

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

Date: Jan 17, 2024

Link: <https://meet.google.com/jdq-jhne-rfg>

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

- President - Mackenzie (she/her/elle)
- VP Communications - Felicia (she/her/elle)
- VP Internal - Sofia (she/her/elle)
- VP Social - Jason (he/him/il)
- VP Philanthropic - Cristie (she/her/elle)
- VP Equity - Nyah (she/her/elle)
- VP Finance - Dominick (he/him)
- VP External - Ryan (he/him/il)
- Manager of IT - Krisha (she/her/elle)
- Manager of Sports - Mackenzie (She/Her)
- Manager of Translations - Carolina (she/her/elle)

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

- Manager of 101 Week - Laura (she/her/elle) - Excused
- VP Services - Ethan (he/him/il) - Excused
- Manager of Social Media - Jayda (she/her/elle) - Excused
- VP Academic - Markos (he/him/il)
- Manager of Sponsorship - Devon (he/him/il)

Land Acknowledgement - Reconnaissance des terres

- We respectfully acknowledge that the land on which we gather is the traditional and unceded territory of the Algonquin Anishinaabe people. We recognize their enduring presence on this land, which has been a site of trade, gathering, and cultural exchange for

countless generations. We honour and respect the diverse Indigenous peoples connected to this territory and express our gratitude for their stewardship of the land.

Updates - Mises à Jour:

President:

- Team bonding event was a success. I hope all that came had fun.
- Lots of meetings.
- Taking over as head delegate for CSE.
- Fall ITPMetrics coming out tonight. I'll give you two weeks to do it, please do it.
- On Wednesday's we wear covies started today.

VP Internal:

- Made the office hours schedule.
- OEC prep coming along, all our delegates are registered and now that I (finally) know our hotel (thank you Ryan for passing along) I can continue with booking a bus. I have some quotes already, I just need to get everything finalized and paid for.
- Ordered printer ink over the holidays, hopefully the printer will get fully up and running soon!
- Scheduling a meeting with the subassociation prezes, that'll hopefully be done next week. If there's any points anyone wants brought up or anything they want discussed with them, or even if you want to sit in, please let me know!
- Would any manager who's not on bod be able to proxy me at the upcoming January bod? I will not be able to attend due to OEC. Please let me know!

VP External:

- Big thing other schools are doing that I think we should take inspiration from: Committees! For example Carleton has 20 people planning their 101 week, not 20 guides, 20 people that are already working on it now. I know their 101 week is bigger but it's not 10 times bigger. IMO literally every exec could have a committee in some form some need it more though, I'm hoping to modify the selection committee into something more similar to TMU's external committee which helps organise takebacks, and is a good pool to choose head delegates from for conferences that don't have a governance stream (PEOSC, CDE, CSE) where the VPX isn't as needed. (context: I was the only Ontario VPX at CDE lol)

- Kenzie is gonna head delegate for CSE, I'll do application form+request social media post prob by end of week
- CALE delegation is on track as usual, minus travel cause we in ottawa

Manager of Sports:

- We have a team for the interfaculty volleyball tournament, team of 12 people they will be competing on the same day as engball, but it should be a good time and hopefully the engineering team can prove themselves to other faculties.
 - Kenzie: Are we participating in sandy hill winter classic?
 - Mack: Haven't looked into it but I can, we don't have a team but it's a good idea. Will look into it and see.
 - Kenzie: Usually the phils organize it, talk to Cristie
 - Jason: I remember it was talked about before, I think last I checked they were looking at numbers
- Have yet to get anything from eng hockey in a while, not posting anything until i get firm dates/ locations. I do have the canva posts and captions as well as sign up form ready for when the time comes.
- With the exception of winter intramurals (I think they had less people because it was exams and that was not the main focus of people, after exams when the teams had closed there was a significant number of people who then signed up) sports have been very popular, the volleyball team filled up within minutes.
- There are more tournaments coming up so im looking to put another team or two in those when they come out.
- Tournaments are good as they are only one day (usually on the weekend) and significantly cheaper so those who may not be able to do intramurals because of the time commitment can represent eng!
 - Jason: Can we customize our shirts? Would be cool to keep up our eng spirit
 - Mack: That's a cool idea, I can see if I can make up a stencil and spray paint ESS on the back or something

VP Finance:

- UOSU Audit Done
 - Audit from 1 April to 31 October 2023 was sent to UOSU, actuals are being updated as I slowly process each transaction from November until now.

