

2nd meeting of the Exec Council 2022-2023 of the Science Students' Association  
University of Ottawa  
Meeting Minutes

Date: June 29, 2022

Time: 7:30pm

Location: Zoom

Attendance:

**Executives**

Réda Hamza (present)

Léa Montminy-Bergeron (late)

Breana Sanders (present)

Autumn Shaw (present)

Thalia Lamberti (present)

Sofia Ershova (absent)

Tanya Li (late)

Yassine Marhoum (present)

Maryam Jawad (present)

Pooja Narula (present)

Tarasha Sharma (present)

Michael Triglav (present)

Sarah Bell (absent)

Jenny Kwak (absent)

Payaam Desai (present)

**Managers**

Olivia Mendicino (present)

Neeharika Boni Bangari (present)

Sravya Cherukuri (present)

Adi Singh (absent)

Naima Soussi (absent)

1. Opening of the meeting
  - The meeting starts at 7:36pm
2. Land acknowledgement
  - Given by Maryam and Réda
3. Motion to start the meeting
  - Seconded by Michael
4. Motion to adopt agenda  
Seconded by Tanya
5. Approving last meeting's minutes
  - Seconded by Yassine
6. Question period
  - No questions
7. Executive Updates
  - 7.1. Senator
    - ***Tarasha***: The last senate meeting for the summer happened. Updates from that are that you're now allowed to repeat classes up to 3 times, when before it was 2. The senate members have started a committee to look into increasing accessibility by introducing bimodal learning in the fall.
  - 7.2. Senior Advisor
    - ***Michael***: Coordinating Léa with Natasha, who was internal last year and interim president so we're trying to get Léa signing authority. Also been answering questions
  - 7.3. Internal
    - ***Autumn***: Working on summer locker and setting up email accounts.
  - 7.4. External
    - ***Thalia***: Haven't heard anything back from OSSA for meetings. I joined the 101 week committee. Have sent emails to sponsors and food trucks.
  - 7.5. Academic
    - ***Sofia***: Attending my round table (UART) as we speak, will update at next meeting. Met with Julie (undergrad programs coordinator) to discuss my position on the academic fraud committee and will attend a hearing on July 12th - reviewing two cases. Still waiting on scholarship spreadsheets to be sent - will follow up on that soon. Met with Breana and Mackenzie (engineering VP social) to discuss the science vs eng event of 101 week. Met with scholastic events committee to start some preliminary wine and cheese planning - got a few key decisions down.

#### 7.6. Social

- **Breana**: Met with the drag centre. Met with Pooja regarding kits. Met with Sofia and eng regarding a joint event. Met with Léa regarding the budget. Contacted lazer tag and food trucks. Spoke to other VP socials interested in courtyard dance. Met with Vp social computer science, eng and arts president regarding 101 week.

#### 7.7. Volunteer Coordinator

- **Jenny**: Finished making volunteer placements with you on the uottawa community engagement portal (and I received confirmation emails for all the ones I did). We received 27 guide applications so far which is far less than we're hoping for. We should promote more on our Instagram page (frequent "stories" maybe?). We're going to have to extend the due date (I think one week) meaning we should send out another mass reminder email and Instagram posts.

#### 7.8. Bilingualism

- **Yassine**: Translated for the website. Translated the meeting minutes.

#### 7.9. Promotions

- **Tanya**: I designed some logos for 101 week. Sent out an email for the guide applications

#### 7.10. Finance

- **Léa**: I finished the budget.

#### 7.11. Equity

- **Maryam**: I haven't met with the equity RT yet. I've been working on the drag event.

#### 7.12. Philanthropic

- **Christina**: Got ratified, signed in and sent my website bio. Planning with Payaam for Shinorama. We are looking at having recktheexec this year where execs do challenges if we raise enough money. Will be contacting those on the charity committee soon.

#### 7.13. Fundraising Coordinator

- **Payaam**: Met with Erin for shine t-shirt- which uosu will provide, and working out my email. Met with Christina.

