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
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
→ 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
→ 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 iKonnect MOU discussion

Determine specific courses of action iKonnect 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
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
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:
→ 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
→ one tab for departmental and one tab for nondepartmental 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
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.
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
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:
-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?
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
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

Pooja Bhatti
VP Administration