- I will be asking for receipts for events that happened in that time period.
- Reimbursements
 - If you did send a reimbursement request, but have not received any money back, DM me on discord with any forms; I believe I have caught up on everything, but as I have learned from the audit things do slip. (~~I had to send Cristie a dollar that we owed her from September.~~)
 - Can confidently say that we can do consistent reimbursement turnarounds in under 48 hours. Some can be processed in < 20 hours, making me very ~~slay~~ efficient at vp-finance-ing (big MRT flex).
- 1 on 1s for budget reviews.
 - I will try and stop by everyone's office hours; basically will be going over your budget with you and making note of changes as well as updating you on your current actuals.
- Levies Sent out to Sub-Associations
 - Made a spreadsheet that allows me to get levies calculated off of the UOSU lists. (~~Automating vp finance is takes more time than if I was to do the work myself but I guess it means I am more engineer (PEO don't sue me) than finance bro~~)
- Debt Collections
 - ~~Harassing~~ Following up with CNR for money they owe us. They want to pay us through workday. [REDACTED] I have set up our account and am just waiting for them to ~~actually do the job they are paid to do~~ pay us back.
 - Ryan: How does CNR owe us money?
 - Dom: Wine and cheese, Markos would know more
 - Kenzie: basically we overpaid by \$600 and we're fighting for our money back
 - Will be calling the bank to discuss the liquidation of assets currently in GICs (around 30k).
- CALE (Communication is Ass, Leaving me Exhausted)
 - Invoices have started to be sent out, TMU is bringing 33 Delegates, McMaster has 25.
 - I actually have no idea about what is going on, even as their finance chair...so-um, yeah.

Manager of Sponsorship:

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VP Philanthropic:

- LOTS OF ENG BALL
 - I will need help thursday/ friday with making the physical seating plan and last minute items, if you can help out that would be amazing! (printing silent auction papers, packing some pens and stuff from the office to bring, making seating plan, maybe making centrepieces, prepping the projector)
- Here is the breakdown of the night:

Schedule

4pm - We get access to the room
5-6pm - Set up / ESS arrives / ESS photo
6pm - Doors open
6pm-7pm - Check in/ Coat check
7pm-7:30pm - Opening remarks
7:30pm - Appetizers served
8pm-8:30pm - Auction
8:30pm-8:45pm - raffle
9pm - Dinner served
9pm-9:30pm - social time
9:30pm-10pm - trivia/ game
10pm - Desert served
10pm-10:30pm - Closing remarks
10:30pm - Dancing

- Planning for Bug push but still dependant on when iron ring is
- I will be bringing in a card for our charity commissioner, she has not been feeling well recently and might not be able to come (even with all her planning efforts), please sign it thursday or friday in the office.

VP Social:

- Been sick the past few weeks so just getting back into it after the break
- Planning DUSTED, and smaller winter events
 - Thinking of things like “Anything but a sled” event or prepping for a “Canal Skate” event if we get close to that point

- Cleaned up a little, did more groundwork in the dungeon over the break. I.E i made some more shelves sized for the black bins. Gonna throw out some stuff and then let y'all know how many free bins there are if interested.
- Met with faculty about Eng murals. TLDR theyre not hopeful we'll get painting access to tunnels since they're "Public tunnels" aka full uOttawa facilities approval needed.
Talking about alternatives like purple room and other walls in CBY
 - Dom: locker paintings?
 - Jason: they weren't opposed, faculty has more pull. Their biggest concerns are who's painiting it, what kind of paint will they use, what will they be painting?
 - Jason: they were also thinking of revamping student spaces like the purple room so that's awesome

Manager of 101 Week:

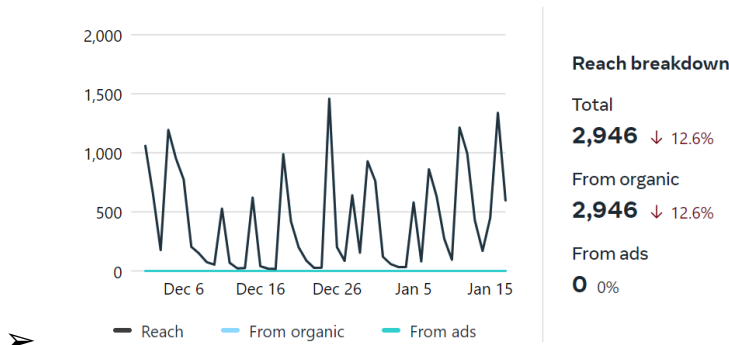
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VP Communications:

