

[EXECUTIVE COMMITTEE MEETING MINUTES]

Date: Friday, May 8, 2020
Time: 1:00 - 3:00 PM
Location: Online

I. Attendance

Present:

Shovon Das - President
Katsy Concepcion - VP External
Rebecca Liu - VP Communication
Dayle Balmes - VP Academic
Nathan Chang - VP Administration
Jennifer Liu - VP Finance
Keanna Yu - VP Internal
Benny Zhang - VP Student Life
Regrets:

II. Call to Order

The meeting was called to order at 13:06.

III. Land Acknowledgement

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

IV. Amendments to the Agenda

V. Adoption of the Agenda

MOVED BY Jennifer, SECONDED BY Keanna.
"BE IT RESOLVED THAT the agenda be adopted as presented."

...MOTION PASSES.

1. Community Agreement
 - Discussion:
 - i. Shovon: What are some things we expect from each other?
 1. Dayle: Reply within a certain amount of time
 2. Rebecca: 24 hours for Facebook messages

3. Katsy: 2 business days for emails?
 4. Keanna: What do I do if I forget to check Slack?
 5. Shovon: General consensus, DMs 24 hours, and 2 business days for emails.
 6. KEanna: Is there a way to see the message (Ex. react to the message) then change the react to show we did it
- ii. Rebecca: For any conflict resolution, try to deal with it with the offending party before involving Shovon
 1. Shovon: When I'm involved, the big boy gloves are off
 - iii. Keanna: Being able to ask questions. Make sure you're respectful and don't make them feel stupid. Hiring was a problem because some responses came off as disrespectful.
 1. Shovon: That's a communication thing. When I was a VP, I was asking a lot of questions and was not judged resulting in me learning a lot. I want everyone to be able to ask anything and everything if you need.
 - iv. Nathan: Keep everything clean (especially Ladha). Make sure our spaces are well kept or we will lose access to them!
 - v. Rebecca: I can leave goggles and a lab coat at Ladha for everyone to use!
 - vi. Katsy: Never leave a non-exec in the room by themself.
 1. Rebecca: Unless you are moving things, for example in Comm, we had to move stuff a lot.
 2. Katsy: Maybe AVPs too?
 3. Keanna: Does that mean if we leave, they leave?
 4. Shovon: I think Chairs are fine, not Committee members.
 5. Keanna: Can we make sure that people don't steal stuff? Maybe we can have a set corner for "free stuff" instead of taking stuff from others.
 6. Rebecca: We can mark it off using tape!
 7. Katsy: We can have a designated space for each committee or something?
 8. Shovon: There will be designated spaces by portfolio so it's on the portfolio to designate how the spaces are being kept. I like the idea of having a "free stuff" space. If there are perishable items, I would like them to be distributed.
 9. Dayle: Labelling/sticky notes could be used to keep track of who has what.
 10. Shovon: You can also use your bins!
 - vii. Keanna: Could we make a calendar or something so we don't stack

multiple events?

1. Shovon: Rebecca is working on a marketing plan and will run it by each VP.
2. Council (Summer / School Year)
 - We can have council from 5pm-7pm on Monday
 - i. 1st meeting is May 25th
 - ii. Other dates are June 29th July 27th, August 24th
 - XCOMM will be once a week, however Council is once a month
 - i. Councillors that have been elected this year continue their term then are re-elected in the fall
 - Chairs Orientation and Clubs Orientation also happen around August, so be sure to keep those times in mind too!
3. Hiring Dates
 - Hiring is coming soon! Check the links Katsy sent on Slack
 - i. Be sure to update hiring descriptions, be sure to check the spreadsheet from last year
 - ii. There's also a master document so if someone applied for multiple positions, you can cross reference with other VPs
 - iii. Hiring 2021 is where we drop our updated hiring descriptions. Please make sure you have no typos/grammar mistakes and indicate how many you wish
 - We can also discuss a candidate at XComm to decide which portfolio we wish to hire her for
 - Discussion:
 - i. Shovon: I can schedule time for us to discuss candidates during XCOMM, please let me know beforehand
 - ii. Jennifer: What if we don't know how many people we want for the position?
 1. Katsy: I think we need to have a specific number of people you wish for each role.
 - iii. Katsy: Any suggestions for deadlines?
 1. Dayle: make it due on a Friday
 2. Shovon: I think we can try launching on the 17th, then ending on June 5th?
 3. Shovon: This means all graphics and descriptions are done by the 15th, would it be possible?
 4. Rebecca: I can take it on.
 5. Shovon: In the past, I helped Martin do it so it's up to you and Katsy to decide on graphics.
 6. Katsy: I'm down to collaborate!

