

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:

- Tuqa to send internal assistant signed contracts
- Myra to order more social cards! - will have by fall GA
- Tuqa to fill out expense form for Canva - will fill out end of month
- Tuqa to respond to sociology society/department
- Myra to research switching from Google - Microsoft
- Messy to switch)): Seeing if there's \$ in budget to not switch
- No switch!! Woo
- Myra to email program societies to reintroduce herself & share teams channel with them - editing email then sending
- Alison to finish first year and academic survival guide - first done, academic almost done
- Tuqa to confirm funding amount for wellness liaisons - will have funding amount next week
- Everyone - fill out training document
- Everyone - RSVP for training & bonding
- Everyone but dawn - fill out When2Meet for interviews - waiting on Navi
- Navi creating master calendar of events - work in progress
- Myra working on newsletter - will be done end of month
- Myra to update website with peripheral information - waiting until everyone is hired
- Myra to respond to photography coordinator about pictures of sponsors

- Myra and Tracy to meet about the newsletter
- ~~Myra to post extension for mentorship program~~
- Alison looking into getting Canva pro for M&D - starting in October

AGENDA

President

- Meeting with Eizza last week! (Sociology president)
 - Need to make graphic for society hiring (once M&D hired)
- Meeting with Nicole tomorrow - confirming funding amount next week's meeting
 - Wellness events
- Almost done marking applications! We have very strong ones for Society Admin :)
- Starting up meetings with Associate Dean Tracy
 - Record of all student emails
- Can wellness liaisons be added to a shared calendar as well for events?
 - Myra to send shared calendar to peripherals

VP Admin

- Myra resend form about program society events
- Navi have the shared calendar on msss site be updated about any events that are running for students to know and photography coordinator to be in the loop
- Political science society sent me an email about interviews
- Econ society wants a meeting with me about EOHSS - setting up meeting
- Check ins
- Navi fill out doodle
- Rsvp for training
- Sign off meeting minutes if you miss it
- Myra and i are going to meet about newsletter
- Need to start planning interviews
- Sra
 - Ask sarphina

VP Programming

- First event - Sept 27th, let's get social (bracelet making, pot painting, etc.)
 - Photobooth area
 - Mills Plaza
 - Getting supplies tonight!
- Movie night inside MUSC - inflatable bean bags, popcorn, etc.
 - Waiting to hear back about availability to confirm date
 - Use IG story to have students vote throughout the week on which movie they like more - winner is the movie played!
- Nicole emailed Navi about wellness liaisons
 - Cleared up that Navi isn't involved with wellness

- Please try to reply to faculty within 24h to avoid miscommunication
- EOHSS delays in being approved... Make sure to submit 3 weeks in advance

VP Finance

- Social Psych Society may want more money in future... Need to give full breakdown of how money will be spent if requesting

VP External

- Applications have been blinded and sent to Navi and Tuqa
- Submitted an expense form for the google account
- Ordered more social cards! I also edited the design a bit so the text is easier to read
- Still working on the newsletter! - sent tracy a when2meet for the meeting
- Going to finish updating the peripherals once everyone is hired since it looks inconsistent otherwise
- Going to make a graphic for the 'Let's Get Social' event
- Edit email and send it the program society
- Met with the outreach coordinator - wants to get a sense of the events (potential meeting with vp finance and vp admin?) - send when2meet6
- Make a graphic for the newsletter
- Send calendar form to peripherals and core members
- Any graphic requests?
 - Voting style stories about movies
 - Post the cover of the guides
- Powerpoint for the training - To be done by next meeting
- Update the training slides

VP Academic

- First year survival guide done! Just need Myra to help with the M on team LOL, then she can post
- Academic is 3-ish pages away from being done
- Finished pairing for mentorship program
 - 100 mentees, 58 mentors
- Going to send out contracts tonight, due Friday (I think?)
- Training is September 26 6-8 and September 27 2-4 (thinking first half hour for set up, and then 1.5 hours for training??), everyone doesn't need to come to both
 - Would love some support if any of you could make it, for helping with attendance and just setting up
 - Rebecca can come to set-up and attendance for Tuesday
- Thinking of juice boxes and chips for snacks?
- Going to send out mentorship pairings Monday? And then going to create a groupchat for all mentors so they can offer each other support

REMINDERS:

- Myra is putting together the training ppt <3 by this weekend (if possible?)
- Meeting next week will run until 12:30pm

ACTION ITEMS

