

# 2020/2021 Executive Meeting



**18th Meeting: September 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:

### Training:

- Mack suggested recorded opening ceremony type training
- 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

### The month of September

- August 30: mentorship will be promoed
- 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 the 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 in 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

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

- They are on board and will continue from there

## **AGENDA:**

### **Finley:**

- The sponsorship package is almost done, then have to send to Melissa Darby
  - Victoria and Maryam will also receive this to use in their roles
- Year plans are all in
  - Numbers to be finalized and estimate will stay the same or a little bit more
- The budget will be finalized soon
- Mack sent the esignature
  - Received the rest of the signatures as well and should be ready for meeting for CIBC
- Speak to alumni about possibly getting money for throughout the year
  - Last year received about \$3000 for sponsorships

- Hopefully, continue the relationship
- Potentially put together a new fund??

**Maryam:**

- Formal is now online for sure
  - Meetings are beginning again tomorrow
  - Will make a tentative plan → finn will work around it
- First event happened last wed (went well)
  - Next is on OCT 6 (yoga night)
    - One night before reading week, one night after
    - Promo begins Tuesday (for the next 2 events)
- New first-year reps are hired
  - Meeting with the 2 reps
  - Joining weekly meeting hopefully next Tuesday
- Received an email from Nicole from Student Experience about being in contact with Tracy
  - Looking to collaborate

**Megan:**

- Social cards are officially out
  - People are signing up!!
- Instagram takeovers went well
- Began to collaborate with wellness
  - “Wellness Wednesday” began
  - All going well
- Having meeting with new outreach coordinator
- Will need to get the peripheral information for the website this week
- (Cole) Was asked to host a Q and A
  - Maybe megan could host this (zoom/instagram)
  - Maybe the socsci survey could cover this
- Year plan
  - Will be uploaded soon!
  - Cole will send to megan

**Mack:**

- Peripheral hiring is all completed

- Hired 2 student reps, CRO, outreach coordinator
- Sent out email to accept their positions
  - All accepted
- Once supervisors reach out to the roles
  - Send the training slides to them
- Training video has been sent out → successful!!
- Went to IT student advisory meeting on Tuesday
  - Come back with the exec team with any information we may have
- Emailed photography about online year
  - Brainstorming ideas in how he can get involved
  - Get him in touch with Melissa (help with graphics)
  - Maybe get him to help out with the website
- Waiting for one more to add them to the peripheral facebook group
- Received an email from SCARs about concerns with their society
  - Had trouble accessing their email
  - Had trouble with year-end reports
  - Sent them Megan's email to help
- Mentorship
  - Closed the sign ups for both
  - Sent general email about getting back to them soon
  - Interest was really good this year
    - 55 mentees
    - 37 mentors
    - 1:1 or 2:1 ratio matchup hopefully

**Cole:**

- Mentorship
  - Figure out whether to interview mentors without VP academic
  - The content in the program should be developed by VP academic
  - Get preliminary hiring later on
- Re: Program Society email
  - Each year all program societies should email Finn a copy of year-end report
  - Covid-19 prevented some of these email
  - Received \$1000 elsewhere
    - Did not use any money from MSSS

- Has edits for the Constitution
  - Current one is very outdated
  - VP academic would be pushing this through
  - Later meeting will be on the Constitution
  - Will share the edits list with the exec team
- Will email liz about fall preview and BluCru announcement

## **Training**

- Program societies were emailed with the training
- All peripherals will receive an email with training
- All will receive a recording with the training if they cannot make it
- Topics:
  - Land acknowledgement
  - Agenda
  - Core execs
  - Peripheral execs
  - Everyday leadership video
  - Who the MSSS is
    - What the goals are
  - How to navigate the website (Megan)
  - MSSS Constitution
    - Run through the core policies
  - Program society handbook
  - EHOSS (Mack)
    - Rundown on how to use site
    - How to get events approved
  - What Megan looks for for publicizing an event
    - Forms they need to use
    - Protocol and timeline
  - Financial Process (Finn)
    - Reimbursement process
    - Reimbursement form
    - Speak about budgets for the year
      - What appropriate use of budget looks like
  - Programming (Maryam)
    - Master calendar

- Programming on behalf of societies and peripheral team
- Expectations
  - Social media
  - President council meeting
  - Meetings with Victoria
- Same training for peripherals
  - Gives a chance to meet everyone
- RSVP form
  - All but one society has filled it out
  - RSVP ends tonight

### **Fall Preview**

- High school student reached out to Maryam
  - Wondering about a potential fall preview
- Will reach out to find further information from Liz

### **BluCru Announcement**

- Tanisha will make it
- In order to be eligible for the BlueCru for next year
  - Must engage in MSSS events at least 3 times a year
  - This was not in the contract → but this is what we're looking for for next year
- Stress that "year long role" looks like participating in events

### **Photography**

- Potentially finding jobs for him to do with the MSSS website
- Potentially take facetime photoshoots

### **Sweaters**

- Use the same site that BluCru uses
  - Entropy
- Will open it to the peripheral team
- White crewnecks

