

[EXECUTIVE COMMITTEE MINUTES]

Date: Friday, May 22, 2020
Time: 1:00 PM to 3:00 PM
Location: Online, Zoom

I. Attendance

Present:

Shovon Das - President
Katsy Concepcion - VP External
Dayle Balmes - VP Academic
Nathan Chang - VP Administration
Rebecca Liu - VP Communication
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 13:14.

III. Land Acknowledgement

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

IV. Amendments to the Agenda

V. Adoption of the Agenda

MOVED BY Katsy, SECONDED BY Keanna.

“BE IT RESOLVED THAT the agenda be adopted as presented.”

...MOTION PASSES.

1. Hiring - Katsy (20min)
 - Postings are live!
 - i. Let Katsy know if there are any issues
 1. Note: Formatting changes between student and employer accounts

- ii. FB event is LIVE, hit going
 - iii. Shoutout to Becca and Dayle for helping
 - There will only be 1 ROUND of Summer Hiring
 - i. Let Katsy know if there are problems relating to this
 - Check and follow the marketing schedule
 - i. Feel free to post additional graphics
 - 1. All graphics can be found in the Summer Hiring Google Drive
 - ii. There will be specific dates for interviewing/offers on the marketing schedule
 - 1. Be sure to review your applications as they come in
 - Update the Executive Hiring spreadsheet as you receive applicants
- 2. First Council - Shovon (10min)
 - First Council on MONDAY
 - Council agenda has been made (will be extremely LONG)
 - i. Kip & Keanna will be presenting the ISSOE and will dissolve it
 - ii. Katsy, Dayle, Rebecca, Nathan, and Benny will be presenting Committees
 - 1. Target: 5 mins long
 - iii. Shovon will be presenting a Corporate Relations amendment
 - iv. Jenn will present the budget
 - v. Nathan will be presenting the recent code changes
 - Discussion:
 - i. Jenn: For the budget, I'm not sure which budget the delayed reimbursements will be going (this year or last year). Would we be able to move an amended budget if it ends up being this year?
 - 1. Shovon: We will have to find other places where we can move money into the "miscellaneous" section.
 - ii. Nathan: Will I still have to present the ISSOE Code Changes
 - 1. Shovon: I believe you'll still have to present the actual code changes but Keanna/Kip will speak on them.
 - 2. Keanna: I'll talk to Kip then get back to you.
 - iii. Shovon: Would you like to present your Committee this meeting or next meeting?
 - 1. Keanna: Since we are online, I'm intending on doing hiring in the fall. I can wait for the next Council.
 - iv. Shovon: If you wish to run through Robert's Rules, HMU!
- 3. Round table updates (15 mins)
 - President:
 - i. Meeting Updates with FoS
 - 1. Emailed him a BUNCH of dates to HANGOUT with us
 - a. May 29th, during XCOMM
 - i. From 1:30-2, we will do a meet and greet with Stef (Science Student Engagement Officer), Ian Cavers (Associate-Dean Students), Erin (Science

- Student Experience), Cindy (Academic)
 - b. June 1st, 3pm-4pm
 - i. Will present about our working relationship (resources available, expectations)
 - c. June 9, 3-3:45, Project Management
 - d. Jun 11 3-3:45 (Professional Communications)
 - e. Jun 16, 3-3:45 (Giving Feedback)
 - f. Jun 25, 3-3:45 (Conflict Management)
 - i. These workshops are intended to ensure we run good projects and act in a professional manner
 - ii. Been working with the AMS and Nathan to develop a better system for Clubs to access AMS and SUS
 - 1. Discussed with Jenn Cheng (former AMS AVP Admin) to streamline the process on our end to combine the two systems
 - iii. Been working with the AMS so SUS can get unlimited email accounts
 - 1. Every group that needs an account will be able to get an email account
 - a. Be sure to review the list of current email accounts
 - 2. Pass on your list to Rebecca to get an email
 - a. Have this done by NEXT WEEK
 - iv. Presidents Council will be meeting in the 1st week of June, be sure to let Shovon know if you want to bring something up
 - v. Orientations Committee: Signup process will be in JUNE with a bunch of cool courses
 - 1. Imagine Day will be online in the Fall
 - 2. Collegia Groups will be formed on Imagine for the rest of the year
 - a. Would like to do something similar for RXN
 - vi. Discussion:
 - 1. Keanna: Maybe Jeopardy or a team game?
 - a. Shovon: I wouldn't want to overwhelm them though.
 - b. Keanna: Maybe a name game of sorts?
 - 2. Shovon: Check your calendars to confirm attendance to meeting times by 6pm
 - 3. Shovon: Ben, would you be able to make in-person XCOMM?
 - a. Ben: I can move back
 - b. Keanna: I'd still have conflict as I live with seniors
 - 4. Shovon: I think Nathan, Ben will have to join me and Jenn for Exec Orientation. Anyone else, feel free to DM Shovon to come!
- Vice President, External:
 - i. Trying to establish a partnership with BYC
 - 1. Will check in with the AMS Reps to make sure it doesn't conflict with AMS tutoring
 - ii. Contacted Zoom HQ

