1st meeting of the Executive Council 2023-2024 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: May 25, 2023

Time: 7:55 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 (Present)

Pooja Narula (Present)

[Senator]

Reda Hamza (Absent)

Simon Yang (Present)

Nina Tahvildar (Late)

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 (Present)

-----------------------------------------------------------------------------------------------------------------------------

1. Opening of the meeting
   * + The meeting starts at 8:00 PM
     + Land acknowledgment by Simon Yang
2. Motion to start the meeting
   * + Seconded by Laura Wang
3. Motion to ratify new members

| Y: 18 | N: 0 | A: 0 |
| --- | --- | --- |

1. Motion to adopt agenda
   1. Christina motions to adopt agenda point

| Y: 18 | N: 0 | A: 0 |
| --- | --- | --- |

* + - Motion by Laura to add an agenda point (Point 14) about Shinerama
    - Seconded by Olivia

1. Approving last meeting’s minutes
   * + The minutes from last meeting are not ready yet
     + Motion to approve table of last meetings minutes
     + Seconded by Laura Wang
2. Question period
   * + No questions
     + **Christina:** Welcome new managers and summer updates
3. Executive Updates
   1. Senator
      * Currently no senator
   2. Senior Advisor

* **Reda:** I went to the rest of the interviews after our first exec meeting to write the minutes, I answered some questions from a few execs members. This is more of a general note to everyone new in the SSA, so if you have a question regarding ANYTHING (and I mean it), don’t be shy! Feel free to dm me on Slack anytime! I’m here to help if you are confused with what you should be doing or how to do it!
  1. Internal
     + **Autumn**: I switched over manager emails, set up key cards for managers, handed out math hoodies that hadn’t been picked up, had a budget review with the finance team, and a 1 on 1 meeting with Christina, organized plans for office and storage room clean up for tomorrow (May 26).
  2. External
     + **Victor**: Absent, no update
  3. Academic
     + **Breana**: I had an academic fraud case hearing, met with Anumita, Emily, and Joela to go over my budget, and sent an email to the university concerning the Bill Nye event.
  4. Social
     + **Janet**: I started sending emails and contacting Pooja, asking questions about on and off campus events, I had a budget meeting with Anumita, emailed off campus places for events for 101 week, and emailed Rhaine about SRTs from UOSU.
  5. Volunteer Coordinator
     + **Nina:** I have been contacting people from last year to discuss recruiting 101 week guides.
  6. Bilingualism
     + **Yassine**: I completed the translation of the last meeting minutes from last year, I submitted my availabilities, and I held interviews for a bilingual assistant, choosing Sienna.
  7. Promotions
     + **Neeharika**: I made a post for guide applications, met with Thalia for social media coordinator transition. I am trying to reach out to Tanya about my transition, and I am confused with how to send out the mail for 101 week, as well as the different promo emails to send out to all students.
  8. Finance
     + **Anumita**: I finished creating the initial budget, met with the execs to discuss funding, had a debrief with Emily and Joela on their positions, and finished making the reimbursement form for 2023-2024 school year.
  9. Equity
     + **Simon**: I had to reschedule transition meeting with Maryam, so I have been going through drive to figure out more about my position.
  10. Philanthropic
      + **Laura:**
      + Phil update - Attended last interviews for summer execs. Met with Anumita and Emily to review phil budget. Reached out to great glebe garage sale (GGGS) - decided not to participate this year since tight on time. Met with Jenny to discuss plans for the summer.
      + Sinerama update - I am aiming for at least one major event per month and sucker runs when we can. I am also aiming for $10k (5k from summer, 5k from shine day during 101 week). I will be hosting bar nights/parties, food sales, etc. (e.g. for bluesfest, canada day, korean fest, dragon boat festival, spartan race, 5k foam fest, 101 guide training, etc.). I reached out to the mentoring center, plan to host bbq during their science prep workshop August 29-31 (asked for August 30). I am hoping to bring back the spartan race or 5k foam fest: volunteer for $50 donation from the organizer. At k-fest, possibly sell stuff? May be an exception to campaign e.g. proceeds from this could go to another charity relevant to students or immigrants. I will be contacting people about the other events mentioned above soon.
  11. Fundraiser Coordinator
      + **Jenny**: I had a meeting with Laura to talk about the plans for the summer. An idea I had was to fundraise at Kfest, but the timing is a little tight, so I contacted the Korean embassy to see if we can work with them.
  12. Logistics
      + **Pooja:** I answered some emails from Janet regarding how to book locations on and off campus for 101 week, and I am going to email the merch company regarding 101 week merch. I will be sending out a form to all about room bookings on campus for the school year.
  13. Summer Logistics
      + **Matthias**: I am sending an email to Sarah to schedule our transition meeting.
  14. President
      + **Christina**: I made the agenda and sent out the committee list, shared the SSA’s meetings, voting, the constitution, and robert’s rules. I met with Teagan and Anumita, made the signing authorities form, and met with Anumita to discuss the budget. I scheduled the office clean-out for this weekend (Friday at 5 PM). I am setting up meetings with the community engagement team (VC) and equity meetings. I also organized the manager/summer exec transition meetings, and sent out the confidentiality agreement for the student list.

