

2020/2021 Executive Meeting



17th Meeting: August 27th, 2020 / 8:30 pm

ATTENDEES:

- President: Cole Badiani
- VP Admin: Mackenzie MacLeod
- VP Programming: Maryam Denno
- VP External: Megan Lesiuta
- VP Finance: Finley Kibbey-Dunne
- Internal Assistant: Danielle Fernandes

RECAP:

- Megan
 - Videos for Instagram; Exec can login to MSSS Instagram themselves
 - Can pick days for exec takeover now!
 - **Week of Sept 7th intro videos posted**
 - Who are the MSSS graphic posted day of MSSS presentation in WW
 - Please have these recorded!
 - Want to post the year plans on the website
 - Cole will send over completed year plans by the week of Aug 24th
 - Social Cards
 - Sponsorship Package will not be done until Aug 31st
 - Can start contacting individuals and businesses now w a write up can begin reaching out to people ASAP
- Maryam
 - Contacted Yoga instructor
 - Looking for Oct availability, and also for Zumba instructor
 - Meeting with Student Reps to set dates for events on the calendar
 - Getting started on the first event to solidify plans
 - Meeting with Formal Committee to finalize the theme
 - Cole had a meeting w Wellness Liasion, have events planned for MSSS and will be working w Maryam. They will be checking in w Maryam shortly so nothing is conflicting

- Thinking of reaching out to them to create a resource list for de-stressor event (on campus and beyond)
- Will reach out to them before booking yoga/de-stressor wellness@themsss.com
- Finn
 - Sent out program societies w tentative budget estimate (cut by 50-40%) and will be changing based on their year plans
 - Budget is basically finished just some misc finances to complete
 - Outreach Coordinator budget: Megan is looking for an estimated budget for this role at \$100 (max)
- Mack
 - Had a mentorship meeting with Cole and Tanisha
 - Great meeting! Learned a lot will be creating a rough plan for the year to hand off to next VP Academic
 - The program will not be fully completed when signups go out (will be during WW) but will be created as signups go out
- Cole
 - Presidents council meeting
 - Wellness meeting went great and went over year plan they created
 - Looking at gaining access to mailing lists

Training:

- Mack suggested recorded opening ceremony type training
 - We can all be present to record our slides and then send it off to all of the program societies
 - **Everybody on board with recording will set a date in a later meeting**
- Cole looking at formal training contents now and will share with the group
 - Needs to look over the constitution and operating policy
 - Have gone through things that need to be amended (cannot be done without a VP Academic)
 - Want to change up the way this training operates as online training will begin to be tedious in our COVID-19 school year

Program Society Year Plans/Budgets Due:

- **Due Sept 14th**
 - The email will be sent by Cole, CC'd Mack, Victoria and Finley
 - This gives Finley time to finalize the budget (the only thing that needs to be outstanding is program societies)
- **We will attach a blank year plan and budget for program societies to reference**
 - Finley will go over the blank budget template to see if it is ok to send again this year/update it
 - Will be sent to Mack when finalized

AGENDA:

Round Table Updates:

- Megan:
 - Social cards
 - Sent to about 30 potential sponsors
 - Westdale cupcakes 20% off!
 - Speedway responded and are in contact with us
 - Exec videos:
 - Name pronouns, year, programs, position
 - Explain roles and goals
 - What you're excited for! (COVID friendly)
 - Why people should contact you
 - Question and answer time
 - Add email
 - Planner presentation Sept 4
 - September 7-11: each exec will take a day to talk on the Instagram story
 - Can take place any time during the day + use closed captions
 - Sept 7: Cole
 - Sept 8: Maryam
 - Sept 9: Finley
 - Sept 10: mack
 - Sept 11: Megan
- Maryam:
 - Reached out to wellness liaisons
 - Emailed to meet next Wednesday
 - Formal:
 - Talked with the team about 70-30 situation
 - Talked about online formal
 - Student reps:
 - Wed Sept 23 ONLY EVENT
 - Organized schedule with reps that work w them as well
 - Yoga event:
 - Have on a Tuesday and Thursday
 - Tuesday earlier → Thursday night later
 - May change dates!
 - Year calendar expected to finish for August 30th
- Finn:
 - Sponsorship package done by the August 31st
 - No emails from program societies yet
 - Looked at the template for program societies → all good!
 - Share with Cole

