10th meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: August 29, 2023

Time: 8:00 PM

Location: Online (Zoom)

Attendance:

**Executives**Christina Bi (Present)

Anumita Chatterjee (Absent)

Janet Smyth (Late)

Autumn Shaw (Present)

Victor Boddy (Late)

Breana Sanders (Late)

Laura Wang (Present)

Neeharika Boni Bangari (Absent)

Yassine Marhom (Present)

Pooja Narula (Present)

[Senator]

Réda Hamza (Absent)

Simon Yang (Present)

Nina Tahvildar (Present)

Jenny Kwak (Present)

Matthias Mark-George (Present)

**Managers**Emily Wu (Present)

Joela Xhumri (Present)

Sienna Mery (Absent)

Teagan Chant (Present)

Thalia Lamberti (Absent)

Olivia Mendicino (Present)

Hope (Absent)

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1. Opening of the meeting
	* + The meeting starts at 8:03 PM
2. Land acknowledgement
	* + Land acknowledgment by Simon
3. Motion to start the meeting
	* + Seconded by Autumn
4. Motion to adopt agenda
	* + ***Christina***: Does anybody want to add anything? I was also wondering if Simon and Laura are going over their presentations?
		+ ***Laura:*** Mine will be too long but I will answer questions if people have any.
		+ ***Simon:*** I have a version for the guide training.
		+ ***Christina:*** Make sure you look over the presentations if you weren’t there for 101 week, and do your best to go to guide training if you can.
		+ Seconded by Teagan

