



Science  
Undergraduate  
Society

The Science Undergraduate Society of UBC, 2055 East Mall, UBC, Vancouver, BC V6T 1Z1  
604-822-4235 | info@sus.ubc.ca | www.sus.ubc.ca

## **SUS Executive Committee Meeting**

Monday, June 27, 2016 – 6:30PM | Abdul Ladha Rm 103

### **I. Attendance**

#### **Present:**

President - Diane Nguyen  
VP External - Matthew Law  
VP Internal - Katie Gourlay  
VP Administration - Pooja Bhatti  
VP Academic - Sarah Park  
VP Student Life - Alex Lee  
VP Communication Proxy - Miguel Oreta

#### **Regrets:**

VP Communications- Antony Tsui  
VP Finance - Sheila Wang  
Science Senator - Ho Yi Kwan

### **II. Call to Order**

The meeting was called to order at 6:33 PM.

### **III. Approval of Minutes**

MOVED BY Alex, SECONDED BY Sarah.

“BE IT RESOLVED THAT the following meeting minutes be adopted as presented:

XM 2016 05 05

XM 2016 05 15

XM 2016 05 23



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XM 2016 05 30  
XM 2016 06 06  
XM 2016 06 13 and  
XM 2016 06 20.”

Abstentions: Pooja Bhatti

**...MOTION PASSES**

#### **IV. Amendments to the Agenda**

MOVED BY Pooja, SECONDED BY Alex,

“BE IT RESOLVED THAT the Executive Committee add the following items to the agenda:

1. Discussion about the Artona photo theme
2. Discussion about election period in the Fall
3. Proposed code changes”

**...MOTION PASSES**

#### **V. Adoption of the Agenda**

MOVED BY Alex, SECONDED BY Miguel,

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

**...MOTION PASSES**

##### **1. Round table updates**

- a. Progress over the past week

President:

→ attending a lot of meetings



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- AMS : talked about changes that they will do with the old SUB space, i.e.: gender neutral bathroom, spaces to encourage fine arts, will start moving classes to the old sub while renovations take place
- Retreat partnership that clubs can use
- Blue and Gold Society - talk about how to engage students on campus, and potential thunderbird blue and gold discount
- attending the adjudication committee to help allocate fund to projects that will improve learning
- budget in progress with VP Finance - complete reformation

### VP External:

- signed an Artona agreement for 5 years
- committees running smoothly - waiting for the budget money for RXN
- talking to Princetown and Kaplan review

### VP Internal:

- meeting with AVP to discuss the forming of the newsletter and content
- In contact with HR managers and to talk about hiring for first week

### VP Communications:

- First Week committee - event proposal form for Dr. Harrison
- Waiting for the booking form for University commons
- Trying to do an alternate budget just in case
- Sales committee - may hire another sales manager
- getting quotas for how much the hoodies and shirts are going to cost
- Graphics: having them work on the SUS branded merchandise and the apparel for SUS
- The website is in progress

### VP Student Life:

- Working with RXN committee
- working on event proposal, almost ready to send off
- Completed our budget
- speaking with sponsorships about food; waiting to hear back from companies



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## VP Academic:

- created GSS x SUS mentorship handbook
- created application form & job description for First Year Class Ambassadors
- deciding where to host the First Year Study Sessions
- revised #Back2School survey questions with Erin
- talked to Ariel about implementing a suggestions/feedback box ([sus.ubc.ca/contact/](http://sus.ubc.ca/contact/))
- collecting information for SUS Monthly Recap videos
- going to send Erin a draft of the FoS / SUS Science Case Competition Award
- sent #B2S Clipboard graphics to Regina
- promoting P/CBL workshops for the Faculty of Med
- REMINDER: please fill out the questions within your own portfolio by July 15th, 11:59pm!

