[ EXECUTIVE COMMITTEE MEETING ]

Date: Monday, July 9, 2018
Time: 6:00-7:00 PM
Location: Abdul Ladha Science Student Centre, Room 104

I. Attendance

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

Regrets:

II. Call to Order

The meeting was called to order at 6:02PM.

III. Land Acknowledgement

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

IV. Amendments to the Agenda

V. Adoption of the Agenda

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

...MOTION PASSES.

1. Credit Card Protocol - Sean (10 mins)
   ○ Finance folder → the protocol
   ○ Deep, Julia, Jacob read carefully
   ○ Just let him know
   ○ Fill out the google form in the folder
○ Jen doesn’t have to approve of the purchases → the finance office does
○ Keep receipt and have a description of why you’re buying what you’re buying

2. Council Date (5 mins)
   ○ August 16 6-8PM

3. Volunteer T-Shirts - Jacob (5 - 7 mins)
   ○ 50 shirts for first week
   ○ 50 shirts for sciweek
     i. $700 for all of them
   ○ Remember to put sponsorships on the t-shirts → RXN
   ○ 120 ish shirts
   ○ Vote on executive wear

4. Proxy - Julia (5 mins)
   ○ Curriculum committee → first term
   ○ Tuesday 11-12:30PM
   ○ Find councillors or one exec and one councillor
   ○ Elections are second week of September 21 would be the date
   ○ Sean will proxy

5. RXN - Deep (10 mins)
   ○ Logistics Coordinator is done
   ○ Dean rejected the camp idea for RXN
     i. Cannot have an overnight event
   ○ Aquarium and Science World → maybe
   ○ Loon Lake → affiliation with UBC
   ○ More students in the cap
   ○ Bring it up to the Dean
   ○ Leaving at 11am → leave before lunch
   ○ Look at what Sauder does
     i. Formal → catering
   ○ Think about commuting students
   ○ Have a BBQ for all first years → no need to have a RXN ticket

6. Qualities and Traits of an SEO (10 mins)
   ○ Student Engagement Officer
   ○ Open and approachable → whenever you have difficulty
   ○ Knowing the available resources
   ○ Approachable
   ○ Experience engaging with students
   ○ Someone who is relatable (e.g. age)
   ○ Being on our side → trying to advocate for the student
   ○ Open to new things and not always following old precedent
   ○ Strong listening skills
   ○ Able to host workshops
   ○ Outreach → someone who can connect with other parts of campus
   ○ Can operate social media well
   ○ Someone who understands PR and mental health
7. Round table updates (15 mins)
   ○ President:
     i. Meeting with Erin
        1. Faculty fair → helping coordinate science clubs → knowing where to send people
        2. Dean’s Welcome → might not have an introduction to SUS
        3. Walk the parade
   ○ Vice President, External:
     i. Sent LSC booking for careers fair
     ii. First week corps doing good
     iii. Marketing for textbooks in early august
     iv. After exec comm for textbook pickups
   ○ Vice President, Internal:
     i. Have an HR person for First Week
     ii. Going to figure out when committee chair orientation and elections
   ○ Vice President, Communications:
     i. First week events finalized
     ii. Every councillor will have a page
     iii. First year merch → bottle opener, sticker, phone wallets, totes, sticky notes, special stickers
     iv. Raptors tickets
     v. Marketing Tiers completed
   ○ Vice President, Academic:
     i. Back to school questions by next monday
   ○ Vice President, Student Life:
     i. Formalizing logo today
   ○ Vice President, Finance:
     i. Finished the credit card protocol
     ii. Clubs and individual grants
     iii. Sunlife offered hosting finance → personal development after you graduate
   ○ Vice President, Administration:
     i. Clubs Orientation Wed, Aug 15th - 5:00 - 8:00 pm
     ii. Need to be there for presentation: Jacob, Sean, BMans - but attendance is strongly recommended
     iii. Services we can provide for clubs
     iv. Nick will likely come to a future meeting for Building Closing Protocol
     v. Building Clean-Up Day !!!!! - end of July

VI. Approval of Minutes

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

XM 2017 07 02 .”

...MOTION PASSES.

VII. Executive Motions

VIII. Discussion

IX. Social Activity
Rotating Snack Schedule in the following order:
  a. President
  b. Academic
  c. Administration
  d. Communications
  e. External
  f. Finance
  g. Internal
  h. Student Life
Next week: VP External, Haiger

● Stormcrow!

X. Adjournment

MOVED BY Jacob, SECONDED BY Haiger.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:14PM.”

...MOTION PASSES.

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Kim Vu
Vice President, Administration
UBC Science Undergraduate Society