



The Science Undergraduate Society of UBC c/o Science Student Information Centre, Room A150 - 6221 University Boulevard,
Chem/Phys Bldg., UBC, Vancouver, BC V6T 1Z1. Telephone: 604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

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 Dont'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



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- 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 evaluated
- 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



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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



Science Undergraduate Society

EXECUTIVE COMMITTEE MEETING MINUTES

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- 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

Next meeting scheduled on June 19, 2014

Meeting adjourned at 7:28pm

Carmen Leung

Carmen Leung
VP Administration