

AHSUM Attendance Minutes

Microsoft Teams Meeting

Speaker: Recchia, Jule

Secretary: Vice President, Nagib

Attendance

The following members were present:

- Recchia, Jule
- Ismali, Sarah
- Hang, Vivienne
- Erb, Clara
- Szajbely, Katie
- Sloan, Connor
- Crawford, Meagan
- Al-Hammadi, Mawj
- Harris, Taylor
- Fatima, Aiman

Regrets: Nagib, Hannah and Nathoo, Sarina

Preliminaries

Call to Order

President, Recchia called the meeting to order at 4:01 p.m.

Consent Agenda

Highs and Lows

High and lows will not be recorded since they are personal reflections.

Regular Agenda

Approval of Agenda

Be it resolved that Approval of Agenda

Motioned: Director, Crawford and Seconded: Vice President, Sloan

Motion carries unanimously

Approval of Meeting Minutes

Be it resolved that Approval of Agenda

Motioned: Director, Szajbely and Seconded: Director, Ismail

Motion carries unanimously

Reports of Officers

President

President, Recchia reported she found the money from the oneROOF fundraiser which took place last winter. She reported to the team that Becca Cordick went to the AHSUM office, which is where she found the money. President Recchia is in contact with Gurpreet and oneROOF with the objective of getting the money sent to the organization hopefully in the coming week. President, Recchia has been emailing with oneROOF and explained that we hold good standing with them. President Recchia explained that she was contacted by WUSA President, Abbie Simpson who was in contact with Accountant, Gurpreet Saini who advised AHSUM not to charge the fee during the Winter 2021 term. It is believed that we will be able to take this term's money and use it next term instead of charging the society fee. Vice President, Harris voices a concern for how this will work for students who were full-time this term and will be on co-op next term (access to events). President Recchia will contact Becca Cordick about the possibility of releasing a statement on this to be transparent with students. Representative, Hang stated that if events are open to both co-op and regular students next term it should not be an issue since they will still have the option of attending AHSUM events. President Recchia also reported that the AHSUM contribution to the AHS podcast has been concluded and she is not sure when it will be aired.

VP of Internal Affairs

No updates.

VP of Education

Vice President, Harris reported that there was a senate meeting that she was unable to attend due to conflicting schedules. Vice President Harris reported that she contacted Leanne Ferris about coordinating a meeting with one another due to the fact that there are a lot of changes occurring throughout the faculty that will be affecting our students. In regard to the senate meeting, Vice President Harris reported that in regard to the AHS faculty, there is a new Minor in Addictions and Mental Health Policy under the School of Public Health and Health Services. Vice President Harris also reported that there will be modifications in terms of

admission requirements for new, incoming students. As well, Vice President Harris reported that she has a meeting this upcoming week about co-op.

Vice President Harris reported that she has been discussing with all of the AHSUM representatives and as per Representative Hang's suggestion, Vice President Harris created a group chat so that they can easily communicate with each other. Vice President Harris brought into light that they discussed the Pops and Talks with Profs event for next term. They discussed modifications that can be made in order to make the event more inclusive which involved including Chrissy Williams in discussions moving forward. Planning will begin so that they can reach out to professors and receive RSVPs; allowing them to create bios on each professor who will be attending the event.

Vice President Harris reported that Takeover Tuesdays will be beginning shortly; explaining that Director Erb and Director Ismali will need support from the rest of the AHSUM team. Representatives will be forming a list of professors from each department that they can reach out to in regard to participating in Takeover Tuesdays. Vice President Harris believes a Google Calendar would be beneficial for the team and for planning events. President Recchia explained that only herself and Director Erb are the ones who are allowed to have access to the AHSUM instagram account. The only exception is if we are doing executive takeovers, we can access the instagram account; however, the password will need to be changed after all executive takeovers are complete. President Recchia explained that it would be a problem for professors to access the instagram account; however, Vice President Harris explained that the professors can simply send a video to AHSUM and we can post it as a story. Vice President Harris explained that the representatives and herself are looking into scheduling in regards to this Takeover Tuesday. President Recchia stated that she has started a Google Calendar on the AHSUM Executive Google drive. Vice President Harris stated she will coordinate with Director Erb in regard to exactly when these takeovers will take place; inputting the dates into the calendar afterwards. Representative Hang stated that the team should have an outline for the professors who are going to be involved in Takeover Tuesdays because professors like structure. Representative Hang also stated that the Science Society has done Professor Takeovers in the past and that could be a great tool for AHSUM. Vice President Harris explained that she will be creating an email template to send out to professors and included in that email will be a template of what the professors should expect if they agree to participate in the takeover. President Recchia explained that she has been involved in takeovers in the past with AHS and Waterloo Life and that she can go find the template that was used in order to be used as a guide. Vice President Harris explained that there has been a lot of feedback that students are unhappy with the online environment and she stated that she wants to ask students about why they feel this way so that students are aware that their voices are being heard.