1. Managers Updates
   1. Secretary
      * **Teagan**: I had a meeting with Anumita to transition the VP Finance position, then I met with Anumita and Christina to talk about how we can set up the finance position over the summer so it is a fresh start for the school year. I started reading my transition report for secretary today and am scheduling a time to have a meeting with Olivia.
   2. Social Media Manager
      * **Thalia**: I met with Neeharika to transition and Victor to transition him for his new position of External. I posted the guide post Neeharika made, so please repost to get as many applications as possible. I am very excited to work with everyone this year.
   3. Webmaster
      * **Olivia:** I had a transition meeting with Adi, and updated the website with guide applications.
   4. Finance Assistant
      * **Emily:** I joined some of the budget meetings with the Execs and Anumita to confirm budgets.
   5. Bilingualism Assistant
      * **Sienna:** I started to reorganize the drive, and prepare for the translations over the summer.
   6. Auditing Manager
      * **Joela:** I started going through the finance drive, looking at all the receipts and am trying to find a good filing system before beginning the audits.
2. Voting, the constitution, and robert’s rules

* **Christina:** This document is a good overview of how the procedures work. It's the order we function under, and an overview of what our meetings look like. When we say “motion to..” it has to be seconded by anyone. The seconder doesn’t have to be in support, they second to make it not invalid. We have to have over half of the present at the meeting to vote yes to start the meeting. Quorum means whether or not we have enough people to make a vote. Right now we have about 20 people in the SSA, so we can’t have less than 10 people at the meeting. Committee selection will happen shortly. You can nominate yourself, and someone will second you. Constitution motions involve any changes to the constitution. For new members, the constitution is essentially our rulebook. It is mandates, criteria, procedures, a set of rules that outline how we work. Finance motions are changes to the budget. Other agenda points don’t require votes, varia is anything that isn’t already on the budget, basically anything last minute you would like to add. Blind votes are anonymous votes, you can use this when appointing someone for a position. Anyone can call for an anonymous vote if they would rather. On zoom, anonymous votes will be sent through a private chat, and in person, will be written down. Motion to go in camera happens when we do not want what was said in the meeting minutes. Amend motions would be changing something small about the motion discussed. Any action we make is a motion that has to be approved. If a discussion is taking too long, we can motion to move it to the next meeting, referred to as tabling a discussion. A motion has to be something valid to bring up, something you feel is important and relevant. You have access to this document to refer to it at any point if you do have questions.