7. Rebecca: Yay that's awesome!!!!
8. Dayle: I can help too!
9. Rebecca: Let's create a group chat after to discuss further.
10. Shovon: 1st graphic is like "hey we are hiring" then we have one graphic per portfolio advertising each portfolio. I'm also considering paid ads out of my budget
11. Katsy: Please have the position descriptions done before the 15th.
12. Shovon: I think we should have the descriptions done by the 13th so Katsy has enough time to submit them. This is a **HARD DEADLINE**. This includes the master list.
13. Katsy: We should probably have a graphic done before hiring, Becca, Dayle, and I can discuss this and report back.
14. Shovon: When you put something on CareersOnline, you can delay it going up and bit.ly it when it goes up

4. Email

- <https://bit.ly/emails1234>
- Last year, there was an issue where SUS was limited by the number of emails we had
 - i. We are looking into having our email accounts registered as a non-profit
- Look through the whole list to determine which ones you don't wish to continue using so we can redistribute
 - i. Highlight the ones you don't need in RED (make your own list)
 - ii. If you want another email account, make note of it then it will be revisited
- Discussion:
 - i. Shovon: Go through the list of email accounts, make sure you have a list of what email accounts you wish to use BY the 22nd!
 - ii. Shovon: Maybe we can change XCOMM times. Does Monday from 4pm-6pm work?
 1. Nathan: It doesn't work for me as I have a meeting from 6pm-8pm every weekend.
 2. Shovon: Would Council be ok though?
 3. Nathan: Yeah, I have to attend 75% of meetings so I can drop 1 per month if needed. They also end before our 2nd Council so it's ok.

5. Round table updates

- President:
 - Been working with FoS, developing general ideas on what to do in the case we are online

- Been working with Sci Team and SPAc to see what we can do in case of an online platform
- Vice President, External:
 - Becca, Benny, Dayle, Jenn, and I started a master event planning document
 - This is a general template for anyone in SUS to plan events
 - Click through it and add tabs that concern your portfolio
 -
 - Discussion:
 - Katsy: how do y'all feel about implementing it?
 - Shovon: I love this, I think I'm going to cry.
 - Jennifer: For any contract related things, you have to send to Finance to mail it off to the AMS so we won't be held accountable for damages.
 - Shovon: Maybe add a Sustainability tab as well?
 - Nathan: I don't think it's necessary for how they are going to be utilized this year. In terms of assigning Commissioners (which will be discussed later), it's not really needed.
 - Shovon: Hm, maybe including something to include goals might work?
 - Nathan: That would be cool, I'll work on it!
 - Rebecca: Tell Committee Chairs that nothing goes to us, just be sure to fill out the form like a checklist. This is just somewhere central for us to put information and deadlines.
 - Shovon: Just a reminder to send all contracts to Jennifer. I think maybe change the section on the doc to remind Chairs to send the contracts to Jenn.
- Vice President, Internal:
 - Executive Retreat
 - Kip is helping me out, I'm planning as though we are in person and have all the mandatory components
 - Each person is presenting their portfolio, be sure to mention any reforms, committees, what they do, and your goals.
 - Be sure to talk about any specific assistance you need (ex. Keanna wants to work on FYC marketing, so she needs to work with Rebecca)
 - Discussion:
 - Keanna: Would it be best that it's a foundational retreat if it's not in-person, then delay socials until we are able to hold it in person?
 - Shovon: I think if both are in-person, we can hold them together.
 - Keanna: Since it's usually late May/early June, I think if

