

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

Date: 7PM, Tuesday 19 June 2022

Link: <https://us06web.zoom.us/j/84600173798>

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

- President - Julian (he/him/il)
- VP Finance - Zahra (She/her/elle)
- VP Internal - AJ (he/him)
- VP External - Elise (She/her/elle)
- VP Academic - Anna (she/her/elle)
- VP Social - Mackenzie (she/her/elle)
- VP Philanthropic - Bowen (il/he/him)
- VP Communications - Liam (Il/He/Him)
- VP Services - Ben (he/him/Il)
- VP Equity - Heidi (she/her/elle)
- IT - Emma (she/her/elle)
- Sports - Yasen (He/Him)
- Sponsorship - Abbey (she/her/elle)
- Translations - Vacant
- 101 Week - Jason (He/Him/Il)
- Social Media - Alannah (she/her/elle)

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

Land Acknowledgement - Reconnaissance des terres

Updates - Mises à Jour:

President:

- Retreat is booked for August 5-7 in the Gatineau Region!
 - Please vote on the location in #votes so I can confirm numbers!
 - Food: Everyone to chip in some money to buy groceries and make shared meals
 - Transportation: currently have about 3 cars so carpooling shouldn't be an issue, gas can be covered by ESS
- Had meeting with Prep101 for potential partnerships/sponsorships
- Met with the Faculty's Student Experience Officer. We've been asked to help out with the Welcome Day BBQ (see Motions). I said at the very least some guides could help out (it's usually during a break in activities during the day)
- PRT on Saturday

VP External:

- CFES PM:
 - Dates: September 16th - September 19th
 - Need to book flights
- PEO SC:
 - Created application form
 - Submitted social media form
- TMU Scavenger Hunt
 - July 30th (in Toronto)
 - Submitted social media form
- ESSCO Commissioner Role Review meeting
 - ESSCO discussed sports competitions - work with Yasen (Manager of Sports) on potential involvement

Manager of Sports:

- McMaster reached out to previous year's attempt at Eng Rugby. Not much interest from other schools, but said we're interested.

VP Finance:

- Got access to the online bank

- Met with Ben for the Vp-service Budget and Mackenzie for the 101 week budget and will meet Elise for the external budget on August 2nd.

Manager of Sponsorship:

- No update from NBC since last meeting, not looking very hopeful 😊
- Looking into places to ask about ERTW sticker perks, let me know if y'all have any ideas or cool places you think I should reach out to!
 - Potentially look into NFG as an option

VP Academic:

- Received our first serious academic issue from the summer semester – sets the outline for the many others to come through.
- Connected with Dr. Labrosse and scheduled our first general meeting
- Started turning attention towards budget planning (not much to go off of from previous years)
- Met with the UART (first meeting)

VP Philanthropic:

- Got three quotes for Eng Ball venue, lowest is 58\$ per person plus tax and service, average price is 85\$ per person plus extras. Still waiting for two more venues to give me the price. Ikea offered me a great price, (around 30-40 per person)but do not think it is suitable for our event. What do y'all think?
- Planning for shine day, probably start at 9:30AM since there is no time conflict and guides can sleep longer lol other RSGs want to start at 9:30 AM and Phil RT is really unorganized.
 - Ben: Shine day is typically really busy, might be better to start earlier, before 8AM
 - Bowen: 7-10AM?
 - Julian: I'm checking with the faculty to see what their schedule is for the day.
 - Liam: Coffee/Red Bull sponsorships might be a good idea for this
- Shine day commissioner resigned
 - Julian: Not really needed anymore
- Planing the charity auction with Ben, we need sponsors and patches
- Still looking for a charity commissioner and forming the committee

VP Communications:

- 101 Week Book
 - Exec Profiles
 - Letter from the president
 - Math booklet vibecheck
 - Final Check on everything
- Dusted Mailout?
 - Final Dusted Promotion pushes (for Next Thursday)- everyone try to bring your friends! Bowen will assist Mackenzie with Square sales
- Budget projecting a 15k deficit due to revamping of handbook and increased costs

Manager of Social Media:

- Handbook profiles
 - Info in english done and just need translation
 - Graphic aspect is almost complete and just need to have the bios added
- Social media engagement
 - Posts themselves have good engagement
 - Reels have been really good for engagement as well
 - Issues with attendance to events likely related to reasons outside of ESS not advertisement
- Post request form details have been updated
 - 3 weeks notice before posting data required if incomplete caption and no graphic
 - 2 weeks notice if complete or almost complete caption
 - 1 weeks notice must have complete captions, graphics, and bilingual
 - All submissions must have the required details (ex. Due dates, times, prices, links, rules/regulations, etc.) or else it is incomplete
 - Julian: If you need translations done ASAP, use the #translation channel in Discord
- Social media posts for september
 - I will be busy with work+classes so I will need your september social media post info organized and in to me by August 19

Manager of Translations:

- Please help me get one

- #Translations on Discord
- Ask a guide to help out?

