SUS Executive Committee Meeting  
Tuesday, August 22nd, 2017 | 5:00-6:00 pm | Abdul Ladha Rm 103

I. Attendance

Present:
Antony Tsui- President
Cathy Jiang- VP External
Julia Wu- VP Internal
Kennedy Chow- VP Academic Proxy
Gurshabad Singhera- VP Student Life
Ryan Lou- VP Finance
Sarah Park- Science Student Senator
Michelle Tse- VP Administration

Regrets:
Miguel Oreta- VP Communications

II. Call to Order

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

III. Land Acknowledgement

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

IV. Approval of Minutes

MOVED BY Gursh, SECONDED BY Kennedy.
BE IT RESOLVED THAT the following meeting minutes be adopted as presented:
XM 2017 08 08
XM 2017 08 15

... MOTION PASSES.

V. Amendments to the Agenda

VI. Adoption of the Agenda

MOVED BY Cathy, SECONDED BY Ryan.
BE IT RESOLVED THAT the agenda be adopted as presented.

***MOTION PASSES.***

1. SUS Club Orientations Debrief
   - Liked that it was short
   - Dry info
   - Crowd was dry
   - Better attendance
   - Easier that not every exec spoke
   - Energizer half way? 45 min mark
   - Will send out email next week- message Michelle

2. Imagine Day - Science Dean’s Welcome
   - IDEALLY all execs next week- skype in otherwise!!
   - 5 mins -dean, associate dean, 1.5 min video,
   - Us: intro, teach cheer,
   - Name, title, what they can offer for first years? 5 secs
   - Labrat there too (Daniel)
   - Fill out their “quick blurb” so that next week we decide whether we all do or not
   - Next week practice!!!
   - Wear BLUE on imagine day, CAPES - UBC SCIENCE (10) - buy 10 table clothes, white duct tape- sarah

3. SUS Fee Name
   - 30 character limit for name
     - Science Undergraduate Society

4. SASC Safe Sex Supplies
   - 1. External condoms: 144/bag, 1440/box- 5 boxes
   - 2. Internal condoms: 100/bag- 5 bags
   - 3. Aqualube: 144/bag, 1152/box- 5 boxes
   - Free for us?
   - Leave out on front desk? Or in event bags?

5. Request for SUS Swag
   - 1k clipboards
   - 1k pens? Etc.
   - SL, External, Aca, Comm, (FYC)- need swag
   - Message miguel on Slack
   - Cathy to send link for times on Wed-Fri

6. Textbook Project Logistics
   - Getting textbooks- please sell!!
- First week: have meeting rooms for shifts
- Recommendation:

7. New SUS Banners
   - Reached out to Dad’s printing, will cost about $200 for new roll-up banner for SUS
   - Banner will be used for Council Retreat, Imagine Day, First Week, and most other events where we would like to display our logo and show da ppl who we are
   - Is there enough money in Admirable Projects budget for it, and can we go ahead with the purchase? YES
   - If there is money in that budget, would there also be money left (~$300 more) to buy a new stand-up banner as well? The ones we have now are outdated, and are not cohesive with each other or even with our previous logos. (Sorry Antony lol)

8. Executive Jackets (tabled to next meeting)
   - Want them to happen, but if can’t come in time for Imagine Day/RXN, would we still need them throughout the year? Maybe for Science Week?
   - Feel like these are the two main events when we present ourselves as SUS execs so not sure if will need them afterwards
   - But still hope they happen and if it can happen in time
   - Antony to work on it and update before THE END OF THE YEAR

