

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

Date: August 10th, 2021 @ 6PM EDT

Link: <https://us06web.zoom.us/j/89075215706>

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)
- Sponsorship - Maya (she/they/elle/iel)
- Translations - Ayan (she/her/elle)
- 101 Week - Ben (he/him/il)
- IT - Justin (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)
- Sports - Adam (he/him/il)
- IT - Justin (he/him/il) (joined @ 6:30)

Land Acknowledgement - Reconnaissance des terres

Updates - Mises à Jour:

President:

- Anjie and I are meeting with the dean on Thursday to talk about Frosh and possibly get moneys from them
- PRT on August 8th:
 - UOSU kits and events are so chaotic
 - ESS will not be buying UOSU kits, but students can purchase them independently
- Anjie and I had a meeting with Carleton about hosting an event with them!!!!
 - It would likely be Sept 18th, or the 19th if it rains
 - It's called EngBowl, it's basically sports outside so we'd bring like a soccer ball, volleyball, maybe spike ball and we'd only be spending money on Gatorade
 - Inquiring about having a virtual segment as well through ESSCO's E-sports commissioner, Ben please <3 please we love you
- VP Equity By-Elections
 - Proposed timeline:
 - Nomination period: September 8th to 13th, so the candidate meeting would be September 14th
 - Campaigning period: September 15th to 22nd
 - Voting period: September 23rd and 24th
 - Restrictions in constitution:
 - The campaign period shall last for at least seven (7) business days, including polling days.
 - All By-Elections shall be held between September 15 and March 30 within a period of 20 business days after an executive position becomes vacant.
 - Ryan Fleck's system is awesome, I'm setting money aside in my budget to pay him for his time
 - We will need a Chief Electoral Officer!!!!
 - Someone who isn't in engineering and who ideally knows how things work a bit, but I'd like to not have Patricia this year (I love Patricia but people complained last time about it being her again)
- President budget and overall budgets looking good, I had a meeting with Nich to look over everything



- Nich and I agreed to dedicate 10 lockers (94-104 in the like shipping and receiving hallway, in CBY like in the hallway next to the entrance on the street side)
 - This allows us to use them as storage basically, so we'll be using them especially while we try to clean out the dungeon a little bit

VP External:

- Attended CFES VPX Bootcamp (thanks Chloe!) & feel much smarter
- Budget will be completed by August 28
 - Includes online conferences fall semester (maybe FYIC in person?) & in person conferences for winter
 - Message me Nich!
- Selection committee application form created & sent to comms team, will be posted and applications open for a week
- Selections for PEO-SC will start ASAP
- Will be MIA most of August due to personal matters but please reach out if you need anything!

Manager of Sports:

➤

VP Finance:

- Big numbers since July 12th (our last meeting):

2020 ball venue refund cheque	Mess Levies	Exec Jackets	SFL	Ally Squared	Net square deposits since July 12th (part of which will go to refund Julian's donation to Odawa)
+13313.30	-2490.76	-1356.00	-720	-700	+534.32

- MESS money given, ChESS money given, CSCE money given (late winter + summer)
- IEEE..., the Treasurer does not have access to the bank account
- Internal and External will be the final two to meet before completing our live budget. I'll be sending a reminder soon so we can have everything submitted by/before 101 week.



- Following 101 week we'll have the opportunity to discuss and debate the budget as a whole at our Exec meeting before the first BoD meeting.
- 30k in GIC is renewed automatically until we want to take it out
- \$3017.00 cheque sent back to CU because of a date error, mysterious \$680 cheque from uOttawa bounced
- Let's discuss \$0 lockers
- With \$0 lockers, I won't push to buy more locks

Manager of Sponsorship:

- Been asked to figure things out for NBC for 101 week (still haven't done I am killing myself with overtime at work and just haven't been able to do much of anything i promise i will get on it this week :))
- Jewish Holidays (not sponsorship but resident jew)

VP Academic:

- UOSU roundtables are twice a month.
- Successfully made IEEE the proxy for EECS for the year
 - Ft. Vlad and Rikki
- Pretty slow month

VP Philanthropic:

- Eng ball venue comparisons
 - War Museum vs. Marriott (downtown)
- Shine patches (thanks Izzy!)
- Opening up shine to upper years
- Trivia tomorrow!
 - Almost didn't happen, thanks to everyone who's bought tickets and gotten their friends to come!
- Going to meet with my charity committee soon

VP Communications:

- Handbooks have arrived and will be in Ottawa on the 20th so Anjie can pack the kits (thank you Lilly!!!)
- Website Design is complete minus some components (to be discussed). Photos can be found in the discord channel.



- Currently working on the content. If anyone is interested in helping Ayan and I translate let me know (thanks Chloe)
- Updated website as it is being programmed can be found here: <https://ess-site-test.netlify.app>
- Advertising cheque has been sent and we should get it within the next 10 business days
- I will be away from August 30th - September 3rd

Manager of Social Media:

- No updates :)
- You're all doing amazing

Manager of Translations:

- Just translating things, nothing out of the ordinary:)
- Discord isn't working well for me so contact me through facebook or instagram please!!

Manager of IT:

- No updates
- Scheduling meeting with Ryan Fleck to set up election platform + for Justin to get used to the website so we don't have to bother Ryan as much

VP Internal:

- EQ constitution done! Next meeting we discuss election date
- Launching uOEC committee applications for the last 1 ½ weeks of August, will already have ideas for categories brainstormed as to not start from 0
- Need to fill reimbursement forms for office supplies
- Need to do budget

VP Services:

- Online Store
 - Fulfilled many orders for the online store
 - Received more Uh O-Train patches which will be added in the shop in September
 - Set up a Calendly booking system to streamline order pickup
 - This includes specifics such as wearing a mask at the time of pick up
 - We might continue to use it during OH in the future to limit traffic



- Shop will be open but not actively packaging orders between the afternoon of August 10 to Aug 31 for I will be out of town and cannot fulfill orders
- Locker Rentals
 - Created a new locker rental template which now includes a map, making tracking down used lockers so much easier
 - Shoutout to Nich for doing the bulk of inventory and tracing
 - Contacted Pierre from Health and Safety and got his opinion on in-person locker rentals and in-person leather jacket fittings
 - Will be working on my concrete guidelines so we have a plan for September - **if you have any questions or input that you'd like me to add, please reach out and we can discuss**
 - Looking at heavy duty zip ties to distance lockers for use to promote social distancing as per Health and Safety's preference
- Leather Jackets
 - Finally got word back from Export Leather about jacket fittings this year and they are open to coming to Ottawa as some universities have already booked in-person days (exciting!!!)
 - **In discussion but I'm looking at October 13 or 15 or any wednesday or friday in October because I'm off all day and can be actively around**
- New Merchandise
 - Designed and ordered Shinerama 2021 patches for Julian and they should be in his hands before the end of the month
 - Confirmed embroidery details for all officer jackets with the exception of VP Equity with Topline Enterprises, production is underway and only personalizations are left
 - If Toni remains in the Equity position, I have 15 confirmed with interest in the jacket and if our elected VP Equity still agrees, the jackets are \$80.00 before taxes and subsidies or \$45.20 apiece
 - Contacted a bunch of suppliers and currently ideating with John from Topline for future merchandise
 - Will be designing mockups while I'm gone and will present it to the team when I figure out the look I want (tote bags are an idea)
- Promotions and Student Involvement



- Working on a document with all of my blurbs for our Comms Team and this includes:
 - September merch push, polling students for what they want to see, locker rentals, new product and now, leather jacket fittings
- Working on a form for the Graphic Design Committee so that it is more inclusive to students and not just people that the VPS knows
- Other
 - Received 101 Week kit details and will be editing photos tonight, they should be on the shop before the weekend

VP Social:

- Meeting with Maya and CVUO on Sunday to discard potential partnership
- 101Week merch has come in + will be packaged with Izzy September 2nd
- 101 Week Kit sales will be on online store next week
 - Will reach out to Kaleigh about having a post out for next week
- Guide Selection: 25 guides were selected for 101Week
 - being a guide is a way to facilitate new bonds in the ESS
 - Training for guides is expected to be completed 2 weeks prior to the 101Week
- An All Guides Meeting will be held virtually on Sunday August 29th, 7pm
- Looking into having an All Guides Bonding
 - on September 3rd/September 4th
 - Thinking of having it at Mooney's Bay because its outside
 - Weather is nice
 - Social distancing can be enforced
- 101Week Schedule: will be finalized after Chloe and I meet with Dean to ask about where they may want to participate
 - If you have anything you want to get to me regarding collaborations, please reach out to me soon as I would like to get it completed out asap

Manager of 101 Week:

- In talks with UOSalsa Club to have hybrid Salsa Dancing lessons for 101 week as an event (All socially distanced and single person dances)
- Slowly setting up and adding to the 101 Week discord (Thank you Ayan for my random translations requests)

- Working on finalizing trivia and scavenger hunt because Ben is the best. Will need to send to translations so that the events are accessible in both languages.

Equity:

- Training is booked! It's on the 14th of September at 7 and will be about 2.5h
- Before the training I have a meeting booked on the 18th with our trainers for some discussion, she sent me a doc with questions to answer which I'm working on right now, essentially of what we are looking for in the training, if anyone is interested to do it with me lmk!
- I'm gonna start looking into engiqueers canada training now for all of BOD, hoping they can come in during one of our bods and do a short (max 1h) presentation for everyone, and that it'll be free 🙌🙌🙌🙌. This will be great to get some EDI training for all members who are involved in decision makings in ESS, not just officers
- Engiqueers with Sally is finishing up :))) We have our last constitution meeting next thursday, where we will "ratify" the constitution and make plans for the first engineers meeting + elections for positions! If anyone is interested in being on engiqueers, join thursday's meeting! Since its the first year I think itll be pre chill cause no expectations, just have fun and host events, plus it looks great on a resume (companies love diversity, and this is queer lol)
- To do: make anonymous religious holidays form to get posted on ig

Discussion Items - Éléments de Discussion:

- **VP Equity By-Elections (President)**
 - Future equity duties: form and calendar for religious holidays for everyone to be mindful of
 - Candidate meeting on 14th, campaigning starts 15th as per Julian's suggestion
- **101 Week Updates (VP Social)**
 - Will be mindful of the fact that we are still in a pandemic and that we would not like an outbreak (esp around/after panda)
 - Hybrid and virtual events are prioritized as in person can be unsafe + exclude people who are out of town/province/country
 - Media consent forms



- Signing form for guides/101 to stay home if showing symptoms and to always bring/wear masks if showing up to in-person events
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- 101 Week and VP Social Budget Approval (VP Finance)
 - No need for a lot of hard hats as we counted almost 250 yellow ones
- Office hours calendar
 - SFL wants to know if we are going to use a Google calendar for our office hours on the website
 - Other option is just to put up whatever pdf/jpeg we usually do
 - Possible accessibility concerns
 - Justin: office hours should be in your face, maybe rely more on insta than the website for it
 - Toni: jpeg with link underneath with written calendar due to jpeg inaccessibility
 - Julian: agreement on google calendar being too hectic and too much hassle to figure out and set up
- Director of books and media?
 - Introduce a new position (and accompanying campaign) to organize and get more books for students to use as a public resource
- Julian's office hours vote :)

Discussion on how many people should be allowed in office at the same time (5?), plus ones?

Motion: Julian doesn't have to do his office hours in the fall because he is out of town on coop

Secunder: Chloe

Result: vote passes unanimous

VARIA:

Anjie won't be available as she is going through a post-surgery healing process (Thursday September 12th - Sunday September 15th -- feel better anjie <3) (Anjie adores y'all)