
- Vouchers for the SUB
- Can promote Back to School Survey in AMS Woolala app

Statistics from last year’s Back to School Survey:
- Clipboards cost $4.60 each, ordered 700-800, spent a total of $6000
- Clipboards can help with branding, promoting SUS and providing information about the Faculty
- Decreased number of students filling out the survey, might be due to the same prize being given out every year
4. **Exec Retreat**
   - No wifi access, ideal to transfer all files to a USB or a single laptop
   - Lots of mosquitoes, bring **BUG REPELLENT**
   - 30-35 minutes are allocated for transition meetings

_Carmen W._: have exec transition reports due on Friday, so new execs can have access to them during retreat

Next meeting scheduled on June 12, 2014

Meeting adjourned at 6:52pm

_Carmen Leung_  
Carmen Leung  
VP Administration