

ESS August Officer Meeting Minutes – Procès-verbal de la réunion d'août des dirigeants de l'AÉG

Date: August 14th, 2024, 7 pm

**Location + Link - Lieu et lien: ESS Office (CBY A05) - Bureau de
l'AÉG, <https://meet.google.com/jdq-jhne-rfg>**

Chaired by Daniel Thorp (he/him/il) (Absent) with discussions lead by Sofia Ershova (she/her/elle).

Officers Present - Dirigeants.es Présent.e.s:

- ★ President - Sofia (she/her/elle)
- ★ VP External - Ethan (he/him/il)
- ★ VP Finance & Administration - Domenick (he/him/il)
- ★ VP Academic - Ashna (she/her/elle)
- ★ VP Internal - Aiden (he/him/il)
- ★ VP Social - Eric (he/him/il)
- ★ VP Philanthropic - Gabrielle
- ★ VP Francophone - Carolina (she/her/elle)
- ★ VP Sustainability - Hayley (she/her/elle)
- ★ Manager of Marketing - Jason (he/him/il)
- ★ Manager of Social Media - Martina (she/her/elle)
- ★ Manager of IT - Cyrus (he/him/il)
- ★ Manager of Sponsorship - Anna
- ★ Manager of Sports - Maria
- ★ Manager of Translations - Elsa (she/her)
- ★ Manager of Student Success - Krisha (she/her/elle)
- ★ Wine and Cheese Coordinator - Kyle
- ★ 101 Week Coordinator - Mackenzie (she/her/elle)

Officers Absent - Dirigeants.es Absent.e.s:

- ★ VP Communications - Madison (she/her) - Excused
- ★ VP Services - Maya (she/they/elle) - Excused
- ★ VP Equity - Ryn (they/them/il) - Excused

Land Acknowledgement - Reconnaissance des terres

- ★ We acknowledge that we are gathered on the traditional and unceded territory of the Algonquin Anishinaabe Nation. For generations, they have been the stewards of this land, and their deep connection to it continues to this day. We recognize the enduring presence and contributions of the Algonquin people to this region. We also acknowledge the painful history of colonization and the displacement of Indigenous communities from their ancestral lands. We commit ourselves to learning, understanding, and honoring the Algonquin Nation's history and culture. We recognize the importance of working collaboratively to create a more just and equitable future for all who call this land home.
- ★ Nous reconnaissons que nous sommes réunis sur le territoire traditionnel et non cédé de la nation algonquine anishinaabe. Depuis des générations, ils sont les gardiens de cette terre et le lien profond qui les unit à elle perdure encore aujourd'hui. Nous reconnaissons la présence et les contributions durables du peuple algonquin dans cette région. Nous reconnaissons également l'histoire douloureuse de la colonisation et du déplacement des communautés autochtones de leurs terres ancestrales. Nous nous engageons à apprendre, à comprendre et à honorer l'histoire et la culture de la nation algonquine. Nous reconnaissons l'importance de travailler en collaboration pour créer un avenir plus juste et plus équitable pour tous ceux qui vivent sur cette terre.

Updates - Mises à Jour:

President:

- ★ Oversaw appointment of managers - welcome!
- ★ Worked on my budget
- ★ Submitted amendments to by-laws for Sunday
- ★ Attended PRT/RTP where we discussed the guide and 101er contracts + a few other 101 week related things

VP External:

- ★ Attended ESSCO/CAÉGO July TC
 - I will be putting in a motion at the August TC for our membership fee to be \$0.35 but the default membership fee for schools under ESSCO/CAÉGO is now \$0.50
- ★ Attended an ESSCO/CAÉGO discussion on the CFES/FCEG strategic plan 2024-2027 and attended CFES/FCEG OSUM
- ★ Selection Committee Application IG post is live, link in bio to apply. Applications close August 19th (already some applicants!!)
- ★ Pre registered to PEOSC/CÉPEO (PEO Student Conference/Conférence Étudiante PEO) for 3 people to attend (head delegate being Mackenzie Conrad)
 - IG post is live, link in bio to apply. Applications close August 25th meaning Selection Committee should decide by August 31st and then I can start
 - Hosting a virtual info session for this August 18th
- ★ Had a transition meeting with last year's Manager of Sports and had a meetings with this year's Manager of Sports

Dom: Are you planning on having resources from conferences available for those who didn't get to attend the conference available?

