

ESS Officer Meeting Minutes - Comptes Rendus des Réunions des Officiers.ères

Date: 17 May 2022 7pm EDT

Link: <https://us06web.zoom.us/j/82061004860>

Officers Present - Officier.ères Présent.e.s:

- President - Julian (he/him/il)
- VP Finance - Zahra (She/her/elle)
- VP Internal - AJ (he/him)
- VP External - Elise (She/her/elle)
- VP Academic - Anna (she/her/elle)
- VP Social - Mackenzie (she/her/elle)
- VP Philanthropic - Bowen
- VP Communications - Liam (Il/He/Him)
- VP Services - Ben (he/him/Il)
- VP Equity - Heidi (she/her/elle)
- IT - Emma (she/her/elle)
- Sports - Yasen (He/Him)
- Sponsorship - Abbey (she/her/elle)
- Translations - Vacant
- 101 Week - Jason
- Social Media - Alannah (she/her/elle)

Officers Absent - Officier/Officières Absent.e.s:

Land Acknowledgement - Reconnaissance des terres

Updates - Mises à Jour:

President:

- Meeting with everyone (slowly), will continue having one-on-ones.

VP External:

- Access to Google Drive
- Forming the selection committee (Google form & marketing)
- Allocating budget
- Assisting with ESSCO PM

Manager of Sports:

- No updates

VP Finance:

- Waiting for bank to transition signing authorities

Manager of Sponsorship:

- Absent >:(

VP Academic:

- Library committee 24/7/365

VP Philanthropic:

- Working on getting a committee and a commissioner

VP Communications:

- Handbook
 - 101 week handbook contract
 - Katrina/Prep101 style addition to the handbook
 - Handbook themes
- Officer profiles (Handbook + Social + Handbook) at Retreat?
- Social media, MUST RECEIVE POSTS 72H BEFORE POST DATE
- Mailout - first one to go out early june/july for 101 week?

Manager of Social Media:

- Google form for social media post requests posted in discord channel
 - Best way to have something posted!
 - Please two weeks' notice if you want comms to make a graphic and translate for you! At least 72 hours if your post is already prepared and good to go!
- Exploring tiktok as a tool to improve audience engagement
- Working on handbook/meet the exec

Manager of Translations:

- Does not exist :'(

Manager of IT:

- Updated all uottawaess email names that are currently being used
- Working on updating the website (adding the Equity report and changing Our Team section)

VP Internal:

- Contacted all ESS Sub-associations for contact info for Presidents, planning towards creating a group for checking up on them
- Brainstorming list of fun events (4) to be organized over the year along with logistics

VP Services:

- Started idea of new merch for the 2022 year
- Working on new ESS Banner
- Introduced myself to suppliers
- Cleaned out the office Fridge
- Going to talk to John about Exec jackets within the next month
- Mackenzie: Ben can you design a 101 week patch please?
 - B: Yes

VP Social:

- 101 Week Logo being made
- Rough plan of the week established
- Guide applications ready to send out in the beginning of June
- Talking with retail companies about swag (need access to ESS office)

- Rough idea for Summer DUSTED
- Sponsorship letters made and ready to be sent out

Manager of 101 Week:

- Supporting Mackenzie!

VP Equity:

- Any special scheduling requests for EDI training?

Discussion Items - Éléments de Discussion:

- Julian: Officer Retreat
 - Possible Dates
 - Probably July
 - Possible Location
 - Ben's cottage (about 3 hours west of Ottawa)
- Julian: ESS Office
 - For exec use only (for now)
 - I'll send out the code soon
- Liam: 101 Week Facebook Group
 - Alannah & Mackenzie: Use Discord?
 - Ben: Can we send people to the ESS IG and feed them info there?
 - Liam: Could be information overload and isn't targeted
 - Alannah & Ben: As a story, save it as memories on IG
 - Liam: Instagram events? I'll talk with Alannah and Mackenzie. Probably discord and support with IG
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Reminders

- Julian: Update your g-suite settings and profile
- Julian: Update your email signature
- Julian: Keep me updated! I've been around for a while and I can help you out whenever you run into issues or have questions
- Liam: MUST RECEIVE POSTS 72H BEFORE POST DATE IF ITS FINAL, IF NOT, 2 WEEKS
- Heidi: Toni said she has videos of navigating to the ESS office from outside, I'll circulate that!
 - Ben: IEEE has a 360 deg camera, can we reshoot with that?
- Mackenzie: Please let me know if you have ideas for 101 Week! We're all ears!