



LFS|US Executive Meeting

May 12 // 6:30 // Teams

Motion to call the meeting to order by Adrienne, seconded by Shirlie

MEETING CALLED TO ORDER AT 6:34 PM

- Adoption of the agenda by Marie, seconded by Sarah
- LFS|US would like to acknowledge that we are meeting today on the traditional, ancestral, and unceded territory of the Musqueam people.

ATTENDEES

Adrienne Chow President (she/her/hers)	P	Marie Relucio VP Academic (she/her/hers)	P	Elianna Manzi VP Administration (she/her/hers)	A	Jasper Yuen VP Communications (interim) (he/him/his)		Shirlie Gao VP External (interim) (she/her/hers)	P
Amy Matsui VP Engagement (interim) (she/her/hers)	P	Wyat Leung VP Finance (interim) (he/him/his)	A	Kira Corona VP Internal (she/her/they/them)	P	Vanessa Arianto VP Student Life (she/her/hers)	P	Sarah Pham Senior Advisor (she/her/hers)	P
Mohammad Ali Senior Advisor (he/him/his)	P	Giuseppe Arcaro AMS Representative (he/him/his)	P	Judy Xu Student Senator (she/her/hers)		Vanessa Woo Interim FNH rep (she/her/hers)	P	Maya Casey-Yang Interim GRS rep (she/her/hers)	P

ICEBREAKER (Marie)

- What's something you're looking forward to this summer?

HIRING 101

- Interview introduction 101!
 - o Ask them how they are doing
 - o Name, Position, Short description of your role
 - ② Hi [name], my name is Adrienne, I'm VP [position], and I'm responsible for [your responsibility in a brief sentence]. I'm joined with [name], who is the VP [Position]/AMS/Senator/Sr Advisor.
 - o Structure of interview (example. General, situational and administrative)
 - ② For the interview's structure, we will ask some general questions to get to know you better, then situational questions and end with administrative questions.
 - ② Do you have any questions before we get started?
 - o THANK THEM FOR THEIR TIME! & please smile whenever you can
- **Applications [here](#) -- CHECK THIS OFTEN.**
 - o View applications as they come in but send interview invitations all at once
- **Joint interview:** for applicants who are chosen for interview by at least 2 execs
- **Always need one sit-in exec** for every interview => could ask any exec to sit in with you during the interview

OFFICE KEYS + LFS TRMS TRAINING

- **Office Key Pick Up** – Who has picked up their keys?

UPDATES

- **President**



Land and Food Systems Undergraduate Society

- Hiring launched! Please repost on the insta story
- Exec communication platform
- Exec goals—get them done before we have our 1-on-1!
- Exec to-do list
- Calendly for interviews?
- Coordinated calendar of events
 - Sent by Elianna
- **VP Academic**
 - No updates
- **VP Administration**
 - Office and Pod cleanout this Friday, May 16th from 3:00-6:00pm.... All execs please stop by if you can (even if it's for a few minutes)!!!
 - Student life
 - Internal
 - Academic
 - Engagement
 - If unable to make it, msg Elianna to figure out the last yr's supplies.
- **VP Communications**
 - Hiring round 1 post has been up!! Pls share w your LFS friends!!!
 - Exec intro post: up tmr night
 - Merging Google site and Wix soon! 😊
- **VP Engagement**
 - No updates
- **VP External**
 - No updates
- **VP Finance**
 - Book Calendly w Wyatt to figure out next yr's budget for your portfolio! Details sent in the gc!!
- **VP Internal**
 - No updates
- **VP Student Life**
 - No updates
- **Senior Advisor**
 - Forms put into Qualtrics: Comms request, locker rental, etc.
- **AMS Representative**
 - Upcoming AMS meeting: this Saturday
- **Senator**
 - Upcoming Senate meeting: this Wed

ACTION ITEMS

[To-Do List here](#)

Person	Due Date	Action Item
Everyone	May 15th	Fill out exec hiring meeting when2meet

Motion to adjourn by Jasper seconded by Vanessa



MEETING ADJOURNED AT 7:03 pm