

**[ EXECUTIVE COMMITTEE MINUTES ]**

Date: Tuesday, July 7, 2020  
Time: 5:00 PM to 7:00 PM  
Location: Zoom (<https://zoom.us/j/95019113468>)

**I. Attendance**

Present:  
Regrets:

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

**II. Call to Order**

The meeting was called to order at 17:01.

**III. Land Acknowledgement**

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

**IV. Amendments to the Agenda**

MOVED by Nathan, SECONDED by Katsy.

“BE IT RESOLVED THAT Rebecca’s presentations be placed as the first Agenda topics.”

**...MOTION PASSES.**

MOVED by Dayle, SECONDED by Jenn.

“BE IT RESOLVED THAT the Hiring Survey be tabled to the Executive Committee meeting and that Executive Retreat be placed on the Agenda.”

**...MOTION PASSES.**

## V. Adoption of the Agenda

MOVED BY Dayle, SECONDED BY Rebecca.

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

### 1. Deadlines (5min) - Shovon

- Each has been tasked with running SUS online, here are some harder deadlines:
  - i. FW & Rxn will be having their events in the first week of September after Imagine
    - 1. Deadline is July 21st or July 28th in hopes of being able to communicate this with the Faculty
      - a. Firm schedule and list of activities
    - 2. Confirmed execution in August
  - ii. Ignite series event in September and Speaker series in October (External)
    - 1. Confirm T1 dates for the 20th
  - iii. Clubs O
    - 1. Maybe push up the date?
    - 2. Everything would need to be planned by the 25th
  - iv. Chairs O
    - 1. Push it up as all Chairs are hired
    - 2. Due to Event Planning Doc, may be more streamlined
      - a. Depends on when everyone is able to make their presentations
    - 3. Must make sure everything is updated
      - a. Hoping to place the essential links (ex. Marketing, booking, etc.) on the FB page
    - 4. Sunday the 12th as a deadline for Chairs Handbook
    - 5. Set to be held on the 14th, online
      - a. Shovon can host it with the Pres unlimited Zoom account
- AV System will be placed over the Ladha Cleanup
  - i. Currently not allowed to go to Ladha
- Discussion:
  - i. Dayle: What does Aca present?
    - 1. Keanna: I'll make a mini message for the Slack for everyone
  - ii. Katsy: Have we been sent the Chairs Handbook?
    - 1. Shovon: What I did was the sponsorship tab and will not have too much to include. Mostly falls on everyone save External and Aca
  - iii. Keanna: Could we consider replacing next Exec Comm?
    - 1. ALL: Sure
    - 2. Shovon: Aight, sounds good!
  - iv. Rebecca: How long are our presentations?

1. Shovon: 5-10 mins
2. Partnerships (5min) - Katsy
  - Wrapping up the BYC contract (did not go with e-orientation thing)
  - Princeton Review reached out
    - i. Hoping to make a non-exclusive contract
  - Received an EMAIL from ZOOM!
3. Hiring for BIPOC / EA (5min) - Katsy
  - FB and CareersOnline online
  - 2 apps for EA, 6 for BIPOC
    - i. Check Keanna's post for EA marketing schedule
  - Discussion:
    - i. Katsy: is there a marketing schedule for BIPOC?
      1. Shovon: Yeah, I'll revise it later with Keanna
4. Science RXN (5min) - Benny
  - 2nd meeting yesterday, discussed:
    - i. Sponsors
      1. Chairs provided a list of potential sponsors
      2. Chairs are prioritized for giveaway purposes
    - ii. Created an Rxn timeline (s/o to Eva!) & schedule
    - iii. Hoping to incorporate donations for a BIPOC organization to the Twitch stream!
      1. Can have audience donate for GOALS with Ben doing something ridiculous after each goal is met
    - iv. Created subcommittees for assigned taskings
  - Discussion:
    - i. Shovon: Fundraisers are run by CommE, be sure to run it by Katsy!
      1. Katsy: I'll be discussing this with Ben later!
      2. Shovon: I'm also willing to wax my legs on stream!
    - ii. Rebecca: Make sure that our fundraising things aren't too extreme!
      1. Ben: Gotchu!
    - iii. Katsy: Maybe try to incorporate more BIPOC organizations into sponsorships?
    - iv. Katsy: Maybe I could attend the next meeting?
      1. Shovon: You could have Corps do it!
      2. Katsy: That's so we could scope it out for advertising as it's part of our advertising contracts
5. Printer Purchase (7min) - Nathan
  - Called the UBC Pay for Print
    - i. Budget is a little bit high ~\$1500-\$2000.
    - ii. WE have to buy our own and grant UBC IT access for 3 hours
  - Discussion:
    - i. Rebecca: \$2000 buying the printer or the services by UBC?
      1. Nathan: \$1000 to find printer, \$500 to UBC for license, \$500 service fee by the IT Department. WE SUS, will get the revenue

