**SSA Meeting #1**

May 11th, 2018 in CRG107

Executives

Thao D. (T)

Marwa I. (M)

Ibraheem E. (I)

Nina H. (N)

Laura M. (L)

Jane A. (J)

Morgan L. (ML)

Kimmy Y. (K)

Viktorija B. (V)

Jesse L. (J)

Brittany L. (B)

Lauren M. (LM)

Lauren D. (Skype) (LD)

Dasa R. (absent)

Alex H. (absent)

Managers

Sophie G.-M. (Skype)

Logan B. (absent)

Doan-Nghi D.-L. (absent)

Stephen H. (absent)

Meeting Starts at: 7:10pm

1. Opening of the meeting (T)

Nina seconds.

Land acknowledgement (T)

Thao goes over the rules (Roberts rules)

Good job lauren on the agenda!!! (T)

1. Thao motions to adopt the agenda.

Ibraheem seconds.

1. Last meeting’s minutes are not relevant at this point as a new year has begun.
2. **Updates:**

Promo

Shinerama Logo (approved by the SFUO)

Making a banner for the SSA FB page

Website portraits (discuss later)

Working on a video for Guide apps (to be discussed later)

Make posters for GGG and sucker runs

Senator

No senate meetings have happened yet.

Senior Advisor

Organized transition things with Thao

Come to me if you have any questions, concerns or need help in any way

Congrats on a great start!

Internal

Cleaned the office

Sent out a locker clean up email

Cutting lock tomorrow!!!

Compiling a website changes document for Stephen

Office hour training video with DNDL

40$ for key cards, give at the end of the meeting!!!

External

Sent out email to clubs to introduce herself

Gave them all the info to reapply

Drafted posts already

OSSA conference details (see agenda point)

Academic

Attended 1st fraud committee meeting

Looking into SSA scholarship stuff – emailed Guylaine

Social

Met with john, PW leopard guy

Catching up on leftover things from last year – figuring out event details for the STEM opening – meeting with ESS (sci vs engineering event during 101 week) – WISE and other clubs want to be a part of it

Worked with VC and Logs to working out summer calendar

Guide questions need to be translated ASAP – will send to Lauren D.

Shows the 101 week tentative schedule

Has looked through the surveys from 101ers of this year

Club night with maybe HK and Nursing – will book once they get back to her

Has a meeting with Riley to get swag for the kits – Tuesday at 4:15

101 week theme ideas:

* Nat Geo, good for scavenger hunt etc
* The aftermath – good broad theme, with lots of potential
* mad scientists in training
* magic school bus – thao thinks its lame

Marwa thinks 2000s kids are too cool for school

* sci-fi (suggested by ML)

Nina reads old 101 week themes

we need an inclusive theme for all programs (N)

the aftermath seems like a favourite all around

Marwa suggests calling it “survival kit pickup” for the first 2 days of 101 week

Bilingualism

Sent out the agenda

Translated for Marwa!! (so quick you go girl- M)

Translate for Shine boys

Translating posters for jesse/kimmy

Finance

Tom and him did the audit – submitted it to the SFUO

Bank meeting tomorrow

How to submit a reimbursement: Sheet of paper in the office – staple the receipts and submit them in the blue folder – must be itemized receipts!!!!

Started the annual budget – finished the outline – will be filled in by our meeting in June

Those of you who have budgets – you will have to meet with Ibraheem to discuss your personal budget – will take place within the next couple of weeks

Leaving to go home tomorrow

Philanthropic

First phil RT happened – what to do with the Shinerama position due to the changes in SFUO (i.e. you don’t need to support shine)

Wants to organize shine shirts (delivered by July – pay by august) – talk to sean Kirkwood about delivery (B)

Dasa made an online donation form for shine

Sign up to be part of the Team!!

Sucker runs to come – May 19th, June 2nd, 9th and 21st bring your friends!

Add in the kit sale options – more buttons (5$, 10$ and other) (B)

do a shine thing on kit pick up day- shine stickers

GGG May 26th from 8-3, sheet has been sent out, thanks mel for getting us a table!!!

Looking for more events to fundraise in

Logistics

VEMS access– have to go through the SFUO

Ordered burgers – picking them up tomorrow, to be stored in the office

Getting a Costco card – the SSA will pay for the highest membership

Booked the room for the meeting

Let the girls know what logistic things that you need (especially if it is coming up in the near future).

Volunteer Coordinator

Reza made up guide questions

Vik wants to include a shine day question

Doesn’t want the application to be too long to deter people from applying

President

Interviews for the summer exec positions

Transition things (dinner, etc)

Organized exec bonding day

Emailing faculty people about new deanship, check your emails!

Secretary

Made the contact list

Finance assistant

No update

Social media

Working with Kimmy on the FB cover photo

Created a social media protocol for dealing with messages – for the admins

Dealing with the faculty to get greenhouse access – Tuesday and Wednesday of next week – to introduce the execs on our social media

If you aren’t here, take a picture with a plant or with shrubery

Potentially change the location – are people free????

