

2nd meeting of the General Council 2023-2024 of the Science Students' Association
University of Ottawa
Meeting Minutes

Date: November 10, 2023

Time: 4:00 PM

Location: Hybrid (Marion 133 and 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 (Virtual)
Yassine Marhom (Virtual)
Pooja Narula (Present)
Valmik Duvadie (Present)
Réda Hamza (Absent)
Simon Yang (Present)

General Council

Rosita Yuen (Present)
Maya Zonneveld (Present)
Jennifer Lam (Absent)
Matt Zander (Present)
Tai Adewoye (Present)
Julia Esber (Present)
Sarah Musca (Present)
Jessie Pearce (Virtual)
Nina Tahvildar (Late)
John Surette (Absent)
Gabriella Curkovic (Virtual)
Paige Chan (Absent)
Elsa Stiefeling (Present)
Dante Nicoletti (Present)
Anabelle Tian (Present)
Anita Suthakaran (Virtual)
Victoria Flatt (Present)
Bettina Bourque (Present)
Suzan Kadri (Virtual)
Simon Larose (Absent)
Elyse D'Aoust (Present)

Managers

Emily Wu (Virtual)

Joela Xhumri (Present)

Sienna Mery (Absent)

Teagan Chant (Present)

Thalia Lamberti (Present)

Olivia Mendicino (Present)

Hope Avramidis (Present)

1. Opening of the meeting
 - The meeting starts at 4:06 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, remove ratification of Gen Council and Senator, and to add Departmental Updates after Manager Updates, Promo, Charity Events. Motion to all remove Volunteer Coordinator, Fundraiser Coordinator, and Summer Logistics from Executive Updates.
 - Seconded by Autumn

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5. Question period
 - **Christina**: No questions.
6. Executive Updates
 - 6.1. Senator
 - **Valmik**: I have joined the charity and speaker event committees, attended a charity committee meeting, I received the calendar for senate meetings, and I plan on volunteering at wine and cheese.
 - 6.2. Senior Advisor
 - **Reda [Absent]**: No updates.
 - 6.3. Internal
 - **Autumn**: I met with other committee chairs to discuss selections, went shopping for office supplies, sent Olivia the lockers that don't exist to be removed from the website, updated Neeharika on the new promo form, sent out the office hours training, added members to their committees by email, made pairs for the office hours schedule to train new members, trained some new members, signed cheques, bought office hour supplies, made SSA intramurals form, met with Neeharika about new events form, mailed cheques, attended Halloween event, answered emails, and attended the constitution committee meeting.
 - 6.4. External
 - **Victor [Absent]**: Clubs have been submitting expense reports, I've been approving events and sending them the reimbursement form. Tracking how much each club has spent and answering questions for some of the other clubs.

6.5. Academic

- **Breana**: Attended two fraud cases, met with Julie from the Faculty of Science, worked on wine and cheese, and held a scholastics committee meeting.

6.6. Social

- **Janet**: I attended my SRTs, joined scholastics, social, grad ball, and formal committees, attended office hours, submitted reimbursement forms, set up Halloween event, corresponded with venues for grad ball and formal, and attended scholastic meeting.

6.7. Bilingualism

- **Yassine**: I did some translations, sent some emails, sent the agenda for today, and have been talking to Sienna about translations.

6.8. Promotions

- **Neeharika**: I made the promo form for the Halloween event, met with Autumn to make and send out the new promo form, joined the new UOSU communications round table, I'm working on the wine and cheese posts and the November newsletter, and I answered emails.

6.9. Finance

- **Anumita**: Introduced new SSA members to office hours, sent SHINE checks out, done with the budget review, cleared out the Saunders farm payment confusion, gave out new responsibilities to Emily, had a meeting with Joela about the audit, went to to the Halloween event hosted by Janet, dealt with the Physics society (External: Victor), sent the things for the email Christina forwarded (in contact with them), signed cheques and arranged for a few pickups, and working with Chrstitina and the boxing club to arrange a team bonding event for the SSA. Looking at the weekend of the 25 or 26 (around like 12pm or 2pm early afternoonish), so it's after wine and cheese. I also met up with Emily today for updates.

6.10. Equity

- **Simon**: I sent out the equity training and went to the equity RT. The equity RT is collaborating on a drag event.

