

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

June 16th at 6PM EDT

Link / Lien: <https://us06web.zoom.us/j/87474679398>

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)
- 101 Week - Ben (he/him/il)
- Social Media - Lilly (she/her/elle)
- Equity - Toni (she/her/elle)
- Sponsorship - Maya (she/they/elle/iel)
- VP External - Kayla (she/her/elle) - Arrived at 6:30

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

- Sports - Adam (he/him/il)
- Translations - Ayan (she/her/elle)

Land Acknowledgement - Reconnaissance des terres

Updates - Mises à Jour:

President:

- Happy Pride Month lovelies <3
- ESSCO PM happened!
 - Lots of good discussion, lots of engineering culture rebranding talks
 - Idea to spend money: reimburse students for certifications (X University does this)
 - I complained about the ESSCO VP Services, if you want to read my letter that I sent them, let me know
 - Otherwise most of it went really smoothly, thanks to my great team!
- PRT:
 - Nothing important tbh, talks about frosh vs frost but I'll let Anjie speak on that
 - They were trying to see if we could all start our 101 weeks the same day and/or finish the same day as well but like that likely won't work
 - I asked Tim for the student lists for Winter 2021, Summer/Spring and Fall 2021 as well
- I got a photoshoot with Izzy on thursday for merch pics hihi
- I got pricing info for the 4 seasons of reconciliation course, we'll discuss that
- We didn't pay Carleton back last year for the OEC 2020 bus (the one that crashed lol) but Nich is taking care of that now, uOttawa <3 Carleton
- Faculty welcome day is Sept 2nd
 - Held online on easy virtual fair
 - I confirmed that ESS would be participating, we just gotta figure out what we want to do!
- I love yall, 10/10 team

VP External: (will try to join late!)

- Attended PM hosted by a wonderful OC
 - They choose one of our working groups (online coop)!
 - Learned much & had a great time
- Carleton VP Academic organised an engineering competition for local high schools this past NEM
 - Would like to work with them next year if they choose to do it again
 - Talking to Carleton VPX Davis
 - Not sure if outreach falls under me or if Jose?? or Julian?? would "take this on" but a great opportunity for positive outreach

Manager of Sports: (Can't make it, sorry)

No Updates, but can I host in person events mid october, closer to the end of october?

Answer: **Maybe :')**

VP Finance:

- Bank account:
 - Chloe, Anjie, and myself now have access to our bank account. We can do e-transfer reimbursements (with a \$1.50 charge per transaction) or cheque reimbursements for those who prefer that (and are in Ottawa)
- NiCollections:
 - So I've been acting as a collection's agent recently for last year's exec Jackets. We've collected 4 out of 5 reimbursements. The last reimbursement is pending the former exec actually receiving their jacket.
- Facebook Poll: Exec Jacket Subsidy
 - The result of the poll was 8 for 50% and 7 for 25% subsidization. As we've previously done with the SFL contract I'll also ask that we vote to ratify this result in our meeting minutes.
- Services budget
 - <https://docs.google.com/spreadsheets/d/1cM76kwM5wNjjiQ27B1fOwUbkb8D6bNtdmEPPAnspYWY/edit#gid=718090286> (live budget)
 - Izzy has shared and discussed her Services budget. It is now (at least before this meeting) accessible in the "live" budget in our shared drive.
- Academic budget
 - Meeting with José (VP academic) on the 23rd of June
- Getting people payed
 - CFES ☒, ESSCO ☒, Sub-associations (late on winter 2021 levies), Carleton OEC 2020 bus cost (pending details from Carleton)

Manager of Sponsorship:

- Talked to Nich about NBC updates.
- Still hasn't done her LinkedIn
- Had a talk with my brother and he brought up some points but can be written in a text format in the discord

VP Academic:

- Open Letter : letter to be published beginning of august, article and website to follow (pending y'all's approval)
 - [Open Letter](#)
- Eng values: Its like the core values guide doc we want to put on the website
 - <https://docs.google.com/document/d/1BPh7ZafhXmgAoJcM5enxhGJ4xtZXkqb7kXPGpRDZOoc/edit?usp=sharing>
- Once we publish the letter and values, we'll get a really cool article in the fulcrum and maybe Le Droit
- New initiatives for the vision document
- Budget is done, budget meeting next week.
 - Included in budget is certification sponsorships

VP Philanthropic:

- Bottle drive raising money for Red Cross is happening at the end of August
 - Possible Collab with UOSU and/or UOMSA if we expand to non-alcoholic containers too (only refundable in Quebec)
 - Had a meeting with UOSU to use their office as drop-off point. Will hopefully expand scope of bottle drive
- Charity Committee is being formed
 - Deadline for applications is next Friday
 - Let me know if you'd like to help plan Eng Ball!
 - Get all your friends/acquaintances/neighbours to apply!
- Patio Trivia for Odawa Native Friendship Centre
 - Know someone who's volunteered with and fundraised for ONFC before, they're a good organization
 - At No Forks Given (FKA Maiz)
 - Wednesday, July 7, 7-9pm (Raindate is July 8)
 - Will setup online store for tickets, then hopefully donate before end of June (charity lottery)
 - Vote to donate by june 30th and Julian would pay the difference
 - 83% yes, 8% no, 8% idk
- Need to start planning Eng Ball soon. First thing is getting a venue. Likely Lago on Dow's Lake
- Shine planning is slow

- Izzy offered to design a charity patch for CF

VP Communications:

- Handbook almost done - Just need to finish translating the exec profiles
- Exec Introductions are continuing, Lilly is doing a great job with those
- Made graphic and posted for bottle drive
 - Sent to subassociations and they shared as well! Lots of other people sharing makes me happy
- Charity committee was shared and I will post reminders - Had a great convo with an incoming first year to answer some questions
- Had a meeting with Anjie about 101 Week publicity
 - Sharing first year group this week
- Next meeting with SFL on Friday
- Need to look into changing the date for the mailout
 - Julian pointed out that many other emails are done on Mondays so would like to do ours on different days
 - Mailout upcoming, been super busy with work this week but we have a good amount of stuff to include now and need to get it out soon so people have notice for charity committee and stuff

Manager of Social Media:

- No updates :)

Manager of Translations:

- Done translating Prez letter for handbook
- Currently working on translating all merch that will be posted on the ESS store

Manager of IT:

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VP Internal:

- EQ stuff with Toni, wrote in first part of constitution!!!
- Sub-association group chat communication

VP Services:

- Had a meeting with Nich for the Services budget this year
 - Focused on bringing in new items and pushing out very old product
- Contacted Ayan to help with translating text for the ESS Store and started a document
 - Currently working on writing product descriptions
- ESS Store will reopen on July 10th and will be working with Comms Team to get photos and important information out to them in advance
 - Will also be looking at adding size charts to the shop
- Shop photos will finally be taken this week - if you didn't get a chance to fill out the When2Meet, I should be in the office with the camera most days this week and next week (except for Fridays) so shoot me a message
- Working on the Summer Shirt collection in the upcoming weekends
 - The products are now with me so don't be alarmed by the empty shelf in the ESS Office
- Fusion Apparel has gone MIA in terms of our exec jackets but Topline Enterprises is currently searching for a supplier for anorak jackets and John is very happy to be working with us again :)
 - Size quantities are constantly changing so see the Discord for our options
 - Currently looking like \$80 per jacket
- Currently collaborating with Julian to design the new Shinerama Patches and SSA just gave me the source file for the logo on the newest uOttawa Shine t-shirts

VP Social:

- Finance
 - Had some trouble getting into the finance account to sign but we're all good!
- SRT
 - UOSU sent out a poll to RSGSs to gauge interest in 101Week and Frost
 - Majority voted: a week-long 101week, and a week long Frost
 - Some concerns voiced is zoom fatigue over a week-long virtual or hybrid 101week
 - Brainstorming ways to combat the zoom fatigue
 - UOSU will likely have some events for both
 - Proposed a draft calendar of their events:
 - UOSU vs. Carleton Trivia Night
 - Drag Show

- Present to Consent
 - Take Back The Night
 - Potential Food Truck
- 101Week “kits: for the fall
 - I would like to propose that each student who signs up for 101Week gets a card from the ESS, signed off by all of us, welcoming them to first year engineering and to the ESS
 - Would be mailed to each student
 - Patches obvi
 - Also mailing out handbooks
- Chatted with Nursing for Collabs
 - Thursday night of 101Week is Nursineering
 - Part 1 101Week, Part 2 Frost for first and second years
 - Part 1 and Part 2 semester events for everyone
 - Maybe Valentine’s Day bar crawl on February 10th
 - Considering a “Nursineering patch” if someone attended both part 1 and part 2 of “Nursineering”
- Julian I promise I will reach out to you to help with Shine soon
- 101Week Time-Line Proposal
 - July 5th
 - 101 Week Schedule Finalization/Completion
 - Ordering of 101 Week Merchandise
 - 101Week Guide Applications Open
 - Guide Applications would have a note like *Stay tune for call for FrostWeek Guides
 - July 19th
 - Guide Applications Due
 - Tentative Budget Submission
 - July 23rd
 - Selection of Guides
 - Emailing All Applications
 - 101Week Schedule but pretty
 - July 30th
 - Deadline for applicants to accept their position as a guide
 - Obtaining contact info of guides (ie. creating discord)

- August 2nd
 - 101Week Officially Being Advertised for People to Register
 - Reason for early is so we can mail things to them
 - Met with Kaleigh to also chat about promo dates for guide applications and 101week registrations
 - QUESTION! Do we put sponsors on the back of our 101 shirts?