Working with Dasa and Jesse to create shine social media platform

Making new google form for social media specifically

Webmaster

I’ll be around at the end of the summer (currently in BC)

If you need something send me an email

Haven’t transitioned yet

First order of business is to update the “our team” section of the website

1. Lockers

Made a summer locker registration online form – if anyone emails M sends out the form (same waiver as the school year but with different dates)

They must take their things out by August 1st

Made lockers free for the summer (M)

Wants to make lockers free for the school year – lockers are not a significant source of revenue

Reduced the fee last year (still made 3000$ dollars) (I)

Make sure people don’t destroy them (B)

Have some sort of damage deposit fee – have some sort of fee if they damage (N)

10$ fee to retrieve their stuff (M)

How to get the 3000k back? (I)

Ibraheem proposes to get rid of honorarium – totals to 3900$ that we get back

Makes it more ethical to get volunteer hours (J)

We are not here to make money no matter how little it is – willing to give to the students (J)

Likes to give back to the students (B)

No honorarium and free lockers are the general consensus.

1. Key cards and office usage

Giving out key cards tonight.

Wants to highlight the fact that key cards are a privilege (M)

Be VERY diligent with your key cards (M)

Gen council only has access to the office during the year (B)

DON’T BE SKETCHY (M)

Summer exec only have key cards during the summer (I)

Office usage – keep it cute, keep it clean, don’t overuse (M)

1. Office calendar

New three month calendar, add your events to the calendar!! (M)

DNDL will be making an interactive calendar (K)

1. OSSA conference (LM)
* Got an email with details of OSSA
* 120$ per person
* Mac won’t issue refunds
* Conference to be held at Ryerson, July 13-July 15
* 2 nights in the hotel, free food
* needs delegates by June 8th
* send an email to Lauren M. if you are interested
* If you drive even better (you will get reimbursed for gas)

Jane and Jesse are interested and Ibraheem

1. Science prep workshop

Jane is coordinating

For incoming science students to get them ready for the year

SSA presentation (to be done by Thao and Marwa)

No Shine things – money cannot be donated to shine (Jane will figure it out)

Program info session – if you want to volunteer let Jane know

1. Shine Shirts

Gonna be cute (J)

Are cute (LD)

Going to go through the shine shirts we already have (J)

1. Great Glebe Garage Sale (J)

Check out the excel sheet

Wants to bring freezies

Trying to get sponsorship from tea places (ie davids tea, starbucks, bridgehead maybe, squish)

Lauren and Dasa wrote up a sponsorship letter

Bring your donations to the storage room

We have to bring tables and set up on the day before

Can check if she can get juice from M&M (ML)

Bring shine donation boxes (L)

1. Sucker Runs

Already talked about it.

1. Bottle drive

Bottle drive will happen in June (J)

1. Community Engagement Navigator

Make a Shinerama position so that people can get the hours from it even if they aren’t guides or exec.

1. Shinerama (J)

Using the dunk tank idea

Just ask for more money in your budget or plan accordingly if it’s going to be expensive (B)

1. Ratification of the new executives and managers

Thao motions to ratify the new execs

Seconded by Nina

In favour: 9

Opposed: 0

Abstentions: 1

1. Exec retreat (T)

What weekend in august? 10-12 of August ☺ works best for most people

Email Thao ASAP if you cannot come.

1. Exec emails (T)

Update your picture, signature, change the gender of your signature (especially in French)

1. Shine Coordinator Name (T)

SFUO decided that not all fed bodies have to do Shinerama

Up to execs in the following year what charity they want to donate to

Do we want to leave it open for execs in the future to decide it:

Fundraising for shine will be less wide spread if we keep it the same, we should keep it open ended (LM)

Redundant to have a phil coordinator and a VP phil (maybe a manager position for the summer – phil assistant) (I)

Fundraising coordinator makes sense, don’t want another assistant (B)

1. Nominations of Interim President

Marwa nominates herself

Nina seconds

Lauren nominates Jesse

Jesse does not accept

All those in favour of Marwa: 11

Opposed: 0

Abstain: 2

Marwa is Interim President ☺

1. Guide Application promotions

Coming out soon!

Watched Kimmy’s video

Suggestions:

Add more variety about 101 week – include more day events (B)

Cuts need to match the music (N)

A bit too long (N)

At a catchy slogan (ML)

“Do you have what it takes to survive the aftermath?” Can you guide our survivors??? (ML)

Add a theme to the video (M)

1. Next meeting

Most likely in week of the 20th to the 26th (T)

We will pick the committees at the next meeting (T)

Thao will send out an email with the committees and the descriptions of the committees

Jesse wants to have a phil committee – could start as an adhoc, Jesse and Thao will discuss later

1. Varia

Anything random that you want to say (T)

Thao – constitution, read your mandate and read the constitution

Theme needs to be translated, bilingual logo – French must be first seen (K)

Consequence could be a good translation (LM)

La consequence sounds more intense (L)

Aftermath is approved (N)

Dates for portraits for the website, Kimmy will take photos for the website before our next meeting (K)

Will we have the chance to see the questions for the guide application to ensure that they are good? (B)

Yes, added questions from Reza, added some new questions but will send an email with the most updated version for execs to try (V)

Do we want to keep our twitter or delete it? (K)

* Take it away or use it (V)
* Make it general and use it more often (ML)
* Up to Kimmy and Doan-Nghi (T)
1. Motion to end meeting

Thao motions to end the meeting.

Seconded by Ibraheem.

Meeting ends - 9:58pm