

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

**Date: October 5th, 2021 at 7PM EDT**

**Link: <https://us06web.zoom.us/j/88597114893>**

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

- President - Chloe (she/her/elle)
- VP Finance - Nicholas (he/him/il/lui)
- VP Internal - Sally (she/her/elle)
- VP Academic - José (il/he/him)
- VP Social - Anjaliya (she/her/elle)
- VP Philanthropic - Julian (he/him)
- VP Communications - Kaleigh (she/her/elle)
- VP Services - Izzy (she/her/elle)
- IT - Justin (he/him/il)
- Sports - Adam (he/him/il)
- Sponsorship - Maya (she/they/elle/iel)
- Translations - Ayan (she/her/elle)
- Social Media - Lilly (she/her/elle)

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

- VP External - Kayla (she/her/elle)
- Equity Commissioner - AnTonia (she/her/elle)

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

## Updates - Mises à Jour:

### President:

- BoD happened
  - I want a secretary lol
- Elections are ongoing, campaign period is now (voting is the same days as UOSU lol I didn't plan this)
  - We have Antonia running for Equity (big surprise)
  - And Abebi running for Academic

### VP External:

- FYIC application coming soon
  - Comms team making graphic & post
  - Will set time with Selection Committee
  - Registration due October 18th
- FYIC \$10 delegate fee
  - Includes merch & a meal
  - Capped at 7 delegates, but I planned to bring 4

### Manager of Sports:

- Intramurals is a big success
- McMaster invited uOttawa to play a rugby game against them at Mac, kinda like eng rugby but not a tournament. Was suppose to be a tournament but other schools pulled out Kinda hesitant of covid and feasibility of sending a team there for so little game play
- For the table below use format ( Name1, Name2,...)

send team	Don't send team
	chloe, Adam, Maya, Anj, Yz, Lilly

### VP Finance:

- The first audit period will be finishing on October 31rst (according to UOSU [Constitution](#)). The deadline to submit is November 30th. I will let you all know when it is submitted.
- Officers have agreed upon an interpretation of the Policy and Procedure manual 3.3.2 (Budget section) that would require Officer votes for expenses over CAD\$250.00 even if

it would result in a projected net gain. For example, a line could say “Cool new patches”, its expense could be CAD\$255.00, its expected revenue could be CAD\$300.00, thus the expected net gain would be \$45.00. However, this would trigger a vote of the Officers.

- I do not believe this is the way the manual is written. This will require an amendment to the policy. (we will discuss this at the discussion point)

#### Manager of Sponsorship:

- Webinar went not that bad
  - Sorry about the last minute sharing they didn't get me the link till like a week before and i was in a lot of school deadlines
  - Need to start planning the second one (november ish)
    - Not gonna be at the same time, a lot of classes
    - What do y'all think is a better time?

#### VP Academic:

- BY ELECTIONS

#### VP Philanthropic:

- Bottle Drive pickup October 16 & 17. I need volunteers to sort bottles please!
  - Please share form link!
- Toured an Eng Ball venue (wanna do discussion on it)
- Patch auction in November?

#### VP Communications:

- Website is finally finished (I hope)
  - Just need to fix a few typos before we post the “launch” but it is live
  - <http://www.essaeg.ca>
- Promo request form is done, please submit all posts through here moving forward
  - [https://docs.google.com/forms/d/e/1FAIpQLSd1LCGDdKsYxkZuWWJPIjTHewkAsv5AXoOFBrx\\_ISFxW-2l7g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd1LCGDdKsYxkZuWWJPIjTHewkAsv5AXoOFBrx_ISFxW-2l7g/viewform?usp=sf_link)
  - Please fill it out a
- Please let me know if you want something included in the mailout, even if I already have the info. This will help me make sure I don't miss anything

#### Manager of Social Media:

- No updates

Manager of Translations:

- No updates:)

Manager of IT:

- Learning to use the new coding software for the website

VP Internal:

- To plexi or not to plexi
- Scheduling meeting with CVUO, Chloe is accompanying
- EngiQueers election tomorrow
- Gotta ask the dean about in-person uOEC
- Upcoming meeting with uOEC Committee

VP Services:

- Online Store:
  - We have sold out of a great chunk of our inventory and I was stressing
  - Thank you to everyone helping with order pick up during office hours
  - Many outstanding orders from September awaiting pick up, currently sorting that out because these students have paid but are not responding for pick up times
  - The newsletter was very effective in getting the word out about our store - might request adding the shop every once in a while so thank you comms team!
- Locker Rentals:
  - Notices posted on some lockers to register for the academic year, no record of ownership from previous years
  - Not cutting locks this year JUST IN CASE people have not had a chance to come back since the first lockdown
  - Thank you for registering people on the sheet and having a signed form dropped in my mailbox!
- Leather Jackets:
  - Fall fitting day is happening tomorrow from 1100h to 1600h in CBY A04
  - Jacket is \$450 with all cresting and taxes
  - Export Leather is still open in Toronto if a student cannot get fitted this week



- Export Leather pays for all their travel here, Winter Fitting Day will only be considered if we have a guaranteed 15+ people buying a jacket next semester

➤ New Merchandise:

- Currently a work in progress because we are very much out of stock of a lot of things so a rush order is coming soon
- I ~might~ go over budget so this might be a cute chat at the next BOD for more allocated spending
  - Goal is to find affordable merch sold at cost to our students!
  - Many designs and products that I want to do
  - Inclusive size range means slightly more quantities compared to last year
  - The price per unit is slightly higher due to a global shortage of stock
  - **More on this in my point Operation: Merchandise later in this meeting**

➤ Graphic Design Committee:

- All the points above has my hands full but I've had people giving me such lovely feedback from last year and input for this year but I promise I'll have a form go out around Reading Week for a more formal team of creative brains (let's focus on elections first)

VP Social:

- Trying to plan a DUSTED but having trouble finding venues
  - Some issues I've run into:
    - Wanting a deposit for the facility that puts us way over budget
    - Not having the capacity to take us all
    - Needing to book venue before because of COVID-19
    - Already booked (some places all the way up to December)

Equity:

- BY ELECTIONS

## Discussion Items - Éléments de Discussion:

### ➤ Office Plexiglass: yes or no? (President)

- Nich: too easy to get into the school without being fully vaxxed, not everyone has the same level of comfort with covid, people might feel more comfortable
- Anjie: people have showed up without masks AHHHHHHHH
- Nich: implementation: would prefer we get it faster than machining it
- Sally: close the window if people show up with no masks, look into someone who could customize it
- Nich: buy small one online and then cutting one to perfect size after
- ACTION ITEM: [Sally Raad](#) will be buying a plexiglas thing soon

### ➤ [Policy Manual](#) 3.3.2 (Budget Section) amendment discussion (this discussion can't change the policy, that's a Constitution committee job) (VP Finance)

- Nich: Motion: recommend the constitution committee considers approval for expenses rather than net
- Second: Chloe
- Result: passes unanimously

### ➤ Operation: Merchandise (VP Services)

- SLIDES: [https://drive.google.com/file/d/1ouwD0BYD2HBqfEhrCrP9\\_g9HWiaheg\\_G/view?usp=sharing](https://drive.google.com/file/d/1ouwD0BYD2HBqfEhrCrP9_g9HWiaheg_G/view?usp=sharing)
- Izzy is incredible

### ➤ EngBall Location (VP Phil)

- Toured Lago at Dow's Lake
  - It's cool
  - Need numbers for capacity
  - Split it into two groups: top floor / bottom floor to maximise space
  - Dancing is lowkey illegal right now, not sure what it would be in march
  - Thoughts?
  - Sally: how about we do something more mundane? Bowling night???
  - Maya: how would we pick who goes where



- Julian: we'd all be able to dance together downstairs, considered selling tickets to profs (at an upcharge hehe) given them the top floor, when you buy your ticket, first come first pick
- Izzy: have we thought about a garden party?
- Julian: march 19th, brrrrrrrrr
- Nich: price per plate
- Julian: 55 including taxes and gratuity, not too bad
- Anjie: if you're splitting the rooms, did you check if there's an elevator, more accessible seats on the main floor, gender neutral washrooms
- Julian: Pretty sure there's an elevator, they have had split level events, that would be a consideration, something to look into
- Anjie: ask if they are pet friendly for people with service animals, some venues don't allow them :(
- Sally: what if we do a barn that we decorate and hire caterers
- Julian: looked at a few places outside Ottawa, weren't big enough or open, March 19th is maple syrup season so a lot of places are closed, not very accessible most likely
- Julian: Lago's is easy to get to, downtown, have parking, they've been nice so far, THEY HAVE WINDOWS
- Maya: that's where my prom was supposed to be!

➤ Julian is old

Meeting adjourned :) go away nich

-Nich Notably against :)