6.11. Philanthropic

- **Laura**: I applied to committees, met with other committee chairs to go over applications, attended phil RT, sent out the sponsorship package for wine and cheese, and to Siemens to ask them to sponsor us again, helped out at Janet's Halloween event, held a charity committee meeting to plan out Movember event and food drive for December, covered some office hours and did a couple of pairings for gen council members, attended the constitution committee meeting, emailed some professors asking for beard pictures, emailed F&S to ask for a

Movember collaboration (they just want to donate instead), and I wrote a proposal for amendment of formal committee to social committee.

6.12. Logistics

- **Pooja**: I attended my office hours, attended the scholastic meeting with Breana to discuss wine and cheese, answered emails and made room bookings, sent in the merch order invoice and it should hopefully be here next week. More info to come on the pickup process.

6.13. President

- **Christina**: I attended my office hours, held a constitution committee meeting, reviewed and proposed motions for the constitution, attended curriculum committees, the faculty council meeting, working with Anumita to do a bonding event, brainstorming for warm and fuzzies, and attended PRT.

7. Manager updates

7.1. Secretary

- **Teagan**: I made the new office hours schedule, attended my office hours, and went to the constitution committee meeting.

7.2. Social Media Manager

- **Thalia**: I answered messages on Instagram, and attended my office hours.

7.3. Webmaster

- **Olivia**: I am answering emails about lockers, attended the constitution committee meeting, and sent out an email for our team page.

7.4. Financial Assistant

- **Emily [Virtual]**: I attended my office hours, did locker and lab equipment sale inventory, and met with Anumita today.

7.5. Auditing manager

- **Joela**: I joined the social committee, met with Anumita to go over the audit process, tallied up Squarespace financial report, and attended my office hours.

7.6. Bilingualism Assistant

- **Sienna [Absent]**: I attended my office hours and translated forms/emails/blurbs for wine and cheese.

7.7. Academic Assistant:

- **Hope**: I joined the scholastics committee, attended a meeting for it in October, joined the grad ball committee, booked jazz band, made registration for wine and cheese, filled out the event form for wine and cheese, reached out to professors for wine and cheese with Breana and met with jazz band to discuss details accommodations for wine and cheese night.

8. Departmental updates

- **Elsa:** Doing an event with a reptile zoo, working with Breana, and got Pooja to reach out to CNR.
- **Suzan:** I met with Simon, and we plan on doing a paint night event and research info session, and we are possibly doing math hoodies merch.

9. Motion to Amend the Composition of Services Committee

- **Christina:** The constitution committee looks and revises the constitution committee. Any changes we want to make have to be approved by voting at the gen council meeting. We felt that the services committee does a lot with locker rentals, so this deals with Webmaster a lot. Since our goal is to make our services as equitable as possible, we felt that equity is also very important. Any questions?



L'ASSOCIATION DES ÉTUDIANT(E)S EN SCIENCE DE L'UNIVERSITÉ D'OTTAWA
 THE SCIENCE STUDENTS' ASSOCIATION OF THE UNIVERSITY OF OTTAWA
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Proposed Motion

Sunday, November 5, 2023

Proposed by Christina Bi

Motion to Amend the Composition of Services Committee

WHEREAS Services Committee functions to create equitable services for students and ensures that students are well-informed of these services

AND WHEREAS Webmaster and VP Equity possess integral responsibilities to ensure the success of the implementation of services

BE IT RESOLVED THAT the constitution be amended as follows:

Prior Version	Amended Version
By-Law No. 4 Standing Committees	By-Law No. 4 Standing Committees
Services Committee	Services Committee
4.17.3	4.17.3
a) The Vice-President of Internal Operations, who serves as chair; b) Four (4) other members of the Association Council, none of whom are Executives.	a) The Vice-President of Internal Operations, who serves as chair; b) Four (4) other members of the Association Council, none of whom are Executives The Webmaster c) The Vice-President of Equitable Affairs d) Two (2) other members of the Association Council, neither of whom are Executives

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10. Motion to Amend Formal Committee to Social Committee