## VP Finance:

- reimbursement
- reformatted the budget
- will talk to AMS in the next week to potentially combine the 'little' accounts into revenue and expenses account for each committee

## VP Administration:

- Meeting with AVP to discuss potential Code change and about Secretaries for each committee
- Meeting with Building Manager - Mark will do a ladha search to see what could be sold before we do a ladha clean up
- Clubs - begin planning of clubs orientation, emails with information have been sent out to executives and building managers regarding presentation, started discussing about improvements to the portfolio
- Met with Erin to talk about Clubs part of the portfolio

## 2. Round 3 Hiring

- a. Promo game plan

Diane:

- what are our dates?

Katie:

- Mid July - early August



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Matthew:

→ send in descriptions by July 8th

Diane:

→ up by July 15th, due on August 5th

Diane:

→ based on previous round of hiring, any suggestions on how to make it better?

Katie:

→ keep the process the same

b. Exact dates

**\*\* up by July 15th, due on August 5th \*\***

### 3. Clubs Orientation

Pooja:

- information about individual presentation content has been sent to each executive
- please complete presentation and write up by August 1st
- if you send the presentation earlier on, the write up can be done for you if you're not able to do so yourself
- speak with Pooja if you have further questions regarding your particular presentation
- more information to come

### 4. Code Changes

Pooja:

- potential change to code could be that we move Departmental representative elections to the Spring as opposed to having them in the Fall
- much higher voter turnout in the Spring comparative to the Fall
- Also, 2 AMS representatives could be elected in the spring, and two in the fall (as opposed to 4 in the spring)
- committees could get started right away (i.e.: budget could be formed immediately)

Matthew:



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- as a past EA, it's a lot of work to have so many people running at once
- Fall elections is usually a time when EAs can understand how the role works, and not repeat the mistakes the next time
- Fall elections won't have nearly as much work as spring elections - will be quite a difference in responsibility

Diane:

- speak with Pooja or Diane if you have more feedback

## 5. Imagine Day

Matthew:

- science experiment

Sarah:

- what do other faculties do?

Diane:

- No idea

Katie:

- do we have to do something on the stage?

Diane:

- no, and we only get 5 minutes

Katie:

- ideally no rap
- video?

Sarah:

- take into consideration of Cio's responsibilities

Diane:

- Antony talked to him, and it has been agreed upon



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Alex:

→ does he know how much responsibility it is? RXN has 3 videos

Diane:

→ should confirm - may be some confusion?

Miguel:

→ Antony has spoken with him

Matthew:

→ we should think of a plan B

Diane:

→ what would we want in a video?

Sarah:

→ we don't have footage from past years, may not have too much content

Katie:

→ what is the purpose of the presentation going to be?

→ we will introduce ourselves and say that SUS is a thing

Diane:

→ usually an opportunity to talk about SUS, our purpose, introduce ourselves, hype ourselves up

Matthew:

→ liquid nitrogen cloud

→ when the gas all comes out, the video will show a mushroom cloud that shows SUS

Alex:

→ bottle flipping

Sarah:

→ we should do a parody of something



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Diane:

- gorilla moonwalking - can you spot Labrat?
- hype video to make us cool, and then informative?

Matthew:

- get risen up after the smoke clears?

Diane:

- live demo?

Matthew:

- contest for who can get the tallest elephant toothpaste experiment?
- have audience guess who can get the tallest?

Alex:

- get Dr. Peacock to be a judge?

Diane:

- if something is too messy, what is something that is low mess?

Diane:

- will create a master list of ideas

## **VI. Executive Motions**

## **VII. Discussion**

1. Artona theme

Katie:

- space

Matthew:

- caveman





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Miguel:

→ futuristic caveman

Diane:

→ beach

→ tacky tourists

→ By when?

Matthew:

→ can discuss next week - think about it over the week

## 2. Fall election dates

→ 3 day election period?

→ everyone who wants to vote will vote if it is advertised really well

Matthew:

→ motivation?

Katie:

→ timing

→ retreat

→ nomination - September 7th - 16th at 8 PM, campaigning until 23rd, voting 21st-23rd

→ retreat the week after (September 30th to October 2nd)

## VIII. Social Activity

## IX. Adjournment

MOVED BY Alex, SECONDED BY Katie.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:36 PM.”



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**...MOTION PASSES**

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Pooja Bhatti  
VP Administration