SUS First Week Committee Meeting
July 20, 2017 | 5-6pm | Abdul Ladha Rm#104

I. Attendance
Present:
  o Angel
  o Miguel
  o Gloria
  o Joon
  o Termeh
  o Regina
  o Grace
  o Clara
  o Kipling
  o Brian
Regrets:
  • Simran

II. Sponsors
a. Grounds for Coffee!!!!!!!!!!!! ~$2000
   i. Banner on table
b. How to get sponsored stuff: Zipcars, car 2 go
c. Kernels
   i. discount
d. Menchies (20% coupons)
e. Panagos
f. EXIT 4 passes + brochures
g. Cobs - Yes for bread

III. Events
a. Wednesday is inside
b. REC: own activity and give out free merch
c. Popcorn: switching popcorn for nachos on wednesday
d. Times for Events
   i. Wed & Thurs: 11-3
   ii. Fri: 1-4pm
e. Mural
f. Stamp pads
   i. Posterboard
g. Alternative to spin art that we can do
   i. Adult colouring
   ii. Pictionary booths

IV. HR → Volunteer Slotting
a. Carnival:
i. Cotton candy: 5  
ii. Nachos: 3  
iii. Games: 8  
iv. Prize booth: 3  
b. Food fest: 8 at a time  
i. Food eating competition: 4  
c. Art  
i. Beer: 2  
ii. Pizza: 2  
d. Imagine Day  
i. Merch: 3  
ii. Popcorn & freezies: 5  
iii. Labrat + companion  

V.  Finance $\rightarrow$ 3 main ways  
VI.  Reimbursement ($250$ under)  
   a. Buy and keep receipts and be reimbursed  
      i. Car rentals, pizza, dollar store  
VII.  Invoice Payment ($250 +)  
   a. Companies send invoice to us $\rightarrow$ VP finance $\rightarrow$ AMS $\rightarrow$ company  
   b. Rental machines  
   c. Takes weeks  
VIII.  Credit Card (hard)  
   a. Last resort emergency (try to pay with cash and debit)  
   b. More documents needed (LOTS)  
   c. DON'T DO IF U DON'T NEED TO  
   d. Takes months  

Action Item  
- Ask HR about logo on volunteer T-shirt  
- Brian: send email to execs (executives@sus.ubc.ca)  
  o Booth for SUS and promote  
- Set up when2meet for class schedule