- **Christina:** Now for the second motion. Right now we have a lot of constitution committees. These are mandatory. Ad hoc committees are up to the chair to decide if they want them. The constitution has a formal committee that is mandatory, but no mandatory social committee. What the constitution committee wanted to do is amend the formal committee to social committee. This wouldn't be in effect until the next academic year (2024-2025). This motion would make it so that there is one committee handling all the social events. This would change the composition of the committee so that there is bilingual and equity as well, and three members of association council.
- **Breana:** I don't think this is a good idea. I think the social committee should just be constitutionalized, and we keep the formal committee as well cause that's a lot of work for one small group. Ricky I know wanted another committee which is why we added the social committee as an ad hoc so it was not a lot of work. To add something like grad ball on top of one committee, it's just a lot of work for a small group.
- **Christina:** Thanks Breana, it's nice to hear someone that was social say their opinion. This committee would be 9 people, and the reasoning behind this motion was that our social exec has a lot on their plate. We also suggested having a social assistant, since sometimes chairs don't use their committees, so this would emphasize the use of using your committee instead of adding another manager position because we have lots of managers already. For example, for 101 week, you would have this committee so there are many people to help out. The logic is also that you have one event at a time. This discussion period is an opportunity to share your opinions.
- **Janet:** The next point is about a social assistant. We would have the one social committee and the social assistant?
- **Christina:** Yes.
- **Janet:** Okay one sec I need more time to think.
- **Breana:** Yes these events happen one at a time but you have to take time to plan and assign those roles. What if you get assigned 5 roles with midterms? It can be difficult if your committee is unable to do all of it at once.
- **Janet:** I personally would rather have two groups of people less stressed than one larger group that is more stressed. Even though the social committee won't have as much to do, it just makes me feel better knowing that I would have a smaller committee for the smaller events then another committee for the bigger events.
- **Joela:** Who motioned this?
- **Autumn:** The constitution committee.
- **Anumita:** If we have a manager would we also have these committees?
- **Christina:** It depends what we motion on.
- **Joela:** I don't think there was a point where the committees weren't being used, so where is the evidence?
- **Christina:** It's not that they're not being used, it's just the emphasis that we should be using these committees more than we normally do.

- **Dante:** Just to be sure I'm understanding properly, we're trying to centralize one committee right?
- **Christina:** Yes.
- **Autumn:** I just wanted to mention that the composition of execs for the committees are similar. It's normally the same people that apply to social and formal committees, so they understand what they're applying for and the roles they're taking on.
- **Christina:** Also bilingual and equity are only on the social committee, but they should be on the formal committee as well. So instead of adding them to formal, we were thinking of just joining the two committees because they'd be on both anyways.
- **Olivia:** We've had the social committee for 3 years, so we clearly use it and it should be constitutionalized. We noticed that the composition of the formal and social committee was the same, so we wanted to add equity and bilingual execs to the formal committee then we just need one committee. We could also just add the social committee to the constitution. Grad ball is ad hoc, and we don't have it constitutionalized because we don't necessarily do it every year.
- **Laura:** The logic wasn't to remove the committee, it's just that we have repeats on both committees, so we thought merging makes the most sense.
- **Olivia:** We could also technically constitutionalize this committee this year too, then vote to remove it next year.
- **Autumn:** Just to clarify so you know for the next meeting. The execs are the same composition for the social and formal committees, which is why we thought it would make sense to combine the two, and this one social committee would be responsible for all social events.
- **Christina:** We are going to table this discussion, so we have time to think. If this motion passes, then it would happen next year. Any questions? Motion to table.

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11. Motion to Trial Run Social Assistant Manager position for the 2024-2025 school year

- **Christina:** This again would happen next year. The idea was that feedback we were given was to create a social assistant person cause of 101 week especially and other events are stressful to plan/organize. This would be nice as you would have one person and all they do is help social and only social. It's not like logistics where they help social but also have their own role of doing the merch sale. Right now we have summer logistics who only does 101 week, so we were thinking of converting summer logistics into the social assistant position. This would be a full year position instead of just the summer. Their role would not change, they just lose votes on constitutional changes over the summer cause they're not an exec. We have 16 execs total, so removing one might make voting difficult. The summer execs/managers are selected by their respective exec and not voted, which is why they should be a manager as they will be chosen by social.
- **Janet:** I think this is a good manager position, but I don't feel like it's needed after October. Having someone before committee selection is useful, but after I don't

think we would need someone cause we would delegate tasks to all of the committees once we have them.

