8th meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: August 15, 2023

Time: 8:00 PM

Location: Online (Zoom)

Attendance:

**Executives**Christina Bi (Present)

Anumita Chatterjee (Late)

Janet Smyth (Present)

Autumn Shaw (Present)

Victor Boddy (Absent)

Breana Sanders (Present)

Laura Wang (Present)

Neeharika Boni Bangari (Present)

Yassine Marhom (Absent)

Pooja Narula (Present)

[Senator]

Réda Hamza (Absent)

Simon Yang (Present)

Nina Tahvildar (Absent)

Jenny Kwak (Present)

Matthias Mark-George (Present)

**Managers**Emily Wu (Late)

Joela Xhumri (Absent)

Sienna Mery (Absent)

Teagan Chant (Absent)

Thalia Lamberti (Absent)

Olivia Mendicino (Absent)

Hope (Present)

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1. Opening of the meeting
   * + The meeting starts at 8:01 PM
2. Land acknowledgement
   * + Land acknowledgment by Simon
     + ***Christina***: Reminder that the land acknowledgement is not just for performative reasons; we should continue to think about this in our day to day lives.
3. Motion to start the meeting
   * + Seconded by Autumn
4. Motion to adopt agenda
   * + ***Christina***: Motion to add Milk and Cookies, Exec Retreat, and Portraits Now to agenda.
     + ***Janet***: Motion to add Exec Time Off from 101 Week, Boat Party, and Head of Events to agenda
     + Seconded by Autumn

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1. Question period
   * + No questions
     + ***Christina:*** Lab equipment is in; we moved it into the storage room. We do not have goggles yet but hopefully these will come in soon.
2. Ratification of academic assistant
   * + ***Christina:*** This is to ratify Hope Avramidis as the Academic Assistant for the 2023-2024 school year.
     + ***Hope***: Hello! I’m Breana’s assistant and I’m very excited to be a part of the team.
     + ***Christina***: You’ll be hanging out with us a lot during meetings and 101 Week, so you will get to know us all soon! I will send you meeting rules later so you can familiarize yourself with acronyms. We generally join the call 5 minutes early to respect everyone’s time.
     + Ratification seconded by Janet.

