

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

Date: Aug 9, 2023

Link: <https://meet.google.com/yjv-rnbo-dgj>

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

- President - Mackenzie (she/her/elle)
- VP External - Ryan (he/him/il)
- VP Academic - Markos (he/him/il)
- VP Services - Ethan (he/him/il)
- VP Social - Jason (he/him/il)
- VP Equity - Nyah (she/her/elle)
- VP Philanthropic - Cristie (she/her/elle)

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

- Manager of Translations - Vacant
- VP Internal - Sofia (she/her/elle)
- VP Finance - Disala (he/him)
- Manager of Sponsorship - Devon (he/him/il)
- VP Communications - Felicia (she/her/elle)
- Manager of Social Media - Jayda (she/her/elle)
- Manager of IT - Krisha (she/her/elle) (Joined 6:39)
- Manager of Sports - Mackenzie (She/Her)
- Manager of 101 Week - Laura (she/her/elle) (Joined 6:47)

Land Acknowledgement - Reconnaissance des terres

- As we gather here today on this land in Ottawa, it is important to reflect on the past and honor the traditional caretakers of this significant territory, the Algonquin Anishinaabe people. We acknowledge the rich cultural heritage, teachings, and contributions of the

Algonquin Anishinaabe people, who continue to steward this land with deep respect and connection.

It is also crucial to acknowledge the ongoing process of reconciliation and the commitment to fostering a future built on mutual respect, understanding, and collaboration. As we move forward, we strive to create spaces that are inclusive, equitable, and just.

We express our gratitude to the Algonquin Anishinaabe people for their stewardship of this land and reaffirm our commitment to walking this path of reconciliation together.

Updates - Mises à Jour:

President:

- Met with the engineering reps on UOSU's BoD, and the president of CSSA
- Lots of PM stuff (Might've scored some sponsors for ESS)
- Currently on vacation. I'm doing some work here and there, but will not be accessible from the 18-29 at all

VP Internal:

- Working on my budget - will be done before I leave on vacation on the 19th
- On logistics team for CFES PM - in charge of food. Attended the last OC meeting
- Won't be able to attend scheduled UOSU guide training sessions so please let me know what to do as soon as info is available!

VP External:

- Joined the CFES Advocacy working group
- Went on a lil trip to Belgium to do a course through BEST (Board of European Students in Technology) many a networking was done
- Idea in the works for a CFES & BEST roundtable type discussion to discuss things each group can do towards advocating for better education and what type of things we want to push for
- Also updated the selection committee form (just made a copy of last years and changed the dates).

Manager of Sports:

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VP Finance:

- Attended the first UOSU MRT, the second one is occurring in a few weeks and will go through all the auditing requirements for the upcoming year.
- Worked with Mackenzie and Jason to get cheques written and items paid for 101 week, safety training etc.

- Worked with Devon on Chandos' sponsorship and gave their accounting team info to send us money.
- Worked with Ethan to pay for Jackets and patches.

Manager of Sponsorship:

- Eased up a bit on the email grind and sponsorship hunting last couple weeks, needed to catchup on school, work/co-op, sports, health etc.
- Kian loved the email i sent him that he finally wants to discuss the NBC sponsorship with ESS (our biggest sponsor usually)
- Squeezed in sponsors for the 101-week t-shirts as best as possible considering deadlines
- Prep 101 is a pretty big sponsor this year, with \$1,750 coming in. Sending them an invoice for payment processing. Will direct to IT for sponsor logo for webpage
- **Request:** in the sponsorship discord, could i get a list of events we do where sponsors are involved? It will help me get a feasible idea for sponsorship involvement: especially for those in-line that want to give stuff for raffles etc.

VP Philanthropic:

- Had a shine meeting to confirm everything for shine day
 - Picking up shirts from SSA next week
 - Going to buy pins later this week
 - Figuring out the payment still (other than cash)
 - Attended some Phil RTs (honestly we're ahead of the game)
- Had another meeting for Bug Push Updates
 - Still in the beginning of planning but looking good so far
- PM Planning
 - Leaving for summer meeting tomorrow
 - Finished schedule
 - Got patches and lanyards delivered
 - Sent out registration
 - Reached out to confirm foods/dinners for the conference
- Annissa (charity commissioner) and I met to confirm oncology october
 - Budget finally got approved and moving forward with it
 - Going to start buying teams and stuff after talking with jason about paying for 101 week stuff first



- Planning a Bingo night for the last oncology october event (gauging interest)
- Trying to book a venue of eng ball by end of summer to get ahead but will need a large deposit so it might be better to wait until student levies are in

