I. Attendance

Present:
Antony Tsui- President
Cathy Jiang- VP External
Julia Wu- VP Internal
Jennifer Cheng- VP Academic
Miguel Oreta- VP Communications
Gurshabad Singhera- VP Student Life
Michelle Tse- VP Administration

Regrets:
Ryan Lou- VP Finance
Sarah Park- Science Student Senator

II. Call to Order

The meeting was called to order at 5:07PM.

III. Land Acknowledgement

The president acknowledged that the meeting was taking place on the unceded territory of the Musqueam people.

IV. Approval of Minutes

MOVED BY Gursh, SECONDED BY Cathy.
“BE IT RESOLVED THAT the following meeting minutes be adopted as presented:

XM 2017 05 05”

... MOTION PASSES

Abstentions: Michelle

V. Amendments to the Agenda

VI. Adoption of the Agenda
MOVED BY Jennifer, SECONDED BY Julia.
“BE IT RESOLVED THAT the agenda be adopted as presented.”

... MOTION PASSES

1. Round table updates (15 min)
   President
   - Faculty of science meeting- nice
   - Met with Erin
     - One wishlist item: structuring program with Advisor- one requirement: must have good academic standing (between 63-68%); if below: can’t run for exec position
     - Suggests that cumulative average: can’t be lower than 60%; 60-65% required meeting with advisor; 66-70%: recommended
     - Opportunity for appeal directly with Erin
   - Cindy, Caroline, Erin- will have a meeting with them (Science Advising) → can go straight to them about other personal (academic) issues in the near future
     - Review SUS’s goals and mandates again - updated last year
   - After Science Advising, will have meeting with Dean as well in another meeting
   - Committees:
     - Teaching and Learning Enhancement Fund Adjudication Committee
     - Skylight Development Grants Adjudication Committee

Vice President, External
   - Met with PR, BYC, Prep 101

Vice President, Internal
   - Fill out Google form for Exec retreat
   - Meetings with Erin next week about workshops

Vice President, Academic
   - Talked to GSS- relaunching mentorship program again

Vice President, Communications
   - Got SUS LinkedIn back
     - Got Business manager for SUS to control all pages together
   - Upgraded website work
     - Linked all the photos onto website
     - Added approved minutes on Archives
     - “Update Me”- about SUS hiring (increasing use of website)
Hiring event is up for Round 2!

Vice President, Student Life
- Interviewed for Chairs- want to hire 1 chair this year → Jocelyn Wong
- Apply for RXN committee!

Vice President, Finance
- Antony signed off for a signing authority on behalf of him
- Update from Ryan: It was a President's Supplemental Form for verification purposes

Science Student Senator
- Senate meeting on Wednesday, May 17th – highlights of agenda:
  - Student Mental Health & Wellbeing Report
  - Minimum Funding Policy
  - President’s Excellence Chairs
  - Establishment of School of Biomedical Engineering in the Faculties of Applied Science & Medicine
- Sitting on Awards & Nominating Senate sub-committees

Vice President Administration
- Power Outage- May 27th, 1-5pm
- Send meeting minutes to Michelle from ALL committees, until AVP is hired (will re-confirm later)
- No deadline each week when to send, just send them over as regularly as possible
- Looking for motion about interdisciplinary committee from AGM

2. Update - Kite Vancouver Conference
- Antony responded No, but still trying to be persuasive
- May just agree to promote but leave it at that
  - 2 max- one beginning of summer, one end; but could be just 1 instead
  - Miguel to continue discussing about Marketing

3. Website
- Want to add more info on website
- Want to change blurbs from elections into Exec job descriptions
- Want a sponsorship page
- Suggestion page- add tab to direct to respective portfolio’s email
- About page- 1 tab for councillors, another for committees (description and contact info)
  - SUS family tree format
- Finance- online Reimbursement Forms, possible grants Timeline?
  - Just shift the grant applications to my page pretty much and information would
be deadline and who is eligible (short and simple)
  - Subscribe button to SUS google Calendar
More suggestions: update Miguel
  - Reference CUS and EUS, etc

4. **Company logos on SUS T-shirts**
   - Sponsor logos ok on t-shirts for RXN
     - Taking off sponsor package for other events besides RXN
   - Others: Shirts will be streamlined

5. **Update - Prep 101, BYC, & The Princeton Review**
   - Contracts spreadsheet: BYC and Princeton together
     - BYC teachers: have been TA’s and from UBC
   - Prep 101 still wants to be exclusive, other aspects are a little wary
     - Prep 101: Fly in professor’s from other provinces
   - Offers: check spreadsheet
     - Gurshabad: do they care when in terms of presenting when?
     - Cathy: Shouldn’t matter, terms are quite flexible
   - Antony: Erin says Dean most likely won’t care about how we partner with external groups

6. **Interview and hiring schedule and logistics**
   - Added candidates on spreadsheet for Round 1
   - Set date for offers by a certain date
   - Ask about first and second choice if they apply for multiple positions- IF they are not offered for the current interview position
   - AVP hiring ideally by **May 26th**

7. **Meeting locations for May 2017**
   - Suggestions: Coquitlam, Metrotown,
   - UBC for now

**VII. Executive Motions**

**VIII. Discussion**

**IX. Social Activity**

**X. Adjournment**
MOVED BY Jennifer, SECONDED BY Cathy.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 6:12 PM.”

...MOTION PASSES

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Michelle Tse
Vice President, Administration