



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: 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 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



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

2. Fall Election Booth

- AMS has not responded about online voting system
- Need execs to be at boothing stations from Tuesday September 16th to Friday September 19th, 10am-3pm; **Bring Laptops** when boothing
- 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



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

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

Carmen Leung
VP Administration