

**Date:** May 28, 2023

**Agenda:** First Executive Council Meeting

**Action Items:**

- (i) Self Introductions
- (ii) Overview of President's Role
- (iii) Revised Portfolio Sharing

**Topics:**

**1. Update on President Job Description**

\*Please refer to the FUS Position Portfolio to read the revised President description\*

- Sophy may be on exchange term 2 of the 2023-2024 year
  - Still in discussion has talked to the previous president, some exec members, forestry advising etc.
  - Term 2 main events will be thoroughly planned out before Sophy leaves
  - Online meetings throughout term 2 to update & support event planning
  - Sophy may fly back for Coconut week
  - Plans to be more finalized in September
- Sophy has already coordinated with the VP Student Life on the full year schedule of events
  - Input from members to follow
- VP Finance is training, update on finance policies to follow
- Almost all members have met with Sophy to discuss their role
  - All members can DM Sophy to meet 1-1 should they feel a need to chat
  - General council members are encouraged to meet 1-1 with their corresponding exec first but are always welcome to meet with the President if they feel more comfortable to do so
- Yearbook committee has not occurred since pre-covid
  - From observation, it does not seem to be very popular, there are many left over from past years in storage
  - Discussion for reprising the role
    - Possibly have another position under media team who is responsible for collecting photos throughout the year
    - Calls for submissions
    - Mini yearbook that is digital and paper copies can be ordered only for those who buy ahead
- Improvements and amendments to FUS internal organization
  - Revised to include going through job description each year with the new members
  - FUS constitution and binder are the main things that will be revised in consultation with exec team members

**2. Overview of revised exec member roles**

Portfolio review for members in attendance at this meeting

Note: This year, all exec members will have a private planning document with the President that will be kept outside the general sharing pool. The information there will be discussed in meetings.

### Vice President Media (Jingwei)

- Please refer to the FUS position portfolio for updates to the role
- Jingwei will be filling in interim until the fall by-election
- Media team will consist of 2 social media coordinators, 2 photographers, a webmaster, and possibly a yearbook coordinator (or revive Greensheets editor)
- Goal is to expand the reach of the FUS through media (atrium TV screens, emails, etc.)
- VP Student Life and VP External may be given access to the FUS IG this year based on previous experience
- Use the Slack channel for any social media requests
- Summer Plans for social media
  - Summer photo challenge over 3 months (3 topics)
  - First theme = Summer Sunshine, members are encouraged to reshare the IG post and send it to friends
  - 7 day voting period in July for the June challenge. Prizes to be given mid-July for the green sales booth
  - Terms of gift card use will be specified later
  - Plan for gift cards is 3 x \$45. Additional giveaways based on engagement
- Summer FUS takeover
  - June to August, members share personal hobbies, position outlooks, daily life
  - DM to @ubcfus and the VP Media will repost

### Vice President Admin (Natalie)

- Please refer to the FUS position portfolio for updates to the role
- Meeting Minutes
  - Available in exec and general councils as a PDF - immediate access
  - Actual google doc / finalized version will be found in the FUS drive (this will be accessible to the general and AMS via Webmaster)
- Room bookings
  - First general meeting, will run a training on how to properly use the room booking Slack channels
- Paperwork
  - Will continue as normal with contact with respective teams
- VP Admin will be creating a planning template for events as a base guideline for members to use
- VP Admin will help plan FUS socials in collaboration with the President

### Vice President Finance (June)

- Please refer to the FUS position portfolio for updates to the role
- Will try to attend all meeting, may be in co-op second term
- Goal is to find new sources of income for the FUS to re-invest in the student body
- Excess funding can only be applied to “projects”
  - Tentative plan is to renovate the Treehouse and FUS lounge
    - New chairs/sofas
    - Charging outlets

- Etc
- Will be reviewing the budget plan and presenting to it to the exec team upcoming (Week of June 19)
  - Discuss subscriptions and such (Zoom, Canva, etc.)
  - Changing to a system that uses the FUS credit card for majority of purposes
  - Discuss clothing suppliers with Green Sales to maximize affordable merchandise
- Locker system will remain as is

#### VP Internal (Laura)

- Position to be updated shortly
- Laura has cleaned the FUS lounge and cage area
  - Plan for this year is the create fun spaces for the student body to spend time in
  - Discuss with June a budget for improving these spaces
  - Look at repurposing, thrifting etc. for that
  - New ping pong table to be purchased
- Further updates to follow

#### Miscellaneous Updates

- Please refer to the updated portfolios for VP Academic, VP External, VP Student Life in the Google Drive
  - Tony and Sophy will be going to the monthly meeting with the Dean and Tony will pass relevant notes up to the Senate
  - Gabriel has connected with the AMS regarding their meeting schedule
  - Damian will be meeting with June and Raunaq to discuss VP External events

#### **Post meeting to do items / Future Planning:**

- All members read the first set of meeting minutes (April 27) to review the proposed structure and big events schedule
- FUS email account potential updates for VP Finance and VP Admin
- Next exec meeting
  - Update from the VP Academic regarding the big academic related events during the school years
  - Update from VP External
  - Set up community agreement and approachability statements
  - Team meetings with exec and general small groups

**Attendance: 5**

<b>Member</b>	<b>Position</b>
Sophy	President
Natalie	VP Admin
Jingwei	VP Media / Webmaster
June	VP Finance
Laura	VP Internal

Missing: Gabriel, Damian, Raunaq, Saumya, Tony