

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

Date: 21 June 2022

Link: <https://us06web.zoom.us/j/86577565330>

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

- President - Julian (he/him/il)
- VP Finance - Zahra (She/her/elle)
- VP Internal - AJ (he/him)
- VP External - Elise (She/her/elle)
- VP Academic - Anna (she/her/elle)
- 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:

Yasen left at 8:15

Jason left at 8:40

Land Acknowledgement - Reconnaissance des terres

Updates - Mises à Jour:

President:

- Had the Engineering Student Societies' Council of Ontario's (ESSCO's) President Meeting (PM) on the weekend in Western with Ben and Liam. I learned a lot and it got me really excited for the year!

VP External:

- Julian, Ben & Liam attended ESSCO PM in Western. (big thanks <3)
- Possible extension of Selection Committee applications.

Manager of Sports:

- No updates

VP Finance:

- History of budget provided to everyone on discord

Manager of Sponsorship:

- Slowly helping Mackenzie call sponsors for 101 week (phone calls suck, especially when you can't call during regular business hours)
- Talked to Nich about NBC relationship and how to fix: more on that later in Motions

VP Academic:

- ART starts next week
- General helping out with students academic concerns

VP Philanthropic:

- We got a Shine Commissioner
- Not many applications for charity committee

VP Communications:

- 101 week Handbooks
 - [Contract](#)
 - [Exec Profiles](#): to be submitted this week
 - Social media promotion during 101 week & social tags in bags
 - Incorporate posting/stories during 101

- Find and contact first year IG pages
 - We're still working on front page. If anyone has ideas, let me know!
- Mailchimp (Payment)
 - Old VP Finance is still getting charged :'(
- From last mailout: Guide applications had most engagement
- Google Accounts (Payment) ([shoutout Emma](#)) -options all outlined in the posted doc
- PM ESSCO update (sponsorship list, talk to Western)
 - So many other schools have cool sponsorships. We should share

Manager of Social Media:

- **Reminder to complete the form for officer profiles (Due tomorrow)**
 - Liam: What do profiles look like?
 - A: Kinda like cryogenic theme
- Social media engagement is low (based on analytics) likely due to followers busy enjoying summer
 - Try to promo committees applications, events, etc. to your engineering social circles until we can build engagement back up in fall
 - Julian: Can we try to post more faces?
 - A: Yes, that's what I've been trying to do
 - Liam: Can we have a shared place to put ESS photos? Like Google Photos or something?

Manager of Translations:

- Vacant

Manager of IT:

- Updated website (updated Our Team, added 101 Guide apps and Charity Committee)

VP Internal:

- Contacted all the Presidents of the ESS Sub Associations and have created a group chat for accountability and aid. Planning towards meeting at least once before the school year begins.
 - Also told them apply to be head guides
 - Julian: I think they're supposed to apply for guide, not necessarily head guides. I would check the constitution

- MacKenzie: Head guides have already been selected and contacted
- Trying to aim for one ESS event for August. Either a movie night or a games night. Potentially collaborate with another exec available (Ottawa) around August to host this.
 - Liam: What about an event right after or right before kit building?
 - AJ: What date?
 - Mackenzie: Thursday & Friday before 101 Week. Last week of August. Kit building will just be us and we'll be tired, so I don't suggest that.
 - Ben: usually guides help kit build
- Creating a list of office supplies we have vs needed for the upcoming year along with costs of items. Please let me know if there's anything specific you need!
 - Ben: Need cyan ink!

VP Services:

- Received crew necks, patches, tote bags, sweaters, stickers and shirts ordered at the end of Yzabelle's term. Will be added to the square and website this weekend
- Went to ESSCO PM 2022 this weekend. Learned a lot how other school's operation in terms of their VP services and merch and going to try and incorporate it into this year's line of merch
- Reached out to John about officer jackets for this year
 - For same jackets as last year (Champion packable quarter Zip) cost is 95 + tax per jacket
 - \$10 + tax for adding a line of embroidery to pre existing jackets
- Contacted export leather about jacket fitting this year
 - Fitting day is October 14th 2022
 - Prices is 475 with 400 deposit minimum on fitting day

VP Social:

- Did an inventory of the 101 Week things currently in the ESS office
- Have attended two meetings with the social round table
- 101 Week Logo done being made
- 3/6 couches found and are being stored in the ESS office
 - Might store the others in IEEE's office
- Head Guides and Guides chosen
- Discord made and organized for 101 Week
- Kit items ordered

