I. Attendance

Present:
Julia Wu- VP Internal
Jennifer Cheng- VP Academic
Miguel Oreta- VP Communications
Gurshabad Singhera- VP Student Life
Ryan Lou- VP Finance
Michelle Tse- VP Administration

Regrets:
Antony Tsui- President
Cathy Jiang- VP External
Sarah Park- Science Student Senator

II. Call to Order

The meeting was called to order at 6:09 PM.

III. Land Acknowledgement

The VP Internal acknowledged that we are on the ancestral, traditional, and unceded territory of the hən̓q̓əmin̓əm̓ speaking, Musqueam people.

IV. Approval of Minutes

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

XM 2017 05 30”

...MOTION PASSES.

Abstentions: Michelle
V. Amendments to the Agenda

MOVED BY Gursh, SECONDED BY Ryan.
“BE IT RESOLVED THAT we discuss how SUS executives can collaborate with AMS events.”

...MOTION PASSES.

VI. Adoption of the Agenda

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

...MOTION PASSES.

1. Round table updates (15 mins)
   President
   - Book an appointment with Science Academic Advising - see Erin’s email
     - Roughly 30min
     - Year 4’s: ASAP (Antony, Sarah, Michelle, Ryan)
     - Order of registration: 4, 1, 3, 2
     - Year 4 Course Registration: June 13-15
     - Year 3 Course Registration: June 27-29
     - Call science advising to book thurs at noon (or soon after): new schedule for week after out then to get appointment in asap
     - Distillation regarding course registration will be sent out tomorrow (Wednesday)
   - All SUS mail and orders/packages should be sent to the AMS Nest
     - Until late July/early August when it will be switched back to Science Info Centre
     - Can’t send mail or packages to Abdul Ladha SSC (2055 East Mall)
     - Designate someone to check mail at AMS Nest each week
     - When inputting the mailing address for any mail or package, please indicate “SUS” and “Attn: [name of SUS exec]”
   - Know the difference between physical address and mailing address
     - Temporary mailing address:
       UBC Science Undergraduate Society
       Attn: [name of SUS exec]
       c/o AMS Student Nest, Rm 3500
       6133 University Blvd
       Vancouver, B.C. V6T 1Z1
     - Original mailing address:
       UBC Science Undergraduate Society
       Attn: [name of SUS exec]
- Community Building Training
  - UBC’s building respectful and inclusive community training
  - Executives that have not completed training in the past: none from at the meeting
- Caroline Kingston from Science Advising will join us on June 22nd, 6-7pm
  - Questions or particular topic/accommodation/issue/concern we’d like covered:
    - How she can support us.
- Remaining Meetings- jun 15, jun 22, 27 (possibly postponed till week after)
  - Doodle will come out to pick ONE meeting time for the rest of summer
  - Day/time preferences - Thursday
  - Different location? June: ubc.
  - Video call is an option- not preferred.
- Schedule meeting with Dr. Harrison and Erin
  - How the Dean’s office works and their support with SUS
  - May include incoming Dean, Dr. Cavers → students.
  - Suggestions for agenda?
    - Academic caucus: recommended changes in programs, (new/existing), let students to know.
    - How to work more with them (support SUS, but don’t really know how they support)

- Erin away June 9- 22nd- vacation
- Dr. Harrison away till Jun 12

**Vice President, External**
- No updates, still hiring (interview)

**Vice President, Internal**
- Hired Kevin and Elaine - HR RXN
- Hired Kipling and Claire - FW HR
- Have google doc done for retreat, will be posting this soon.

**Vice President, Communications**
- Met with Erin today - talking about distillation and 432 → spreadsheet to put things into (ALL execs) → every sunday night before the distillation comes out (deadline) distil
  - Would like to see more SUS events on it
  - SUS Edition of Distillation, need Antony’s blurb to finish write ups for Ariel
  - 432 plans for the year: will promote during Faculty Fair, in Distillation, etc.
- Interviews for First Week, MarComm, 432 → Should have team finalized by next Monday
- new logo possibilities, new official colours and fonts
  - No Sales Director applicants, will have Jacob start looking into merchandise
  - Also need dates for distillation

**Vice President, Academic**
- Next monday at the latest: graphic design for clipboards (deadline for Miguel)
- Possibly to meet new dean before they select
- Hiring for AVP
- Talked to Erin- put mentorship program in 3rd round
- Dates on clipboards → will make spreadsheet for flagsheet events to put down
  - Dates by when clipboards finalized by
- Campus wide HeWe constituencies in planning

