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
“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
→ 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$
→ 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/1d9MpakPIX0QIUhjnyaEHs9pZ-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
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)

Pooja Bhatti
VP Administration