SUS Executive Committee Meeting
Monday, July 18, 2016 – 6:30PM | Abdul Ladha Rm 103

I. Attendance

Present:
President - Diane Nguyen
VP External - Matthew Law
VP Internal - Katie Gourlay
VP Academic - Sarah Park
VP Administration - Pooja Bhatti
VP Communications Proxy - Miguel Oreta
VP Finance - Sheila Wang
Science Senator proxy - Daniel Lam

Regrets:
VP Communications - Antony Tsui
Science Senator - Ho Yi Kwan

II. Call to Order

The meeting was called to order at 6:31 PM.

III. Approval of Minutes

IV. Amendments to the Agenda

Moved by Matthew, Seconded by Katie.
“BE IT RESOLVED THAT the Executive Committee amend the agenda to include a discussion of potential all-inclusive committee orientation before school commences”

...MOTION PASSES
V. Adoption of the Agenda

MOVED BY Sarah, SECONDED BY Pooja.
“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:
      → AMS - there are planning on repurposing the grad student society space because there hasn’t been a lot of usage for it, possibly for other clubs
      → meeting up with other constituency presidents to talk about how AMS can best support us and election dates

      VP External:
      → Princeton Review - may sign something with them
      → speaking with UCS about security
      → supposed to meet with Kim Duffel, but will meet in September (engaging alumni)

      VP Internal:
      → Planning retreat - looking at different places and all are booked, but going to Timberland from 14th- 16th of October
      → wanted to get council started before the dates, planning on having a small orientation to discuss Robert’s Rules and such
      → HR team working on volunteer handbook

      VP Communication:
      → First week plans set - waiting for the finances
      → started to talk to bookstore to look into getting UBC Science Hoodies in the bookstore
      → Jerry looking into getting customized lab coats
      → Have a general idea of apparel and such, hoodies and water bottles, maybe not shirts
      → looking into turning the back area of ladha seeing as a place to sell stuff
      -similar to the way that EUS does it - little gift shop (water bottles, apparel, food, coffee, etc.)
VP Academic:
→ creating a timeline for the academic portfolio
→ finalizing clipboards designs with Regina
→ preparing for GSS Q&A session during council meeting
→ getting promotional materials ready for mentorship
→ meeting with professors to talk about class ambassadors and how to integrate it into each section
→ adding a mentorship page on the SUS website so mentors and mentees can access it better
→ portfolio questions - finalized

VP Student Life:
→ RXN
→ waiting for the Dr. Harrison to approve it - meeting on Thursday
→ almost prepared the budget

VP Finance
→ reimbursements
→ sent everyone an email, reply if there are changes or not
→ by Wednesday July 20th

VP Administration:
→ Ladha clean up took place
→ obtained club’s information for website, should be coming up soon
→ Clubs Orientation - sending out information to clubs tonight
→ New Facebook page for Club Executives - add anybody from your portfolio who can be of some benefit to clubs/can advertise for your portfolio

Senator:
→ strategic planning part 2 - discussed how we have the goals on how we are going to implement, metrics use to measure success
→ senate curriculum committee - approved some new courses
→ approved some new programs - Orthopedic Physical therapy program (graduate) professional MBA program - implemented in 2018
informal learning spaces committee - we get $18,000 of money that goes towards informal learning spaces fund - if there’s one that need renovations, can apply for a grant - speak with SUS VP Administration about this as this develops; Paul Harrison is part of committee

2. Princeton Review Contract (5 min)

Sarah:
→ change email sending to social media outlets

Pooja:
→ everything is good except exclusivity clause

Matthew:
→ asking to extend executive offer to AVP because most of the executives will not be using the services

Diane:
→ can look too exclusive about the discount

Katie:
→ do any of us need to use it?

Matthew:
→ if it’s being offered, no reason to downgrade it
→ maybe a September contest - raffle off executive discount to SUS members

3. Alumni Engagement (10 min)

Matthew:
→ will not do another gala this year
→ but will do something for alumni this year - an alumni is interested in this

Diane:
→ was there any attempts in the past with alumni engagement?
Matthew:
→ nothing really - focus was more on careers before last year, when the gala was done
→ feel that the only people who will be interested will be past SUS executives, but do not want to tailor to them because it will look exclusive
→ perhaps collaboration with mentorship?

Sarah:
→ wanted to just do grads and undergrads, and in the next year bring in alumni

Matthew:
→ need ideas by September

Daniel:
→ maybe a silent auction, fundraiser?

Pooja:
→ can look into what other faculties do?

Diane:
→ find out what other faculties do by next meeting

Sarah:
→ potential idea: a platform for alumni to share photos of themselves expressing school spirit

4. Ladha Clean Up Debrief (5 min)

Pooja:
→ took place on Saturday
→ Extremely poor condition - 4 hours and it was not done; many people’s belongings are left over
→ found waterbottles, backpacks
→ storage room and kitchen are clean, mainly need to throw stuff away
→ will figure out with Mark about what needs to be done and may assign tasks to executives
→ Main problem - we have too much stuff. Many items are things saved over the years that could be used for future years
For First Week and RXN - before you buy something, please check what is already there. If you won’t use it, chances are no one will, so throw it away.

One week after an event, your stuff should be out of ladha

Miguel:
→ What is the inventory list? How do we not fight over who uses things?

Sheila:
→ first come, first serve basis

Katie:
→ will things be donated?

Pooja:
→ Whatever is present probably belongs to SUS FAM, so will allow people until mid-September to claim. Whatever isn’t will be thrown out or donated/UBC Security. For the year, clean out at the end of the term - will be turned into a regular practice

Diane:
→ old electronics/furniture

Pooja:
→ some could potentially be sold (i.e.: Physics department is interested) or thrown out

Matthew:
→ note: computers will need to be wiped out first

5. Clubs Orientations (5 min)

Pooja:
→ one month from Clubs Orientation
→ don’t forget about presentation, write up (which is essentially presentation in words), and individual write up about yourself
Katie:
→ Minimalistic slides, not very many words on the slides - is that alright?

Pooja:
→ Yes
→ Everything in by August 1st
→ Will send out full reminder email in the next couple of days

6. **SUS Archives Email Search (10 min)**

Pooja:
→ working on finding all the archives
→ searching through 1800+ emails in the inbox
→ Need a realistic way to do a similar search of all the other executive’s emails
→ Diane suggested spending a meeting on this?

Sheila:
→ inbox over 6000 emails

Matthew:
→ how much detail do you need

Pooja:
→ as detailed as possible - for completeness

Matthew:
→ Can hire someone who’s proficient at coding and take all our emails and put them into a drive

Pooja:
→ who can we ask?

Matthew:
→ CSSS?
VI. Executive Motions

VII. Discussion

SUS August Orientation:

Diane:
→ get people to get to know each other from different committees, to figure out mission statement, goals, etc.
→ need suggestions because everyone here was new to SUS at some point - what would you have liked to have seen?

Alex:
→ SUS tree
→ what each person does, know who to contact, SUS structure and portfolio items
→ Guidelines for reimbursements

Pooja:
→ how everyone fits in in the SUS
→ almost like a web

Matthew:
→ access to Ladha and who has it

Katie:
→ new projects that executives are taking on
→ is this a social event or a learning one?

Diane:
→ half and half

Katie:
→ date?

Miguel:
→ Labrat access

Diane:
→ for date, will send out a doodle - maybe last week of August or first week of September
VIII. Social Activity

IX. Adjournment

MOVED BY Sheila, SECONDED BY Miguel.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:30 PM.”

...MOTION PASSES

Pooja Bhatti
Vice President of Administration