- **Christina:** Summer logistics is already that.
- **Breana:** So I think it would be more changing the name and responsibilities. I agree with Janet. With Sarah she wasn't needed for the full year, I didn't get her to do a lot of tasks.
- **Christina:** Logistics doesn't just have to do logistics stuff. When I was summer logistics I was told to do more. We could change what is on the constitution.
- **Olivia:** I don't get why you don't want it after October. Like you had people that weren't on committees do tasks (like me with decorations for formal) so why not give them to the assistant.
- **Autumn:** Obviously formal is a lot of work and tasks were handed over, so I think it would be beneficial because if you're not on the formal committee, you shouldn't be expected to be asked to do other tasks, that's what social assistant is for/would do. Just like the academic assistant.
- **Christina:** It would also take off pressure for the committees, and allow us to explore combining grad ball with the formal and social committee. It's just things to consider with 2 motions offered.
- **Olivia:** It would also just be a trial, we're not constitutionalizing anything yet.
- **Christina:** It would also take pressure off of committees, cause the people within the committees also have their own mandates. This position would be for them to only do their mandate, which is social activities.
- **Thalia:** If we constitutionalize, what is the process?
- **Christina:** It will start off by being voted by the constitution committee, then at the association meeting. Creating a new position requires a trial year, so we would motion to have this as a trial position first. Motion to table?

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12. Budget Approval Update

- **Anumita:** I'm going to try to make it as short and concise as possible. Update is from September to November 2023. We have a new system to track our finances. Something to help me, Emily, and Joela. Everyone makes their own spreadsheet to keep track of their finances. If you have a specified budget, make a spreadsheet; if you are hosting an event, make a spreadsheet. If you are holding many events, keep them all in the same spreadsheet but differentiate them. Each department should have a spreadsheet. Each big event should have its own spreadsheet. Each exec who has funding should have their own spreadsheet. Logistics should also have one. For the spreadsheet, the top cell/line indicates the total money you have for the year. From there on it's your choice of formatting, but keep it detailed (example: Nina's spreadsheet). Once you make the spreadsheet, share it with me, Emily, and Joela (**all 3 of us**). The reimbursement form still needs to be filled out. The spreadsheet and the reimbursement form are two different things. Here is a breakdown of the budget. 60k is the mandatory savings. We had: \$222,000 - \$60k = \$162,000 and we are now at: \$89,607 - \$60k = \$29,607.96. For 101 week, the total expenses were \$80,330, and the total revenue was \$38,355 (sold 400 kits at \$95 and \$100). The minimum

revenue needed was \$47,500 (500kits) and SSA input was \$32,500. Now we are subsidizing = \$41,975.28. We went over budget by \$9,475.28. We originally had **\$162,000- \$29,607.96** (what we are *left with now*), so we spent **\$132,392.04**.

13. Promo

- **Christina:** The event form was sent out to everyone, it's a one stop shop. Please respect the deadline, cause our teams get overwhelmed when there's a lot happening at once, so please plan your events in advance.

14. Charity events

- **Laura:** For our Movember event, we are running a “mo bro competition” on Thursday, November 30, from 4-7 PM in Marion basement. It is free entry but donations are required to enter in competitions or to get haircuts/vote in things, e.g. push-up, plank, flexibility, and memory contests. There will be haircuts by John or Laura, vote on the best facial hair (professors section and students section- live submissions with instant camera), light snack and drinks, and participation or leaderboard status gives raffle entries to win top karting tickets or gift cards (which my committee is working on getting us). Originally we wanted a night at F&S where a percentage of the proceeds of an item get donated but they are probably just going to give us a cheque donation instead. We are also having a food drive in December from the 1st-15th in Marion basement. It will be non-perishables, lightly used clothing, and toys accepted. We will likely be going to Ottawa food bank, Ottawa clothing drive, and the toy mountain by the Salvation Army.

15. Next meeting

- **Christina:** Reminder that if you have non-SSA members in the office, the conversation remains appropriate. It is a public space that exists to serve the students. Yes you can have fun, but please be respectful. Also please make sure you give notice when you cannot make it to office hours. Make sure if you're getting it taken you take one for that person. Please make sure you have belongings tucked away in the back. Try to keep the sink clean, things in the garbage because we have mice, etc. The next meeting will be near the beginning of December, before exams.

16. Varia

- **Christina:** Any varia?
- **Thalia:** Registration opens in two days, if you're going to do intramurals, please make sure to let Autumn know if you want to play. I think it will be a lot of fun.

17. Motion to end meeting

- **Christina:** Motion to end meeting?
- Seconded by Laura
- Meeting ends at 5:48 PM