

4th meeting of the General Council 2023-2024 of the Science Students' Association
University of Ottawa
Meeting Minutes

Date: January 18, 2023

Time: 5:30 PM

Location: Hybrid (Marion 133 and Zoom)

Attendance:

Executives

Christina Bi (Present)
Anumita Chatterjee (Late)
Janet Smyth (Present)
Autumn Shaw (Present)
Victor Boddy (Present)
Breana Sanders (Present)
Laura Wang (Present)
Neeharika Boni Bangari (Late)
Yassine Marhom (Absent)
Pooja Narula (Absent)
Valmik Duvadie (Present)
Réda Hamza (Absent)
Simon Yang (Late)- late (budget)

General Council

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

Managers

Emily Wu (Present)

Joela Xhumri (Present)

Sienna Mery (Present)

Teagan Chant (Present)

Thalia Lamberti (Absent)

Olivia Mendicino (Present)

Hope Avramidis (Present)

Lauren (Student)

1. Opening of the meeting

- The meeting starts at 5:43 PM

2. Land acknowledgement

- ***Christina:*** I decided that instead of the land acknowledgement, I would like to start with a news article instead. I want to talk about what is happening to our Indigenous populations right now. For those that don't know, there is something called Starlight tours, which started in the 1970s. What this essentially is is that Canadian police will pick up Indigenous people or those of minority (normally in the prairies), for no good reason. This happens in the freezing cold, and they strip them, drive them very far away from civilization, and leave them there to fend for themselves. This is still going on in the present day.
- ***John:*** So they're just murdering people for no reason?
- ***Christina:*** Yes. Some people have survived, but unfortunately most pass away. Here is someone who did survive. There was a 17 year-old who passed away from this, and a pregnant woman who was left out in the cold as well. It's a reminder of the racism that still occurs in Canada today.
- <https://spheresofinfluence.ca/canadas-best-kept-secret-starlight-tours/>

3. Motion to start the meeting

- Seconded by Autumn

4. Motion to adopt agenda

- ***Christina:*** Motion to move "Motion to Amend the Composition of Services Committee", "Motion to Amend Formal Committee to Social Committee", "Trial Run of Social Assistant for Next Year", "Departmental Representative Event Planning Reminders", "Dissection Kit Delivery Sunday, January 21", "Team Bonding Event Ideas", "February Phil Events", "Updated Budget Approval" before "Executive Updates", and add "Departmental Updates" after "Managers Updates".
- ***Breana:*** Motion to add "Renaming and Composition of Speaker Event Committee" after "Updated Budget Approval".
- Seconded by Autumn

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5. Question period

- ***Christina:*** No questions.

6. Motion to Amend the Composition of the Services Committee

- ***Christina:*** We had originally talked about this motion in November, and essentially we're adding equity and webmaster to the services committee. We want to make our services as equitable as possible, and webmaster plays a huge role in locker rentals. This motion has to be passed twice, which is why we are doing it again now.



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 Services Committee	By-Law No. 4 Standing Committees Services Committee
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.	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 —The Webmaster c) The Vice-President of Equitable Affairs d) Two (2) other members of the Association Council, neither of whom are Executives

- Seconded by Teagan

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7. Motion to Amend Formal Committee to Social Committee

- **Christina:** From what I can remember, our idea was that currently there is a 101 week and social committee in the summer, and once school starts, there is the formal, grad ball, and social committee. The social and grad ball committees are ad hoc, so VP social can decide if they want to use these committees or not. The constitution committee thought there was a large overlap between the execs on these committees, so the idea was to combine these committees (formal and social) for simplicity's sake. We would then have 7 required execs and 3 members from the association council. Last time we discussed, we had lots of suggestions and questions, so I want to hear what people have been thinking since it was last discussed.
- **Nina:** Is it the formal, social, and grad ball committees we're combining?
- **Christina:** No, just the social and formal committees, cause grad ball is not a required event for VP social, so it might not happen every year.