VP Services:

- JACKETS BABYYYYYY (currently in the SSA office and I will pickup tomorrow)
- Working out the 101 week square stuff with Jason

VP Social:

- See Manager of 101 week notes for notes on Discord, Quotes, Planning on Shine/VideoGames
- 101 Week
 - Met with Cristie/Laura/Anissa for ShineDay
 - Met with Ethan to finalize how we're selling the kits. That first mailout/kits go live Aug 11th
 - Selling kits and then sending emails to those who bought the kits for signing up/waiver. This is so we avoid people signing up but not paying but also because UOSU has not provided those waiver/contract things yet.
 - Met with the Dean and other peeps from the faculty to ask them some questions.
 - TLDR
 - Got contact info for who to contact for building services
 - Purpleing - Allowed at home, not on campus, gotta be safe. Faculty likes the spirit but to get it on campus is actually above their head
 - MessyDay
 - Is ok with alternative things going on as long as they are clearly alternatives and aren't higher or lower in terms of quality and whats actually happening
 - BlackHats
 - Ok so crazy news, the faculty doesn't even care about blackhats really/ If anything they are more concerned with the keepers of the keys. I'll need to talk with Rayne from UOSU but I think Black hats might be able to make a relaunch at 101 week this year.
 - Other

- I asked if the dean would pullup to shine day or our eng talks on sunday and he respectfully declined. Boo.
 - Talked about adding Eng murals in CBY tunnels and such. They were actually already thinking about this so we might be able to help make it happen.
 - Access to the building might be easier this 101 week, it seemed like they understood the need but didn't clearly give the ok for a key. But I think they'll give us a way in for those early early days and few late late nights.
- Almost done getting all the monies from sponsors
- First aid booked and registration link out for those that were interested. See the discord for more
- UOSU guide training out, between aug 19-24 so please verify which date you can make
- ESS guide training aug 31.
- The First Round of Merch came in! Aka the fannypacks, lanyards, and cups.
- Everything else is ordered and on the way to come in before kit building
- Still locking down a food truck and detailed food list but tbd. Also prepping that day by day document for the week
 - Going to show all of you that at our **surprise EXEC 101 week meeting aug 26**. Please come if you can
- Any questions feel free to ask me
- Social Stuff
 - DUSTED
 - finally locked in (in terms of bar and busses) if you havent seen the IG post, its next weekend aug 19th, Barbeimhimer themed, tickets go on sale this friday. I lowkey said in person at CBY but I can't be there on friday anymore so either if there's someone who can or we transition to online purchases only.
 - Year stuff
 - No updated form prior mentioned items
 - Carleton
 - After some talks with some of you, it looks like there isnt the most of room for larger collaborations so just as a final note on them from me. I will invite them to my events where possible, especially winter DUSTED

as that will be a collab, and yea if theres ever any opportunity I'll mention it in the discord but thats about it from me and carlton collabs.

- RSG Updates
 - Everyone is mad at UOSU for being late on stuff. Like super late affect everyone else lateness, hence the freshly dropped UOSU training dates today. ALso the other RSGs want to plan a friday night drinking event but idk how well that will go in predicting numbers. Thoughts?

Manager of 101 Week:

- Discord:
 - The Discord for the guides and the 101ers is done!
 - Added all the channels/roles/rules/anything you can think a Discord server should have.
 - Sending out invites soon to the guides/head guides.
 - In the meantime, if you didn't join already...
 - JOIN THE DISC PLS: <https://discord.gg/Y4WtsQeV>
- Quotes:
 - Dunk Tank/Bouncy Castles should be scheduled for the first day of kit sales.
 - Currently coordinating with Jason the quote form to send out to the respective companies.
- Patch for 101 Week sent to Ethan who will send it out to get patched up!
- Planning:
 - Shine Day:
 - Had our last meeting with Cristie, Jason and Anissa to finalise Shine Day.
 - We have our locations "booked", have an idea on what food we're getting in the morning, and the method of payment we're going for.
 - Ribbon pins will be given out for those who donate.
 - Breakfast & Video Games:
 - Jacob's game plan:
 - Bring his consoles and all the hardware he would need the day before or even before 101 week starts into the ESS office
 - He's bringing his Xbox One, Gamecube, PS4, Nintendo Switch
 - Xbox's games: Halo/ Call of Duty, PS4: Fortnite, Gamecube: Smash Bros melee, Switch: 8 man Smash Bros & Mariokart 8
 - Mentions that if the games are too violent he can swap them out

- Will arrive early to set up, and is asking for us to set up the breakfast in the meantime
- Ideally he would need 4 TVs which is obv not really realistic so he might be bringing his monitors HOWEVER if you guys have any alternatives he's all ears.

