2nd meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: June 8, 2023

Time: 8:00 PM

Location: Online (Zoom)

Attendance:

**Executives**Christina Bi (Present)

Anumita Chatterjee (Present)

Janet Smyth (Present)

Autumn Shaw (Present)

Victor Boddy (Absent)

Breana Sanders (Present)

Laura Wang (Present)

Neeharika Boni Bangari (Present)

Yassine Marhoum (Absent)

Pooja Narula (Present)

[Senator]

Reda Hamza (Absent)

Simon Yang (Present)

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)

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1. Opening of the meeting
   * + The meeting starts at 8 PM
2. Land acknowledgement
   * + Land acknowledgment by Christina Bi
3. Motion to start the meeting
   * + Seconded by Laura Wang
4. Motion to adopt agenda
   * + Christina: Motion to move Volunteer Coordinator to the first exec update (before Senior Advisor), and add science prep workshop and annual budget review to the agenda points
     + Seconded by Emily

| Y: 17 | N: 0 | A: 0 |
| --- | --- | --- |

1. Approving last meeting’s minutes
   * + Motion to approve last meetings minutes
     + Seconded by Neeharika

| Y: 17 | N: 0 | A: 0 |
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1. Question period
   * + No questions
     + ***Christina:*** I sent the links for all the UOSU round tables. Round table is where your position, ex. Phil, meets biweekly to discuss what each RSG is doing for their position. They are crucial to join, it is important to know what other RSGs are doing, and attending is part of your mandate. If you cannot go send a proxy, because it is always best to have at least someone there, so science can still have a say. Any questions? Let me know if you have any issues.
     + ***Christina:*** The Faculty of Science has three positions on the board of directors, with one vacant position. I sent out the eligibility criteria, and we are receiving applications till Saturday at 11:59 PM. If you know someone interested let them know they can apply to the link in the Instagram bio. They will be working closely with UOSU, and take part in student government.
2. Executive Updates
   1. Senator
      * Currently no senator
   2. Volunteer Coordinator
      * ***Nina:*** Jenny and I did our transition meeting and she was very informative so thank you Jenny. I went through the VC transition report and I’ve been taking note of suggestions and precautions to take from previous years and suggestions that people have been submitting on their applications. I will share that document with the 101 week committee once it's finalized. I’ve gone through all the guide applications that we have received so far, and most of them were either really good or invalid (not in science). I will be doing interviews next week with the head guides I picked, just to narrow down my list and get to know them a little more so we can pair them up the best we can. I need everyone's help to promote the application form on social media. Once Neeharika gets next year’s student list, I want to send an email to all science students with a short description of 101 week, the responsibilities of guides and head guides, as well as the link to the application form.
      * ***Christina:*** We can always extend to TMM if we don’t have a lot of applications. We started this about two years ago, but they are doing their own frosh week this year so there may be less availability. It wouldn’t hurt to still reach out to them.
   3. Senior Advisor

