

## ESS Officer Meeting Minutes

### Officers Present:

- President - Chloe (she/her/elle)
- VP Finance - Nicholas (he/him/il/lui)
- VP Internal - Sally (she/her/elle)
- VP External - Kayla (she/her/elle)
- VP Academic - José (il / he / him)
- VP Social - Anjaliya (she/her/elle)
- VP Philanthropic - Julian (he/him)
- VP Communications - Kaleigh (she/her/elle)
- VP Services - Izzy (she/her/elle)
- IT - Justin (he/him/il)
- Sports - Adam (he/him/il)
- Sponsorship - Maya (she/they)
- Translations - Ayan (she/her/elle)
- 101 Week - Ben (he/him/il)
- Social Media - Lilly (she/her/elle)

### Officers Absent:

- Sponsorships - Maya (late because of doctor's appointment)

### Updates:

General Introduction of team

- Reminder to keep Pres updated

President:

- Starting an incidence response committee (IRC) for ESS
  - Three people on the IRC board, base rules on Ryerson IRC

VP External:

- External relations w/ CFES & ESSCO

Manager of Sports:

- Organize sporting events w/ other units and intramurals within faculty

- Focus on doing e-sports w/ help from Zach

VP Finance:

- Comes from a line of accountants
- Is v concerned about liability, wants to be extremely transparent
  - Would talk about what documents to make publicly available

Manager of Sponsorship:

- Absent
- Do their own thing, talk w bank, bring in the bag
- Joined at 7:45PM (doc appt)
- Pls drive safe
- Talked to kayla and NBC and is nick's puppet doll

VP Academic:

- Mucho probs to keep at bay
- issues , comments, and concerns regarding academic matters
- Will do his best
- Planning activities already, cram and cry, morale nights
- Cool things for speaker nights, will wow us on wine and cheese
- Will have Alizeh (ex- ex VP Academic) to reach out to, last one to hold an in-person wine and cheese
- Building a library of student resources, need collective help to gather resources

VP Philanthropic(OG first lady):

- Fundraising lead!!!
- Responsible for Shinerama
  - Hmu with ideas!
- Responsible for Charity Committee
  - Eng Ball
- Constitution smartypants
- Charity Committee is around 6-8 ppl

VP Communications:

- Come to with anything you need advertised
- Is a handbook G
- Contracts next friday
- Got them pages done
- Conversations w equity commissioner to make social media more accessible

- Putting out IRC and accessibility forms + making things bilingual (full french website)

Manager of Social Media:

- Working w/ kaleigh to manage accounts

Manager of Translations:

- Will be translating lots of stuff, reach out for translations

Manager of IT:

- V beautiful and speedy w uploads
- Everyone's Favorite
- E-mail transition life-saver
- Pushing for a bilingual website

VP Internal:

- Looked for receipt for uOEC patches oops
- Sally has a lot of emails
- Has a meeting with EngiQueers this week yay!!!!!!! With Antonia <3
- Interact with sub associations
  
- Conversation about whether or not to include commissioner of equity on meetings

VP Services:

- Pls call her Izzy
- Jackets, merch, internal office services and locker & equipment rentals
- Sifting through invoices to find various suppliers
- Contacted suppliers for anorak exec jackets
- Inventory for office, 2000 pieces of merch than needs to go \$\$\$
- Revamp old stuff, and they cute
- Planning budget, maximize sales
- Leather jacket fittings to figure out
- Locker inventory to do socially distanced lockers
- Plans to open online store for July

VP Social:

- Overly involved, v good thing

- No in-person for fall, hybrid hard to do since people will be left out
- Frost week and planning a detailed calendar to convince UOSU
- Limited edition frosh patches for virtual 101 week
- Virtual festivals and DJ for virtual 101-week
- Budget and planning for frost week, some event may need to be modified
- Potential sketches/design for 101 week merch and goodie bag
- V pretty frosh logo
- Winter DUSTED a possibility, much merch v little time
- First come first serve for both first year and virtual 101 froshies from last year, around 400, a little more priority for incoming first year

Manager of 101 Week:

- Present engineering culture that is safe and non-toxic and get kids involved in ess, essco, cfes, w no bad pr for engineers
- Essco e-sports commissioner and can help adam w e-sports

WEBSITE:

- Prez is neutral due to a conflict of interest
  - Conflict of interest wasn't a thing til after it was initially agreed on
- Expensed of software for love is for their slack and postings, they're non-profit, they're local uottawa students
- Some elements of the contract might be unnecessary, but their hourly rate is v much fair
- We don't have 22 pages that need to be worked on, contact page might be a lil more simple than the contract makes it seem to be
- Will give justin tools to work w site so we don't need to deal w JavaScript
- Nich and justin can be the main peeps to deal w Software for Love
- Adam asks if we can do it in house and donate
- Cant donate money straight up to charity, we gather student funds to spend on students
- We're helping build the resumes of our peers
- Lots of positives to having local pros make our website
- Kaleigh asks about how accessible changing website is and whether we need to go thru S4L to change stuff up
- No one is not on board with this
- Chloe and ayan will help translate for the french ess page
- Nich wants to ratify voting for Software for Love, we can approve diff way of spending provided we put out proof, but ratifying provides room for back-and-forth discussion

## CONSTITUTION

- Reese pushed the updates and such for chloe to do
- Reese said she would do it thursday?
- Chloe didnt do it
- Sending updated constitution to bilingualism center to translate, they've had times where they forgot about it in the past and might need to be pressed into doing it

Nich motions to ratify having Software for Love do our website

- Julian seconds
- All for, Chloe notably abstains, 0 against

Budget Timeline!!! -- VP Finance

- Budget template
- Individual meetings for budget discussions, managers can tag along
- Pre 101 week deadline
- First bod september 26th
  - 1-2 weeks before bod will summarize everyone's budget plans

Nich will set the budget templates in the finance folder of the shared exec drive

\*\* drive error... will have to be copied manually\*\*

J: 250 dollar limit w/out BoD approval, how to approve big moneys before BoD

N: big flexibility, will hold meetings if needed to approve big budget

Maya volunteers to be involved in the budget meetings, nich can provide updates and leaves it up to her as it's not mandatory but can be useful if looking forward to run for finance in the future

Nich will teach us how to fill expense forms

Monthly meetings for the summer, 2 week notification, bi-weekly for fall and winter semester

Contact chloe to add stuff to agenda

Add land acknowledgement to the top of the agenda "to-do"s -J

E-mail templates document from essco or cfes which includes pronouns, land/territory, available both in french and english:

<https://docs.google.com/document/d/1d9KWorxErNzi1Q0PSCNcictodvtyPfcGkC53NxycCc/edit?usp=sharing>

Julian volunteers to go first on land acknowledgement rotation, so we can all acknowledge and internalize

Campus photoshoot when back in person so we can have coherent matchy pics and sigs

Be warned: chloe will bug u

Meeting adjourned