#### 7.14. Logistics

- **Pooja**: I have been working on the merch orders. I had a meeting with the merch company and everything is mostly finalised, and the merch order should arrive august 15. Met with Briana over kit items. Contacted bus companies and waited for a response. Submitted city of ottawa forms for events nad noise permits

#### 7.15. Summer Logistics

- **Sarah**: absent

#### 7.16. President

- **Réda**: Tanya and I met with someone from Compass for a possible collaboration. We both agreed that it could be beneficial for the SSA since they'd be promoting our association on the UOSU website along with our 101-week events! I haven't had a PRT yet because UOSU is not super organized and on time for most stuff... I contacted the president of TMMSA to ask her if they could promote our guides applications now that TMM students are eligible to apply. They've shared our posters on their story and they're yet to send a mass email to their students as soon as they get their students list. I sent the WIG link for our milk and cookies for this summer (please make sure to fill it asap). I am currently in contact with Armaan, the UOSU president, to ask him what we should do for the CPR-C certifications. No response so far obviously... I reached out to St-Amant because the faculty hasn't sent us the students list, so this is still a work in progress. I am still in contact with Fisher Scientific regarding our lab equipment order and everything is going according to schedule so far. I am currently working on the mailout, hopefully it will be done within the next two weeks.

### 8. Manager updates

#### 8.1. Secretary

- **Olivia**: I sent out the last meeting minutes. I sent my team profile.

#### 8.2. Social Media Manager

- **Neeharika**: I answered DMs on instagram and reposting for the guide applications.

#### 8.3. Webmaster

- **Adi**: I finished the website "about us" pages and all your photos and fun facts and everything else should be there. Just have to work on the french one
- I am waiting on 1 or 2 more people so if you don't see yours on the website, please send in your required info. Also sent a few emails to certain people if something was missing or needed a clarification.

#### 8.4. Financial Assistant

- **Sravya**: Léa has been working on the budget, so I'm just waiting to help with what she needs.

#### 8.5. Bilingualism Assistant

- **Naima**: Translated the meeting minutes. Worked on translations for the website.

### 9. Drag show fundraising update

- **Maryam**: In the equity roundtable someone mentioned there was a drag event and a bunch of other faculties wanted to do it as well at the lookout. They wanted to do it at the end of August but that is Ottawa pride so if the lookout is booked they want to do it at FNS. Réda mentioned that the time is close to 101 week and exec retreat, so next meeting I can mention that we can do it beginning or mid august or if not we can help less but still promote it.

- **Breana**: Matthew from the pride centre had no idea this was happening and they are helping us with our 101 week drag show so tell whoever is heading it up that they should reach out to the pride centre for help and costs and stuff.
- **Tanya**: I was just wondering why they wanted to do it so soon? Last year they did it in November so why not move it to then so they have more time to plan and people can do both.
- **Maryam**: I think they wanted to do it because pride is in June and August but I will mention all these questions.
- **Christina**: Are they planning on hiring drag queens privately? Because we've done that in the past and it's not as easy. Or alternatively you could look at moving it to a less busy month.
- **Maryam**: I am not sure I will mention that and get back to you.

#### 10. SSA Photo

- **Réda**: I want to take a screenshot of us right now for the mail out for 101 week

#### 11. Budget Proposal

- **Léa**: We are spending more money than usual this year because we are still in a surplus. I've modified expenses based on discussions with everyone. **{see budget included}**

