



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)

Thursday, May 5, 2016 – 6:00PM | Abdul Ladha Rm 103

**ATTENDANCE**

Matt Law - VP External

Pooja Bhatti - VP Administration (Skype Call)

Sarah Park - VP Academic

Alex Lee - VP Student Life

Sheila Wang - VP Finance (Skype Call)

Katie Gourley - VP Internal

**REGRETS**

Diane Nguyen - President

Antony Tsui - VP Communications

Ho Yi Kwan - Science Student Senator

**II. Call to Order**

The meeting was called to order at 6:02 PM by Matthew Law.

**III. Amendments to the Agenda**

Moved by Pooja, Seconded by Sarah,

“BE IT RESOLVED THAT agenda item #5 be moved to next meeting’s agenda.”

**...MOTION PASSES**



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**IV. Adoption of the Agenda**

Moved by Sarah, Seconded by Alex,

“BE IT RESOLVED THAT the agenda be adopted as presented.”

**...MOTION PASSES**

1. Round table updates (10 min)
  - a. Progress over the past month

VP Internal - Katie

- Retreat - finalized
- 2 cars; driven by Matt and Melissa
- hot tub, 13 beds, lake, firepit
- Meeting with Kailey to talk about different activities and workshops
- need to submit car information (Matt and Melissa)
- 1h30 drive
- let Katie know if there is anything you want incorporated in the retreat by next meeting

VP Academic- Sarah

- AVP hiring
- Timeline finished
  - book a meeting with Associate Dean
- Meeting with Sci Team and SPAC



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VP Administration -Pooja

- Hiring for AVP, Building Manager, Club Commissionaires
- Updated positions (AVP and Building Manager) to take into account changes in code (AVP) and new Building Manager position (BMan Administration)
- Building Manager; interview with Antony, Ronald, Melissa or Lily

VP Finance - Sheila

- Signing power

VP External - Matt

- BYC
  - want to ideally back out
  - meeting with them next week
  - in the past, we have advertised for them and have gotten \$1000 in return; could get the same amount by increasing ticket prices by \$2, for example
  - feel that we should push for services that are provided by the school, such as AMS tutoring, which we know will directly benefit students
  - AVP is hired

VP Student Life - Alex

- Frosh
  - New and improved
  - complaints from past years: activities didn't have much of a 'goal' or a 'point'
  - A theme: 'Night of the missing Labrat'



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- Reaction a day and a half, starting on Friday at 6PM-9PM, and Saturday for a full day
- Friday: gather in the Nest, bring out Labrat, and then there will be people who come and kidnap Labrat
- Have a video that will show them holding Labrat hostage
- 'Hype' day
- Saturday: different activities 'Amazing Race' style: with every activity, you get a hint to solve where Labrat is
  - meet in Downtown (central location for most)
  - every station will have a different clue; by the end of the day, everyone should have clues to find out where Labrat is
  - Dance party afterwards
  - Dinner: instead of having 'sit down' dinner, night market style in the plaza
  - get different companies to come and booth
- Shooting for 400 people and possibly raise the price

Katie:

- one of the things that deterred me in first year was the price
- Didn't know what to expect, and where the money was going towards - more inclined to pay if had the knowledge of where the money was going

Alex:

- Marketing has been poor in past years - need to improve for this year



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b. Goals to complete this week

→ goals for each position are listed under their respective updates

2. Hiring (10 min)

a. Debrief of Round 1 - What went well? Improvements for Round 2?

Matt:

→ overwhelming number of people for VP Student Life

→ Can't change this

→ AVP Comm has not been hired

Alex:

→ find passionate people, you can have a filter question (similar to what Matt did)

→ not everyone who applied were actually intending to do the job

Pooja:

→ ramp up advertising!

Katie:

→ thinking of meeting sometime next week to figure out vision for HR

→ when i last brought it up, it seemed that an issue with hiring for HR volunteers

→ Do we need HR coordinators at all?

→ Thinking of having 2-3 hiring rounds for volunteers throughout the year, and HR coordinators



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could train throughout the year

→ Allows more involvement in SUS, rather than involvement for the one week

b. Finalized deadlines for Round 2 hiring

→ 13th and 27th (and 11th as a backup date)

3. iKonnnect Memorandum of Understanding (20 min)

a. Feedback on attached Memorandum of Understanding

Sarah:

→ Funding food and parking, so they could get sponsorships to fund this

→ no need for our contribution

Matt:

→ we don't get anything from this

→ They're not a SUS club; no benefit to us

Sheila:

→ Not affiliated with Science Week

→ Don't see them as anything special compared to other organizations and clubs at UBC

→ Using leftover budget money to donate to charity, which is not theirs to donate

→ not too much benefit for us, more benefit for them



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Matt:

→ have they already asked for funding already? Is that what the memorandum is about?

Sarah:

→ we have 90 days

Sheila:

→ past: SUS gives them the money, and then use the money for the event; no affiliation for SUS

→ They do not want to be considered under SUS; no mention in past events, or in leftover money donated

Matt:

→ when do they ask for funding usually?

Sheila:

→ October

b. What do we want our relationship with iKonnnect to look like moving forward?

Matt:

→ Game plan:



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- Diane to set up a meeting with the Dean
- Need to discuss SUS vision
- Can bring any concerns up with Dean
  - don't feel that student's money should be devoted to an organization that doesn't want to be affiliated with SUS
  
- For future:
  - should have a detailed budget laid out on how the money will be used
  - ask them to register as an independent organization
  - should be an agreement from both ends
  
- For Sheila: write up a report within the next two weeks; upload draft on the executive drive

4. Ladha Access Privileges (10 min)





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a. Extent of access during off hours? Guidelines for the upcoming year?

Matt:

- Access is a privilege that should be used responsibly
- In the past, those with access would come in during off hours for non SUS related businesses
- remember that we are both science students and executives: should consider why we are in lab during off hours
- point of the access is for SUS related purposes

Sarah:

- Some people have expressed concerns in survey responses
  - Tuition money is going towards the building and it is usually locked
  - When it is not locked, often booked for events

Matt:

- in the past year, hasn't been respected as it has in previous years

Sheila:

- Who we let into the offices: it is not as secure as it should be
- A lot of people are there that shouldn't be there; a lot of people going in there aren't in science; we therefore cannot keep anything in there because it could get stolen

Katie:



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→ do we want the front office to be open for science students

Matt:

→ should be during office hours

Katie:

→ doesn't want it to seem 'exclusive'

Pooja:

→ many people made friends by hanging out there

Sheila:

→ should limit the exec office access

Matt:

→ 1:1 ratio in the executive office?

Pooja:

→ agreed

Sheila:

→ should follow it all the time



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**Matt:**

→ think we should enter ladha on a 'need to be there' basis



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5. Summer Club Orientations (10 min)

a. Preliminary discussion - What do we want this to look like? b. Consider how this event can  
shape our relationship with clubs – provide feedback for

Pooja to take into consideration

**V. Executive Motions**

**VI. Adjournment**

Moved by Matt, Seconded by Sarah,

“BE IT RESOLVED THAT the Executive Committee adjourn at 7:06 PM”

**...MOTION PASSES**

**Next meeting:** Sunday May 15th in Metrotown at 1 PM (in front of Qoola)

Pooja Bhatti

VP Administration



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