



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, July 4, 2016 – 6:30PM | Abdul Ladha Rm 103

### **I. Attendance**

**Present:**

President - Diane Nguyen  
VP External - Matthew Law  
VP Academic - Sarah Park  
VP Administration - Pooja Bhatti  
VP Finance - Sheila Wang  
VP Student Life - Alex Lee  
VP Communication Proxy - Miguel Oreta  
Science Student Senator Proxy - Daniel Lam

**Regrets:**

VP Communication - Antony Tsui  
VP Internal - Katie Gourlay  
Science Student Senator - Ho Yi Kwan

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

The meeting was called to order at 6:13 PM.

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

MOVED BY Sarah , SECONDED BY Alex .

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

XM 2016 06 26”

Abstentions: Pooja Bhatti



**...MOTION PASSES**

**IV. Amendments to the Agenda**

MOVED BY Matthew, SECONDED BY Pooja

“BE IT RESOLVED THAT the agenda be amended by removing V. (2) from this meeting’s discussion and moving it to the next meeting’s agenda for July 11th, 2016”.

**...MOTION PASSES**

**V. Adoption of the Agenda**

MOVED BY Miguel, SECONDED BY Sheila.

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

**...MOTION PASSES**

**1. Round table updates (15 min)**

- a. Progress over the past week

President:

- met Sarah and GSS about mentorship program
- Spoke with Kali and Erin about Imagine Day plans; as long as it is suitable for incoming first years it is good
- Sat on the TLEF
- Fill out Lorenzo’s form for Marketing by July 22nd, 2016

VP External:

- Descriptions for positions for third round of hiring due by July 8th 23:59

VP Internal:

- Had a meeting last week with AVP to discuss retreat and newsletter
- Looking into retreat locations - many are booked
- Hunt for more retreat centers
- Budget may not work because of the fallen Canadian Dollar - increase the cost of the retreat centers in the budget
- Contact Oliver Jung



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### VP Communications:

- graphic designers working on SUS merchandise, apparel- RXN
- First week - going okay; meeting with AMS this week to discuss sharing University Commons
- Meeting with Erin and Ariel to talk more about the website, merchandise, design, Imagine Day

### VP Academic:

- mentorship - all documents are finalized, present to GSS council on July 21st
- Finalize marketing tactics
- Opening applications in August (HeWe coordinator, MHA coordinator)
- Finalize grouping of classes and when to have study sessions
- meeting with Sci Team and Erin next week
- Hiring in August
- Please put in clipboard questions by July 15th

### VP Finance:

- reimbursements
- new template for the budget - have surplus number

### VP Student Life:

- RXN

### VP Administration:

- Discussed with AVP about feedback for CAPC changes for council
- Building Managers will be scouting Ladha and creating an event for Ladha Clean Up
- Currently working with Ariel and Antony on website updates for clubs and Ladha
- Clubs Orientation planning - presentations and the write ups due August 1st, 2016
- Contacted clubs regarding club information for SUS website

### Senator:

- Senate had first strategic planning meeting
- looked at what we wanted to accomplish; 1) Learning and Assessment, 2) Mental health and wellbeing, 3) equity and inclusion, 4) senate reform 5) student engagement



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## 2. Princeton Review Contract (10 min)

Moved to the July 11th, 2016 meeting

## 3. SUS Budget

### a. Numbers from last year

Sheila:

- separated the budget based on portfolio
- will meet with AMS to confirm that everything is correct
- For each executive, added a section called 'Admirable Projects' - if something is decided upon, money is set aside
- money will be allocated there last

### b. Newly formatted budget

- in the past, money used to be in separate accounts so it couldn't be moved around
- Now each event has an expense and revenue section
- We'll have one major account for expenses - based on your own budget - if you need to move money around, you can do this because everything is under one account - Expenses account is the major account, so focus on it!
- how you choose to spend is up to you
- To do - how to use the surplus that we have from last year, and the account codes

### c. Sheila's expectations from executives

Sheila:

- will accept requests
- sign off on people's individual budgets
- do not go over

Alex:

- this one main account is for one project, or the entire portfolio? Could leftovers from one project be used for other projects?

