



# 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](mailto:info@sus.ubc.ca) - [www.sus.ubc.ca](http://www.sus.ubc.ca)

**Date of Meeting: Tuesday January 20, 2015**

**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 Finance – Jesse Grist  
VP Communications – Jason Yen  
VP Student Life – Nina Zhang

### **REGRETS**

### **CALL TO ORDER: 12:40pm**

#### 1. Round Table

#### 2. Executive Updates

##### **Nick**

- Exec social: UBC Ropes Course is closed till April, ice skating would be an option
- One-on-one councillor check in with Jesse

##### **Maddy**

- Email regarding exam database sent to 4 departments
- Academic meeting, 3 projects were distributed: Health and Wellness (ex: to create an inclusive office environment), Back to School Survey Questions, and Panel to replace Beef and Pizza
- Meeting with AUS president tomorrow about Vantage College

##### **Jesse**

- Finance Comm: approval of applications
- Checked in with Nick and Marta
- Please submit invoices ahead of time before they are due

##### **Carmen W.**

- Strategic Plan Committee: in the middle of reaching out to 3 councillors, 2 execs, and 3 general science students who have had minimal experience with SUS to be a part of the Committee
- Inquired UBC Rec on sports rebate forms for UBC Intramurals
- Exec meeting with Dr. Peacock and Dr. Harrison Thursday 4-5pm on international fees raise
- In process of organizing student recognition award
- Science Fair happening on March 12<sup>th</sup>



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**Shaaban**

- Creative Boulevard coming in to show demo on Friday morning to Corporate Relations Committee
- Trying to speed up process of discussing terms with Triumph and Beaty about sponsorship
- Science Careers Month, in the middle of getting information from clubs

**Nina**

- Science Week is currently running smoothly

**Jason**

- Exec hoodies has been put in order
- Sales Committee has placed more order on SUS merchandise than last year
- PR committee: generating ideas to promote Valentine's Day

**Carmen L.**

CAPC

- took out the roles of building manager and assistant building manager in codes, because they are paid positions
- added in pre-council acknowledgment, to dedicate a maximum of 5 minutes to praise any significant work that have been accomplished by anyone who works for SUS
- included position description of general officers, that they should plan a minimum of one GO-led initiative in accordance with the Science Strategic Plan. We decided on one because it really depends on the scale of event. For example, if it is a small scale event like Breakfast in Blue, less hours are put into it, but for this year's event in May, which requires a lot of planning, more time and effort are required. Therefore, we have also added under the supervision of VP Internal, as the final decision really depends on the group of general officers elected and approval from VP Internal

Building Upgrades

- meeting with Melissa last Wednesday
- implement booking space checklist that event supervisors will fill out after each event. The three categories to be graded to are did not meet standards, meet minimum standards, and exceed standards. If all their sections are categorized to be did not meet standards, we will take in the deposit
- currently looking at statistics from back-to-school survey to decide what should be implemented in Ladha
- Booking Ladha online system has been made available on website
- Melissa currently drafting up sponsorship forms for clubs, looking to have fees waived and working on a formal tier system to outline criteria



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3. Canadian Undergraduate Neuroscience Conference (Nick)

- regarding the email Nick sent out
- Conference relating to Neuroscience at the University of Alberta, hoping to showcase outstanding research of undergraduates across Canada

*Discussion*

Maddy: Best to refer the conference committee to the Biopsychology department, as it does not make sense that SUS is involved in this

*Summary*

Nick will forward email to the Biopsychology department

4. UBC Sustainability: Eating Sustainably (Nick)

- Hosted by Sustainability Ambassadors to cater hot lunch on March 18<sup>th</sup> to promote healthy eating
- Would like to book front porch of Abdul Ladha for the event
- Councillors helping out with Health and Wellness project can consider volunteering for the event

Meeting adjourned at 1:29pm

*Carmen Leung*

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Carmen Leung  
VP Administration