

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

**Date: 6 October 2022**

**Link: [meet.google.com/qax-hhfn-hum](https://meet.google.com/qax-hhfn-hum)**

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

- President - Julian (he/him/il)
- VP Finance - Zahra (She/her/elle) - Left at 7:07 (class)
- VP Internal - AJ (he/him)
- VP External - Elise (She/her/elle)
- VP Academic - Anna (she/her/elle) - Joined at 6:58 (had class)
- VP Social - Mackenzie (she/her/elle)
- VP Philanthropic - Bowen (il/he/him)
- VP Communications - Liam (Il/He/Him)
- VP Services - Ben (he/him/Il)
- VP Equity - Heidi (she/her/elle)
- IT - Emma (she/her/elle)
- Sports - Yasen (He/Him)
- Sponsorship - Abbey (she/her/elle)
- Translations - Vacant
- 101 Week - Jason (He/Him/Il)
- Social Media - Alannah (she/her/elle)

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

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

## Updates - Mises à Jour:

### President:

- Elections happening!
- Meet the execs after by-elections?
- Next BOD November 6th

### VP External:

- PEO SC in two weekends. Delegate meeting tn. It's just at Carleton

### Manager of Sports:

- Still waiting for confirmation from Mac for Eng Rugby
- Will prepare application forms as soon as that is confirmed
- Julian: If you don't have much on the go, look at having tournaments with other RSGs

### VP Finance:

- Budget approved!
- Reached out to all the subassociation (Made a sub association finance group chat on discord).
- Fall levies: UOSU aims to send them Mid November

### Manager of Sponsorship:

- NBC paying us before Oct 31 (supposedly) woot woot
  - Meeting with them in 2 weeks - hopefully gonna finalize a fall Lunch & Learn date (pitching 2nd/4th week of November rn since there isn't much going on in the google sheets)
- Sending out general sponsorship emails but if you have events that need sponsors pls let me know asap so I can personalize them
  - Have a case open to get durex to sponsor DUSTED but we shall see where that goes
  - Also let me know where y'all have done coops so I can contact them too <3

### VP Academic:

- Assisting in Ciena hiring/networking event for CSSA, IEEE and SESA
  - Oct 20th 6-8pm

- In the process of organizing morale night for just before reading week - will be food and relax. Media and budget allocation to come soon.
  - Julian: I think having morale night early december right before exams is a better idea. It's also after the election so it's easier
- Applied to EEF for \$15 K (from the faculty) for wine and cheese
- Speaker Night in Late November

VP Philanthropic:

- Hiring a chef
- Hiring a maid to clean the office
- Planning a Movember pub night - Nov 10th, with UNSA and PSA
  - Pub 101, \$5-10 ticket
  - Appetizer included
  - Buy sex toys for raffle
- Eng ball with CSSA 400 seats, 80 seats to CSSA
  - Enchanted Forest theme
  - 45 early bird tickets
  - Email dean cc reception
- Going to sell eng ball decorations at the silent auction

VP Communications:

- Mail Outs are good, great open rate.
  - Yes I am aware of the Saunders Farm/Leather Jacket mess up in french, won't happen again
- Preparing your posts on social Media is a lot of work, the more you can do to prepare your post the better, we want to get your content out, and we are getting a lot of requests.
  - Don't assume people know about our event (ex: Explain what BoD is)
- Unless it's a major event, please only request for us to post 2 weeks before the event max (rule of thumb)
- Signing 101 week books
- Running in the by-election
- Julian: Exec profiles for website?

Manager of Social Media:

- Current Insights

- Since July instagram insights indicate accounts reach is +167%, accounts engaged +395%, and total followers +16.4%.
- Tiktok/reel performed well with 2487 accounts reached and 3294 plays
- High volume social media requests
  - Try to create a base or rough draft of graphics that I can edit (Message me for the canva pro login)
  - Please have complete captions to save time

#### Manager of Translations:

- Manager of translations announced and 1 applicant so far.
- Please encourage your friends to apply
- VP comms (after by-election) will give descriptions of peoples applications at a future meeting and officers will vote

#### Manager of IT:

- Paid for the gmail
- Please send BoD AND AGM meeting minutes and things you want to see on the website to Emma/me

#### VP Internal:

- uOEC November 19
- Ordered merch for UOEC (thanks Ben)
- Finalized food options for the day
- Getting volunteers to help with competition cases+potential profs to judge. Need help with an ad/post for UOEC soon
  - Officers are expected to volunteer
  - Julian: I'll get you in contact with the Engineering Alumni Officer
- Ordered calcs for students use

#### VP Services:

- New square register is in and is very sleek
- Locker Replacement starting October 10th
  - booo
- will be notified as they complete sections
- New Water Bottles are ordered

- ❖ the lead time is 60 days :(
- ❖ Working on small hoodie run with matching logo
- Leather jacket fittings on October 14
- Liam: We're running low on purple crewnecks and we have 4 different kinds of water bottles. I'd love more diversity in merch
  - Ben: Once Graphic Design Committee is formed it'll be easier to have more designs and more merch

#### VP Social:

- Attended charity committee meeting
- Been dealing with Saunders Farm stuff
- DUSTED November 5th
  - tickets ~\$20
- Stag
  - Looking for a venue. Been ghosted so far
- Study Date with the nurses
  - Might offload to academic

#### Manager of 101 Week:

- Officially MESS's VP social now

#### VP Equity:

- Meetings with other Equity VPs
- EDI commissioner waterloo meeting
- Equity committee
- Julian: Equity Clubs are looking for a budget, I told them that co hosting events with you was the easiest way

#### Motions

- Provide ChESS a loan of \$11 390.27 so they can send 7 delegates to a conference in Vancouver
  - They're applying to EEF, they just don't have all the money yet. They'll pay us back once EEF goes through (or their levies)
  - Motioned by Julian
  - Seconded by Elise

- No discussion
- Passes unanimously

## Discussion Items - Éléments de Discussion:

- Julian: Election Etiquette for ESS Officers
  - Don't interact with candidates' posts
    - Don't follow election-specific accounts
    - Don't like election-specific posts
    - You don't have to unfollow people, but you can't show explicit (or implicit) support for any candidate
  - We'll have to cover the interim execs' office hours during the campaign (if they're running)
- Liam: Please clean up after yourself in the Office
  - Clean up the office as a team?
- Liam: Office popcorn machine? I am always hungry in the office and would like to see if I can fill myself up with junk food (i.e. popcorn)
  - Julian: When we had a coffee machine last year nobody cleaned up after themselves. We'd need to delegate to make sure it stays clean

## Reminders

- Post reminders in discord!
- Julian: Check with Chloe about Zoom
- Yaseen: Intramural one-day events?
  - Julian: Ask team member about it
- Julian: Send BOD minutes to Emma
- Julian: Alumni officer for uOEC and Speaker night
- Julian: Invite Dean to uOEC
- Liam: put officer template pic in discord
  - Officers: take pic after this happens
- Investigate Popcorn Machine