

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

**Date:** Oct 19, 2023

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

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

- President - Mackenzie (she/her/elle)
- VP Finance - Disala (he/him) (left at 7:18 pm)
- VP External - Ryan (he/him/il)
- VP Academic - Markos (he/him/il)
- VP Internal - Sofia (she/her/elle)
- VP Services - Ethan (he/him/il)
- VP Equity - Nyah (she/her/elle)
- Manager of Sponsorship - Devon (he/him/il)
- Manager of Sports - Mackenzie (She/Her)
- Manager of Translations - Carolina (she/her/elle)

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

- VP Communications - Felicia (she/her/elle)
- VP Social - Jason (he/him/il)
- VP Philanthropic - Cristie (she/her/elle)
- Manager of Social Media - Jayda (she/her/elle)
- Manager of IT - Krisha (she/her/elle)
- Manager of 101 Week - Laura (she/her/elle)

### **Land Acknowledgement - Reconnaissance des terres**

- Standing on this land, we humbly acknowledge the Indigenous peoples who have been its stewards for countless generations. Here in Ottawa, we pay our respects to the Algonquin Anishnaabeg People, the traditional custodians of this land. Their rich cultural heritage and profound historical contributions have woven the very essence of our community.

We pledge to elevate Indigenous voices and experiences, foster meaningful dialogue, and actively engage in the path of reconciliation within the engineering profession and society at large.

## Updates - Mises à Jour:

### President:

- ITPMetrics went out and have been sent back to you all with your results. Please take the time to look at your results and address any issues that may have come up.
  - Some people did not take the time to complete the survey. I want to reiterate the importance of these surveys and I hope that you all participate in it next semester.
- BOD was held. There's still quite a few vacant positions, but that's normally the case. If you have friends eligible for any unfilled positions, encourage them to come out on November 5.
  - I'd also like to formally welcome Carolina, our new Manager of Translations!!!!
    - At our first meeting, we all gave introductions, and it would be great if you could give yours to welcome you to the team
      - President
      - She/her pronouns
      - Fifth year chemical engineer, environmental engineer
      - I've moved 9 times
- Held an office cleanup. Huge shoutout to Jason, Sofia, and Ryan for coming to help!!!
  - Due to the low turnout, the office isn't perfect. So I'd like to ask that while in your office hours, you take the time to do some cleaning.
- Preparing by-elections. More on this later.
- Other
  - Budget Meeting
  - Office Tours
  - Anti-Oppression Training
  - Booze for Butts
  - PRT

### VP Internal:

- uOEC planning going well, having weekly meetings with my OC. Finalizing the schedule and patch designs this week. We have two teams registered so far!
- Will be ordering printer ink over reading week. Will also make a snack list for you all to add what snacks you want in the office. Budget for entire fall semester is a **hard** \$500 so

please keep it reasonable! Will get them as soon as there is space in the office, so the sooner we make space the sooner we have snacks...

- Helped with office cleanup
- Start thinking about your lists of volunteers to invite to VAP. + VAP list 2023-2024 Any person you feel has helped immensely with your stuff who's not part of ESS (guides that had an exceptional contribution, active BoD members, people helping with your events and mandates, committee members, etc). Limiting invitees to 100 people including us officers so please think carefully about who had exceptional contributions!
- Will coordinate a meeting with subassociation presidents over reading week

#### VP External:

- Quiet couple weeks, ESSCO TC happened, nothing too spicy, there was a removal of chair policy passed and will also be added to the activity agreements likely at FYIC plenary
- Selection committee meeting Saturday to choose CELC delegates, we had 15 applicants, 1 was a masters student so not eligible so really 14
- Emailed UOSU VP Advocacy and engineering vice dean student affairs about the CFES gun control thing, haven't heard from UOSU and the vice dean forwarded it to the dean of eng, haven't heard from him though. It was literally yesterday tho
- While theoretically lashback is illegal in ontario, there is recent history, as in a week ago, of lashback; york got mad at their student union for a statement they made on israel palestine, mostly vague threats though.