Ethan: I'm thinking of doing takebacks to show students what happens during conferences (like an instagram reel). I think ESSCO is going to post them online onto a drive.

Dom: If they give us a link of a drive we can post it on the website for students to access the resources.

Ethan: That would be good cause there's a lot to learn from these conferences. Takebacks are going to inform the eng students about it, I'll see if I can get presentations into a drive that we can share.

Ashna: When we go to these conferences maybe we can post through ESS Instagram to post about these conferences to help promote it.

Ethan: Last year we did a bit of that as a “takeover” about random stuff going on at the conferences, that’s my idea with the takebacks to have videos to have a better understanding of what goes on at the conferences. I know some schools have external instagram accounts that they post silly things at conferences. I won’t be attending this coming conference but if this is something Mackenzie wants to do that’d be cool, up for future discussions.

Manager of Sports:

- ★ Transitioned into the role
 - Met with President and VP External
- ★ Created a form for this years Fall Intramurals sign ups
- ★ Figured out which sports will be available for this year
- ★ Have a post coming up for the Instagram account
 - Deadline for sign ups will be Sep 8th, as registration closes Sep 10th
- ★ Trying to figure out how the payment for team sign ups will go

Jason: You mentioned you’ll close the applications on September 8th, do you mean apply for the teams? Usually intramurals are sent out August 20th I’m not sure if there’ll still be space for teams,

Maria: The form comes out tomorrow so there’ll be at least 5 days for people to check it out

VP Finance:

- ★ Met with VP Phil to go over budget and ideas
 - Reminder to try and send me a “voteable” budget by discord or email before BoD.
 - I’ll plan to meet with Maria/Anna at some point as well.
- ★ Retreat and 101 Week Reimbursement are open and I will be trying to get those out ASAP
- ★ Currently at war with the bank.
 - Was able to get accounts for Sofia and Eric made.
- ★ Almost done with work for the summer, will be able to do more after Thursday. Thanks for everyone’s patience with me.
 - If you have told me to do something, don’t be scared to tell me again.

Manager of Sponsorship:

- ★ Current sponsorship partners as of this meeting:
 - Convertus: \$1000
 - BPA: \$1000
 - OSPE: \$1000
 - PEO: \$500 plus pens
 - Prep101: \$1750
 - No forks: discount vouchers
 - **Running total: \$5250**
- ★ Received NBC contact from Dom as of today, email will go out for tomorrow morning (reminding them of their \$4000 typical donation).
- ★ Might do a banner to maintain sponsorship package.
- ★ Helping VP Phil look for breakfast sponsors and email Canadian War Museum.

VP Academic:

- ★ Finalizing google forms for statistics on academic issues (Krisha will discuss this more)
 - Undergraduate Engineering Program Satisfaction (November 2024)
 - General Academic Inquisition (January 2025)
 - CO-OP Program Satisfaction (March 2025)
- ★ Working on an initiative with Krisha to promote academic services, resources and courses
 - In the process of making story posts that can be turned into a highlight
 - Resource spotlight, tip spotlight and course shoutout
 - Example: <https://shorturl.at/FMi87>
 - The goal is to keep an active social media presence on the academic side of things and remind students of the resources that they have access to
- ★ Fall Wine and Cheese
 - Have meetings in place with Kyle (Manager of Wine and Cheese) and Eliane (in charge of iron ring ceremony last year) this week
 - Going to figure out how to work with VEMS
- ★ Fall Company Visit
 - Krisha and I have been reaching out to companies in Kanata North
 - I have 3-4 meetings with companies in the upcoming weeks

- Trying to cover different disciplines for more interests
- Going to have more companies than expected so speaker night in the winter semester will be no problem (yay!)
- Event date: Tuesday, November 5th

★ Fall Résumé Workshop with Telfer

- STM 117 has been booked and planning logistics with Telfer
- Post in progress: <https://shorturl.at/beIUt>
- Event date: Wednesday, October 2nd

★ Biomedical Mechanical Engineering Program Concerns

- Had a meeting with Ombudsperson and Markos (previous VP Academic)
- Advised to do another survey for accurate results and to show transition from last year's results before bringing issue up to program coordinator
- These are the three pillars that I want to focus on this year:
 1. The program name misrepresents the content being covered in the program.
 2. The few biomedical courses available rarely offer purely biomedical concepts.
 3. Little exposure to biomedical concepts in labs which leads to a lack of skills needed to work in a biomedical engineering role
- Going to be a lengthy process but I want to try my best to make some progress this year!

