`11th meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: September 13, 2023

Time: 8:00 PM

Location: Online (Zoom)

Attendance:

**Executives**Christina Bi (Present)

Anumita Chatterjee (Absent)

Janet Smyth (Present)

Autumn Shaw (Present)

Victor Boddy (Absent)

Breana Sanders (Late)

Laura Wang (Present)

Neeharika Boni Bangari (Absent)

Yassine Marhom (Present)

Pooja Narula (Absent)

[Senator]

Réda Hamza (Present)

Simon Yang (Absent)

Nina Tahvildar (Present)

Jenny Kwak (Present)

Matthias Mark-George (Present)

Managers  
Emily Wu (Present)

Joela Xhumri (Present)

Sienna Mery (Present)

Teagan Chant (Present)

Thalia Lamberti (Present)

Olivia Mendicino (Absent)

Hope (Absent)

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1. Opening of the meeting
   * + The meeting starts at 8:00 PM
2. Land acknowledgement
   * + Land acknowledgment by Christina
3. Motion to start the meeting
   * + Seconded by Autumn
4. Motion to adopt agenda
   * + Seconded by Teagan

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1. Question period
   * + No questions
     + ***Christina:*** We received the student list, which should have everyone’s program and year, I’m not sure about co-op students, but they should be on there.
     + ***Autumn:*** Biotech was finally on there.
     + ***Christina:*** Yes I asked them to double check, as well as those with double degrees (Matthias). Also, now that 101 week is over, the Gen council nominations have started, and the nominations for Senator.
2. Executive updates
   1. Senator
      * Currently no senator.
   2. Senior Advisor
      * ***Reda:*** I attended 101 week, and went to most events. Thank you to those who took care of the picnic for me. I also started my office hours.
   3. Internal
      * ***Autumn:*** I had a meeting about gas reimbursement, made an updated locker rental blurb for the website, sent out the office hour training, answered questions regarding 101 week and lockers, coordinated math hoodie pickup, got key cards back from past SSA members, updated the elections and lockers information for the website, updated the reimbursement of gas to $0.68/km, attended 101 week, helped new members with their office hours, set up Hope’s key card, met with Dr. Ekker, attended my office hours, and handed in the performance review.
   4. External
      * ***Victor:*** Absent, no update.
   5. Academic
      * ***Breana:*** Late, no update.
   6. Social
      * ***Janet:*** Ran 101 week, which was a lot of fun. I went to the exec retreat, and did my 101 week presentation there, sent emails regarding 101 week, went to my office hours, answered lab coat emails, and have been filling out the reimbursement form for 101 week.
   7. Volunteer Coordinator
      * ***Nina:*** I attended 101 week, and have been in contact with community engagement to make a placement. If you see that you have hours that weren’t approved from last year let me know.
      * ***Thalia:*** Is there a way I can make a placement for me from last year?
      * ***Nina:*** To ones you haven’t submitted?
      * ***Thalia:*** Yes to my knowledge I didn’t submit anything from last year.
      * ***Nina:*** I can approve hours that were already submitted, or from 101 week, but I can look into adding ones from last year.
   8. Bilingual
      * ***Yassine:*** I attended 101 week, did a few translations, the agenda for tonight, and my first office hours.
   9. Promotions
      * ***Neeharika [Absent]:*** I did all the promo for 101 week (posts for Shinerama, kit sales, and the schedule), got the stencils laser cut, participated in events during 101 week, attended my office hours, sent mass emails to students during 101 week, made locker posts, made elections posts, updated the clubs posts for VP External, and answered emails from students.
   10. Finance
       * ***Anumita [Absent]:*** I covered some office hours, gave assignments/tasks to Joela and Emily regarding 101 week finances and tallying all of it together. I am hoping to have the total expenses and revenue with 101 week, exec retreat, and lab equipment sale by Wednesday next week.
   11. Equity
       * ***Simon:*** Absent, no update.
   12. Philanthropic
       * ***Laura:*** I helped out with lab equipment sales and the presentation for both days of the Science Prep Workshop, I attended/helped whenever I could for 101 week, pied some profs throughout the week as well, been going to the office between classes to help with lab sales, clean up, etc. Also an update on Shinerama: in total Science raised ~$8400! That’s ⅔ of the entire school’s total, so good job and thank you to everyone that helped Jenny and I this summer.
   13. Fundraiser Coordinator
       * ***Jenny:*** I attended 101 week, Shine day, and helped out at office hours.
   14. Logistics
       * ***Pooja:*** Absent, no update.
   15. Summer Logistics
       * ***Matthias:*** I helped out with 101 week, went to my office hours, completed the performance reviews, and helped in the office while I was there.
   16. President
       * ***Christina:*** I organized the prizes for the accessibility event, answered emails, set up the promo for Portraits Now, sent out performance reviews, reading the URSO meeting minutes, writing and sending cheques, met with the ThermoFisher sales rep to confirm shipment, helped with the lab equipment sale all summer and this past week, submitting a reimbursement form for the summer, helped out with the Science Prep Workshop, and did French and English presentations, and helped Laura pie some people.
3. Managers Updates
   1. Secretary
      * ***Teagan****:* I attended 101 week, helped out with Science Prep Workshop had my first office hours, and am finishing the last meetings minutes.
   2. Social Media Manager
      * ***Thalia****:* I posted the textbook sale, Barbie movie rescheduling, locker rentals, club registration, and Gen council elections, helped with 101 week, answered many questions throughout the past 2 weeks from students and student groups, and attended my office hours and helped out with some busy office hours.
   3. Webmaster
      * ***Olivia [Absent]:*** I attended 101 week, posted and took down everything for 101 week, posted textbook sale, club applications, lab equipment sale, and locker rentals on the website as well as fixing the team page and home pages. If anyone hasn’t sent their team page form in you still can - I update it as they come in. Also been doing lots of refunds so direct people to my email for locker rentals if there are issues.
   4. Finance Assistant
      * ***Emily:*** I attended 101 week, went to my office hours, and am going to work on the email Anumita sent.
   5. Auditing Manager
      * ***Joela:*** Same as Emily; I attended 101 week, went to my office hours, and am going to work on the 101 week budget review.
   6. Bilingualism Assistant
      * ***Sienna:*** I attended 101 week, have been translating here and there, and helping out when I can.
   7. Academic Assistant
      * ***Hope:*** Absent, no update.
4. Office hours
   * + ***Autumn:*** Just wanted to talk about office hours, what you can expect from them and about the elections. Thank you to Breana/Hope and everyone who helped clean the office. You can feel free to eat in the office, but no food can stay in the office or storage rooms. Next point is about lockers, which we’ve been getting a lot of questions about. Students need to bring their own lock, put it on a locker, then go to the website to purchase it online. If they come up to you for a certain reason, they need to email Olivia for help. Laura helped me put up signs that tell people they have to pay for their locker by Friday the 22nd or else their lock will get cut. For elections, the nomination period started today, so people will be coming by to drop off their nomination forms. There is a white cubby beside the entrance to the office that has blank nomination forms and a copy of the rules.
     + ***Matthias:*** Can other people who are running for the same position sign your nomination sheet?
     + ***Autumn:*** No they cannot. First year reps need 10 signatures from 10 first years, program reps is the same kind of thing but for their specific program.
     + ***Joela:*** Are we allowed to sign for UOSU elections?
     + ***Autumn:*** Sure.
     + ***Nina:*** Just to confirm first years can’t sign the program rep forms right.
     + ***Autumn:*** Doesn’t matter, that really isn’t as strict.
     + ***Thalia:*** Question about lockers. Say I purchased a locker and a lock was already on it. What do we do in this case? It’s like two people want the same locker.
     + ***Autumn:*** Olivia will have to issue a refund and they will have to choose another locker. It’s easier to get the student who already paid a reimbursement.
     + ***Thalia:*** It’s Friday the 22nd or 15th?
     + ***Autumn:*** The 22nd. Back to elections. Remember we cannot endorse any candidate even if they are a current SSA member (this means no saying “I’m voting for blank”, reposting posters on stories, etc.), candidates are also not able to use SSA resources like the printer and can not be in the office for any unofficial SSA business (ie. they can attend their office hours but they must leave after, no studying or chatting in the office).
     + ***Nina:*** Can we tell people to vote for us during the nomination period?
     + ***Autumn:*** Sure why not. Also no election talk in the office. You can ask about different election rules, but no gossiping about elections/candidates. I think that’s everything.
     + ***Thalia:*** Just another point, there’s a section at the bottom of the nomination form that says received by, so whoever has their office hours or you are in the office please sign that so we know who collected the form from them.
     + ***Autumn:*** Yea that will help, but it is not a huge deal if you don’t.
     + ***Nina:*** Can current nominees be someone to receive it?
     + ***Autumn:*** Yea that doesn’t matter.
     + ***Nina:*** So first years can vote for program reps?
     + ***Autumn:*** Yes so anyone in the BIM student list is allowed to vote for BIM rep.
     + ***Nina:*** They can vote for 2 people because there’s 2 positions right?
     + ***Autumn:*** Yes, they can vote for one, two, or none. Any other questions? Rules are also all online.
     + ***Christina:*** Awesome thanks Autumn. I also wanted to add Performance Reviews. Motion to add Performance Reviews to the agenda?
     + Seconded by Autumn
5. Performance Reviews
   * + ***Christina:*** Performance reviews are an opportunity to reflect on yourself and your mandate. Whether you feel like you’ve reached that mandate, areas for improvement, and an opportunity to give comments for other people. Please make sure everything is respectful.
     + ***Teagan:*** Do managers still need to fill out the performance review then meet with their respective exec?
     + ***Christina:*** Yes. Motion to move in camera?
     + Seconded by Laura

