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
Ryan Lou- VP Finance
Sarah Park- Science Student Senator
Michelle Tse- VP Administration

Regrets:

II. Call to Order

The meeting was called to order at 6:12PM.

III. Land Acknowledgement

The President acknowledged that we are on the ancestral, traditional, and unceded territory of the hə́n̓q̓ə̱min̓ə̑m̓ speaking, Musqueam people.

GURSH ENTERS.

IV. Approval of Minutes

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

XM 2017 06 15”

... MOTION PASSES.
Abstentions: Michelle
V. Amendments to the Agenda

VI. Adoption of the Agenda

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

...MOTION PASSES.

1. Presentation by Ms. Caroline Kingston, Assistant Director of Student Academic Services, Faculty of Science
   - Introductions

CATHY ENTERS.

- Purpose: Talk about academics, wellness, etc. → help with academics mostly
- Don’t underestimate SUS work- equivalent to 1 course (hours, etc)
- Can go talk to them about your well being (whether it’s you or as a referral)
- Special offer: 1 week extension from add/drop date → REMEMBER THIS B/C GOING TO REMOVE LATER -sept 26th
  - Mostly for dropping, harder to late add (recommend submitting hw prior to adding if possible)
- Moving back into Chem/Phys soon- after July 17th
- kingston@science.ubc.ca → special appointment directly to her for wellness

2. Round table updates (15 mins)

   President
   Next week: Jenn and Antony meetings
   - Jenn: go on behalf of Antony → arts and science
   - Antony: development and grants adjudication meeting

Ams meeting; has new sub committee
Still deciding on EAP- will decide by tonight

Vice President, External
weekly career and prod chair meeting
Weekly corp chair meetings
- Start next week
Bringing up round 3hirings next meeting

Vice President, Internal
Personal feedback from retreat- can tell Julia directly
Hired Emma Carlson as AVP  
Next Friday- meeting with Erin- work with Science Student Engagement

**Vice President, Communications**
Met with Graphic Designers- 4  
- Big project: finalizing logo and color palette → another week before finalizing  
Met with new webmaster (refer to hiring list)  
- Admin of website → start project next week  
Bring up new ideas for website next meeting  
Met with marketing commissioner - John, will talk to Bryan next week  
- Want new Facebook event, or postings, etc. → through them  
- Only SUS posts, and hosts through SUS → they will edit and post (Facebook event)  
Not sure what to do about Labrat Facebook video  
- Casual student life postings?  
Met with AVPs today too  
Organizing Summer photoshoot  
- Invite general science student into Ladha (other science buildings) for photos-publications etc.  
- Try to limit to science students only

**Vice President, Academic**
Hired AVP- Kennedy and Julia- planning

**Vice President, Student Life**
RXN meeting- boat cruise again this year  
Want exec participation  
Met for blue and gold society- discussed collaborations, etc  
- Learn how to run effective meetings, better events, etc  
Kindness Week - each day for a constituency  
Wellness kits, etc (AMS can get us cheaper discounts)  
LFS- rebranding Aggie Week to LFS week  
For those who run events- AMS can get us coupons books for Wesbrook Village  
- Will send Cathy that contact info  
- Might put them into swag bag for RXN  
Pitching alcohol for RXN- had to discuss with committee  
- Please update Gursh if we hear anything about alcohol, etc. from RXN committee

**Vice President, Finance**
All contracts approved except retreat contract - already submitted as of Monday  
Work with AVP- to review over Professional Development Grants

**Vice President, Administration**
All minutes from committees- send to kim in PDF form → will allow a one month grace period
- Kim to keep track of all committee minutes/month

Ladha's 10th bday - Oct 4th → planning to host free food, etc
- Will update later about more specific plans
- To contact Miguel and Cathy about possible collabs

Starting Jan 2018: Hebb Tower will be under construction till Jun 2019 - please be aware of noise
- Hoping to get Soundproofing project done asap

Google Form for Building Access will be up soon; Michelle to post on Slack channel for use for the year

Code - send draft proposals (for CAPC) to Michelle by beginning of August in order to set up exec comm timeline for Council/Capc
- Michelle to send draft proposal outline on Slack as well later

Science Student Senator
Working on terms for Ad Hoc Referendum Committee
Last years awards finally going through - please sign

3. SUS Executive Retreat 2017 Debrief
Under budget this year!

Feedback

Liked:
- Warm fuzzies
- Structured yet chill (workshops too long last year) - good balance
- Proved that we don’t need alcohol
- Liked workshops
- Liked code and finance workshops - should mandate it
- Liked color workshop
- Liked approachability statement - will email and post on slack
- Loved it - lots of bonding (games)
- Pretty purfect- cathy

Things to work on:
- Retreat with no wifi might be more engaged
- More healthy food
- Could engage outgoing execs more? - ask them informally for feedback

4. Graphic designer assignments
- Couple working on stuff (logo, etc)
- Clipboards, sponsorship packages
- Early: latest 2-3 weeks before
- Standardizing committee logos - hopefully by end of July
- Request for design: Wayne - in charge of Visual Media team (videographers, photographer, etc.)
  - Jacob: mostly marketing and sales
  - Message slack tonight if there’s something
5. **URO & Departmental Club collaboration**
   - Thomas: trying to work with Clubs for collab - Life Science Research Night?
     - Would partner but just give money
     - Grants, or external portfolio?
       - If it’s through SUS: just take out 300$
       - Might want to standardize for the future (MOU for future execs - especially for collaborations)
     - Life Science Research Night: URO, % Big Departmental Event

VII. **Executive Motions**
MOVED BY Cathy, SECONDED BY Sarah.
“BE IT RESOLVED THAT Life Science Research Night receive 300$ in funding for Nov 2017 from SUS.”
Motivation: to take a renewed positive relationship with SUS, and have helped them in the past.

...MOTION PASSES.

VIII. **Discussion**
SUS Committee meeting times - Calendar
   - Have all committee meetings written down somewhere.
   - Google calendar with all execs - to either Antony/Michelle

IX. **Social Activity**

X. **Adjournment**

MOVED BY Miguel, SECONDED BY Jennifer.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:31PM.”

...MOTION PASSES.