

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

Date: Nov 11, 2024 7:30 pm

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 Internal - Aiden (he/him/il)
- ★ VP Social - Eric (he/him/il)
- ★ VP Equity - Ryn (they/them/il)
- ★ VP Philanthropic - Gabrielle
- ★ Manager of Social Media - Martina (she/her/elle)
- ★ Manager of IT - Cyrus (he/him/il)
- ★ Manager of Sponsorship - Zoe
- ★ Manager of Sports - Maria (she/her)
- ★ Manager of Translations - Elsa (she/her)
- ★ Wine and Cheese Coordinator - Kyle
- ★ Manager of Student Success - Krisha (she/her/elle) - Arrived Late

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

- ★ 101 Week Coordinator - Mackenzie (she/her/elle) - Term over
- ★ Manager of Marketing - Vacant
- ★ VP Sustainability - Leila - Excused (class)
- ★ VP Services - Maya (she/they/elle) - Excused

- ★ VP Francophone - Carolina (she/her/elle) - Excused
- ★ VP Communications - Madison (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.

- ★ 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:

- ★ President election nominations open! Submit your nominations by this upcoming weekend if you would like to run for next year's president
- ★ Helped fix the CFES report that was re-submitted this weekend
- ★ Attended Wine and Cheese - great job Kyle and Ashna, it was a success!
- ★ Planning team bonding - more in discussion
- ★ Talked to Carleton about Mateo at dusted this weekend - more in discussion
- ★ Attended PRT
- ★ I will be unavailable Thursday - Saturday. If it's a dire emergency, please call, but otherwise I will be unreachable

VP External:

- ★ FYIC happened
 - Overall pretty good, the first year who attended reached out after and said they had a great time and wanted to be more involved with ESS external stuff
 - GA and sessions notes
 - Did not film much, too much stress and uncertainties during this conference
 - Pushing back PEOSC video editing, probably until holidays unfortunately
- ★ PEOSC report almost done, will be done for BoD, FYIC is next to write up
- ★ CELC delegates chosen, hopefully good standing so we can attend
 - Buying flight tickets with Dom when we figure out CFES standing
- ★ Budget update for BoD
- ★ Considering running an External Awareness Night, especially to get more CALE applicants

Manager of Sports:

- ★ Created registrations for winter intramurals
 - A soccer team for Thursday nights has been made!
 - Sent out emails to everyone about intramurals, whether teams were made or not, and I'll check in on the soccer team closer to the winter term

VP Finance:

- ★ Met with Sofia tonight
 - UOSU Audit Due 15 January, but I am getting a head start on it so if I ask you for receipts, thank you in advance.
- ★ Thanks with all your patience regarding stuff, this semester has been rougher than I imagined.
- ★ Current Payables
 - Academic
 - Wine and Cheese
 - CNR Fees: \$9,434.03
 - CNR Outstanding Balance: \$1,537.20 (Dropping off cheque tomorrow)
 - Band: \$200
 - Photographer: Please Send me an Invoice
 - Extra food: \$682.63 (Cheque given to Kyle tonight)
 - Kanata North Busses
 - \$480.25 Paid
 - Changes were made and I still have to pay \$226
 - Social:
 - Iron Ring After Party
 - Paid: \$980.92 to bar
 - Drivers: Paid Nathaniel, need to Pay Colton. (\$100 Paid, \$100 unpaid)
 - Carleton Dusted
 - Need to pay \$540 to Carleton
 - Our Dusted
 - Need to pay Busses: \$1779.75
 - Pizza TBD
 - To pay patches: \$338.28
 - Internal:
 - UOEC
 - Paid for shirts: \$1,253.89
 - Competition Materials: TBD
 - Food: TBD

- External:
 - FYIC Expenses: TBD
 - CELC Flights: TBD
 - Services
 - To pay for patch organizer: \$17.27
 - Halloween Candy: \$30.01
 - Hack the hill patches: \$131.25
 - Shipping fees: TBD
 - Finance
 - To pay accounting software: TBD
 - ESSCO Fees: Awaiting Invoice
- ★ Invoicing people for intramurals.
 - ★ Helping with UOEC (tentative scheduling)

Manager of Sponsorship:

- ★ Started sending out sponsorship emails for the 2025 Charity Ball
- ★ Started planning event for OSPE to repay 101 week sponsorship (do they usually attend industry nights? will we have one this sem/next sem?)