Wine and Cheese Coordinator:

- ★ Have a meeting with Ashna and Elaine about the wine and cheese
- ★ Meet with Ashna on the weekend to discuss my role

Manager of Student Success:

- ★ Aziz Form Updates: Got 28 responses and these responses will be shared with UOSU in case he does teach?
 - Currently, he still isn't assigned to any section.
 - Good news!! Fadi Malek is teaching comp arch 1. w
- ★ Undergraduate Engineering Program Satisfaction - ready to be sent to Carolina and then Elsa for translation.

<https://docs.google.com/forms/d/1PrfmqRVQNf1OZfidGCz4-ssy8CordAiNwGoAh1rVY78/edit>

- ★ Academic Inquisition Form (2024-2025): added questions Carolina sent and is ready for releasing. <https://forms.gle/g4erJSTseS8ck74J6>
- ★ Brainstormed story post ideas with Ashna.

VP Communications:

- ★ BIG BIG BIG THANKS TO EVERYONE DURING MY ABSENCE & special shoutouts
 - Sofia
 - Martina
 - Elsa
 - Carolina
- ★ Handbooks ordered
- ★ Mailout done
 - Can ryn walk me through how to make it text-to-voice compatible?
 - Had to send out a correction...
 - Is everyone okay if I do links to the linktree? Then all edits to the links are done in one place
- ★ Form to submit comms feedback/corrections/edits

Manager of Marketing

- ★ Worked with Cyrus to look over the website and inconsistencies, shoutout for the big moves on the website!
- ★ I got busy at work today but incoming shine day ideas @ gabi
- ★ aiming to get some marketing plans for major events before the school year starts so VPs get ready for a bunch of messages this week :P
- ★ Also I dont want to forget so its going here : who's budget am I under? Comms?

Manager of Social Media

- ★ Helped with the handbook
- ★ 6 posts in August; the Dusted post, Engiqueers Capital March post, the survey for VP Franco post, two of VP External's conference posts, and the 101 week kit sales (added UOttawa2028 as a collaborator, thanks Eric for the idea)

- ★ Two more posts out tomorrow; August BoD and Intermurals

Manager of IT

- ★ Made the traditions page
- ★ Made the 101 Week 2024 page
- ★ Spoke to Jason Gonzalez to compile a list of changes/updates
- ★ Thoughts on removing all the portfolio landing pages (ie./about, /resources, /events) to allow for the user to navigate our website using our navbar
- ★ Incident report form:
<https://docs.google.com/forms/d/e/1FAIpQLSfqUVXNbT3AIp6-tcvdFg3ZZs-1JnZ39Q7XEqiRgqPTJLas5A/viewform> - is it still valid?
- ★ Events accessibility accommodation form:
https://docs.google.com/forms/d/e/1FAIpQLScxlAIs_Fb4YU1vf8a5yZIt_SyPJmwipVrFqWqJyLzAzZTiQ/viewform - is it still valid?
- ★ Forwarded inquiries to Eric Hagen Aiden McCooye that I received from the website

VP Internal:

- ★ Informed faculty about change of status for CESA
 - uOttawa website will hopefully be updated by 101 week fingers crossed
 - Still no answer for keys or bank account
- ★ Did CESA things
 - 101 week stuff
 - New logo (thanks Martina)
- ★ helped with sub stuff for 101 week
 - Item(s), contacted sub-associations for feedback
 - Coming up with ideas for sub games
- ★ Came up with a theme for uOEC
 - A lot of ideas for uOEC
 - booked room (NOVEMBER 16-17 !!!)
- ★ Attempted to create a volunteer sheet
 - Met someone who works on the uOttawa side, she gave me a lot of info and help. 101 week will be open for volunteering, need to have a meeting with them within next two weeks so all the execs and board members can get hours (since it works a little different)

- ★ New calendar for events!!!
- ★ Sent out form for office hours
 - Sending out the available slots to managers tn. If you have issues and want to switch to an open spot or switch with someone let me know immediately!