1. Committee selection

* **Christina:** Hopefully everyone has had a chance to look through the committees. They are optional, do not feel like you have take part in one. They are a good way to be involved in the SSA outside of your mandate. The first part of the committees are the required committees. The ad hoc committees are not required.
* **Christina:** The first committee is the elections committee. This is everything elections related. Autumn and I are the required members, 3 others can join. We do committee selections in the summer and the fall, so you may need to re-nominate yourself.
* **Yassine:** I nominate myself. Seconder is Nina.
* **Joela:** I nominate myself. Seconder is Autumn.
* **Laura:** I nominate myself. Seconder is Autumn.
* **Christina:** Okay, no uncontested, so motion to accept Yassine, Joela, and Laura?
* Seconded by Autumn

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** The next committee is the constitution committee. Teagan and I are obligated to these committees. We need 4 other members. This committee is responsible for updating and reviewing the constitution. We would create or someone will propose a motion. If the committee accepts it, it then has to be accepted by majority vote from the council. We would review it, make grammatical changes, essentially anything that changes the constitution.
* **Autumn:** I nominate myself. Seconder is Olivia.
* **Yassine:** I nominate myself. Seconder is Autumn**.**
* **Matthias**: I nominate myself. Seconder is Autumn.
* **Olivia:** I nominate myself. Seconder is Autumn.
* **Christina:** Motion to accept Autumn, Yassine, Matthias, and Olivia to the constitution committee?
* Seconder is Teagan

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** Breana, would you like to talk about the scholastics committee?
* **Breana:** I am very excited for this committee. I want to intertwine academics and fun. Student ted talks, interacting with professors and the dean, wine and cheese, activities like these.
* **Laura:** I would like to nominate myself. Seconderis Autumn.
* **Yassine:** I would like to nominate myself. Seconder is Autumn.
* **Matthias:** I would like to nominate myself. Seconder is Autumn.
* **Sienna:** I would like to nominate myself. Seconder is Autumn.
* **Breana:** I would like to nominate Neeharika.
* **Neeharika:** I approve of the nomination.
* **Christina:** Okay let's hear each of the nominations say why they would like to be on this committee.
* **Neeharika:** I thought it would be fun, Bill Nye seems cool, the activities she has planned seem like a lot of fun.
* **Yassine:** I talked to Breana about Bill Nye and Ryan Ryenolds. I think my bilingualism will help to interact with an adverse amount of students. I want to do as much as possible to help the committee to the best of my ability. I think I could be a really great advantage to the committee.
* **Matthias:** Feel like I work really well with Breana. I have a lot of experience with student events in additional clubs. Having a double degree and music and chemistry, I have a lot of diversity I can bring into this committee.
* **Laura:** I was on the committee last year, I helped run wine and cheese, ran tables, and designed the slideshow. Breana has incredible advertising skills, I am looking forward to Bill Nye, I am very responsible, and always willing to help. My french is deteriorating, so this committee would be great practice.
* **Sienna:** Seems very cool with lots of fun activities to do, would be a good experience, and I would do my best to be there. Same as Yassine, my bilingualism wouldl help.
* **Christina:** Okay we are going to do an anonymous vote through the zoom meeting. The vote results are Matthias and Laura. Motion to accept Matthias and Laura to the scholastics committee?
* Seconder is Autumn

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** Congratulations. Next is the formal committee, which involves working with Janet to plan, organize, and schedule formal.
* **Autumn:** Christina are we going to skip this one till the fall?
* **Christina:** It is a constitutional committee so we have to have it. This committee calls for three other people. Formal is one of our biggest events for science students, and is a lot of fun to plan and organize .
* **Nina:** I nominate myself. Seconder is Autumn.
* **Joela:** I nominate myself. Seconder is Autumn.
* **Emily:** I nominate myself. Seconder is Autumn.
* **Christina:** Motion to accept Nina, Joela, and Emily to the formal committee?
* Seconder is Autumn

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** Next is the services committee. It involves working with Autumn, and has 4 other members. The committee improves and maintains current SSA services, so lockers, printing, etc. They work to create new services as well, and take in new suggestions. They also make sure others are aware of the services offered.
* **Autumn:** The big thing this year was making the office available for lab equipment. We can also do wellness events for the students.
* **Breana:** I would like to nominate myself. Seconder is Autumn.
* **Joela:** I nominate myself. Seconder is Autumn.
* **Simon:** I nominate myself. Seconder is Autumn.
* **Olivia:** I would like to nominate myself. Seconder is Autumn
* **Christina:** Motion to accept Breana, Joela, Simon, and Olivia to the scholastics committee?
* Seconder is Autumn.

