9th meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: August 22, 2023

Time: 8:00 PM

Location: Online (Zoom)

Attendance:

**Executives**Christina Bi (Present)

Anumita Chatterjee (Present)

Janet Smyth (Present)

Autumn Shaw (Present)

Victor Boddy (Late)

Breana Sanders (Present)

Laura Wang (Present)

Neeharika Boni Bangari (Absent)

Yassine Marhom (Absent)

Pooja Narula (Present)

[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 (Absent)

Teagan Chant (Present)

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 Christina
3. Motion to start the meeting
	* + Seconded by Teagan
4. Motion to adopt agenda
	* + ***Christina***: Motion to add Milk and Cookies, UOSU kit pickup, Exec Retreat, Science Prep Workshop, Execs that are head of events, Execs schedule for 101 week, Availabilities, and Bioconnect BBQ budget.
		+ Seconded by Laura

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1. Question period
	* + No questions
		+ ***Christina:*** We have booked grad photos with Portraits Now, for the first week of October, the 2-6. This will probably work better because it is close to the beginning of the semester.
2. Executive updates
	1. Senator
		* Currently no senator.
	2. Senior Advisor
		* ***Reda:*** I met last week with a member from Ottawa Science Policy Network because they want to collaborate with us, they mainly want us to promote their events as much as possible (Neeharika and Thalia).
	3. Internal
		* ***Autumn:*** I made a solution for locker signage, have been planning for the Science Prep Workshop, answered questions about locker rentals, and went to UOSU guide training.
	4. External
		* ***Christina:*** He said he’s been helping get stuff ready for 101 week like picking up merch and helping Pooja and preparing to send the club stuff out. He checked all the forms so they are ready to go and got promo to start working on an announcement.
		* ***Christina:*** Make sure you have all promo things prepared for them to post your items right away.
	5. Academic
		* ***Breana:*** I met with the university concerning the Barbie movie (yay go Barbie), met with Hope and Dr. Ekker, met with Jenny and Laura to work on an event, met with Janet to give her her office card and advice, and met with Hope to work on some upcoming things.
	6. Social
		* ***Janet:*** I have been making the exec schedules for 101 week, making a list of supplies I need to buy for the exec retreat, answering emails from 101ers, working on the exec retreat presentation, replied to Nina about going to the second guide bonding event, figuring out little details of events and allocating tasks (will speak about later), attended UOSU’s guide training, got my key card from Breana, and moved in Ottawa.
	7. Volunteer Coordinator
		* ***Nina:*** I have been answering guide questions, making a placement to count volunteer hours, and reminders for the second guide bonding event and SSA guide training.
	8. Bilingual
		* ***Christina:*** His update is that he did the agenda for today, translated Jenny’s document about the professors pieing, and did quick translations on Slack.
	9. Promotions
		* ***Neeharika:*** I’m finalizing the schedule for 101 week, sent the files to the makerspace for the shirt stencils for the teams, in the process of getting SSA business cards printed with our Instagram and website for the kits, answered emails and I sent another mass email to 101ers with new links to purchase kits.
	10. Finance
		* ***Anumita:*** Attend UOSU guide training today, working on a sheet of common finance questions which I will send out soon, and I have been working on my smart serve certification.
	11. Equity
		* ***Simon:*** Absent, no update.
	12. Philanthropic
		* ***Laura:*** I took the minutes at the last meeting. I had a meeting with Janet, Jenny, and Nina to talk about Shine day plans and other 101 things including guides. Attended 5k foam fest with 12 other people where we all worked at the registration table together. Our group was amazing (had students from different faculties, different years ranging from incoming first year to 2nd year med students). 