

# 2022/2023 Executive Meeting



## ATTENDEES

### Present:

- VP External: Myra Mansoor
- VP Academic: Alison Rogers
- VP Admin: Tracy Lee
- VP Programming: Navi Abbas

### Absent:

- President: Tuqa Al Rammahi
- Internal Assistant: Rebecca Cecim
- VP Finance: Dawn Abbas

## FOLLOW UP:

- Tuqa to update us on merch
- Tuqa to hire welcome week planners
- Tuqa to present constitution/operating policy changes
- Tuqa to bring up goodbye week in presidents meeting
- Myra & Tracy to conduct interviews
- Alison to look into MSU funding for semi-formal
- Alison to send CC details to program societies — deadline to send back events january 18th
- Dawn and Zuzanna to ask for sponsors in-person - To be done over the winter break
- Navi to reach out to faculties and pool resources for goodbye week - to complete over the break
- Myra to set up a meeting with the media and design coordinator and Tuqa
- Alison to send CC toolkit to program societies
- Alison to create spreadsheet for Career Crawl EOHSS approval
- Everyone update winter GA docs!

## AGENDA

### President

- Merch Update
  - 3 types of merch available;

- Online store (campus store)
  - Last year's crew neck + quarter zip
  - New addition: tote bag (we can add a zipper at the top, pocket(s) inside or outside, water bottle pockets, etc. the world is our oyster)
    - Design: Adding the faculty logo on one side, and the MSSS logo on the other side
  - We can decide when we would like the website to display the merch (keep in mind that the window will only be up for 7-10 days, typically ending on a Friday)
- Personal purchases for the society (for giveaways, our own fundraisers, etc.)
  - Lanyards: 2 types - long lanyards and wrist lanyards
  - Stickers: regular circle logo stickers
  - For formal (if navi likes this): we can order m&ms with the msss logo on them
    - Navi like
  - Sticky note booklet - I love these
  - Phone holder
- Merch options for Welcome Week 2023 (for reps and first years)
  - Reps
    - The usual - bucket hats, fanny packs, etc.
    - Pins
  - Giveaways for first years/free stuff
    - Gum - can have all our socials on the pack
    - Sticky note booklet
    - Lanyards (long/wrist)
- Question for Dawn: do we have an allocated budget for merch? If not, is it possible to have some money set for this? Also, do you know how samira paid for merch last year? If not, we can figure that out when I'm back
- Things to keep in mind:
  - For designs, we should keep things as simple as we can - not too many fine lines, little shading, etc.
  - We can do multi-colour stuff - but the more colours the more expensive it'll be
  - For purchases thru the website, we don't need to do anything other than promo
- Planner hiring update
  - No news from any of the outgoing planners - not sure if Tracy and I should just take over and begin the hiring process. I've emailed them for a check-in but no response.
    - Tracy will send an email to planners and CC tuqa
- Constitution + Operating Policy changes
  - [Constitution proposal linked here.](#)

- [OP linked here.](#)
- Please sign your name below (you can just type it) if you approve of the changes made to the C+OP.
- Should you have any additional thoughts, comments or concerns, please add them [here](#).
  - President: Tuqa Al-Rammahi
  - VP External: Myra Mansoor
  - VP Academic: Alison Rogers
  - VP Admin: Tracy Lee
  - VP Finance: Dawn
  - VP Programming: Naviatha Abbas
- Goodbye week could not be brought up to the presidents last term as the last meeting was dedicated to an information session from university staff about new university plans about learning + accommodations + technology. Will do that during the next meeting (last week of Jan).
  - Yes please ask !
- Other updates
  - Meetings with my peripherals start next week (not this week)
  - Wellness event next week! It will focus on financial wellness - Nicole is handling all purchases and we will be focusing on promo
    - January 19th 12-1
  - Scheduling a time for signing authority changes for the Soc Psych society - I will be with them when the changes happen
  - Semi formal next week woo!
  - Elections
    - Presidential Election Timeline
      - Nominations: Saturday, the 14th - Saturday the 21st
      - Campaigning: Monday, the 23rd - Friday the 27th
      - Presidential Debate/Presidential Q&A - either led by Dana: Monday, the 30th
      - Voting Period: January 31st to February 3rd
    - VP Election Timeline
      - Nominations: February 11th to 18th
      - Campaigning: 27th to the 3rd
      - Voting: 6th to the 8th

### **VP Admin**

- General assembly wednesday @ 5:30 in community room please come at **5:00** to help set up and prep for the presentation
  - Myra can we have a graphic for GA posted?
- Photography coordinator would like to know when any events are happening in january or anything in this sem to know when she needs to be there for photos
  - Planning on hosting linkedin photoshoot again for the beginning of february
  - She wants to ask if our headshots could be used in the msss website?

- Also can they be used in the GA presentation ?
- Wants to know if the christmas potluck pics will be posted on the instagram?
  - Yes will be posted
  -

### **VP Programming**

- STUDENT REP event dates, times and locations (event details TBD)
  - January 18th from 8 am to 11 am in LRW 1003
  - January 31st from 4:30 pm to 8:00 pm in LRW 5001
  - February 8th from 4:30 pm to 7:30 pm in LRW 5012
  - February 14th from 5:30 pm to 8:30 pm in LRW 1003
  - March 2nd from 3:30 pm to 6:30 pm in LRW 1003
  - March 13th from 7:30 am to 10 am in LRW 1003
  - March 29th from 1:30 pm to 4:30 pm in LRW 1003
- DIVERSITY
  - January 21st from 6 pm to 10 pm in CIBC Hall SEMI FORMAL
    - Planned this throughout the break with a lot of help from Mia, we found venue, caterers, deserts, clubs to contact, made all graphics and did promo on social media
    - All within a pretty good budget
    - Think this should become an MSSS tradition but should be in **first semester**
  - Planning on other events will happen after the semi upcoming saturday
- FORMAL
  - March 10th from 6 pm to 12 am in Liuna Station
  - Today's meeting decided main action items we are still looking to finalise:
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### **VP Finance**

- Budget increase for formal \$1000
- Budget increase for general programming \$2000
- Budget increase for Econ \$350

### **VP External**

- Conducted interviews and finished hiring for social media coordinator and graphic designers by the end of december with tracy!
- Update - unfortunately our media and design coordinator decided to resign from the position but now we have 2 more people who are going to be taking over

- In the process of getting the new hires set up - created their email accounts, set up meeting times with them and I'm set to transition them into the roles by today
- Going to make sure the winter general assembly slides are ready by the end of the week
- Planning on assigning graphic designers the task of creating more promotional material for the semi formal
- Emailed all cultural clubs within mcmaster asking them to help us promote the semi formal
- Plan on reaching out to the program societies to repost our semi formal content

### **VP Academic**

- Social Psych Society situation has been dealt with
- I have to do new social psych president contract
- Career crawl stuff is underway! Labour studies has submitted events and Social psych has submitted one
- Deadline to submit is the 18th
- EEGC is January 26th
- Co-op launch event with faculty is next thursday, who's coming!!!!
- First Mentorship event the 26th (? its a thursday) and we're planning on doing friendship painting (sorry tracy, stole your idea)

### **REMINDERS:**

- Don't forget to sign off on meeting minutes asap!- within 24h
  - I cant sign until i open my eyes (feel free to erase this) - tuqa
- Email myra ab upcoming events
- Next week Alison join on zoom
- Tracy absent next week

### **ACTION ITEMS**

- Tracy email planners about hiring ww planners
- Check if constitution and OP is all good and sign off

Signed: Dawn