

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

Date: Nov 2, 2023

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

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

- President - Mackenzie (she/her/elle)
- VP External - Ryan (he/him/il)
- VP Academic - Markos (he/him/il)
- VP Communications - Felicia (she/her/elle)
- VP Internal - Sofia (she/her/elle)
- VP Services - Ethan (he/him/il)
- VP Social - Jason (he/him/il)
- Manager of Social Media - Jayda (she/her/elle)
- Manager of Translations - Carolina (she/her/elle)

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

- VP Finance - Vacant
- Manager of 101 Week - Laura (she/her/elle) - Excused
- VP Equity - Nyah (she/her/elle) - Excused
- Manager of IT - Krisha (she/her/elle) - Excused
- VP Philanthropic - Cristie (she/her/elle) - Excused
- Manager of Sponsorship - Devon (he/him/il) - Excused
- Manager of Sports - Mackenzie (She/Her)

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 colonisation and the displacement of Indigenous communities from their ancestral lands. We commit ourselves to learning, understanding, and honouring 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.

Updates - Mises à Jour:

President:

- By-election stuff.
- Lots of meetings/emails.
- Maybe got Canmet for Industry Night...
- BoD stuff.
- Selection committee for CELC.
- My updates will continue later.

VP Internal:

- Ordered printer ink! Should arrive Monday. Submitted reimbursement request (can they be processed before we elect a VP Finance or do I have to wait until after by-elections?)
 - Ordered off Amazon, reviews and everything says the cartridges are compatible with our printer, fingers crossed that's the case lol. If it works I can order more to have a supply
- Trying to schedule meeting with subassociations, but chess is the only president that's responded to me so far... 🙄
- uOEC is taking years off my life lol, but the OC is doing a fantastic job!
 - EEF was a pain to deal with but our patches and shirts have thankfully been ordered!
 - 4 teams have signed up as of now, I (should) have a judge for Innovative Design but still need to confirm others (and only one team for debate, rip)
 - The cases for Bioeng and Programming are the biggest headache rn... I need time to research and make them that I simply don't have due to schoolwork projects and honours lab piling up
 - If you're still thinking of participating you have until Saturday to register!
 - I also need as many of y'all as possible (who aren't competing) to help out on the actual weekend please <3
- Will redo office hours schedule after by-elections to reflect new VP Finance (and also changes in Jason's). What are we doing about Disala's office hours? Cancelling them or can someone cover?

VP External:

- Got flights for CELC
- Setting up pre conf meets with FYIC and CDE delegates
- That's about it xd

Manager of Sports:

- All intramural participants got their invoices (thanks ethan) so we are getting some money from those.
- ESSCO hockey is being held at carleton this year.
 - Filled out the interest for, which is not a commitment form, it is just to see if the tournament is doable for this year. Will be contacting members from last year's team as well as find more players for this year.
 - Looks like it will be held sometime in march on a friday & saturday. This will be good as carlton is not far, so we save money on transportation as well as hotels. Once we get info on costs and how many people from ottawa want to go, I can see how much we will charge each player.
 - Already have jerseys from last year so money is saved from that.
 - Will potentially look into sponsors to subsidise portion of cost.

VP Finance:

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Manager of Sponsorship:

- Wizeprep
 - Sponsorship agreement signed, details sent to Manager of Socials, VP academic, and VP Comms.
 - Lots of wizeprep codes and other perks in the package. No direct funding.
 - We get \$2,000 if we get 25 students to use the ESS wizeprep codes to buy discounted services.
- NBC
 - Sponsorship agreement signed
 - Banking information for direct deposit sent to NBC

- We should receive a direct deposit of \$4,000 soon
- Lactalis
 - Sponsorship package sent and they are reviewing additional event details and options i provided.
 - They are to get back to me soon.
 - Lactalis may provide monetary sponsorship in exchange for involvement in events such as Industry night and UOEC etc.
- Yay emails 😊

VP Philanthropic:

- Finished off Oncology October
 - We raised 2.5k ish overall still waiting for final numbers (yay!)
 - Waiting for payments back from Dylan from booze for butts
 - Going to send a post to social media soon to tell everyone how much we raised (pls look out for that!)
- Eng Ball
 - Still working with Anissa to find a venue and secure it asap!
 - Venues are getting more expensive because of inflation :(
 - CSSA owes us 9k from last year, working with kenzie to get the money back (been gotten)
 - CSSA also wants to work with us for eng ball, not sure if they wanna buy in or sit on my charity committee b/c it's kinda weird for another phil to do that but i'm working it out > thoughts?
 - Going to try to increase my eng ball budget by the amount CSSA owes us for last year so that we are able to actually have eng ball
 - Trying to figure out what charity to contribute to but will think more about that once we have a venue

