Date: Friday, March 29, 2020
Time: 1:00 PM to 3:00 PM
Location: Online, Zoom

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 13:04.

III. Land Acknowledgement

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

IV. Amendments to the Agenda

MOVED BY Nathan, SECONDED BY Katsy.
“BE IT RESOLVED THAT round table updates be presented before the FoS meeting”
...MOTION PASSES.

V. Adoption of the Agenda

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

1. Hiring - Katsy (30min)
   - Please just keep posting, good job so far
   - Make a draft interview offer email
     i. Templating
     ii. **Mail merge** is great (varies the same template via a subtle difference)
   - Update the Exec Hiring spreadsheet
   - Discussion:
     i. Shovon: Should we push marketing more?

2. Introductory Faculty of Science Meeting (1:30 - 2:00 PM)

3. Round table updates (15 mins)
   - President:
     i. SPFF committee planning for fall term
        1. Discussion assignments, weighting and finals schedule
     ii. Becca got approved for a Google account
        1. Working to get as many emails as possible
     iii. Temp access to Ladha
        1. 2 days, grab and go
        2. Receipts, projects, please let him know if there’s anything
     iv. Planning a QPR training for Exec Team
        1. May reschedule next Exec Comm for QPR training
     v. FoS meetings are finalized
        1. Zoom link coming soon, will be same link
        2. Includes Stef, Erin, Cindy, and Ian Cavers
     vi. Invited to Meet the Science Committee (WOW!)
        1. 9:45am-10:45am Tuesday, 7pm-8pm Thursday
     vii. President’s council is next week
     viii. Interviews with UBC
     ix. Discussion:
        1. Jenn: How long is QPR?
           a. Shovon: 2hrs, might make it from 12pm-2pm.
   - Vice President, External:
     i. Zoom has not gotten back
        1. Sending followup
     ii. Staples has gotten to us
        1. Call set up
     iii. Becca is still working with Katsy on BYC
     iv. Meeting with the other constituency VPXs on the 6th
     v. Discussion:
        1. Shovon: What are you asking for?
           a. Katsy: About 25 vouchers. What did you ask for?
           b. Shovon: I asked for 10 vouchers and approx. $3k
        2. Katsy: Would you be down for sexual assault support training
and naloxone training?
  a. Keanna: There’s an inclusivity seminar we can try, it’s about 2hrs long.
  b. Katsy: I’ll work on that. I’ll be sure to talk to you later!
  c. Keanna: Sounds good, I’ll make a note of it and forward information to you.

○ Vice President, Internal:
  i. Working on the inclusivity working group
     1. Will eventually be discussed
  ii. Fb Event for Exec Retreat is UP
     1. All presenters have been confirmed
     2. Coming up with a bonding activity
  iii. FYC will be geared towards mentorship
  iv. Manning Park resort contacted back and said “they don’t know”
     1. Things MAY be looking up!
     2. Was previously used and may be a great place!
  v. Discussion:
     1. Jenn: How much is it?
     2. Shovon: For presentations, I have to do one?
        a. Keanna: Yes, you are doing Executive Transition which I believe is your expectations
     3. Nathan: Will we be reimbursed for any transport?
        a. Keanna: Yeah, there’s a budget for transport so you can get reimbursed if you are driving there.

○ Vice President, Communications:
  i. Will get business cards out SOON
  ii. Don’t forget to send your email list to me
  iii. Discussion:
     1. Shovon: Becca, just send me the design and I can get it dealt with.

○ Vice President, Academic:
  i. Sending out B2S questions to Councilors
  ii. AMS tutoring reached out
     1. New coordinator has a plan for 1st term
     2. Open for any feedback
  iii. VP Aca caucus coming up
     1. Discussing mental health week
  iv. Discussion:
     1. Dayle: Which courses are most in demand for tutoring?
   2. Keanna: Cost of AMS tutoring may be a deterrent
   ○ Vice President, Student Life:
     i. Received emails back from Departmental Clubs!
   ○ Vice President, Finance:
     i. Handbook is coming along
     ii. Mortgage price may have increased
   ○ Vice President, Administration:
     i. Sustainability Handbook
        1. Passed through Executive review, being put together in time for next Council
     ii. Code changes
        1. Meeting w/ Shovon later today
     iii. SL and Clubs Collab
        1. Mandatory Club booting will during Sci-Week
        2. Adds more Clubs on the Clubs Day of Sci Week and Clubs will benefit from numbers

VI. Approval of Minutes

MOVED BY Nathan, SECONDED BY Keanna.
“BE IT RESOLVED THAT the following meeting minutes be adopted as presented: .”

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...MOTION PASSES.

VII. Executive Motions

VIII. Discussion

Rebecca: Let’s make a collaborative rejection letter!
   ● Keanna: I love working on rejections because it’s important to make them feel better!
   ● Nathan: It might not work for some people, for example, I’m providing them with the ability to schedule a one-on-one meeting with me to provide feedback and improvement on your interview.
   ● Katsy: You can add to it after, maybe we can make it like a template

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 Katsy, SECONDED BY Jenn.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 14:06.”

...MOTION PASSES BY UNANIMOUS CONSENT

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Nathan Chang
Vice President, Administration
UBC Science Undergraduate Society