

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

**Date: June 14, 2023**

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

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

- President - Mackenzie (she/her/elle)
- VP Finance - Disala (he/him)
- VP Internal - Sofia (she/her/elle) - left at 6:50 pm
- VP Social - Jason (he/him/il)
- VP Philanthropic - Cristie (she/her/elle)
- VP Equity - Nyah (she/her/elle) - left at 7:15pm
- Manager of Social Media - Jayda (she/her/elle)
- Manager of IT - Krisha (she/her/elle) - left at 6:08 pm
- Manager of Sponsorship - Devon (he/him/il)
- Manager of Sports - Mackenzie (She/Her)

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

- Manager of Translations - Vacant
- VP Services - Ethan (he/him/il)
- VP External - Ryan (he/him/il) - joined at 6:30 pm
- Manager of 101 Week - Laura (she/her/elle) - joined at 6:47 pm
- VP Academic - Markos (he/him/il) - joined at 6:55 pm
- VP Communications - Felicia (she/her/elle)

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

- 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.

## Updates - Mises à Jour:

### Manager of IT:

- Removed office hours for the summer. They will be uploaded again in September
- Also removing the links for the diff committees
- Checked the subassociation and clubs links. Need to contact these sub associations and clubs:
  - CSCE
  - ChESS
  - SAE Aerospace
  - Engineers without Borders

Question: Can Jayda post on instagram if any new clubs want to add their club on the ESS page?

### President:

- Finished meeting with you all
- Planning retreat
  - Choosing this place:  
[https://www.airbnb.ca/rooms/7106734?adults=13&category\\_tag=Tag%3A8522&enable\\_m3\\_private\\_room=true&search\\_mode=flex\\_destinations\\_search&check\\_in=2023-07-07&check\\_out=2023-07-09&federated\\_search\\_id=930dbe01-d819-437b-a4a1-d870ed7b12fa&source\\_impression\\_id=p3\\_1685926922\\_yI6o%2FNSSN CXnYw2G](https://www.airbnb.ca/rooms/7106734?adults=13&category_tag=Tag%3A8522&enable_m3_private_room=true&search_mode=flex_destinations_search&check_in=2023-07-07&check_out=2023-07-09&federated_search_id=930dbe01-d819-437b-a4a1-d870ed7b12fa&source_impression_id=p3_1685926922_yI6o%2FNSSN CXnYw2G)
  - Thank you Disala for your help!!!
- Sat in on the Summer EEF committee meeting
- Made my budget
  - PM?

### VP Internal:

- Started process of creating volunteer placement. Accidentally messed up with choosing the organization and put us as ESSCO instead of ESS, the volunteering people got back to me and fixed the issue. Created placements for each position on ESS, pending approval. More details to come.

- Emailed and followed up with subassociation presidents, ChESS is the only one that has responded to me so far. If anyone knows how I could get in touch with any of the other presidents please let me know! I'd like to make a chat and meet with them ASAP.
- Met with Mackenzie, she helped me access the VEMS portal for room bookings
- Ryan forwarded email from OEC organizing committee, have not had a chance to touch base with them yet but will do soon
- Will be scheduling a day in the next couple weeks to do inventory of the office and dungeon. If anyone is interested in helping out let me know!
- Sat in on meeting with Alae, took minutes, they are available in the shared drive for anyone who is interested

#### Manager of Sports:

- Intramurals
  - ★ Started making a form for intramurals to see interest for the fall, and if so what sports
  - ★ Was thinking of doing sports that are more accessible to everyone (dodgeball, basketball, volleyball, soccer) or any other recommendations
  - ★ If interest is high will make another form getting rosters ready (will wait until all years schedules are made, around august I think just so it's less likely for people to back out because they have class)
- Budget
  - ★ Would like to work with Ryan to plan out the budget, waiting to hear if eng rugby will be a thing this year as well as maybe eng hockey?
  - ★ Figure out how much money will be allocated to intramurals so we can figure out the max number of teams per semester and what sports should take priority.
  - ★ Take a deeper look into past years and what the budget was made up of.
  - ★ I know we already have rugby and hockey jerseys so we wouldn't have to allocate any part of the budget to them

#### VP Finance:

- Had a meeting with NBC to get myself, Mackenzie and Jason setup with access to the bank account.
  - They're moving really slowly so I apologize for not being able to reimburse anyone, it's entirely out of my control.