VP Services:

- ★ Have not ordered patches yet (so probably won't be here in time for 101 week 😞)
- ★ Probably going to do inventory and lockers this Sunday after BoD

VP Social:

- ★ Summer DUSTED is in a couple days, get your tickets and have a good time :)
- ★ Assigned guides to teams, everyone should have received an email.
- ★ Invited all guides to the discord and Mackenzie and I informed them of training and all that fun stuff. Check #important in the guides channel for all that.
- ★ Been receiving 101 orders and placing orders.
 - FP order coming in friday.
 - PW Leopard coming in this/next week.
- ★ Been working with Hayley to keep sustainability in check.
 - 101 Rope will be old T-Shirts and old kit supplies will be given out to guides (i think)
- ★ Been working on the website with Cyrus, check it out
<https://www.essaeg.ca/events/101week>
- ★ Guide contracts and UOSU training have started and have been sent out. Please sign up, an email from Ainsley Jeffrey was sent.
- ★ Kit sales are live! As of now 72 Messy and 4 Regular have been sold.
 - Been mediating anything and responding to 101er/parent questions.
 - Starting to look into a FAQ for instagram?
- ★ Schedule is almost released, just need to have a couple last minute events approved by UOSU.
- ★ Starting to do shopping for smaller stuff for the week.
- ★ Working with Gaby to figure out SHINE stuff.
- ★ I will finish the rest of my budget come September, I do not have the time to finish it while planning 101 week and dusted.

- ★ We will need to relocate locker items to another area in CBY by September, Sofia will receive more information from the faculty.
- ★ 17 Days until 101 Week 😭

101 Week Coordinator:

- ★ I helped the logistics team create the [Plan Layout](#) document.
- ★ Organized first aid training for any officers that wanted it.
- ★ Working on planning guide training on August 30.
- ★ Committee updates:
 - Design team made a brand guideline doc: [Brand Guidelines v2.pdf](#)
 - Design team made an insta post: [Kit Sales EN.png](#)
 - Design team started a playlist doc, anyone is welcome to add to it. Esp Franco music. [Playlist](#)
 - Design team working on schedule, Martina?
 - Event planning team has been discussing activities with CSSA for that collab.
 - Event planning team made the iron pin schedule: [Welcome to ENG Speech](#)
 - Logistics team is working on putting Design team's playlist into AJ's DJ stuff.
 - Sponsorship teams update as of Sunday:
 - Convertus: \$1000
 - BPA: \$1000
 - OSPE: \$1000
 - PEO: \$500 plus pens
 - Prep101: \$1750
 - No forks: discount vouchers
 - CEED: Stickers and cards
 - Running total: \$5250 + kit stuff

VP Philanthropic:

- ★ Shine day (Eric and I are still discussing):
 - Posters:
https://www.canva.com/design/DAGNUM_C81I/rsYFKL1STp2gR6VP37-3NQ/edit?utm_content=DAGNUM_C81I&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
 - Schedule:

- 5:30 am -Guides arrive
- 6 am- 101ers arrive
- 6:15am-Leave to go to locations
- 6:30-8:30 - try to get donations
- 8:30- make way back to campus (edited)
- Locations of places to ask for donations:
 - Elgin and Queen
 - Parliament Station
 - Elgin and Gloucester
 - Spark St
 - Laurier and Bank
 - York and Sussex
- Will provide something more concrete soon (like a proper itinerary)
- I believe that we already have Shine day patches from last year (would like a confirmation)
- Talking with Dom for online donations (QR code/donation page)



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- Anna and I are trying to get potential sponsorships for breakfast but we shall see

Dom: maybe we could do a business card thing for donations that links to a square page

Gaby: Do you want to do posters and a business card or could we combine it together?

Eric: Somebody asked if we had posters up all week for shine donations so we could get it all week? I don't want to overcomplicate it either, a tap and walk away is easier if we can just get the square on our phones.

Dom: the thing with square is it's iffy

Jason: I remember last year people would pass us by, but when Cristie had the square they were a lot more likely to donate. The square is a huge move which is quick and easy.

Gaby: We can do a combination of that since we only have two square if I remember correctly. I don't know the hotspots but if Jason could tell me where the most people are to put the squares in the most popular spots to get the most donations.

Jason: For the most part near the trains or anywhere where there's food nearby.

Dom: There's only a certain amount of people who can take the square payments from their phone. I think what we did last year is deactivate the office square so we can have two out in the field.

★ Budget

- Will post soon, I am still working on the fine details (sorry)

★ Working on my fall event (Remembrance day) and charity ball

VP Equity:

★ **Anti-Oppression Training:** After sending out a lettuce meet, this will take place on August the 26th (a Monday) from 7-10pm (may not go that late) in STM117. To clarify the process of making this presentation, I have included the sources I have referenced along with adding significantly more information that I believe is important.

