I. Attendance

Present:
Antony Tsui- President
Miguel Oreta- VP Communications
Sarah Park- Science Student Senator
Jennifer Cheng- VP Academic
Cathy Jiang- VP External
Julia Wu- VP Internal
Michelle Tse- VP Administration
Gurshabad Singhera- VP Student Life
Ryan Lou- VP Finance

Regrets:

II. Call to Order

The meeting was called to order at 3:06 PM.

III. Approval of Minutes

IV. Amendments to the Agenda

MOVED BY Julia, SECONDED BY Michelle.
“BE IT RESOLVED THAT a discussion on Human Resources be added to the agenda”

...MOTION PASSES

V. Adoption of the Agenda

MOVED BY Sarah, SECONDED BY Miguel.
“BE IT RESOLVED THAT the agenda be adopted as presented.”

...MOTION PASSES
1. **Land Acknowledgement**
The president acknowledged that the meeting was taking place on the unceded territory of the Musqueam people.

2. **Round table updates (15 min)**
   - **President**
     - Met with
       - SFU Arts Science Persistence program - BackTrack program - new program,
       - Orientation Steering committee - decide what Student Led Orientations will look like - JumpStart etc.
       - Erin - topic discussion brought up later
     - Business cards ordered and ready for pick up for usage at AMS Orientation
   
   - **VP External:**
     - Posted Round 1 hirings
     - shifted responsibilities from PR committee, new committee - community engagement
       - Hire SUS ambassadors to help plan interfaculty gala, etc.
   
   - **VP Internal:**
     - Exec retreat: Jun 16-18, booking tonight
     - Place: near Harrison Hot Springs (Hemlock Hollow Mountain Accommodations)
       - Have to supply own sheet and towels, but has wifi
       - Have to talk to Alex if he can drive, Matt is still away
   
   - **VP Communications**
     - Website: added new page - “Get involved” page - when we hire and when others are hiring so students can find involvement opportunities on campus
     - Discussion with Lingzi - working on inventory for Sales
     - Hiring: discussion with Ariel and Erin - whether we can promote hiring on Distillation
   
   - **VP Student Life:**
     - Have the dates and timeline for AVP, RXN for hiring done
   
   - **VP Academic:**
     - No updates
   
   - **VP Finance:**
     - Fiscal year: starts May 15 so hold reimbursements till then
     - Credit card invoices: needs to say “paid”
   
   - **VP Administration:**
     - No updates
   
   - **Science Student Senator**
     - 13 new awards have been passed for next school year – more awards
     - Formation of new School of Public Policy & Global Affairs – conglomerate of IR, Liu Institute (houses the Masters program)
     - B.Sc/M.Sc in Chemistry partnership with European universities
     - Student senators assigned to subcommittees
3. **Community Agreement → Team expectations**
   - Being respectful of everyone’s own decisions including people we hire, etc.
   - Being accountable for what you do, even for those under your portfolio
   - Don’t be afraid to ask for questions, big or small
   - Be open to criticism from others
   - Be honest about your schedule- SUS breaks
   - Expectations about responsibilities as VP’s
   - Be gentle when giving feedback and be open when receiving
   - Access into Ladha- don’t abuse privileges, building guidelines
   - Use Auto-Responders more often
   - Important SUS business: use email; quick conversations: use Slack
   - Rate of response: within 48 hours
   - Use Exec meeting time to properly discuss opinions

4. **Vision for the year and special projects**
   **Student Life**
   - SCI Grad
   - SUS sports page change
   - Increasing Fine Arts involvement (potentially adding an Ad-Hoc committee?)
   **Finance**
   - Reimbursement form online - still needs to drop off receipts
   - update Budgets with tl;dr’s more often
   - Credit cards
   **Admin**
   - Updating building supervisor role
   - Changing appliances (garage sale etc)
   **Internal**
   - HR committee for the year
   - Have more appreciation events
   - Increasing workshops and social events for the councillors- more involvement with SUS
   **External**
   - Textbook marketplace- not sure when this could happen and need to talk to AMS
   - New committee: having an ambassador program for promotion material (thanksgiving)
   - More Pro D events: will talk to Erin, etc
   **Academic**
   - More resources for students
   - Online form for students to voice opinions on academic complaints
   - More collabs- SCI Team, grad school fair with External
   **Science Student Senator**
   - Senate’s Corner on Distillation every 2 weeks
   - Update Code about Senator role
   - Host event “Swimmin’ Senate?” adding engagement for it
   - More promotion on Science Student Senator Awards - emailing profs etc
Communications
- Coordinate merch and branding throughout- RXN, volunteers could have same shirt throughout etc
- Use of graphic design and visual media more evenly- will contact Direct of Visual Media directly to distribute instead
- Streaming SUS online media presence- streamline email accounts, facebook groups etc
- Newsletter for SUS, and on the website
- Sales: Blue Jackets- will mass stock up and sell over the years
- Creating Mailchimp for hiring- will email for hiring (esp. after Round 1 hiring is done on FB)

5. Support from and collaboration with Science Student Engagement and Dean’s Office
- Evaluations about each other
- Erin and Hansel: important resources for us
  - will come out to our meetings to formally be introduced
- Discussions:
  - funding- building, careers,
  - Distillation

6. Summer reimbursements
- Develop guidelines before the summer:
  - Paid by invoices to AMS to pay- ideally
    - Billed to UBC Science Undergraduate Society % AMS
    - Should be given around 2 weeks ahead
    - If by credit card: needs to say PAID and credit card statement
  - Can be emailed, Slack, facebook
  - Legal contracts to Cathy
  - Finance contracts: 3 weeks ahead
  - Small amounts: leave receipts in inbox

7. Human Resources
- Hire 4 HR coordinators
  - In charge of mass hiring all SUS events
  - Might need to increase budget for HR committee for volunteer appreciation, general branding etc
  - RXN shirts: different, but the other shirts can be streamlined to be done by HR for themselves
  - Included an employee/employer evaluation form this year, want to continue under HR

8. Executive Hiring logistics and hiring practices
- Streamline- preferred title for committees:
  - Commission: Director
    - Hired members-at-large for a project; staff
  - Committee: Chair
    - Hired members-at-large and councillors
- Can a councillor be both director/chair and councillor
- Elect councillors before hiring instead?
- Applicants and hiring spreadsheet
  - Hired to more than 2 positions?
- Admin/Internal: make master doc for SUS council, Executives, committees, and interview rooms
- Hiring practices for outside of Faculty
  - MLSc: acceptable, but others need to check guidelines
  - For chair, but not councillor seat?
- Rounds
  - **May 1-15th:** 1st
    - Adding in AVP Admin, BMans, AVP SL
    - Except HR and RXN: due **May 19th**
  - **May 16-31:** 2nd
    - Deadline for round 2 application postings: **May 8th**
    - All AVPs hired ideally by mid June
  - **July 24- Aug 7th:** 3rd
- FB page/round and typeform to update others about SUS hiring page

9. **Transition check-up**
  - Ask Antony for advice if need be

### VI. Adjournment

MOVED BY Gurshabad, SECONDED BY Miguel.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 5:13 PM.”

...MOTION PASSES

---

Michelle Tse
Vice President, Administration