[ COUNCIL MEETING ]

Date: Monday, October 1, 2018
Time: 5:30-7:30 PM
Location: Michael Kingsmill Forum, AMS Student Nest

I. Call to Order

The meeting was called to order at 5:40 PM.

II. Amendments to the Agenda

Motion by Katie.
“BE IT RESOLVED THAT the Senator’s presentation is moved to be last.”

Motion by Julia.
“BE IT RESOLVED THAT to appoint Daniel Lam as The Speaker of Council.”

Moved by , Seconded by .
“BE IT RESOLVED THAT Council add an appointment to appoint Harman Kaur Grewal as AVP Academic.”

Moved by , Seconded by .
“BE IT RESOLVED THAT the presentation for Fall election to be tabled to next meeting once the by-election has happened.”

Moved by , Seconded by .
“BE IT RESOLVED THAT Council add a presentation about Departmental Clubs by Chris Hakim.”

Moved by , Seconded by .
“BE IT RESOLVED THAT Council table the approval of meeting minutes to next meeting.”

Moved by , Seconded by .
“BE IT RESOLVED THAT Council add a motion to appoint Danny Liu as CSP representative.”

Moved by , Seconded by .
“BE IT RESOLVED THAT Council add a motion after the Administrative Assistants presentations to approve of the new position of Administration Assistant”

III. Adoption of the Agenda
Moved by Katie, Seconded by Julia.
“BE IT RESOLVED THAT the agenda be adopted as presented.”

...MOTION PASSES.

Moved by Riley, Seconded by Chris.

“BE IT RESOLVED THAT Daniel Lam be appointed as the SUS Speaker of Council.
Motivation: Jacob → The speaker of council allows the president to represent the executive team.

...MOTION PASSES.

IV. Speaker’s Business and Land Acknowledgement

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

V. Introductions

All those present in Council engaged in a round of introductions.

VI. Presentations

Departmental Clubs - Chris Hakim, VP Administration AMS

- In order to keep track of active clubs, the AMS has them submit forms each year of activity.
- This works well with most AMS clubs.
- Old structure: All other AMS submitting important documents to AMS, and the departmental clubs are submitting some documents to AMS and sending some documents to the Undergraduate Society.
- New structure: all the AMS clubs submitting things to the AMS, but the departmental clubs that have a strong relation to the Undergraduate Society to send it to the constituencies, and it is the responsibility of the constituencies to make sure things are submitted to the AMS at the end.
- Old structure feedback: Not very good, more affiliation with their own undergraduate society and want the AMS to be further away.
- Solution: try to provide a larger degree of independence of departmental clubs that are also AMS clubs.
- Departmental clubs that want on Council must be registered as AMS clubs for liability reasons: if they are not, they must apply.
- AMS needs important documentation for transition and liability reasons.
What the Undergraduate Society needs to ensure is that all the departmental clubs must also be part of AMS and collect departmental clubs documents: budget, bylaws, election results. These should be sent over to your executives such as VP Admin.

What the AMS Administration portfolio would do is provide guidelines and consequences on AMS procedures. Provide constituencies with deadlines for the documents. Provide guidance, oversight and assistance to constituencies.

Undergraduate Society: submit collected documents to AMS VP Administration portfolio.

Offer executive orientation at the end of March (AMS executive and SASC training).

Moved by Emma, Seconded by Jacob.

“BE IT RESOLVED THAT time be extended by 5 minutes.”

**MOTION PASSES.**

- Kim: Do you know any departmental club that have not talked to the AMS? Because they all told me that they have.
- Chris: Undergraduate physics society is the last one (but listed not as AMS club, please send in application as soon as possible).

**2018—2019 Fall Elections Results—Emma Karlsen, VP Internal**

*Tabled to next council meeting*

First Week Overview Presentation—Jacob Ng, VP Communications

- Final expenditures of First Week.
- $2850: total merchandise purchased, actual amount is about $1900.
- Tuesday: Imagine Day, had two or three events that day. Budget: $1125. Actual: $1122.
- Wednesday: had two events. Budget: $850, actual is $491. 40.
- Thursday: One event → $50 projector rental. Sustenance was cancelled because some equipment can’t be found. Budget: $470. Actual: 1063.75.
- Total: 7500 budget. 5658.62 is the actual expenditure.
- Recommend the budget to move some of the money from Thursday to Imagine Day because Imagine Day is the one where we will have most traffic for our events. Recommend retaining the same budget, but to move money to Imagine Day to add depth to the events on Imagine Day.
- Sponsorship team were able to pull a lot of sponsorship, helped a lot.
- Sean: what was the reason to purchase 561 lanyards?
- Jacob: While I was ordering the lanyards, didn’t know the unit price, so just ordered 561 lanyards, but never going with that company again.
RXN Overview Presentation – Deep Dhot, VP Student Life