- They were missing some information from us, so I worked on getting the details they required and finalised that this morning.
- I'll also be working to book and pay for the retreat immediately after this meeting.
- I've been assisting Cristie and her OC with CALE 2024 finances.
  - We had a meeting in Mid-May and everything is running smoothly.
  - We'll be having a follow up meeting regarding that sometime this week.
- Also, it seems that CREO (the people who do the coveralls for us) didn't get paid last year.
  - I'll be working with Jason to evaluate this once we're able to access the bank.
  - If anyone has insight on this, let me know.
- Small note: If anyone else needs to make ESS purchases, feel free to let me know. I'm willing to pay for them. (And it's easier to manage reimbursements that way because I can fill the forms and request signatures).
- Joined the UOSU MRT and am still awaiting information regarding the first meeting.
  - We're roughly going to receive 100k in levies for the year, so we're working with a pretty strapped budget this year. I'll slowly start reaching out to each individual VP and Manager to go over your budgets.

#### Manager of Sponsorship:

- Sent out first wave of communications
- Met with Prep101 and WizePrep
- Worked with Jason on the sponsorship packages, completed and ready for use.
- Have a document to track sponsors as we communicate with them and add to the list as we go.
- **Prep101**
  - Took a while to get back to me with their considerations
  - Prep101 is interested in tracking post-impressions from their posts on our media platforms such as Instagram and Facebook. This can be found in the Meta-Business suite
  - Prep101 is considering the following:
    - 5 Instagram posts for the academic year.
    - A pamphlet in the first-year students' frosh bags.
    - A pamphlet to be handed out during Clubs Week (we won't have anyone, we'll just give the ESS our pamphlets).
    - Logo on the ESS website.

- We also talked about a shoutout during frosh[week], as all first-year students gather, a quick announcement can be made about Prep101. Not sure how we'll track the effectiveness so I'm not as interested in this.

➤ **WizePrep**

- Mainly sponsors in-kind with resources and events
- Very eager to sponsor, interested in 101 week and the sponsors booths Jason and I have worked into the package
- Wizeprep Comments:
  - “does your department of the ESS directly organize your Orientation Week for incoming students? We would be happy to explore additional opportunities to provide extra resources to students during this week if that would be helpful!”
  - here are some examples of what faculty groups have found most helpful in the past:
    - Having a Wizeprep instructor speak at events
    - Having a representative from Wizeprep hand out flyers at events
    - Having a representative from Wizeprep speak for 1-2 minutes to inform students of how our services work
    - Helping to run academic study rooms throughout the year
    - Any other unique opportunities that work best with your organization!
- I asked for lots of engineering-tailored resources however Wizeprep has lots of MCAT prep, *not sure if we want to include this?* What are people's thoughts on this since medical school admissions are degree agnostic

➤ **RedBull**

- Coordinating a meeting for Friday to talk about sponsorship opportunities for 101-week

➤ **NBC (our continuous sponsor through the years)**

- I have emailed a couple times, I am aware it takes time for NBC to respond to us so this is normal, will keep trying

VP Philanthropic:

- Started hiring charity committee (lmk if you or anyone you know want to be on the charity committee)
  - Also looking for a charity coordinator

- Shine Day
  - Met with Jason and Laura to talk about shine day, we were thinking about giving our ribbons and/or candy to people who donated
  - Phil RTs are kinda happening - talking about shine day shirts
- Bug Push
  - Did a preliminary meeting with matthew (TMU VPSL) and discussed accommodations and how Bug Push would work as a colab
  - Meeting with matthew again in a couple weeks to go over budget and discuss how we can support them best
- Oncology October
  - Met with the Colon Cancer Coalition to discuss a collab event, in process of thinking of ideas for a colon cancer event
  - Looked into making a team for run for the cure - waiting for budget to be approved before signing us up
  - Looked into making a team for light the night - also waiting for budget approvals before making a team
  - Brainstorming other ideas to get disciplines involved throughout the month
- Eng Ball
  - Started looking at venues for January 2024, I've considered all the dates and there are essco/cfes events and they are packed for end of January, February and March, so January is our best bet

#### VP Services:

- Emailed John and getting a quote about officer jackets on Monday (expect a form to fill out about sizes and embroidery by the end of the week)
- Checking lockers we have / are free either this Friday or sometime next week

#### VP Social: Sorry for the length

To be more fun I made this into a presentation. Here's the link

 [June 14th Exec meeting updates - Social](#)

The presentation includes all of the following information and nothing extra btw.

