



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)

**Date of Meeting:** May 15th 2016

**Location:** Qoola Metrotown

**ATTENDANCE**

Matt Law - VP External

Katie Gourlay - VP Internal

Sheila Wang - VP Finance

Antony Tsui - VP Communications

Pooja Bhatti - VP Administration

Sarah Park - VP Academic (Skype call)

**REGRETS**

Diane Nguyen - President

Alex Lee - VP Student Life

Ho Yi Kwan - Science Student Senator

**CALL TO ORDER:** 2:07 PM

**Amendments to the Agenda:**

Moved by Matt, seconded by Antony,

“BE IT RESOLVED THAT the Executive Committee amend the agenda to include a discussion on Summer Hiring Protocols”

**...MOTION PASSES**



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**Adoption of the Agenda:**

Moved by Pooja, Seconded by Sheila

“BE IT RESOLVED THAT the executive committee adopt the agenda as presented.”

**...MOTION PASSES**

**Roundtable Updates**

President:

→ No updates

VP Student Life:

→ currently hiring reaction committee

→ 29 applicants

→ Interviews Wednesday and Thursday, offers on Friday

→ Meeting during last week of May

→ Night market event style for Frosh

→ Finalizations after committee is hired

→ \$30 000 budget, \$12 000 for food, \$5000 for swag, the rest for DJ, stage set up, transportation, prizes

VP External:

→ speak with food trucks

→ Corporate committee to be hired soon



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→ system for hiring has been broken - hoping to solve the problem or will need to manually send applications to respective executives

VP Internal:

- 5 applicants so far
- met with Science Student Development to talk about retreat
- Event page on Facebook
- HR Coordinator discussion with Alex
- Hope to hire later this summer
- Will be sending more information about retreat and leading workshops

VP Finance:

- signing power
- processed payments
- waiting for AVP Finance deadline

VP Academic:

- Met with Erin on Friday about how SSD and SUS will be working together for the upcoming year
- Wants to meet with SUS Executives during first week of June to discuss SUS' mandate
- Grad Student Society wants to make a mentorship program with us - will be meeting with them, Erin, and Diane
- AVP hiring
- Attended FoS meeting, Killam Teaching Award recipients revealed

VP Communications:

- AVPs have been hired



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- hire First Week Team
- SUS emails have been updated
- Meeting with AVPs to discuss website, business cards, banners for SUS, tablecloths

VP Administration:

- Recent extension of deadline for applications to May 27th
- Timeline created for Summer
- Brainstorm of Club Orientation
- Waiting for Transition Plan and the updated Code - Code will be sent out shortly for executive's review

## 2) Continuation of iKonnnect MOU discussion

### **Determine specific courses of action iKonnnect can take in response to our disagreement with their proposed MOU**

Sheila:

- money sent to Covenant house
- \$50 from remaining budget - we can only give it to them if they have a receipt for purchase
- Recommended: donate the \$50 at their own risk

Antony:

- Future: should inform them that any remaining amounts should be returned to SUS



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Matt:

→ we're still working on a timeline

Diane (via email):

→ one option is that we integrate them into SUS so that they are a committee under SUS

Sheila:

→ they didn't want to be associated with SUS

Diane (via email):

→ register as an AMS club so they can get their benefits

→ apply for grants under SUS

Antony:

→ we're giving them good chances to become integrated with Science Students

Matt:

→ feel that the first option may not work because they don't want to be affiliated

Pooja:

→ must meet the requirements as of Code to be a science club and apply for grants

Sheila:

→ should present both options

→ putting them on the same level as other clubs



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Pooja:

→ apply to be an AMS club first before they can try to apply for grants from SUS

Matt:

→ wait until we put together a proposal

### 3) Changes under communications portfolio

Antony:

→ hired two AVPs because the position has been left dormant for some time

→ past there has always been sales, IT/Webmaster, media, publications, social media, First Week, Public Relations

→ purposes are similar, in a different form

→ AVPs have decided that we make the 432 as an e-newsletter; take on the role of student engagement, opportunities, anything that cannot take place in the Distillation

Pooja:

→ Facebook, email?

Antony:

→ hopefully do both → potentially send to Kallie and have them send it out?

→ combining a few committees together → public relations and media would be one committee

→ 2 directors; one for publications, one for outreach/special events

→ instead of several charity events, one charity event per term

Katie:



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→ the 432: newsletter that focuses and SUS and..?