- Expenditure summary: 95 students come out.
- Sold around 10 early bird tickets at 60 ticket price and around 65 general ticket price.
- Day 1: $8025 (budget), $6943.67 (actual spending). Save money getting a better rate from SRC rental. Only used 2 SRC gyms, instead of the originally planned 3 SRC gyms.
- Budget: $13630. Actual: $12322.25. Save money from photo booth. They had some technical difficulty so gave us discount.
- Merchandise: $4099.86, same actual spending.
- Revenue: where we lost.
- Future: use funds to focus more on other SL working groups, such as SciGrad and other portfolios, if they need it.
- Ronan: Are you recommending funds that are generally allocated to RXN?
- Deep: Use the extra fund we are given for the event to allocate to the other groups.
- Ronan: I am just not sure about how exactly it is broken down? You said that a significant amount of money is lost on ticket sales but there was also gain in the rest of the budget? Where are the numbers coming from? The expected lost from the budget committee?
- Deep: We expected to lose $-11,000.
- Sean: How come the merchandise expected budget is the same as the actual spending?
- Deep: That is how it is set and they just gave a lot of free stuff to give out.

Moved by Katie, Seconded by Ronan.
“BE IT RESOLVED THAT time be extended indefinitely.”

...MOTION PASSES.

- Katie: The budget for RXN is set beforehand in May?
- Deep: This is right before the summer council that it was set, and we ordered it a couple of weeks afterwards.
- Katie: So last year they spent the exact same amount?
- Sean: They were given the sum and they can divide it however they want.
- Julia C: What was the motivation to expect a 200 ticket sale number?
- Deep: We dropped the ticket price to $60. Originally planned to do camp, so expected a higher amount of people.
- Keanna: Do you have any idea why the sale goes down and why was the First years not that engaged?
- Deep: Online people talking down on RXN based on previous years’ experiences, so could have affected the turnout.
- Julia W: Is there anything that you notice when planning for RXN, is there anything that can be improved for future planning of RXN?
- Deep: Probably start earlier, start planning at the start of August, but probably just two weeks earlier in the future.
- Katie: Jumpstart now is open to domestic students now. Is there something where you can collaborate with them to improve ticket sales? Jumpstart is a very popular event,
maybe just an option to affiliate with Jumpstart to increase the ticket sale.

- Jennifer: I was talking about this to the science engagement officer, she said it will be unfair to be just for science students, but maybe in coming years.
- Sean: What is under the other category for the budget?
- Deep: It was just props for other games.
- Ronan: Last year in the budget committee identify marketing is important in maintaining the feasibility of the project. I believe they built an increase in funding for RXN as comparing to previous years, so how does this increase helped you in increasing the number of people you got?
- Deep: For marketing we allocated around $1000, but actually spent around 600 dollars. This year added a lot of sponsored Facebook Ads. Also spent on posters. The main event was seen on Facebook ads and Instagram Snapchat filters. Took a more online approach this year and also made a promotional video, which also kind of helped.
- Ronan: Where were the posters put? For first years, were the posters visible to the first years?
- Deep: Put in high traffic area, Wesbrook buildings, First year residences and classroom buildings, chemistry building etc.

Administrative Assistant Position - Kim Vu, VP Administration

- New role. Used to have something called secretary. Pooja allowed a lot of first years to become secretary to do the minutes. Did not have this role last year and realized that it was a bad thing because a lot of minutes were not put on time.
- Students hired by the Administration portfolio and then placed them into working groups.
- Have a specific purpose of writing meeting minutes and doing other administrative work at the discretion of working group.
- Report to AVP and VP Administration periodically.
- Ensures that there is always someone who is documenting minutes. The chair is usually the one that is doing the minutes, but they are usually busy delegating the meetings. Some of the committees might distribute this task around, but some members were not asking for it. Therefore, the AVP Administration from last year often ended up fixing up the minutes herself.
- Ensures consistency in minute format.
- Gives students a specific purpose in the committee/working group.
- Gives student a chance to be introduced into SUS through this role.
- “Last resort” if they want to join SUS but cannot join anything else.
- Plan: interview and hire, and have orientation with the AVP Administration.
- Which working groups: (proposed, but up to the executives)
  - Academic: Health and
  - Student life: all working groups
- Budget and Grant committee minutes are to be written by AVPs because these committees are not event-based and are more specific, so it will be hard for someone to just walk in and take minutes and understand the entirety of the committee.
● Chris: Why don’t you think first years are not able to effectively write meeting minutes?
● Kim: Two years ago it was restricted to first years, which was great because more engagement because most people want to do FYC. We didn’t bring back the role last year because we felt like a lot of the committees were not engaging the students that much, and it was not fair to the students. Talked about in Committee chair orientation that if the role is implemented, hope the chairs can make sure they are being integrated into the committee.
● Riley: Could you repeat the selection process of how these people are put into the committees?
● Kim: Same way as councillors being put into the committee. Write a little blurb about why they want to join this committee.
● Riley: Don’t you think that the chair should have a say in this since they are usually the ones doing the hiring.

