

# 2022/2023 Executive Meeting



## ATTENDEES

### Present:

- President: Tuqa Al Rammahi
- VP Admin: Tracy Lee
- VP External: Myra Mansoor
- VP Academic: Alison Rogers
- VP Finance: Dawn Abbas
- VP Programming: Navi Abbas

## AGENDA

### President

- Photoshoot on campus
  - Thursday and Friday next week
  - Sign up if you'd like!
  - In Blu Cru group
- Sociology meeting on Sunday May 29th @7PM
- Legacy convocation
  - Taking pictures there
    - Ideas?
    - Interesting experience at McMaster
    - Graduation song
    - What they've done with their year off
- Scheduling meeting with dawn and WW planners
  - Haven't been CCing Dawn into finance emails
  - 100\$ deposit for Cameron speedway
  - E-transfer it to them
    - Dawn or tuqa or any of the WW planners
  - Sunday 11:30 meeting
  - Confirmation email will be sent

### VP Admin

- Waiting for shared calendar update from Myra
  - Which platform?
  - Teams channel

- Teamup —> calendar accessible to everyone outside of Microsoft teams
  - Master calendar
  - Available to ppl outside of MSSS
  - Share on all platforms
  - Post screenshot every month
- Email program societies
- Almost done interviewing with program societies
  - Will send email with anonymous form afterwards
- Reviewing interview questions —> will send to supervising VPs soon
- Extend applications ?

### **VP Programming**

- Event for all students outside of specific faculty
- Year plan
  - Can change up ! Not strict
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### **VP Finance**

- Cheques have been sent
  - Award winners were informed
- Picture day
  - Ends at 4pm
- Expense form
  - Email all program societies or towards September?
  - Helpful to get it sooner than later
  - Introduce to WW planners too

### **VP External**

- Domain renewal
  - Pay from personal card and get reimbursed
  - Two payments
- Change facebook header —> group picture ?
  - Send to Myra if have any
  - Tuqa has all pictures from welcome week —> share with myra
  - New pictures from may@mac and year 2 selection
- Announce winners for awards
- Updated MSSS website
- Blinding process
  - Download resume
  - Have code name ready
  - Label by code name
  - Doc or pdf —> pdf has blinding feature on macbook/doc erase name
  - File on own with code name
- Answering questions about applications
- Blog post

- Test run in August (welcome week)
- One reminder every 2 days until the 1st of June about peripheral exec applications
- Only 6 applications

### **VP Academic**

- Created interest form for mentorship program
  - During Welcome Week
- Helped Tracy create anonymous feedback form
- Give program societies until end of June for blurbs

### **ACTION ITEMS**

- announce winners for awards
- Give program societies until end of June for blurbs
- Send anonymous form to program societies
- Repost peripheral exec application post !
- Domain renewal payment
- Change facebook header
- Email program societies about shared calendar
- Sociology meeting
- Schedule meeting with WW planners and Dawn
- Send supervising VPs interview questions

### **NEXT WEEK'S AGENDA**