



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, August 29, 2016 – 6:30PM | Abdul Ladha Rm 103

I. Attendance

Present:

Diane Nguyen - President
Matthew Law - VP External
Katie Gourlay - VP Internal
Sarah Park - VP Academic
Pooja Bhatti - VP Administration
Antony Tsui - VP Communication
Alex Lee - VP Student Life
Daniel Lam - Science Senator Proxy

Regrets:

Ho Yi Kwan - Science Senator

II. Call to Order

The meeting was called to order at 6:00 PM.

III. Approval of Minutes

MOVED BY Sheila, SECONDED BY Antony .

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

XM 2016 08 22”

...MOTION PASSES

Abstentions: Pooja Bhatti

IV. Amendments to the Agenda

MOVED BY Pooja, SECONDED BY Antony



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“BE IT RESOLVED THAT the agenda be amended to postpone presentation from the AMS office indefinitely”

...MOTION PASSES

MOVED BY Antony, SECONDED BY Pooja

“BE IT RESOLVED THAT the agenda be amended to include a quick discussion on general merchandise, budget and procurement, and a second discussion on website needs”

...MOTION PASSES

V. Adoption of the Agenda

MOVED BY Alex, SECONDED BY Pooja.

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

...MOTION PASSES

1. Presentation from AMS President’s Office (10 min)

2. Round table updates (15 min)

- a. Progress over the past week

President:

- science student engagement (changed name)
- email from Erin Green - science experiment hasn’t been run by the people who are organizing it yet, and if they hear about it, it is most likely a no (did not pitch it to them)
- if imagine day organizers find out, it will be an absolute no, but could do something like that for faculty fair or first week
- SSE has said that we could go through with it, but we don’t want to disrespect the organizers
- SUS execs will sit up on the stage with the dean ‘people’ for the entire Dean’s welcome - smile!
- asked to lead the science cheer
- AMS updates - september 17th at noon - ask that constituencies help share promo videos that they are releasing (for welcome back bbq)
- Pancakes at Flipside, waffles at Uppercase, and Peko Peko is combined with the Honor Roll, and PhD is going to be moved
- sexual assault conference towards the end of september



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VP External:

- sponsorship stuff - no problems reported thus far
- sent an email to Nandos because they want a long term partnership
- put up all the extensions
- committee hiring - if you want to do it through careers online, let him know

VP Communications:

- first week - science faculty fair is now moved between alumni centre and bookstore (plaza outside of the bookstore)
- website - meeting with Ariel - restructured the website
- please remind AVPs to start using their AVP emails

VP Academic:

- back to school question - done
- released on September 1st, open for the entire month
- clipboards here
- 24 applications for mentors, 16 for mentees, another 2 and a half weeks to go
- sending a class ambassadors updates soon
- What Comes Connex - reached out about wanting to booth -suggested about petting zoo - and wanted to know more about this
- first dog days on september 19th

VP Finance:

- hired my AVP
- payments and reimbursements
- Diane and I spent around an hour coming up with numbers for various aspects of portfolios - can send that out later - it would be good to speak with each exec individually for certain portions of this
- credit card policy - for anything over \$200, invoice (proper way to do it)
- if there is a contract, send it to Sheila so she can get that signed - everything else by invoice
- paying by credit card is difficult and improper procedure
- IF IN THE FUTURE, IF YOU PAY FOR ANYTHING OVER \$200 BY CREDIT CARD WITHOUT SAYING TO SHEILA, SHE WILL NOT REIMBURSE



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VP Internal:

- hired FYC co chairs and EA
- met with co chairs two days ago - both the co chairs were in fyc last year and feel as if fyc was very distant from the rest of sus, so hoping to try to integrate fyc members into different committees
- if we go through with that, will work with Alex and Antony - so they have a connection and can hopefully transition into sus in the coming years
- meeting with EAs tomorrow
- talking to Oliver to finish up final draft for internal newsletter
- finishing payment stuff for retreat

Student Life:

- RXN
- waiting for payments to go through
- got some of the swag
- everything is set - waiting for things to be finalized, going through the last push
- great if executives can introduce on the first day
- need people to get there by 5 PM
- can present before Diane's speech
- hiring for Sports Coordinator
- 70% sold out

VP Administration:

- received last bit of feedback from Clubs for Clubs Orientation - very positive
- hired two building supervisors from first batch
- Clubs reaching out for support

Senate:

- like and share page
- missing 16 people from the Harvest Feast

3. September Hiring

Diane:

- when do we want hires done?



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Katie:

→ 23rd is the last day for voting, so would know by the 24th at midnight

Diane:

→ committee hired?

Matthew:

→ 2nd/3rd week?

Sheila:

→ close on same day as elections?

