



# 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](http://www.sus.ubc.ca)

**Date of Meeting:** Friday, May 29<sup>th</sup> 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) Vi



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### 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

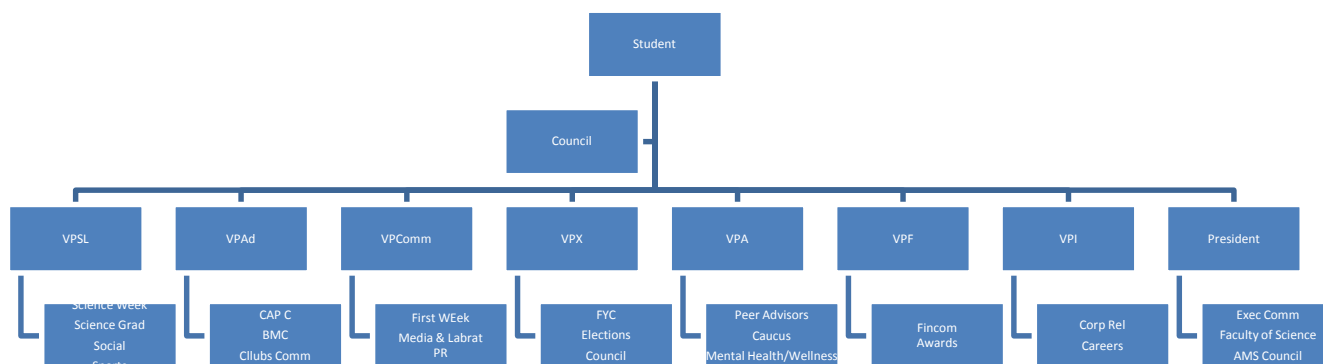
- Collaboration with CUS for a social event?
- Access to the building provided to co-chairs, get the emails, iClass number, name and student number. Processing the request usually takes a week.



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*Lily Takeuchi*  
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VP Administration