* ***Reda:*** Absent, no update.
  1. Internal
     + ***Autumn****:* I organized the office and storage room clean, thanks to those that helped. I attended equity and science prep workshop meetings, and have been contacting people to pick up their math hoodies. I also wanted to remind those that Olivia will be gone till the 21st, so if you need to update the website message Neeharika.
  2. External
     + ***Victor****:* Absent, no update.
  3. Academic
     + ***Breana****:* I went to three fraud cases, answered students' questions about the SSA scholarships, met with Joela to renew the grant form for events/conferences, sent it to the prof and students who reached out earlier, and prepared the timeline for the scholastics events and things for my committee.
  4. Social
     + ***Janet****:* I met with Jason, the VP social of engineering, to talk about science vs. eng and finished mapping out basic events and rules and stuff (just need to review with him). I set up questions and topics to talk about for the first 101 week committee meeting. I called off-campus events, there is a theme conflict, he chose after us. I have asked him to speak to me about the theme conflict but I haven’t heard back from him yet. No RSGs can have multiple colours, and there are no numbers of students yet. IPPSSA has a “bright yellow” shirt colour but I was talking to Rayne and she said it's more of a gold yellow. I also met with Grace Clarke to talk about accessibility.
  5. Bilingual
     + ***Yassine****:* Absent, no update.
  6. Promotions
     + ***Neeharika****:* I met with Tanya and had my transition meeting, and I understand what to do. Once I get the list from UOSU, I will send the guide application form. I am also working on the logo for 101 week, started working on the pamphlet for the mailout, hopefully we get the list from UOSU soon.
     + ***Christina:*** Have you started working on the mailout?
     + ***Neeharika:*** Yea, kind of. I talked to Tanya and saw what they did in the past, just starting this years.
     + ***Christina:*** All of it has to get approved by the faculty, so the sooner we get it the better.
  7. Finance
     + ***Anumita****:* I made updates on the budget, made a rough budget to go on the website, Joela and I are planning to set up a meeting sometime next week to get started on the auditing process and figure that out. Today Laura also brought to my attention an overdue payment (that still needs to be processed) from the old phil exec. Also, Laura, Teagan and I have just been working on solving that issue. I made new changes to the reimbursement form from the suggestion from Autumn. I also updated the address pick up for cheques and added more options under the drop list for which criteria the charge should fall under. Also, if anyone else has any ideas on how to make the form more easier to use feel free to message me on slack about it. The link for the new form should be included in this weeks meeting minutes.
     + Breana: I can confirm it was for grad ball
     + Pooja: It's probably late because of the company, same as 101 week
  8. Equity
     + ***Simon****:* Had a transition report with Maryam, met with Grace about 101 week and how we can make it more accessible.
  9. Philanthropic
     + ***Laura:*** I helped clean the ssa office, reached out to dragon boat festival to ask for vending space and got a response saying that we can’t do it because they have their own fundraising campaign so the only way is to have Shinerama apply to be one of the organizations they support. I reached out to some small artists who are performing in Ottawa in the next couple of months to collaborate at a bar night, but not expecting a response. I got added to the Phil LRT on slack (next meeting June 15), called Jenny to work on Shinerama planning, and am meeting with Autumn and Audree from the mentoring centre for science prep workshop plans.
  10. Fundraiser Coordinator
      + ***Jenny****:* I had my transition meeting with Payaam, last year’s fundraiser coordinator. I heard back from the Korean Cultural Centre regarding the possibility of fundraising at K-fest and they said no, since we’re not considered an official vendor with them. I joined the Phil Round Table, and had a meeting with Laura to brainstorm Shinerama ideas to bring up at the next PhilRT meeting.
  11. Logistics
      + ***Pooja:*** I read through my transition report to remember what I had to do for 101 week, contacted the merch company to get a quote on items, and emailed some bus companies.
  12. Summer Logistics
      + ***Matthias****:* I had my transition meeting with Sarah, started looking at the transition things in the drive, got added to the LRT group chat and am looking to see what I need to do there.
  13. President
      + ***Christina****:* I prepared and sent applications for ombudsperson and board of directors, asked Yassine to send the bilingual meeting minutes, asked Autumn to create slack channels for committees and booked the exec retreat. I am figuring out the inventory for the lab equipment sale, coordinated meeting with the community engagement centre, did the office clean up, and organized the safe with Teagan. I also set up an appointment with the bank to switch signing authorities, responded to emails, met with Grace Clarke, and had 1 on 1’s with execs.

1. Managers Updates
   1. Secretary
      * ***Teagan****:* I had my transition meeting with Olivia, I cleaned/reorganized and counted the money in the safes with Chrisitina, and I discussed with Anumita and Laura today about the late invoice from Grad ball.
   2. Social Media Manager
      * ***Thalia****:* I posted the board of directors post, set up linktrees for guide applications, reposted the guides promo, and answered peoples dms on Instagram.
   3. Webmaster
      * ***Olivia:*** Absent, no update.
   4. Finance Assistant
      * ***Emily:***No update.
   5. Auditing Manager
      * ***Joela:***Not too much from me either, changed the reimbursement form and am trying to set up and plan for the audit.
   6. Bilingualism Assistant
      * ***Sienna:***Been doing translations, helped with the office clean up, and looked at the board of directors form.
2. Motion to postpone ratification of ombudsperson
   * + ***Christina:*** Each year, we have a RSG from a different student government, that has never been in the faculty of science, that is able to make unbiased decisions. They sit on the arbitrations committee, and review and investigate any cases brought up by the council. For example, if someone is doing something against the constitution, they can have a member review submitted for them. They act as an impartial decision making person. I have sent out this application to all the RSGs, they also do get compensated. Since the applications are still ongoing and I have not made a decision, I would like to postpone.