- Answering emails and DMs
- Mailout coming out on Monday

Manager of Social Media:

- Posts that been published
 - GOAT
 - Holidays photo (ppl really liked this one :))
 - VP Academic field trip inquiry
 - Office hours
 - VP Equity: Book club
 - VP Service: "on wednesday we wear covvies"
- Instagram trends



- Upcoming posts:
 - Weekly patch night will be posted tonight
 - Eng Ball auction photos

Manager of IT:

- Added office hours - have to add the image still
 - Jayda, please email me the office hour images from canva. The quality is damaged when I screenshot them from IG
- Added French translated documents for October and November Minutes
- Added English documents for October and November Minutes
- Should I add the emergency minute meetings on the website? (considering it mentions names ???)

Manager of Translations:

- Hope everyone had a great break!
- Organized 2023-2024 Translations folder
- Translated the following Posts/Communications:
- January:
 - Social Media
 - https://drive.google.com/drive/u/2/folders/1ky_VHkMlpex7cw7SZ4fljmoNngIOfUlo
 - Resume Roast
 - Wednesdays we wear covies
 - Eng Ball (excluding the reel)
 - Sewing patches

- Others
 - https://drive.google.com/drive/u/2/folders/1hMtojE-a7_ATZvdTenTzJBDWmwAYULW
 - Wednesdays we wear covies
 - ESS Literary Group
 - Eng Ball
- Translated October and November Minutes (@Felicia if you could take a quick look that would be great):
 - October:
https://docs.google.com/document/d/1eCW_kj-EQ4Tlkfq65_OFIoC_uGSbzN9cZvkMQ--vUiE/edit#heading=h.wa7a2qglpx59
 - November:
https://docs.google.com/document/d/1TOg4ry_0OXw36vCOiudz1l4WfkcsNNEdHH9609jsq7E/edit
- Noticed that in the templates for the minutes some sections (headings) are in both languages and others are not, was thinking of making them all template permanent elements bilingual (any time saved is valuable and much appreciated)
- Additionally, if the positions could be written in both languages as well “President/Président(e)” that would be awesome, if not in the whole document at least in the cover
 - Kenzie will show the template afterwards
- Going through the documents back and forth is not the easiest but since it is a matter of just reading and writing it is okay (also, is literally my job). However, for abbreviations it can be tricky as I have to Google the events/organizations to find the official names in French and their abbreviations and sometimes I do not know what the organization is even in English and I just type around which is really time consuming.
 - If it would be possible to have the abbreviations in both languages that would be amazing! (as of course you guys know what events/organizations you're referring to)
 - *Side question* Why are full events/orgs name never written? I assume for simplicity, but wouldn't it be convenient to write the full names at least once?
- Could someone proxy me for the January BOD? (I will attend OEC)

VP Academic:

- Resume Workshop (so if y'all got an email or message from the Professional Development Club (PDC) that's from this....)
 - 3 fold workshop that included: resume feedback from HR specialist from STEM companies (+ Career Corner and OSPE), interview prep from CEED and an impromptu networking session with start-up companies from the uOttawa Accelerator
 - PDC was responsible for getting HR specialists and catering. They spent 2 months struggling to organizing themselves and being unable to generate funds to have a budget for food
 - Ultimately had to cancel the event due to their ~~incompetence~~ lack of strong leadership. Postponing until: TBA
- Industry Night
 - redacted**
 - Experiential Learning Trips
 - uOttawa Power Plant
 - Nokia
 - Eurovia (O-train extension site)
 - BWXT Medical (radiopharmaceuticals)
 - Iogen (Bio-fuels)
 - Thermofisher
- Wine and Cheese
 - Whomp whomp → pending meeting with faculty on Jan 26th
- Moral Night
 - Planning for March
 - Either scavenger hunt or bbq, could be a combo
- Program support
 - Biomedical Mechanical Engineering
 - Biotechnology (Chemical Engineering and Biochemistry)
 - Undergraduate Research Scholarship

- COOP

VP Equity:

- Pet Therapy (Mental Health Event X2)
 - Went well
 - Lots of students
- Equity Committee meeting - Jan 16
 - Updates from EWB, NSBE, WIE + EQ
- Equity report for Fall being sent for the website
- Class presentation TBD
- Proxy the University of Ottawa Student Union Equity Round Table
 - Waiting to hear from the new UOSU Equity person...
- Book Club registration open
- ESS X ISA
 - Email sent early Jan, sending a follow up email
 - No response as of now
- ESS X Penny Drops on the way
 - Financial Literacy course
 - Will most likely try for one a month until the end of the semester depending on participation.
- Patches on the way
 - gaslight gatekeep girlboss
 - Colab with WIE
- Meeting with Sharleen from Hors Pair Social for potential NSBE colab
 - Social at The Charlotte
 - Networking (similar to Wine and Cheese vibes)
- Meeting with Biatris for Ottawa Social Girls Club for potential WIE colab (Diversity Event x2)
 - Pottery event
- Yoga Class during Midterms (Candlelit Yin) - (Mental Health Event X2)
 - On Campus
 - Evening Meditation
 - Teacher found
 - Date TBD
 - Sage sponsorship TBD

- Invitation to joining the Faculty of Engineering EDI Advisory Committee (Jan 26)
 - Will be a student representative
 - Anything y'all want me to mention?
- Invitation from (Sharleen) Ingenium Foundation Team to the launch of the Black and African Canadian Scientific and Technological Innovations Fellowship at the Ingenium Centre.
 - Said I'd be representing ESS (all good?)
 - Taking Markos as my +1 (NSBE co-president)
- Kenzie: are the patches normal or charity?
 - Nyah: What's the difference?
 - Kenzie: charity patches proceeds go to charity
 - Nyah: I'd love that! I can find a charity that would be suitable.

VP Services:

- WHATS UP HOW WAS EVERYONE'S HOLIDAYS AND NEW YEARS! Personally I just got back from a conference this week and I haven't caught back up on my sleep schedule so send help but I think 2024 is going to be a good year! (okay you can remove this point from the minutes now)
- Lockers... look I'm gonna be honest, not the best start of the term. Wifi and printer down is such a buzzkill but we've been going to SSA to print contracts (<3 SSA they're pretty cool). Hopefully we can get everything up and running again soon. I don't know if people have been putting it in the spreadsheet but do that and put the contracts in my mailbox, thanks!
- T-shirts came in! I'll be doing a photoshoot with Jayda at some point soon so we can actually put it on the website. Want to be in the photoshoot? PLEASE DO you'd look so cool on our website okay maybe like if someone wants to join in, reach out. \$25 no tax on it so we're making ~\$2/shirt profit (\$23.36 each) or decrease price of tees and increase new merch price because...
- New hoodies ordered! Hopefully they will be in by the end of February, we make <\$1/shirt profit selling them at \$26 but hey that's something
- LEATHERS IN OH YEAH! Thank you Cristie for your help (pause for round of applause)! She left class to run to her place in the snow just to see if the box came in and it wasn't even there, what a champ! In terms of how leather pickup is going to work, it will only be during OFFICE HOURS and they're expensive folks. I will be making a

spreadsheet about the amounts people owe as well as sending each student an email about payment of invoices meaning to pick up:

1. they must show the email
2. must bring ID (licence, student card, idk costco membership)
3. then YOU update the spreadsheet while
4. giving them the jacket (maybe compliment them and be like wow that jacket has **mad** rizz so fire on god on god no cap idk be respectful of course).

Reach out if there's any questions

- On Wednesdays we wear covies! And are you wearing covies right now 🤪? Hopefully it went well today, patches are still being made, expected arrival is the first week of February and then I'm ordering more patches ASAP (weird shipping issues and I'm trying to avoid them). Let me know if there's any issues / feedback
- New crewneck design is brewing in my head and will be put to paper when I have time
- PATCH SEWING NIGHT STARTS ON MONDAY (already sent a post request, comms team is killing it as per usual, pause for applause again)! No food or drinks are provided (sorry folks) but come hangout if you have time at 4pm (my OH are 4-5:30 but I didn't put a cap on the end time). Bring good vibes please and come sew so you can show off your patches on the next Wednesday (maybe I should have scheduled them for the same day as wearing covies day but my OHs aren't on wednesday, but I digress)

Motions



Discussion Items - Éléments de Discussion:

- Kenzie: Snacks?
 - Dom says he can do it
 - 5 bucks per meeting is the budget - 20 pack of Timbits is all that fits the budget lol
- Kenzie: Many important tasks have been overlooked recently and this is not acceptable. While I understand that unexpected situations may occur, our team is always available to help. If you are struggling to meet a deadline or plan an event, please don't hesitate to reach out for assistance. However, waiting until the day that something is due to request help via text message is not an effective solution. Instead, I encourage you to communicate with us as soon as you notice any difficulties so that we can work together to find a solution. I don't want to single anyone out, but I would like to schedule individual meetings with each of you as I did at the beginning of your terms. I will be using LettuceMeet to book these meetings, so please ensure that you have completed the form if you haven't already.
- Kenzie: Also attend other peoples events!! You don't need to go to everything, but we do need a higher turnout. Example, you may not want to go to dusted because you don't drink, but we still need you to come before hand to help coral people at morriset.
- Eng Ball
 - I posted tasks for every exec attending, please make sure to be there around 5pm, to help set up and so that we can take an exec team photo
 - Stay updated on the discord if you're attending for future tasks
 - Jason: would it be beneficial to have execs be identifiable?
 - Cristie: I think it should be fine, I'll need help with small things besides the stuff I scheduled you for and we're all sitting together so it should be fine
- Jason: HouseKeeping Items and things I want to bring up
 - Printer still down? Multiple people have come in to print not knowing it's still broken. Any ideas on when this will be up? If not can we have a printer status online somewhere
 - Semi-functional, kinda. Will not print much and is slow.
 - Prints off USBs
 - We think it's the wifi

- Dom will take a look during his Friday office hours
 - Website still not updated? @Manager of IT Even if that's not ready there is still a buttload of old information on our website that people do see and reference as if it's up to date (They don't know any better) and then come to the office about it. Can we make sure things are updated on the website (things like office hours, vacant positions, minutes, etc.)
 - Are we doing anything for NEM?
 - Sofia: will talk to subassociations about it to see if they'd be interested in collabing, even if not I'm still planning to do my four mandated events.
 - Jason: You can apply to PEO? For funding for NEM events
 - (Check here <https://nemontario.ca/lead/>)
 - Overall reach
 - Current students aren't as up to date with our events and stuff as we may think.
 - h. I think fewer people follow us on IG then we think and overall more people than we think dont use social media often enough to be in the loop. I think we should start brainstorming more physical avenues of advertising.
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- Ryan: IG is not the whole picture. In Quebec it's mostly facebook, no one's on instagram.
 - Kenzie: we do post on facebook at the same time.
 - Ottawa people generally don't use facebook
 - Fle: I wanted to reach out to comms team to meet, we can bring this up. If anyone has anything they want to share let us know. It's true our mailing list doesn't get as much reach. We'll come up with a solution.
 - Kenzie: Carleton apparently gets the literal mailing list of all incoming first years and sends a 101 week preview to their homes
 - UOSU needs to get on the ball with the mailing list.
 - Ryan: Make things like GA more fun! Like McMaster does a fake wedding at GA halftime
 - Who gets married? Mr Blue and Mrs Gold their mascots or something?
 - Stuff like our bod shoe throw but make it more fun

- Make Otis do a backflip!
- Otis vs GeeGee fight club
- Make bod be fight club (but you didn't hear this from us...)
- *Add transparency to EXECS about CELC/Conference that have happened - See next point*
- CELC Debrief - in camera
- Carolina (Manager of Translations):
 - It has come to my attention that there is no defined equivalent for “covies” in French within ESS and at least publications-wise it varies all the time or the English version is used.
 - I was thinking we could establish one and use it uniformly within ESS (even more considering not all posts go through me -as they are sometimes already written in French)
 - I thought about making an ig poll, but students could just mess around and it could end up being anything, also I do not think thats how “covies” appeared but let me know. In any case, polling the francophones in ESS.
 - “Covies” derives from “coveralls” which can be understood but it is not common knowledge per sea, at least until ESS generalized it. I was going through many synonyms and after brainstorming I believe the same thing happens/could be done with the word “combinaison” and “Combis”.
 - I like it cause it is accurate and is actually similar to the English version so in terms of chants, posts, patches, or even just memory it makes it easier
 - I propose that we formally vote on the matter, as I believe standardizing the French equivalent for a concept as significant to the engineering spirit as the "covies" aligns with ESS's values of fostering respect and inclusivity for the Francophone community.
 - Fle: at eng games we call them “chiens”(?), so that's one way to do it, but if we want to do something else we can.
 - Combis is already liked by people
- Fle: Can i get the Winter student mailing list?

Dom: When I get the UOSU list I can send you the internal purposes one. I believe you signed a UOSU NDA?

Reminders

- Get to eng ball at 5 on Saturday!

- Fill out the lettucemeet if you haven't already