- as well (90% of the money it makes)
- ii. Shovon: we have to pay for printer, paper and ink?
    - 1. Nathan: Yes, we are in charge of that.
  - iii. Nathan: Jennifer increased our office budget supplies so that we can spend on this
6. COVID-19 Survey,  
[https://docs.google.com/document/d/1ba3Nbo91oL5kG9Gzh7CgSyLq\\_uzJyIIIG5VILEdSXgNI/edit?usp=sharing](https://docs.google.com/document/d/1ba3Nbo91oL5kG9Gzh7CgSyLq_uzJyIIIG5VILEdSXgNI/edit?usp=sharing) (10min) - Dayle
- We are ON TRACK
  - Will send it to the FoS on July 13th for any edits
    - i. After approval, will give to Distillation
  - Be sure to look at the Document and edit if you see anything! (Due Friday evening)
    - i. Will be using Qualtrics, so collecting emails will be ok if needed
      - 1. Will be used to provide incentives
  - Discussion:
    - i. Keanna: there's one option on MC that only has 1 answer could your Chairs mark which ones are in the works?
      - 1. Dayle: Sure, I could do that now!
    - ii. Shovon: How will you incentivize students?
      - 1. Dayle: Will discuss with Working Group later
      - 2. Katsy: If you need sponsorships, HMU!
    - iii. Dayle: Can I fast track the marketing request to 7-10 days?
      - 1. Shovon: If submitted this week, it'll give time for the FoS to approve it. 2 weeks might actually work in your favour.
      - 2. Rebecca: Julia is by herself, but we can try to accommodate this if needed!
7. Exec Retreat (5min) - Keanna
- Poll for date will be sent out due to changing availability
  - Looked into Bowing Island
    - i. Not feasible due to ferry for ALL
  - Health regulations may be bad, check in with what we are comfortable with
  - Discussion:
    - i. Keanna: What are we comfortable with?
      - 1. Shovon: Only Mary and I would probably go
    - ii. Shovon & Becca: We work at the hospital, kinda scary
      - 1. Keanna: I'm more concerned with adverse effects.
      - 2. Shovon: Maybe indicate this on the poll along with the guidelines?
      - 3. Keanna: Sounds good!
8. AVP/VP Social (5min) - Keanna
- Traditionally, ATP organizes it
    - i. Will let the AVPs get acquainted with each other first, before this
    - ii. Caris will do it!

9. Website (10min) - Rebecca

- Meeting with Webmasters this week
  - i. Will include B2S, Volunteer board & Ladha feedback Form, Financial Handbooks, Sustainability Handbooks
- Discussion:
  - i. Shovon: I think we should do the COVID survey before B2S.
    - 1. Rebecca: Yeah, do you think we should have a general survey tab?
    - 2. ALL: Yes
  - ii. Shovonn: Is Rxn going to have its own site?
    - 1. Rebecca: Yes, I'll renew it. I propose we have our own tab for flagship events.
    - 2. Shovon: I would also include a tab for sponsorships.
    - 3. Rebecca: Sounds good!

10. First Week (5min) - Rebecca

- For Clubs and Imagine Day, as everything is digital, there's a space for Clubs to have a digital orientation
  - i. Clubs can advertise "office hours" available on a Zoom link
- Brian and Kay will deal with Distillation
  - i. Hoping to add a section to the Event Planning doc regarding contacting Distillation
- Discussion:
  - i. Shovon: Problem is how can we make our departmental Clubs distinct?
    - 1. Rebecca: I could bring that up at our next meeting.
  - ii. Rebecca: Do we know who took over for Hansel?
    - 1. Shovon: Not sure yet, that's what the meeting is going to discuss.

11. Exec Photoshoot (10min) - Rebecca

- Getting it done soon!
- Hoping to find a timeline of when we want to have it
- Discussion:
  - i. Rebecca: When would you like to have this?
    - 1. Shovon: Maybe do the Exec photoshoot at retreat?
    - 2. Jenn: Imma be too dead to look nice
    - 3. Keanna: Can't we just do it ourselves?
    - 4. Rebecca: Might reduce the work of the photographers.
    - 5. Shovon: I can organize a date and time for the photoshoot! How about in-person exec comm on the 4th, then photoshoot!
    - 6. Keanna: I'll be camping, maybe schedule closer to time?
    - 7. Shovon: 11th\* is our new date of in-person Exec Comm and photoshoot! I'll pick up Ben!!!!!!!!
  - ii. Nathan: What's the dress code going to be like?
    - 1. Rebecca: Formal stuff (look like a SNACK)