| Y: 12 | N: 0 | A: 0 |
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1. Executive updates
   1. Senator
      * Currently no senator.
   2. Senior Advisor
      * ***Reda [Absent]:*** I’ve been advising people now and then. I signed up for the Science Prep Workshop and will be available to help for both days.
   3. Internal
      * ***Autumn:*** I helped Nina with an issue with the head guides, dealt with our paint powder being stuck at the border, followed up about Milk and Cookies, and took minutes for the Academic Assistant interviews. I also coordinated locations for locker signage (thanks Breana and Olivia for the help). I answered some emails regarding locker rentals, and sent out rejection emails for Academic Assistant candidates. I attended the 101 Week committee meeting and set up Hope’s email.
   4. External
      * ***Victor:*** Absent, no update.
   5. Academic
      * ***Breana:*** I interviewed candidates for the Academic Assistant position, met with C&R to discuss Wine and Cheese (we will have beer along with wine), and attended the 101 Week committee meeting. I met with Christina and Janet to discuss 101 Week plans.
   6. Social
      * ***Janet:*** I attended my Social RTs, chaired the 101 Week committee meeting, and contacted protections and parking about buses. I will reach out again tomorrow because they were closed. I spoke with Christina and Breana about having the extra event on Friday night of 101 Week and am setting up a meeting with Nina, Laura, and Christina for scheduling exec shifts. I am completing a detailed overview of 101 Week.
   7. Volunteer Coordinator
      * ***Nina:*** I’ve been reading the new guide applications to add them to our list. I’m having guides fill out a form where they can indicate what events they cannot attend due to class conflicts, etc., so that I can start planning out who will work at what events. I also started working on presentation for SSA guide training (August 31st at 5 PM)
      * ***Christina***: Will the training be at Marion?
      * ***Pooja***: Training will be in the auditorium.
   8. Bilingual
      * ***Yassine [Absent]:*** I translated last week’s meeting minutes, some texts from others, and the agenda for the 8th meeting.
   9. Promotions
      * ***Neeharika:*** I am in the works of making the post for our 101 Week schedule, as well as the post for the USRO. I attended the 101 Week committee meeting and have tried finding a contact for Squarespace but wasn’t able to; I plan to send another email tomorrow with the links for kit sales. I also helped move merch boxes yesterday.
   10. Finance
       * ***Anumita:*** I have been working on getting my Smart Serve certification.
   11. Equity
       * ***Simon:*** I finished up the equity training presentation, and helped at the RGN barbeque event.
   12. Philanthropic
       * ***Laura:*** I went shopping for the RGN barbeque and attended the event (thank you to everyone who helped and especially to Jenny and Xeius for their roles in planning this). I updated Anumita on our spendings and earnings from the barbeque; we spent under $600 which is to be split between TMMSA and SSA, and raised almost $1300. I sent an email to guides about a Shinerama raffle, followed up with Fulbright regarding Shine Day sponsorship, and helped Christina move lab coats. I met with HSSA for their shine shirt pick-up (thanks Pooja, Jenny, and Neeharika for sorting all of them) and collected a couple of payments. 5k Foam Fest has 9 signups not including anyone from SSA; the deadline is Thursday if you guys want to join.
   13. Fundraiser Coordinator
       * ***Jenny:*** I attended the RGN barbeque event, helped out with shine shirts, and have been contacting people at the library to borrow video games and board games for the 101 Week game night.
   14. Logistics
       * ***Pooja:*** I made a spreadsheet for things to order for 101 Week, which I sent to Janet to be shared with everyone else. I received and sorted shine shirts yesterday and am working with Laura to make sure the boxes are given to other RSGs this week and will be out of our storage room soon. Booking rooms has been very challenging (booking through email instead of VEMS); I’m still waiting to hear back from the contact person there.
   15. Summer Logistics
       * ***Matthias:*** I received our powder for the reckoning, attended the 101 Week committee meeting, and reached out to Jenny for Safi Fine Foods’s contact info; to ask if they could provide burgers for 101 Week. I added things to order on Pooja’s spreadsheet.
       * ***Christina***: Jenny and Laura, did the burgers from Safi come frozen meaning you had to cook them yourselves?
       * ***Jenny***: Yes they came frozen, but the owner gave us the option of getting them cooked vs. uncooked, so we can probably ask for it to be cooked this time if needed.
   16. President
       * ***Christina:*** I moved lab equipment boxes; thanks Autumn for the help in coordinating and Laura with the moving. As a general word to everyone, I do make note when you guys actively come and help out with these things and really appreciate it. However I also want to bring up that it is the same people coming each time, and same with those who picked up shine shirts. I know that sometimes these are last minute so I do understand if you can’t make it, but we would really appreciate it if everyone could make an effort to contribute. I answered some questions, reviewed the minutes for the meetings I missed, and responded to emails. I attended the 101 Week committee meeting, chatted with Janet and Breana about 101 Week plans, and am looking into adding a formal event. Currently I’m looking for a place where we won’t need to book buses etc., because Pooja I know you are very busy. If possible I think this would be really fun!