Diane:

→ people running - should apply as well as a back-up

Pooja:

→ we should have one format - either careers or google forms

Matthew:

→ google forms have been made by some?

Diane:

→ easier for careers online

Antony:

→ do we need an event page for committee for non councillors to apply at members at large?

Diane:

→ yes

Katie:

→ can we use the same page

Antony:

→ page expires



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Matthew:

deadline - 16th - committee hiring - 24th

Antony:

- first week of september - lots of advertising (first week, clipboards, RXN, etc.)
- so much SUS stuff going in 2 days
- should be delayed ?

Diane:

→ when to have decisions finalized?

Katie:

→ before October

Diane:

- decide by the 30th
- October 2nd - everyone should be hired

Antony:

- can start promoting during first weeks
- applications can open on the saturday/sunday/monday

Matthew:

→ finalize by the 30th so you can send a doodle and get meetings started

Matthew:

→ if we want to have everything converged - have the first two weeks where the applications are open

Antony:

→ promo from 5th - 16th ; application dates from the 10th -23rd, last week of september to finalize (interviews if you want), send out logistics during the weekend, start in october

Pooja:



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→ committee for meeting minutes- would ideally like all committees to be formed at the same time - wouldn't be meeting with them all the time

Matthew:

→ some didn't always feel like a committee - so try to meet with them a bit more often

Antony:

→ start promoting from first week - when applications close (23rd) ; actual applications start from the week of the 11th - deadline of the 23rd - you as a vp and avp will hie and stuff on the week of the 25th, ready to go by October 2nd

Diane:

→ vouch for careers online

Daniel:

→ previous years we used a google forms

alex:

→ cover letters? don't want

Matthew:

→ don't have to have one

Antony:

→ professional, but takes time to submit things, make changes

Diane:

→ can we prepare beforehand?

Matthew:

→ need to accommodate me

Antony:

→ takes a while - but google forms, can control it directly

Sarah:



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→ isn't there a ranking system?

Matthew:

→ ranking system - the committee hiring was all separate

Diane:

→ last year - ranking

Katie:

→ in the past - applications the exact same?

Matthew:

→ previous years - all the committees had their own forms

→ councillors - pick their committees

Katie:

→ google forms - can create text information

Matthew:

→ can ask for a writing sample instead

Diane:

→ deadline?

Matthew:

→ Friday the 2nd , 9th if play with chance

Diane:

→ prefer careers online

4. First Week Duties

Antony:

→ boothing; table, you, at ladha at the specific times whenever events are held

→ if you want to promo your committee hiring

→ might want photos, posters, etc.



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- make sure to send something in to Miguel by this Friday, or Monday
- blurb as to what you're doing, if you're going to be there, what you'll be doing, etc.

Katie:

- bio about ourselves?

Antony:

- what you're promoting, who you're sending in

Diane:

- stationed?

Antony:

- depends on the day - outside on Imagine Day

Matthew:

- do you want us to do anything?

Antony:

- be around Ladha

Diane:

- plan B for imagine day?
- this week i can reach out to the people and explain to them, try to convince
- should be safe and assume no, and we should have a backup plan

List:

- Trivia
- Candy
- Rap
- Dance
- fog machine

Daniel:

- by August 31st, 11:59 PM



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Diane:

→ test things 2PM on Thursday

Pooja:

→ include teaching the cheer?

Antony:

→ does Labrat walk with us?

Diane:

→ doesn't have a reserved seat, but can be there

Antony:

→ video

→ appear

→ intro

→ teach the cheer

Pooja:

→ seems fine as it is

5. UBC Changemaker Partnership

Diane:

→ email: will forward it

VI. Executive Motions

VII. Discussion

Ladha clean-up round 2



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Pooja:

- main area to clean are the offices
- need to wipe out and get rid of the computers
- can get Matt's help with that?
- after that's gone, simple organizing needs to be done

Matthew:

- Mitchell can also help with clearing the computer

Diane:

- on Thursday, when we meet up to discuss about Imagine Day, we can clean a bit of Ladha - make it look presentable enough for Imagine Day and First Week
- after, can set up a second Ladha clean up

Pooja:

- made a form to keep track of what's going in and out of Ladha - on the drive to be filled out after every event

Antony:

- recommendation - make it into a form to be filled out

Website:

Antony:

- if you see something that is 'missing' and you really want it to be on the website, let us know

Merchandise:

Antony:



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→ because there wasn't a budget for general SUS merchandise, haven't been able to order a bunch of ubc/sus merchandise to be given away - any exec can give it away at any event
→ need advice, and if you want to contribute to it, should come up with different types of merchandise, can come up with a solid number and propose it to Sheila

VIII. Social Activity

IX. Adjournment

MOVED BY Katie, SECONDED BY Alex.

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

...MOTION PASSES

Pooja Bhatti
Vice President Administration