- **Breana:** I am against this because we need a social committee for the summer to help VP social for Halloween before Gen council is elected. There are also different people on the committees, and it's good to have them focus on one event at a time so not everyone is planning both events. If this happened there would be a lot of meetings each week. It doesn't make sense for those people to have that many meetings. I get there is a lot of overlap, but it is nice for those that don't want to do both committees, it's much better for the workload.
- **Autumn:** It's up to VP social to decide what kind of tasks they're giving. Let's say Matt only wants to work on the social committee type of stuff, then he can only work on that. They can still keep members separate.
- **Breana:** Yeah but Matt would still have to attend both of the meetings.
- **Janet:** I know another reason was because there is a lot of overlap between the members of both committees, but that was just because these people applied to both committees, so I think that was just a coincidence. That might not happen next year so why would we switch it now?
- **Autumn:** It's the execs that are the same, that's why we want to combine the committees, so it would be easier on the execs.
- **Victor:** Formal has 3 additional members. On the behalf of new members, when committee selection happens, it can be very overwhelming. If we merge these, there would be a lot of events to plan for, so it should be allowed to just do part of it rather than doing both. In regards to burnout, if you want to help out but then can't commit, you should have a choice as to what you'd like to help out with.
- **Breana:** But what if you have an evil social that assigns a bunch of tasks to you.
- **Dante:** I think one thing was making one of the committees constitutional right?
- **Christina:** Yes, making the social committee constitutional. The social committee is about 3 years old, and Ricky started it. The social committees did everything besides formal, and since it is ad hoc it could exist one year and not another. So we can argue how this committee could be beneficial to make it constitutional.
- **Matt:** If we combine both committees, we would have a smaller group of people, so these people might be stretched thin, and the quality of events might drop.
- **Olivia:** I think our first thought was that the social committee has been an ad hoc committee for 3 years, and has been used all these years, so it makes sense to constitutionalize it, and all the execs are the same from the social and formal committee. Formal doesn't include equity or bilingual but it should anyways cause it's a science wide event. So we thought about adding these execs to the formal committee, and then constitutionalize the social committee, but they're the same composition anyways so why have both committees when you can just have one.
- **Autumn:** I think if we combine the committees and then add a few gen council members, that would be a good middle ground.
- **Breana:** But finding a quorum with 20 people in the summer would be difficult.
- **Autumn:** But it's also the fact that we're not using the social committee all the time.
- **Breana:** But we are. I think we should constitutionalize the social committee, but not combine it with the formal committee.
- **Dante:** What if we combined them then added like 2 more gen council members.
- **Autumn:** Or we can add more, then VP social would have more help. Once you're adding all those members that will take the workload off.

- **Breana:** It would be hard to schedule everyone for meetings with more people and be difficult to meet quorum.
- **Nina:** Last year I was on both committees, and if in one meeting we were talking about social events and formal, it would be a very long meeting. If it's all packed into one we won't be able to focus on everything at once.
- **Christina:** The other thing though is that VP social is focusing on different events at different times. It could be beneficial to know what's happening with grad ball when planning formal. Something to consider as well
- **Valmik:** Can we just bring it to a vote? We keep repeating ourselves.
- **Autumn:** Breana what about changing the exec composition?
- **Breana:** Yea it's just the gen council issue, I think we should add those execs to the social committee.
- **Christina:** Motion to change the original motion, so we are now constitutionalizing the social committee and adding bilingual and equity to the social committee.
- Seconded by Autumn

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8. Trial run of the social assistant for next year

- **Christina:** For this motion, we are potentially changing the summer logistics position to a manager position, and it would be a year long position instead of just summer. This would be called the social assistant, the term would be from May-May, and their role would literally be to only help VP social. The reasoning behind this is because social is such a big role, and having a second set of hands would really help them out. Summer logistics is pretty much a social assistant in the summer anyways, so now it would be year long. One other thing is that we have 16 execs which could be an issue for voting, so if we lowered it to 15 it would not be an issue.
- **Janet:** I am so in favour of this. It would be nice to have someone for the whole year, and it would make it a lot easier than delegating tasks between other people.
- **Christina:** I thought it would be nice cause summer logistics could stay for the whole year, so making that all into one position, and you don't have to go through the hiring process again.
- **Breana:** I think it didn't work my year cause my person was used to another position, but I think having someone else to pass by advice and moral support would be nice.
- **Christina:** Good point, the socials would be different every year. I remember when I was co-social with Sarah Bell, we just divided up the tasks because it was such a big job, and having that one person held accountable rather than just having people on committees.
- **Nina:** What makes a manager a manager? They're not voted on by students?
- **Christina:** Yes, they don't have constitutional voting power because they're not chosen by the students. Any other questions? Motion to trial run social assistant for 2024-2025 school year.
- Seconded by Laura

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9. Departmental Representative Event Planning Reminders

- **Christina:** This is a reminder that departmental reps have to host two events each year. For program reps you have to run an info session for your program (this is also in the constitution and slack). Essentially any kind of session that would be helpful to people in your program and specific to people in your program, for example having someone in the co-op office come in, or someone from Stats Canada come in to talk about possibilities for jobs in your program. This is a requirement, and it just has to be something to help students in your program. Your second event can be another academic event or you can do a social event. You can do this with other representatives, can pool your budgets, etc. The first year reps have to plan one academic and one social event. Let me know if you have any more questions. We only have a few months left so please start planning these now. Be sure to fill out the event form in advance.
- **Elsa:** Where is the event form?
- **Christina:** We sent an email out at the beginning of the year.
- **Neeharika:** Also make sure to fill out the event form 3 weeks before you want your event advertised, not 3 weeks before the event starts.
- **Christina:** If you have any other questions, please message me.

