4th meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: July 6, 2023

Time: 6:30 PM

Location: Online (Zoom)

Attendance:

**Executives**Christina Bi (Present)

Anumita Chatterjee (Absent)

Janet Smyth (Present)

Autumn Shaw (Present)

Victor Boddy (Absent)

Breana Sanders (Absent)

Laura Wang (Present)

Neeharika Boni Bangari (Present)

Yassine Marhoum (Present)

Pooja Narula (Present)

[Senator]

Réda Hamza (Present)

Simon Yang (Present)

Nina Tahvildar (Present)

Jenny Kwak (Present)

Matthias Mark-George (Present)

**Managers**Emily Wu (Present)

Joela Xhumri (Absent)

Sienna Mery (Absent)

Teagan Chant (Absent)

Thalia Lamberti (Present)

Olivia Mendicino (Absent)

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1. Opening of the meeting
	* + The meeting starts at 6:30 PM
2. Land acknowledgement
	* + Land acknowledgment by Simon
3. Motion to start the meeting
	* + Seconded by Autumn
4. Motion to adopt agenda
	* + ***Christina:*** Motion to adopt meeting minutes.
		+ Seconded by Autumn

| Y: 14 | N: 0  | A: 0 |
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1. Approving last meeting’s minutes
	* + Motion to approve last meetings minutes
		+ Seconded by Autumn

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1. Question period
	* + No questions
		+ ***Christina:*** We will be receiving our student list, hopefully by Friday or Monday. I had my PRT yesterday.
2. Executive Updates
	1. Senator
		* Currently no senator
	2. Senior Advisor
* ***Reda:*** Answered questions. Christina and I have agreed to go to the office sometime soon to receive the lab equipment for inventory.
	1. Internal
		+ ***Autumn****:* Attended the promo meeting. Held the services committee meeting. Went to a meeting with three members of the faculty of science to discuss some topics for the upcoming year. Signed and mailed checks.
	2. External
		+ ***Victor****:* I have been in contact with a tutor company to advertise their courses.
	3. Academic
		+ ***Breana****:* No update.
	4. Social
		+ ***Janet:*** Finished my SRT meeting earlier. Student list will hopefully arrive soon. Discussed bus logistics with Pooja. Tried contacting people involved for bar night.
	5. Volunteer Coordinator
		+ ***Nina:*** I have been going through our guide applications for 101 weeks. We have gotten a good amount of applicants after TMMSA reposted our promo. We currently have about 60 guides and 25 head guides. I have some other applications to view. Now that we have the student list, we can send a mass email and get some more applications.
	6. Bilingual
		+ ***Yassine****:* No update.
	7. Promotions
		+ ***Neeharika****:* Attended the promo meeting. I went to the printing store yesterday and spoke to a lady about our mailout. I sent the mailout to get approved and I am updating some suggestions. Also, Nina mentioned something about the student list, did we get the list?
		+ ***Christina****:* Not yet, we are supposed to get the list either Friday or Monday.
		+ ***Neeharika****:* Okay so by then, the mailout will be ready to send out. Just to give everyone a heads up, the pamphlets will be placed inside envelopes so we will need many volunteers to help us do that. I have started to make the post for the BBQ with TMM.
		+ ***Christina****:* When is the BBQ again?
		+ ***Laura****:* August 3rd from 10 am - 2:30 pm.
	8. Finance
		+ ***Anumita****:* I sent the budget and reimbursement form to everyone via email. I attended the 101 week committee meeting, and I kept in contact with Christina regarding the lab equipment order.