Moved by Haiger, Seconded by Jacob.
“BE IT RESOLVED THAT extend time indefinitely.”

...MOTION PASSES.

● Kim: Not necessarily because for example sponsorship coordinators are usually just put into a committee and not based on what the VP wants. It is a Job specific role, so I don’t really see much of a conflict.

Senate Presentation – Katie Gourlay, Science Student Senator
● Talk about senate, why it is important and how I will be working with you throughout the year.
● UBC Governance Review:
  - Council of Senates: Vancouver and Okanagan: overarching senate for BC.
  - What senate stands for: the biggest academic governing body Of UBC.
  - New schedule, new spaces, new programs, new diplomas, courses, admission policies etc.
  - Setting tuition and other costs.
  - New buildings and development plans.
  - Property management.
  - People that sit on the senate: Santa Ono, alumni senators, 18 student senators, 36 faculty members, new Dean etc.

Moved by Emma, Seconded by .
“BE IT RESOLVED THAT be extended by five minutes .”

- Who can attend senate: Everybody! Non-senators will only be asked to leave during in-camera sessions.
- Senate makes use of standing committees to make Senate more efficient: Academic
policy, awards, library, curriculum, agenda, tributes, admission, student appeals on academic disciplines, teaching and learning.
- Senate makes a lot of important decisions that affect you and your academic experience here.
- UBC’s value often come through its academic and admission policies, honorary doctorates etc.
- Stay connected through Twitter, Facebook etc.
- Just approved Data Science Undergraduate degree.

Moved by Katie, Seconded by Emma.

“BE IT RESOLVED THAT be extended for another 1 minute.”
- New student awards and bursaries policy.
- Committee on academic diversity and inclusion.
  ● Jacob: Does Ladha count as an academic building?
  ● Katie: Yes. It does have a learning component, so it does count.

VII. Appointments

Moved by Jennifer, Seconded by Ronan.

“BE IT RESOLVED THAT Council suspend Code Article 5, Paragraph 1, Section i: Quorum for a general meeting shall be half past of the council”

Motivation: Jennifer → Not the voting body yet since you have not been appointed yet, and we don’t have enough quorum from last year to make that rule apply, so we would suspend that rule for now.

...MOTION PASSES.

Moved by Ronan, Seconded by Sean.

“BE IT RESOLVED THAT Ronan Kerr be appointed as the Astronomy Representative.

BE IT RESOLVED THAT Julia Wu be appointed as the Behavioural Neuroscience Representative.

BE IT RESOLVED THAT Chris Leong be appointed as the Biochemistry Representative.

BE IT RESOLVED THAT KJ Roh be appointed as the Biology Representative.

BE IT RESOLVED THAT Shayne Dhak be appointed as the Chemistry Representative.

BE IT RESOLVED THAT Gabrielle Lardner be appointed as the Cognitive Systems Representative.
BE IT RESOLVED THAT Subi Rixat be appointed as the Computer Science Representative.

BE IT RESOLVED THAT Danny Liu be appointed as the CSP Representative.

BE IT RESOLVED THAT Chris Ng and Keanna Yu be appointed as the First Year Representatives.

BE IT RESOLVED THAT Melissa Liu be appointed as the Integrated Science Representative.

BE IT RESOLVED THAT Aditya Rao be appointed as the Microbiology and Immunology Representative.

BE IT RESOLVED THAT Elisa Hu be appointed as the Vantage Representative.

BE IT RESOLVED THAT Gurshabad Singhera and Riley Ty be appointed as the AMS Representatives.

BE IT RESOLVED THAT Council approve of the incoming departmental representatives of 2018-2019 with the exception of vacancies.”

Motivation: Emma — All of these representatives have been voted in by their departments, so they should be appointed.