10. Dissection kit delivery Sunday, January 21

- **Christina:** We were sold out of dissection kits, but we have delivery coming on Sunday. I will need help around 3pm on Sunday if you can help. It'll be at the loading dock in STEM. Please help out if you can, there are quite a few boxes. We are missing one of the forceps in the kit, it's curved one but we do have the straight one. The lab coordinator said it's fine. We will be getting them in a few weeks if they want to come back then to get them for free. It will probably be busy in the office for the next few weeks.

11. Team bonding event ideas

- **Christina:** I need ideas for team bonding. I've heard of activities such as skating.
- **John:** Sledding.
- **Elsa:** Can we do a poll?
- **Christina:** Yes we can do one on Slack.

12. February Phil Events

- **Laura:** Here are the February phil events coming up. The Sandy Hill Winter Classic will take place on Saturday February 3rd, from 9am-7:30pm. This is a phil collab hosted by PSA (psych), a hockey tournament at the Sandy Hill Arena to raise funds for the Princess Margaret Cancer Foundation. In place of Relay for Life (which unless a lot of you are still interested in this we won't join) but you're still welcome to participate on your own and ask me if you have any questions. Please register as volunteers if you're able! The other event is Sexy Bingo on Thursday February 15th, at 7pm (approximately 3 hours). It will be at the Lookout Bar, in collaboration

with HSSA; bingo tickets will cost money and all proceeds go to SIECAN (Sex Information and Education Council of Canada). Keep yourself free this day!

- **Christina:** Please make it out to your fellow SSA members events.

13. Updated budget approval

- **Christina:** We are no longer letting students use our printer, as we are over our budget on printing supplies. There's a printer outside the office that is the university's so they can use that.
- **Victor:** How do we tell people that?
- **Christina:** It's relatively easy to use I believe.
- **Breana:** Are we still printing for clubs?
- **Christina:** Yes.
- **Janet:** Should we put something on the Instagram page about this? Giving them notice?
- **Christina:** Is this something we should advertise?
- **Victoria:** Yea that was what I was gonna say.
- **Breana:** I would just say we don't offer that service anymore. How much money did we lose?
- **Autumn:** \$1500.
- **Christina:** Yea we have spent a lot of money so we need to advise people to go to other services.
- **Nina:** I am kind of against this cause we are here for the students, I feel like we should just charge people.
- **Christina:** I agree, but we can't charge less than a dollar on Square or else we lose money. We could charge a dollar, but it's cheaper to use the other printer than paying that.
- **Autumn:** We were thinking of maybe doing a minimum charge, but it gets complicated from there.
- **Christina:** Yea I agree with you Nina, but unfortunately we're just losing too much money. It's something we could come back to next year, but for now we do not have the budget for it.
- **Dante:** So we're just not printing at all?
- **Autumn:** Yea, it's gonna be more expensive for students to come to us.
- **Julia:** Can we send a message in the slack so we can show students how to use the other printer?
- **John:** Yea I agree.
- **Christina:** Yes we can.
- **Anumita:** I created a new budget spreadsheet. The total expected expense is from the beginning of the year, and it's still the same. I have an updated column, a total expenses column, total revenue, total subsidy, and then the money left over. We went over budget for the 101 week committee, volunteer appreciation, travel expense, and printing and admin, but since we had a lot left over for professional development, I'm going to redisperse that. For the club's funding I was hoping to cut it down and bilingual funds to the places where we went over budget. These would be for volunteer appreciation, phil, office supplies, and travel. Breana has stuck to her budget.