Manager of 101 Week:

- Logo Edits Proposal for 101Week
- Bucket Hat Proposal to mail to 101ers who sign up for 101Week
 - Orange with “ERTW - IDLM” for 101ers
 - White for Execs and Guides?

Equity:

- Plan is to have a set date for antiO training by august for mid-end September, i'll keep you all updated on that
- I've been in the process of making an accessibility form for events, one that is open 24/7 and only replaced once a year, my plan is to keep it for all events so if we are told once that someone needs CCs for online events, we have them for all events for the rest of the school year. I was taking my time on it but now that events are starting to happen ill rush it and get it to comms.
- Been doing more EQ stuff with Sally :)

Discussion Items - Éléments de Discussion:

Yearly goals:

- Make ESS more inclusive and accessible (IRC & Equity)
- Make it a lil less sketchy & better reputation + strengthen faculty relation
- Have healthy sub-association relations
- Have our activities be reflective of the ESS we're tryna achieve
- Changing the vibe of the events: less drinking centered to be more accessible and inclusive and boost participation
- "Culture-committee" ? other schools don't accomplish our overall goal and creates exclusivity -- passes the blame, doesn't solve the problem
- Feedback form - free bagel draw for a year

IRC (Incidence Response Committee):

- Implemented at several schools, plus ESSCO + CFES
 - Confidential form available during events, chair (vp equity) + 2 other members, could possibly get equity committee or sub-association members, take input from the person who filled the form + who the form concerned, 1st time is warning, 2nd time is ban
- Similar to a policy in the constitution (11.3.2.a) that needs to be ratified in the first BOD of the year (outdated)
- Different responses to different offences as offences vary in severity
- Both the new policy and IRC could be implemented as IRC is event specific and very important for Frosh
- Prepare a document outlining the IRC and its difference from policy 11.3 to resolve confusion
- Equity committee makes things inclusive, accessible, and shouldn't have incidence resolving responsibilities

Welcome Day with the faculty:

- Chloe met with Josee, talked about faculty virtual welcome day (Thursday September 2nd -- afternoon), they've invited all the clubs + their sub associations to have their own booths/pre-recorded video/zoom call, we can decide on what we feel like doing - possibility for in-person stuff

- If you have idea on what we can do let chloe know

4 Seasons of Reconciliation training course:

- <https://www.reconciliationeducation.ca/>
- 6-15 hr over the course of a month - very informative course, very real and important stuff to know and learn
- Offering this course to either all execs or officers, sort of expensive (\$80 per person)
- Option to subsidize the training, send in a rep that can make their own seminar from different resources making sure to touch on all the topics
- Make a poll to see what people would like regarding the training

Ratification of Exec Jacket Subsidy poll (result: 50% subsidy):

- Motion by Nick to ratify the facebook group poll on exec jacket subsidy
 - Motion seconded by Chloe
 - For: 11, Against: 1, Abstains: 0 -- Motion Passes

Locks:

- <https://www.taylorsecurity.com/master-lock-1525-colored-dials/>
- Nich wants to buy locks for our lockers, wanted to spend \$15000, Chloe found cheaper locks for like ~\$3k, these locks are to go on every single locker that we have so that people don't steal unregistered lockers or use them to dispose variable objects
 - Lockers have a master key and combinations, wouldn't have to cut the locks, just have to switch and shuffle those ones that were used
 - Motion to table to next meeting by Chloe, seconded by Maya
 - For: 11, against: 0, abstains: 0 -- motion passes

101Week Things

- Orange bucket hats for 101ers, white for execs, just over \$1500 for 75 orange and 25 white before shipping expenses
- First come first serve, expenses covered by ESS
- Frost is running for January, idea to run an in-person event for reading week october???
- Postcard of ESS for 101 week
- Mock 101 week schedules, with how options could be made hybrid (blue is UOSO)
- Need to start making Frost merch now as it takes time to order
- Instead of buying UOSO kits, buy more ESS-sustainable merchandise, they would still cost the same but with more useful stuff (mittens, beanies, reusable straws, etc...)

- Kaleigh needs to get back on whether or not our current sponsors (advertisers) require us to print them on the back of shirts and sweatshirts (only website and mailouts)
- Maya offered up a local business she has connection to that can give us discount on print

Engineering culture rebrand:

- Rebranding toxic static eng culture that has been sitting stale without change
- Publish open letter by Jose to instagram, values to website (beginning of august)
- Talk about the plan to rebrand eng culture, change for the better
- Good PR, very legit, include all the progressive cool things we're doing
- Let's reset our values and redefine what engineering culture should be like
- A fulcrum article is to be published
- SFL About Us section -- bring up putting up the "values" there

Varia:

Meeting Adjourned (all for) (Wednesday June 30)

Discussion for locks tabled for next meeting