VP Academic:

- ★ Aftermath from Kanata North Field Trip
 - Went really well! Lower attendance than expected tho :(
 - Could make this an annual event since connections exist
 - Followed up with companies thanking them
 - Waiting on photos to perhaps post on ESS Instagram
- ★ Aftermath from Wine and Cheese
 - Went really well! Thank you to everyone that helped out!
 - Sent volunteers instructions on how to log in their hours (thanks Aiden!)
 - Kyle received Google drive from photographer (can it be posted on our linktree anytime soon?)
- ★ Updated my budget to reflect actual money spent from above events

- ★ Overseeing Krisha's work with upcoming morale night collaboration with IEEE and CSSA
- ★ Working on the co-op survey with Ryn
→ Promo request has been made!
- ★ Undergraduate Engineering Program Satisfaction form has some responses
→ Need to start looking into it!
- ★ Academic service posts should be posted soon (promo request has been made)
- ★ On a personal note: Having two events in one week really drained me out! So, I'll be taking a break from ESS for a bit to focus on school :)

Wine and Cheese Coordinator:

- ★ Waiting for the photographer to send me the invoice
- ★ Thank you for everyone who helped
- ★ Now that wine and cheese is over if anyone needs help with anything please let me know

Manager of Student Success:

- ★ Planning fall morale night
- ★ Date: November 26th, 2024
- ★ At Stem 117 from 5-10 pm
- ★ IEEE is booking the room
- ★ We are catering to first and second year students. Expecting 50 students. 5-6 TAs and 5-6 student volunteers who will also help students with questions. Using honour system for getting students to volunteer.
- ★ Ess will contribute \$100. Same for IEEE and CSSA. Snacks and drinks for students. Pizza probs for TA and volunteers.
- ★ Met with computer engineering accreditation board

VP Communications:

- ★

Manager of Marketing

- ★ N/A

Manager of Social Media

- ★ Posted a few things: dusted, elections, charity committee, intramurals etc...
- ★ Really sorry for all the delays! I've been behind on several people's requests and I really appreciate how patient everyone has been...
- ★ The upmost priority of posts next is uOEC volunteers, French Translations Committee Application (and working on the Mistranslation Report system, I saw ur DM carolina), and Ashna's academic service stories (sorry for missing last week I'll post them all to make a highlight this wednesday)
- ★ Again, really sorry for so many delays, do NOT be afraid to reach out to remind me or check in, it probably slipped my mind.
- ★ Am going to send some things to Maya's GDC!

DeepL

- ★ Posté quelques trucs : dépoussiérage, élections, comité de bienfaisance, intramuros etc...
- ★ Vraiment désolée pour tous ces retards ! J'ai pris du retard sur les demandes de plusieurs personnes et j'apprécie vraiment la patience de chacun...
- ★ La prochaine priorité est de poster les volontaires de l'uOEC, l'application du comité de traduction en français (et de travailler sur le système de rapport de mauvaise traduction, j'ai vu notre DM carolina), et les histoires de service académique d'Ashna (désolé d'avoir manqué la semaine dernière, je les posterai toutes pour faire un résumé ce mercredi).
- ★ Encore une fois, je suis vraiment désolée pour tous ces retards, n'ayez PAS peur de me contacter pour me rappeler ou vérifier, cela m'est probablement sorti de l'esprit.
- ★ Je vais envoyer des choses à la GDC de Maya !

Traduit avec [DeepL.com](https://www.DeepL.com/Translator) (version gratuite)



Manager of IT

- ★ Completed my Fall class talk on Thursday, November 7 at 10 AM with Maria in a first year GNG1105 class

VP Internal:

- ★ uOEC this weekend!
 - Volunteer sign ups soon, but please let me know if you can it's extremely encouraged to volunteer if you are not participating
 - Desperately finding judges
 - As of now I have Communications, Re-Engineering, Bio-Engineering (maybe) and Junior Design, Senior Design
 - Still need Consulting, Programming and Innovative Design
 - Finalising numbers to get to Dom for getting food
 - Got all the materials I need, (just need 2 servo motors from Dom day of)
 - Got all the needed snacks
 - Got thank you cards for judges
 - Patches are in
 - Got a quote for busing to Hamilton for OEC
 - WAY too expensive
 - Reaching out to Carleton to see if we can go together, and if not going to come up with a plan involving tickets on a megabus.
- ★ Got wine and cheese volunteers registered, waiting on hours to approve.
- ★ Got office hours changed so Leila has hours and Hayley, Anna and Krisha no longer do.