#### Manager of Sports:

- Intramurals are up and running for the past few weeks, there is coed basketball, volleyball and soccer.
- Waiting to hear about Carelton and what they are doing for eng hockey
- Apologise for being absent from the last 2 meetings, I got too caught up in school and lacrosse (I play on the school's team) to remember that we had meetings!, and I would always realise that we did after said meetings were over.
- However, not much new has happened in the sports category other than intramurals.

#### VP Finance:

- Got Budget approved at BoD with no changes (sick!)
- Worked on reimbursements (if I missed any, please let me know)
- UOSU got in touch with me to get our bank info for levies, I'll be following up with shortly
- What are we doing for CALE finances, should I make reimbursements or nah?
- Bank Transition & Future Reimbursements
  - Will be resigning as VP Finance for personal reasons :( now that budget is done everything should be set up for successor

## Manager of Sponsorship:

### ➤ NBC

- sent me the wrong sponsorship agreement and took over a month to respond
- Bro actually took over a month to respond, asked for instant reply, and is now out of office. (this has been a 6 month conversation)
- Agreement is **\$4,000** but has the following exclusivity line:

- “Ensure and maintain the exclusivity to National Bank as the **only sponsor from the financial institutions, banking products and services, mutual funds, credit cards, insurance or securities brokerage sectors.** Ensure that no third parties operating in such sectors or offering such products and services will benefit from any visibility during or as part of the Activities and Events.”

- **Do we want exclusivity?** 👉 👉 I.e i can't get other banks to sponsor (none have responded thus far during my sept mailouts)
  - If yes, we get \$4,000 prob by Nov 1st (maybe)
  - If not, I email back and get r-bombed for a month and NBC doesn't give 4k?

### ➤ WizePrep

- Sent agreement today, not monetary, lots of prep brochures and free test prep. lots of MCAT stuff, haven't had time to review, its midterm szn

### ➤ Lactalis

- Really eager to sponsor, is reviewing internally monetary donation and which events they want to take part in as they are looking for recruitment avenues.

### ➤ Thinking about holiday cards... ESS pictures with mall santa lol?

- Midterm season, i'm going to be pretty stacked until after my last midterm Nov 10th, then send another big round of emails. 📧 📧 📧



NBC exclusive sponsor? Probably a good idea, weird if we had another bank sponsoring us.

#### VP Philanthropic:

- Booze for butts happened, didn't finish the keg :( but we tried

#### VP Social:

- I'm sick. So not in meeting.
- Saunders Farm happened.
- With wine and cheese being shifted to nov 25 DUSTED will highly likely be on November 18(or 19 whatever the Saturday is)
- Hoping to finish up with 101 week invoices over reading week, I've had a few angryish emails 😡😡 so fyi our bank account is about to pay out like 15k overall haha (all approved just hadn't paid it out yet)
- Good luck with final midterms before reading week everyone!

#### Manager of 101 Week:

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#### VP Communications:

Hi everyone! I'm so sorry I can't make it to tonight's meeting, I did have a last minute emergency to attend. Overall, I didn't have that many updates, so I will go through them here. Please reach out to me if you have any questions on anything.

- I will be sending a mailout on Monday morning coming out of reading week. As usual, I am including everything from our socials and any additional news that people have requested. Please let me know if there is anything in particular you would like me to include (If you have filled out the insta post form/already have an insta post out, you are already included)
  - If there is anything you want to be included in the mailout that is pressing (Deadline before Nov 1st), message me directly. I am open to sending a mailout tomorrow if needed
- Planning to meet with Comms team soon (possibly over Reading Week) to go over the past few months and discuss how we move forward
- Meeting with Jayda and Nyah for linktree subscription

- Website overhaul is still on pause... meeting with Krishna soon to discuss how we can operate in the meantime

### Manager of Social Media:

- Post for mental health awareness scheduled for tomorrow
- Post for Design committee ready to be posted after translations have been looked over
- Is it possible to add our events on the ESS website? Either as a separate page or as a calendar/ add instagram posts to the website
- Now that we have a full team I want to start working on a reel to introduce the officers again (similar to what was done last year: <https://www.instagram.com/reel/CjGZTWFJh6h/?hl=en> ). If you guys have any suggestions/ tik tok trends you want to try please let me know :)
- Working with Sofia and the rest of the OC for uOEC graphic / merch designs
- Planning to meet with Nyah and Fle to go over link tree subscription over reading week
- From Oct 5 - Oct 18th:



- oct 5th - Booze for BUtts video
- oct 5th - Saunders post
- oct 6th - booze for butts post
- oct 15 - uOec post



- Story reminders about ESS events and repost events from other sub - associations have been happening almost daily
- \* I know some of you guys are already doing this but if you see an ESS story or post please share it and interact with it if you feel comfortable doing so!