- we host then, it'll end up online.
 - Shovon: I think the goal is in-person. I think we should host late June/early July to kind of celebrate the work everyone has put in.
 - Keanna: From a transparency standpoint, please try to come up with a rubric that I can distribute.
 - Shovon: Kip has one from last year, maybe redistribute it so we can tweak it by portfolio.
 - Keanna: In terms of hiring, when should we have FYC hiring? Before or after RXN?
 - Shovon: It's better for other portfolios and committees to have it before RXN
- Vice President, Communications:
 - I'm SWEATING
 - Comm needs to hire ASAP as there are a lot of tasks Comm must accomplish as soon as possible
 - Discussion:
 - Rebecca: Would I be able to make my deadlines earlier to get stuff done earlier?
 - Katsy: Like end earlier?
 - Rebecca: Yeah.
 - Shovon: Just be sure to specify any deadlines.
 - Rebecca: Can I have an orientation for my Chairs before the actual Chairs Orientation?
 - Shovon: Yeah, it's your portfolio, do what you deem necessary
 - Rebecca: Would you all be willing to rebrand SUS? Especially if it's online, I think it would be beneficial to change the logo to something brighter and improve the website. I wanted to make a 1 min video promoting a rebranded SUS to improve inclusivity.
 - Keanna: I think that since we have so many committees, we do look intimidating in that way.
 - Shovon: I would be open to do this so if we are all agree, we should
 - Keanna: How is the workload going to be distributed by portfolio?
 - Rebecca: I think we should highlight the more noticeable changes and on a separate doc, include the platform related changes.
 - Katsy: I love this idea!!
 - Rebecca: Once we hire productions, we will get started
- Vice President, Academic:
 - B2S survey has been sent out
 - Please input your questions by the 14th

- We are trying to make this shorter
 - Take a peek at the Academic Resources list
 - I would ideally like to put this on the website
 - I want to make a student issues box in the form of a Google Form
 - I will be having my 1st Curriculum Comm meeting with another rep, I have decided Danny Liu (Science Student Senator) will be joining me
 - Discussion:
 - Dayle: Do you think distributing on the SUS Fam group would be appropriate?
 - Shovon: I don't think it's necessary, be sure to talk to Rebecca.
 - Rebecca: I will be hiring more webmasters and think a lot of the ideas are great, but if we have too much, the website will be slower
 - Shovon: We can create a priority list of things we want included. One suggestion is a general feedback form page
 - Rebecca: For feedback forms, would physical forms at Ladha be beneficial?
 - Nathan: I actually discussed this with Shovon. I don't think it's the best idea in terms of SUS' sustainability goals. Shovon and I discussed it and think having a scannable QR code would be best.
 - Dayle: Send me clipboard design ideas! If possible, try not to make it physics related
- Vice President, Student Life:
 - RXN
 - Booked Nest for September 25th
 - Gala will be the day after
 - Booked Atrium, Great Hall, and a lot of other places
 - Discussion:
 - Keanna: Maybe change to a Saturday/Sunday
 - Benny: Yeah that's a good idea
 - Dayle: Another backup date is 20th/21st
 - Benny: Is that too early?
 - Dayle: I think we worked with Jumpstart and Imagine Day to start selling while we have the hype from 1st years.
 - Rebecca: If we have it earlier, we can definitely get things started earlier to compensate.
 - Dayle: It sounds doable so it's something to keep in mind.
 - Benny: I think it's fine to resubmit and book for the 20th/21st. Rooms and everything else should be fine

though.