VP Services:

- ★ I ordered the patch storage and set it up
- ★ Had first meeting with GDC (For requests there will be form. When you fill it out a thread will be made. If it isn't then you can follow up but give us like 24-48hrs)
- ★ Wipebooks have been ordered and prices have been determined
- ★ Lockers
 - Registration ends today!
 - Cutting locks thursday? Maybe idk i have a lot of work it may get pushed

VP Social:

- ★ Helped out at Wine and Cheese (good job Ashna and Kyle!)
- ★ Iron Ring After Party happened, turnout was lower than expected so I changed some expectations for next semester.
- ★ DUSTED is planned, patches are coming in soon. Just need to send another email to protection and then the keepers will be allowed to come. They will be on sale on Friday at 5pm. I wanted the post out maybe Wednesday and I am sorry about the late requests for translations and promo (thanks maya GDC for the post)
 - Unfortunately no shot glasses 😞
 - Decided to go with a different pricing system: \$18 ticket + \$4 patch = \$22. This gives everyone a cheaper option of going. I spent time doing a [breakdown](#) if you have questions about the pricing.

101 Week Coordinator:

- ★ N/A

VP Philanthropic:

- ★ Fall event:
 - Foodtruck idea fell through :(was postponed to April 1st, 2025
 - Linking up with LFC for a study cafe
 - Trying to figure out logistics, most likely happening on Saturday the 23 from 10-2pm
- ★ Charity Ball:
 - Sending sponsorship packages

VP Equity:

- ★ Co-op feedback form
 - Made up and included translations on the form that the co-op office wanted us to post.
 - Made a promotion request for last Friday's newsletter
- ★ Plant potting event

- Upcoming event on the 21st of November for a plant pot painting and potting event (6pm on a Thursday).
- Made up a form for RSVPs that will close at noon the day of:
<https://forms.gle/HwxSVrXkoQwjzsoQ7>
- Made arrangements to pick up the succulents with Maya the day of
 - Plans for free propagation fell through
- Arranged a 10% off discount for succulents from Home Depot
- Reserved A04 for the event
- Will rummage in the dungeon to get paints for it
- Made a promotion request for last Friday's newsletter. I realized I forgot to include the RSVP form link so I am hoping the link can go up on instagram ASAP.
- Graphics and translations are completed, form's translations have been verified, post request has been sent in.

VP Francophone:

- ★ Translations Committee applications coming in, exciting! Hoping to carry interviews week before finals, and have it ready to go when we come back from the break
- ★ Collab avec Association of students in feminist and gender studies - Thursday November 21st
 - They will handle the post, make it shared so Martina Duran keep an eye for it .)
- ★ Working on Translating uOEC documents, will be ready for this weekend (if we get them all before Thursday-Friday, cause I cannot translate programming because I am participating, and Elsa cannot Translate BioEngineering)
- ★ Now that people have started using the Mistranslations Report System (love the engagement), looking to schedule a meeting this week with Comms so we can integrate this in the best possible way - If Comms is here, check ur DMs :)
- ★ Template for French minutes ready, pls add your DeepL updates there
- ★ Meeting with Manager of Translations to discuss expectations and polish communication channels as we get ready to handle the committee

Manager of Translations:

- ★ Translating the co-op survey form, site tour form and other requests
- ★ Finally translated the meeting minutes template

- ★ Met with Carolina to discuss the translation committee and other updates

VP Sustainability:



Motions



Discussion Items - Éléments de Discussion:

★ Sofia - Team bonding date

○ *Discussion*

- Sofia: Maybe 23rd, 24th weekend.
- Maya: That's Dusted/BOD weekend
- Sofia: We could do the next officer meeting Monday, or the 30th. I'll send a poll for the meeting being earlier than team bonding being later.
- Maya: Merivale bowling now has alcohol we could get sloshed and bowl.
- Sofia: I can put out a poll for input.
- Maria: Photos with Otis?

★ Sofia - Design day photos?

○ *Discussion*

- Sofia: Are we going ahead with this?
- Ashna: I wasn't on ESS last year so what exactly is this?
- Sofia: Last year Nyah took initiative for it, but she got a photographer to take linkedin headshots.
- Ashna: So if it's just Hasan again, I could get Kyle to do it.
- Kyle: What day and time it is? I'll see if he's free, normally he's fast at responding so I can let you know tomorrow.