VP Equity:

- Still resolving the date for anti-oppression training
 - Received an outline, but I requested more details before deciding.
 - Received those details today
 - Will be sending out a survey to pick a date coming up.
- Worked with Jayda and Felicia to improve equity within outgoing communication
 - Set up an Instagram chat for all sub-associations
 - Sent out email to all sub-association presidents of NSBE, WISE, WIE, EQ, and EWB to form the 2023/2024 Equity Committee
 - Encourage cross-promotion, event partnership and knowledge exchange and social channels.
 - No responses.
- Spoke with Antonia, Engineers Canada and Carleton Engineers to help reaffirm Engiqueers at uOttawa.
 - Received positive feedback from Antonia -> All the login information for all Engiqueer accounts.
 - Received positive feedback from Zahira -> Will be receiving support from Engineers Canada and Carleton Engineers
- Expanding WIE IEEE
 - Working with Manal (WIE Chair) to include more team members
 - Vp-internal
 - Communications officer

VP Communications:

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Manager of Social Media:

- Dusted information has been posted. Reminder post for ticket sales will go up tomorrow.

- Starting to get more questions relating to 101 kits and when/where students could buy them. I am assuming that incoming students will get an email notification but please let me know if that is not the case
- A new instagram group has also been created with all of the ENG associations so posts can be promoted across all groups faster (this was led by Nyah :))

Manager of IT:

- Connected with Software for Love and had first meeting to discuss changes
- Following are some of the changes I proposed. Please add any more changes if you have any ideas:
 - 1. Home Page - change top section to have a gallery of images in background with "Welcome to Engineering Student Society" in bold letters on top
 - 2. Changing the "upcoming and recurring events" page in the Events section to have more information about frosh week and other events. Including photos and information about ways to get involved for those events.
 - 3. Adding a new page to the Resources section as "Academic Resources." This will include a shoutout to our two sponsors "wize prep" and "prep 101" as well as providing some notes/pdfs for first year courses.
 - I can make these or if someone wants to help, we can work on it together.
 - 4. Combining the first part of "Join our team" and "Our team" pages together by adding information about exec elections and manager elections at bottom of our team page
 - 5. Fixing layout of "competitions" page in Events section. I will talk to others to understand if they are all different competitions or are interconnected. I will also get some quotes from students who did these conferences so that they can be added.
 - Go to competitions page in ESS website and ask if they are all related or different.
 - Ask if they know anyone who did the competitions and get a quote about their experience.
 - 6. Making a "Sponsorship" page in About section and having a form so that other businesses/companies can add their details if they are interested in sponsoring
 - 7. Having a drop down button with past school years to show past ESS teams.
 - 8. Changing the ESS scholarship and career page to link different mentorship programs provided by faculty and university.

- General:
 - - removing all old images, adding new ones
 - - removing information about ESS scholarship (it doesn't exist anymore)
 - - changing font and colour scheme.
- They will start on Aug 21
- There is no “fee” but a donation is expected.
- Made the budget for IT. Not sure if I need to make a new one or just add this expense to VP comms

Manager of IT Budget					
			Forecasted Expenses	Forecasted Revenue	Forecasted Net
	Website Redesign	Donation	-\$1,000.00	\$0.00	-\$1,000.00
TOTAL Manager of IT			-\$1,000.00	\$0.00	-\$1,000.00

VP Academic:

- Finalizing budget aiming to have it done around next week
- Met with UOSU Academic Roundtable to discuss upcoming academic changes
- Preparing for various VP Academic events
 - Tracking down speakers and companies for industry/speaker night
 - Getting quotes for venues and food
 - Reaching out to clubs to help find speakers and to ensure that all academic groups feel represented at ESS academic related events
- Still trying to get a hold of the admins from the Faculty
 - Planning on just surprising them at their office (that’s a joke ... maybe)
- Created academic survey for student to be able to provide the faculty point of potential improvements
 - Working on translating it
 - Seeking approval from Dr. Labrosse (but he is still MIA ;-)

Manager of Translations:

- Vacant

Motions

- Increase phil budget cuz i forgot about breakfast stuff

- By \$200
- Passes unanimously

Discussion Items - Éléments de Discussion:

- Having an exec social maybe the 26th? After jasons meeting

Reminders

- Keep me updated on events. I don't want to learn about things from instagram posts...

Meeting adjourned 6:49