

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

Date: September 16th, 2024

Location + Link - Lieu et lien: CBY A04,
<https://meet.google.com/jdq-jhne-rfg>

Chaired by Daniel Thorp (he/him/il) 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 Communications - Madison (she/her)
- ★ VP Internal - Aiden (he/him/il)
- ★ VP Services - Maya (she/they/elle)
- ★ VP Social - Eric (he/him/il)
- ★ VP Philanthropic - Gabrielle
- ★ VP Equity - Ryn (they/them/il)
- ★ VP Francophone - Carolina (she/her/elle)
- ★ VP Sustainability - Hayley (she/her/elle)
- ★ Manager of IT - Cyrus (he/him/il)
- ★ Manager of Social Media - Martina (she/her/elle)
- ★ Manager of Sponsorship - Anna
- ★ Manager of Sports - Maria
- ★ Manager of Student Success - Krisha (she/her/elle)
- ★ Manager of Marketing - Jason (he/him/il)
- ★ Manager of Translations - Elsa (she/her)
- ★ Wine and Cheese Coordinator - Kyle

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

- ★ 101 Week Coordinator - Mackenzie (she/her/elle) - Term over

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:

- ★ Attended GM
- ★ Sorting out by-election details with CEO - nominations open on Wednesday
- ★ Working with Ashna to get space booked for wine and cheese
- ★ Will finish updating the newly amended by-laws to submit to the website and for translation hopefully this week
- ★ Will start to work on my summer update to publish on the website
- ★ Will send out team feedback form for the summer term and would like to do one-on-ones with exec team - will speak more on this in discussion

VP External:

- ★ Selection committee was created and voted on PEOSC/Conférence Étudiant PEO delegates (we had 7 applicants!! That's super exciting!!)
- ★ CDE/CDI pre-delegate package is out, ~~that's the next conference post going up~~, just pre-registered for 4 people including VPX and VP Equity
- ★ FYIC/CIPA trying to get posted ASAP, I've got like 3 weeks to do everything (open apps, let people apply, choose, have them accept, and register them)
- ★ Conference mailing list post
- ★ ESSCO/CAÉGO September special TC
 - FYIC/Conférence d'Intégration de Première Année (CIPA) delegate fee increase to \$185 from \$150, we are still planning on sending 4
- ★ Fall intramurals: we had enough for 1 soccer team this year. All signups to the engineering intramurals should have received an email about the status of their sign up (whether or not we had enough to make a team)
- ★ Thank you Maya for copying my updates from BOD :) <3

Manager of Sports:

- ★ Finished intramurals registrations
 - Everyone who registered got emails from me about the status of the team (only soccer made it :c) (but yay soccer !)
 - Helped as much as i could with individual registrations
- ★ There is now a soccer intramurals team, there are still some switches but overall it is good.
- ★ Im in the process of planning a potential soccer event
 - Going through the logistics of renting a space and the costs
- ★ Still have to do invoices with dominick

VP Finance & Admin:

- ★ Invoicing for 101 week is mostly done, I will try to meet up with Eric to discuss actual amounts paid at some time.
 - One, we love our Nurses. Two, we think they're sexy. Three, they owe us money...for, for, for, invoices
- ★ The september budget was approved yesterday!:
 - Actuals are happening as I go through stuff, thanks for your patience.
 - Will hold internal budget reviews upon request. Most execs have had their budgets approved within our 1 on 1 meetings.
 - If any execs would like to request EEF funding in their budget this year, please reach out to me if you haven't already and I will be working with Mark on your behalf.
- ★ The Retreat/Microphone/Cable reimbursements (That were submitted to me) have been made and the bank sent them out today; I apologise to all who were waiting on purchase reimbursements and the new system should let you see the status of your reimbursement and how much of each budget line has been spent.
- ★ Met with Luke from CFES | FCEG to go over accounting from the CFES PM | FCEG RdP we hosted last year, and the outlook is looking good for our report.
- ★ Met with Farah from MESS | SEGM to go over financials from last year and details for the UOSU bank transfer!

- ★ Met with Manal from IEEE to assist with financials as their treasurer resigned.
- ★ Locker booking system started, but a registration form will be released in the meantime as it is taking longer than expected (I probably made it overly complicated).
 - Looking like a Wednesday ETA
- ★ Planning a Square Update/Overhaul to modernise our inventory by removing old items and creating a 'how-to' guide for office hours:
 - Donating the charity patch revenue this December and will consult Ryn if we should update which charities proceeds will go to.
- ★ Overall this month has been pretty hectic (I'm a tired boi)
 - Thanks again for all your patience and please text me if I have forgotten to do something.