- Liam: Wearable march would be awesome, like sunglasses or hats
- Mackenzie: That's a good idea!
- Ben: We can also get rid of some of our merch that doesn't sell in giveaways
- Liam: We still have old handbooks, any plans for them?
- Mackenzie: Free trip to recycling facility!
- Sponsorship letters sent out and have gotten 3 positive responses (\$1500 + Merch)
 - Has a meeting planned on Friday with another company regarding sponsorships
- First aid and smart serve training dates are being confirmed
 - Fill out the lettuce meet if you'd like to do in-person first aid training
 - For smart serve do it online at your own pace
- Planning events with comp sci, science, and nursing
 - Comp sci: Capture the flag
 - Sci: sci vs eng (with handbooks)
 - Nursing: Nursinineering drinking and also sober game night

Manager of 101 Week:

- Mackenzie is doing amazing.
- Helping out with calls to sponsors
- Mini vacay to cali this week for a robotics competition

Equity:

- EDI training planning: Thursday Sept. 15th, 7PM
 - Around \$700, but my only big event
 - For all officers plus all sub-association presidents and their plus-ones
- Drag event!!! (tix?)
 - Joint event with Sci, Arts, Comms, Gender studies
 - Towards the end of August
 - Can we sell tickets on the ESS website?
 - Ben: Yes, I just need to know quantity
 - Liam: No way FNS or NFG will be booked
 - Heidi: Planned at Lookout, but those are good alternatives. Julian, can I have their contact?

- Julian: We held a massive event at FNS there last year, so we got their manager's number. I can find the Lookout info for you too.

Quick Budget Introduction- Zahra

- ❖ Execs will individually have to make their own budgets, based on what events they would like to run throughout the year. Each exec should look at their mandate in order to confirm that they have included all required events, tasks, etc. so that they do not have to budget later. The initial budget does not have to be in-depth, however, every exec should have a very specific budget for each event at least 3-4 months prior to the event.
- Budget templates can be found in finance section seen in our shared ESS drive
 - Scope out all of your events for the year
- Deadline to submit preliminary budgets to Zahra
 - August 15
- Individual meeting for budget discussion with each Exec (Since its recommended 1000%)
- Reimbursement forms
- Potentially create discord channel with forms and their explanations of uses

Motions

- Having officer retreat the weekend of August 5-7 at a friend's cottage near Dorset, ON. This is the cheapest option, but also possibly the furthest from Ottawa
 - Motioned by: Nobody
 - Seconded by:
 - Discussion:
 - Result:
- Motion extend ESS's Google Suites license until October. Costs \$600
 - Motioned by: Liam
 - Seconded by: Julian
 - Discussion:
 - Zahra: This is only for the next 4 months? Then we'll get it approved every 4 months?

- Liam: Yes. We're just doing 4 months for now so we don't spend too much money before BOD. This also gives us enough time to figure out alternatives.
- Ben: I'd like to keep everything on my account
- Julian: I think it's worth beekeeping for the budgets alone
- Result:
 - Approved unanimously
- Motion to approve up to 5,000\$ to allow Katrina Roebuck to revamp and modernize the 101 week handbook.
 - Motioned by: Liam
 - Seconded by: Ben
 - Discussion:
 - Result:
 - Passes unanimously
- Motion to pay 50% deposit on merchandise for 101 Week from one company (\$6000), and 100% now (\$4000). And \$100 to the person I commissioned for the logo.
 - Motioned by: Mackenzie
 - Seconded by: Liam
 - Discussion:
 - Liam: Can we add \$100 to give to handbook cover design?
 - Mackenzie: Friendly
 - Result:
 - Motion to pay 50% deposit on merchandise for 101 Week from one company (\$6000), and 100% now (\$4000). And \$100 to the person I commissioned for the logo, and \$100 to the person who designs the handbook cover.
 - Yay: 11
 - Abstentions: 2

Discussion Items - Éléments de Discussion:

- Julian: Potential inter-school capture the flag league this fall?
- Mackenzie: Indeed 101 Week?

Reminders

- **Submit exec profiles to Alannah!**
- Fill out the lettuce meet for first aid
- Is there anyone who knows a potential translator?