- Benny: Is having Gala on a Sunday night problematic?
 - Dayle: Not really, it didn't end too late
- Shovon: Sports and AE were scrapped. I discussed with Ben and we are also reworking the Social Working Group.
 - Katsy: Why was sports scrapped?
 - Benny: Sports is kinda redundant as SLC already hosts events catering to the Sports audience
 - Shovon: Most SUS members join Sports for intramural discounts so it seems like a waste of budget
 - Jennifer: What was AE scrapped?
 - Shovon: I feel like other committees already do a lot of the things AE does. They also spent a lot of money on their last event so I think that the budget would be better if repurposed.
 - Jennifer: Should I assume in the budget that AE was scrapped? Do we have to go through Council?
 - Shovon: Yeah we do, but just plan as though it will be scrapped.
- Vice President, Finance:
 - Working on the SUS Finance Handbook
 - AMS Accountants are backed up so some reimbursements will be put into this year's budget
 - No net gain/loss
 - Discussion:
 - Keanna: What does this mean for our budgets?
 - Shovon: It'll go to the operating surplus.
 - Jenn: I'll have to send a request to use the operating surplus.
- Vice President, Administration:
 - Code changes
 - Updated Governance Docs (as of AGM) sent out
 - ISSOE Recommendations distributed, please look through the updated Code and attached document to see the ISSOE Recommendations for your portfolio
 - Let me know of any Code changes you wish to make (including codifying Committees/Commissions)
 - Due May 15th, 2020
 - Sustainability Commission
 - Revamped role, will be presenting directly to committees and focuses on developing goals for events

VI. Approval of Minutes

MOVED BY _____, SECONDED BY _____.

~~“BE IT RESOLVED THAT the following meeting minutes be adopted as presented:.”~~

VII. Executive Motions

VIII. Discussion

Nathan: One problem that we have noticed is the lack of representation of Clubs on Council and that Departmental Reps aren't as involved. One thing we were thinking of to boost Club representation is to have all Departmental Clubs approve of a Representative to represent them.

- Katsy: I like the idea, but how would this be implemented?
- Nathan: How I have it so far is to give Clubs the ability to veto a representative and have all candidates require approval from a club to serve as a departmental rep.
- Shovon: I like the sentiment of ensuring a Club is represented, but what about having a representative run uncontested like how MISA runs elections?
- Nathan: I think that it might compromise the goal of elections as it doesn't allow input from other people in the program. Some Clubs aren't as connected with the other students in their program, I'm afraid they might abuse this privilege without having input from other members of their program.
- Shovon: This works both ways though, what if the students elect someone and the Club just shoots it down?
- Nathan: I feel as though the goal is to get all parties to compromise.
- Katsy: I think this might deter people from running though, like just knowing that they can just straight up get vetoed out.
- Shovon: Yeah I agree. I think having Clubs facilitate elections might be the best choice. I think Clubs can elect for a position and just send someone to Council. This is a big change from how we are currently run elections though.
- Nathan: I agree with you. I'll have to make quite a few changes in Code for this to work.
- Shovon: Just make sure you draft up a proposal to the Clubs with Keanna. It's important that we have their input on this.
- Keanna: How
- Shovon: It's up to the program on how they wish to administer it, presuming they run it unbiased. When would we run it? Spring is when Clubs normally have their elections, however, we normally have them in the Fall.
- Keanna: I think having them in the Fall would be best for now. My only concern is making sure everyone is involved in voting.
- Shovon: Some clubs have a representative that is in charge of reaching out to others.

Keanna: I think the problem of councillor engagement comes from Councillors not knowing of what to do.

- Shovon: Yeah, giving them more defined roles would definitely help. Ultimately, this is

under your jurisdiction.

Nathan: Exec Social, when should we have it?

- Shovon: Maybe next week, after XComm?
- Dayle: Next XCOMM is when again?
- Shovon: May 15th. Depending on how things go, we might have the meeting on the 22nd in-person, let's hope for the best!

IX. Social Activity

Rotating Snack Schedule in the following order:

- President
- Academic
- Administration
- Communications
- External
- Finance
- Internal
- Student Life

Next week:

X. Adjournment

MOVED BY Katsy, SECONDED BY Dayle.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 14:46.”

...MOTION PASSES BY UNANIMOUS CONSENT



Nathan Chang
Vice President, Administration
UBC Science Undergraduate Society