Fourth meeting of the Executive Council 2019-2020 of the Science Students' Association

University of Ottawa

Meeting Minutes

Date: July 9th, 2019

Time: 5:30 pm

Location: CRG 107

Attendance:

ExecutivesJane Arciszewski

Liam Kenny (Absent)

Eleni Sokou

Sophie Gregoire-Mitha

Lauren Desilets

Océanne Comtois (Absent)

Ricky Saikali

Karishma Tailor  
Malek Rahmani (Absent)

Anjaliya Sonnilal (Facetime)

Patricia Rosales

Victoria Ogden (Absent)

Thao Dao   
Logan Barr

Emiliyan Staykov

Radhika Prabhune

ManagersKyra Steiner

Yzabelle Bisa (Absent)

Muyiwa Womlioju

Michelle Hong (Absent)

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1. Opening of the meeting
   * + The meeting starts at 5:42
     + Land acknowledgment
2. Motion to start the meeting
   * + Seconded by Patricia
3. Motion to adopt agenda
   * + Seconded by Logan
4. Approving last meeting’s minutes
   * + Seconded by Karishma
5. Question period
   * + No questions
6. Executive Updates
   1. Senator
      * No update
   2. Senior Advisor

* Thao: Went to the sucker run and to the bottle drive. I advised Ricky on the bottle drive
  1. Internal
     + Sophie: reviewed scholarships for the Scholarship committee
     + Emailed key-card people about the cards that have issues. If your card isn’t working, let me know which doors it doesn’t work for.
     + Went to the bottle drive
  2. External
     + Lauren: Communicated OSSA-conference details with those who are going
     + Attended a board of directors meeting for OSSA
     + Talked to Karishma about making a poster for the OSSA job openings
  3. Academic
     + No update
  4. Social
     + Eleni: Working on finalizing 101-week events
     + Will be getting a DJ for the 101-week museum event. We’re meeting him after this meeting.
     + I missed the VP social round table, but I got the minutes from someone. The only important update is that we aren’t allowed to tie-dye our shirts.
       1. Logan: but we don’t do that anyway
     + Went to the sucker run and helped out with the bottle drive.
  5. Volunteer Coordinator
     + Emiliyan: Acceptance emails for the guides were sent out. Only 10 people haven’t filled out the form about how many shirts they need
     + Went to sucker run
     + I am looking at potential bonding events for guides. Will tell you more later.
     + Helped pack bottles into Ricky’s car.
     + Got my first aid
  6. Bilingualism
     + No update
  7. Promotions
     + Karishma: Phone line is fixed. We got our extension number back
     + I finished taking pictures of all the execs
     + Emiliyan: How are the logos progressing for 101-week guide teams?
       1. Karishma: That’s an August project
  8. Finance
     + Liam: dropped off OSSA check in Toronto. I also booked the car for OSSA.
       1. Please remember to put our checks in the proper place.
  9. Equity
     + No update
  10. Philanthropic
      + Ricky: we had the bottle drive. All of the bottles are currently in the office, but we brought the Barrhaven ones to the Beer Store and raised about 80$.
      + Talked to other fed bodies to get required information for shine shirt orders
      + Has another VP Phil round table coming up this week.
  11. Fundraiser Coordinator
      + Radhika: we raised 279$ at the last sucker run. This isn’t including what Emiliyan raised. The total shine money raised to date, without what we got for the bottle drive, is 2578$. So, about 13% of our goal.
      + I talked to Joanne and Karishma about the Shine logo. We should have the final one soon.
      + We were talking about renting out a club out for our bar night. But, I will also contact Hooley’s as a back-up plan.
        1. Jason mentioned having Carleton participate in our bar night. He also wants to change the date.
        2. Emiliyan: Will this be a closed event?
           - Radhika: I think we’re either renting out a space in the club or renting out the club as a whole.
           - Eleni: Let Jason know that he should aim for a closed event.
           - Radhika: This event would also have pizza and stuff. Right now, we’re discussing the logistics of it all and the prices.
  12. Logistics
      + Patricia: The order for Publine has been placed. We’re getting the rocket bottle, a chain/bottle opener, and a reusable straw.
      + Windbreaker orders are also placed
        1. John will be donating fanny packs to us. How many of you have some from last year?
           - Thao: Several of us but we should probably just get new ones for everyone because they get destroyed easily.
      + Patricia: I ordered colour paint things for the reckoning.
        1. Thao: Last year, I remember that the paint arrived after our event because we didn’t order it on time.
        2. Sophie: it might be in the big storage room though I haven’t seen it.
      + Patricia: I’m calling the City of Ottawa lady so that we can get our forms back.
      + Emiliyan: did they give us a timeline for delivery things? Like when we should expect to receive everything?
        1. Patricia: Estimated time of arrival is August 19th.
      + The big atrium in STEM won’t be finished in time for frosh so I’ll have to look for other rooms.
  13. Summer Logistics
      + Logan: Booking and organizing the busses is working well.
        1. We’re dealing with a knew head person for the bus company so that’s been challenging. Also, Lamoureux is no longer a road for cars so now we have to book all the busses at Fauteux.
      + I have a meeting on the 24th with protection to discuss our events
  14. President
      + Jane: lab goggles are set, and the order just went through. We are going to buy some cheaper goggles this year. Though this year we will still sell them at the same price as the old ones to avoid confusion. These goggles will save us money next year.
        1. Talking with the Engineering Student Association to promote lab coats.
      + I attended a President round table. They will be drafting emails to send out to students to encourage them to not opt out of the funds.
      + I went to the bottle drive

