

2022/2023 Executive Meeting



ATTENDEES

Present:

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

Absent:

- VP Admin: Tracy Lee :(

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 22nd!
- Myra to update website with peripheral information - waiting until everyone is hired - how do we zoom out pls
- Myra looking into getting Canva pro for M&D - starting in October
- Navi to create master calendar of events & upload it to shared calendar
 - Waiting on first year rep and diversity officer to finalize it
- Myra to send shared calendar to peripherals and core members
- 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
- Rebecca to fix fall GA purchase estimate
- 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
- Everyone ideas for club scholarship - menstruation products, revamp lounge, mental health space and nap lounge
- Rebecca - Ask how to use LRW tech

- Tracy to get Paisleys gift card — \$25
- Tracy to email everyone about Fall GA
- Alison to reassign mentees — didnt have to!
- Alison to make mentorship Instagram
- Tracy to help Alison make mentorship groupchat

AGENDA

President

- Fall preview Oct 29 - need 1 or 2 of us there all day (preferably core team) - giveaway?
 - Tuqa will be there but also doing faculty social media 9-12
 - Maybe Myra for a bit.. will let us know
 - Navi and Dawn can go 12-3
 - We can ask peripherals too
- CRO transitioned, diversity officer contacted (confirm 3:30pm?)
 - Society admin needs to be contacted
- Merch... now! Ideas - stationary (pens & notebooks), mugs, water bottles, straws, hoodies, crewnecks, sweatpants, lanyards & pins (fancy) - if budget allows
 - Can be lead on this, Myra can help <3
 - Use peripheral designs
- President meeting next wednesday.. will tell u updates in 2 weeks
- Invited to do a speaking panel November 22nd - visit!

VP Admin

- life update: my lsat proctor disappeared during the break and i spent an hour trying to get one back it scared the living poopie out of me but we're here and that's okay !
- weekly calendar is coming i'm just waiting on the new hires to solidify their meeting times and could their supervising vp/president email me thank you!
- got paisleys gift card \$25 (dawn i'll be sending you reimbursement form stuff later today)
- can we fix the graphic to say 6-8 for the ga
- i will e-mail about fall ga tonight sorry it slipped my mind i was a bit busy with the lsat 🙄
- petting zoo bonding rebecca is slowly getting more ppl so yay! tell your peoples to come
- can we all use the shared calendar myra made? photography coordinator brought it up to me saying she's a little frazzled with not knowing when events are and she needs to coordinate all of them because she hopes to take pics at all of them
- photography coordinator is going to put up a halloween themed photo collage in the shape of a pumpkin (up on halloween day) with our fall events and other pics she took up till halloween

- i used the screenshot navi sent in our group chat to gauge what events are happening but i'm not sure if any other roles are hosting events up until halloween so let's use the calendar heheh
- let's go through the fall ga together <3 (without me :(())
- enjoy your soup and i miss you all!

VP Programming

- General info - submit 2 EOHSS' for collab events!
- We will be requesting graphics 1 week prior to promotion date
 - Promotion google form? Streamlining it can help schedule posts - maybe excel sheet will work better
- Planners ran events by Navi and worked together so doesn't conflict with MSSS events
 - Reps help run their events, come to our events as participants
 - Need to be included in groupchats and future bonding/training events
- MPSSA reached out about issues with EOHSS...
 - Asked for meeting to go over it, but it was covered in training
 - Re-record EOHSS tutorial?
- Diversity officer to be transitioned by end of week, first-year rep to be transitioned Friday
- Board game cafe on Wednesday!
- No space for halloween event next week): Going to check with MUSC.. if not, going to inquire about downstairs lounge
- Can Tuqa ask dean/associate dean about revamping space?
 - Last option, active learning classroom

VP Finance

- Remainder of welcome week budget to be used throughout the year

VP External

- Outreach event this Wednesday at 7pm
 - Need paintbrushes!
- Need to finish the website.... If needed, we can hit up Navi's ex
- Revamp entire structure of MSSS to make it easier on everyone and make it less exclusive (;
 - Maybe hire more people to support Myra <3

VP Academic

- Met with Econ department and met with Kenchoni the international student ambassador
 - She will be helping me run the Econ mentorship program
 - She will help me plan events aimed at Econ students and be the point of contact for any econ specific questions mentors/mentees have
- Decided to change mentorship coordinator to two people prior to applications
- Applications went out and I hired two people
- Transitioned them yesterday and they have so many good ideas
- Planning first mentorship event for October 31st 4-6pm
 - People will be asked to come in costume
 - Hosting halloween trivia !!!

- Either mentors vs mentees, or keep them in their pairs, will see on the vibe
- Thinking of having snacks (halloween candy)
- There will be a best dressed contest for costumes, winner will get a prize (prize box with snacks and halloween mug?)
- Gonna create first insta post either tonight or tomorrow to introduce the instagram account
 - Will mention it to mentors and tell them to tell their mentees to follow the account
- Can coordinators get eohss access? - yes!
- Will be adding them to MSSS group chat today
- Looking into getting them an email (from one of our unused ones) so they will be able to get bonding emails, and we can have shared docs for our meetings and event planning

REMINDERS:

- Tracy add welcome week planners to groupchat!
- Tuqa to meet with planners to discuss welcome week events
- Alison and Tuqa to apply for club scholarship

ACTION ITEMS

Tracy <3