Date of Meeting: Thursday June 12, 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  
VP Finance – Jesse Grist

REGrets  
None

CALL TO ORDER: 5:40pm

1. Approval of meeting minutes  
   - All execs in favour

2. Workshop: Email Etiquette (Carmen W.)  
   - Slides by Natalie Liu  
   - Explains the Do’s and Don’t’s in email

   Key points from slides (Refer to Carmen W.’s slides):  
   - Always send email with a subject line  
   - Ask feedback from other execs if need to

   Side note: make sure to change google+ display photo and name

3. Potential campus relations (Shaaban)  
   - First corporate relations meeting this week

   Corporate Expansion Project  
   - Project started because of Physics Olympics, which happens annually at UBC but SUS is not involved in it  
   - Purpose: to expand SUS both on and off campus, not necessarily collaboration with SUS, but expand wings of SUS
Firstly by accumulating a list of organizations on campus (will start a Google doc and execs can contribute the clubs they are affiliated with), in which the list can be reused in the years to come

Then projects will be decided based on the list

4. Executive project proposals (Carmen W.)
   - Purpose: guideline of how an event should be approached and evacuated
   - Proposal is completed internally
   - Should add a description section
   - Proposal should include deadlines and budgets
   - For a template project proposal, can email Carmen W. to send word document in place of PDF file
   - Set rolling deadlines with co-writer(s) of proposal
   - Absolute deadline on August 30th, 2014: don’t need a concrete proposal, just an outline of the year

The proposals execs are accountable for
   - Peer Academic Advising: Nick and Maddy
   - Science Career Expo: Shaaban
   - Research Tab: Shaaban
   - Communications Plan: Jason
   - Corporate Relations Remap and Expansion: Shaaban, with help from corporate relations committee
   - Professional Development for Councillors: Nick and Maddy
   - Councillor Accountability and Engagement: Nick
   - Website: Jason
   - SUS Scholarship: Jesse, with help from Maddy and Shaaban

Proposals of other areas we haven’t looked at previously
   - Health and Wellness: Nina, Maddy
   - Science Alliance: Jesse and Shaaban, presidential connection (Carmen W.) would help ---- Clubs Engagement: clubs commissioners----
   - Abdul Ladha Building Upgrade: Carmen L, Carmen W., Nina and Jesse (finance side) [increase professionalism of exec office, post specific signs like respect yourself, furniture]
   - Interfaculty Relation: Shaaban, Nina
5. **Personal account promotion (Jason)**
   - Previous VP communications discouraged personal promotion

   **Suggestions of what can be done**
   - Personal promotion can either be beneficial or annoying (aka ‘spam’)
   - Only initiate personal promotion if some guidelines are set (the posting date and execs who are accountable to post)
   - ONLY implement personal promotion in summer, as hiring process is crucial in the summer and don’t want to “spam” newsfeed with events
   - Personal promotion ANYTIME: promotion only through labrat and SUS social media works for large corporations; Facebook streamlines everything, so students will see one post of the same information

   Current VP communications (Jason): go with personal promotion until proposal is drafted

   **Side note:** To be added to next week’s agenda: personal account promotion

6. **Alumni advisor board (Shaaban)**
   - New project implemented this year
   - Purpose: executives from last year and the year before give feedback and input to current projects, which would be useful for new execs
   - 3 meetings in total: End of June (bringing up ideas for the year and an approximate plan of implementing them), Mid-August (proposal presentation), November (feedback from old execs on running projects)
   - Still deciding on the first meeting time in June

7. **Exec retreat (Nick)**
   - Went above budget, spent around $1300-$1400
   - Anti-Wi-Fi/ reception is helpful in getting most out of the retreat experience
   - Arriving earlier on Friday night, so execs can have more time to bond

   **Feedback on workshops:**
   - True colours was truthful and useful in distinguishing your personality
• University governance workshop can be more effective and entertaining if it is made as a quiz. Information of names and positions of UBC employers can be given out beforehand, and execs can be tested on the information during the workshop

8. **Exec hoodies (Carmen W.)**
   • Last year, $40 per hoodie was ordered from American Apparel and it wasn’t included in the SUS budget

   *Suggestions for this year:*
   • Crewneck
   • Ring that can be ordered from the bookstore
   • Cardigan
   • Jacket
   • Onesie
   • Name and position engraved on the clothing item

   *Side note:* Further discussion via Facebook

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Next meeting scheduled on June 19, 2014

Meeting adjourned at 7:28pm

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Carmen Leung
VP Administration