

2022/2023 Executive Meeting



ATTENDEES

Present:

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

FOLLOW UP:

- Someone please pick up mail for VP Finance in Dean's office - check with tuqa
- ~~VP External to send invoice for social cards~~
- Everyone needs to transition their team!
- Polisci society + VP Admin hiring - no email gotten!
 - Navi will tell them to reach out to VP admin when hiring
- ~~VP Admin Contracts~~
- ~~VP Admin Bonding & training~~
- VP Finance + President - Welcome Week budget - Still needs to be done
- ~~VP External List of sponsorships for VP Admin and Photography coordinator~~
- ~~VP External Program society calendar google form~~
- VP Academic meeting with welcome week planners - to do this week

AGENDA

President

- No updates!

VP Admin

- Photography based events - meet with photography coordinator and VP Programming
- Hiring schedule - post September 9th, due on 16th (extend until 19th if needed) 19-21 review applications, interviews 21st-23rd scheduling, interviews week of 26th, transition that weekend

- Training + bonding - Saturday, October 8th 10am-12pm
 - 1 exec per program society
- Rebecca to send contracts to team
 - Once signed, send to tuqa to sign
- Bonding this Wednesday 6-8pm
- Need to email diversity officer feedback!
- Bonding- August 25th 6pm, Play with Clay and picnic

VP Programming

- Student Reps need to be transitioned and bonded
- Bushra and Jenna getting transitioned tomorrow 9pm
- Theme finalized!!!

VP Finance

- Welcome Week budget remains the same

VP External

- Outreach coordinator transitioned
- Media and design coordinator making welcome week graphics - also graphics for VP Academic!
- Social card to be picked up today - need to figure out how to distribute it
- Graphic sent to welcome week planners about social card - need to be posted
- MSU clubfest table confirmed

VP Academic

- Kristen is transitioned!
- Survival guide is being made by media and design coordinator
 - Academic survival guide to be made after - first week of school
- Need peripheral information to add to survival guide
 - Tracy to send information

REMINDERS:

- CORE BONDING! AUG 25TH 6PM - PLAY WITH CLAY
- Team bonding - Wednesday 6-8pm, Zoom
- Next core meeting - Thursday, August 25th 5pm

ACTION ITEMS

- President to pick up VP Finance mail
- Everyone needs to transition their team!
- VP Finance & president to meet about welcome week budget
- VP Academic meeting with welcome week planners
- VP Admin to set up meeting with photography coordinator and VP Programming

- VP Admin and internal assistant to plan training and bonding
- Internal assistant to send contract to peripherals
- VP Admin to send diversity officer interview feedback
- VP External to plan social card distribution
- VP Admin to send VP Academic peripheral information for survival guide