

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

Date: September 21st at 7PM ET

Link: <https://us06web.zoom.us/j/88597114893>

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

- President - Chloe (she/her/elle)
- VP Finance - Nicholas (he/him/il/lui)
- VP Internal - Sally (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/elle/iel)
- Translations - Ayan (she/her/elle)
- 101 Week - Ben (he/him/il)
- Social Media - Lilly (she/her/elle)
- Equity Commissioner - Antonia (she/her/elle)

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

- VP External - Kayla (she/her/elle)
- VP Internal - Sally (she/her/elle) - late

Land Acknowledgement - Reconnaissance des terres

From coast to coast to coast, I acknowledge the ancestral and unceded territories of all the Inuit, Métis and First Nations people that call this land home. I acknowledge Indigenous people and knowledge keepers have been doing engineering for thousands of years but have not historically been recognized for their expertise. I affirm my commitment and responsibility as a settler to amplifying Indigenous ways of knowing and access to engineering in my work.

Updates - Mises à Jour:

President:

- I fully forgot we have to do class talks, thanks Julian lol
- CFES PM happened, went well!
- ESSCO CALE 2022 bid was won, yay!!
- Meeting with the dean this Thursday 10am to talk about the three year plan (idk what this is honestly, but you're all invited)
- Paid for Zoom pro for the year, if you need the account for anything let me know!

VP External:

- Attended CFES PM this past weekend
 - Spoke at GA (yay!)
 - Congrats to Chloe on being elected as NC next year (a big deal)
- Attending PEO-SC this coming weekend with 4 other wonderful delegates
 - All information sent out Monday morning
 - Will be having information/question session Wednesday during my office hours
- Won bid for CALE 2022
 - Chloe & I chairing
 - Will put call out for more team members soon
- Adam rocks
- Started new coop so most accessible after 4pm weekdays

Manager of Sports:

- Intramurals was a success

VP Finance:

- Please check out #reimbursements in the ESS discord for the Expense Form and a few tips. For example, it's important to fill out the Expense Form even if we are paying a company or organization directly.
- 14/14 Officer jacket invoices have been paid. Thank you all for being awesome!
- People that need to get reimbursed (once they fill in the forms)
 - [Anjaliya Sonnilal](#) postcards, wristbands
 - [Julian Ward](#) two donations (we collected, Julian donated)
- Budget actuals up to date (2021-09-18), this can be found as a second tab on the [Live Budget Sheet](#)
- Maya is on point with the NBC file (Maya says barely)
- PROJECTED DEFICIT ACHIEVED

Manager of Sponsorship:

- NBC
 - Webinars (first one is the 28th)
 - Do we have any november events before i give a date to Kien
 - Sally do you have the canva (hehe i love you for doing it)
 - Giveaway (Did comms get email)
- CVUO meeting
 - Anjie and I had a meeting just need to catch you guys up on it (later)
- LinkedIn is made but not updated or used :)

VP Academic:

- Planning for activities:
 - Résumé roast/seminars/etc (for october)
- Preparation for research into women in eng (fall semester)
- Preparing Industry night (online, November)
- Getting a library commissioner soon, had some interviews
 - Books are mostly catalogued <3
 - THANK YOU JULIAN *2 yeehaw

VP Philanthropic:

- Waiting on a response for Eng Ball from Lago Bar + Grill on Dow's Lake (will have to split the group into 2 rooms, but I got a really good initial estimate)



- Starting to assign tasks to my Charity Committee for Eng Ball
- Going to make a sponsorship package and parade it around to businesses in the next month
- Raised a tonne of money from Shinerama! ESS raised the most money if you don't count the people who cheated
 - Big shoutout to Anjie, who signed up to get ice dunked on her, and Izzy, who was roped into selling baked goods with Anjie!(Also for doing this while holding down the rest of 101 Week)
 - Thanks to Logan for setting up and running the MC server! Thanks to Ethan Bowering for maintaining the server and judging! Thanks to Sally and everyone else who moderated the server!
 - Lots of new Shinerama patches still available!
- Bottle Drive pick-up on Saturday, October 16 (might also do Sunday). I'd like to have some hands available to sort that day
- Another trivia event on a weekday in October??
 - Kayla supports :)
- First Candygram for Halloween (For Eng Ball)
- If I do a patch auction, I'll need help getting patches and organizing. Volunteer by being active in the patch trading FB group!
 - Put your donations here: <https://docs.google.com/spreadsheets/d/1TKQJt-4-CjnORLAbYd6biM29Mn7Y3hgrWGH9OoyID-g/edit?usp=sharing>

