

## [EXECUTIVE COMMITTEE MINUTES]

Date: Friday, June 12, 2020  
Time: 1:00 PM to 3:00 PM  
Location: 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  
Mary Gan - AMS AVP Finance

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 hən̓q̓əmiñəm speaking, Musqueam people.

### IV. Amendments to the Agenda

### V. Adoption of the Agenda

MOVED BY Jenn, SECONDED BY Nathan.

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

#### **...MOTION PASSES.**

1. Hiring Decisions - Katsy (20min)
  - Deliberation of all offers on 19th
  - Offers sent out on 20th

- i. All offers sent out at 6:00pm
    - o Wait until 21st at 6:00pm to send rejections
  - 2. Budget - Jennifer (20min)
    - o More student fees are coming in
      - i. Emergency expenses will change depending on student fees
    - o Our mortgage has been increasing (expecting around \$80k instead of \$63k)
      - i. We will need an extra \$4k from somewhere
    - o Will also have to fund the BIPOC Committee
      - i. Budget cut in Finance, most likely from honoraria
      - ii. Will remove \$500 from Council Dinners and First Week merch
    - o Discussion:
      - i. Keanna: Have we been expecting mortgage to increase?
        1. Jenn: No we haven't. I've spoken to Mary and she confirmed that this is normal. Shovon: How are Building Supervisors paid?
        2. Nathan: They are paid hourly depending on how often they stay after hours and check the building
        3. Shovon: I think cutting it back down would be fine as they are not in-person for 1st term
        4. Rebecca: I wish to hire more than 3 Webmasters but I guess it would even out if we have less Photographers.
        5. Keanna: How are Webmasters paid?
        6. Rebecca: It was contract but I'm considering switching to hourly.
        7. Shovon: Maybe we can cut money from Council as it's not going to be in-person
        8. Keanna: The 2k is not going to cover Council dinners, I'll probably get snacks for those.
        9. Shovon: People will be at home so they can just get food. That leaves 2k for the rest of the year.
      - ii. Shovon: How about SL?
        1. Keanna: What about Reaction?
        2. Shovon:
      - iii. Rebecca: Maybe we can cut a bit out of First Week?
        1. Shovon: We do have leftover merch.
        2. Rebecca: I was wondering if we would still like to have packages for students?
        3. Shovon: There will only be upper year students.
- 3. BLM Donations - Jennifer (10min)
  - o Discussion:
    - i. Jenn: Someone received a shirt after he donated. Should we match it?
      1. Keanna: I think it should be fine.
      2. Jenn: Alright, we could match it but not match shipping.
      3. Shovon: I agree with Jenn.
- 4. BLM Marketing + BIPOC - Shovon (20min)

- Close to \$1k in donations
- Might relocate the BIPOC Committee
- Goals of Committee:
  - i. Comprised on minority students and will advocate based on SUS and Science Student experience
    - 1. Primarily discussion based
  - ii. Could host an advocacy-related event
- Hiring Schedule:
  - i. Starting July 1st, end on July 7th
- Discussion:
  - i. Shovon: What are your thoughts on updating people about what we are at?
    - 1. Rebecca: We should probably update them and be sure to donate first.
    - 2. Shovon: We have to wait for Council to approve it first. That way we will notify them up until our cap.
  - ii. Shovon: Where should we place the BIPOC Committee?
    - 1. Rebecca:
    - 2. Shovon: I put it in Pres due to lack of time, maybe we could relocate it?
    - 3. Nathan: I think maybe Internal as it's assassin inclusivity?
    - 4. Shovon: I get the SUS aspect but I also want to address the FoS aspect.
    - 5. Dayle: I get Shovon's logic but I don't think Aca is the best as it's really packed. I think Pres is best.
    - 6. Keanna: I already have an internal SUS inclusivity initiative. I could put it together, however, if we are including that Faculty aspect, Pres might be best.
    - 7. Dayle: If we want to put something in right away, Pres is best and we can change it to another portfolio in the future.
  - iii. Shovon: How should I proceed with hiring?
    - 1. Keanna: I'm not against representative hiring, I think we would be hard-pressed to find people to apply. I'm not sure if people who don't have SUS experience would be willing to put themselves in that environment.
    - 2. Dayle: I know Katsy mentioned potentially having a mini-round of hiring, maybe we could use that?
    - 3. Katsy: I suggested it because I heard some people didn't have enough applicants, however if needed, we can have another round.
    - 4. Dayle: I think if we have a specific Facebook event just for this committee, I think we would be able to combat the potential applicant issue.
    - 5. Shovon: If we hire additional positions during hiring, it'll take

away from the BIPOC Committee. If you don't have enough people, we can hire internally based on applicants we have already received.

