

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

Date: May 17, 2023

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

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

- President - Mackenzie (she/her/elle)
- VP External - Ryan (he/him/il)
- VP Communications - Felicia (she/her/elle)
- VP Internal - Sofia (she/her/elle) - left at 6:50 pm
- VP Services - Ethan (he/him/il)
- VP Social - Jason (he/him/il)
- Manager of Social Media - Jayda (she/her/elle)
- Manager of IT - Krisha ()
- Manager of Sponsorship - Devon (he/him/il)
- Manager of Sports - Mackenzie ()
- Manager of 101 Week - Laura (she/her/elle)

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

- VP Finance - Disala (he/him)
- VP Academic - Markos (he/him/il) - joined at 6:55 pm
- VP Philanthropic - Cristie (she/her/elle) - joined at 6:23 pm
- VP Equity - Nyah (she/her/elle)
- Manager of Translations - Vacant

Land Acknowledgement - Reconnaissance des terres

- Done by Mackenzie in lieu of Nyah
- From west coast to east coast to north coast, I acknowledge the ancestral and unceded territories of all the Inuit, Métis and First Nations people that call this land home. Specifically the Algonquin Anishnaabeg People whose presence here in the land we call Ottawa reaches back to time immemorial. Their culture and presence have nurtured and

continue to nurture this land. I am grateful to have the opportunity to be present in this territory.

- I also 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.

Get to Know You

- Mackenzie C.
 - President
 - She/her pronouns
 - Fifth year chemical engineer, environmental engineer
 - I've moved 9 times
- Ryan
 - VP External
 - He/him pronouns
 - Fourth year mechanical engineering
 - I don't know how to add bullet points on google docs
- Disala
 - VP Finance
 - Pronouns: he/him
 - 5th Year Civil Engineering + Computing Tech.
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- Markos
 - Interim VP Academic
 - Pronouns: he/him
 - 3rd year Biomedical Mechanical Engineering
 - I've climbed a mountain
- Félicia
 - VP Communications
 - Pronouns: she/her/elle
 - 3rd year Chemical Engineering and Comp Tech
 - Is in Alberta for the summer
- Sofia
 - VP Internal
 - Pronouns: she/her/elle
 - Fifth year biotechnology (chemical engineering + biochemistry)
 - I have a dual citizenship and speak 3 languages (more or less)
- Ethan
 - VP Services
 - Pronouns: he/him
 - 3rd year Software Engineering

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- Jason
 - VP Hype
 - Pronoun: he/him/il
 - Fifth year mechanical engineering
 - I can do a standing backflip
- Cristie
 - VP Phil
 - Pronouns: she/her/elle
 - Fourth year Civil Engineering w/ specialization in structural
 - I'm allergic to Chicken
- Nyah
 - VP Equity
 - Pronouns: she/her/elle
 - Multidisciplinary Design
- Jayda
 - Manager of social media
 - Pronouns: she/her/elle
 - Fourth year Chemical engineering student
 - Allergic to cats but have one :)
- Krisha
 - Manager of IT
 - Pronouns: she/her
 - Going into second year computer engineering
 - You will learn a lot of weird things that I struggle with (soon enough)
- Devon
 - Manager of Sponsorships
 - Pronouns: he/him/il
 - 3? year Software Engineering (University Transfer)
 - I have been to the Roman Forum / Colosseum
- Mackenzie G.
 - Manager of sports
 - Pronouns: she/her

- 2nd year mechanical engineering
- Is in Nova Scotia right now, no wifi when it rains
- Laura
 - Manager of 101 Week
 - Pronouns: she/her/elle
 - 3rd year Biomedical Mechanical Engineering
 - I am really into cars and analog photography

Updates - Mises à Jour:

President:

- Created team Discord
- Had my transition
- Coordinated appointing someone to the vacant position on UOSU BoD
- Having 1-on-1's with everyone
 - Met with five of you so far
- Got into the PRT (Presidents' Round Table)
 - PRT is Presidents Round Table

VP Internal:

- Accessed my email (did not really have a transition, just given account credentials lol)
Will reach out to AJ/Mackenzie if ever stuck on something
- Meeting with Mackenzie for 1-on-1 next week
- Secured 3 couches for couch carry with Cristie!
- Was with Mackenzie when a candidate for vacant UOSU BoD position met with her
- Went to the office to survey what's going on in there, went through some boxes. Will try to find some time soon to check out the dungeon
- Will be contacting sub-associations soon to introduce myself and possibly schedule a quick debrief

VP External:

- Did transition with Leila
- Booked flights for ESSCO PM, \$1953.76

- Had to find a 4th person last minute for the conference to avoid late fees as we already pre-registered 4 people but one person didn't fill the registration form and wasn't responding. Got a 1 day extension and asked the ESS discord but nobody responded so I called people I knew in engineering who I thought would be a good fit. Natalia who is the incoming EWB co-pres will be joining PM
-

Manager of Sports:

- Met with Yasen (the former manager of sports) to discuss the responsibilities of the role
- Got logged into the sports google account and was able to access all of the files that i might use
- Changed the signatures on the account to my own

VP Finance:

- Met with Mackenzie for our 1-on-1
- Had my transitioning with Zahra
- Got Access to Emails & Logbook
- Getting the cheque book when I'm back from vacation
- Working on access to the bank account (NBC is being annoying to work with)
- Opened the safe (on the first try lol) to get the Non-Profit #
- Working with Cristie and her team on CALE 2024 Finances

Manager of Sponsorship:

- Met with Abbey for transitioning
 - Organized the Sponsorshop Google drive for this years groundwork for sponsorship
 - Got logged into accounts, need to review many emails and set up security/2FA
 - Wizeprep has contacted me for collaboration
 - Wizeprep is a tutoring program similar to prep 101
 - Working on reviewing sponsorship roadmap and packages/funding requests prior to forming a deal with Wizeprep
 - Meeting with Jason later this week when schedules match up
- Krishna: If we take Wizeprep sponsorship do we cancel ties with Prep 101?
- Mackenzie: No, if they both want to sponsor us we can take both
- Krishna: I think prep 101 helped me more

Mackenzie: If prep 101 wanted us to cut ties with wizeprep we would, we've been with prep longer

VP Philanthropic:

- Had my transition meeting with bowen
- Started contacting venues for eng ball
- Started my budget and preliminary costs for bug push if we go
- Met w/ mackenzie and Disala to get non-profit number (yay we don't have to use uosu's anymore!)

VP Services:

- Had my transition with Ben (and Izzy :))
- Counted merch inventory and fulfilled a few orders
- Updated pickup times for sales (I'm in the office Tuesdays and Fridays 10-11am)
- Will be emailing our supplier soon and ordering officer jackets sometime soon

VP Social:

- Had transition with previous Social.
- Had 1 on 1s with Laura, the amazing manager of 101 week this year, and Mackenzie, our Pres.
- Had the first SRT - Social Round Table
 - Gonna talk about a few things since its 101week but I'll probably only mention it moving forward if its important.
 - Committees and small groups
 - Little UOSU rant (in a good way)
 - Introducing event committees for 101 week events
 - Collabs with other RSGs
- Starting to generate ideas for the overall year but the main priority is 101 week.
- Started planning da Week with Laura.
 - Had conversations with suppliers, going to finalize artwork and get sponsors to try and order by early June
 - If you have any ideas on fun things to add to kits LMK!
 - Current "theme" is _____ Space Jam vibes

- Going to try and give execs the lead on some events. Think VP Phil leads shine type of vibes. For ex a straightforward one would be VP Service leading a patch sewing night
- Went through old kit contents and dungeon and did inventory of stuff we could use for this year. Prob doing a “Head Guide” kit.
- Carleton. We might have a rivalry but can't we all just get along. Possible collabs

Manager of 101 Week:

- Met with Jason for transition
- Sent out the 101 week guide applications; did the bilingual post and sent it out to Jayda for posting
- Had meetings with Jason, amazing VP social, to create an end of May/beginning of June checklist which includes:
 - Theme
 - Sponsors
 - Art/patches/T-shirt
- Had the first one-on-one meeting with Jason and Mackenzie
 - Rundown on what is expected for 101 week
 - General idea of what we want to do for sponsors and activities

VP Equity:

➤

VP Communications:

