



# 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:** Wednesday, July 22<sup>nd</sup> 2015

**Location:** Abdul Ladha Meeting Room

### **ATTENDANCE**

President – Melissa Lachica

VP Communications – Chuchu Jiang

VP Internal – Diane Nguyen

VP Administration – Lily Takeuchi

VP Student Life – Cody Wisniewski

VP Finance – Tamara Nee

VP External – Alvin Hartono

VP Academic – Nick Hsieh

### **REGRETS**

**CALL TO ORDER:** 4:05

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

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

**...MOTION PASSES**

### **Roundtable**

- 1) President
  - a) Imagine Day Meeting with Kali
  - b) Student Engagement Meeting with Jenna
- 2) Vice President External
- 3) Vice President Internal
  - a) Finalized Fall Retreat
  - b) Working on Clubs Orientation Presentation
- 4) Vice President Student Life
  - a) Rxn
    - i) Secured venue (great hall)



# 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)

- b) Searching for Videographer
- c) Sports Coordinators Callout
- 5) Vice President Administration
  - a) Cleanup
  - b) Clubs Orientation Day Planning
  - c) BMC
    - i) Pay for Print
    - ii) Reception Proposal
- 6) Vice President Communications
  - a) First Week
    - i) Event finalized, poster completed
    - ii) Marketing coordinator working on cards for Imagine Day
  - b) Callout for Videographers or Photographers
- 7) Vice President Finance
  - a) Reimbursements & Invoices
- 8) Vice President Academic

### First Week

- Wednesday First Week BBQ (11:00 – 1:00)
- Wednesday 3:00 – 5:00 “Bounce” Inflatables
- Thursday (10:00 – 1:00) Pancake Breakfast
- Thursday Faculty Ice Cream Making Contest
- Friday ExSCitement, creating recipes for mocktails, getting dance acts, this is set at 5:00 – 7:00

### Rxn

- Limit is at 378 students, going to have 54 reaction leaders and it'll be about 7 per group, 60 activity leaders, so 525 total for event
- Price is set at \$75 which is a fair number, going to try to set it up via PayPal
- With tentative numbers, 350 – 360 we would break even.
- Melissa: it might be better to ballpark a lower number since we're not sure if it'll sell out
- Cody: Once we get registration going then we'll know how much we can pay for an act



# 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](mailto:info@sus.ubc.ca) - [www.sus.ubc.ca](http://www.sus.ubc.ca)

- Nick: if you don't market the musical act well enough then there won't be enough interest. Market the acts before you try and aim for the number then get the act
- Registration will be up by the end of the weekend
- We'll decide on the act by the end of the first week of august
- Nick: last year was due to confusion of rebranding and frosh, that itself was a huge struggle, two years ago we had more seats and it was still around the same price but we didn't sell out, \$100 price tags would be for an overnight event
- Figuring out logistics for what we need for the day, trying to book the colour run route, submitted form for outdoor bookings (down memorial road, station at Koerner for temporary tattoos, go down main mall, take pictures with your group, university boulevard, main mall, agronomy then east mall, booking amazing race stations
- Beady biodiversity has offered sponsorship, have some stations
- Photo-scavenger hunt at a station but shortened to half an hour
- After amazing race there will be dinner at Great Hall, small act ~500
- Come to plaza and take the rxn photo,
- Move all the tables and chairs out of great hall, set up refreshments and have stage and lighting set up for acts to do their whole thing
- AVP contacting clubs to see if they want to have a part in the amazing race
- Exec Involvement: Be there for opening ceremony at 9:20, execs will be pied
- Audio equipment: UBC EDM will be a sponsor and rent out all that stuff and set up everything

### **Imagine Day**

- Student will walk in, video or slideshow or cheer, SUS does the rap, teach the cheer, introduce Dr. Peacock, Dr. Peacock speaks, and we wrap up and exit
- Different because SUS does the stuff at the beginning, big emphasis is on SUS being a part of this presentation and presenting the dean, we're the host. We're the dean hype team
- What we have flexibility with is how we will welcome people, what presentation we will do (rap?), how we will be teaching the cheer
- Cheer is the one created last year, #bleedblueubc
- Place things on the seat (glow in the dark items or balloons, noisemakers, flashlights) to get everyone involved



# 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)

- Want to make sure squad and orientation leaders know the cheers
- Let Melissa know if you have any ideas, media and content pieces need to be in by August 1<sup>st</sup>.
- Propose: slideshow that's done well to music instead of a video
- TIMING: Rap is ~ 1 min and a half, all in all 5 minutes for cheer, presentation and rap Dr. Peacock will speak 10 – 20 minutes
- Costumes: capes, bandanas (?), blue staff for prez, labcoats (link to rxn?)

### **AMS Tutoring Collaboration**

- Use SUS as a venue, want us to pay the wages (15/hr), provide the space
- Details as far as when these tutoring sessions would take place have not been finalized
- Melissa will get further details

### **Executive Timeline Review**

- Please put down important dates in September for meetings times, general hiring timeline goals

### **Mascot Costume (Tabled)**

### **Clubs Orientation**

- Please have topics sent in to Lily by July 22<sup>nd</sup>.
- Execs will need to give presentations and be there the whole day from 10:00 – 3:00 on Monday August 24<sup>th</sup>

### **Executive Hoodies (Tabled)**

### **Adjournment**

Moved by Melissa, Seconded by Cody,  
That committee adjourn the meeting.

**...MOTION PASSES**

*Lily Takeuchi*

Lily Takeuchi  
VP Administration