

2022/2023 Executive Meeting



ATTENDEES

Present:

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

FOLLOW UP:

- Myra working on newsletter - will be done by December 1st
- ~~Tracy starting shared weekly calendar in office - waiting for all the information - diversity officer 4:30 - 5:30pm thursday, society admin 3:30 - 4:30pm - to do with photography coordinator~~
- Tuqa and Myra to work on merch - list ready and list of vendors, will reach out - DO ASAP!
- Wellness liaisons video graphic to be posted - DO ASAP this week
- Mentorship coordinators to upload advice for first years - Maybe next week?
- ~~Tuqa to update on constitution and operating policy meeting (sun Nov 13)~~
- ~~Tuqa to transition society admin - this week! (Wednesday)~~
- ~~Navi to send email to program societies about openness to collaboration - drafted, missing a couple emails (Alison to send emails)~~
- ~~Myra to introduce team on Instagram - media and design coordinator making graphics~~
- ~~Diversity officer making list of holidays to post about for m&d, and list of businesses~~
- ~~Tuqa to give CRO transition report & login~~
- Tuqa to send planners contract to sign & clarify line of communication + discuss bench - to be completed by sunday
- Alison & Tuqa to meet regarding social psychology society
- Tracy to put together secret santa elfster

- Dawn to replenish food and office supplies—request for fidget toys & mirror & advent
- Myra to post hiring graphic
- Myra newsletter promotion

AGENDA

President

- ADA meeting canceled - to create document and letter of infractions
 - Discuss with people who filed complaint (via email) to discuss actions to take
 - Present documentation to team for approval
- Met with CRO to edit constitution, changes to be presented next week
 - If unanimous yes, then proceed with edits and sign off on constitution
 - If no, then peripheral team votes
- Society admin to email and meet with societies weekly
 - To provide weekly updates to tuqa (to be shared with vp's)
- Meeting with econ president about career crawl (Alison to join)
- Diversity officers creating holiday posts
- Wellness liaisons letters to loved ones amazing

VP Admin

- Bonding: potluck
 - Wednesday December 7th 5-7th? Upstairs LRW
- Photography coordinator instagram initiative November 28th - December 2nd
 - EOHSS submitted
 - Mikel giftcard
- Read weekly recap emails completely!
- Tell peripherals to clean up after themselves in office
- SEESA borrowing paint - picking it up next week (event on the 24th)
 - Tuqa to give them paint

VP Programming

- Upcoming events
 - Pop culture jeopardy November 24th 4-6pm
 - December 1st 6-9pm movie night - MUSC upstairs
 - List of movies for "this or that" to be sent to Myra
 - December 6th 4-7pm holiday market
- Diversity made list of holidays and working on graphics (to be sent to myra)
- Rent yoga mats? If societies reach out, then we can rent it out
- Formal - meeting with Liuna friday
 - Working on decor

VP Finance

- To buy fidget toys
- Office supplies & snacks bought
- Allocate diversity budget for next year's team
- Sponsorships - to reach out in-person (for formal)

VP External

- Applications up tentatively - to be posted on social media
- M&D - introduction & hiring posts done & to be posted
- Applications due on the 21st (may be extended)
 - Interview 28th - 2nd
 - Tuqa to blind applications

VP Academic

- My EOHSS was accepted for my mentorship event so we are hosting shrinky dink night on Nov 28, 6-8pm, just gotta get room booked
- Mentorship advice form has been sent out, just waiting on mentors to fill it out
 - No one yet:(
- Gonna start working on career crawl, econ and social psych are reaching out about it → gonna try and have everything figured out by Nov 29
- VP Production? - full details by December 1st (so CRO can make constitutional changes)
 - VP production would hire a team of like 10
 - Writing crew
 - Band conductor
 - Band people
 - A director?
 - Would probably need a budget of \$20k
 - Can book out LRW concert hall for performance
 - Can rent instruments or have band bring their own
 - DIY sets and/or costumes
 - I can get a transition report from Jasmine, she said its pretty thorough and in-depth so they wouldn't be struggling

REMINDERS:

- Don't forget to sign off on meeting minutes asap!
- Email myra ab upcoming events

ACTION ITEMS

- Myra to post reimbursement information in teams channel
- Dawn & Tuqa to go to the bank Thursday -