- Completed my transition with both Kaitlyn and Liam
- Accessed my email
- Brainstormed ideas for the handbook art/ any new initiatives - will try to match handbook art with 101 week theme
- Composed an email to be sent to our supplier for 101 week handbooks
 - Scheduled a meeting with Katrina to plan out some more help sheets in the handbook - thinking of adding linear algebra and chemistry help sheets
- Met with both Manager of Social Media and Manager of IT

Manager of Social Media:

- Had my transition (all passwords have been passed over// Canva has stayed the same)
- Met with VP comms to coordinate for the year
- Had 1 on 1 with Mackenzie
- First post was earlier last week!
- EEF asked for a story to be posted - this was posted on Tuesday but a proper post is being planned for later this week
- Cleaning up the social google drive
- Updated post request form - put TBA or a timeframe for date if unsure of specific date when submitting form
- Someone asked if there were extra agendas from the 2017-2018 year
 - Mackenzie: managed to find every handbook since 2006 except for that one year :(

Manager of IT:

- Completed the transition with Ethan
- Changed the names on the “meet your team” page on the ESS website
- Planning on removing the office hours image
- Made a list of possible changes to the website
- Initiatives on school page for classes - only calc 1 is up, can we add more classes?
 - Felicia: working on linear algebra + chemistry for the website as well as the handbook
 - ESS scholarships? Mackenzie can speak more on that (on quick bathroom break) Mackenzie has no clue, Julian didn't do them and didn't mention in transition, will reach out to Chloe for more info

Manager of Translations:

- Vacant

Jason secured orange for our guide shirts! Almost got it stolen but thankfully Jason secured it

Don't let 101ers wear 101 week sweaters...

VP Academic:

- I have my 1-on-1 meeting with Mackenzie booked
- I had my transition with Anna
- Got access to emails and past work/contracts
- Developing plan for the upcoming school year
 - BiPOC in Engineering academic events
- Faculty needs to be beterrrrrrrrrrrrrrr

Motions

- Motion to appoint a member of the Faculty of Engineering to the vacant position on UOSU's BoD according to the applications in the following document:
https://docs.google.com/document/d/1AATw4_BAqVEVLycvcTDMnYf7A8UYosmFn6P7Bjbh-kI/edit?usp=sharing
 - Motioned by Mackenzie
 - Seconded by Sofia
 - Application A wins. Congratulations to Mustafa Sarikaya!
 - A - 6
 - B - 0
 - C - 0
 - D - 0
 - E - 0
 - F - 0
 - Abstentions - 5
 - No Confidence - 0
- Motion to add a budget line of \$100 for basic medicine to bring to conferences.
 - Motioned by Ryan
 - Seconded by Mackenzie
 - Yes - 10
 - No - 0
 - Abstain - 0

- Oftentimes at conferences, the OC can't respond to every little thing. Just a little bag for small stuff to support our team
- Motion for Fees for ESSCO PM
 - Booked Flights 1953.76
 - Food allowance 200
 - Bus to/from airport 100
 - Gas money for Ryan 50
 - Conference Fees 600
 - Total: 2903.76
 - Motioned by Ryan
 - Seconded by Mackenzie
 - Yes - 9
 - No - 0
 - Abstain - 1

Discussion Items - Éléments de Discussion:

- Mackenzie: How to do a motion. (before motions table)
 - If anything needs to be discussed that needs a vote, it's a motion. Type it in motions, everything else can be typed by Sofia/Mackenzie. Budget proposals/motions that can't wait til next meeting can be done in #votes on discord with the /poll command. Make sure to add abstain as an option. Budget related things need to be done by us since there's no BoD in summer. These will be ratified by BoD in the fall.
- Mackenzie: Future meeting dates, problem with PRTs.
 - Sorry Krisha...
 - Rayne announced PRTs, wednesday meeting biweekly yikes, are we good to offset which wednesday we have meetings on?
 - Varia: Yes
- Mackenzie: Retreat
 - Mackenzie: August still TBD but these are for june and july
 - Mack: Mackenzie G is out of province until mid august :(
 - Felicia: Same thing for Felicia :(
 - Jayda: Is retreat all three days?