* 1. Equity
		+ ***Simon****:* I attended the 101 week committee meeting and the services committee meeting.
	2. Philanthropic
		+ ***Laura:*** Followed up a couple times with 5k foam fest and spartan race, both still need to get back to me. Attended the events meeting with Victoria, Joanne, and some SSA execs. Emailed Joanne to ask for approval for pie the vice dean in the face during science info sessions on shine day. Also emailed Joanne to check that we were ok to collect bottles at Marion this weekend, still waiting to hear back about both. Postponed bottle drive to this Saturday because of lack of volunteers and beer store staffing (still really short on helpers so lmk if you’re free even just to watch the table at Marion—you just need to sit there and say hi if people bring bottles, shouldn’t be busy). Attended and took minutes for Phil rt: update is that ssa is actually gonna be in charge of ordering shirts and other RSG’s give us their order and money; tbd if UOSU can reimburse us). I sent a form out for other RSGs to submit their orders to me, Pooja and Anumita are also up to date on this. Printed and distributed mailbox notices for bottle drive with Jenny Autumn and Breana. Met with Xeius and Jenny and got in touch with other execs on TMMSA to plan the RGN bbq (Thursday Aug. 3rd, 10am to 2:30pm, please keep yourself free that day to help); will send more details on slack soon
	3. Fundraiser Coordinator
		+ ***Jenny****:* I met with Mohamed, owner of Safi Fine Foods, on Mon the 26th. He agreed to provide us halal beef patties for the fundraising barbecue at RGN. Attended 101 Week Committee meeting. Attended PhilRT with Laura, had bottle drive flyers cut at printing service. Prepared flyers for pick up for Breana and Autumn for them to distribute to their assigned areas. I distributed flyers in my assigned area as well. With Laura and Autumn, distributed flyers around Barrhaven. Met with Xeius and Laura to discuss updates about the RGN BBQ. Met with Laura to finalize Shine Day stations. Met with the manager of Loblaws at Rideau to discuss potential sponsorship for the BBQ
	4. Logistics
		+ ***Pooja:*** I booked the buses for the three events that we needed for off campus events. Finding buses for bar night was difficult but I finally found someone. I sent out a form for exec merch so please fill it out ASAP. I spoke to Laura about getting Shine shirts and emailed a guy who said he would give me a quote.
	5. Summer Logistics
		+ ***Matthias****:* I attended the 101 week committee meeting.

* 1. President
		+ ***Christina****:* I attended the PRT. I ordered the lab equipment today. I was in contact with Anumita regarding the budget for the lab equipment. I have done a lot of research for our exec retreat. I am planning to do inventory and organize the storage rooms to make sure we have room for incoming lab equipment. Attended the sponsorship committee meeting and I am currently helping to select winners for the scholarships. I had a communications meeting with the faculty on how we can better use their services for some of our events, and vice-versa.
1. Managers Updates
	1. Secretary
		* ***Teagan****:* I completed the meeting minutes for the third meeting and sent them to Yassine and Sienna for translation.
	2. Social Media Manager
		* ***Thalia****:* I attended the sponsorship committee meeting and the promo committee meeting. Thanks to a shoutout we got from uOttawaFuture on Instagram, our follower count has been increasing with many first-year students, which is great. I’ve been reposting our posts on our story and answering the messages we have received on social media.
	3. Webmaster
		* ***Olivia:*** No update.
	4. Finance Assistant
		* ***Emily:***I attended the sponsorship committee meeting.
	5. Auditing Manager
		* ***Joela:*** No update.
	6. Bilingualism Assistant
		* ***Sienna:***No update.
2. Academic assistant for 2023-2024
	* + **Thalia**: As you may have noticed, Breana is unfortunately not able to make it to our meeting today, but she has asked me to speak on her behalf for this point. Breana would like to have an academic assistant for the 2023-2024 school year. As we know, Breana has done an amazing job on the SSA so far. She was our VP Social last year and I feel like I can speak for many of us when I say she goes above and beyond with all the events that she does and organizes. Breana would like to have an academic assistant because she has many great ideas that she would like to do, and she wants to make sure that she has the support to do them. As we know, Breana never shies away from anything, but in order to have these events done efficiently, she wants to be able to rely on someone when things get overwhelming (ex: with schoolwork academics or large scale event details). Breana has already thought about the different roles she would have in comparison with her academic assistant. Roles that she would have as VP Academic include looking after:
* Venue wine and cheese
* Bar service and catering for wine and cheese
* Recruiting professors for wine and cheese
* Volunteer plan for wine and cheese
* Scholarships
* Fraud cases (multiple times a month)
* Program committee
* Integrity committee
* Recruiting profs for the Ted talk
* Going through the applicants for the Ted talk
* Reserving ted talk venue, food and plan for volunteers
* Volunteer plan for the last lecture
* Handling Students and faculty concerns
* Dealing with financial aid
* Handling science UROP
* Survival guide powerpoint

Roles that her academic assistant would have include looking after:

* Jazz band for wine and cheese
* Powerpoint for wine and cheese
* Applying for academic related sponsorships
* Lighting/sound for the Ted talk
* Decorations for wine and cheese, Ted talk and last lecture
* Going through applications for the Ted talk
* All the promo captions and info for Neeharika and Thalia
* Help with the motivational speaker
* Biogarage
* Helping with survival guide
* Textbook sale
* Any other tasks that may arise

If Breana does not have an Academic assistant, it will be very difficult for her to do all these things. At the end of the day, she wants to look out for the best interest of the science students in our faculty, so that's why she is requesting to have an assistant. She is hoping that we could vote upon having a trial run for this academic year, just as we did in the past years with our trial run on bilingual assistant and social logistics. In case you guys didn’t know, our bilingual assistant was actually constitutionalized this year as an official position, as the trial run proved to serve as a great help to our VP Bilingual last year. She wants to see if you are on board with doing a trial run for an academic assistant position for the 2023-2024 school year.

* + - **Réda**: When I created the bilingual assistant position, it was mostly because the VP bilingual does not have a committee, and Breana, as VP Academic, has her own committee. Instead of creating positions every year, she could use her committee. I believe that the tasks of the academic assistant could be done by any member of the committee. We already have many positions on the SSA.
		- **Autumn**: Réda and I spoke about this earlier today and we both share a similar opinion. I think that we could expand the range of what Breana’s committee’s responsibilities are in the constitution, or make an academic committee. If we need more people on that committee to help her out, I think that would be more beneficial instead of bringing in a new position.
		- **Thalia:** Breana’s goal with this point was more along the lines of motioning upon it to see if people would agree to have a trial run for the academic assistant position this year.
		- **Christina**: We can motion to table this point to the next meeting so that Breana can be here to give her reasonings and respond, or we can vote upon it now. For what I understand, this would be for the academic school year, starting with gen council?
		- **Thalia:** Yes, she would like to have an assistant once the school year starts, and once her events start.
		- **Christina**: Is her intention to have this position start in the fall of every year?
		- **Thalia:** I am unsure because she wants to do a trial run this year, so if this position were to occur yearly, it would have to be constitutionalized first and then, we can come up with the specifics of the position. Her idea is to have a trial run this year, just as we voted upon last year with Sarah becoming social logistics and Sienna becoming our bilingual assistant.
		- **Christina**: Okay makes sense. We can table this discussion, as this position would not begin until October anyways, and revisit in two weeks when Breana is able to advocate for herself.
		- **Thalia:** I believe she would like to talk about this point sooner rather than later, most definitely during our next meeting, and not wait until the fall to bring this discussion back up.
		- **Christina**: Okay, are there any other comments about this point? [no comments]. Motion to table this point to the next meeting

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1. Next meeting
* ***Christina:*** Our next meeting will include the point of Academic assistant for 2023-2024, and ideally have a point about the mailouts. For those who don’t know, the mailouts are brochures sent to incoming students advertising 101 week and the SSA. Hopefully within the next couple of weeks, they will be sent out.
1. Varia
* ***Christina:***I will be on vacation during the first 2 weeks of August, so please reach out to me as soon as possible if you need my help with anything, ideally before I leave. I will still have access to my email, but the service may not be great. Also, we are supposed to have an executive meeting on August 3rd and I wanted to see if you think we should have a meeting on July 27th instead, and then the next meeting would be a week after that; or if we should keep the schedule as is normally (for August 3rd).
* ***Laura:***If we offset the executive meetings by a week, it will conflict with my PhilRT meetings. I am unsure if I would be able to attend all the meetings, but I could coordinate with Jenny to split up and each attend a meeting.
* ***Autumn:***Also, maybe we could have meetings on the days we normally would, but either Réda or I can run it, and send you the meeting minutes after. I think it's important to have meetings done as regularly as possible as 101 week is approaching.
* ***Christina:***I may still be able to do the meetings. For now, let's keep our next meeting for August 3rd, and I will either be there or have a proxy. Also, once August begins, we usually change our meetings from being biweekly to weekly. I personally believe it's a good idea, but what do you all think? [people nod yes]. Okay, let's set our meetings to be weekly once August begins. Laura, we may be able to change the time, if it works for most people, so that it does not conflict with your PhilRT meetings. I am also still figuring out exec retreat details. Make sure to collect your bottles and cans for our bottle drive.
1. Motion to end meeting
* Seconded by Thalia
* The meeting ends at 7:03PM