



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

SUS Executive Committee Meeting

Monday, June 20, 2016 – 6:30PM | Abdul Ladha Rm 103

I. Attendance

Diane Nguyen- President
Matthew Law - VP External
Pooja Bhatti - VP Administration
Antony Tsui - VP Communications
Sheila Wang - VP Finance
Alex Lee - VP Student Life
Sarah Park - VP Academic

Regrets

Katie Gourlay - VP Internal
Ho Yi Kwan - Science Student Senator

II. Call to Order

The meeting was called to order at 6:27 PM

III. Amendments to the agenda

Moved by Matthew, Seconded by Antony

BE IT RESOLVED THAT the Executive Committee amend the agenda to include a discussion on the following topics:

→ the possibility of an inter-constituency social



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- BYC
- Payment of graphic designers
- RXN
- Imagine Day
- Change the Executive Motion to

...MOTION PASSED

IV. Adoption of the Agenda

Moved by Alex, Seconded by Sarah

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

...MOTION PASSES

1. Round table updates

- a. Progress over the past week

President:

- AMS having a Blue and Gold Society roundtable before Thursday to talk about projects with student engagement
- Pearch to be repurposed for
- Heard that we will be having SUS credit cards in September possibly
- Change in reimbursement system, possibly to be an online system
- Good information about things to look for when improving a budget
- Come to Diane for info about AMS meetings if you would like to attend



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VP External:

- Prep 101 has been spoken to
- Meeting with Artona tomorrow

VP Internal:

- Meeting with HR managers
- Hiring volunteers next month, meeting to make a Volunteer Handbook

VP Communications:

- First Week doing well
- Trying to make it engaging and making it more 'free food, free merchandise' focus
- branding approved by Faculty
- met with graphic designers about policies
- update that RXN merchandise will be its own merchandise

VP Academic:

- Mentorship handbook
- Sci Week - Science Case Competition
- Meeting with Erin to discuss survey questions
- Speaking with Ariel about a feedback form on website

VP Student Life:

- RXN coming along



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→ Everything almost set, just need to get event proposal approved, which is almost done

VP Finance:

→ Budget

→ Reimbursements

VP Administration

→ Met with AVP - discussed 'SUScribes' idea; will be working on how that will be executed

→ Building Manager meeting this Friday to discuss 'Guide to Ladha' book

→ Clubs Commissioners hired, meeting Thursday to discuss Clubs Orientation and goals of that part of the portfolio

b. Goals to complete by next week

2. Back to school survey questions

a. Additions from each portfolio

Sarah:

→ survey in September, not January

→ will need questions soon

→ Sending document to fill out by Mid July

Diane:

→ how much does this differ from Academic Experience survey?



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Sarah:

- theirs is not as specific
- focus more on each portfolio

3. Clubs Orientation

a. Executive Presentation content

Pooja:

- Clubs Orientation set for August 18th from 10-3 PM
- Everyone must be there, or send a proxy in your place
- Presentation by each executive - more information will be sent to you individually
- Presentations will be on how your portfolio relates to clubs (i.e.: Website, Grants) or on advice on making their club better based on your expertise (i.e.: Obtaining Sponsorships), or anything else SUS related (i.e.: Fall elections)

4. Reflection Activity

Moved to next meeting

V. Executive Motions

Moved by Antony , Seconded by Pooja

“BE IT RESOLVED THAT the Executive Committee approves the reimbursement of \$19.04 to Angel Pei for Arts and Crafts during SUS Destress Fest 2016”



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Abstentions: Sarah and Sheila

VI. Discussion

Science RXN:

Alex:

- On Friday September 16th, going to take place from 6-9 PM, need everyone to be there
- Saturday: a lot of activities, due to limited number of people allowed on the boat, would be great if everyone can help out with one station
- All executives be present on the 17th - 9 AM to 11 PM to represent SUS
- Boat: Queen of Diamonds
- Activities to have on the boat for those who don't want to dance

Sarah:

- Executives to do a presentation?

Alex:

- Yes please - more information to come
- Can use the opportunity to present things under your own portfolio

Graphic Designers:

Antony:

- usually paid \$1000, but there is usually no clause as to what their responsibility is



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→ Tamara proposed that they should be paid 'case by case' scenario

→ Want to discuss about what an appropriate amount would be, based on project size, as well a package per event (i.e.: profile picture, cover photo, etc.)

Sarah:

→ General idea on what is a small project, etc.

Antony:

→ Small - graphics on merchandise (logos)

→ Could be based on size as well

Diane:

→ list it out somewhere - categories

Matt:

→ charge by hour?

Antony:

→ hours could be made up, and it does not take into account quality

→ Projects - can give the executives the power to 'shut them down' if things aren't up to par

Matt:

→ even if they do a poor job, they should still be paid



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Antony:

- not a salary - a bonus
- technically don't have to be paid; they understand this
- when paid by a lump sum, one graphic designer was used more than the other, yet they still got paid
- charged by revisions?

Pooja:

- Don't recommended charge for revisions - usually when you pay for a service (i.e.: wedding planning), it involves any revisions that take place

Diane:

- bookkeeping complications
- if they do enough work to make the \$1000, do we cut them off?

Antony:

- usually just kept working until the end of the year
- main problem: some doing more work than the other

Matt:

- probably an ad hoc measure

Antony:



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- end of the year executives could approve a bonus based on the work done?
- Rule of thumb - don't go to the same person every time

Matt:

- don't recommend - delegate based on styles, we can decide now

Antony:

- Regina and Hallie - SUS branding materials (flag, logo, Facebook page cover photo, etc.)
- Hallie - business cards
- Brian - First Week

Decision: \$1000 is the base, and bonuses can be given

Interfaculty Social:

Matt:

- using Ladha?

Pooja:

- when?

Matt:

- September

Antony:



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→ looks good on our part if we host it in Ladha

Pooja:

→ Yes go ahead

BYC:

Matt:

→ anyone want them to sponsor their event?

Alex:

→ don't want conflict between Prep 101

Pooja:

→ beat the purpose of why we didn't want to collab in the first place?

Antony:

→ can work if it's just the event

Sarah:

→ depends on what the sponsorship entails - if it's just for the event, it should work, but if it is something year round, then no

Alex:

→ conflict between companies



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Sheila:

- we have a lot of money, we don't need a sponsorship on something we're so unsure of
- we want to promote on campus services
- if we allow them to sponsor an event, it beats the purpose

Imagine Day:

Antony:

- spoke with Cio - we want him to come up with a video (no details given)

Matt:

- Science experiment

Alex:

- safety? Need to consider

Diane:

- Pooja can rap alone

Antony:

- Info needed as soon as possible - before end of July



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VII. Adjournment

Moved by Alex, Seconded by Sarah

“BE IT RESOLVED THAT there be no further business the meeting be adjourned at”

...MOTION PASSES

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

Pooja Bhatti

VP Administration