Date of Meeting: Thursday August 28, 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
VP Student Life – Nina Zhang

CALL TO ORDER: 5:40pm

1. Executive Updates
   Carmen Wong
   - Check in with execs
   - Dealing with orientations on University arching issues and discussing of having an official stance with AMS
   - Inter-constituency October Fest with German sausages and craft beer, beer garden crawl along main mall
   - Faculty of science meetings with Dr. Harrison modified to now include senator, president, academic, first year representatives, 6 science students from the general public
   - Please fill out doodle for exec meetings during the year
   - An exec google calendar will be set up

   Maddy
   - Clipboards are in production and will be ready for pick up the following Monday after first week; survey will be sent out to students during first week
   - Midterm evaluation done, will meet up with Dr. Cavers
   - Working on VP Academics proposal
   - Met with Emmanuel and Melissa to discuss about health and wellness plan; their titles and roles need to be voted during council meeting
Nick
-Met with FYC co-chair, have been operating a free mobile app, ASANA, which is helpful with group work and organization of tasks
- Need to have a centralized tab on SUS Website for Fall Elections to include all the guidelines, dates and blurbs of candidates

Carmen Leung
- Clubs orientation happened in early August, thank you to all the execs who have helped presented on the day of
- In the middle of completing VP Admin proposal
- Will meet up with clubs commissioners to review the standing of SUS clubs and notify their standing on behalf of SUS

Jason
- Prepping for First week ; Mugs have arrived 2 weeks ago
- Media team formed; James Wong- head photographer; thinking of working on the Humans of Science project to include faces and stories of Science students
- Will promote Kimberly Nipp as graphic designer of SUS
- In the middle of completing VP Communications proposal
- Consider of hiring a more committed AVP Communications
- SciTeam contacted about merchandises to be showcased at Meet Your Pros
- First distillation sent out to Erin

Jesse
- Thank you to Shaaban, Jason, and Maddy on their help with invoices
- Discusses with Melissa about building upgrades, budget is around $65,000
- Need Clubs Commissioners’ help to distribute powerpoint presentations
- Working on grand application on SUS website

Shaaban
- all job postings should always go through careers services; usually takes 3 business days to be up and are always updated on Mondays
- Send Shaaban an email if you would like a peek at his upcoming schedule and calendar
- Contract signed with sponsors, ex: Kaplan, Princeton review, PREP 101
- Sponsorship Expansion of project
- Meeting with Dr. Harrison on Friday on Careers science month
- Met with Kimberly Duffell
2. Revisiting Expectations

   Society
   - Smooth journey (uni-life) in both academic and social aspects
   - Create opportunities to get involved on campus
   - Provide support to student body in terms of social life, academic
   - Voice to act liaison with student external groups, employers
   - Provide opportunities to excel and motivation in daily university life
   - A vision for our plans and for the year, working towards a bigger goal

   Jobs as council
   - Revise components of science faculty; provide representation for science students
   - Liaise with departments, SUS, students
   - Be the voice to collectively take actions relevant/important to science students
   - Make and form decisions that affect the constituents they represent

   Jobs as executives
   - Support council on their initiatives
   - Be the society’s working machine that acts out the initiatives that will benefit the science students
   - Act as a resource for councils
   - Delegate duties for maximum efficiency
   - Prioritize/endeavour towards the strategic plan
   - Role model to science students
   - Professionalism
   - Ensure council is acting in the best interests of students
   - Execute what has been set out in the strategic plan, about hiring, opening opportunities to students to involve more individuals
   - Inform council of expectations during retreat and orientation (first council meeting: September 25)

   Expectations
   - Reading and understanding code and all its implications, as codes is the legal binding document of our constituency and there are strong implications in it
   - Replying emails in a timely fashion (within 1 business day); if away, communicate with team to get help
   - Follow agreed upon procedures (formally or informally) when doing actions
   - Be respectful of everybody’s time
3. **Fall Elections**
   - Paper ballots; one exec needs to be present at voting station at all times
   - A slight chance of online voting
   - 4 day voting period from Tuesday September 16 - Friday September 19, 10am-3pm
   - Nomination period from September 2-12
   - All Candidates Meeting on September 12 at 7pm (First years have an extension: All Candidates Meeting for first years on Monday September 15)
   - Unofficial results on Friday September 19 at 7pm
   - Council orientation on Saturday September 20th, 10am-3pm
   - First academic meeting on October 2nd
   - First council meeting on September 25th

4. **Council Retreat**
   - October 3-5 in Camp Howdy
   - Looking into booking buses
   - Working on Council handbook
   - Deciding on workshops and presentations

   FYC hiring begins on September 28

5. **Science Kickoff: Science Express and First Week**
   - Execs needed to help with managing SUS booth on Imagine Day [Faculty fair from 11-5pm]
   - What will be at SUS booth: poster boards, giveaways, Shinerama donation box
   - Execs needed for Friday dunk tank September 5th 12-2pm, during First Week to help raise money for Shinerama

6. **Meet the Dean Session**
   - Exec speech to include personal story/ best SUS memories/ own portfolio with props
   - Faculty cheer is replaced with UBC-wide cheer
   - Meet on Monday at 4pm in Abdul Ladha to practice our rap
7. **Abdul Ladha**
   - Printer not hooked up to network
   - Few signed invoices were missing

Next meeting scheduled on September (TBA), 2014

Meeting adjourned at 7:30pm

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Carmen Leung

Carmen Leung
VP Administration