Manager of IT:

- Changed our Google Workspace to Business Starter (payments begin September 24, 2022 for 38 users at half price)
- Removed links for 101 Week Guide apps and charity committee apps
- Added the remaining meeting minutes from 2021-2022 (still haven't translated or been sent the AGM, Rikki had asked about it two months ago)
- Added past two 2022-2023 meeting minutes (although not translated)
- Added team pronouns

VP Internal:

- Haven't bought Supplies for office yet, going to do it end of July when classes end so please let me know if there's anything needed (other than cyan ink)
- Planning on using the Volunteering Engagement Portal on uOzone to track volunteer hours for the year! Easy to use, easy to track and approve hours, will give a demo maybe in the next meeting?
 - Do we want to use it for all volunteers throughout the year? Or just for our execs+managers
- Get a megaphone, already approved in past Internal budget

VP Services:

- New Merch on website (crewnecks, T shirts, stickers, patches, tote bags)
 - ❖ Will present Comms with new marketing plan for merch soon
- Patches for guides and 101ers for 101 week designed and ordered (arriving this week)
- Fulfilling online store Orders
- Decided to not order officer jackets until after By Elections as two orders significantly drives up cost and John is having stock issues with jackets right now
- Added DUSTED tickets to online store in Events Tab(item link in discord)

VP Social:

- Reached out to other RSGs for buy-ins (haven't gotten responses)

- Created a current calendar including dates, times, locations, and accommodations present (final one due July 29th)
- Got another sponsorship of \$500, current total \$2000
- Finally became a signing authority
- Booked busses
- Planned Dusted
 - Tickets designed and being sold
 - Venue picked
 - Busses booked
 - Go add to playlist
- Ordered bracelets and doing them slightly differently
 - 4 different kinds, split based on age and messy day. Will have a lot of excess for the following year.
- Budget done (will show later)
- Application for use of parliament hill submitted and approved (no stairs though)
- “Booked” locations on campus
- Confirmed number of black hats

Manager of 101 Week:

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Equity:

- Still planning drag event
- Meeting with compass
- ERT

Motions

- Give up to \$5 000 to the faculty to help organize the Welcome Day BBQ
 - Motioned by Julian
 - Seconded by Elise
 - Discussion:
 - JW: Open to changing the amount, but I think we should cap it at \$5 000.
 - In Favour: 13
 - Abstain: 1

- Approve \$9 000 for ESS handbooks
 - Motioned by Liam
 - Seconded by: Julian
 - Discussion:
 - The reason this costs more than previous year's budget is because last year they didn't include taxes, we are getting 50 more books (25% more) and we are adding 16 additional pages.
 - Vote:
 - Passes unanimously
- Approve $\$1,537 + 2 \times 70 = \$1,677$ (travel) & \$315 (delegate fees) for CFES PM:
 - Motioned by Elise
 - Seconded by: Julian
 - Discussion:
 - VP External & President fly from Ottawa to Vancouver for CFES PM Conference at Simon Fraser University in September
 - Cost of Ubers ($\$70 \times 2 = \140) included
 - Food: $\$20 \times 4 = \80
 - Total: \$2 172
 - Booking the flights once motion is approved, the amount *may* fluctuate
 - Vote:
 - Passes unanimously

Discussion Items - Éléments de Discussion:

- What happens if we don't sell out of DUSTED tickets?
- Order of seniority for DUSTED (others that haven't given answers)
- Idea for messy day to talk about
- First aid
- [Google Workspace Users](#)

Reminders

- Post reminders in discord!
- Get your own first aid! (can be reimbursed by ESS, the university often offers it at a discount)
- Budgets

- For the retreat, please vote on the location in #votes so I can confirm numbers!
- Approve 101 Week Budget
 - <https://docs.google.com/spreadsheets/d/1bGnSMbv2joR8sKaYu6yyJlfNppbFMru4UmTCMBqy84g/edit?usp=sharing>
- Approve Summer DUSTED Budget