9. Round table updates (15 mins)
   - President:
     - Warner bros movie tickets- up to Miguel if he wants to get them
     - Movie: IT
     - Pharmacy- available to give shots in November
     - Jump Start- August 30th 2-4 pm HEBB Theatre - attend if you’re free with Antony!
     - Met with Erin once
     - EXEC MEETING: tentative: 4-5pm Monday before SUS council meetings
       - Discuss on Slack ASAP
   - Vice President, External:
     - Interviewing for Careers Committee
     - Zoran- had a meeting (security)
       - Book a month in advance over email
       - Max 133 people in building, needs to include the security guards
         - Minimum 4 for the events 5 for big events
         - 30 mins for before and after events - booking time
         - Bmc meeting with malico security soon
   - Vice President, Internal:
     - Hired EA- Oliver and Iman
○ Met with AMS- restarting AMS FYC possibly
  ■ If they were do that- smaller group better, but wants representation from every faculty
  ■ Mentioned Showcase- interfaculty- could have been better if AMS overwatched
○ Committee chair orientation: 4:30-7:30 *last 30 mins is for headshots
  ■ Please fill out spreadsheet!! With personal emails for attendees
  ■ Confirm with AVPs if you want them to attend or not
○ Working on SUS board next week

● Vice President, Communications:
  ○ Interviews will be finished by this week
  ○ First Week going well, hoping to get everything paid for
  ○ First Week event also going live within the week
  ○ Website is currently adding a page for Sponsors
  ○ Marketing Commission is creating the Marketing request form, and we are uploading it to the website asap
  ○ Kelly Nguyen being trained for Sales Director, will be doing inventory soon. Goal is to sell most of last year’s merchandise and then order a new round of merchandise for January
  ○ SLC has reached out to me asking for promo on newsletter and FB. I told them that we mostly advertise for SUS clubs or for conferences that we’re partnered with, and referred them to Cathy. I think we’ve partnered with SLC in previous years, but wasn’t sure so wanted to ask if you guys had any information on it too

● Vice President, Academic:
  ○ Flu shots: Comm in charge last year, External doing it this year
  ○ Survey: sent to Erin to look over, done round 2 hiring

● Vice President, Student Life:
  ○ RXN
  ○ Volunteer training: THIS SAT. August 26th 10am- 3pm.
    ■ Free lunch (SUS)
  ○ Actual RXN: have a booth, if we want to just have shifts, etc. up to us
  ○ Fri night: 4:30- 8:30PM officially
    ■ Intro to execs 5pm start (5-5:15pm) and then can stay/leave up to us
    ■ Booked meeting room- check with Karen
  ○ Sat: 9:30am - 4pm
    ■ Gursh at Ladha in the beginning
    ■ 4:30pm at great hall
      ● Clubs boothing (possible)
      ● Talent Show till 6/7pm
• Busses: in cycles
• 8-8:30pm: load boat
• Boat cruise: 8:30-12am

• Vice President, Finance:
  ○ Credits cards- delayed until end of Sept
  ○ SUS fee name

• Vice President, Administration:
  ○ Council
• Oct. 2 → Speaker presentation (suspend code). Committees to commissions if they decide they really need these changes for next year- unfair to kick them out before we assign councillors so you would have to do it now while code is suspended. Present straight to council.
• Oct 16 → ad hoc/ job description updates (6) and vote , vote on speaker motion this meeting (+ questions if needed)
• Suspended code till capc formed: any other committee to commissions
• 1st capc meeting: Creco + Mental health (3 in total) 2 hour meeting.
• Oct 30 →
  • 1 capc meeting: Science careers *
  • 2 capc meeting: code changes meetings
• Nov. 15*, 27- code change meetings
• Jan. 8, 22 - committee to commissions presentations to change for next year.
• Feb. 5, Feb. 13**
• Mar. 5, 19
• Apr 2 for AGM

• Science Student Senator:
  ○ No updates

VII. Executive Motions

VIII. Discussion

IX. Social Activity

X. Adjournment

MOVED BY Ryan, SECONDED BY Antony.
BE IT RESOLVED THAT there being no further business the meeting be adjourned at 6:21PM.
...MOTION PASSES.

Michelle Tse
Vice President, Administration