#### 101week

- Currently locking in the week

- Collabs with Science, CSA/CSSA, Nursing
- Talking with faculty about clubs fair and welcome BBQ
- Show pic of the week in the presentation
- Breaking News!!
  - School starts on the thursday this year so schedule might change
- Money
  - Bank transition getting finalized
  - Budget on the way
  - Sponsorship packages ready (Shout out to Devon) and being sent currently and over the next week.
    - If you work for any companies that would be interested either send me their email or send them mine <3
  - Met with OSPE last week, meeting with redbull on friday
- Logistics
  - Kit contents are almost finalized, need to compare some quotes and wait for sponsors and then we are ordering.
  - Shirts as well, just waiting for sponsors
  - Selecting guides with Laura soon, might do a round 2
  - Inventory of covies and hard hats done
  - Met with Cristie and laura for shineday, see her updates for that
  - Planning for 450 101ers, so far 80 guides
- Fun
  - Testing!
    - I got some colour powder that I started testing in terms of quality and experiments. I would love to do proper testing with throwing methods and how mhc powder does how much damage so if anyone is interested in doing a mini messy day with a broken old coveralls lmk!
    - I'd love to get purpeling back into the mix (safely of course) so I would be interested in doing a purple plan part 2 (purple plan was what western did a few years back for different options) that can docs on new materials. Again I would love test subjects to test options on multiple skin tones and complexions.
  - Hardhats
    - Cristie has brought up doing cowboy hardhats for a funner look exec team and to make us easier to point out. I think they're fun but I like the overall "everyone has the same hardhat build but different colour" aspect of the current hardhat situation.



- Either way you all get white hardhats, managers red, I think we already have enough in the lockers for the current team so let me know when you want to come grab. (budget still needs to be updates for that)
  - Cowboy hardhats would be subsidized but they are more expensive

### **Social as a whole**

- DUSTED
  - Summer DUSTED is in my mind, no date confirmed, will most likely be the August 5th weekend cause I am busy all of July.
  - Please keep this on the low as I want it to be somewhat of a surprise but drumroll please.....Collab with Carleton! They are going to tag along in the summer to see how it goes and then moving forward I might think about another DUSTED with them but obviously we already sell out during the year quite fast so it depends on how I plan the next ones.
- Carleton as a whole
  - I'm very Keen on collabing with them more as they're right next door and they also have a covie culture (they call the, flightsuits) so I think ti would be a great engineering culture collaboration between the universities.
- Starting my Big Bad Social Plan soon

### **Manager of 101 Week:**

- Artwork
  - Coming up with designs for the shirt and the patch in relation to the Space Jam theme; any ideas are welcome!
- Activities
  - Confirmed with Jacob for a breakfast/video games on Friday
  - Started contacting suppliers for bouncy castles/dunk tanks that we can use during the week
  - Will start planning logistics on ENGmazing race and Friday Sports day
  - Have an idea of giving out more promo videos for 101 week; Jason and I are on board in being as goofy as possible!
  - Question: would you guys be keen in hiring a photographer/videographer for the week? Budget?
- Guides
  - Looking into the guide apps and giving my stamp of approval

➤ Sponsors

- Will start helping Devon and Jason to send out sponsorship packages

VP Equity:

➤ [Equity Contact Sheet](#)

- Optimising our contact practices between teams to encourage team interoperability and equitable communication.
- Including the systems and tools to fuel effective collaboration.