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* In camera at 8:37 PM
* Not in camera at 9:50 PM

1. Varia
   * + ***Christina:*** Next meeting is after Gen council is elected. The other thing is Waycool, I’ve never done it before so I don’t know what it's like. I’m open to suggestions.
     + ***Autumn:*** We still have extra credits for go-karting, if we did that for the day that would be fun, something at the end of October would be good.
     + ***Christina:*** My question is that Waycool is over multiple nights normally right?
     + ***Breana:*** Go-karting is good, but a cottage would be so nice too. Or we can go skiing and stay at a lodge in the Winter.
     + ***Christina:*** Do you have a specific place in mind? End of winter break or first week of second semester would be good.
     + ***Teagan:*** I really like the idea of go-karting because it’s only one day. I remember last year we couldn’t do Waycool because everyone was so busy, so if we did it over a couple of nights I think the skiing idea is good so we have time to plan.
     + ***Autumn:*** Yea last year it didn;t really happen, we just did a games night and trivia instead. I think it is important to have something right in Oct/Nov so we have a little bonding for when everyone gets elected right away.
     + ***Christina:*** Yea I wanted to do an exec team bonding within the next two weeks but I don’t think everyone is available.
     + ***Breana:*** Maybe we could do a kahoot or baby photos to get to know each other.
2. Next meeting
   * + ***Christina:*** Next meeting will be after Gen council is elected.
3. Motion to end meeting
   * + Seconded by Autumn
     + The meeting ends at 10:01 PM.