1. Managers Updates
   1. Secretary
      * Kyra: Finished and reviewed last week’s meeting minutes.
      * I’ve been helping Malek translate things while he’s away. So, let me know if you need anything
      * I helped Ricky organize parts of the bottle drive and I participated in it.
   2. Social Media Manager
      * Yzabelle: All of our social medias have been steady. I want to optimize the links to our events.
      * I added a disclaimer to the last sucker run event which seems to be clearing things up.
      * Everyone has been super helpful in sending me the info needed to make the platform look amazing so thank you!
   3. Webmaster
      * No update
   4. Finance Assistant
      * Muyiwa: I got my Smart Serve and I did some more inventory.
2. Guide Bonding Event
   * + We will have 4 events.
       1. I’m thinking about doing a Dooley’s pool night. They have a huge room that can seat about 100 people. On Tuesday’s it’s 50% off for students. So, we can rent it out for 3 hours with 7 tables for 180 bucks. The venue also has free WIFI.
          - Logan: Will 7 pool tables be enough?
          - Emiliyan: I did the calculation with 7 tables, but we can get always get more if needed.
          - Anjaliya: Is this open to all ages?

Emiliyan: I’m pretty sure. I’ll check though.

* + - * + Possible dates are July 30th, August 6th, or August 13th. I like the 6th the best.

Everyone agrees

Radhika: have you had success with the guides on Facebook?

Emiliyan: They send me a lot of emails but I’m not sure about the social media platforms

* + - 1. Another possible event is a Mooney’s Bay beach day. I would be on either the 10th, 11th, 24th, or the 25th.
         * Eleni: How about the 30th be the pool night, and the 10th or 11th be the beach day. 101-week kit packing can be the 24th.
      2. Kit-packing day

1. All Guides Meeting
   * + - * Emiliyan: The meeting will happen the last week before 101 week.
         * Sophie: please don’t have it on the meet and greet SSA day.
         * Thao: might be good to have the meeting on the same day as the guide bonding event

Logan: have you checked McLarens?

Emiliyan: not yet but I will

* + - * + Here’s what I need from the execs: you’ll tell the guides what you do in your role. Last year we also had a funny pic and a fun fact. Let me know if you want to advertise your 101-week event so that I can add it to the presentation.

Patricia: do I have to book a room for you?

Emiliyan: yes please. There will be 140 guides plus the execs and I need a projector.

* + - I will send out a doodle to see which days’ work the best.
    - Eleni: make sure to talk to Radhika about guides signing up for Shine stations
    - Emiliyan: we have a couple of guides that speak only French so I’ll have to double check with Malek about how to accommodate them.
      1. We can get a bunch of Timbits boxes instead of pizza because the meeting will be after dinner.
      2. I’ll also have supplementary Guide meeting for those who can’t make it to the actual one.
    - Jane: can you make sure to put the events in the Calendar

1. Next meeting
   * + Jane: Same place and time in two weeks.
2. Varia
   * + Karishma: I contacted mail print people and they’re keeping the price the same as last year (1.60$)
       1. Shine logo: I just have to make the corrections that Joanne gave and then it’s done.
       2. Merchandise: there were some issues but now it’s fixed.
       3. For the video, we will take a look at what footage we have from last year and then figure out a price
          - Logan: what did we pay him last year?
          - Karishma: I’m not sure. We’re doing something a bit different than last year because we have old footage this time.
     + Eleni: your brother offered to take some pics for free but says he needs a parking pass
       1. Karishma: his pass would probably be the same as mine because we’re coming the same house
       2. Logan: By the way, this is a disclaimer for everyone. We can’t get parking passes for everyone. Only certain people can get it and it’s not very many of us.
       3. Thao: I don’t even know if the parking pass is worth it for a lot of you because we usually negotiate with them to get a deal that won’t be applicable in most cases.
       4. Eleni: can the parking pass be switched throughout cars? Because I won’t need it at all times
          - Thao: To be determined
     + Ricki: I need to know soon how many Shine shirts we need to order. I don’t know how to go about this.
       1. Eleni: We’re selling a max of 680 kits. So, the shine shirts shouldn’t go above that.
          - Sophie: last year we ordered 475 but we had TONS of extra.
          - Radhika: Yes but we would have used those extra ones had they not had the date written on them
          - Thao: It’s not worth getting more this year because we don’t know our budget
          - Radhika: do we know how we got the shirts to shiners last year?

Emiliyan: we had a station with a couple of guides handing them out.

* + - * + Ricky: okay I’ll get 300 new shirts
    - Ricki: can I get a list of the things that we use as prizes?
      1. Thao: typically, the guides got a mug.
      2. Ricky: We need to create more incentive for shine participation.
      3. Eleni: I can do a discounted formal ticket but how much?
         * Thao: It’s up to you
    - Lauren: this person emailed me. He’s a QueensU graduate who offers exam prep for students. He’s interested in a partnership with SSA
      1. Thao: maybe ask him to clarify exactly what he wants.
      2. Eleni: We have to be careful with promoting paid services because we are a free service.
      3. Patricia: I googled them, and they have a UOttawa page, but it doesn’t work.
    - Sophie: please come to the SSA meet-and-greet for the Science Prep Workshop. We have a big bump in registration compared to last year, and I want to introduce them to us so that they pay our fees.
    - Eleni: who does not have any specific tasks for 101 weeks? I want to make sure I’m not taking anyone away from their event.
    - Jane: A couple weeks ago there was a human rights incident. CHRA wants our support with a letter they wrote addressing the issue and I was wondering what your thoughts were. Anji and I will have to sign it.
      1. Everyone is in support.

1. Motion to end meeting
   1. Seconded by Sophie
   2. The meeting ends at 6:50