Sheila:

- they are pre existing for individual events
- Trying to avoid an account for just one portfolio



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Sarah:

→ how early to send?

Sheila:

→ As soon as you know what you need to purchase

#### 4. Science RXN

Alex:

→ the itinerary:

Day 1: 5:30 - first years meet with assigned leaders; start bringing them into the great hall and where all the mingling happens, presentation

6:30 - 7 : group activity - Spyfall activity → everyone except for 'spy' doesn't know where the location is, so everyone has a role and where the location is, have to be vague but precise enough so they know you're not the spy (get everyone in the 'mood')

7-8:30: Dinner and break down of event

→ Pep rally feel

Day 2:

→ Participants meet with leaders (9-930)

→ meet near the fountain

→ this will happen rain or shine

→ 10 -11 30: move to Express (place next to the village - field next to Mcdonalds)

→ one big group activity

→ chance to take a group picture

→ 11:30 -1 : lunch at Lunch or SRC gym

→ 12 -1 : preparing for the big scavenger hunt

→ 1 - 4 : scavenger hunt

Activities: tug of war, donut eating challenge, jump in the box, replacements, Jump in a box, banana golf, water pong, body to body, glow in the dark bowling , elephant vacuums

→ 4 -7: Dinner/mingle

→ 6:30 - transfer to boat



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- Boat sets sail at 8
- Spend the rest of the night there until 11 PM (dancing, casino games, photo booth, last presentation of what happens with Labrat)

On the Friday, will not be overnight, so will come back in the morning

Sarah:

- Pre dinner/dinner dinner?

Alex:

- the boat doesn't offer a lot of food; better to feed them before as well so they're not too hungry on the boat
- Food: wraps, popcorn, pizza, vegetarian (fed throughout the day)
- In the process of filtering out volunteers (HR is working on it)

Miguel:

- will they know that they will go on a boat?

Alex:

- will give them an idea (i.e.: no coat check)
- August 16th - RXN training - please come if you can

## 5. First Week

Miguel:

- still working things out with AMS
- Tuesday - Imagine day (clubs boothing inside or outside Ladha, and open house of Ladha)
- Will have a big board of 'I love Science Because' - every time they post something they get a merchandise
- Giving out cotton candy

→ Wednesday - FYC Ice Cream at Ladha

- Planning to have a petting zoo at university commons/sumo wrestling
- SUS apparel sales (booth that will sell hoodies, T Shirts, water bottles)
- Sign up sheet for SUS involvement



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→ Thursday:

- Bouncy Castle
- More merchandise

→ Friday:

- Bigger blowout
  - Instead of a party, afternoon carnival
  - Inflatable game (wipeout or wrecking ball)
  - Midway of parlour games/small games to win tickets - trade tickets to get prizes and merchandise/ raffle draw
  - Giving out popcorn, maybe free tea
  - giving out rest of merchandise
- Livestreaming the events on Labrat

Pooja:

- what do you need from us

Miguel:

- be available for boothing, especially on Imagine Day

Alex:

- science RXN boothing?

Miguel:

- may not be necessary if sold out

Diane:

- committee hiring boothing

Sarah:

- for those who are orientation leaders?

Miguel:

- everything is before the pep rally
- meeting with Erin and Kali to ensure that orientation leaders



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Diane:

→ committee boothing?

Miguel:

→ Maybe Tuesday and Friday? (Tuesday first years, Friday all years?)

Sarah:

→ Boothing before or after?

Miguel:

→ usually before pep rally

## **6. Imagine Day (15 min)**

Diane:

→ spoke with Kali and said we can do whatever we want as long as it is clean

→ still down to do elephant experiment? Competition? Hype video?

Alex:

→ science cheer? There are so many

Diane:

→ do we want to set a date to practice the experiment?

→ during a meeting? Next week

→ Erin would like SUS to introduce the Dean if someone is interested - Pooja?

## **VI. Executive Motions**

## **VII. Discussion**

## **VIII. Social Activity**

## **IX. Adjournment**



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MOVED BY Sheila, SECONDED BY Alex.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:12 PM.”

**...MOTION PASSES**

Pooja Bhatti  
VP Administration