



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, June 12th 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 Academic – Nick Hsieh

REGRETS

VP Finance – Tamara Nee

CALL TO ORDER: 1:07

Roundtable

1) President

- a) Sustainability Meeting
- b) Doodle for updated executive availability

2) Vice President External

- a) Partnering with the UBC Bookstore
- b) Hiring for AVP

3) Vice President Internal

- a) Retreat is ready
- b) Looking into locations for Fall Retreat

4) Vice President Student Life

- a) Frosh
 - i) Looking into venues for the end
 - ii) Booking forms for frosh events
 - iii) Met with graphic designer to get website up
 - iv) Interest in promo video for Rxn



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- b) Hired AVP
- 5) **Vice President Administration**
 - a) Hired BM, ABM and Clubs Commissioners
- 6) **Vice President Communications**
 - a) First Week Meeting
 - b) Rebranding Meeting

Hiring Debrief

- Booth for imagine day by emails? Yes or no? - yes
- Overall strategy for hiring – council appointments, there were forms this last year but we want to be able to reach out to all students next year, could extend out to I am UBC and communications, social media and marketing, fall under project proposal template
- “Quiz” or map for all of the volunteer opportunities with SUS
- Coordinate it with new logo and branding

Rebranding

- **WHAT IS IT:** Society is changing, students are changing and strategic plan is changing. New visual identity that better reflects the goals of SUS today, so students can identify more with it
- **WHAT NEEDS TO BE DONE:** Written in code as to why we used banner, logo
- **TIMELINE:** is being created and the exec team can go over that and by the end we can create a copywriting document. If it doesn't happen, the best case would be to push it for next year's exec team.
- First draft by the end of June, lots of revisions will come up, user guide and the copy writing package done by the end of July, at the beginning of august if it's necessary for September events we have the month for buffer and plan to release it on social media (by the new school year)
- Copywriting: guidelines for usage, this will guide how we use the logo and all the branding for social media, headers, emails, email signatures, clipboards, will effect what we see online
- Plan is to have in addition to the package guiding on how to use them, also a set of file of those images,

Onboarding Program Proposal



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- Background, summary and purpose of the onboarding program (hope to start this year) as SUS is becoming a bigger organization, there can be disengagement with the society or with executives, when we get involved we contribute to a more positive experience for students
- This program would do a single day event and do a pilot test run for the summer and we can make improvements for September or October, right now just a mix between governance and structure and social aspects
- Next week send out invitations to committee members and determine an event two weeks from now
- Onboarding pilot event the week of July 13th (quick timeline)
- Estimate of 300 for the budget, no more than 150 for food
- In AUS they have big purple letters that says arts but some permanent piece, take polaroid picture or sign it
- Estimated attendance of 50 people (not many people who are hired for the summer)
- Looking to meet with Kali and Erin to hear their feedback on what this should look like
- Problems: low attendance,
- Way to evaluate: attendance and feedback forms

Discussion

1. **MENTAL HEALTH AND WELLNESS CONSULTATION**

Ask Melissa or Nick if you want additional details or are interested, contact is through Patty Hambler actually going to be done by a consulting company

2. **FILL OUT DOODLE FOR JULY AVAILABILITY**

3. **AMS – Nick**

AMS Speakeasy and Peer support, volunteer positions available and open right now, if interested please spread it around training for counselling. Ranges from academic stress, sexual assault or family problems. If interested in joining mental health network, contact Nick. It's a relatively new thing, so many resources on mental health, network created two years ago, UBC senate seated on the network, students staff and faculty that umbrellas everything mental health related meet every month to talk about overall issues talk to chair (Kaitlyn from senate) Science seat has been VP Academic or wellness



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coordinator, may have room for another exec to sit in SUS does not have a strong presence on mental health issues and initiatives, if you're interested in partaking in it talk to Nick.

Lily Takeuchi

Lily Takeuchi
VP Administration