



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 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



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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.)



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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



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→ informal learning spaces committee - we get \$18,000 of money that goes towards 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?



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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



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- 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



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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?



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Sarah:

→ Mitchell?

Diane:

→ is this feasible?

Matt:

→ if someone knows how to use Google Script, then it should take 2 hours

Diane:

→ would anyone know how to use it?

Matthew:

→ If they know Javascript, you'll know how to use Google Script

Diane:

→ Proposed date to have this done by?

Matthew:

→ end of the year

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.



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→ 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



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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