- Mackenzie: Leave day 1 afternoon and then day 3 lunch time. Debatable though
- Possible dates are
 - June 2-4 - 5
 - June 9-11 - 5
 - July 7-9 - 4
 - Abstentions -
- Mackenzie: 5 is not really enough to warrant locking down. Date tbd.
- Mackenzie: We have two Mackenzies...
 - I (Mackenzie Conrad) usually go by Kenzie
 - I (Mackenzie Gillis) usually go by Mack
 - So let's do that for names to avoid confusion.
- Ryan: UOSU-RBC feud, where do we stand
 - Ryan: UOSU is calling on us (ESS) to join in on the non-RBC situation. How do we want to proceed as a RSG
 - Kenzie: UOSU never reached out to us (ESS) about joining in the first place.
 - Kenzie: We're sponsored by NBC and bank with NBC so no issues from ESS perspective.
 - Ryan: Just a little penny for your thoughts but we can circle back at our next meeting.
- Jason: Office tidiness. Not at VP Internal, at everyone.
 - Just general lets keep the office clean once it is b
- Felicia : appearance of ESS
 - Felicia: In the past years the appearance of ESS in the past has been more professional than fun and like chill. So even the intros and handbooks being more fun compared to a more serious take.
 - Kenzie: Time and place, some areas should be professional and some should be fun. For example the website should be more professional
 - Felicia: Good points, website and very public things maybe more professional, but maybe things like our ig or handbooks could be more goofy.
 - Ryan: Ig takeovers during conferences to show a more in real time view of the conference. Could drive up engagement.
 - Jayda: ^^^Great idea. Shows how fun the conference can be! Ig should be our more approachable platform, showing off the fun side of things. But yea making sure we're keeping it professional in the right areas.
 - Kenzie: Pics of events after the event to show it off?!

- Jason: Podcast Gear??? We SHOULD be using that.
- Felicia: Video formats of the mailouts in a less serious way? Think spiderman news reports from the students
- Seems like a lot of work though for one or two people so maybe if we get more people on it
- Ethan: IEEE did exec shitposts last year.
- Jason heavily agrees with being more goofy when appropriate.
- Moving Eng Ball to January? Bug Push
 - Cristie: Eng ball has been seen as a bit of an end of year gala compared to being a charity ball (which is what it is). So move Eng ball to January to distance the idea of end of year ball, also its cheaper in January. We can also then go to Bug Push which is a charity event at TMU that does really well and could be fun to be there and support the cause as well.
 - Cristie: Previous years Eng ball has lost money, we can't donate student money either.
 - Cristie: Move it away from March since it's sooo busy in March, midterm szn, other galas, other end of year events. Looking like March Madness out here.
 - Eng Ball Focus
 - Kenzie: Some people want to keep it in March, might lose the numbers if it's moved which would cancel out the cheaper costs.
 - Cristie: March is a hectic time, some first year students didn't go because they were stressed with all their classes.
 - Markos: Also most students at this point don't even have that background knowledge of it always being in march
 - Cristie: Back to the March Madness, a lot of big events in march
 - Ryan: Best way to approach this could be something that actually gauges the thoughts of the general student population.
 - Kenzie: BOD?
 - Ryan: Even BOD is only 30-50 students. Ig polls don't do the best but something that can reach others. Some people associate Eng Ball with end of year event so it might throw them off if they don't even know about the possible change
 - Cristie: Planning needs this to be confirmed in sept? So we would need to decide over the summer?

- Yes booking venue needs to be done earlier rather than later, the best way to do this would be student input. At Least something to reach other students needed.
- Markos: For sure we need to ask others. Pandemic peeps don't even know the backstory of these events so some might ask "why does it even matter" so they won't care too much
- Cristie: Backstory: Competing with a lot of other events in March (Almost every other RSG has some type of end of year event in march), pivoting to more of a Charity ball in January then an end of year event in March since overall this is a charity event.
- Kenzie: Vote?
- Ryan: We should ask other students.
- Cristie: Vote will be just officer opinions atm, not setting anything in stone but we will ask other students and the charity committee.
- Officer Vote on changing Eng Ball date to January instead of March
 - In favour - 8
 - Opposed - 3
 - Abstain - 2
- Meeting length
 - Kenzie: I swear it's not usually this long. Last thing. PM in Ottawa situation?
 - Kenzie: Should we sponsor the event? Thoughts
 - Cristie: Money struggles are tough but Alae has not made enough opportunities for students to warrant the amount he's asking for. We should have a base amount of money we give for hosting these conferences at our school but anything further should require a proper proposal similar to EFF. ~2000
 - Kenzie: We kind of supported the initial bid so we should give something
 - Ryan: Against talking about this not during BOD but we kind of need to. Hard decision, but we shouldn't leave him out to dry.
 - Kenzie: A lot of abstains during BOD, unsure of exact reasons but many seemed to be leaning towards ESS officers meeting having a meeting about it
 - Kenzie: After talking about it with Alae we could do an emergency BOD meeting, so people from the most recent BOD as they're technically still on BOD.

