



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: Friday, May 8th, 2015

Location: Abdul Ladha Meeting Room

ATTENDANCE

President – Melissa Lachica

VP External – Alvin Hartono

VP Internal – Diane Nguyen

VP Academic – Nick Hsieh

VP Administration – Lily Takeuchi

VP Communications – Chuchu Jiang

REGRETS

VP Finance – Tamara Nee

VP Student Life – Cody Wisniewski

CALL TO ORDER: 1:05 PM

1) Expectations for Executives

- a. Ensure to be on time and notify Melissa prior to a meeting if you are unable to attend
- b. Be attentive during the meetings
- c. Contribute to the meetings, listen with an open mind and provide constructive feedback
- d. Be prepared for the meetings by reading over the past minutes, agenda and any other supplementary documents
- e. Stay on task, ensure the meeting is structured
- f. Explain any points that need further clarification or ask questions
- g. Reply to emails within 36 hours of receiving, check emails daily. If you need more time, ensure you communicate that to the team and if you can't reply, ensure that the sender is notified that you have read the emails and will respond shortly.

2) Team Dynamic

- a. Aim to be passionate, engaged, supportive and understanding
- b. Work more as a team and branch out assistance and collaborations with other executives and portfolios



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

3) Strategic Plan

What is the strategic plan?

Lays down the goals and the plan for the organization. Includes how to improve as a society and outlines how to serve students in the best way possible.

- Strategic plan is currently under revision, expect to see changes soon.

4) Executive Retreat

- Chalet in Washington
- June 12th – June 14th
- Check in time: Friday 4 pm
- Accomodation cost: \$587, currently have \$1400 in the budget, could plan fun activities with the money left over

5) Summer Hiring

- Callouts in April, only recently went up on Careers Online due to a delay in hiring
- Important roles: First Year Committee, Frosh Committee, AVP's, Building Manager Commission, Clubs Commissioners, Corporate Relations Committee, Sales
- Need to work as a team to ensure that the hiring is made known to many people
- Facebook event page will go up by Monday 11:00 AM
- Positions that are up currently: BMC's

6) Transition Meeting

- Set one up one on ones with your outgoing executive first
- Clean up session will take place soon, we will do a transition meeting that same day

7) Discussion

Alvin

What needs to be done by this summer?



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

Melissa

May we want to have as many people hired to the relevant summer events and set the ground work for projects. June/July: have proposals done for what you want to do during the year, and notify your contacts relevant to those projects.

Nick

For clubs they have restarted back in march, they are in their proposal and planning stage, take advantage of the fact that the things they are doing are still in the early stages. Contact them sooner than later so there are no surprises.

Melissa

Be mindful, take ownership of your role, your role can change depending on how much time you put into it

Nick

Don't be overwhelmed if you can't reach what you wanted to do, as long as you are able to set some groundwork for the future

Melissa

We should go over the projects next week, sign up for one's particular interest don't have to stay within your own portfolio, work with other execs.

Lily Takeuchi

Lily Takeuchi
VP Administration