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1. Question period
	* + No questions
		+ ***Christina:*** We are less than a week away from 101 week. There are last minute tasks to be completed, guide bonding at Mooneys Bay, and Thursday is our guide training at 5pm, afterwards is kit packing and making signs.
2. Executive updates
	1. Senator
		* Currently no senator.
	2. Senior Advisor
		* ***Reda:*** I went to the exec retreat, have been advising, and helped out with the lab equipment sale for the science prep workshop.
	3. Internal
		* ***Autumn:*** I went to the exec retreat, made the Science Prep Workshop presentation, responded to some emails about lab equipment and have been coordinating that. I sent out the exec/manager contact info for 101 week use, and reminder to finish up your smart serve certifications by the end of this week and send me a copy of your certificate after completion.
	4. External
		* ***Victor:*** Late.
	5. Academic
		* ***Breana:*** In another meeting still. I attended the exec retreat, worked on the URSO guidelines, communicated with Stephanie from development, communicated with Dr. Ekker concerning URSO, and worked on things with Hope.
	6. Social
		* ***Janet:*** In another meeting still.
	7. Volunteer Coordinator
		* ***Nina:*** I have been in contact with guides, have been signing up for events, and like Christina mentioned there is the guide training on Thursday at Marion at 5pm, if you guys can come at 4pm that would be awesome. The guide bonding is tomorrow from 2-6pm.
	8. Bilingual
		* ***Yassine:*** Went to the exec retreat.
	9. Promotions
		* ***Neeharika:*** Absent, no update.
	10. Finance
		* ***Anumita [Absent]:*** I worked on my smart serve, went to the exec retreat and helped with the events description and took notes during Janet’s presentation, and I am going to help out with the Science Prep Workshop tomorrow.
	11. Equity
		* ***Simon:*** I gave the equity training at the exec retreat. If you were not there please read the slideshow. I also responded to emails about dietary restrictions and food for 101 week.
	12. Philanthropic
		* ***Laura:*** Reached out to Bridgehead and Kettlemans to ask for breakfast and coffee donation for Shine day, no response from Bridgehead and Kettlemans said they were over their charity budget for the year already (but they were really nice about it so if any of you have events early on next year and need food, consider asking them). I have been emailing professors for Jenny’s super good idea of online pie the prof (which post went up today for) and coordinating times to meet and record their pie-ing. Currently we have Rundle, Rashmi, Delcourt, Carnegie scheduled, as well as St-Amant, Montpetit, Ogilive, and Flynn confirmed, but just arranging a time to meet now. I attended Milk and Cookies last week and the Phil RT. I gave out the last of the Shine shirts. I confirmed plans for the Shine day Science Info Session crash (we got approval from everyone we need, and are pie-ing an exec for the English sessions and St-Amant for the French sessions. I went to the exec retreat. I sent the slideshow to Slack; got some good suggestions for some of the stations so I’m just gonna debrief with Jenny later this week, and then will send the detailed doc for instructions on leading each station (including the station and info session on campus). I am working on assigning execs and head guides to specific stations, and will send that in a little bit (please get back to me asap if there are conflicts or if something looks wrong). The final docs and assignments including for regular guides will be sent by Friday night at the latest. I also attended the Science Prep Workshop kit sale today.
	13. Fundraiser Coordinator
		* ***Jenny:*** I have been emailing professors for pie in the face, and met with Esports several times to finalize game night.
	14. Logistics
		* ***Pooja:*** I have been buying things from the master doc, and most has been bought except food, which Matthias and I are going tomorrow and probably Friday. I just heard back from faculty about reconcking, and we need to try to minimize plant damage, so if you have any ideas let me know, because we have to pay for it. I also got the contract for room bookings, and ordered the pizza for guide training.
	15. Summer Logistics
		* ***Matthias:*** I attended the Science Prep Workshop lab sale today, the UOSU kit pickup, have been talking to Safi fine foods, and dropped off the first cheque today.
	16. President
		* ***Christina:*** No update.
3. Managers Updates
	1. Secretary
		* ***Teagan****:* Helped out with the science prep workshop and kit pickup this afternoon, sent last meetings minutes for translation, and have been working on the office hours schedule.
		* ***Christina:*** Teagan is doing her best to accommodate everyone. You may not get your preferred hours and more than one shift. Victor since you’re here now do you want to say your update.
		* ***Victor:*** I attended the exec retreat, sent the travel reimbursement to Christina, which goes by per km instead. She said we’re gonna meet to talk about it. I have also been working on my Smart Serve. While at the exec retreat, my cat chewed my laptop charger, so right now I don’t have access to my exec email just through slack or text message.
		* ***Christina:*** Can you login to email through your phone?
		* ***Victor:*** I can try
	2. Social Media Manager
		* ***Thalia****:* Absent, no update.
	3. Webmaster
		* ***Olivia:*** I have been working on the locker rentals, and have been monitoring the kit sales. We sold out for go karting, have 6 left for the HSSA event, and 120 left for regular kits. I exported the list so hopefully we can check to make sure they got the kit and add ons. I got emails for refunds, I don’t know if that got done, so if anyone knows anything please let me know.
		* ***Christina:*** I only know of one, I don't know who did it, but that’s all I know right now.
	4. Finance Assistant
		* ***Emily:*** I went to Milk and Cookies, looked through slideshows sent on Slack, and have no questions about them at the moment.
	5. Auditing Manager
