



# Science Undergraduate Society

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

## **SUS Executive Committee**

Minutes of June 26<sup>th</sup>, 2014

### **Attendance**

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

**Guests:** Kali Wilson (Senior Student Development Coordinator, Science) and Erin Green  
(Student Development Coordinator, Science)

**Regrets:** Mohamed Shaaban (VP External), Carmen Leung (VP Administration)

**Recording Secretary:** Madeline St. Onge (VP Academic)

### **Call to Order**

The meeting was called to order at 6:00 pm

### **Introductions**

#### **1. Science Student Development**

- Roundtable update of how executive portfolios will overlap with Kali and Erin and their work in Science Student Development
- They are happy to assist in all aspects of support outside of academics. Their job is to ensure undergraduate science students have a successful university career.
- Kali updated that the university is finalizing the details of leadership development and inclusivity training that will be mandated for ALL leaders on campus that will be interacting with first year students. CW should receive communication from the VP Students Office.

**[Alumni Advisory Board and Science Career Month postponed until next meeting]**

#### **2. Back-to-school Survey**



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- MSt will be sending out a google doc so everyone can provide the dates of events and deadlines similar to what were on the clipboards last year. Will include a deadline in that email.
- Will also send out the questions from last year so that we can discuss them at an executive meeting and make changes as necessary.
- Currently looking into the option of a notebook with a pocket in the front as an 'incentive' as opposed to clipboards.

### 3. Executive Updates

- JY, NZ, and MSt attended the Media Training hosted by the VP Students Office. There was great discussion about future cross-faculty meetings and how to handle media this year. Also discussed the fact that official statements should be through the AMS for undergraduate constituencies.
- Business card template options will be posted in the Executive Facebook group so a template can be decided on and ordered ASAP
- Reminder to all Executives that should be passed on to committees: NO contracts can be signed by students as representatives of SUS. Any contracts we are required to sign MUST BE signed by the AMS on our behalf.
- NH has posted the call-outs for FYC Co-Chair and Fall Election Administrator
- NH also ordered 500 blue colour changing mugs for JY for First Week.

### Next Meeting

The next scheduled meeting is July 3<sup>rd</sup>, 2014 at 5:30 pm.

*Agenda Items to Include:* Presentation by Joaquin Acevedo for Science Degree Navigator, Budget Presentation (JG), Back to School Survey Discussion (MSt), Frosh Update(NZ), First Year Committee (NH), and FirstWeek (JY), Ladha Cleanup.

### Adjourn

The meeting was adjourned at 7 pm.