Manager of Sponsorships / Directrice des Parrainages

- ★ Sponsor Post Posted for Prep101
- ★ General sponsorship package in the works
- ★ Helped VP Phil with the Eng Ball and October event sponsorship packages
- ★ *J'ai créé une poste pour Prep101*
- ★ *Un document généraux pour des parrainages est en cours de réalisation*
- ★ *J'ai aidé VP Phil. avec les documents parrainages pour le bal des ingénieurs et l'événement philanthropique en octobre.*

VP Academic:

- ★ Formed connections with Vice Dean of Student Affairs and explained some general concerns received and how to properly handle complaints
- ★ Met with the Vice Dean, EDI and Governance and connected him to our VP Equity (Ryn) for future opportunities
- ★ Finalizing Undergraduate Engineering Program Satisfaction form to be released around November 2024

- ★ Academic story post incentive in progress; trying to start at the beginning of October at the latest
- ★ Reached out to professors about doing class presentations and plan to do the presentations in the upcoming weeks
- ★ Started office hours every Tuesday and Thursday, feel free to swing by (I get bored)!
- ★ Had a meeting with Biomedical Mechanical representatives on BoD (Sonya and Tharshaon) to discuss plans for upcoming year in regards to fixing the issues with the Biomedical Mechanical Engineering program
- ★ Fall Wine and Cheese
 - Shoutout to Kyle for reaching out to photography, catering and music services; we have a lot of good leads so far!
 - Working with Engineering Marketing Team who is planning the Iron Ring ceremony to properly coordinate both events on the same day
- ★ Fall Kanata Hiring Visit
 - Most companies have been finalized and trying to coordinate timings and logistics
- ★ Fall Resume and LinkedIn Workshop
 - Coordinating final logistical details
 - Room has been booked (STEM 117)

Wine and Cheese Coordinator:

- ★ Casual band said they are able to perform during the wine and cheese.
- ★ Reached out to photographers and heard back from most. Just need to select the ones we want
- ★ Will hopefully start emailing caterers and placing orders

Manager of Student Success:

- ★ Undergrad form sent to Elsa for translation

- ★ Working on academic resources posts
- ★ Planning Fall Morale Night #1 (room: Stem 117)
 - Spoke with TAs and will be sending email soon

VP Communications:

- ★ working on paper/physical versions of the mail outs
- ★ ironing out bugs w translations and the email list
- ★ meeting w comms team this week for fall semester planning
- ★ no comms roundtable yet- so I haven't been able to participate in that
- ★ Translations- trying to help Carolina & else find a solution

Anna: We should put a star on the school supplies, good idea.

Maya: Try and clean out the office first & see what we have, then work from there.

Madi: Having a go to place for students to have basic school supplies is good.

Anna: It could be good to reach out and see if anyone could sponsor this too.

- ★ travailler sur les versions papier/physiques des mailings
- ★ résoudre les problèmes liés aux traductions et à la liste d'adresses électroniques
- ★ réunion avec l'équipe de communication cette semaine pour la planification du semestre d'automne
- ★ pas encore de table ronde sur les communications - je n'ai donc pas pu y participer.
- ★ Traductions - essayer d'aider Carolina et les autres à trouver une solution

Manager of Social Media

- ★ Helped post promo/updates during 101 week
- ★ Made several posts/stories (otis reel, meeting posts, office hours, etc.)
- ★ More posts coming (WWWC, leather jacket, a few external requests, etc.)
- ★ Still have to make the 101 week post/collage

Manager of IT

- ★ Will assist Aiden with office rearranging
- ★ Added August BOD minutes to the site
- ★ Assisted with renting out the speakers

- ★ Will do a class talk with Maria Hal on Wednesday (subject to professor)

VP Internal:

- ★ Set up volunteer hours for everybody, and will start going through and approving hours this week.
- ★ Sent out applications for the commissioner and committee for uOEC/CIuO, they end *Friday so get them in if you're interested please.
- ★ Starting planning more of uOEC/CIuO.
- ★ Got access to the civil office finally, going to try and get elections going very soon
- ★ Office rearranging??? Will move things around and properly clean it, including writing out a mini map of where everything should be found.

VP Services:

- ★ Locker Rentals hopefully this week
- ★ Program Patches are finalised just need to pay invoice
 - Had to haggle but saved 100\$
- ★ Answering Emails & Packing up the summer orders
 - Fuck Square inventory
- ★ Shout out to Cyrus for being a HUGE help with speakers and buying mics!
- ★ Leather Jacket Fittings
 - October 7th from 11am - 4pm in A04
 - ONE TIME ONLY
 - Will have a [form](#) to gauge interest (need at least 10 people)
 - Translation is in the process of getting done (Elsa is doing great, I love her)

- Only has 1 (thank you Sofia)

★ Iron Pins on sale!