- Cristie: What would we want from the emergency BOD? Like what reasoning are we telling people to tune in for a BOD
- Cristie: As ESS should we motion for it since we should be supporting him.
- Kenzie: Motion it and then ratify it at BOD?
- Ryan: Would feel a lot more comfortable with BOD approval.
- Kenzie: What do we need to see from Alae to approve of this?
- Devon: Previous proposal at BOD it was unclear how students would benefit from this?
- Kenzie: Career fair would be said benefit that would be open to all students.
- Devon: Seems weird to have a career fair here for a conference that ends up taking place elsewhere
- Kenzie: True, but we should support a little so what might we want in return for basic support.
- Devon: Career fair seems tricky to get going for a conference elsewhere
- Ryan: People are landing in YOW and hanging around on campus for a day and then heading out. So a portion of the conference is here.
- Cristie: Overall the conference as a whole isn't in Ottawa so it doesn't really do anything for students so we shouldn't give more money than minimum.
- Ryan: If PM bombs then it makes us look bad as well as our students and school. A lot of big figures will have their eyes on the conference so that's something to think about. Not as much how much can we strive to win but how much can we lose.
- Cristie: Fair point but for the conference to be in 3 months and still looking for 10K... Its not fair to ask UO students to cover it just b/c sponsors were not found in time. Even if it might make us look bad.
- Devon: Alternative to career fair? A big part of the sponsors that are confirmed is the career fair. Alternate venue? CRX is the most expensive place to book so yea maybe changing venues?
- Devon: Alae is not here so maybe we ask him to switch it up or look at other options to lower costs before proceeding.

- Kenzie: Set in stone amount we give to all conferences hosted at uOttawa could be a solid starting point. Vote to determine how much that should be?
- Ryan: Should that be discussed at BOD
- Kenzie: Anything we vote on for these matters will be ratified at BOD. PSA ratifying things at BOD doesn't mean they either accept the motion or not and nothing changes but if they don't accept it we would have to change said motion.
- Kenzie: Vote for base amount is a general idea so we can come to BOD for approval of the idea/thoughts
- Ryan: As long as BOD isn't them feeling pressured to just go along with it
- Kenzie: No pressure, (maybe for the PM situation) but usually it's so we come prepared with what we have come up.
- Kenzie: Vote on fully against having a base amount for any conference held at uOttawa.
 - Unanimous no
- Kenzie: Vote for basic amounts, thoughts on 1000, 2500, 5000, 10000. Large range but just to have options.
 - Cristie: Vote on range first? 1-2k, 2-3k, 3-5k ? So vote on the range and then solidify the exact number from that range.
 - Kenzie: Cool
- Cristie: Vote on Range
 - 1-2K - 3
 - 2-3k - 8
 - 3-5k - 0
 - Abstain - 0
- Kenzie: Vote on amounts within that range, 2000, 2500, 3000.
 - 2000 - 5
 - 2500 - 4
 - 3000 - 0
 - Abstain - 0
- Kenzie: So we are going to propose a base of 2000 of everytime UO holding a conference. So for this year a base amount would be given to CFES PM and ESSCO CALE.
- Kenzie: Anything else?

- Cristie: Lowkey bug push but let's just push it to next time.

Reminders

- Mackenzie: Update your email names, signatures, etc.
- Mackenzie: Share with me your folders for the year.
- Mackenzie: If you ever need to ask questions, bounce ideas off someone, or just rant, I am here for you <3. Reach out and we'll schedule a 1-on-1.

Kenzie: Meeting adjourned. Peace out.