...MOTION PASSES.

Moved by Chris, Seconded by Emma.

“BE IT RESOLVED THAT Riley Ty and Ronan Kerr be appointed to the Improving Science Student Outreach and Engagement Ad-Hoc Committee for a period effective immediately and ending after recommendations have been made to Council.”

- Emma: Last year there was some issues regarding engagement and inclusivity of SUS, so The Speaker of Council and I have come up with this committee. We will be coming up with reports with recommendations to engage with the science student community and to see how to improve. Meet weekly or bi-weekly to see what are the current practices of SUS that are not working so well and coming up with recommendations.

Nominations:
- Ronan: Nominate myself.
- Julia C: Nominate Riley Ty.
  Riley: Honourably accept.
- Ronan: Often sees some disconnection between SUS and the science student
community and even discontent for SUS in some cases, so it is important to bridge the gap between SUS and the science student community. I have experiences with working with CAPC and the Budget Committee in SUS and the Astronomy club.

- Riley: Inclusivity is a constant struggle. Ever since you talked about the Ad Hoc committee last year, I really want to be a part of the committee.

Motivation: Emma → Hope to have both of you on the committee.

**...MOTION PASSES.**

Moved by Katie, Seconded by Riley.

“BE IT RESOLVED THAT Shayne Dhak, Kim Vu (2 councillors) be appointed to the Faculty of Science Curriculum Committee for a period effective immediately.

Nominations:

- Julia C: I nominate Sean Jeong.
- Sean: I respectfully decline.
- Kim: I nominate KJ.
- KJ: I respectfully declined.
- Julia C: nominate Christopher Leong.
- Julia C: nominate Riley Ty.
- Riley Ty: I respectfully declined due to work conflict.
- Julia C: nominate Katie Gourlay.
- Katie: I respectfully declined.
- Julia C: nominate Ronan.
- Ronan: I respectfully declined.
- Jennifer: nominate Shayne.
- Shayne: I would accept.
- Jennifer: nominate Subie.
- Julia C: Nominate Aditya Rao.
- Aditya: I respectfully declined.
- Chris: I nominate myself.
- Julia C: Nominate Kim Vu.
- Kim: I would like to accept.
- Julia C: Nominate Melissa Liu.
- Melissa: I respectfully declined.
- Jennifer: Nominate Gabby.
- Gabby: I respectfully declined.
- Shayne: Would like to relay information and have no class during that time.
- Chris: Drop my name from the list.
- Kim: Sat on this thing for Julia, and since I am in 4th year, I can contribute to this meeting.

Motivation: Katie → These two individuals will be great additions to the Faculty of Science Curriculum Committee.

...MOTION PASSES.

Moved by Julia, Seconded by Haiger.

“BE IT RESOLVED THAT Harman Kaur Grewal be appointed as the AVP Academic.”

Motivation: Julia C → Would love to have her as my AVP to work on the initiatives this year.

...MOTION PASSES.

VIII. Executive and AMS Reports

1. **President**
   - Update from the last summer council meeting.
   - Working on increasing the amount of communication between the councillors and the department head. Sent out emails to the department head to inform them of the elected departmental representatives.
   - Will send out another email, introduce yourself to the department heads or associate heads etc.
   - Partnering with the graduating class to write a sustainability plan.
   - SUS was invited to booth at the MedX conference.
   - Heart and Stroke Foundation to collaborate on campus-wide CPR event.

2. **Vice President, External**
   - CommE and Corporate Relations are hiring for this week until next week.

3. **Vice President, Internal**
   - Last weekend: annual councillor retreat.
   - Upcoming by-election to fill up the empty seats.
   - FYC have been hired. First year reps, CSP and Vantage One reps will be sitting in FYC as well.
   - HR worked in First Week and RXN.

4. **Vice President, Academic**
   - Development of the Data science program is still going on: not quite a degree,
but can be added to their program.

- Student Health and Wellness will be meeting throughout the year to improve student health and wellness.
- Hiring for the 3 academic committees have started this week.
- Conference committee started reaching the keynote speakers, developing the logistics, and looking for the locations of the conference this year.
- Back2School survey still in progress until October 10th. Pick up for clipboards will happen until October 12th. Data will be analyzed through the help of the academic experience coordinator. The data will be used for developing the survey in Term 2 and for academic and non-academic purposes.
- Killam Teaching Award committee have begun to meet.
- Quiet study sessions have been going well.
- Town Hall will be an initiative by the Communication portfolio.
- Vanessa: When does the Town Hall move to the Communication portfolio?
- Julia C: Initially was in the academic portfolio because it was centered on academic issues, but this year is just answering students’ questions etc. and academic already have a lot of initiative throughout the year, so moved to Communication portfolio.

