



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: Friday October 17, 2014

Location: Abdul Ladha meeting room

ATTENDANCE

President – Carmen Wong
VP Internal – Nick Hsieh
VP Administration – Carmen Leung
VP Academic – Madeline St. Onge
VP External – Mohammed Shaaban
VP Communications – Jason Yen
VP Finance – Jesse Grist

REGRETS

VP Student Life – Nina Zhang

CALL TO ORDER: 5:00pm

1. Committee Hiring

Nick: Shaaban took initiative to create application at last week's meeting, but Nick is taking the responsibility to make the application. Similar to how AMS does with its committees.

Maddy: can you bold or underline any of the text?

Nick: Nope, you can't. AMS uses a paid format.

Carmen W.: it is fine to have the format the way it is. The position type under 'previously being a SUS committee' might be too confusing. Yes or no should be in a drop-down menu.

Maddy: What is your timeline plan?

Nick: one week to apply is not enough.

Maddy: One week is enough.

Carmen W.: Committee is going to have half a month in first term, and rest of second term. So committee will be hiring to plan events for second term.

Nick: Social makes sense to have a committee hired already, still have one or two spots left in the committee.

Carmen W.: leave room in sports and social committees for councillors.

Nick: maybe we should bring the two committees up at council meeting.

Maddy: We have brought them up before, we should put the form up asap. Is Nina opposing of having students at large to be in sports and social committees? We should just leave the form as it is.

Carmen W.: should put spots are limited for sports and social committees

Jason: might not promote interest if we put limited spots for sports and social committees

Carmen W.: the two committees get a lot of interest, good point to put in mind.

Maddy: if we get an overwhelming number of applicants for sports, we can ask Nina to send an email to them saying that the committee is full, please consider other committees.

Nick: Shaaban is hiring 2 councillors for careers month, and he's promoting them at council meeting.

Maybe Nina should do the same thing, will ask Nina about it.



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Nick: What are the 2 positions Shaaban is hiring?

Carmen W.: Sci fair coordinator and science careers month coordinator.

Nick: Will put application up tonight. Deadline is October 24th

Carmen L.: website is down, how to put form up?

Jason: Can upload it on Facebook to put the form up, have emailed Jacob, been trying to fix site since Monday.

Carmen W.: should we leave a box for blurb of why you want to be in a certain committee?

Nick: Yes I will put that in, to give a motivation for each interested committee.

Jesse: We should cap the word limit, to around 100 words

Carmen W.: around 600 characters for the blurb

Maddy: if server still not up, is it not fair to just promote our ads on Facebook and in the distillation.

Carmen W.: What are some alternatives for sending out form?

Maddy: paper ones in the office?

Carmen W.: I see them working, but do not know the logistics.

Maddy: Can put down a link on the paper in the office, since not everyone is on Facebook

Nick: should we include the number of members on the application?

Carmen L.: Nope, as this might limit the number of applicants to apply.

Carmen W.: Post it in exec group, post on Facebook and send email out. Ask councillors to share with their friends. Labrat should be posting about it too. Get it down by Monday and get signage up too.

2. Server-Jason Yen

Jason: Someone kicked the cable on Friday during an event. It reset the entire server and has been down since Monday.

Carmen W.: it has happened once every few weeks last year.

Maddy: where is our modem?

Nick: In the corner of the office.

Jason: Webmasters is more capable dealing with hardware stuff, instead of software stuff.

Maddy: virtual server is now set up, what's going up with that?

Carmen L. : virtual server- instead of having separate servers for different computers, I have applied to UBC IT to have one main server for all the computers in the office and have named it SUSmain. This project has been taken on by Emman, the ex- VP Admin since January, but the form to apply for the server was never submitted. Now we will have to wait till UBC IT replies and sets it up for the office computers

Maddy: two different options for how you want to pick the server with them. Don't remember the verdict was, but Carmen L. should check back with old emails

Nick: what was the process of setting up the website?

Carmen W.: the domain name has been there, just need to transfer all the old stuff, no need to reformat, didn't deal with the server.

Maddy: Jason and Carmen L, and webmasters should have a meeting about the server, email UBC IT about the virtual server.



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3. Executive Updates

Carmen W.