➤ Anti-oppression training

- Ally<sup>2</sup>
- All ESS officers + 2 members (president +1) of each subassociation (MESS, CHESS, IEEE, CSCE)
- Previous Anti-oppression training
  - 2021 & 2022 Anti-oppression training
    - Tuesday, September 20th 2022 | 7pm – 10pm - (2/3hrs)
    - Tuesday September 14, 2021 | 7pm – 10pm - (2/3hrs)
    - Ally<sup>2</sup>: “Equity Integration and Application Training”
    - Held on Google Meet
    - \$650 & \$700
  - 2023 Anti-oppression training
    - “Equity Integration and Application Training” - No longer available
      - Contacted for alternative program suggestion
    - Late August date? - Thoughts?
      - Undergo training prior to the commencement of the upcoming semester
      - Refrain from taking on any additional commitments during the month of September
      - Vote for date - TBD
    - Contact needed with each subassociation (MESS, CHESS, IEEE, CSCE)
      - Equity Contact Sheet - updates

➤ Student Union Equity Round Table

- Most recent meeting: Saturday, June 11th
- Attended
  - Successful Meeting

- Spoke of similar points
- Equity Committee
  - NSBE, WISE, WIE, EQ, EWB
  - Find out who the presidents are and get in contact with them
    - NSBE: Markos B and AJ E
    - WISE: *Speaking with Sophie*
    - WIE: *Speaking with Sophie, Manaal ratified in may*
    - EQ: -
    - EWB: Moyin Wright (email?)
  - Equity Contact Sheet - Needs to be filled
- Still making a Budget
- Dusted
  - Only mention I can find is *1.3.10 Roles of the Vice President of Social Affairs* in Policy and Procedure
  - Any related documents?
- 101 Week - Equity review
  - Reading over the 101 week documentation
  - Opportunity for any sub-associations to coordinate?
  - Application form - nothing to flag
  - Equity training in the past?
    - ESS & UOSU
- EngiQueers
  - Dissolved - confirmed by Toni
  - Call to action post encouraging anyone interested in this team to contact us
  - Interest TBD
- Retreat - Equity review
  - Inclusive participation
  - Power dynamics and inclusion
  - Accommodations
  - Attendance

#### VP Communications:

- (written and will be presented by Jayda)
- Progress on the handbook going well!

- Katrina from prep 101 has signed the contract to help
- Have more ideas for advertising - will talk to Mackenzie and Devon soon
- In talks with the Royal Mint of Canada for Women in Stem initiatives
- **July 15th is when the handbook has to be completed**
- Mailout: does anyone have something that needs to be in a mailout for June? Possible Mailout in July

#### Manager of Social Media:

- Getting ready for the handbook (space / space jam themed)
- Meet the execs page: basketball collectable cards (fits with the space jam themed)
- Still working to help design frosh patch
- form for handbook info will be posted in discord in the next few days
- Recent Posts: Charity committee // engiqueers conference story // waiting for translation for uottawa engiqueers leader post

#### VP Academic:

- UART
  - Met with the other VP Academics/University Affairs
  - Discussed issues affecting academics
    - Increased tuition
      - Click [here](#) if you want to sign the petition
    - Missing roles on UOSU
    - Specialization acknowledgement at convocations
- Prep for the upcoming semester
  - Set a meeting meet with Dr. Michel Labrosse to go over issue that are affecting the student body
    - Anything you guys want to me to mention?
  - Budget
    - Continuing to develop plans and budget for upcoming year
  - Scouting for potential speakers/presenters for speaker and industry nights

#### VP External:

- Plan for ESSCO PM is going great, will be leaving this weekend.
- Had a pre conference meeting with our delegates and a meeting with other schools VPXs

- Was part of the meeting with Alae for CFES PM, I'm assuming someone already talked about that
- Heard from Carson who is the Ontario Ambassador (basically is the person who relays info from CFES and ESSCO to the VPXs) and he's been really supportive on the issue, he brought up the idea of having ESS take over some of the PM planning, will explain more in the main discussion item

Manager of Translations:

- Vacant

## **Motions**

➤

## **Discussion Items - Éléments de Discussion:**

- Kenzie: CFES PM
  - <https://docs.google.com/document/d/1y9SqUwLPM0fsO92Ma2fFSPsjRgNg1c8a5nciWmKMrk/edit?usp=sharing>
  - Kenzie: Discussed a minimum of 2500, he asked for 5000. Discussion in the call was "we can not do 5000". Asked how we can help in other ways. I committed to the purple room being a room for them to store things. Also to making a post about the career fair. (Career fair is open for all students). Did not commit to manpower but will pass along the message of helping out on the day. He finally asked for 3000 and I said "I'll bring it up"
  - Ryan: let me jump in and add how this would affect our relationship with CFES. If the PM goes poorly and doesn't receive funding and we need CFES to bail us out it will put us in bad standing with CFES. It will first fall to the faculty to bail us out, then UOSU, then the UNI???. Finally CFES. If it reaches them that's bad news. Carson was saying that bad standing would possibly remove our voting rights and possibly barring us from some conferences.
  - Cristie: I was talking to Leila and they can stop our voting rights but they can not bar us from conference due to the size of our engineering body and the fees we pay.
  - Ryan: I will check back in with Carson. CFES is having their BOD meeting this Sunday and they will discuss it then so I'll have an update from that.

- Mac: we should for sure confirm first if we will be barred by conferences since they are so important. That would be tough for us and our students. I really hope Alae gets the money through sponsors since it shouldn't be on us but it is what it is. Unlikely for the faculty and UOSU to help funding. 3k is pushing it but we could say its the best we could have done so hopefully we stay in good standings. Overall though it would be great to get a current confirmation of the whole barred from conferences. Or just what bad standing would fully look like
- Ryan: Carson is the liaison between CFES and ESSCO. In terms of finding out what bad standing is I'm hoping to get that info soon.
- Cristie: We could also pull our support and that's not the best look either but then technically it's then on Alae.
- Kenzie: IF we pull our support would that not mean we are in bad standing>
- Crisite: No if we pull our support as well as the faculty then it would fall on Alae
- Ryan: That seems like the nuclear option. What would that entail?
- Cristie: basically means its Alaes full responsibility.
- Mac: A little bit of a crazy idea. But if bad standing is inevitable and it means we can't attend conferences maybe something to say.
- Cristie: I met with Raf, Leila and Amir and they said those are pretty much our options. I know kenzie will be begged form money over ESSCO PM this weekend. Either we are in bad standing if they don't get the money or we pull our support.
- Mac: I guess we have to weight the two options but would be great to have full picture as to what bad standing means?
- Ryan: I think an emergency BOD is needed for this. I have been vocal for this but I don't want to reverse any decision that were made then. Carson also brought up the possibility of us appointing people to the OC to have some more control over the situation. So be a bit proactive as we do support the PM.
- Cristie: Whoever we appoint, it would be A LOT of work and especially trying to save it in only 3 months I'm not sure how worth it would be for any of our execs with him still as Co-Chair as well
- Ryan: are you saying we should remove Alae or not appoint people
- Cristie: Not necessarily remove Alae but it would need to be someone that has a lot of time since its in 3 months so there would be a lot of work to finalize.
- Jayda: I understand that a lot of money is being asked from us, even with a emergency BOD if everyone is happy, would the conference still happen well?

- Crisite: He's budgeting for 54K for the conference and he has 10K from sponsors, 17K from delegate fees, and 4K from EFF so even with 3K there would still be a big deficit. So we would have a lot to pay to cover it.
- Kenzie: This is getting a little circular so I say we move on 2.5K and then hope that he pulls sponsors and if it gets close too we have an emergency BOD about more.
- Cristie: I think we should be more proactive, with 3 months to rally up close to 20K when it took them longer just to get 10K. If he ends up asking for close to 20K that would eat a lot of budget.
- Kenzie: That is the reason for an emergency BOD if it gets to that point.
- Ryan: I agree with Cristie, we need to be more proactive. If we're voting on whether to bail him out we're already losing. The emergency BOD I'm proposing is to vote on the options we still have and what actions we should take ASAP to be proactive.
- Kenzie:
- Devon: If Alae needs thousands of dollars and only asked for 3K, are we still in bad standing if we give him what he requested?
- Kenzie: Bad standing will come into play if CFES ends up being the people who bail out the deficit.
- Disala: To bring up something from the meeting, we only have around 60K from last year and we already have to pay out roughly 5K. So it's not responsible so just pay out more than 2.5K. If we need to pay out 5K and more, that's a big part of our budget. Even 3K is a lot considering the conference does little to promote or do anything for our students.
- Devon: Would we get more levies if the tuition cost increased?
- Disala: Nope.
- Kenzie: Still just 25\$. Ok so commit to 2.5K and emergency BOD to discuss options. Anyone who wants to volunteer their time?
- \*crickets\*
- Ryan: I don't want to be part of the OC but maybe help out a little.
- Kenzie: I think we're done with this topic.