- Healthcare Excellence Canada's "Opening ourselves: An introduction to anti-oppression practices and frameworks"
- Science Student Associations Equity Training
- Previous Conference EDI/EDI Training Presentations
- Personal advice and feedback from affected groups

I should have done this sooner but feel free to add suggested topics into [this form](#). It is completely anonymous so if you want to be a point of contact then please include your name.

- ★ **Engiqueers Updates:** Pride walk post has been made and [form](#) to gauge interest has been sent out (8 responses!). The Constitution has been written and [executive applications](#) have been posted to instagram.
- ★ **Diversity Club Fair:** Room booked (STM117)! Discussions with clubs will continue when there is less presentation preparation on my plate.
- ★ **Budget:** 🙄
https://docs.google.com/spreadsheets/d/1lwan_1wVJwzqQcxKEvxFIguiCahiZ3XLNKumTNR0yqo/edit?usp=sharing

VP Francophone:

- ★ **Attended Franco Round Table:** 101 week discussion
- ★ **Franco Survey:** Completed Franco Survey and IG post is out now (thanks Martina), please share!
 - 20 responses so far, it seems that the events I had considered have a good response, so that is good since we are approving the budget this weekend
 - Two main concern areas so far are events and academic resources (as mentioned above, for events we seem to be on the good line, for the resources, the questions sent for the Academic area address this and will hopefully provide insights in what we could provide)
- ★ **Mois de la Francophonie:**
 - DMS or STEM?
 - Outreach to speakers for panel:
 - Confirmed:
 - Soukaina Boutiyeb: Executive Director of the Alliance des femmes de la francophonie canadienne (AFFC) and since 2017, has been the President of l'Association des communautés francophones d'Ottawa (ACFO Ottawa)
 - Samuel Coeytaux: Directeur Alliance Française Ottawa
 - TBD:
 - PCJ - Programme de contestation judiciaire
 - KAIN Musique
 - Soukaina offered to refer me if she finds anyone interested

★ **Events breakdown and DATES (Fall, Winter, Mois de la Francophonie):**

<https://docs.google.com/spreadsheets/d/1jHyk4jPue7n10gFMgDZ7tgLfE5eJNvlfyOj97StsJck/edit?gid=0#gid=0>

★ **Budget:**

<https://docs.google.com/spreadsheets/d/1QDXTmx2CjmSn4bltnChnW1YxmMqpPmT1IGL416eDY24/edit?gid=1193336534#gid=1193336534>

★ **Notice:**

- I will be out of the country until September 5th, so unfortunately I will miss most of 101 week, including Franco Karaoke :(. I initially reached out to Elsa and though she is and will be in the loop of the details -in case you have questions-, due to time constraints, I proceeded to contact Maya and she has kindly agreed to be the primary reference point in that regard, so immense thanks to her, and just so everyone is in the loop.
- I had a bad case of pharyngite last week, still not fully back, but I should be good in the next few days, so I am going to send the French chants as audios, for reference (if anyone wants to record with me please let me know :)) I was thinking of practicing them when we are assembling the kits, but if anyone would like to go through them separately or whatnot, I would be more than happy to! Would really appreciate if we all learned them!
- Working on the “French here” sign for Kit sales, will bring it on Sunday, just to confirm, all stations will have a bilingual person?
- Please if there is anything any of you think you may need on the Francophone side for 101 week, I am more than happy and available to tackle anything and leave it ready for the event.
- I am contacting the bilingual guides in the coming days to see who is available when and give them these same updates, so I should be able to let you guys know what we count with in terms of Bilingualism soon (in case someone needs an accommodation during the events for instance :)
- If there are any concerns please let me know and I am really sorry for the circumstances, I will do my best so that everything goes not just smoothly but awesomely!

