



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

Date of Meeting: May 23rd, 2016

Location: Katie's house

ATTENDANCE

Matthew Law - VP External

Katie Gourlay - VP Internal

Sarah Park - VP Academic

Antony Tsui - VP Communications

Alex Lee - VP Student Life

Sheila Wang - VP Finance

Pooja Bhatti - VP Administration (Skype Call)

REGRETS

Diane Nguyen - President

Ho Yi Kwan - Science Student Senator

CALL TO ORDER: 5:53 PM

Amendments to the Agenda:

Moved by Matt, Seconded by Katie

"BE IT RESOLVED THAT agenda items 3 and 4 be moved to next meeting"

...MOTION PASSES

Adoption of the Agenda:

Moved by Pooja, Seconded by Sarah



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“BE IT RESOLVED THAT the Executive Committee adopt the agenda as presented”

...MOTION PASSES

Roundtable

VP Internal - Katie Gourlay

→ Retreat:

→ posted that there is a complete master document

→ driving situation will be posted tonight (poll of who would want to be picked up in Coquitlam or Melissa)

VP Student Life - Alex Lee

→ hired RXN Committee

→ first meeting this week - will get started on the more structured detailed on RXN planning

VP Finance - Sheila

→ processing payments

VP Academic - Sarah

→ waiting to hire AVP

→ meeting with Erin and Grad Student Society - June 7th

→ contacting learning centers to bring a cohesive learning environment

VP Communications - Antony

→ spoke with Alex - propose to a centralized branding in terms of SUS merchandise (with the exception of shirts)

→ will get this approved by Dr. Harrison that we can say 'UBC Science' - may affect the budget



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- First week - applications due tonight
- AVPs have developed a schedule for what First Week is like - would like people to contribute to this if they don't have a project during the summer to take care of
 - one event per day
 - giveaways
- HR manager
 - ask them if they would like to continue throughout the year
 - should we make an HR committee to help in designing a booklet of the 3 major events of the year? Developing handbooks, logistics, training, etc.
 - Point of committee - usually an HR manager for one major event, to get applicants to volunteer for the week, and then after the event they no longer continue with anything; in order to do a proper job, they will need to know about the event, organize the logistics, orientations, and throughout the year will hire, train, etc.
 - Will discuss with Katie about this
- BMAN
 - some people who needed access could not get it
 - All AVPs will be given access
 - Event Co Chairs - only access during their event and 2 weeks after
 - Should we allow access to councillors? Found in the past that not everyone was able to access the office - would just allow them the access to the councillor office
 - Event supervisors - need to find out how to keep them accountable

VP External - Matt

- Corporate relations hiring
- Hiring now - work until May ; Hiring in September - work until September
- LFS is interested for potentially working with us for events (food)
- Prep 101 sent out an email - offering 5000\$



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→ will say no

→ reasons for not partnering with BYC can be applied with Prep 101

VP Administration- Pooja

→ process of organizing and retrieving all 'missing' files from previous SUS website

→ Minutes from 2013 onwards retrieved and in drive to be posted on website

→ Applications due May 27th - will interview Building Managers and AVP on June 3rd, offers sent June 5th

→ updated Code on drive-please review

Retreat Reminders

Katie:

→ information about workshops will be sent out

→ <https://docs.google.com/document/d/1d9MpakPIX0QIUehjnyaEHs9pZ-eGld37thEyignInjE/edit>

Brainstorm SUS Engagement Strategy

Feedback on Onboarding Program/"Training" for new SUS hires

Decide on date for Ladha clean-up

Antony:

→ will post a doodle on SUS FAM to find a group of people

→ All executives should be there

→ BMANS



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Discussion:

→ Passport - need to check the passport expiry date

Adjournment:

Moved by Matt, Seconded by Pooja

“BE IT RESOLVED THAT the Executive Committee adjourn at 6:58 PM”

...MOTION PASSES

Next Meeting: Monday at 6:00 PM

Tuesday from 12-2 PM - meetings for any other SUS affairs (i.e.: meetings with
Kallie)

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

Pooja Bhatti
VP Administration