★ Sofia - Mateo at dusted

○ *Discussion*

- Sofia: I was informed that Mateo was at the Carleton DUSTED event while he wasn't supposed to.
- Eric: Indirectly sold him a ticket, I sold 99% of them and he didn't come up to me and bought one.
- Maya: If he got someone to buy him the ticket, it kinda answers the question of intentionality.
- Eric: That's probably what happened.
- Martina: I bought my friend a ticket with my own just because she didnt wanna go herself

- Maya: Well your friend isn't on probation.
- Sofia: With the upcoming dusted we have to be extra careful when selling the tickets.
- Eric: It's definitely easier to track our DUSTED because for this one they had their own weird google form.
- Gaby: This is a suggestion, maybe have their name on the ticket?
- Krisha: Has anything like this ever happened before? In my opinion we're all grown up students, it's irresponsible if he knew he wasn't supposed to go nothing about it seems like a mistake. It's not fair to put more work onto Eric or anyone else on the team. I don't think we should do any more procedure there just should be a penalty.
- Eric: To Gaby first, with the next sales everything will be exported to a sheet and checked off at the bus. For Krisha I agree. I shouldn't have also involved ESS as their DUSTED's are under the table and not associated with their CSES.
- Maya: For registration form, this isn't extra work but it's more like what we should be doing regardless. As of now we have two people who can't go to events because of stuff like this so we should have the extra protection.
- Eric: I do agree, but in my head it wasn't ESS. For our DUSTED I would've been a lot more vigilant, since this was all last minute it skipped my mind that this was even an ESS event.
- Ethan: That all makes sense for Carleton, then for ours we check names and id's anyways. Where do we draw the line, like we could stop him from buying a ticket but how do we stop someone from showing up to a bar. If he wants to give us his money he could just buy a ticket.
- Maya: first Eric, I get that in your head it wasn't ESS, but my point of view if something happened to a uOttawa student Carleton wouldn't take responsibility, which is where the collab comes in.
- Daniel: If you're selling him a ticket you're inviting him to come unless you have a strong way of not getting him to come.
- Eric: I already stated I was in the wrong by bringing ESS into it since Carleton runs it all off the books, I shouldn't of made it an ESS thing.

- Sofia: So where would we go from here, the board needs to make aware, but in the end of the day someone sold him a ticket, or at least bought it from us.
- Maya: I think ultimately it's up to the board since they decided his initial punishment. This is the second time he's getting the punishment after doing the wrong, and now he's getting in trouble after. Otherwise he'll keep doing it.
- Sofia: What would we even do if we see him there, kick him out?
- Eric: We don't have authority to kick anyone out of the bar.
- Sofia: Do we tell the bar beforehand?
- Eric: It depends on the place, but it's not guaranteed since they'll be losing a customer. The bar has no reason to other than we claim they shouldn't be there.
- Maya: He shouldn't of even gotten to the bar.
- Eric: The thing with Carleton is that it's basically a group of friends.
- Sofia: Either way it's going to the board at the next meeting.
- Maya: Eric how'd the patches look
- Eric: They were cute, tiny
- ★ Aiden - Winter Office Hours
 - *Discussion A lot of people will be on co-op in the winter so scheduling will be weird, heads up.*
- ★ Aiden - uOEC judges
 - *Discussion We are missing judges for some competitions. Emailed about 30 (qualified!) people but few responses. Please help out if you know anyone, email them to ask if they'd be available.*
- ★ Cyrus - Using shared drive on Google Suite
 - *Discussion*
 - Cyrus: Could we start putting meeting minutes, and photos in the drive?
 - Daniel: Do you want to put old previous years minutes too?
- ★ Sofia - Manager of marketing vacant
 - *Discussion*
- ★ Gabrielle - UNSA/AEPSI just reached out (30 mins ago) wanting to do a charity ball during frost week... thoughts?
 - *Discussion*
 - Maria: Do they have specific dates?

- Gaby: No they just said first week and it'll probably be in the Lees Lobby.
- Maya: I think you should be careful to not let what happened with Dusted where we plan everything and they hop on. If they want to plan and then we promote and support I'm good with that.
- Eric: I wouldn't let them steal your thunder from your own charity ball. I like frost week but maybe not this event in particular.
- Sofia: The consensus seems to somewhat sway away from the idea.
- Maya: It's all up to you, if you plan on doing it we'll support you but it's up to you don't let us influence you guys.
- Daniel: HSSA, who hosts their regular charity ball won't be doing it again with UNSA this year.
- Eric: Yeah I heard they got the boot since they were not good with paying back their money. Colton also proposed if they could join our eng ball, but I said it's not up to me since it's "Eng-Ball" not "Everyone-Ball".

★ Daniel - new Secretary

- Daniel: Just an fyi we have a new secretary, just a heads up in case she reaches out. Still have AJ, but we've got an additional role.

Varia

- ★ UOSU General Assembly Sunday 10am ([agenda](#)): be there or be square! [Register](#) or [proxy](#) your vote

Reminders - Rappels

- ★ Next meeting (and last for fall!) is November 25th