VP Social:

- DUSTED
 - Will be on Saturday the 18th at Liet... haha jk none of you will know muahahahah
 - I will make sure to do a proper check of the bar thought to confirm it isn't cash only and that we can lowkey play music

- Theme is Fireball Whiskey as we are going to try and actually DUST something this time...their Fireball Whiskey



- Current Patch thoughts?
- @media team I'll be filling out the form tonight to send out a post either on monday or tuesday but I'm just finishing up promo and captions so all you gotta do is post :)
- Iron Ring After Party
 - I think I'll still be putting on the Iron Ring After Party whether we fully host wine and cheese or not (or to whatever extent we host it) same ol same ol for that in terms of location and vibes
- Other
 - 101 Week Cleanup
 - I recognize the office is still a mess partly due to the 101 week things and I am working as hard as I can to find time to start putting things away where they belong.
- Secret Stuff
 - We have an OTIS costume right?

Manager of 101 Week:

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VP Communications:

- For those of you who did not see it in the discord, we are putting a hard deadline in place for any post on our socials. Please submit ALL post info 4 days before you want a post to go out. We now have more people to circulate the posts through, and we want to focus on putting out good graphics and captions, which both take time. You can tell when a post is rushed, and we want to avoid that.
 - On that note, please let us know if the current submission form is working for everyone. We are always looking to improve
- Manager of Translations transition completed!
- Met with the Comms team on Sunday, and it went really well! We will plan to meet on the last Sunday of every month to discuss Comms specifics and how well our team is working together.
- Meeting with Nyah and Jayda to begin Linktree subscription on Sunday!
- CU adds still bringing us some cash
- Currently in contact with Rotman and McGill grad students, they want to partner with us and potentially sponsor some networking events (not sure why business schools are approaching us, but I will have more details in the coming days)

Manager of Social Media:

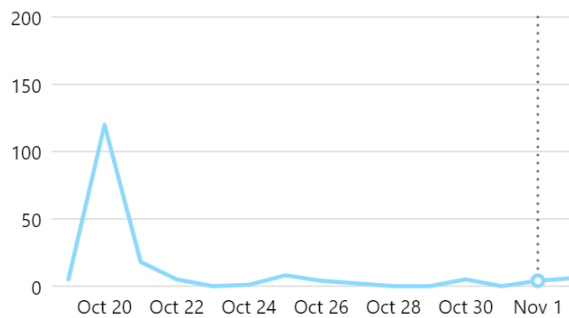
- Still collaborating with Sofia and Markos regarding patches/ general merch for their respective events
- I have received the sponsorship calendar and will be implementing it to facebook meta
- VP Academic post will be going out tomorrow
- VP services post will be going up on the 13th as requested

Page and profile visits

Export ▼

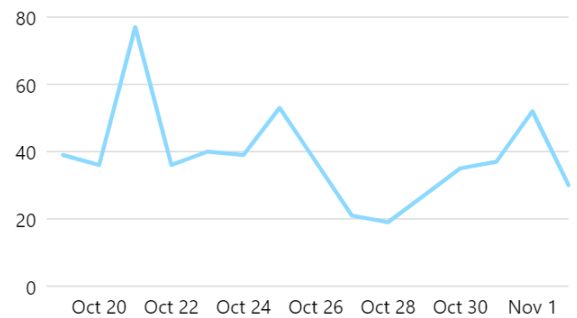
Facebook visits ⓘ

178 ↑ 212.3%



Instagram profile visits ⓘ

578 ↓ 57.6%



Manager of IT:

- Added office hours on website but still need to fix some bugs before uploading image
- Attended comms meeting over weekend
- Emailing students, highschool students who send messages to ESS on website
- Created a google drive to store all designs for website redesign. They can be used whenever redesign happens so that we don't spend time on planning again.
https://drive.google.com/drive/folders/1U606yDmz7-rp_ofJf3JJ9ToyL_SN6BAA?usp=drive_link

Manager of Translations:

- Logged into my **uottawaess.ca** account
- Communications meeting that marked the end of my successful onboarding process
- Translated the November Updates By-Elections email
- Created Google Drive Folder for Minute's translations
https://drive.google.com/drive/folders/1sgOLPI7ZhBY28vS8f-q4KkK4QZtu7AeX?usp=drive_link
- 24-48h for translations