5k is going to make a $650 donation to our online fundraising page but I actually realized a 14th person showed up but volunteered at the wrong spot so I’m going to see if they can do a $700 donation instead. I met with some RSG’s to give them their Shine shirt boxes and collect payments (only one box left which I’m going to give away on Thursday). I have been emailing the faculty about the info session; confirmed the Vice Dean’s attending are Jaclyn Brusso and Paul-Eugene Parent but Parent isn’t available for pieing and Brusso hasn’t responded yet, so I’m going to ask the professors and mentors attending instead. Christina is going to ask for us at Milk and Cookies whether we are allowed to take up 5 minutes of their time so hopefully we’ll have an answer on that at least. Stephanie Beaulac had some questions about our scholarships so I passed her on to Breana, but also scheduled a call in mid September with her about Philanthropic goals. I filled out my availability for office hours. I had a brief call with Breana and Jenny about a future academic x phil collaboration and potentially dragging in equity as well since Simon was already thinking about a similar equity x phil collaboration idea. I am also working on my smart serve and my slideshow for the exec retreat.
		* ***Christina:*** Who pies the people in the face?
		* ***Laura***: We’ll be collecting donations at the info session, and whoever donates the most gets to pie the people.
	13. Fundraiser Coordinator
		* ***Jenny:*** I attended the UOSU guide training, met with Laura, Nina, and Janet regarding Shine Day Exec + Guide roles, met with uOttawa ESports regarding a collab game night event, and am communicating with Korean Cultural Centre for a future academic event, and met with Breana and Laura to discuss further.
		* ***Christina:*** What night was the game night event for?
		* ***Jenny:*** Sunday I think, as an alternative for the bar night.
	14. Logistics
		* ***Pooja:*** I started buying things from Amazon from the list, emailed the faculty to let them know about the reckoning for clean up after, emailed the faculty about renting a fridge in BSC for the week, emailed parking about parking passes. All indoor spaces are booked for 101 week, but still haven’t heard back about the outdoor spaces. I also booked buses for the Boat party with HSS.
	15. Summer Logistics
		* ***Matthias:*** I have looking at a quote for the BBQs for 101 week, and have been working on my smart serve certification.
	16. President
		* ***Christina:*** I am planning a formal event for 101 week, went to the venue, found a band, and am looking for a photo booth. I answered other 101 week questions, attended the 101 week committee meeting, attended PRT, sent cheques, went to the bank to get access to our online bank account, have been in contact with Portraits Now, attended guide training today, went to 5k foam fest, and answered questions.
3. Managers Updates
	1. Secretary
		* ***Teagan****:* I reviewed and sent the last meeting’s minutes for translation, set up and sent an email regarding office hour availability, thank you to those who have filled in their google sheet. If you haven’t please do so by Thursday. I also signed some cheques, went to the bank with Christina, and attended the guide training today.
	2. Social Media Manager
		* ***Thalia****:* Absent, no update
		* ***Christina:*** Did you get anything from Thalia, Teagan?
		* ***Teagan:*** No I did not.
	3. Webmaster
		* ***Christina:*** She is still out of the country, but her only update is that she’s monitored ticket sales and will try to do refunds and stuff people have asked her as long as wifi permits (it’s not very good there). If there’s anything time sensitive please direct an email to both her and Neeharika because she also has access to the website (thank you Neeharika).
	4. Finance Assistant
		* ***Emily:*** I am working on my smart serve, and I attended training today, and filled in availability for office hours.
		* ***Christina:*** Victor I see that you joined if you want to do your update now.
		* ***Victor:*** IPPSA reached out to Thalia and I to coordinate a meeting, someone from prep 101 reached out asking to promote midterm help sessions. They offer a free help session or you can make a donation to Doctors Without Borders. They’re gonna reach out sometime in September with promotional material which we could send in a mass email. I am working on getting a car to bring to the exec retreat, and helped Pooja move boxes.
		* ***Christina:*** We might prefer to send their material in our monthly newsletters, cause we only get a limited amount of mass emails we can send.