VP Communications:

- Website almost done - plan to launch between Wednesday and Friday Next week
 - Can track the progress here: <https://ess-site-test.netlify.app>
 - Meeting with SFL tomorrow so please tell me if there are any typos with names or photos you want changed if you haven't already. Handoff meeting Wednesday next week
- First mailout went out last Friday, sticking with bi-weekly on Fridays
 - Deadline for content will always be the Wednesday before the mailout, I will do my best with reminders
- Social Media posts continuing as usual
 - Posts on deck: Engbowl, Merch Push, Leather Jackets, National Bank, bottle drive pickup date (please let me know if I'm missing any)
 - Timeline... Please give more notice for your posts



- 2 weeks before you want it posted if you want us to make the graphic and write the caption (this takes time and I can't ask Lilly and Ayan to drop everything to help prepare a post the night before)
- Flexible if you have a caption written and graphic made (probably a few days before)
- The sooner you send it, the more chance you have of getting it posted the exact day you want it
- Will be working on a promo request form once the website is done and then requests for posts can start going through there so we can better track and organize them

Manager of Social Media:



Manager of Translations:

- Timeline on translations :) no same day translations if possible

Manager of IT:



VP Internal:

- Budget done! Office supplies/COVID Compliance/printer ink reimbursed
- uOEC on November 13th, organising committee applications are live and close Friday
- Working on getting a room rented for leather jacket fitting
- Need to do dungeon/office cleanup with proper inventory list
- Need to talk to faculty about getting plexi glass for office window if that's what our officers still want

VP Services:

- Online Store:
 - Fulfilled and shipped many orders (including 101 Week kits) throughout the first three weeks of September
 - Shinerama and Uh O-Train Patches are now live
 - Shipping services will continue throughout the year because I want to keep merchandise accessible



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- Will go over store pick up protocol at a later point
 - Locker Rentals:
 - Rentals are live and will remain at \$0 for the year
 - No zip ties or locks purchased to promote social distancing as the hallways are never busy and have historically been very quiet when accessing your belongings
 - Updated the agreement form to outline COVID-19 Compliance
 - Thank you José for doing that speedy translation
 - Will be posting notices to register your locker this week (I'm technically behind since renewal period would end the week of October 4th and not the end of September so that's on me)
 - Will go over rental protocol at a later point
 - Leather Jackets:
 - Confirmed fitting date with Export Leather is October 6th, 2021 at 1100h-1400h
 - No concerns on COVID-19 compliance as students need to be fully vaccinated and must complete the daily assessment to be on campus
 - No appointment necessary as fittings are 5-15 minutes as per Chris' recommendations
 - Location is TBD and awaiting confirmation from Sally but will update you all in the Discord when that is solidified
 - New Merchandise:
 - John from Topline Enterprises is happy to keep working with us for the year
 - I need to get to work since we have very little hoodies remaining~
 - Fell behind on my original plan since my laptop gave up on me while I was away but will be designing stuff very soon!!
 - Promotions and Announcements:
 - Graphic Design Committee promotion request will be coming soon
 - Awaiting by-elections to be cleared first as there is no rush on forming this new committee
 - Thank you Comms Team for accommodating all my background requests
 - Images for merchandise push were shared on Canva a little while ago so feel free to advertise product whenever there's a gap in the schedule
 - Will be communicating about polling students on social media once I have concrete mock-ups made with our supplier(s)
 - Other:
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- Thank you to everyone who has paid for their Officer jacket!

VP Social:

➤ 101Week is finished!

- We ended up having about 250 101ers signed up.
- Accessibility and Privacy: ensured that those who attended in-person or online signed the 101Week contracts and attained bracelets. The contracts are confidential and will remain in the office for the next two months in the event that any 101er who attended potentially came into contact with COVID-19. Some 101ers also had accessibility accommodations for virtual and in-person that were fulfilled by me.
- Mixed turnout for sure, however we had relatively good turn-outs considering the situation. As long as a few students enjoyed 101Week, I feel content to have done my job,
- Having mental health resources on our website is something we should really look into: while we didn't have a great turnout for the presentation of mental health, a lot of students reached out about the resources in the document, and it was able to help students transitioning back on campus.
- Things happened during 101Week as they do, and Ben and I handled it.
- A note of the guides who have actively participated in 101Week was created and will be taken into consideration for Frost applications.