Antony:

→ science clubs, student involvement, and anything that doesn't go into The Distillation/is very difficult to get in

Sarah:

→ if privacy is an issue, mailchimp has a sign-up option

#### **4) Summer clubs orientation**

##### **What do we want this to look like?**

Pooja:

→ Potential ideas:

→ May want to push to August instead of July to allow for more time to plan

→ Clubs Commissioners will be hired by end of June

→ Present: all SUS executives, Club Commissioners, Building Managers, Club president(s)/representative from departmental and (formally) non departmental clubs

→ Focus on:

→ Change with Code and how it affects them

→ Building usage: privileges, responsibilities, bookings

→ What it means to be in good standing

→ Grants

→ Website

→ name, email, password

→ brief description



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- one tab for departmental and one tab for non departmental clubs
- collaborations with other clubs
- Outline of the day
  - Presentations from VP Administration, Building Managers, VP Communications, VP Finance
  - Tour of Ladha
  - Workshop style?
  - Icebreakers
  - Nametags
  - Food
- Biggest Problem: incentive
  - potentially offer the clubs that show up first access to their information being on the website and to apply for building usage/grants so that this is active from the first day of school?
  - allows the clubs to start planning and booking immediately instead of waiting until the school year begins
  - Will hire Clubs Commissioners based on who has good ideas for the Orientation and for incentives to attend

Antony:

- website
- 432
- bookings
- digital signage
- outline more services





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### **5) Imagine Day**

#### **Preliminary brainstorm for SUS presentation**

Katie:

→ Imagine Day - want it to be memorable

Antony:

→ Labrat, flags

→ Maybe a video?

Pooja:

→ New rap!

Matt:

→ think of stuff to do

### **6) Hoodies and business cards**

**Confirm cell phone number on contact info file on FB. Collect unisex hoodie sizes.**



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**Discussion Period:**

Summer Hiring Protocols:

Matt:

→ AMS reps have been applying for positions; is this fair?

Pooja/Sheila:

→ have already been elected - isn't really fair to take a space away from someone

→ similar to how Sarah couldn't be FYC chair anymore after winning VP Academic

Matt:

→ we're supposed to be giving everyone opportunities

→ We should put this in Code

Sarah:

→ aren't AMS representatives a more peripheral role?

Antony:

→ maybe they can be allowed to have one unelected involvement

→ a little flexibility

Matt:

→ what if there are a lot of other people who are running for the position who aren't involved in



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SUS?

Pooja:

→ are you proposing we stop them from applying?

Matt:

→ we shouldn't accept them for interviews if we know internally that we will most likely not hire them in the end

Antony:

→ guidelines: strongly recommend to not

→ something to discuss in CAPC

Matt:

→ consideration of people that aren't in science for committees

→ we have a lot of people who have applied that are in sciences

Antony:

→ spoke with the Dean about this

→ suggested that he can understand for people who don't always have involvement in their own programs (i.e.: MedLab), but Pharmacy and Engineering have their own culture in their programs

Matt:

→ if they have opportunities in their own faculties, why interviews?

Pooja:



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-similar idea to this was why non departmental clubs are no longer in Code - due to double representations in various faculties

-perhaps these students can be members at large

Antony:

→ agree

Matt:

→ quota for new people, for those who haven't been involved before

→ volunteering positions can be for out of science students

Antony:

→ if you're someone who gets transferred, feel that it should be fine

Matt:

→ when transferring, should know that they may lose opportunities

→ if before you've applied you are not a science student, should not be considered

Sarah:

→ hired LFS student for Health and Wellness

→ Melissa said that it's fine to hire someone outside of science if there are no opportunities in their own undergrad society

Sheila:

→ people could view LFS, MedLab and Pharmacy as 'science' so maybe that's why it's viewed as okay

→ how are we going to hire people outside our faculty?



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Pooja:

→ technically these students who don't have a culture in their faculty aren't 'deprived' from opportunities - there are hundreds of clubs all over UBC they can join

Katie:

→ do these students pay the fees that science students pay? If not, it doesn't make sense to hire them and not science students

Pooja:

→ SUS is a service for *science* students - students in that faculty

Sarah:

→ do they use SUS as a backup?

Matt:

→ we shouldn't hire non science if there are science students applying that are qualified

Antony:

→ SUS will not hire non Faculty of Science students

Matt:

→ if there are science students to be hired, do not hire non science students (general rule)

Pooja:

→ will take this into consideration when planning timeline for CAPC



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Moved by Pooja, Seconded by Sheila,

“BE IT RESOLVED THAT the Executive Committee adjourn the meeting at 3:42 PM”

**...MOTION PASSES**

**Meeting adjourned 3:42 PM**

**Meeting Monday, May 23rd at 6:30 at Katie's house**

A handwritten signature in black ink, appearing to read 'Pooja Bhatti', written in a cursive style.

Pooja Bhatti  
VP Administration