- 5\$ for each
- Square + on website

★ WWWC

- I have been BULLIED into starting it up again, it starts this wednesday (Sept 18th)
- Still figuring out logistics in parallel will update everyone once Dom and I talk about it :)

★ Office Etiquette Document will be coming out soon. Both from VP Services side and VP internal

★ [Exec Jacket Interest form](#)

- This is just seeing who is comfortable spending that kind of money

VP Social:

- ★ Did 101 week, overall success :)
- ★ Trying to get a reimbursement for the unused bus at messy day after party
- ★ Putting out 101 feedback form soon
- ★ Planning Fall DUSTED

Jason: Is dusted going to be 19+ or 18+?

Eric: I'm not set on it yet, the theme is planned but no location yet

101 Week Coordinator:

- ★ N/A

VP Philanthropic:

- ★ Shine day happened... yay!
- ★ Charity Ball

- Looking at venues
- Preparing the sponsorship package Anna
- Will send out a form to find my charity commissioner and charity committee
- Will send out a poll for which charity we will be donating for charity ball

★ Fall event

- Preparing the food truck letter with Anna
 - I did a interest test and food trucks are interested

VP Equity:

- ★ **Diversity Club Fair:** ... it flopped. I have learned for next time to focus more on marketing (and making sure the clubs actually show up (¼ of the clubs that RSVPd actually showed up)). Also could have been arranged to be an extension of the regular club fair and it could be arranged with UOSU/SÉUO

- ★ **Anti-Oppression Training Makeup:** *Anti-oppression makeup meeting:*
<https://lettucemeet.com/l/GNYpW>

★ **EngiQueers:**

- *Pride was a great time, had four uOttawa EngiQueers there are many more from Carleton*
 - *We almost have a full team of executives excluding VP Franco (if you know of anyone that would be interested please let us know!)*
 - *The club has been officially submitted to UOSU/SÉUO as a club!*
 - Looking to apply for EEF/FDG funding to send interested executives to the EngiQueers conference in Montreal.
- ★ *"Every Child Matters" patches have been ordered and will be here for the 30th of September. Going to make profits go towards indigenous charity - looking at a charity that helps fund education on reserves.*
- ★ **Co-op Office Meeting:** *Had an hour long meeting with someone from the co-op office, initially she asked to talk about my negative feedback but I took the opportunity to bring up what I planned to talk about with the mental health concerns with the co-op program.*

- *I was able to explain to her that accommodations and diagnoses are very time consuming, difficult, and costly endeavors and not every person is able to access them. I suggested that people be able to access reduced course loads (4 courses instead of 5 or 6) while staying in the co-op program with only a doctor's note instead of a formal diagnosis. She is passing this idea along.*
- *The job availability issue came up and we planned a future meeting between me, her, Ashna, and one of their people who procures jobs for the co-op program. We will discuss the potential for ESS/AÉG to release a form to students for them to be able to express what companies they are interested in so the co-op office can reach out.*
- *Other things were also discussed, here is a full doc that I made to keep track:*
<https://docs.google.com/document/d/1CPmEL-nwxBF4lZAPlpjJ59sOkSs-2KTiv86O5vatW3I/edit?usp=sharing>
- ★ *Meeting has been arranged with Dr. Doudak! (Faculty of Engineering's Vice-Dean of EDI/EDI). Discussed with CSSA/AÉI VP/VP equity who is looking to do more with her position about potentially extending these meetings to her as well. Plans for discussion are as follows:*
 - *Gender neutral bathrooms*
 - *Reliability of CBY's automatic doors*
 - *Was thinking of getting his opinion on the whole co-op situation and reduced course load as it would add more work to the faculty.*
 - *Potentially discussing a certain engineering professor that doesn't agree with deferred exams and makes everything so much more difficult if you are interested in deferring an exam. Also has made odd comments about certain groups.*
 - *Please let me know if there is anything else you want me to bring up or discuss! (through DMs/email also works)*
- ★ ***Equity Committee:*** *We're 3/5th of the way there! I suspect potential budget updates may entice them to join. Lettuce meets are being filled and we will hopefully meet after I get news on my budget.*
- ★ ***Returning Officer:*** *Of the two whole past execs who are still at uOttawa who aren't current execs, Markos has been appointed as the returning officer!*

VP Francophone:

- ★ Franco 101 week (signs, chants, accommodations)
 - Franco Karaoke - success (thanks Maya and Cyrus (also AJ and Suitss))
 - Added three French satisfaction questions to Eric's update, seeking to get feedback to improve
- ★ Mistranslations report system ready
<https://docs.google.com/forms/d/1FyVwDWidLjKYumci-CYueSURlZwFT4KZAtZJi981uac/edit>
- ★ Fall events: I will check midterms schedule and add to our calendar
 - Soirée-ix: Astérix et Obélix - October 6th
 - Workshop: pronoms adverbiaux en français (en, y) -Oct 22
- ★ Franco Round Table 101 week
- ★ Franco Round Table "Journée Franco Ontarienne":
<https://docs.google.com/document/d/1Tlu2ntHeT1y5sKkwQKW2JgoQjPt5T-P89VA4ZLDcP9Y/edit>
- ★ Meeting with Elsa, concerns have been raised:
 - Not all execs and managers are adding abbreviations for events, organizations etc (sometimes these are very niche and looking them up takes at least 5-10 min per abbreviation, if 6 execs do not do it, that's an hour, if you guys do it, it's 2 more minutes, pls do not forget to add them)
 - Many translation requests are less than 24 hours in advance, if I see it and I have a second, I will help with it as well, feel free to tag me, but we are two people with a lot of minutes and policies, and it does get pretty crazy. Thus, we ask you to please send any translation request 48 hours in advance and if it's more than 48 hours, specify accordingly to organize ourselves properly. In this regard, we please ask you, guys, to refrain from posting or sending anything that you know has had less than 48 hours to be checked by the Francophone department. Odds (and it has been happening quite a bit) are that there might be something to change, and thus resend/republish, so may as well do it properly the first time.
 - Direct translations are more often than not, not accurate and the students can tell and have shown (intent is more than much appreciated, but if we organize we can get this right for them). This is exactly why I became Manager of Translations last year, and really want to make it better for them :)

- Minutes: So Minutes are going crazy on top of communications of all kinds and ByLaws to come (Policy in the way).
 - Crazy idea (open to input on this, but I did not know what else to suggest to help my beloved Manager of Translations unless we get more translators lol) - Because Officer meetings are more casual and often, 23 could prep the French template, Sofia could send it, and officers could add updates in both (DeepL your EN to French) then Elsa (or me) would go over it to ensure it aligns with what's in English and it's coherent. Of course, if you speak French go for it yourself, but yeah, to optimize the process I feel this would be very beneficial. For a single person, it takes a good 3h in a good day to translate the minutes, like it would take each exec, maybe 10 more minutes (extreme actually) and help lower the load :).

Madi: For bigger and more official documents, would it be possible to send to a paid translation service then have our smaller day to day for the current team.

Carolina: Either that or get more people to help out, we could always try and see how that works.

Madi: To also aid in the translations, maybe make the minutes more concise.

Elsa: It'll still be a big document.

Maya: Could we get a second manager of translations?

Anna: What about translations committee?

Sofia: Does the 48 hour thing apply for things that have already been translated and checked or a full translation?

Recommendation from Elsa for Grammar Checks: <https://bonpatron.com/en/>

Manager of Translations:

- ★ Translations of BOD, social media posts and forms
- ★ Please put your acronyms when you're putting your updates :)

VP Sustainability:

- ★ First Sustainability Caucus meeting (campus-wide) tomorrow evening
 - Very excited, I will be a team lead
- ★ Office hours are really quiet for me
- ★ Been mostly settling in to my jobs and classes for the semester

Manager of Marketing

- ★ Helped with physical promo during 101 week
- ★ Working with comms team on physical “mail outs” and would include the mail out with more newspaper vibes. Themed crosswords, random blurbs, trivia.
- ★ Gearing up to buy the “fun item” of my budget - probs a popcorn machine. Any opposed?

Motions

- ★ Sofia - Motion to be excused from class talks for the fall term

Éléments de Discussion:

- ★ Sofia - One-on-ones and team feedback
- ★ Sofia - By-election
- ★ Daniel - Post-meeting recaps/summaries
 - Maybe a story instead of a post
 - Only a few bullet points
 - Comms will get back to me after the next comms meeting?
 - Make an Instagram story with remaining vacant positions before next BoD
- ★ Daniel - Chair updates at Officer meetings
 - Maya: Any update should be brought up to Sofia before the exec team. Chair also supposed to be unbiased. We also do not need updates about your admin tasks.
- ★ Daniel - Chair role in 101 week
 - Sofia: The roles in 101 weeks aren't specific about the ESS roles, but rather who to refer to and hierarchy.
- ★ Daniel - Officer preparation for meetings
 - Sofia: I do hear your concerns and that will be something to go through me and then I'd address it to the officers.
- ★ Hayley - BoD etiquette
 -
- ★

Varia



Rappels

- ★ Next meeting on September 30th, same time + place