VP Academic:

- Wine and Cheese

- Welp... its happening on campus, I dont have the mental power to deal with the Faculty
- Working with C&R to set up the event ;-;
- Got the band, catering and working out drinking arrangements
- Need photographer (Cristie Kwan Who was your contact?)
- Industry Night
 - Next Friday in STEM from 1:00pm to 5:00pm
 - @Social media team, how is the advertising going?
 - There'll be snacks if you attend the presentations
 - Companies coming so far: Nokia, Blackberry, Communication Security Establishment, Tomlinson and PEO. I may have another company but I am not holding out to hear back
 - Side note: I think CSE is bringing an arcade game?!
- Moral Night
 - I get why people don't like C&R (*gasp* wait who said that)
 - Still pushing for Beavertail and PJ's day (working on the name, please give me suggestions) but apparently food trucks are moving bombs so the event is getting push to ideally the last week of November
- Markos' side quest
 - Research scholarship is underway
 - Working with Vice Deans of EDI and Programs to implement new changes and Diversity in Engineering Industry Night for the Winter semester
 - Joint efforts with Nyah and the Diversity Engineering clubs
 - Planning field trips to the uOttawa Power Plant in the Winter

VP Equity:

- Drag Queen Event (November 20th from 7:30-9:00 pm - international day of transgender remembrance) with CSA (will be going through signing officers)
 - With EngiQueers? Sent message to Ethan
 - 5 Drag Queens interested
 - Tickets \$5 - Proceeds would go to Egale (organisation striving for equity and inclusion of queer Canadians)
 - More details to be finalised (Meeting to finalise Sunday)
- Working with Markos on Mental Health Panel and Diversity in Engineering Gala
 - More details to come

- Waiting on confirmation from Ottawa Therapy Dog for best date (will know soon)
- Patches (Barbie themed “Gatekeep Gaslight Girlboss”)
 - Getting designed and ready for printing (will be going through signing officers)
 - In collab with WIE x WISE

VP Services:

- New patch is on the way (arrival expected for Nov 20-23)
- Ordering tote bags soon, cost went up so much so I gotta adjust my budget
 - Need to find supplier for shirts, John’s invoice was \$23 each (23x35 shirts = 805) since it’s full colour double sided and my budget line wasn’t that much
- Went through locker contracts and updated the spreadsheet fully (except for 1), locker cutting still being planned because Cristie wasn’t able to do it over reading week
- Filling orders and sending invoices as per usual
- Patch sewing with uOEQ on November 23, 2023

Motions

- Tabled motion from last meeting. Moved to the end and discussed and voted without managers present
 - Motion to allow managers access to the office. Same points pushed as the last meeting.
 - Vote: 6 for, 0 against, 0 abstentions. Motion passes :)

Discussion Items - Éléments de Discussion:

- Kenzie: Incorporate or not?
 - Overall consensus: good idea to look into further. Kenzie will research it more and have updates by next meeting. It involves submitting a form to the government and a \$200 fee. Carleton recently did this so could ask them for details about what exactly it entails and how it works
- Kenzie: What do you want from our meetings?
 - Recently discussed this in PRT, asked all the RSGs how they run their meetings. We could do a little personal note after our updates to have a little bonding moment or something like that.
- Kenzie: Charity hockey tournament?
 - Sandy Hill is bringing back their winter classic. Do we want to collab with them? Involves promoting it and attending the game. Consensus generally seemed to be yes.
- Jason: Winter Intramurals Registration → Very soon @Mak
 - November 12th - organise the teams soon
- Jason: Secret Santa???
- Discussed this at last meeting, we were thinking of doing a gift exchange and bowling
- Jason: uOEC - Can People join in virtually?
 - The main issue with that is that we didn't advertise it as having the option to join virtually from the beginning so that may seem unfair. People can register proxies though. Thinking of extending registration deadline but some competitions require teams to submit stuff in advance so a timing issue arises there.

Reminders

- BOD on Sunday
- By next meeting, we will (hopefully) have a full team!!!
 - Do not endorse any candidates in any way.

- Don't tell people to vote a certain way.
- Don't follow election instagrams or like election posts.
- If you're running for a position (Markos), you are not allowed to be seen in the office.
 - Sofia can take Markos' Friday hours, will see for covering Tuesday
 - If you have office hours, someone will need to cover them for you.
- Promote the election in general.
 - Tell people to go vote, but not for a certain candidate.