12. Round table updates (15 mins)

- President:
  - i. For AV System, we have NO FACULTY SUPPORT
    - 1. Money will be presented by Jenn
    - 2. Choosing date and time to place our new AV System
    - 3. Approval will be fast-track with the rapport of last year's Execs
  - ii. Rebecca is setting up the Distillation thing
  - iii. Community Building Education Training on Canvas for Execs!
    - 1. Available on July 15th, due 19th
    - 2. DO NOT BE LATE
  - iv. Imagine Day has not been planned
    - 1. Rebecca will be participating in the planning meetings
    - 2. We will be on ZOOM to welcome the new kids
      - a. Make sure you know the Science anthem
    - 3. Shovon will be making a SPEECH
    - 4. Campus-based online activities
      - a. All our activities must be after Dean's address
    - 5. Canvas shell made for OLs
  - v. BIPOC marketing schedule
    - 1. Received 6 diverse applicants
    - 2. Post going up today
  - vi. AMS HR Chair reached out and told them about our Exec updates
  - vii. Clara (AMS Rep) resigned from her position
    - 1. Shovon will be filling in until Keanna organizes a by-election in the Fall
  - viii. Business cards have been SENT OUT
    - 1. 50 cards per person
  - ix. Rxn and FW have been split up
    - 1. Shovon sitting on Fw, Caris on Rxn
- Vice President, External:
  - i. Reaching out to Ben and Becca about FW and Rxn
  - ii. Discussion:
    - 1. Shovon: If our sponsors could be mentioned on the Flagship event page, it might be a lot better for exposure
      - a. Rebecca: Will do!
- Vice President, Internal:
  - i. EA hiring is LIVE with a marketing schedule
    - 1. Not completely private, will be promoting with personal pages
    - 2. Schedule has been distributed, thanks everyone for your help!!!
- Vice President, Communications:
  - i. All Chair and AVP meetings held
  - ii. FW meeting tonight
  - iii. All business cards sent out
  - iv. Graphics for BLM are in the works, set to finish next week
- Vice President, Academic:

- i. Proctorio
  - 1. Meeting with the LFSUS and KUS VPs Academic for Shovon at SPFF
- ii. Statement was well-received!
  - 1. Open letter authored by the AMS VP Aca, signed on behalf of SUS
- iii. All Chairs and AVPs have been transitioned
- iv. Formal proposal for Mentorship coming up in 3 weeks
- v. Aca X will be polishing the COVID survey
- vi. Discussion:
  - 1. Shovon: Excellent job Dayle with the letter! Be sure to take the same honest approach that Dayle did.
- Vice President, Student Life:
  - i. Social WG: Bubble Soccer
    - 1. Fun + distancing!
    - 2. Company does free delivery
    - 3. Will be discussed at the next meeting!
  - ii. Discussion:
    - 1. Rebecca: Sounds like a great idea! SL last year did this and it didn't go so well though. Sanitization is also important, maybe something to bring up at your meeting.
      - a. Ben: Mhm, yeah will do.
    - 2. Shovon: What happened to Reddit?
      - a. Ben: We are working on it now.
      - b. Shovon: I think the Reddit thing is more important
- Vice President, Finance:
  - i. Spoke to URO, getting grants started for Research awards
    - 1. Application period from Dec to Jan, ensure equity with co-op students
  - ii. Credit card should be here tomorrow! If not, wil follow up
  - iii. Discussion:
    - 1. Jenn: Could we give URO \$500 for research awards?
      - a. Dayle: I had some unassigned money, I could give that?
      - b. Shovon: Why are they asking for the extra money?
      - c. Jenn: They wanted to increase the number or size of awards
      - d. Shovon: Why now though, that's what I'm wondering.
      - e. Rebecca: Is it possible that we can look into who got those grants?
      - f. Jenn: It'll take a long time if we choose to redistribute as we would have to update the budget yet again.
      - g. Shovon: I'm hesitant to keep updating it again. We might need more money for online resources.
      - h. Dayle: Maybe we can decide this next week?

- i. Rebecca: Yeah, maybe check the demographic and ask for a proposal.
      - j. Shovon: If it was 2k in the past, maybe it's ok to keep it. I would be fine to increase it, I'm just nervous that if we choose to increase it, it sets a precedent.
    - 2. Rebecca: How does this work?
      - a. Jenn: It's a collab between us
      - b. Rebecca: We can also give the extra \$150 to Nathan if needed
  - o Vice President, Administration:
    - i. Printer Project → see above
    - ii. AV System, discussed with Sean
      - 1. Sign off once Shovon gets approval
      - 2. Hoping to confirm that we are able to pay once council approves
    - iii. BIOMOD Design Team becoming a SUS club
      - 1. Stefanie hasn't replied from Nathan just yet
    - iv. Transitioned all the chairs and AVPs
    - v. First Clubs Commission meeting tomorrow
    - vi. Clubs Orientation → expect a list of items needed very soon
    - vii. Clubs Handbook → AVPs will be taking over, will get input from us as well
    - viii. ISSOE Code has been dealt with
    - ix. AMS AVP Sustainability update → setting up a meeting with Alyssa and discussing it with her
    - x. Discussion
      - 1. Katsy: will chairs and clubs be on the same day?
        - a. Shovon: nope

## **VI. Approval of Minutes**

MOVED BY Jennifer, SECONDED BY Nathan.

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

XM 2020 06 30

**...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 Benny, SECONDED BY Katsy.

“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 18:27.”

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

*Nathan Chang*

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Nathan Chang  
Vice President, Administration  
UBC Science Undergraduate Society