- 1. Has not received a reply :(, following up
 - iii. Contacted Staples and Evo to establish a partnership
 - iv. Interfaculty meeting with the other VPXs
- Vice President, Internal:
 - i. Cannot start on the September 11th (Council)
 - 1. Council will start on the 19th in Fall and will be in person for the remainder of the year
 - ii. For our online conferences, Kip sent information to the outgoing VPs
 - 1. Will be happening on June 14th, 3:00pm-6:00pm
 - iii. Discussion:
 - 1. Shovon: Which of the outgoing Execs need to go?
 - a. Keanna: I think only presenters need to go. Up to Julia/Other outgoing Execs as they won't really have to listen to this.
 - b. Shovon: Do we know who's normally presenting?
 - c. Keanna: Yep, I believe I sent it to chat.
 - d. Shovon: Are the 4 so far the only ones needed?
 - e. Keanna: I've contacted Danny for an AMS workshop and am splitting it 2hrs/day
 - f. Shovon: Can we stack them on 1 day?
 - g. Keanna: The whole thing would be up to 4hrs long so it'll be tough on attention spans.
 - h. Dayle: I don't think it should be stacked on one day, it did not work for OL Orientations and it was really draining.
 - i. Shovon: Most of these could be really short though.
 - j. Keanna: Ok, maybe make each presentation 30 mins, then have a short break!
 - 2. Shovon: Last year, Kip and Rachel did a presentation on inclusivity, would you be down to include it?
 - a. Keanna: I don't think it's as necessary so it could be saved for an in-person retreat.
 - b. Kasty: I think we should save it, I don't think it's mandatory but would be nice.
- Vice President, Communications:
 - i. We got the TechSoup Token!
 - 1. Expires in 15 days
 - 2. Send Becca any new email you will need
 - ii. Lots of graphic designers have applied so we can get started on the new logo
 - iii. Shoutout to Katsy and Dayle for collaborating on hiring!!
- Vice President, Academic:
 - i. B2S Survey
 - 1. Questions sent to the Student Engagement Officer who (might?)

- is out of the office
- 2. For clipboards, the design will be the new logo (and the new logo only)
 - a. Intended to distribute in January in-person
 - b. If unable to get a new logo, will use the old logo with the periodic table on the back and a list of resources in the fold
- ii. Wellness Resource List
 - 1. Deciding on what to do with it
- iii. VP Aca Caucus Meeting
 - 1. Will have the first meeting next Monday!
- iv. Discussion:
 - 1. Dayle: Should we get Councillors to approve the questions?
 - a. Shovon: Yes, this can be done over email or as a presentation in Council.
 - 2. Dayle: What should we do with the Wellness Resource List?
 - a. Shovon: We should hold on it for now as Comm is busy. Once the webmasters are hired, we can revamp the website and FB to include the list.
- Vice President, Student Life:
 - i. Sent out the Collab Proposal Email to Clubs
- Vice President, Finance:
 - i. Reimbursement expenses may be coming out of this year's expenses (over \$10 500)
 - 1. Bulk of this is employee salaries
 - ii. Please let me know if you can cut any budget (hopefully \$10 500 between all portfolios)
 - 1. Due TODAY
- Vice President, Administration:
 - i. Working with Shovon to streamline the process to grant Science Club status to AMS Clubs
 - ii. Clubs
 - 1. Getting incontact with clubs w/ bad standing and communicating with them in general
 - 2. Contacting clubs that have lost AMS status or not registered under AMS so that they can become SUS Clubs
 - 3. Clubs Orientation to happen in August but may have a date change due to COVID-19 but trying to transition it online
 - iii. Contacted Sean (ex-BMAN) giving us access to Ladha → only need Shovon to get access at the moment
 - iv. Sustainability Handbook → putting it together and sending it out soon

VI. Approval of Minutes

MOVED BY Dayle, SECONDED BY Nathan.

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

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...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:

X. Adjournment

MOVED BY Becca, SECONDED BY Katsy.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 14:17.”

...MOTION PASSES BY UNANIMOUS CONSENT



Nathan Chang
Vice President, Administration
UBC Science Undergraduate Society