6. Keanna: A Facebook event might be a good idea, I'm just worried it'll exclusively circulate within our circles. How else could we improve outreach and branch out?
  7. Katsy: We could also encourage our friends to market as well!
  8. Dayle: Since we are having our Committees hired, we have additional people to help promote marketing
  9. Shovon; My plan was to wait until hiring finishes, then use our Committees to help promote. I also want to use our Clubs mailing list and go from there.
  10. Jenn: Would Distillation be possible?
  11. Rebecca: Yeah, I could definitely contact Erin.
  12. Shovon: Just make sure it's appropriate to put in there. It might get placed into year  $\frac{3}{4}$  as the others are already in use.
- iv. Shovon: Do we have any other unconventional methods?
1. Ben: We could use Tiktok because the kids love it.
  2. Keanna: Ben makes memes.
  3. Ben: I could post on my meme account!
  4. Keanna: As long as they aren't tasteless memes, it should be great!
  5. Jenn: I think just all confirm before posting.
  6. Katsy: I think we need to be careful about what we are posting regarding the committee as it was founded off something really meaningful.
- v. Katsy: Isn't that a little short?
1. Jenn: What about Canada Day?
  2. Keanna: More like 2 days because of partying...
  3. Shovon: I'm only going to ask one question: What do you hope to advocate for as a part of this Committee?
  4. Jenn: When would we need to have graphics and stuff by? I think we should market beforehand.
  5. Shovon: We could market beforehand and during the hiring period.
  6. Katsy: Might stress out Becca as her exam might limit her.
  7. Shovon: We could just not do a pre-marketing period. Ben will also be helping out. Just need an FB cover photo. I could also just "borrow" your AVP for a week.
  8. Rebecca: I will prep them and give you a graphic designer/AVP!
- vi. Rebecca: What is the meeting structure like?
1. Shovon: Bi-weekly or weekly meetings. I wish to address concerns in the first few meetings.
5. First Week Ideas - Rebecca (20min)

- 2 ideas:
  - i. MASSIVE Zoom call
    - 1. We could do breakout groups that go into social activities
  - ii. Questionnaire based on interests
    - 1. Will pair up people based on interests and call
- Discussion:
  - i. Rebecca: Any other ideas?
    - 1. Shovon: I did the Q&A, we could also do a panelist kind of thing!
    - 2. Rebecca: I also saw someone posting an “Every Day UBC Tips” thing, so maybe we can collaborate!
    - 3. Keanna: If we get everyone on Zoom, we could teach everyone a Tiktok dance and we could all do it together!
    - 4. Ben: We could also do a virtual escape room with the breakout rooms and give a prize when school is in-person.
  - ii. Rebecca: What’s the deal with Imagine Day?
    - 1. Shovon: It’s all online, I think they are dealing with the assembly. I’m not sure what they are doing with the Clubs portion though. Meeting was cancelled at the last minute. We normally have Clubs so I think we need to discuss that.
    - 2. Nathan: I’ll look into that, I’m prioritizing the Club Handbook and Orientation but I’m looking to find ways to compensate for the lack of early boothing opportunities.
    - 3. Jenn: Maybe a trivia night?
    - 4. Shovon: We already have a Webinar for that, we need to focus on upper years as FoS is already dealing with that.
    - 5. Katsy: We will have to upgrade our Zoom to accomplish it. Maybe we could have each Exec lead an activity!
    - 6. Shovon: We need to upgrade our Zoom accounts for meetings and stuff.
    - 7. Keanna: Should we wait for the credit card?
    - 8. Shovon: Yeah. @Mary did we get a credit card application?
    - 9. Mary: No...
    - 10. Katsy: Did constituencies get an email? I got it for a Club I’m treasurer for.
    - 11. Mary: No.
  - iii. Shovon: Have a guideline of each event for First Week and Rxn three weeks after hiring ends.
    - 1. Rebecca: it’ll be tough.
    - 2. Shovon: I just need a general plan.
- 6. Exec Retreat - Keanna (5 min)
  - Exec retreat is THIS SUNDAY
    - i. Please show up, it’s mandatory
    - ii. 3:00pm-6:00pm PDT
  - Will send out a FUN Google form for a FUNKY Kahoot

