



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 22, 2016 – 6:30PM | Abdul Ladha Rm 103

### **I. Attendance**

**Present:**

Diane Nguyen - President  
Katie Gourlay - VP Internal  
Pooja Bhatti - VP Administration  
Antony Tsui - VP Communications  
Sarah Park - VP Academic  
Sheila Wang - VP Finance  
Alex Lee - VP Student Life

**Regrets:**

Matthew Law - VP External  
Ho Yi Kwan - Science Senator

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

The meeting was called to order at 2:00 PM.

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

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

MOVED BY Katie, SECONDED BY Alex.

BE IT RESOLVED THAT the executive committee amend the agenda to:

- 1) include a discussion on councillor orientation, in the Discussion section of the agenda, and
- 2) Table Health and Wellness indefinitely
- 3) A discussion on Marketing Coordinators

**...MOTION PASSES**



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## V. Adoption of the Agenda

MOVED BY Sarah, SECONDED BY Alex.

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

### ...MOTION PASSES

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

Ava:

- we're doing well
- if you ever need support with initiatives, regardless of portfolio, please come, you are why AMS is here
- for events, problems with academic advisors, etc.
- if you feel overwhelmed with lots of school, commuting to campus, SUS stuff, office is in the Nest
- applies to clubs, coordinators, etc.
- Welcome Back BBQ coming up this weekend - there are lots of other science students that might not be going to RXN, it would be great if we could sell out Welcome Back BBQ so we can consider upsizing block party, if you can help to spread the word
- in your experience, what is a good way to reach science students?

Antony:

- reaching some first or second years - classroom announcements to get that message across

Ava:

- how would you feel about promoting in classrooms?

Sheila:

- into it



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Ava:

→ don't want to make uncomfortable

Pooja:

→ can have posters and such in ladha

Sarah:

→ can put it in clipboards

Ava:

→ can share with Diane classroom announcement schedule

Diane:

→ block party - can we make the tickets as a contest, or just within SUS?

Ava:

- don't want a public early bird link, but can buy and make a contest
- Drake contest - and please share about Welcome Back BBQ
- Homecoming this weekend - working with athletics to get promo going for the next football game for undergraduate societies
- can be a first year focus game based on first years
- option for following up to RXN
- sexual assault policy - information online, and can answer questions
- if you as a well informed student leader have an opinion, please share the feedback
- will give cell phone number

## 2. Round table updates (15 min)

### a. Progress over the past week

President:

- AMS meeting - committee at large appointments, if you want to get involved in any AMS committee, will provide a list or if you have questions
- Blue and Gold Society previous night - Antony proxy
- Committees - strategic plan ad hoc review committee for the second term so councillors have time to know about SUS



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## VP Internal:

- elections are happening
- 19 applications so far
- advertising for it
- FYC - lots of applications, closes on the 20th
- retreat - almost finished the schedule
- councillor orientation schedule has been completed

## VP Communications:

- yesterday had a meeting with directors and committees
- last week was First Week - two Ubysey articles
- hiring page is now up, check to see if you like the format, everything should be up there, changes let them know
- up to you to promo the page
- blue and gold - homecoming, ams welcome back is this weekend, giving away two tickets, \$200 bookstore gift cards
- BirdCage - partnerships and combining tickets to event
- AMS has now found a bulk order shirt company - What the Shirts - find out more at student life and sustainability centre
- doing something called "the scene" - virtual ams calendar projected in the nest, can submit events to calendar
- AMS is having oktoberfest, october 7th
- UBC Rec - presentation deadline september 17th
- sexual assault policy - be aware, read it through, give comments
- tomorrow; president ono social
- Thunderbird Thursdays
- next meeting; CUS lounge october 1st
- ordered hoodies for sale and crewnecks - hoodies arrived a week light, and printed wrong
- selling at RXN

## VP Academic:

- mentorship - 63 mentees, 24 mentors - right at goal
- survey - 868 responses
- meeting with academic portfolio directors to talk about things to accomplish

## VP Student Life:



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- RXN
- shirts are in
- rain on saturday
- SoCo chair - we are meeting with POITS to post about oktoberfest
- hiring science week people

#### VP Finance:

- meeting alim on Friday to discuss formatting the account codes
- reimbursements

#### VP External:

- Corporate is going well
- Hiring for careers and corporate

#### VP Administration:

- CAPC - decided to change up timeline
- Building Supervisors - brief training took place
- Office hours set up
- Working on Clubs project with Sheila

### 3. Discussion on SUS Code

#### Pooja:

- gotten a lot of questions regarding Code lately
- Please know your section code
- code is meant to be followed and challenged
- You can make changes to your position and committees, but if it's major, talk to Pooja first
- Suspending code - not recommended unless absolutely have to
- speak with Pooja first
- Will meet with all executives in January to go over changes to position/committees

#### Antony:

- don't have publications committee



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→ number in committees?