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** Next is a sponsorship committee, which receives and reviews applications and grants for students. Anything that would benefit them academically. Approve funding, how much is received, arrange sending the funds. Also ratify (approve) the scholarships given to students. Chair is me, Breana and Emily as well. First I would like to motion auditing manager to this position.
* Seconder is Autumn

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Yassine:** I nominate myself. Seconder is Autumn
* **Breana:** I would like to nominate Thalia.
* **Thalia:** Sure, I accept the nomination. Seconder is Autumn. Does this matter if I have applied for an SSA scholarship?
* **Autumn:** I don’t think so, you just would not be able to participate in the conversation for the scholarship you applied for.
* **Christina:** I agree.
* **Thalia:** Okay awesome I just didn’t want a conflict of interest.
* Motion to accept Yassine and Thalia to the sponsorship committee?
* Seconder is Autumn.

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** Next is the clubs committee. Victor and Emily are chair, motion to approve adding the auditing manager.
* Seconder is Autumn.

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** OSG is the annual science games, organized with multiple universities, a lot of fun. Wasn’t running the past two years but we still have to have a committee just in case. People apply and choose who we want to be part of the team, then help organize the event. Victor is chair along with Pooja, and 3 other members.
* **Anumita:** I nominate myself. Seconder is Thalia.
* **Nina:** I nominate myself. Seconder is Sienna.
* **Janet:** I nominate myself. Seconder is Anumita.
* **Christina:** Motion to approve Anumita, Nina and Janet to the OSG committee?
* Seconder is Autumn.

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** It may not happen, but if it does it will be a lot of fun. Next is ad hoc committees, which are only optional. The last one is the 101 week committee. You would help Janet organize and prepare 101 week. Essentially you would help Janet plan and give inputs about the planning. It calls for two other members, if you would like to nominate yourself, please do so.
* **Breana:** I nominate myself. Laura is seconder.
* **Laura:** Does this require you being free 24/7?
* **Christina:** No, the only people required to always be free are the social team and me. We do ask all execs to try to be available as much as possible.
* **Jenny:** I would like to nominate myself. Seconder is Autumn.
* **Christina:** Motion to accept Breana and Jenny to the 101 week committee?
* Seconder is Autumn.

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

* **Christina:** There is the biogarage committee. I’m still not sure about this one, but for now we can keep the committee, leave the mandatory members and reevaluate in the fall.

1. Approval of the annual budget

* **Anumita:** Here is the budget I initially made. Now that we’re discussing it, I will reduce the budget for clubs, increase the budget for volunteer appreciation so there is more money for food for volunteers during 101 week, and I will change Autumn's internal budget to 5k.
* **Christina:** Motion to move the budget approval to next meeting?
* Autumn is seconder.

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

1. Exec retreat

* **Christina:** The exec retreat will be the last weekend of August, in between Ottawa and the GTA area because most execs are in these two locations. Please do your best to make it.