7. Round table updates (15 mins)

- President:
  - i. Attended the Meet-the-Science Community Webinars
    - 1. Intended for 1st years to learn
  - ii. Finished QPR
    - 1. Intending on working to create a protocol for Chairs, VPs, AVPs
  - iii. ALL interviews are done!
  - iv. No changes in SPFF, changing academic code numbers
    - 1. Some courses will be in-person!
  - v. Working with the Equity and Inclusion office for anti-racial and microaggression training
  - vi. Working on BIPOC Committee
  - vii. Discussion:
    - 1. Rebecca: Do we have to pay \$2 for the QPR pack?
      - a. Shovon: I'll buy and distribute it.
      - b. Katsy: Oh, I just bought it.
- Vice President, External:
  - i. Meeting with Robbie to finalize our contract
  - ii. Interfaculty meeting with VPs X
    - 1. Might have a joint collaboration as others want to make a "Blue Card"
  - iii. Might use ID123 for a paperless card (strictly online)
    - 1. A bit expensive, but will look into it once STBE is hired
  - iv. SASC Training, thanks for commenting your availability!
    - 1. Please do it if you haven't already
  - v. Naloxone training is going to be pushed back to the Fall
  - vi. CommE might also apply for grants
  - vii. Discussion:
    - 1. Katsy: What about expanding the Blue Card to be a UBC Card?
      - a. Shovon: Yeah I think it would be ok but keep the name as it's already known as the "Blue Card" within Science.
      - b. Keanna: There could be some benefits. I think it'll help everyone.
      - c. Katsy: CUS has good connections!
      - d. Dayle: Can also protect the integrity of Shovon's idea by having each constituency develop it first, then merge.
      - e. Katsy: I personally wanted to keep it Science but I think it would be too difficult to sort out contracts.
      - f. Shovon: If the constituencies could bring a lot, we can merge. They need to carry their own weight though.
- Vice President, Internal:
  - i. Retreat coming up
  - ii. Inclusivity for transfer students:
    - 1. Trying to access the transfer students pool from Stef

2. Seat on FYC, Council, or Departmental Clubs
  3. Social/Integration events
  4. Connecting them to mentors within their departments
- Vice President, Communications:
    - i. Business cards and Google accounts on the backburner due to hiring
    - ii. Working on First Week
    - iii. Video idea for SUS changes idea:
      1. Kind of like the Office in Ladha where we present our ideas
    - iv. Webmasters working on:
      1. B2S
      2. Community Engagement
      3. Merchandise page
    - v. Looking to host a workshop with UBC IT for Webmasters
    - vi. Helping out Katsy with sponsorships
    - vii. Discussion:
      1. Shovon: Are you guys asking Robbie for money?
        - a. Katsy: I'm asking for \$2500
  - Vice President, Academic:
    - i. Made an Advocacy Slack Channel
      1. Way for Dayle to relay info
    - ii. 27 creds for Honours students:
      1. Every replying department is in support of it
      2. Will only have it for the 2020 Winter session
    - iii. June 16th: Finalized course schedule will be released
  - Vice President, Student Life:
    - i. Got more Club reps, only 4 total
  - Vice President, Finance:
    - i. Financial Handbook finished
    - ii. Credit card application
    - iii. Finished outline for the BIPOC grant
2. Vice President, Administration:
    - i. Sustainability Handbook will be sent out before council for executive approval
      1. Send to councillors in an email
    - ii. Clubs Orientation
      1. Most of the CCs will be interviewed today
    - iii. BMC
      1. SEAN JEONG will most likely be returning as BMan Operations

## VI. Approval of Minutes

MOVED BY Ben, SECONDED BY Dayle.

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

XM 2020 06 05

**...MOTION PASSES.**

**VII. Executive Motions**

**VIII. Discussion**

- Nathan: Moving your own budget change motion/code change
  - Shovon: someone else should move it for you since they are confident
  - Keanna: ask Jacob just in case
  - Nathan: Just to keep in mind since it's traditionally from what he knows from experience and what's in the Westminster → Robert's Rules
- Katsy: Does First Week and Rxn still need Corporate Relations? I could put them all in Careers and CommE if not needed
  - Shovon: Maybe just discuss it amongst yourselves

**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 Keanna, SECONDED BY Rebecca.

"BE IT RESOLVED THAT there being no further business the meeting be adjourned at 14:23."

**...MOTION PASSES BY UNANIMOUS CONSENT**

*Nathan Chang*

---



**UBC Science Undergraduate Society**

Chemistry/Physics A Building  
A150-6221 University Boulevard  
Vancouver, B.C. V6T 1Z1

Nathan Chang  
Vice President, Administration  
UBC Science Undergraduate Society