Date of Meeting: Tuesday September 9, 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 Finance – Jesse Grist
VP Student Life – Nina Zhang

REGRETS
None

CALL TO ORDER: 12:31pm

1. Building Upgrades
   - Items that should be included in the building upgrades proposal: logistics, timeline, maintenance and throwing out of old furniture, budget, server with UBC IT
   - Ideas proposed on what should be implemented this year:
     • Online booking system for clubs to have easy access to booking our space; should look into Koerner and Irving online booking systems, lock doodle suggested by Shaaban, ask webmasters for inquiries
     • Internal calendar in the office to update council and execs on the most recent events
   - Keeping phone plan, as it is professional to have a business phone (central number) that people can call and ask questions about the building; system will be evaluated at the end of the year
   - Someone who is a voting council member is not allowed to be hired as an events supervisor, because there is direct conflict of interest
   - When hiring for events supervisors, be sure to warn the candidates that they will not be allowed to run for council if hired

a) BMAn, ABMAn, events supervisors
   - Salary will be distributed bimonthly, instead of all at once at the end of April.
   - BMAn, ABMAn need to contact Jesse to get tax forms and a modified contract
   - BMAn, ABMAn, events supervisors need to keep track of hours, a log is to be submitted to VP Admin once every 2 weeks
   - Amount of salary raise for ABMAn depends on the budget SUS has
   - Transit reimbursement will be by case and conditions, they need to be individually assessed
   - Events supervisors are paid at minimum wage
2. **Fall Election Booth**
   - AMS has not responded about online voting system
   - Need execs to be at booths from Tuesday September 16th to Friday September 19th, 10am-3pm; **Bring Laptops** when booth
   - Nick has sent fall elections nomination forms to clubs, but only 2 candidates have submitted their forms
   - Nick will put posters up
   - All execs need to help share banners on social media to help promote elections

3. **Councillor Orientation**
   - Takes place on September 20th 10am-3pm, all execs have to be present
   - Execs need to update councillor handbook before the exec meeting next Tuesday
   - List of workshops have been scheduled for the retreat; if you are interested in presenting any of them, email Nick

4. **Council Retreat**
   - Contract signed with Camp Howdy
   - Food and workshops at council retreat will be discussed at next week’s exec meeting

5. **Clipboards/Back-to-School Survey**
   - Email Maddy when you will be free on to give out clipboards this and next week
   - Survey will be distributed starting Wednesday September 10th, 2014
   - First years are not allowed to get clipboards; look out for the third last and second last digits on their students cards, it should not say 14
   - Execs please fill out survey tonight

6. **Executive Update Questions**
   - Check google docs for exec updates

   **Shaaban**
   - Will fill out form for Showcase Award for SLC
   - Hiring positions for Careers month, be sure to inform your friends of these roles
   - AMS council meeting on Wednesday September 10th at 6pm, feel free to sit in

   **Nina**
   - Execs who are not activity leaders need to be at Hebb at 9:15am for Science Express
Jason
- Ask webmasters to reset passwords of all councillors’ emails and will forward the list of emails with passwords to Carmen Leung, CC Nick

Meeting adjourned at 1:33pm

Carmen Leung
VP Administration