#### Manager of IT:

➤

#### Manager of Translations:

- Translated mental health post, have another one to do, will get to it soon
- Fixed some grammar

#### VP Academic:

- Wine (Juice?) and Cheese
  - Still no meaningful update from the Faculty
    - "Gastlight, Gatekeepers, Girlboss" (repeat 3x)
  - Still no access to VEMS
  - They changed the date again, "Finalize" date is November 25. 2023 ( ;-; )
- Industry Night
  - Set for November 10th from 12pm to 4pm at STEM
  - Tracking down professors and companies with fellow sub associations VP academics
  - Planning catering
- Morale Night
  - Had to cancel Beavertails cause no space rental for food truck (@no VEMS ;-;))
  - On hold until we get VEMS login
- Mental Health Panel x Academic Survey
  - Taking in the results from the survey
  - Lead a mental health panel in January to address/implement policies to support student mental health
  - Pending action until monthly meeting with Dr. Labrosse
- Class trip?
  - Working with Drs. Labrosse and Baddour

- Planning for middle of the Winter semester
- Likely mechanical/chemical focus
- Also more than likely done on campus
  - But off campus could be better ....

#### VP Equity:

- Mental Health Panel
  - Working with Markos for early December and late January
- Sub-Association to represent Multidisciplinary Design
  - Represented program of study
    - Elections?
- Working with NSBE
  - Ottawa Black Creatives Hub
    - Free tickets to give away to students?
- Ottawa Therapy Dog visit to Faculty of Engineering
  - Good to go logistically
  - We need to pick 1 or 2 dates between December 8 -21. I would recommend choosing a Monday, Tuesday, or Friday because Wednesday and Thursdays tend to be quite busy for us.
    - 11th or 12th?
  - Also what time of day would suit best? A visit usually lasts for 1 – 1.5 hrs.
    - Noon?
  - I will also need to know how many students you think will participate.
    - ??
  - Do you have a room in mind that you will use?
    - A04 CBY?
- Working with uo.fiertepridecentre
  - Social network for queer clubs on campus (instagram) (Engineering social network has been successful)
- Meeting for survey revision tomorrow
  - Will send out next week for team revision next week
- The Garderie Bernadette Child Care Centre (GBCCC)
  - Meeting with Alyssa Peyton

- Brainstorming raising awareness and mobilising undergraduate students around the issue
- ESS Linktr.ee
  - Meeting with Felicia and Jayda next week
  - How do we pay - Disala?
- Few vacant positions
  - List of vacant positions - I will make an instagram campaign
  - November 5.
- Mental Health posts for EngiQueers and ESS
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#### VP Services:

- Will be sending sports invoices tonight
- IEEE came in clutch and gave us some more patches plus I put up the OSPE ones, take a look online if you care to buy them
- Trying to get GDC set up
- Set up a form for A04, I put everything that comes in into that spreadsheet in the A04 booking discord channel (+ in the exec calendar if I get to it)
- HOPEFULLY FINALLY have time to do merch now
- Still haven't done lockers, maybe during reading week

## Motions

- Kenzie: Motion to select an elections CEO for our by-election.

- Candidate A:

- To whom it may concern,

My name is [redacted name] and I am a fourth year student in the [redacted program] here at uOttawa. I am interested in running as elections CEO for the Engineering Student Society here at uOttawa, as I have been involved in the student associations scene at uOttawa since the April 2021 and have gotten the privilege to work alongside many election CEOs and knowing how they operate and feel like with the ressources and tools that I can bring will help this elections process to be accessible, fair and enjoyable for the students running in the by-elections, as well as those who are voting.

