Date of Meeting: Friday, May 29th 2015
Location: Abdul Ladha Meeting Room

ATTENDANCE
President – Melissa Lachica
VP External – Alvin Hartono
VP Internal – Diane Nguyen
VP Administration – Lily Takeuchi
VP Communications – Chuchu Jiang
VP Student Life – Cody Wisniewski
VP Finance – Tamara Nee
VP Academic – Nick Hsieh

REGRETS

CALL TO ORDER: 1:06

Portfolio Updates
a) President
   a. Round table discussion, plan for increasing safety on campus
   b. SLCC, looking for people to participate in faculty cup
b) Vice President Communications
   a. Interview for first week committee
   b. Looking into hiring AVPs and graphic designers for next week
c) Vice President Internal
   a. Details for retreat: food, activities, drivers
   b.
d) Vice President External
   a. Corporate relations committee
   b.
e) Vice President Student Life
   a. Hired frosh committee, meeting will meet on Wednesday
f) Vic
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

**Hiring**
- Make sure you know what the position does and know what skills are relevant
- Can use job descriptions
- Ask about whether they want to be notified either way
- Contact all candidates, after the position has been filled
- Know what the answers you’re looking for are to the questions you ask
- Write down what they say (doesn’t have to be word for word)

**Executive Projects**
- First Year Engagement Trailer – Cody & Alvin
- Alumni Networking Event – Alvin
- All Presidents Dinner – Lily & Diane
- Sustainability – Nick

**Other Business**
- Collaboration with CUS for a social event?
- Access to the building provided to co-chairs, get the emails, iClass number, name and student number. Processing the request usually takes a week.
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Lily Takeuchi
VP Administration