- **Victor:** At the beginning we told clubs how much money we were giving them, and they acknowledged how much they're being given, so how do we tell them we're taking that money back.
- **Christina:** I thought we were taking OSG.
- **Anumita:** That was taken away already.
- **Victor:** We could just take back the money we have left.
- **Anumita:** Okay sounds good.
- **Laura:** I don't think I need more money.
- **Christina:** Any other questions? Motion to approve the updated budget.
- Seconded by Autumn

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14. Renaming and Composition of Speaker Event Committee

- **Breana:** Motion to change the speaker committee name cause it's not a speaker event anymore, and motion to remove John from my committee.
- **Joela:** What happened?
- **Breana:** It's currently a Montreal trip to the Biodome. An out of province academic event.
- **Dante:** What's this under? And what's academic?
- **Christina:** It's Biodome.
- **Breana:** We will also swap John for Nina on the committee.
- **Autumn:** We should set a capacity of tickets for the SSA.
- **Breana:** Yes I have 75 tickets total.
- **Autumn:** I think we should do first come first serve.
- **Breana:** I can up the amount of tickets sold.
- **Christina:** What if we promote the event before the tickets open so it's first come first serve, and give an equal opportunity for all science students.
- **Breana:** Sure.
- **Breana:** Motion to change name of the "Speaker Event Committee" to "Out of Province Academic Event".
- Seconded by Autumn

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- **Breana:** Second motion is to switch BIM reps on the committee, so Nina instead of John.
- Seconded by Laura

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15. Executive Updates

15.1. Senator

- **Valmik:** The senate decided that the Bachelor of Food and Nutrition is now a Bachelor of Science, uniformized the names of a French and English Geology program, added a lot of masters and PhDs for TMM: Concentration in Clinical Science and Translational Medicine (concentration names). If you miss an examination you have to submit a Declaration of "Absence from an Evaluation

form", and any proctor can make you move seats in an exam. The form does not apply to: work terms, internships, clinical placements, labs, field work, major research paper, thesis project, thesis, comprehensive exams; also applies if the student already has an academic accommodation plan that includes the right to deferred work or extended deadlines. Second absences may lead to accommodations other than a deferred assessment. It seems like some faculty heads do not like the form and this process.

15.2. Senior Advisor

- **Reda [Absent]**: No update.

15.3. Internal

- **Autumn**: I answered emails regarding lab equipment and lockers, signed/mailed cheques, helped out with lab equipment sales and restocking equipment, had a budget meeting with Anumita and Christina, made and put up signage for lockers and cleared out some lockers (thanks Matt), got more printer ink, made signage for the kitchenette, and did mine and Olivia's performance reviews.

15.4. External

- **Victor**: I have been attending my office hours, renting out lab coats and trying to clean up the office desk area so it is tidy for Wednesday morning. The clubs have been emailing me their expense forms after which I approve them (or deny them) and then send them a link to the reimbursement form which goes to finance. This system has been working very well and many events have happened which is awesome because last year not every club used their money! Additionally, I have been working on compiling a spreadsheet with the total amount each club has spent so far. Next point: bioGARAGE has also become active again, I was talking with the professors who run it, primarily Adam Shuhendler and Francois-Xavier Campbell-Valois who say their vision is to have SSA members staff it and run the location similar to how the makerspace is student run. It definitely is not something for this year but I wanted to share the update as there has historically been a bioGARAGE committee that hasn't done very much because nothing was happening. Starting this semester, there are students in the lab doing research. Also, the scholastic committee has been working to plan the Beers and Fries event. I have been helping to figure out logistics as well as speaking to a bunch of graduate students to gather interest from their end, as well as CBGSA. Good news! They sound very excited. Additionally, I have spoken to a couple professors and other students who all also think it is a fantastic idea and complements wine and cheese very nicely so hopefully that event is a big hit!

15.5. Academic

- **Breana**: I worked with Monique and Dr. Kharouba on the greenhouse tours, met with Dr. Kharouba for the mural, emailed facilities about the mural, attended the first greenhouse tour, attended the speaker event committee meeting and the scholastics event committee meeting, sent emails concerning Little Rays Reptile, attended the grad ball committee meeting, attended office hours, had a meeting with

ESS, reviewed budget, worked with grad student association for Beer and Fries, emailed MacLaren's for event, attended the fraud committee meetings and curriculum committee meeting, and helped VP Academic from ESS and HSSA for their wine and cheese.

15.6. Social

- **Janet**: I hosted grad ball and formal committee meetings, had correspondence with Laurier and the Shaw Centre, filled out availabilities for SRTs, attended scholastic and speaker committee, sent out a cheque for grad ball, and sent updated budgets for formal, grad ball, and social.

15.7. Bilingual

- **Yassine [Absent]**: I translated a document sent by Autumn.

15.8. Promotions

- **Neeharika [Late]**: I went to my office hours, made the coffee house promo, answered emails, made the giveaway post, and made the lab equipment sale post.