Pooja:

→ as communication portfolio wasn't updated last year, feel free to make necessary changes to your position

Alex:

→ sports committee

→ code: 'up to you regarding intramurals'

→ gets confusing, doesn't know what sports did and there are a lot of people asking about reimbursements and such and doesn't know what's going on either which they hear one thing, and was talking to AVP regarding what we should do regarding rebates for rec - agreed for joining league, science based clubs or teams, as long as team contains 75% science students, you get the full reimbursements back - process in how you collect the deposit for the jersey - 50% deposit

→ main thing - want this to be set in code - pertaining to reimbursements

Sheila:

→ Sheila and Alex should have a meeting with Sativir, Lorenzo and maybe Tamara

Antony;

→ in a lot of things for vp comm and bman, if it's up to your discretion, as long as you think is reasonable and stuff

→ you would have to develop yourself

Diane:

→ approached by someone asking if chairs should be able to sit on committees as members at larges?

Kaite:

→ why not

Sarah:

→ chairs count as student at larges

→ should be okay



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Diane:

→ may raise an issue

Alex:

→ didn't we talk about it initially?

Antony:

→ i think students in SUS new or old don't realize how much responsibility there is in SUS

→ priorities may not be set straight

Diane:

→ they can apply, but should be known that it would deter us from wanting to make them of that position - because their current position within the SUS may affect their chances

Katie:

→ if you inform in a respectful way that won't bring up an argument, it should be fine

Antony:

→ feel like there may be double positioning - usually one big and several small ones

→ sometimes don't know who everyone has hired, so please update the document

Sarah:

→ can current chair committee apply to be a rep or a councillor

Sheila:

→ sarah - vp academic, then had to suspend the FYC co chair

Antony:

→ taking away chances

Diane:

→ reason for Sarah - you ran for an exec position - that was the condition



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Pooja:

→ nothing in code one way or another

Diane:

→ Can consider this a code project

#### **4. Academic Committee restructure**

Sarah:

- smaller, more like a normal size committee
- having two and two
- want to get some member at larges on board
- during council meetings, can do the whole collaborations and such
- what they will focus on - peer advising, awards, and smaller events
- most important - executive motion
- administering executive

#### **5. Ladha Expectations**

Pooja:

- respect the space
- clean up after yourself
- fill in the Abdul Ladha 'buy, use, sell' booklet beside the storage room
- Go to office hours
- use the space responsibly

#### **6. Slack discussion**

Sheila:

- if i see everything on Facebook, can't process, but on Slack it's organized so can check
- Let's keep it

## **VI. Executive Motions**



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MOVED BY Antony, SECONDED BY Alex.

“BE IT RESOLVED THAT Executive Committee suspend Article 7, paragraph 2, section 2, clause b, c, d in the SUS Constitution effective September 14<sup>th</sup> to October 6<sup>th</sup>, 2016.

**...MOTION PASSES**

Abstentions: Sarah

## **VII. Discussion**

Councillor Retreat:

Katie:

- October 2nd - 9am - 12pm
- during day of the longboat, but on saturday and sunday
- casual request - one of the activities that are being planned is a ‘step into my office’ type presentation
- won’t have to go in front of the entire group, but rather councillors go around and they will ask questions to you
- keep a couple things in mind, maybe make some kind of material to hand out, but that will be something that can be incorporated just telling you guys about the guidelines just so everyone understands what it entails
- can’t make it, get a proxy
- retreat - 14th - 16th
- Thunderclap at 7 PM

Alex:

- day of the longboat - set up a team



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Marketing coordinator:

- two options: a) structured corporal and HR, go to each committee and sit in, help with marketing
- or just getting your avp as the marketing person, come in and liaise, avp report to him and other people on marketing
- maybe unrealistic/outside job description

Pooja:

- committee secretaries; already an extra person on each committee

Sarah:

- in terms of marketing, councillors, member at larges, both?

Antony:

- both

Diane:

- take off inflation from academic if it passes

## VIII. Social Activity

## IX. Adjournment

MOVED BY Sheila, SECONDED BY Alex.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 3:06 PM.”

**...MOTION PASSES**



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Pooja Bhatti  
Vice President of Administration