

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 (in spirit)
- VP Academic: Alison Rogers
- Internal Assistant: Rebecca Cecim

FOLLOW UP:

- Everyone needs to transition their team!
- 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

AGENDA

President

- Yay new semester!
- Clubsfest - any prep/support that needs to be done?
 - 2-6pm Tuesday and Wednesday
- Canva Expense Form to be filled out
- Sociology still a WIP - progressing slowly. Will reply to the department likely today.
- How's Discord doing
 - Support Myra on how to work Discord
 - Meeting Wednesday at 11am-12pm

VP Admin

- Program societies
- Hiring
- Photography coordinator
- Hiring timeline (sept)
 - Post 2nd week of september
 - Post applications the 9th - due on 16th. Extend until 19th if needed
 - Interviews 26th-30th
 - Transition that weekend (30th - 2nd)
- Ask M&D for graphic for hiring
- October 1st - 2h. 10am - 12pm. Community room
 - Email peripherals, execs and program societies to let them know

VP Programming

- Formal committee and year reps all transitioned & weekly meetings will begin soon (Just waiting to find a time that works for everyone)
 - Formal friday at 9am
 - Student reps Friday afternoon (time TBC)
- Looking at formal venues soon
- First rep event mid-september
- Outdoor movie night - may need to be reconsidered due to price and weather
- Faculty day - Mills Plaza, bracelet making, painting, etc.
 - Include academic resources (eg. Presentations)

VP Finance

- Biggest issue: there was a \$22,000 cheque addressed to the MSSS that I was never made aware of because the email of its arrival was not addressed to me. So did anyone else get an email about this?
 - No one knows who has the email :o
- Planners consulted their bosses at the last minute because they were struggling with budget and weren't sure why, and turns out their levy was separate from MSSS budget (levy which is nearly \$20,000). So they should have essentially had a \$50,000 budget, but the old planners never broke that down for them, and my transition never broke it down for me. So they are not villains, they were working in a 20k deficit, and that absolutely sucked. The good news is they will be donating some of the leftover money from our contribution to our welcome week charity, so that worked out!
- Tuqa, please fill in the expense form if you would like a reimbursement for canva!!!!!!!!!!
- Alison, I got an email from Econ about a photographer whose email you gave to them for contact, but they have not yet heard a response back from them. Can you please follow up with them on our end because that reflects badly on us which we hate!
 - Tracy to tell photography coordinator to check email
- Tracy (and the whole team I suppose), again with Econ, they mentioned that they have been CC'ing us in their emails for interviews and interview links and

said we were never present at their interviews. Awkward. Can you please confirm this for me before I reply to them. They also asked if we would like to be included in their hiring process for a few more roles this fall.

- Tracy will email Econ
- Overall, I have also increased Econ's budget to accommodate their events this fall and because we have a lot of room in our overall budget to be generous to the poor program societies that I'm trying to build strong relationships with.
- That's all for me I believe, peace and love <3

VP External

- Social card distribution is going well
- Send pictures/info of the peripherals for the website
 - Tracy will send peripheral photos to Myra
- Shift over to Microsoft - By October 1st!
- Clubsfest - happening today 2-6pm
- Setting up a time with our outreach coordinator for meetings
- Sending emails to program societies to reintroduce myself

VP Academic

- First year SG done! Just needs to be sent to me for review, then post
- Academic SG will be done by end of week
- Schedule meeting with M&D coordinator and Tuqa
- Mentorship timeline has changed, starting today!!!
- Mentorship soft launch was a success, 78 interested!
- Got an email from a third year who wants to become more involved, YAY
- Need to book the community room for mentorship training, need some help!
 - Tuqa will send Deb Roche's email to Alison

REMINDERS:

ACTION ITEMS

- Tuqa to send internal assistant signed contracts
- Myra to order more social cards!
- Tuqa to fill out expense form for Canva
- Tracy to ask M&D for graphic for hiring
- Tuqa to respond to sociology society/department
- Myra and Tuqa to meet about Discord
- Tracy and Rebecca to plan training and bonding
- Tracy to send Navi and Tuqa application forms to revise
- Tracy/Myra to post hiring graphic on Friday the 9th - due on the 16th

- Tracy to email execs, peripherals and program societies about training and bonding
- Navi to finalize meeting time with reps
- Tracy to tell the photography coordinator to check emails - respond to econ society!
- Tracy to email Econ society about hiring
- Tracy to send peripheral photos/info to Myra for website
- Myra to research switching from Google - Microsoft
- Myra to coordinate meeting time with outreach coordinator
- Myra to email program societies to reintroduce herself
- Alison to review first year survival guide + send to Myra to post
- Academic survival guide being finished this week
- Alison to schedule meeting with M&D coordinator and president
- Mentorship applications to be posted
- Tuqa to send Deb Roche's email to Alison
- Alison to book community room for mentorship training