2. Managers Updates
   1. Secretary
      * ***Teagan [Absent]****:* I completed and sent the last meeting’s minutes for translation.
   2. Social Media Manager
      * ***Thalia****:* Absent, no update.
   3. Webmaster
      * ***Christina:*** Olivia has been updating the website with 101 Week materials, and is currently away.
   4. Finance Assistant
      * ***Emily:*** I went to RGN barbeque to help out and that was really fun! I’ve been working on my Smart Serve certification as well.
   5. Auditing Manager
      * ***Joela [Absent]:*** I’ve started going through and organizing receipts based on their dates and purposes as per the auditing manual.
   6. Bilingualism Assistant
      * ***Sienna:*** Absent, no updates.
   7. Academic Assistant
      * ***Hope:*** I got the job and am excited to work with everyone! I have been catching up on slack messages from before I joined. Do I message you guys if I want to join or help with a 101 Week event? I have a few days that I’m available and am not sure if I should send an email to someone about that?
      * ***Janet***: You can respond to my pinned message in the slack about what night you want off and what conflicting classes you have; since this is short notice and you just joined, it’s okay if you can only help with some of the events. You can send me a message on slack.
3. Milk and Cookies
   * + ***Christina***: We are meeting with the Dean of Science and Vice Dean Paul-Eugène Parent once per semester to discuss plans we have for the term and have pizza. Our summer Milk and Cookies is on Thursday, August 24th, around 4 or 5 PM. Usually, this is roughly 2 hours long. If you’re able to come, let me know, and otherwise if you can’t make it but have something specific you want to bring up, please also let me know. It will be in STEM 354.
     + ***Breana***: I vote for 5 PM.
     + ***Christina***: The Dean and Vice Dean generally prefer it to be earlier so unfortunately it will probably end up being at 4 PM, but I’m hoping to also run it online so those who can’t make it or aren’t in Ottawa can join in as well. If you have specific questions for the Dean, you can also send it in the chat and someone at the meeting can read it out. In summary, essentially we are just talking about our plans for the school year and things we need their help for.
4. Exec Retreat
   * + ***Christina***: Exec retreat is August 25-27th; no worries if you’re not available but you are welcome to come. I’m currently trying to sort out rides. Let me know if you are coming or not coming, if you have a car, if you have dietary restrictions, and if you need to leave early. Please confirm by Friday so I can plan accordingly for food and sleeping allocations. I’m not certain if we have enough drivers yet, but worst case we will look into getting Communauto. The purpose of the retreat is to get everyone on board with 101 Week plans, and to help the social team with anything they need. Also a reminder to bring sleeping bags and air mattresses if you have any, because we don’t have enough beds for everyone. Drivers and cooks will be given priority for beds.
5. Portraits Now
   * + ***Christina:*** This is an organization that takes grad photos; they’ve proposed dates for students to go in and get their pictures taken, likely around October 30th to November 3rd. It will be on campus in UCU in the studio area where students normally pick up their U-passes. They are asking us to advertise this and to have a link for our grad students to book times, specifically for science.
     + ***Breana***: Since this is right after reading week, a lot of profs will probably give exams during this time; is it okay to move it back by a week?
     + ***Christina***: I’ll propose those dates and see what happens.
6. Exec Time Off from 101 Week, Boat Party, and Head of Events
   * + ***Janet***: Please respond to the pinned messages in slack to let me know what classes you have and what night you want off. The boat party event is a limited spot event; I have a few more spots for execs. It’s on the Thursday of 101 Week from 11 AM to around 6 PM. If there is anyone that would like to go to the boat party let me know.
     + ***Christina***: How many execs are you looking for or do you already have?
     + ***Janet***: 9, plus 1 blue band. I have 5 execs already but still have 4 spots available. As another small update: me, Laura, Christina, and Nina are setting up a meeting on Thursday to work on assigning execs and guides to specific events. We will share plans with everyone; that way events can still run smoothly even if one of us is not present.
7. Next Meeting
   * + ***Christina:*** We have 2 more regular exec meetings before 101 Week.
8. Varia
   * + ***Breana***: Just to double check, we are starting office hours after 101 Week and not during the very first week of classes, correct?
     + ***Christina***: Yup! By the way, does anyone have venue ideas where we can host 250+ people for the formal event?
     + ***Matthias***: Infinity Convention Centre on Hunt Club.
     + ***Simon***: City buildings, like a sports facility?
     + ***Christina***: Thanks for the suggestions. I was hoping this would be in a museum so people have something to do, because there won’t be much going on other than music and dancing.
     + ***Breana***: We can reused old kahoots from previous formals.
     + ***Christina***: We could also do Just Dance.
9. Motion to end meeting
   * + Seconded by Laura
     + The meeting ends at 8:46 PM.