



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 August 7th, 2014

Attendance

Present: Mohamed Shaaban (VP External), Nick Hsieh (VP Internal), Jason Yen (VP Communications), Jesse Grist (VP Finance), Madeline St. Onge (VP Academic)

Regrets: Carmen Wong (President), Carmen Leung (VP Administration), Nina Zhang (VP Student Life)

Recording Secretary: Madeline St. Onge (VP Academic)

Call to Order

The meeting was called to order at 5:40 pm.

Introductions

1) Contracts

- After MS met with Ken Yih, HR Senior Manager of the AMS there are many changes to implement with our contracts for coming years
- From now on our employees cannot be in a conflict of interest -> ie they cannot be a paid employee of the society if they sit on council.
- Each employee regardless of their job needs to record each hour so we can ensure we are paying people minimum wage (it is illegal not to).
- Contracts have to specify the amount we are going to pay people. If this requires us to budget for salaries the year before to plan accordingly, we should do that. To budget properly we also need to state a maximum number of hours people can work.
- To date, all contracts have technically been invalid because SUS has not been signing the contract. President, Ex-Supervisor, Current Supervisor, VP Finance and the employee all need to sign the contracts.



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- JY Mentioned looking into whether the AVP Admin will conflict because she is also hired as a Graphic Designer

2) Science Careers Month Proposal

- See proposal shared by MS
- Project Goals and Objectives differing a lot from last year.
- Soft skills = resume and interview skills
- Careers services always has training available for resumes and interviews, while Sci Team events don't have training.
- Increase in budget for clubs because if certain clubs such as Physsoc and CompSci are moving their events, this may cost additional money.
- Last year's committee too large, too chaotic, and work not divided properly.
- Make it a Science thing not just a SUS thing
- JY to work with Marketing Directors
- A few members not in HR Plan : Kimberley Rawes, Kali Wilson, a member from Science Co-op
- Project involves all execs
- Risk Assessment portion of portfolios. MS and CW will produce a document with all possible risk (financial, logistics, etc).
- MABEL will be done with the committee once they are all hired.
- JY will be invited to meeting with Houston – UBC Marketing contact
- MS and CW are going to set up individual meetings with all of the execs who are directly involved: NH, JY, and CL (when she's back).
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3) Jump Start Presentation

- MS presenting at JumpStart, only has 6 minutes
- Will mention FYC, First Year Reps, General Officers, SUS and what we do, structure, Ladha, Flagship events,
- Give MS dates of events or deadlines that we would like mentioned
- August 22nd
- Largest audience of science students a SUS rep will have a chance to speak at, so describe as much information as possible.
- Mention the Facebook group and following us on Labrat

4) September Timeline

- September is really busy for SUS as we all know
- We are shifting in timeline this year because of Science Express and Retreat too.
- Original Plan : Nomination Period = September 2nd -> September 19th , September 19th 4:32 pm = All Candidates Meeting
- FYC Hiring Fair = Tentatively September 20th 10 am – 4 pm
- Voting period Sept 22 – 26th



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- Councillor Retreat Oct 3-5th
- Committee Hiring Fair needs to fit in at some point too.
- Imagine Day we will have a booth, and throughout FirstWeek we will be promoting SUS committees Possible ideas for committee hiring could include, the website (have info button for people to submit their contact info to us if they are interested in specific committees), Careers Online, Labrat, first Distillation etc. If we don't market the hiring event effectively, it could turn out to be a waste of time.
- After discussing Actually make nomination period end Sept 12th, possibility of extending for first years due to frosh on the 13th.
- We can't have a separate All Candidates Meeting for General Officers or First Year Reps.
- All Candidates meeting will take place September 15th at 4:32 pm with voting taking place the 16th-19th. We will need to send out the rules and guidelines to candidates ahead of time so they can make their posters.
- Councillor orientation on the 20th and then FYC hiring fair on the 28th. Retreat still October 3rd-5th.

5) Councillor Engagement

- NH needs ideas for Councillor Engagement. Please send to him.
- We have so far: Reaching out to SUS clubs for volunteer opportunities, decorate our office, timeline, goals of SUS, Warm Fuzzies, Puppy Groups, UBC Ropes Course, Cake Day once a month at council.
- Encourage/recommend that councillors attend first 20 minutes of an AMS council meeting to have an understanding of professionalism and Robert's Rules which can be kind of complicated.
- Executives should lead with a level of professionalism in council.
- Create a more professional office.
- Poster about SUS in Ladha.
- Midterm evaluation of councillors and checking in with them.
- Social. Engage puppy groups with our personal projects.

6) Exec Updates

- NH: Hired Larisa Hum and Arun Dhir as FYC Co-Chairs and Matthew Law as Fall Elections Administrator. Clubs Orientation Presentation will involve selling clubs on SUS and collaboration.
- JY: Still need help purchasing Groupon photobooth for First Week. Bungee run will be collaborating with AMS FirstWeek water fight because they have every space on campus booked. Webmasters have updated a lot of stuff on our website, and Labrat's corner is where blogs will be. Hiring Sales Managers and Photographers. Glow in the dark science wristbands are coming.
- JG: Setting up meeting with Dr. Harrison and finishing all reimbursements before he leaves.



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- MS: Tons of meetings re: Science Careers Month, Corporate Relations
- MSt: Awaiting help with graphic designing of the clipboards – URGENT. Will hopefully be having one of our graphic designers help asap and have order placed. Everyone vote on the colour so we can place the order. Discussing health and wellness with Emmanuel Etti, and will present proposals at the end of August.

Next Meeting

The next scheduled meeting is August 14th, 5:30 pm.

Discuss Executive Sweaters and Business Cards.

Adjourn

The meeting was adjourned at 7:12 pm.