- Mack:
 - Cole and Mack had mentorship meeting
 - Went through elections, peripheral hiring for September
 - Created a calendar for September for dates and timelines
 - Mentorship graphics are finalized and will send to Megan tonight
 - Post August 30th
 - Facebook and Instagram friendly
 - Signups are finished for mentors and mentees
 - Questions are changed slightly but mostly the same
 - IT advisory council reached out
 - Will keep in touch
- Cole:

The month of September

- August 30: mentorship will be promoted
- August 31 - Sept 11: signup out for both mentor and mentees
- Sept 1- 11: CRO apps released
 - Must happen to hire VP Academic
 - Check if a former CRO can re-run for that position
- Sept 12: will release the recorded opening ceremonies
 - MAYBE: Sept 5-6: recording
- Sept 14th: program societies year plan due
- Sept 14-18: VP academic nomination period
- Sept 14-18: Peripheral applications out
 - Maybe extend if necessary
- Sept 21-27: Interviews for peripheral
 - Sept 25-27 alternate time slots
- Sept 20-25: Campaign period for VP Academic
- Sept 27-29: voting for VP Academic
- Sept 30: hopefully have a VP Academic
 - transfer all their work to them at this point
- October 3-4: Training days
 - Oct 3: program society train
 - Oct 4: peripheral training
- October at some point → GA

Mentorship/Mentee Applications have been finalized

- Dates on graphics have been sent to Mel:
- Started to collect emails
- Planners are circulating graphics
- Cole working with Nicole to send out an email to all first years

Mackenzie is going to be attending the ITSAC meeting

- Cole is attending the undergrad meetings
- Cole and VP academic will be attending the dean's meetings
 - This will change on how she wants it structured

Training and Changes

- Filming it and have finished for September 12th

MSSS Introduction Presentation

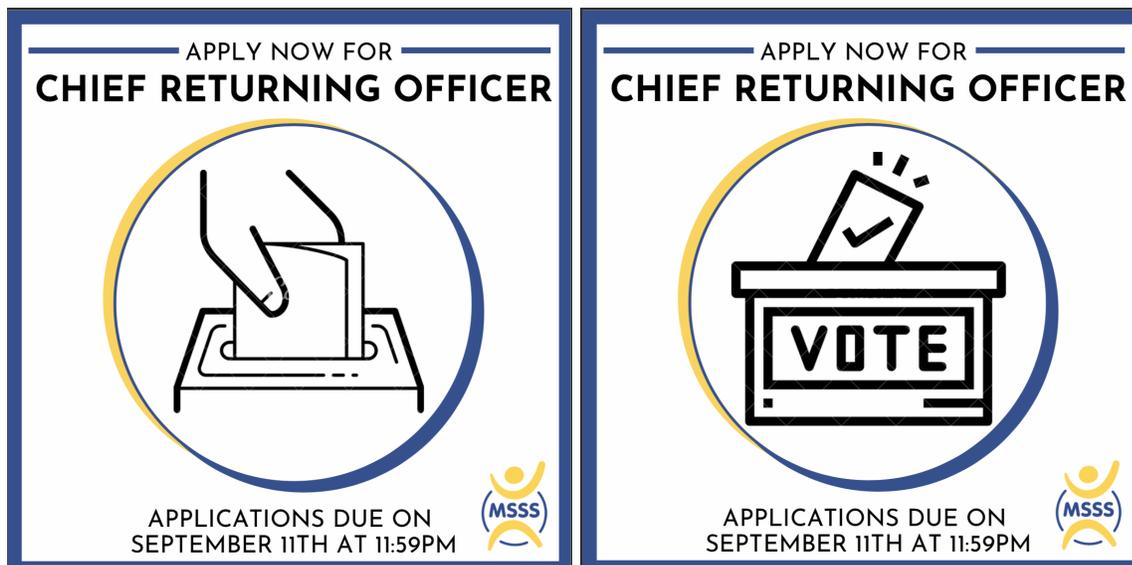
- Cole received emails requesting him to run a booth to answer questions
- We were supposed to present live in a booth
- Asking if we record the presentation and then only answer questions in the booth
- They want the video done by September 2
- We will respond asking for clarifications
 - Hopefully have our presentation shown to all and THEN break out into separate booths

Wellness Liaisons will like to collaborate with VP programming and VP external

- They are on board and will continue from there

CRO Graphics

- Use the "hand" for the chief returning officer
- Save the other graphic for a voting graphic later on



Good NEWS!

- What could this news possibly be?!