★ **Franco Karaoke:**

- **Karaoke songs and links:** Feel free to add any popular songs (as long as they are in French, not originally in French necessarily, but Karaoke French)

https://docs.google.com/document/d/1FtTw5qGV_SPca82e7Y--AHKq-pxzH5GOZPDb5wa7M1Q/edit

- I was lit going to come today and say, I do not think Nurseneering: French Version is happening, but the president answered yesterday and said it sounded great, and that he is down, budget sounded good, and the only thing was the need for the speaker (that we have). I already answered with the date, so that would be the final confirmation. However, their VP Equity has been pretty MIA, and I think she has to confirm all the details. I am going to pass the budget under the assumption that it is not with them just in case, I hope it is, but do not want to risk it, assuming they do not answer until next week.
- Reference point during the event: Maya :) (VP Services)
- Friendly reminder: Main target are Francophones of course, but everyone is more than welcome, especially since its Frosh week, so promote it around with the students, of course if you realize some people speak French, target them significantly more but yeah we have subway wooo (40 people, if its more subways could be cut and we get 60-80 lmao) , **just highlight to everyone that songs are only allowed in FRENCH.**

Manager of Translations:

- ★ Social media translations
- ★ Handbook translations
- ★ BoD translations incoming

VP Sustainability:

- ★ Planning my events for the semester(without committing bc I am interim):
 - Fall bird patrol w Safe Wings Ottawa
 - Perhaps an eco-fair
 - Winter reusable cup hot chocolate giveaway/sell our extra cups ?
 - Spring(march) campus cleanup
- ★ Working with Eric on making 101 week green and durable
 - i.e. using our old stuff that didn't get used in previous years
- ★ No AI.

Motions

- ★ Sofia - Motion to be excused from class talks for the fall semester - moved to next meeting

Discussion Items - Éléments de Discussion:

- ★ Eric - 101 Week rundown presentation Retreat
 - Jason: Do we have permission/access for the locks?
 - Eric: Next on my list to do.
 - Jason: Has UOSU set any expectations for taking guides at uOShow.
 - Mackenzie: UOSU says no guides at uOShow this year.
- ★ Sofia + Dom - Budgets
 - President Budget
 - Mackenzie: the 600 for election buddy is in use so it'll be higher
 - External Budget
 - Dom: It cost 7,820 to send teams for sports to Carleton
 - Finance Budget
 - Academic Budget
 - Internal Budget
 - Social Budget
 - Phil Budget
 - Franco Budget
 - Sustainability Budget
 - Eric: don't the staff clean up campus
 - Hayley: We can go around the neighborhood
 - Anna: My company that I work at makes compost
 - Comms Budget
 - Mackenzie: I think Madi's email thing is free
- ★ Sofia - Manager office hours
- ★ Sofia - Looking ahead to the fall semester
- ★ Carolina - Mistranslations (Communications) report form
- ★ Mackenzie - 101 Week Videos
- ★ Carolina - Common Calendar for events (excel, canva,...)

Varia



Reminders

- ★ From Maya: if you want to make any event or other patches, they are coming out of YOUR budget, not services
- ★ Please send Dom your budgets by Saturday or else I will put in placeholders and lowball your event estimates.
- ★ 101 week is coming up! Please make sure you know your chants, attend all mandatory trainings and are present as often as you possibly can be throughout the week to set an example for the guides!
- ★ Remember to do your guide training with UOSU - all of us are supposed to have it done
- ★ BoD on Sunday - remember execs are mandated to attend, please be there!
- ★ Office code during 101 week: We want to avoid the office code being spread around and anyone being able to access the office without an ESS member present. Please remember to NOT give out the office code to any guides for any reason. If any guide or head guide needs access to the office, accompany them there. If you're busy and cannot, first try to find an exec or manager who would be available to take them. If none are available, give the code only to a 101 WEEK COMMITTEE MEMBER or HEAD GUIDE and make sure they do not share the code with anyone else! Ideally an exec needs to be present whenever a non ESS member is in the office. But in a tight spot a committee member or head guide may be sent, given that they understand they cannot share the code with anyone else. **Office code access hierarchy: exec > manager > committee member (special circumstances only) > head guide (special circumstances only), no guides or 101ers.** (Possible to make an e-contract with the threat to revoke membership?? - Eric)
- ★ Starting in September after 101 week, our meetings will be every other week instead of every month. I will send out a lettucemeet to schedule a recurring meeting day + time, please fill it out according to your typical availability over a week in the fall semester.
- ★ Please remember that all execs and managers are mandated to do class talks at least once per semester and all execs are mandated to do at least 3 office hours per week, unless otherwise voted upon by the officers (class talks) or executive (office hours). If you foresee that for whatever reason you won't be able to complete your class talks and/or

office hours, you may motion at an officer meeting to be excused from this mandate and make your case for us to vote on.