		* ***Victor:*** Yea they’ll send it in September, and we can choose how to send it.
		* ***Christina:*** What is the IPPSA meeting for?
		* ***Victor:*** I have no idea.
		* ***Breana:*** They want to start funding their clubs and want to know how we go about it.
	5. Auditing Manager
		* ***Christina:*** I think her phone died
	6. Bilingualism Assistant
		* ***Sienna:*** Been doing translations.
	7. Academic Assistant
		* ***Hope:*** Yesterday I submitted my office hour availability, today I did my 101 week availability, I met with Breana and Dr. Ekker to discuss URSO and made notes about it, attended guide training, Breana and I discussed more meeting times, and I got my smart serve login from Autumn.
4. Milk and Cookies
	* + ***Christina:*** Milk and Cookies is this Thursday at 5pm, room 364 in STEM with the Vice Dean and Dean. We’re ordering pizza. Laura sent me some items to discuss, but if you want me to bring anything up let me know. It’s a good opportunity to have to have meaningful conversations and develop a relationship with them. It will probably be no more than an hour and a half.
		+ ***Breana:*** Hope and I will be talking about our academic events. I also want pineapple on the pizza.
		+ ***Christina:*** I was thinking of cheese, pepperoni, and veggie because it's more inclusive. I don’t want to start a heated debate right now lol.
5. UOSU kit pickup
	* + ***Janet:*** For everyone going to Milk and Cookies I expect you to be available for kit pickup. It’s scheduled for 7-8pm, but I assume we can go earlier, if Rayne is okay with it. Breana said we’d only need 4 people and 3 carts.
		+ ***Christina:*** I don’t know if we have 3 carts.
		+ ***Breana:*** What about borrowing a cart from the science store? Half of the boxes are empty, so we could put them together, and they’re not heavy.
		+ ***Pooja:*** Last year we rented a cart from 90u.
		+ ***Christina:*** I think 90u is open 24 hours so that would work.
6. Exec Retreat
	* + ***Christina:*** I sent out an email regarding the exec retreat so please take a look at that. I wanted to know if anyone has an industrial size pot because we have a lot of people to cook for. If not we will need a lot of small pots. Does anyone have a big one?
		+ ***Victor:*** I might.
		+ ***Christina:*** Okay worries if not. Oh that’s a decent size, I think I have one that size too.
		+ ***Victor:*** Okay I’ll bring it.
		+ ***Christina:*** If you want leftovers please bring tupperware containers. If you’re doing a slideshow please have it ready by this weekend. Friday we get there, team bonding, Saturday we work, and have more team bonding. There is a lake and kayaks, most likely paddle boards too. Also a pontoon boat. Sunday we have to leave by 12pm. I don’t have specific games planned. Nina is going to bring board games too. If you want to bring anything, go ahead.
7. Science Prep Workshop
	* + ***Christina:*** Science Prep Workshop is next week, Tuesday and Wednesday we have to be there. We will have lab equipment sales on Tuesday and Wednesday morning, and the presentations on Wednesday. If you can make it that’d be great, good to show support, and it looks good to the students. If you are available please come. There will be a lot of people buying lab equipment so all the help would be appreciated.
8. Execs that are heads of events
	* + ***Janet:*** I am going to allocate execs as head of events so it takes some weight off my shoulders, and help delegate tasks out. I am going to share my screen. I added the formal event at the bottom. I tried to allocate based on everyone’s availability. If anyone has an issue, please message me and we can figure something out. I am going to have a 1 on 1 with each exec to go through everything.
		+ List of execs that are in charge of events:
			- * Kit sales: Janet
				* Scavenger hunt: Breana
				* Accessibility event: Simon
				* Campus tour: Pooja
				* Lab equipment sales: Christina
				* Tie-dye event: Simon
				* Opening ceremony: Janet
				* PtoC, TBTN: Nina
				* BBQ: Matthias
				* Pub night: Janet
				* Game night: Jenny
				* HSSA carnival: Victor
				* Sci vs eng: Nina
				* The reckoning: Janet
				* SHINE: Laura
				* Mario Kart: Autumn
				* Paint night: Yassine
				* Breakfast: Matthias
				* Museum of Nature: Janet
				* BioConnect BBQ: Simon (if still able to happen)