- Intuition housing; had a phone call with Dr. Harrison today, he has offered to come into meeting to update on any information and answer any questions.
- emailed all execs about lace up for kids: good fundraising opportunity.

Carmen L.

- had a meeting with Jesse and Melissa to discuss about building upgrades and compensations, that the building manager will send me the hours everyone has put in for supervising and helping out with the building every 2 weeks.
- set up office hours for all the councillors and execs, printed out sign in and sign out sheets. A few councillors are still emailing me about changing their hours, still trying to accommodate everyone's hours with their preference times.
- One question that came up is currently some councillors have first office hour shifts but they don't have access to the office, how should we go about in solving this? To allow particular councillors have access to the office or modifying the office hours schedule to have execs take the first morning office hour shifts?

Maddy: make a doodle to see if any exec of building manager is free at 10am every morning?

Carmen W.: leave councillors to have access to office as last resort

Jesse

- Clubs are getting mad because server is down. If no backup is fixed by Friday, will send an email to all the clubs via clubs commissioners. Extend deadline by a weekend because server is down.
- tammy has her email up now, sorting applications now based on type and time submitted.
- Melissa will be picking up appliances this weekend

Jason

- working on website since Tuesday
 - emails accounts: department.sus@gmail.com; computer science account from last year was deleted.
- Maddy: reset email can use the vpadmin email or labrat's email
- Jason: has to delete a bunch of the email accounts. Will make new ones and send them out all at once
- Carmen W.: create a document to mark down what has been done this year for future years

Maddy

- in council, ask execs and councillors which class has midterm evaluations in them.
- Emmanuel has been preparing SUS thrive week, November 3rd to 7th, will be a collaboration with tea club.
- meant to get proposal in by this week, but have not got around to it.

Nick

- warm fuzzies are up
- execs should write fuzzies to councillors



Science Undergraduate Society

EXECUTIVE COMMITTEE MEETING MINUTES

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- set up an anonymous google feedback survey to see what councillors think of how execs have prepared them for the year at retreat and orientation. As a councillor for the past 2 years, have always wanted to do a feedback but did not want to offend anyone.

Maddy: should do one-on-one with councillors

Carmen W.: that is totally fair, how would this be responded or be followed up? For the past years, we have done exec feedback forms.

Maddy: we should teach them how to handle a situation, instead of just complaining. Suggestion of a feedback box in the office. Don't know an example that has seen to be efficient. Can also implement this at council meeting

Carmen W.: the idea behind it is ideal. But should think through more before implementing, for example, the medium to execute this and how the suggestions will be followed up.

Nick: I won't implement this anytime soon, it is just an idea.

Maddy: we can always bring it to council to see how they think it would work.

- SUS social, but how often an event should be executed? Once a month? Any suggestions of events?

Jason: Artona pictures, exec hoodies

Carmen W.: get materials to make study kits. Nick will plan a social Christmas party.

Nick: Thursday November 20th, anticipating councillor t-shirts and Artona pictures; birthday cake every month.

-Vacant department reps: Biotech, EOAS, Stats, CMS, Biophysics

Biotech:

Nick: talked to previous presidents, does not make sense for SUS to have biotech rep, as there is no departmental club on campus. Only 15 students are currently at UBC in biotech, and half are away at co-op. The biotech rep last year did not do much either.

Shaaban: fair enough that it is hard to get a biotech rep. Us representing biotech is inappropriate though, therefore biotech should get a seat on council.

Nick: Biophysics rep and current biophysics club president, Lisa did not reply my emails. It is under the department of physics, which consists of only 60 people.

Shaaban: Astronomy is a similar case, but there is a rep for it.

Nick: We need to look at how SUS approaches it.

EOAS

The EOAS rep has not attended any meetings, because ESSA has a strong council, having a student to liaising with SUS and ESSA is not necessary. ESSA is strongly opposing the idea of the EOAS position being opened to the public.

Shaaban: ESSA has no say in this

CMS

CMS- Not able to find the person who is responsible for the position.

Carmen W. – need to meet with this person. Make sure someone is responsible for this position

Stats

The club cannot find anyone for the position



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Motion to move in camera: moved (Jason), seconded (Nick)... MOTION PASSES

Motion to stay in camera... MOTION FAILS

Meeting adjourned at 6:57pm

Carmen Leung

Carmen Leung
VP Administration