1. 101-week student committee

* **Autumn:** This was said in the previous meeting, so I will be repeating again. Grace, one of the guides from last year and other head guides from last year want to help out again in any way they can.
* **Christina:** Essentially they would be working with the social team if they have any questions, comments, or concerns.
* **Janet:** Breana was there anything you needed lots of help with where I could use them?
* **Breana:** I would stick with more of your social committee, and let Simon take charge of them and going through him for help.
* **Christina:** Yea, having them make the events as accessible as possible, keeping equity in the discussion, staying close with Simon.
* **Jenny:** If they want to be more involved, Nina could have these guides help organize and keep track of where everyone is to help them be more involved.
* **Christina:** Not sure if we want them to be above everyone else, everyone comes in in the same pool and application process, so it wouldn’t be fair if they automatically get a superior position.
* **Breana:** Agree, it's not really fair, could make a post for people to apply. We could have an application process with a detailed description.
* **Autumn:** A lot of people will apply again.
* **Olivia:** We also offer them to come to meetings, but not give them a position. If they come they can offer an input. If we had a hierarchy of positions, people could let the power get to their head.
* **Christina:** I agree, they mainly just want to be involved in the discussion.
* **Breana:** Maybe they should not come to the 101 week meetings, because then too much would be going on for Janet
* **Christina:** Thoughts on just SSA meetings? I can motion this to a vote. Autumn can let them know they are welcome to come to just 101 week meetings. Okay, motion to let them come to 101 week meetings. If we want we can always revisit this.
* Seconder is Autumn

| yes | no | abstain |
| --- | --- | --- |
| 19 | 0 | 0 |

1. Money allocation for student conference

* **Breana:** There are two students who want to attend a conference with a professor they are working with. The registration fee is $300, and they will pay for their own food and transportation. They are just looking for some money, so I was wondering about your guys’ thoughts. Should they write something as to why they want to go, and what they should send us. If we let them go, we can post and promote the kind of funding we give and that we support our students.
* **Christina:** I believe there is a form they are supposed to fill out.
* **Teagan:** I agree, I think I remember the form from last year.
* **Christina:** I think they fill it out and we get the faculty to match the amount.
* **Breana:** The faculty denied their funding. So I guess we can get them to fill out the form.
* **Christina:** When is the conference?
* **Breana:** I believe within the next two weeks.
* **Christina:** Okay, I will try to find the form so they can fill it out soon.

1. Shinerama Update

* **Laura:** Jenny and I met to plan events, and we want to have one major event per month. We are waiting for a response from the Phil LRT, for things for Bluesfest, Canada Day, and Kfest. Shinerama will be the main campaign. We are also trying to reach out to other events like 5k Foam Fest. Tried to reach out to Audrey, who is the mentoring center lead, because we want to do a bbq during science workshop week. She said this year it’s only 3 days instead of 4, so they want prepared food and we won’t be able to collaborate, but I would like to find something else. They were asking about lab coats and a presentation from SSA members.
* **Jenny:** Kfest is a big Korean festival, and this year they chose to do it in Ottawa. If we fundraise for Shinerama it's not completely related, so I was thinking of donating to something that helps immigrants, students, minorities, something like that. The con with that is that it wouldn’t contribute to Shinerama. Does anyone know any other charities that would be relevant or do you think we should stick with Shinerama.
* **Christina:** It's still for a good cause.
* **Breana:** I don't know if this helps but we still have a lot of textbooks, so we could use that towards Shinerama. I also like the idea of another charity because it's different, the student idea is good because we are a student association.
* **Christina:** I agree I think we can still raise a lot of money for Shinerama because we have a lot of other events. We also have hoodies if we want to sell them with the textbooks.
* **Laura:** Textbook and hoodies are a great idea, do you think we could do that in collaboration with the science prep workshop?
* **Christina:** Yes I don't see why not, you can talk to them and see what they say.
* Motion to go off camera: 10:19 PM
* Motion to go in camera: 10:20 PM
* **Laura:** If you guys have any other suggestions please let us know.

1. Next meeting

* **Christina:** Our meetings will continue to be bi-weekly, so the next meeting will take place on June 8, at 8 PM.

1. Varia

* **Christina:** Make sure you’re checking your emails once every 24 hours. The big things are following rules, I want to keep things in an informed fashion, making sure motions are relevant, staying respectful, and joining meetings on time. Also planning to meet once with each of you if you have anything you want to talk about for the SSA. I will contact each of you individually, and I want this to be a way I can get to know you as well. Please have your transition meetings done by June 7th. If you are going to be away for an extended period of time please let me know through Slack or email.

1. Motion to end meeting

* Seconded by Laura
* The meeting ends at 10:25 PM