Grants Committee Meeting Minutes
November 7th, 2018 | 6:00-7:00 PM | Location IKB 416

I. Attendance

Present:
- VP Finance: Sean Jeong
- Biology Representative: KJ Roh
- Biophysics Representative: Bellinda Yin
- Biotechnology Representative: Jessica Ha
- Chemistry Representative: Shayne Dhak
- Computer Science Representative: Subi Rixat
- Member-At-Large (Voting): Amirhossein Moradi
- Member-At-Large (Non-voting): Mohammad Fardinzaman

Regrets:
- AVP Finance: Iman Moradi
- Chemistry Representative: Shayne Dhak
- Member-At-Large (Voting): Ingrid Mo
- Member-At-Large (Non-voting): Sophia Gu
- Microbiology & Immunology Representative: Aditya Rao

II. Call to Order

The meeting was called to order at 6:05 PM.

III. Introductions

IV. Grants Approval Discussion

Ke Yi Yu: Professional Development Grant ($0.00)

- A document from a supervisor would be helpful - not too confident in qualification
- Not very convinced, not very specific about what he does - requires more emphasis on the plan for development
- Slightly vague, hard to figure out the details of what he gains from the conference
- Likewise, the conference would have been a good experience but doesn’t show how it benefits his professional development
- **Verdict: 5 NO, 1 YES**

**UBC MS Club: Club Operations Grant ($230.87)**

**Events**
- Sounds pretty good, but at a loss in terms of finance
- Lots of programming - but mostly fundraising
- Lots of members and events, opportunities for science students
- Have events every month
- Good planning for multiple charity events, some events seem that net profit is low
- Have variety, collaborate with clubs and beneficial to science students
- **Verdict (/10):** 7.5 + 6 + 7 + 7 + 8 | Avg = 7.1

**Careers Night**
- Good planning - pretty solid
- Very detailed plan of the careers night, however no info about advertising
- Agenda and timeline thoughtful, achievable and realistic SMART goals
- Connection to science students through event
- Net plus for the event, everyone gets something out of it
- Contingency plan provides a structure and evidence of preparation
- Plan seems solid and logical
- **Verdict (/10):** 8.5 + 6 + 6.5 + 7 + 7 | Avg = 7.0

**Rationale**
- Outline goals as club - talks about research
- Networking beneficial for science students - provide future prospects and job exploration
- Features few spelling and grammar errors - such as “weather” instead of whether
- Partnership with MS society of Canada and other clubs is evident
- Nothing that sets them different from other clubs - tries to do too many things, though they have good intentions
- Can see why they need money - charity donations and events
- Would like if they had more structure, specify what they would do with researchers and undergraduate students
- Similar to many club careers nights
- **Verdict (/10):** 6 + 6 + 5 + 5 + 7 | Avg = 5.8

**Budget**
• Growing club, so the budget request is understandable
• All for supporting charity, but using grant for mostly donation is not optimal
• Has number errors - anticipated balance numbers are different
• $680.00 include donation fee - grants shouldn't be donations, rather fundraisers should
• Should mainly go for club operation fees, not donations
• $300.00 surplus is more than enough to sustain the club
• Detailed budget, but doesn’t aim for a 0 cost budget - but doesn't see that it’s supplementing the day to day operations of the club
• **Verdict (/10):** 2 + 2 + 3 + 4 + 4 | Avg = 3

### V. Adjournment

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 7:00 PM.”

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Iman Moradi
Associate Vice President, Finance

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Sean Jeong
Vice President, Finance