



Science Undergraduate Society

EXECUTIVE COMMITTEE MEETING MINUTES

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 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



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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 Profs
- 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



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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



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- Open lines of communication
- Be aware of how team receives feedback
- Be inclusive and reflect goals of the Strategic Plan, more communication with the team

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



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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

Carmen Leung

Carmen Leung
VP Administration