				* Barbie movie: Breana
				* Breakfast: Matthias
				* Boat party: Pooja
				* Picnic: Victor
				* Closing ceremony: Janet
				* Formal event: Christina
9. Exec schedule for 101 week
	* + ***Janet:*** So what I’ve done for now is that I’ve added it to the 101 week schedule, and added the days at the bottom, organized the events under their respective day. The names are just who’s available. I am thinking of giving events they have to go to, then say those who can are highly encouraged to go as well as it’s more engaging. This will be finalized with Laura and Nina. I will present it at the exec retreat then to the execs who cannot go.
10. Availabilities
	* + ***Janet:*** I still need availability from Emily, Joela, Nina, Thalia, and Victor. Please send me what night you would like off and which events you are unavailable for.
11. Bioconnect BBQ budget
	* + ***Janet:*** The BBQ is supposed to be happening Wednesday night, Pooja tried to book Tabaret, but it is unavailable because of 101 week and the ongoing construction. Pooja suggested doing another week, but if it doesn’t happen during 101 week it cannot go to the 101 week budget, and it would have to go towards the social budget instead. Last year it was 1000 dollars and 6 dollars a ticket. This year we may have to pay more depending on what we want to do. I wanted to ask if I should take leftover money from the 101 week budget and use it for this event.
		+ ***Christina:*** Wouldn’t all the leftover 101 week money just go to the social budget anyways?
		+ ***Breana:*** You would have to re-allocate it.
		+ ***Anumita:*** Yea we would have to move the money around.
		+ ***Nina:*** What time is the new formal event on Friday?
		+ ***Christina:*** 6-10pm, will probably need people to come earlier and stay later.
		+ ***Nina:*** Sounds good, just trying to see what guides we’ll need.
		+ ***Matthias:*** Question about the BBQ. Are we going to be replacing it with something else if we cannot do it?
		+ ***Janet***: I talked to Breana and last year she said we had food trucks that cost 10k, we allocated 15k for the formal event, and I don’t want to go over budget. So we may get a food truck depending on how much we have left over. We will be showing the Barbie movie with popcorn so that will have food too.
		+ ***Christina:*** It would be ideal to have another food event, because we have to feed the guides too. Also, don’t we have 40k leftover from the 101 week budget, and if I use 15k for the formal event doesn’t that mean we’d have 25k remaining?
		+ ***Janet***: Yes, so we could do food trucks. I can see about keeping Bioconnect but we would have to move it behind STEM, and need access to power for the presentation.
		+ ***Matthias:*** If we did it outside of STEM we could always have a sign and book the seminar room, like the one with the boardroom style table.
		+ ***Janet:*** Pooja did we end up booking another place for the bioconnect event?
		+ ***Pooja:*** I’m waiting to hear back from outdoor spaces.
		+ ***Janet:*** Okay I will email Anne Marie and see. Or I could use the room across from the SSA office? I will get back to everyone.
		+ ***Christina:*** What is the budget for renting spaces?
		+ ***Breana:*** It’s free.
		+ ***Christina:*** Everything in general?
		+ ***Breana:*** Yea cause we’re a student organization.
		+ ***Pooja:*** The first 15 rooms we book are free for sure.
		+ ***Christina:*** Okay sounds good. Anything else before varia?
12. Varia
	* + ***Christina:*** Any varia? Don’t forget about the Milk and Cookies.
13. Next meeting
	* + ***Christina:*** Next meeting will be Tuesday the 29. It is the last one before 101 week.
		+ ***Janet:*** Where is UOSU’s kit pickup?
		+ ***Christina:*** In the UCU building.
		+ ***Breana:*** You’ll knock on the back door, I'll be there to show you. Also we won’t have a meeting during 101 week right?
		+ ***Christina:*** No, I don’t know if you’ve planned it Janet but we’ll have debriefs cause a lot will be happening. We will probably need more execs and guides at kit pickup. We’re checking everything at once, and will want to emphasize attendance at Present to Consent. We will need a lot of volunteers to hand out bracelets. It’s a big difference from previous years. May be hectic but it's okay.
14. Motion to end meeting
	* + Seconded by Laura
		+ The meeting ends at 8:59 PM.