* Seconded by Teagan

| yes | no | abstain |
| --- | --- | --- |
| 16 | 0 | 0 |

1. UOSU Science Board of Directors

* Discussed during the question agenda point.

1. Committee meetings

* ***Christina:*** I recommend setting up meetings early to discuss, because 101 week will begin dominate discussions shortly.

1. Science Prep Workshop

* ***Autumn:*** Laura and I met with the representative who plans the science prep workshop. The week before school starts, students can come (about 350), and participate in different academic events (labs, mock lectures). Part of this will be a lab equipment sale from the SSA. I wanted to see who would be available Tues Aug 29, and Wed Aug 30, for the sale. They want us to also do a 15 minute presentation to get our names out there, let the students know what we do. Can you guys raise your hands if you're interested and would be available? There will be a lot of students, so the more people we have to help the better. If you are available please raise your hands in the zoom.
* ***Christina:*** Autumn please keep track of whose hand is raised. It would also be helpful if you are bilingual.

1. Budget

* ***Anumita:*** So, I have updated the budget as per everyone's request from the last meeting. The main changes that were made was to:
* 1. Decrease the club funding from 15k to 10k
* 2. Increasing the budget for 101 week guide and exec food from $500 to $700
* 3. Having a total office budget of 5k
* This brings our total expenses to be $304,620, our total revenue to be $131,970, and our total subsidy to be $197,470. We have about $162,000 after subtracting the 60k for savings. And that leaves us with $35,470 to cover with subsidy, but this also includes the merch charge ($41,270) and removing that will actually leave us with $5,800 to cover from the subsidies that should come somewhere in August from the university. And the version to be published is this one. Also I wanted to ask if anyone wants me to go over something or if anyone has any questions that they want me to answer now is the time to ask.
* ***Chrtisitna:*** Yea does anyone have anything they want to talk about? If not, you can always set up a meeting to talk to Anumita later. Motion to approve budget?
* Seconder is Laura

| yes | no | abstain |
| --- | --- | --- |
| 16 | 0 | 0 |

* ***Anumita:*** Also, I will send the pie charts to Olivia for them to be published on the website. And do we think the spreadsheet also needs to be published on the website?
* ***Autumn:*** We usually just show the pie chart, then if students have further questions they can ask.
* ***Anumita:*** Okay I'll send it to Neeharika since Olivia is away.

1. Next meeting

* **Christina:** Every semester we have milk and cookies where we meet with the Dean and Vice Dean. This summer I am hoping to do it the third week of August, I am contacting them to see their availabilities. Next meeting we will ratify the board of director and ombudsperson. Our meetings will continue to be bi-weekly, so the next meeting will take place on June 22, at 8 PM.

1. Varia

* ***Breana:*** I was wondering if we could put out masks for students due to the wildfires?
* ***Christina:*** Do they not have them at the entrances anymore? It is a great idea, if the building still has them then we don’t have to worry about it.
* ***Autumn:*** I know UOSU is handing them out.
* ***Matthias:*** I think they still do have them.
* ***Christina:*** It’s good they still have them. Breana, are you good if we leave it then?
* ***Breana:*** Yea that's good.
* ***Autumn:*** I also want to remind everyone, especially the social team. As many of you may know, we have rats in Marion, and they will get into anything. There were fanny packs with granola bars left in the storage room after the clean up, and the rats got into them, so this is a good reminder that we have to be mindful as to what we keep in there because of the rats.
* ***Breana:*** They also got into coloured packs so Pooja you may need to order more.
* ***Christina:*** Yea the rats are determined, it’s important to be careful. Anything else?
* ***Christina:*** Good job everyone, reminder to have your notifications on for slack, check email at least once every 24 hours, and any questions you can always ask and we can set up a meeting.

1. Motion to end meeting

* Seconded by Laura
* The meeting ends at 8:48 PM