		* ***Joela:*** I have been working on my Smart Serve (I’m almost done), looked through all the slideshows from the exec retreat, let Laura know about my Shine responsibilities, and have been organizing all the receipts from the past 3 years.
	6. Bilingualism Assistant
		* ***Sienna:*** I am working on smart serve, translated documents with instructions for the guides, and prepared and sent the agenda for today.
	7. Academic Assistant
		* ***Hope [Absent]:*** I attended Milk and Cookies with the Dean, worked on promo for upcoming events (textbook sale, textbook reimbursement), finalized URSO guidelines with Dr. Ekker and Breana and modified the URSO promo on Canva, caught up with the exec retreat presentations, and will be meeting with Stephanie and Breana for the student led TED talk, and a meeting with Breana to sort out Wine and Cheese details.
4. 101 week cheers
	* + ***Christina:*** We have a document with all the chants, it's good to go over and to know them.
		+ ***Nina:*** I asked Breana about these, she said to pick a few, the most popular ones.
		+ ***Christina:*** No problem. The first one we never really say.
		+ ***Nina:*** Autumn said Eng one, “they are the engineers…”.
		+ ***Christina:*** Is that the one Autumn?
		+ ***Autumn:*** Yes.
		+ ***Christina:*** Autumn do you want to go over this one? You don’t have to. One of my favorite ones is the attitude check. Guide or exec will say attitude check. I also like the DNA one.
		+ ***Nina:*** I will go over these at the bonding event. What is the arts one?
		+ ***Autumn:*** Whenever we pass someone in arts, we say arts like a seal noise.
		+ ***Nina:*** What about the we get laid one.
		+ ***Christina:*** Yea that’s good. If you pass by another faculty in the way, say “move, b\*tch, get out the way”. A lot of these are iconic.
		+ ***Nina:*** What about the S-C-I-E-N-C-E?
		+ ***Christina:*** Yea it's a repeating one.
		+ ***Nina:*** Sorry there’s so many to remember I may have to cut a few.
		+ ***Christina:*** Those are my favourite, but it's totally up to you. We also have to know the Shine chants. Choose some of your favourites then consider teaching them to the guides on Thursday.
		+ ***Janet:*** I just want to go over the slideshow for those who didn’t get to see this weekend.
		+ ***Christina:*** Nina, is there anything else?
		+ ***Nina:*** Where do execs and guides put their stuff during the 101 week?
		+ ***Christina:*** Normally in the basement.
		+ ***Breana:*** We give them their own lockers.
		+ ***Nina:*** In Marion?
		+ ***Autumn:*** Yea some in Marion basement will be reserved for guides. It would be too hard for the guides to all be in the office. I recommend putting signs on the lockers saying reserved for guides.
		+ ***Nina:*** Okay thank you that’s it.
		+ ***Olivia:*** If we are reserving lockers should be putting them on sale after 101 week. If you let me know what numbers I could individually hide them or we just post them all at once.
		+ ***Autumn:*** You can do it when the office opens after 101 week.
		+ ***Olivia:*** Ok thanks.
		+ ***Christina:*** Okay Janet your turn.
		+ ***Janet:*** Updates from UOSU. Christina, did you go over them?
		+ ***Christina:*** I filled them in on the bracelets.
		+ ***Janet:*** Okay for the bar crawl or Gatineau night, there’s a cap on the amount of students that can go. They suggest we meet them at 8:30 and do bag checks there. UOSU wants to send an email to 101ers about Present to Consent after kit sales close. There is a template of the email for translation, if Yassine and Sienna can do it that would be appreciated. It can be an auto sent to those who buy kits. I will send the email to the Slack for Yassine and Sienna. There will be no washrooms at UOShow, but there will be bathrooms in the buildings. There will be no bag checks or checking ID’s, we will be doing perimeter check and line control to make sure everyone is behaving. I want to go over the schedule briefly. Since there is only one event on Saturday, please come early to help set up. On Sunday, I would like all execs to be there at 7:45am again, to help set up. Chrsitina would you like to go.
		+ ***Christina:*** What if you sent the email to everyone on mailing list, it wouldn’t hurt.
		+ ***Breana:*** Because you’re writing that the Present to Consent is mandatory that might confuse students who aren’t doing 101 week, and we’ll get a swarm of emails from confused students. Since we have to make it mandatory that they won’t get their bracelet if they don’t do it, it will be confusing.
		+ ***Christina:*** I thought it would be easier since some people are buying their kits the day of.
		+ ***Janet:*** That is something we can discuss further.
		+ ***Matthias:*** Just confirming, do we disregard times on the sheet and show up at 7:45am?
		+ ***Janet:*** Yes please. I wanted to go over how Present to Consent and Take Back the Night will work. The RSG’s will be split in half. After an hour they swap. We are in set 2, so we start with Take Back the Night. A route was shared which I will send to everyone, a route that guides will take 101’s on where sexual violence normally occurs, so they are aware of hotspots. The Present to Consent will have presentations in 3 different rooms, because there’s so many of us. Then the cheer at Tab lawn. If we can have a lot of people there that will be great. People with asterisks are head leads, so the head of that event. I will message people about what is going down for those who weren’t at the exec retreat. There are still a few things we need to do for 101 week. Some QR codes, laminate 101 week codes, print stuff for Grace, and the translation for email. That’s all I have if anyone has anything else?
		+ ***Christina:*** There’s a question in the Slack from a guide asking when the 101ers will have the schedule.
		+ ***Janet:*** The schedule will be posted in the next couple of days, Neeharika and I were working on it earlier today.
		+ ***Christina:*** I think we’re hoping to have it posted on the website as well. That’s pretty much everything for the meeting. Let us know if you can’t go to the guide training.
5. Varia
	* + ***Christina:*** Any varia?
6. Next meeting
	* + ***Christina:*** We will discuss this later.
7. Motion to end meeting
	* + Seconded by Janet
		+ The meeting ends at 8:56 PM.