15.9. Finance

- **Anumita [Late]**: I did the budget review, counted all the money in the safe with Emily and Joela, deposited the money in the bank on Wednesday, had my individual meeting/text message updates with everyone (except Victor), attended the grad ball meeting and formal meeting, attended the tour for the greenhouse (thank you Breana for arranging that), sorted out the reimbursement issue with Jisse's club, the refund for wine and cheese pending (Workday problems), wrote them an email but no reply (if anyone knows anything about the SSA Workday account please let me know!), and last year's grant has finally been paid (with Bioconnect).

15.10. Equity

- **Simon [Late]**: I went to the Equity RT, attended office hours, and attended the speaker committee and budget meeting.

15.11. Philanthropic

- **Laura**: I ran the Winter Donation Drive (didn't get many donations from student's but we cleared out the upstairs storage room which ended up being 25+ bags worth of sweaters and shirts), attended a couple meetings for the Sandy Hill Winter Classic hockey tournament, filled out the reimbursement form to request a cheque to Movember, spoke with Anumita about the Phil budget, working with HSSA phil to organize sexy bingo (at Lookout Bar again, on February 15), attended my office hours, and completed my performance review.

15.12. Logistics

- **Pooja [Absent]**: No update.

15.13. President

- **Christina**: I organized the dissection kit and delivery sale, helped clean the office and storage rooms, prepared the office for the lab equipment sale, sent out fall performance reviews, am planning for team bonding, attended the formal and grad ball committee meetings, sent internship opportunities to the promo team, went to the greenhouse tour (thanks Breana!), helped Teagan with the office hour schedule, met with Anumita and Autumn to discuss the budget, met with some members with Anumita to discuss the budget, helped recruit performers for the coffeehouse, organized the secret santa gift exchange, and reviewed EDI applicants, selected EDI recipient, and attended the sponsorship committee meeting.

16. Managers Updates

16.1. Secretary

- **Teagan**: I created the office hours schedule for this term, approved the dates for some events, and covered office hours.

16.2. Social Media Manager

- **Thalia [Absent]**: I posted the promo for Coffeehouse, Sandy Hill Winter Classic, lab equipment sale, etc., reached out to RSGs to promote first years coffeehouse (since it's open to all first years), answered DMs, attended the green house tour, and I am currently working on a promo video for green house tours.

16.3. Webmaster

- **Olivia**: I attended my office hours, updated the locker page and have been answering emails and providing refund, uploaded the last meeting's minutes, uploaded Nina's women in stem merch to go live tomorrow, uploaded the SSA clubs page with our clubs this year, uploaded the events that have happened since the last meeting, put up and took down office closure and updated the equipment page. I did my performance review with Autumn, and updated the my teams page, but a lot of people never filled out the form so they will remain ghosts on the website until it's submitted.

16.4. Financial Assistant

- **Emily**: I updated some spreadsheets for square and stripe revenue, and counted money with Anumita and Joela.

16.5. Auditing Manager

- **Joela**: I have been working on the audit. If I text you please answer quickly. Also talking to the finance team trying to get things done.

16.6. Bilingual Assistant

- **Sienna**: I translated promo for the coffeehouse, math info night and beer/fries and a couple of translations for the website.

16.7. Academic Assistant

- **Hope:** I attended and took notes for the speaker event committee, attended the scholastics committee meeting, discussed the mural with Breana and class, worked on promo for greenhouse tours, attended my office hours, and attended the grad ball committee meeting.

17. Departmental Updates

- **Christina:** This is from Suzan and Simon, they will be having their undergrad research session in STM 201. She made slides and contacted the research chair to recruit professors. Both have been attending their office hours.
- **Julia:** Whoever can attend the coffeehouse, if you're available earlier to help with set up that would be much appreciated.
- **Nina:** Please tell your friends about the women in stem merch. There is also a lavender colour available.
- **Annabelle:** I had a meeting with ESS and CHESS VP communications, it was about biotechs program and a town hall meeting.

18. Next Meeting

- **Christina:** Constitutionally the meetings are supposed to be 3 weeks apart, so in about three weeks.

19. Varia

- **Breana:** The dance club was kicking people out in Marion yesterday which isn't fair to students studying, and apparently they were not being nice about it too.
- **Nina:** They rented out the space, and it's going to be every Sunday not on Wednesdays.
- **Breana:** Okay so it shouldn't be a problem then.
- **Nina:** They're really good with organization, and are normally on top of it, so I'm sure they've had the spaced book for awhile.
- **Christina:** Any other varia?

20. Motion to End Meeting

- **Christina:** Motion to end meeting?
- Seconded by Autumn
- Meeting ends at 7:26 PM