



# 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, June 19<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 Academic – Nick Hsieh

VP Finance – Tamara Nee

### **REGRETS**

### **CALL TO ORDER: 1:13**

### **Amendments to the Agenda:**

Moved by Nick, Seconded by

BE IT RESOLVED THAT add committee amend the agenda to add “Reimbursement and contract process”

Motivated By:

Debate:

Abstentions:

**...MOTION PASSES**

Moved by Alvin, Seconded by

BE IT RESOLVED THAT add committee amend the agenda to add “Campus Partnership Procedures”

Motivated By:

Debate:

Abstentions:

**...MOTION PASSES**



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### **Adoption of the Agenda:**

Moved by Cody, Seconded by Diane,  
That committee adopt the agenda.

### **Roundtable**

- 1) President
  - a) AMS
    - i) Orientations - coordinate with UBC, frosh events during second week
    - ii) Engagement Committee
- 2) Vice President External
  - a) Hired corporate relations committee
  - b) Marketing Manager of UBC – sponsor or partnership, giving us donations for raffle, sales and communication
- 3) Vice President Internal
  - a) Fall retreat locations
  - b) First Year Committee – more ideas for restructuring, club emails
- 4) Vice President Student Life
  - a) Frosh Meeting – AMS, Orientations, moving to next weekend (19<sup>th</sup>), stay at UBC for start, go off campus for day, and come back, go to great hall and have dance. Playland during the day, costs will be offset by night venue, Logo, colour run a night, stations, proposal and website
- 5) Vice President Administration
  - a) Hiring for AVP
  - b) BMC Orientation
- 6) Vice President Communications
  - a) Hiring for Graphic Designers
  - b) Meeting for First Week
    - i) Imagine day coordinators getting in touch with Kali and Erin
- 7) Vice President Finance



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- a) Authorization for AMS Finances
- 8) Vice President Academic
  - a) Sustainability UBC
    - i) Creating new committee, how would initiatives work from SUS
  - b) Caucus
    - i) Thursday June 25<sup>th</sup> 1:00 PM
    - ii) AMS priorities for VP Academic, extended invitations to execs
  - c) Peer Academic Advising
  - d) Mental Health Coordinators
  - e) Back-to-School Survey

### **Roberts Rules**

See enclosed presentation

### **Budget**

See enclosed summary given by Tamara

- Will be similar, what Jesse planned for wasn't met, surplus should be put toward admirable projects and building upgrades.
- If we have overall comments or suggestions based on our portfolio we should email Tamara.
- Have our ideas together by next week and comments to Tamara, as soon as possible, end of next week so budget can be finalized.

### **Contracts**

- Everything you sign externally (PNE or Bookings) you need a contract, only an invoice will not work, only Tamara is legally able to sign it after ie has authorization, have everything booked a month prior so there is buffer time. After contract is signed then it can be processed through invoice and approved, forward this to committee members
- Companies might charge extra or something so its difficult with a credit card.
- Contracts take a long time to process
- Treasurers handbook, Tamara will outline a document
- Pink form – under 200 (cash) Blue form over 200 (cheque)
- Action item for Tamara: go into all the committees, rxn and first week,



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### Procedure for sponsorship and partnership

- If any of your projects involve things campus, let Alvin know
- Lots of negotiation and written agreements involvement
- Making sure that we get what we've signed for
- Sponsorships may require monetary value
- External companies have complained we're not doing our part when we actually are,
- NEGOTIATIONS GO THROUGH ALVIN

### Onboarding & Engagement Proposal

- PHASE 1: END OF SUMMMER PILOT
- PHASE 2: END OF SEPTEMBER
- Day of programming
- Physical piece (community building)
- Big letters that say SUS, photos of volunteers, 4\*6 photos, each person on their own photos
- On white board: why they joined SUS
- Engagement through social activities (every two months or once a term a volunteer social, standing and adhoc committees or coordinators that don't have committees) through social media to be able to highlight volunteers
- Serve to join the committees and learn about SUS, share social media accounts
- Contact with contests or continue to highlight them
- Feedback on what types of activities
- Nick: bubble soccer, or sport events (sign up based), should relay information without putting in too much work or storm the wall, ask the volunteers to come out and have fun
- Feature a committee (committee of the month, information
- Nomination based
- Can get a small token (not necessarily something of monetary value)
- Foam is less expensive, solid one could be painted with chalkboard paint

*Lily Takeuchi*

Lily Takeuchi  
VP Administration