[ EXECUTIVE COMMITTEE MINUTES ]

Date: Monday, May 7th, 2018
Time: 4:00-5:00 PM
Location: Abdul Ladha Science Student Centre, Room 104

I. Attendance

Present:
Jennifer Cheng - President
Haiger Ye - VP External
Julia Chai - VP Academic
Kim Vu - VP Administration
Jacob Ng - VP Communications
Sean Jeong - VP Finance
Deep Dhot - VP Student Life

Regrets:
Emma Karlsen - VP Internal

II. Call to Order

The meeting was called to order at 4:06PM.

III. Land Acknowledgement

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

IV. Approval of Minutes

Moved by Julia, Seconded by Deep.
“BE IT RESOLVED THAT the following meeting minutes be adopted as presented:
XM 2018 03 21
XM 2018 04 27.”

...MOTION PASSES.

V. Amendments to the Agenda

Moved by Jacob, Seconded by Haiger.
“BE IT RESOLVED THAT the VP Communications adds a discussion topic: Newsletter Logistics.”

...MOTION PASSES.

VI. Adoption of the Agenda

Moved by Sean, Seconded by Jacob.
“BE IT RESOLVED THAT the agenda be adopted as presented.”

...MOTION PASSES.

1. Hiring
   ○ Standardizing Interview Process
     i. Questions
        1. List their preferences for all the positions they’re applying to.
        2. How did you hear about this position?
        3. Any other commitments?
     ii. Time → 30 mins
        ○ Applications will go to emails
        ○ Second round → send in descriptions by the 11th
        ○ Book off rooms on spreadsheet

2. New FoS Dean
   ○ Onboarding document
     i. Explain what we do in a page for new Dean
        1. Break it down into portfolios
        2. 2-3 bullet points each
        3. Get it in by next week

3. Faculty of Science Meeting
   ○ May 10th 2:30PM-4PM ESB Room 5104
   ○ Julia to proxy

4. Inclusivity
   ○ How do we want to proceed? (i.e. Ad-Hoc Committee, internally, etc.)
   ○ Talk to Erin → need to make a plan for this first and she can help after
     i. Strategy → priority → action → communication
   ○ Start off with something and construct in tiers
   ○ How to market ourselves to other people?
     i. Talk to clubs?
        1. Push this part of the process into August
   ○ Construct something solid and bring to Council
   ○ Brainstorm in groups of 3, 3, 2
   ○ Will form ad-hoc committee from new Council

5. Executive Scheduling
   ○ GANTT chart suggested by Erin
   ○ Organize the summer and first semester if possible

6. Finalize Summer Meeting Times + Location
Set date 2 weeks from now but set in stone and work around it
6 on Mondays starting next week
Meet at Ladha

7. Round table updates (15 mins)
   President:
   i. New Dean
      1. Met with Erin → bring Ian Cavers (building and big events), Sarah Harris, Academic Advising
   ii. Send out one-to-one schedule
   Vice President, External:
   i. BYC contacted us → First Week and RXN
      1. Will meet with them this week or next week
   ii. Can contact Princeton Review, BYC and PREP101
   iii. Ask for more benefits rather than money
   iv. Ask for OAT and DAT
   Vice President, Internal:
   i. Exec retreat will be the weekend of June 8-10, we’ll leave on the evening on Friday and come back Sunday afternoon.
   ii. If anyone is interested in seeing certain workshops or wants to run one, they can let me know
   iii. There will be a Google Form going out once the location has been booked getting more information and figuring out transportation
   Vice President, Communications:
   i. Newsletter templates have been made
   ii. Purged social media accounts of previous members
   iii. Calendar made → can add events and descriptions
   Vice President, Academic:
   i. Planning to go to Faculty of Science meeting → will be talking about curriculum
   ii. Talk to Sarah Harris about transitioning
   iii. Academic Experience Coordinators for round 3 hiring
   iv. Clipboards in August
   Vice President, Student Life:
   i. Had transition meeting
   ii. Waiting on hiring
   Vice President, Finance:
   i. Deposited BMC and events money today
   ii. Waiting for signing authority for sports rebates
   iii. Will work on budget this week and present next year
   iv. Office Cleanup
   Vice President, Administration:
   i. Set alarm codes
   ii. Met with URO
VII. Executive Motions

VIII. Discussion
   a. Newsletter Logistics - Jacob
      i. Only have space for 1000 new subscribers → using free account
      ii. Really expensive to increase subscriber limit
      iii. Make a new account and send the same content
   b. Summer Council
      i. June 25th 5PM-7PM tentatively → Emma to send out emails, plan food and
         book MKF
   c. Please tell Jacob who you’re hiring

IX. Social Activity
   a. Snack rotations

X. Adjournment

Moved by Haiger, Seconded by Sean.
“BE IT RESOLVED THAT there being no further business, the meeting be adjourned at 5:30PM.”

...MOTION PASSES.

_________________ Kim Vu
Vice President, Administration
UBC Science Undergraduate Society