



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

Wednesday, September 21, 2016 – 2:00PM | Abdul Ladha Rm 103

I. Attendance

Present:

Diane Nguyen - President
Katie Gourlay - VP Internal
Alex Lee - VP Student Life
Sarah Park - VP Academic
Pooja Bhatti - VP Administration
Antony Tsui - VP Communication
Sheila Wang - VP Finance
Michelle Mallette - Science Advising Centre
Caroline Kingston - Science Advising Centre

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

MOVED BY Alex, SECONDED BY Katie.

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

XM 2016 09 05

XM 2016 09 14



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...MOTION PASSES

IV. Amendments to the Agenda

MOVED BY Antony, SECONDED BY Sarah.

“BE IT RESOLVED THAT the Executive Committee amend the agenda to include a discussion on Executive Expectations.”

...MOTION PASSES

V. Adoption of the Agenda

MOVED BY Katie, SECONDED BY Alex.

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

...MOTION PASSES

1. Presentation from Science Advising (10 min)

Michelle Mallete
Caroline Kingston
From the Science Advising Centre

Michelle:

→ communicate with everyone, get to know you

→ AMS - talked to advising directors last spring and let us know about the kinds of workload that student societies are working under and asking for support whenever possible



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- one of the things that came to life was around academic workload - tend to be high achieving students, and in this role, it could be work that you are not anticipating, or things can change over time
- let you know that we're here
- some discretion around offering you opportunities for academic concession - if you find that workload is heavy and things have changed, can support in terms of withdrawal, promotion, graduation, etc.
- what are the hours that you allot? 15-20 hours a week
- equivalent to two courses as a full time students
- if you're thinking about a full time course load, you may want to take 3 or 4 max
- will give until the end of the week to do a drop in a course - to give time to make some good decisions

Caroline:

- the caretakers need to take care of themselves - we can be a safe place for you to talk about things as they come up - make sure you are connected to good resources
- know that it is really important and make sure that you have what you need to be student leaders

Diane:

- issue for many is maintaining status in programs or honours, or applications to professional schools

Michelle:

- fair enough - and maybe that is when you also think about the other resources
- putting it out there

Sarah:

- add/drop deadline at the end of the week - will that end up with a W?

Michelle:

- without a W

kingston@science.ubc.ca



2. Round table updates (15 min)

a. Progress over the past week

President:

- going to be doing executive feedback with science engagement
- circulating document with feedback, can provide feedback anonymously
- hopefully can get those done by late October
- gage on how you're doing as an executive
- in contact with Dr. Ono for potentially expanding the textbook project
- All faculty social this Friday in Buchanan

VP External:

- Hiring
- ambivalent about Slack

VP Internal:

- 154 applications for FYC
- interview on Saturday
- elections - some of the codes for departments were not added into the questions that they were supposed to be assigned - needed to create a new ballot, it's live now, and will be sending out promotional items
- planning retreat and council orientations

VP Communications:

- reprints are arriving today
- sales - SUS FAM has gone out, lots of orders
- regular orders - order form is also on website
- website is ongoing, if you need anything, contact Antony and Ariel

VP Academic:

- 976 responses - goal 150 more by end of September
- Miguel will promote hard core 23-30th
- currently in the process of pairing people for the mentorship program
- dog days - got professional photos!

VP Finance:

- no updates



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VP Student Life:

- RXN went really well
- currently in the process in hiring social, sports, and science week
- talk with BIOSOC for science grad
- hired chairs for Sports Committee

VP Administration:

- CAPC - have a finalized timeline
- BMC - the two building supervisors hired are doing very well - hiring 3-4 more this week
 - implemented some new guidelines as a result of a problem with the last event, to be made aware to clubs and posted on the SUS website:

1. If there is a club collaboration, at least 60% of students contributing to the planning and execution of this event must be in the Faculty of Science. BMC has the right to ask for verification from the respective parties.

2. Printing services are NOT offered.

3. The time slot that is being booked includes set up and clean up time. Should a club request to stay overtime, it is at the discretion of the Building Supervisor. If the supervisor agrees, an ancillary fee of \$25/hour for every extra hour (payment from the beginning of each hour) will be put in place.

4. If a club does not show up within an hour at the beginning of the booked time, they are subjected for charges beginning at \$10/hour, charged at the beginning of the hour

5. Equipment will not be rented out to students hosting events outside of ladha under any circumstances

- Clubs Commission - setting up one-on-one meetings with the club presidents
 - First edition of the newsletter coming out on Sunday - contributions from VP Student Life, VP Finance, and BMC

3. Committee hiring advertising

Diane:



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→ deadline in 2 days

Alex:

→ Thunderclap tonight - 8 PM

Antony:

→ limits reach to people we already know

→ everyone should take a group

→ Classroom announcements

Katie:

→ can advertise on elections page

Antony:

→ post the link for all the committees

Pooja:

→ in groups - be neutral

4. Health & Wellness branding

Sarah:

→ wanted to make their own facebook page

Antony:

→ can we use the SUS page to create a subpage? Will look into it

5. RXN debrief

Katie, Sarah, Antony:

→ really well!

Alex:

→ hope everyone had fun

→ share feedback!



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Matthew (sent through Pooja):

→ good points: was a lot of fun, heard some first years talking about it after and they enjoyed it as well "did you go to rxn? nah I had stuff to do did you go? Yeah it was a lot of fun" yada yada yada, group games are good

→ Bad: charge them more, we cannot hemorrhage money, and that the Friday (1st day) needs work - no phone apps

Katie:

→ great hiring!

Pooja:

→ food!

Alex:

→ nandos - interested in a long term sponsorships

Diane:

→ some AMS people were saying 'SUS is so together!'

Alex:

→ a lot of first years wrote nice comments on instagram, and even from people who were part of 'frosh' for many years

Antony:

→ people wanting to buy tickets - looking for extras - good feeling!

Katie:

→ maybe not having it be two days - worked well, but it's an alternative

Diane:

→ like two days, because it gives time to add on facebook, start a chat, and start the next day not completely a new start

Pooja:

→ vegetarian options - more



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Sarah:

→ give execs a volunteer handbook as well

Diane:

→ not only good for us, but having an exec handbook is helpful, because we're representing ourselves AND to help out - help us help you

Executive expectations:

Diane:

→ September is tough, but should still put our best face out there

→ important that we support each other, and make sure that we maintain that smile when things go bad

Antony:

→ being attentive, on time, making sure updates are sent in when you're not here

→ at events or initiatives, if things don't go well, should not let personal things, stress go - find another place to express feelings outside of this

→ being open to feedback, take feedback, or don't ask for feedback

→ be timid when you are giving feedback, but open when you are receiving it

Diane:

→ as a leader it is easy to blame someone who is directly in charge when things don't go well, but if things don't go well under your portfolio, it is under your portfolio and you should deal with it

Pooja:

→ remember to support each other's events, regardless of the portfolio

→ respectful of others at meetings

Alex:

→ if you are there to support the event, don't just be there - you should be present, and not just there

Diane:

→ council - studying, being on their laptops, texting - set an example as an executive to not do that



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- VI. Executive Motions**
- VII. Discussion**
- VIII. Social Activity**
- IX. Adjournment**

MOVED BY Sarah, SECONDED BY Pooja.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 2:42.”

...MOTION PASSES

A handwritten signature in black ink that reads "Pooja Bhatti".

Pooja Bhatti
Vice President of Administration