Currently as the president of the [redacted association], I have had first hand experience in helping train and handle the elections process for our student association in these past 2 years. My linguistic profile will also allow me to interact with students and view multiple applications in both French and English, respectively in that order as my first and second language, and also allow for candidates to be able to have a fair elections process. I have experience with Microsoft Office apps, Zoom and ElectionBuddy, which are most likely going to be used during the elections process here at ESS.

Student politics are something I hold close to my heart and I would like to have the experience of helping and running an elections process for like-minded students, as well as serve as a point of reference and guide for anything that the candidates may need further explanation on.

Thank you for taking the time to read and consider my application. I hope to hear back from you all soon.

Merci/Thank You,  
[redacted name]

- Candidate B:

- Hi!

Sorry for my delay in sending this to you. If it's too late and you've already had the meeting, then no worries, and best of luck with the elections!

Here's why I want to be the CEO:

I'm very interested in policy and governmental decision making, so the opportunity to spearhead one of the most crucial processes in the aforementioned area for an RSG is incredibly exciting to me and I'd do my utmost best to be as involved in the process as possible, simply because I'm so eager to learn!

As a member of the finance team, with my role being to keep track of all financial operations, and my priority being to ensure the complete transparency of the RSG's financial operations, I am innately predisposed to maintaining all honesty and integrity in all the actions I take. Having this role, I've proven my organization, responsibility, and time management skills, all of which I know would benefit the position. Having gone through a round of elections myself, I've been able to observe the actions of an Elections CEO from afar, and I've picked up some habits and tricks of the trade, while also having a critical eye as someone on the other side of the process, and can thus I have plenty of ideas on ways to improve. I know what makes or breaks an interaction with an electoral candidate, and how to ensure the process is as smooth as possible for all those involved. I'd love to be involved, but if not, best of luck to everyone!

[End]

Thanks and have an awesome day and reading week!

[redacted name]

- Ryan: Both look qualified, A seems to have more overall experience
- Devon: Agree, B doesn't have many concrete experiences listed
- Votes on motion:
  - Candidate A: 6 votes
  - Candidate B: 0 votes
  - No confidence: 0 votes
  - Abstain: 2 votes
  - Candidate A wins: Victory Kaly, SASA president
- Sofia: Motion to let managers have the office code
  - Managers are also part of our team and should be able to access the office, they should have the option to cover office hours if needed
  - Kenzie: will motion in constitution review to give managers 1.5 office hours so this will be good to get them integrated

- Will further discuss and vote on this at the end after managers leave
- Ryan: slight concern with more people having access to the office, but the pros outweigh the cons.
- Half of exec missing right now so we won't vote on it tonight but will discuss it again.

## Discussion Items - Éléments de Discussion:

- Kenzie: Election rules as an RSG.
  - Do not endorse any candidates in any way.
    - Don't tell people to vote a certain way.
    - Don't follow election instagrams or like election posts.
  - If you're running for a position, you are not allowed to be seen in the office.
    - If you have office hours, someone will need to cover them for you.
  - Promote the election in general.
    - Tell people to go vote, but not for a certain candidate.
- Kenzie: Gonna start keeping track of not only who misses meetings, but misses without informing me that they'll be missing and/or putting their updates in the minutes. Ties into VAP discussion.
- Sofia: about VAP. More than three **unexcused** absences from meetings = rescinded invitation from VAP. Also doing transition, no transition report update = no VAP
- Kenzie: Camp leader. If we forgot someone or you think of someone let us know!
  - Ben
  - Disala
  - Jose
  - Nich
  - Ali

## Reminders

- Sofia: When people come to the office to print, have them print double-sided (all the time) and in black and white (for now) if possible. Try to limit documents printed to 20 pages if possible. I know we're running low on coloured toner but we still have black cartridges left so it's okay there. And I will be ordering coloured toner over reading week
- Please try to take people's office hours if they can't make it! We've been having too many office hours cancellations. Things come up and that's okay but we need to make more efforts to make sure there is someone in the office when there is supposed to be.