5. **Vice President, Administration**

- Been working on Clubs one-on-one. All of the departmental clubs have come.
- Thursday: Clubs and Cookies: clubs fair → mandatory event, 12-2 PM. Interact with clubs to get Blue Chip cookies.
- Building: We have increased the security a bit. People with access make sure not to come in the Councillor’s Office before 8 AM or after 9 PM → will trigger alarm.
- CAPC did not have any applicant, please direct to me if you know any students that will be suitable for the role.

6. **Vice President, Communications**

- First Week went under budget.
- Two weeks ago: website died for a day or so.
- October: clubs feature month → every other day during October SUS will feature a certain departmental or non-departmental club. If clubs decide to do it now, let me know and I can put it up at the end.
- Newsletter 2nd edition went out. Goes out every Sunday of the first week of the month.
- Free cake event for Ladha’s birthday is cancelled because is on Thanksgiving.
- Photos for councillors retreat will be up soon.
- Sales and photography are hiring. Marketing is taking additional intakes, also looking for people to feature in new video.
- Next Town Hall will be on October 23rd, focus on academic concern.
- Emma will be sending out an email with Type Form for councillors to include their information. Fill out soon so photos and names can be added to the website.

7. **Vice President, Finance**

- Hiring for budget and grants committee.
8. Vice President, Student Life
   ● RXN is done.
   ● Creating post-RXN video.
   ● Doing a transition report right now for next year.
   ● Reached out to UBC Intramurals to potentially partner with us on some of our events and they will give us equipments for free.
   ● Hired chairs for the committee working groups for sports, social etc, now just hiring for committee members.

9. Science Student Senator

10. AMS Report
    ● Jennifer:
       - According to AMS VP Academic, Max: a possibility for student consultation in term 2.
       - AMS AGM will be on October 23rd, time is still being determined. Highly encourage all of you to go to represent Science.
       - AMS Election administrator are hired in September.
       - Where the current stadium is, would like to cut it down in size and add more staff and faculty housing in its place.

IX. Club Reports

1. Astronomy Club
2. Biophysics Student Society (BPSS)
3. Biology Sciences Society (BIOSOC)
4. Biochemistry Physiology Pharmacology Club (BPP)
5. Cognitive Systems Society (CSS)
6. Computer Science Students Society (CSSS)
7. Combined Major in Science Student Association (CMSA)
8. Integrated Sciences Student Association (ISSA)
9. Environmental Science Student Association (ESSA)
10. UBC Geography Students’ Association (GSA)
11. Microbiology and Immunology Students Association (MISA)
12. Physics Society (Physsoc)
13. Psychology Students’ Association (PSA)
14. Science Co-op Students’ Association (SCOOPS)
15. Science One Survivors (SOS)
16. Storm Club
17. Undergraduate Chemistry Society (UCS)

X. Approval of Minutes of Council/Committees
XI. Executive Committee Motions

Moved by Chris, Seconded by Danny.

“BE IT RESOLVED THAT the Science Undergraduate Society Code and Bylaws Article 11, Section 12 be suspended for a period effective immediately until the completion of the Fall By-Elections.”

Note: This motion must pass by 2/3 Resolution.
Motivation: Emma → have 8 vacant departmental representative seats, will do a by-election instead of appointing people from council to fill the seats in.

...MOTION PASSES.

Moved by Kim, Seconded by Jennifer.

“BE IT RESOLVED THAT Council approve the new position of Administration Assistant effective immediately until the end of the academic year.”

Motivation: Kim → Would like to put this position into effect this year.

...MOTION PASSES.

XII. Committee Reports and Motions

XIII. Academic Discussion Period

- ALSSC Break-In Incident
  - Happened on the day of RXN. Made it into our safe. Police suggested it was done by a professional. The way it was done was the same as last year in January.
  - Short term plan: no cash can sit in Ladha. Door closes earlier on Fridays. Everyday the executives will be doing rounds of the building. Working on fixing the door, including storage room (it was also broken).
- Long-term: looking into ways to increase security of Ladha.

XIV. General Discussion Period

XV. Adjournment

Moved by Jacob, Seconded by Ronan.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:30PM.”

Helen Hsiao  
Associate Vice President, Administration  
UBC Science Undergraduate Society

Vice President, Administration  
UBC Science Undergraduate Society