Summary of Projected Budget 2022-2023			
Detail	Expenses	Revenue	Subsidy
<b>101 Week</b>	\$ 89,138.70	\$ 62,800.00	\$ 26,338.70
Social Fund	\$ 7,000.00	\$ -	\$ 7,000.00
Wine and Cheese	\$ 10,000.00	\$ -	\$ 10,000.00
Formal	\$ 55,000.00	\$ 27,500.00	\$ 27,500.00
Philanthropy Fund	\$ 2,500.00	\$ -	\$ 2,500.00
Academic Fund	\$ 300.00	\$ -	\$ 300.00
Equity Event Fund	\$ 500.00	\$ -	\$ 500.00
Bilingual Fund	\$ 2,500.00	\$ 2,000.00	\$ 500.00
<b>Subtotal</b>	<b>\$ 166,938.70</b>	<b>\$ 92,300.00</b>	<b>\$ 74,638.70</b>
External Funding	Expenses	Revenue	Subsidy
In/Out Scholarships	\$ 8,000.00	\$ -	\$ 8,000.00
Club Funding	\$ 10,500.00	\$ -	\$ 10,500.00
Grants	\$ 15,000.00	\$ -	\$ 15,000.00
Services Committee	\$ 600.00	\$ -	\$ 600.00
Departmental Funding	\$ 1,500.00	\$ -	\$ 1,500.00
Ontario Science Games - OSG	\$ 6,800.00	\$ 2,800.00	\$ 4,000.00
Ontarios Science Students' Assoc	\$ 100.00	\$ -	\$ 100.00
<b>Subtotals</b>	<b>\$ 42,500.00</b>	<b>\$ 2,800.00</b>	<b>\$ 39,700.00</b>
Administrative	Expenses	Revenue	Subsidy
Office Equipment and Supplies	\$ 2,500.00	\$ -	\$ 2,500.00
Savings	\$ 60,000.00	\$ 60,000.00	\$ -
Volunteer Appreciation	\$ 5,000.00	\$ -	\$ 5,000.00
Professional Development	\$ 5,500.00	\$ -	\$ 5,500.00
Travel	\$ 700.00	\$ -	\$ 700.00
Promotions	\$ 2,150.00	\$ -	\$ 2,150.00
Lockers	\$ -	\$ -	\$ -
Elections	\$ 2,500.00	\$ -	\$ 2,500.00
Office Services (printing, etc.)	\$ -	\$ -	\$ -
<b>Subtotals</b>	<b>\$ 78,350.00</b>	<b>\$ 60,000.00</b>	<b>\$ 18,350.00</b>
Ancillary	Expenses	Revenue	Subsidy
Miscellaneous	\$ 1,000.00	\$ -	\$ 1,000.00
Bank/Debit Machine/Square Fees	\$ 1,000.00	\$ -	\$ 1,000.00
<b>Subtotals</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ 2,000.00</b>
Merchandise	Expenses	Revenue	Subsidy
Hoodies/Quarter Zip Sales	\$ 9,500.00	\$ 9,800.00	\$ (300.00)
Merchandise: Clothing	\$ 1,000.00	\$ 500.00	\$ 500.00
Lab Equipment: Dissection/Mol M	\$ 250.00	\$ 4,000.00	\$ (3,750.00)
Lab Equipment: Coats/Goggles/Gl	\$ 250.00	\$ 8,000.00	\$ (7,750.00)
<b>Subtotals</b>	<b>\$ 11,000.00</b>	<b>\$ 22,300.00</b>	<b>\$ (11,300.00)</b>
Summary	Expenses	Revenue	Subsidy
Events	\$ 166,938.70	\$ 92,300.00	\$ 74,638.70
External Funding	\$ 42,500.00	\$ 2,800.00	\$ 39,700.00
Administrative	\$ 78,350.00	\$ 60,000.00	\$ 18,350.00
Ancillary	\$ 2,000.00	\$ -	\$ 2,000.00
Merchandise	\$ 11,000.00	\$ 22,300.00	\$ (11,300.00)
<b>Grand Totals</b>	<b>\$ 300,788.70</b>	<b>\$ 177,400.00</b>	<b>\$ 123,388.70</b>
<b>Levies</b>	<b>80% Enrolment</b>	<b>90% Enrolment</b>	<b>100% Enrolment</b>
Semester 1 + Summer UOSU			TRUE
Semester 1 + Summer Faculty			
Semester 2 UOSU			
Semester 2 Faculty			
<b>Surplus</b>			
<b>Subtotals</b>			

subsidy = money we ACC spend  
 expenses = pay upfront  
 revenue = receive money

2500 pour un seul bus, cout de 1700\$ pour 1 but, 900\$ etait l'Argent des élèves, voir augmenter le budget

shinerama 400

- **Breana:** We are doing grad ball this year.
- **Léa:** Okay, we can add this.
- **Michael:** We can approve this budget to have one and then in the fall or next meeting we can amend it to add Grad Ball.

