

2021/2022 Executive Meeting



Core Executive Team: 16th meeting / August 14h, 2021 / 9am - 10am

ATTENDEES

- President: Salsa Sarhan
- VP Admin: Sara Elmallah
- VP Programming: Rebecca Cecim
- VP External: Tuqa Al-Rammahi
- VP Academic: Almitra Phukan
- Internal Assistant: Angelo Marmolejo

AGENDA

Tuqa Al-Rammahi - VP External

- Outreach Meeting on the 12th
 - Wondering if we're allowed to do in-person events - will wait on more news
 - Waiting on year plan templates from Sara
- Meeting w/ Keisha on the 12th - Instagram Takeovers
 - Had a large amount of WW reps interested in doing a takeover - specifically from Poli Sci and Social Psych
 - Same day of the outreach meeting - faculty of social media coordinator - about the instagram takeover and that briefly mentioned - we reached to reps and volunteers
- Social Card responses
 - Dundas Yoga has reached out with an offer - they're thinking of a few classes
 - Pinks Responded
 - We'd like to have the social card before Welcome Week
- Welcome Week Updates
 - Merch Designs
 - Social Media Introductions

Almitra Phukan - VP Academic

- Selecting 5 EEGC members = Mark Busser - emailed her and she has to appoint five people from the MSSS to sit in on meetings and we have them in November and December
- Mentorship program and guides updates
- Waiting on response from program societies in regards to first year survival guide features
- She's considering in-person stuff, planning for a hybrid situation

Rebecca Cecim - VP Programming

- Official date and theme confirmed for Formal
- Second year representative position to be created
 - Can bridge the gap between the MSSS and Second Years
 - Would have to allocate some of the budget to Second Year Rep
- Term social events
- Some events will take place on campus unless asked otherwise = First event - 16th of September
 - October = A hike in early October or an event on campus and it can be a regular social.
 - November = Not many events - mainly gonna be art destressors
 - December = We're gonna have holiday destressor and social media challenge
- Virtual punch card, different tiers and prizes , hopefully it encourages people to attend!
- MHS/MSSS collaboration
 - Doing an event in January - have not set the date yet
 - Will be charity-based
 - The reason we're doing January - fresh back to school, in-person and it'll be the first event back to school.

Sara Elmallah - VP Administration

- By election for VP Finance and VP Admin
- Signing authority,
- Bonding event - working on training slides, needing confirmation from members
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 - So we have some turn-out and if people can't find to attend we can request for them to attend regarding training and an introduction as well.
 - If we send in during the work week we can keep it in mind.
- EOHSS - I'll make a recording and send that and the slides to those who can't attend

- Side note: Rebecca would need to submit her events to EOHSS in advance to be safe
 - Since she has a lot of events planned - we need to get those applications done ahead of time and Maryam said to submit the EOHSS - three weeks before that and the first event will be on the 16th.

Sara Elmallah - VP Finance

- Finalizing budget - student award? Donation?
 - Must contact Program societies
 - Domain Renewal to be reimbursed
 - Signing authority yet to be done
- Budget for Merch?
- Budget for office?

Salsa - President

- Faculty Presidents Meeting = recurring meeting to connect with other faculties and make sure the university is on the same page
- Dean Emailed her Strategic Plan for McMaster Social Sciences Faculty = shared it with the team, to discuss any feedback with the Dean
- Spark Session = A lot of students have been reaching out to her and second year students are curious about 2nd year welcome week, turning them to the proper outlets
- Open Circle = Planning events during the fall during welcome week and we're gonna be involved and she will reach out to us if she needs our help
- Salsa creating the flag for welcome week and she's gonna get the A-Frame
- Diversity Officer Transition
- Hire a sponsorship coordinator = we've established that there's gonna be a position for the fall.

ACTION ITEMS

1. VP Academic
 - a. Figure out the pricing for the guides
 - b. Text group chat with all the peripherals who wants to be the fifth member
 - c. First year-survival guide - just go ahead with it
2. VP Administration

- a. Finish Presentation & EOHSS Recording
 - b. General Assembly - Date and Time
 - c. Start Planning Sponsorship Coordinator Apps
 - d. Release Year Plans for the rest of Peripheral Exec Team
3. VP Programming
- a. Figure out Transition for Dawn
 - b. Figure out Virtual Punch Card Platform
 - c. EOHSS for First Event Next Week
 - d. Continue Planning for September Events and Formal
4. VP Finance
- a. Finalize Budget - As much as you can
 - b. Schedule appointment with CIBC signing authority - Get signatures - ask for that date on the 30th
 - c. Give Planners on the Face + Salsa will do it too
5. VP External
- a. Might be calling people in social weeks - The Alley, Sushi place Contact businesses that cannot be emailed
 - b. Peripheral Exec Training
 - c. Meeting with Keisha with Upcoming week over Insta Takeovers
 - d. Reach out to Instagram 2025 Account
6. President
- a. Work with Rebecca for the Transition Report on Diversity Officer
 - b. Contact faculty about access to the Office
 - c. Put in the Flag Orders
 - d. Sending Strategic Plan to Go through it + have meeting with them
 - e. Schedule appointment for CIBC
 - f. Assist with any bonding event