➤ Kenzie: Performance reviews vs accountability

- Kenzie: At the end of the year we do accountability. We present what we did this year and explain what parts of the mandate did or didn't happen. That's all ok if it

happens. But no one actually presented it and having to speak to their peers about it. We just shared it with everyone. Did not like that aspect. SSA does performance reviews. Instead of "I didn't do so and so" we can anonymously send in how we think others are doing so we can improve without as name dropping.

- Cristie: I like the idea but I think anonymous can make it a little mean spirited sometimes. I also think accountability when you recognize what you haven't done it useful as well. Maybe meet in the middle doing both and just having more constructive feedback over the year.
- Kenzie: It's just anonymous so people don't feel intimate to be real but it could get too real and kind of mean spirited
- Ryan: I agree that it could get mean spirited if anonymous, maybe make some ground rules about it.
- Kenzie: Maybe we can do a test run for this summer? Maybe month to month is too much per semester?
- Ryan: We could tie them into our updates during meetings
- Kenzie: That could work.
- Kenzie: Will be gone most of August
  - Kenzie: August 20-27 Sofia and I will be on a cruise so we will not be able to communicate.
- Cristie: CALE Scheduling, many things overlap in end of jan,feb,march
  - Cristie: CALE has been pushed back and moved around a lot due to other conflicts. Looking at getting it to second week of february. Its just inbetween a lot of other major conferences so I wanted to discuss moving ENG ball in jan before we hunker down on it. I think its the best time with everything elses happening in Ontario and Canada from Jan-March. Sofia mentioned that CALE and OEC overlap frequently but Queens is not budging on their OEC weekend. Any major objections to ENG ball in Jan
  - Kenzie: I think it'll be ok
  - Ryan: I am ok with it but I don;t think the gen student body will be. Has there been any student forms done
  - Cristie: Not yet but I think more students will be able to come in Jan, even in march the free weekend we're booking at is during CEC. March is a busy month
  - Mac: I agree with Cristie. I talked to a few first/second years about ENG ball and they didn;t even go since march is such a busy time with exams and other events.



They said it would be better to have it in December/January since you're back at school but school is still light. It also would not clash with other RSGs ending balls. I think it would be more beneficial.

- Ryan: I agree with what you are both saying, but I think student input is needed even just an IG post to gauge interest.
- Jayda: I would say to do a mailout versus an IG poll since IG polls wouldn't get as much participation. It's tough if incoming first years can't vote on it.
- Cristie: One point is that in Jan more execs are free and not doing their own events so not too do this for the execs but they are usually helping run the event.
- Ryan: Even if the poll is low participation I don't think the poll is be all end all, just something to gauge what's up.
- Jayda: I can still do one with that in mind.
- Kenzie: Ok we will move with that for now.

➤ Ryan: Budget?

- Kenzie: Disala said no rush yet
- Ryan: What should we think about
- Kenzie: Look at previous years budgets
- Ryan: I guess 2018-2019 would be the most recent similar budget

➤ Cristie: Back to the IG post. Anyone can vote on them so it might not give a good representation for eng?

- Kenzie: Maybe mail out is better than
- Cristie: Depends on when it is since I need to book venue ASAP
- Jayda: I'll talk with Felecia about it, when do you need to book venues?
- Cristie: I'm looking to book by July
- Jayda: Ok i'll talk with her about it
- Jason: Maybe we still do a June mailout to include this as well as the guide apps round 2?
- Jayda: I'll keep that in mind
- Kenzie: Ok i think that's all for today then? Any other comments?

## Reminders