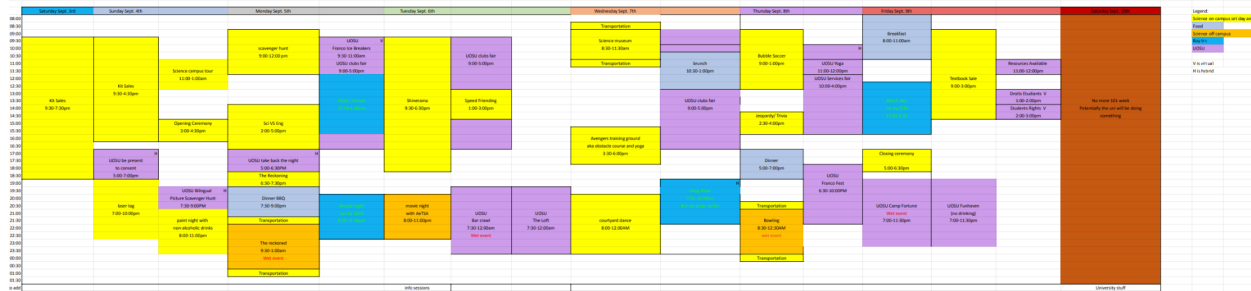
12. Motion to adopt the proposed budget

yes	no	abstain
14	0	2

- Budget approved

### 13. Schedule for 101 week

- **Breana:** Here is the schedule for 101 week.



- **Breana:** Uosu said to make sure you have some virtual events, but i spoke to other rsgs and that's too much work and we don't even have enough guides to run two events at once and if they're not in person they aren't going to pay 90\$ for that.
- **Réda:** I think most people are sick of it, they spent so much of highschool online and we don't have many guides so that wouldn't be doable for us even if we wanted to.
- **Tanya:** We did a virtual 101 week last year and put so much work into them and no one came. I think it will just cause burnout and if usou is doing hybrid, they can just go through them.
- **Michael:** Based on previous years, it is not worth it. Also, keep in mind that classes are starting Wednesday, so make sure that events don't coincide with big classes like gen chem or calc or something.
- **Breana:** 2 of the guides who applied were in social science and computer science, and 1 messaged us who is in bsc of psych with minor in bio if she could be a guide and I think that's more appropriate.
- **Autumn:** I was talking to a few people who wanted to be guides but won't be in person until the first week so is there a possibility to train in person
- **Breana:** UOSU is online but for ours, I could talk to Jenny for exceptions.
- **Breana:** by mid july can i have your schedules for availability.
- **Réda:** Financial mathematics and economics can apply. But the person in computer science they have to see CSSA. For the psych bio person I think we can accept her application.
- **Thalia:** Do we know how many are regular guides and head guides for applications.
- **Breana:** Most want to be head guides.
- **Réda:** Worst case if we have too many head guides we can have them be regular guides instead.
- **Breana:** All of us have been hit in terms of guides applications. Telfer, for example, has the same amount of students but are shooting for 60 guides. I think that this will be us, we just might have to put in a few more applications.
- **Réda:** I think tomorrow even if we get to 60 we can just extend them, we have nothing to lose.

### 14. Varia

- **Olivia:** I might not send the minutes until later next week.
- **Breana:** Pooja had to change the shirt colours because stock was so bad.

- **Pooja**: The 101ers are going to be white. The exec shirts are a darker green. The kit items are bottle openers, the buffs - all different colours, stickers, drawstring bags and fanny packs all with logos.
- **Tanya**: What is everyone's thoughts on the logo?
- **Michael**: maybe fix the outline of the S logo - it might not print nicely.
- **Thalia**: What if we get rid of the atom and just put 101 week in the S or something or fix the symmetry or something. I do like the atom though.
- **Tanya**: I can test it out and send it to the channel.
- **Yassine**: I think the choice of the colour could be different than black and white. I think the avengers logo is red so keeping with that might continue the reference.
- **Tanya**: Logistics wise is that possible or would it cost more.
- **Pooja**: It might just not pop as much but I will ask John
- **Tarasha**: Where are the logos going to go? Maybe for our regular atom logo, you can make the S in the middle instead of the circle.
- **Michael**: I think historically the logo had to be one colour but I'm not sure if that is still a rule. I think it would be cool if we put the year on it.
- **Pooja**: For the merch, the small s logo will only be on the bottle opener, and it will be engraved. The bigger logo will be on the tshirts. For shot glasses we have beakers in storage which we will use.
- **Payaam**: Instead of an atom, you could do a round bottom flask, and make the end of that an arrow instead and put the S in it.
- **Thalia**: Could we mention the incentives for the guides to get more applications
- **Breana**: We could host an event like a dinner for them but guides don't get the full kit, just a shirt and fanny pack and buff and access to the events.

15. Next meeting:

- July 14, 2022

16. Motion to end meeting

- Seconded by Michael
- Meeting ended at 8:58pm