➤ DUSTED

- Looking into venues to see if it may be possible to have a Dusted this fall, though it is tentative on COVID-19 restrictions, and can be cancelled up to 2 weeks prior to the event.
- Tentatively looking at October 30th, and having it be a Halloween Themed Dusted.
- In the process of contacting venues.

➤ STAGED

- Would like to attempt a STAGED this year. Hoping to have a sign up for people to perform early to gauge interest, and would like to have it at an external venue to promote interest (thinking of Live on Elgin).
- Call for applications tentatively October 11th-18th. Event tentatively November 11th.

➤ GOAT

- Looking to have this collaboratively with another association
- Sometime in December
- FROST
 - Kit packing will be in November so that most things are completed prior to the event in January, while also before exams and major winter holidays (tentative packing weekend November 20th-November 21st).
 - Call for guides tentative November 1st. Selection tentative November 8th. Frost Kit sales tentative November 15th.
- Engbowl
 - Was cancelled due to a lack of timely communication.

Manager of 101 Week:

- 101 week is over but I am glad to continue to support the team throughout the year!

Equity:

- EDI training went great
- Thinking of organizing training with Engiqueers (cause free) to be open to all (like I'd make it as the diversity event that is in the constitution, but not till after vp equity elections are done)
- Actually, I'm gonna stop doing stuff till elections are done to not like step on toes or...yk
- Basically, I have a list of things to do but won't until after vp equity is ratified, where y'all will find out more about later, so like....no updates this meeting :)

Discussion Items - Éléments de Discussion:

- Executive and Manager Etiquette (VP Social)

Motion to go in-camera: Moved by Anjie, Seconded by Julian

Passes unanimously

Motion to go out of camera: Moved by Chloe, Seconded by Izzy

Passes unanimously

- Budget Submission for BoD (VP Finance)

Motion to approve the Budget to be sent to BoD in its current form: Moved by Nicholas,

Seconded by Chloe

Passes unanimously

- Events Calendar! Event dates for this semester (President x Comms)
 - **ADD IN YOUR EVENTS HERE**
 - Conferences
 - PEO-SC - September 24-26
 - FYIC - November 26-28 (not confirmed)
 - CDE - November 19-21
 - CELC - Jan 2-8
 - Tentative Social Events + Call for Applications
 - September 28th: First NBC Webinar
 - October 11th-18th: Call for STAGED performers
 - Mid-October: Phil Trivia
 - Mid-October: Hallowe'en Candygrams call out
 - October 16 & 17: Bottle Drive pickup
 - October 19th: Dusted promo
 - October 21st: Jackbox Game Night
 - October 30th: Dusted
 - November 1st: Call for Frost Guide Applications
 - November 11th: STAGED
 - November 13th: uOEC
 - November 15h: Frost Sales Open
 - November 20th: Kit Sale Packing
 - November 24th: Study Night
 - In Number: Second NBC Webinar
 - March 19: Eng Ball
 - (two more webinars in winter semester)
- Services 101: Locker Rentals and Merch Sales (VP Services)
 - Locker Rental Protocol
 - Merchandise Sales and Pick Up Protocol
 - In-person sales are easier to show during office hours so let me (or Nich or Chloe) know if you need an actual demo



- CVUO catch up (Manager of Sponsorship)
 - Student life awards
 - Want us to sponsor the Eng prize
 - Will share the package + price
 - So much money..... Nah (like 2000\$ & 1000\$)
 - Anji and I (and kinda nich) already said most likely not gonna happen but need it to be official and shared with everyone

- Class talks (Julian) *should happen before BOD on Sunday*
 - Chloe will write a script
 - All officers and managers!!!
 - https://docs.google.com/spreadsheets/d/14J7ReAsulUfLfMzhItuX_i-OKflGBCos-aYRKBpCbGE/edit?usp=sharing
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- Do we have access to the Dungeon without Protection?
 - We do, the key is on the green lanyard in the drawer in the officer