

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:

- Myra waiting for program societies to answer to add them to teams channel
 - Needs to recreate entire channel
- Myra working on newsletter - will be done by October 7th
- Myra to update website with peripheral information - waiting until everyone is hired
- ~~Myra and Tracy to meet about the newsletter~~
- Myra looking into getting Canva pro for M&D - starting in October
- ~~Alison to finish academic survival guide~~
- Navi to create master calendar of events & upload it to shared calendar
 - Waiting on first year rep and diversity officer to finalize it
- ~~Tuqa to request graphic for society hiring once M&D hired~~
 - graphic already made!!!
- ~~Tuqa to ask for record of all student emails - meeting wednesday sept 28~~
 - said no :(
- Myra to send shared calendar to peripherals and core members
- ~~Myra to resend form about program society events to Tracy?~~
- Tracy to start planning interviews
- Tracy to ask Sarphina about SRA
- ~~Myra to send when2meet to outreach coordinator, vp finance for potential meeting~~
- Myra to make newsletter graphic
- Myra to post the cover of the guides

- Navi doing speaker research
- Tracy starting shared weekly calendar in office - waiting for all the information
- ~~Navi and Tracy to meet for check-in~~
- Rebecca to fix fall GA purchase estimate
- Everyone - fill out Fall GA document, pls fill by Friday
 - Rebecca will email reminder
- Dawn to go to CIBC - deposit cheque and answer questions
- Myra to post first year survival guide & academic survival guide
- Alison planning mentorship event - friendship painting week after reading week end of week ish maybe the Friday
- Tuqa to confirm that the welcome week key was returned

AGENDA

President

- Associate Dean Meeting
 - Great meeting! Some key news:
 - MSAF Policy likely to change by second semester
 - CO-OP! Being added to Poli Sci, Econ, and Labour Studies soon
 - No access to all student emails - this is a privacy issue
 - loophole: we email the administrators from every department each time we have an announcement
- President Council
 - We should apply for the club scholarship (Alison talked about this a few weeks ago) - everyone come to the next meeting with ideas
- Hiring
 - Congrats to our new hires! Waiting for Tracy to send an email (if she hasn't already) to our new Society Admin and our CRO (thank you Tracy)
 - Looking to transition our Diversity Officer this Thursday
- Alumni Association Meeting
 - Collabs between known alumni from every program and the Alumni Office (and us) for Career Crawl
 - Alumni Network - program used to connect students to alumni in relevant paths
- Training
 - Finished with training! Thank you to everyone who worked really hard to make it possible :) I am proud of us and proud of Tracy for making it happen!!!
 - Feedback: we have gotta figure out how to connect our laptops to the screen..... i be so stressed sometimes
 - Rebecca will ask Dr. Busser for videos on how to use tech):
- Other events

- photography event today yay! Looking forward to everyone who comes to visit
- FSS EDIIS Committee Meeting - happening this thursday, I meet with the dean + 1 prof from every program to talk about diversity and inclusion

VP Admin

- Fall GA - fill out powerpoint document outline by this Friday
 - Rebecca will email reminder
- Gift card for Fall GA - paisleys!
- Rebecca ordering pizza nova for fall GA on 21st
 - Run through on the 18th
- Rebecca sending powerpoint outline to media and design on the 7th to be due for the 14th - to be posted on social media
- Will be emailing everyone to come to fall GA
- MSSS bonding - petting zoo November 5th 10am - 12:30pm
- Diversity officer - hiring both!
- Sociology society wont be ready for Fall GA - still include them in presentation & tuqa will talk about them
- Bring up indigenous office in fall GA

VP Programming

- Board game cafe approved - in community room (October 19th at 4pm) - lowkey vibes, snacks, board games
 - Graphic request - when details not all confirmed in time, we will make own graphic
- Mandating core presence at events - if you're on campus/nearby and available you have to be at the event! People need to know who the core team is and we need people there
 - Starting after reading week!
 - Let Navi know 24h in advance if you can't make it
- Navi advertising events to blu cru chat

VP Finance

- Everyone... Look at budget before spending ur cash
 - And ledger
- Everyone fill out the reimbursement form or no \$!
- Blu cru rep reached out to Dawn for reimbursement
- Start checking emails regularly
- Deposit cheque!

VP External

- Outreach coordinator - tote bag painting after reading week (week of the 21st)
 - \$300 budget, \$100 used for tote bags
 - Charity - Hope.. Working on logistics
 - EOHSS being submitted for community room
- Media and design to send contract by end of week
- Introduce the core team on Instagram

- Figure out the peripheral/core introduction posts on ig - run it by the media and design coordinator

VP Academic

- Mentorship - 2 ppl haven't msg mentee, reached out to them & no response
 - Need to reassign mentees
- Mentorship coordinator applications are out! Deadline on Friday
- Make a mentorship instagram account
- Struggling to make mentorship groupchat... Tracy will help!
- Media and design - 1 week minimum before event

REMINDERS:

- Fall GA run-through October 21st 6-8pm in the community room
- Not meeting during reading week!

ACTION ITEMS

Sign off: Tuqa :) thank u