**Vice President, Student Life**
- First RXN meeting thurs.
- Meeting with all SL VP’s constituencies and collaborations with AMS support

**Vice President, Finance**
- Hiring for AVP

**Vice President, Administration**
- Will be meeting with Physsoc as well about their flagship event and how we can support them based on code
- Karen accepted offer, is BMAN Bookings, will be interviewing BMAN Ops applicant tomorrow
- Meeting with BMEN this weekend to talk about access, etc
  - Doing inventory with BMEN soon
- Building Access so far:
  - Gursh and Michelle made a post to past SUS Fam telling them they not allowed to come in anymore → Want to make things less exclusive
  - Will talk about school year access guidelines later on in the summer
- Kim to sit in on meetings so she is prepared for minute-taking. May postpone if we don’t have a meeting on the 27th

**Science Student Senator**
- Goal setting for the year with Student Senate Caucus
- Updating the application form for the Science Student Recognition Awards 2017/18
- Creating an application form to apply to be a “Science Student Shindig” (online feature/video) – reaching out to Erin/Hansel to see if we can collaborate with SSE to feature accomplishments from student leaders as well as general science students
- Creating a timeline for the year to be able to increase the amount of award applications and to allow award recipients to attend the annual dinner/evening reception

2. **Round 3 Executive Hiring**
- Round 3: deadline: Want to move up to june 26th? (blurbs)
  - Gursh: hiring too early so that they don’t have anything to do for 2 months?
  - Jenn: hired mid july usually, so that they can start mostly in August.
  - Julia: can we have 2+ positions up instead of Round 3 already? Just as a random promotion.
Miguel: too many rounds isn’t that great; should consider just one round altogether for next year
Jenn: how much are we moving up from?
Julia: Jul 24-Aug 7th
Miguel: Could we do a week/two earlier? By the time you actually hire: week/two before August.
Gursh: When do you guys plan to hire committee chairs?
Julia: Chairs for the year, but hiring is during the summer so too early might not be ideal?

Consensus: Last 2 weeks of july instead? Hiring round is 2 weeks. Finished before August.

→ **July 14-28 Round 3 hiring.** *(deadline: week/2 before)*

### 3. Executive Participation at Science RXN
- Want to participate in some way last year → this year, wanted to increase participation
- June 23: outline needs to be done to send to Dr. Harrison
  - Jenn: Can we host a booth/ activity/game? SUS trivia
  - Miguel: can we be a team
- Sept 15-16: RXN 5pm friday - 8/9pm
- 9am- whenever. boat/hotel, not sure.
- Gursh: be hype squad? Boot camp.
  - Want more group to group interaction. (some groups took too long, etc)
  - Going to have 3 main areas, with 6/7 groups together.
- Jenn: want to interact with them
- Miguel: about SUS game station by SUS execs.
- Other ideas: tell Gursh

### 4. Green Folder Training
- Erin: mental health and wellness professional training, highly recommended for execs to do it as well. → from a Wellness coordinator
  - Could do this in the summer, or with Hewe. → **with Hewe.**
  - Can provide dates for coordinator to work with.

### 5. Possible Conference Event
- Asked cathy and Erin
  - SUS volunteer/ committee/ SUS internal → purpose of conference: professional development.
  - Jan/feb launch. After science week?
  - Internal: not just for public. (internal/external/academic)
  - All about SUS; giving back to sus
  - Julia: really like idea for HR coordinators to do,
  - Jenn: will bring up again when everyone is here.

### 6. Brainstorm for Executive Committee Social Activity
- After exams end: dinner/social meeting- first week of july?
- Hongdae Pocha- give student 50% discount

7. **AMS events meeting for Student Life**
   - How they can help with events
   - Portfolio with events: specific questions to help,
     - Social media support, partnerships, consultations, etc.
     - Jenn: help with promotions?
     - Eg: Gursh- alcohol events, can have safewalk cars parked outside
     - Julia: find out what they can support us for, and then take it.
     - Gursh: how much can we help other constituencies for promotions for other events?
     - Miguel: as long as it’s not a promo-heavy season, that’s fine
     - Gursh: If we promo, then we can go for it (eg: free pass, etc). Would we want this as exchange?
     - Miguel: need more concrete details before we can say yes (amount of promotion and exact dates)

   VII. **Executive Motions**

   VIII. **Discussion**

   IX. **Social Activity**

   X. **Adjournment**

   MOVED BY Jenn, SECONDED BY Gursh.
   “BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:22PM.”

   ...**MOTION PASSES.**

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Michelle Tse
Vice President, Administration