VP of Finance

Vice President Sloan reported that WUSA will be creating a new bank account for AHSUM and it will be under the WUSA umbrella; a sub-account. Vice President Sloan explained that this will be great because it will make transfers occur at a much faster rate. As well, it was explained that if we decided to make a digital store then WUSA will be able to give AHSUM a direct PayPal link; therefore, students will not have to worry about specific payment methods. Vice President Sloan also reported that Accountant Gurpreet Saini enlightened him by explaining that it is likely that a majority of AHSUM's budget will go towards prizes and incentives for different activities that take place throughout the term. Gurpreet further explained to Vice President Sloan that a simple but great resource would be giftcards.com.

Directors

Director Szajbely reported that she spoke to the SOLA's regarding the Wellness event that they are running. The SOLA'S informed Director Szajbely that they will be giving the fitness instructor a gift card of \$30 for their time. Director Szajbely asked the team if they knew anyone who would be interested and informed the team that the Wellness event will be taking place in the following two weeks, however, an exact date has not been finalized. Director Szajbely reported that the SOLA's need AHSUM's help to promote the event and she stated that she will be in contact with Director Erb and Representative Ismail. Director Szajbely also reported that she wanted AHSUM to host an "Among Us" event, however, another AHS group is hosting the same event therefore, she wanted to know what the team's intake was. Representative Al-Hammadi stated that she had been in contact with Maria to set up a discord in order to carry out a virtual games night however, she explained that in the process of that they took over the event. President Recchia and Vice President Sloan reported that the Among Us event should still take place. Director Szajbely mentioned that she has been in contact with Becca Cordick and they are looking into having this event during the last week of November. Director Szajbely will be in contact with Director Erb and Director Ismaili for promoting the event. President Recchia stated that all executive members will need to monitor the rooms in order to ensure that students are playing fairly. Representative Hang suggested that this event could act as an "end of term / welcome back to AHSUM" event. After Director Crawford's question regarding the date of the event, Director Szajbely clarified that it would be the last week of November.

Director Crawford reported that she created a Google Doc on the AHSUM Executive Drive where students can sign up for a week to facilitate a Takeover Tuesday. President Recchia clarified that Takeover Tuesday will be a way to connect with students and allow them to ask you questions. Finally, Director Crawford reported that AHSUM recipe sharing will begin on Saturday November 14 and that she has created a form for people in the community to send in their recipes. President Recchia stated as an executive team, we need to decide an incentive for sending in recipes. President Recchia further explained that if a student wins a contest they will be entered into a draw to win a prize. President Recchia also explained that the main goal is student engagement, therefore, when students send in recipes or participate in "national"

days they will be entered into a draw however, we need to decide what prizes will be for these draws that will take place at the end of the month. The executive team decided that the incentive will be a \$25 gift card. Representative Al-Hammadi suggested increasing the amount of gift cards that are being given out and decreasing the amount to \$10-\$15 for participants and \$25 for the “winner” would be a more effective idea and the executive team agreed to this idea.

Director Ismali reported that AHSUM will be posting on National Days and she suggested that executive members participate to encourage other students to participate. Director Ismali also reported that she will have the graphic for the recipes completed so that they could be posted as soon as possible.

Representatives

No updates.

Miscellaneous

AHSEF Proposal

Director Crawford reported that the AHSEF proposal will be due Friday November 13. Director Crawford stated that it will be too expensive to offer desk stands to everyone therefore, instead, she suggested giving a few people whole desk stands or giving a discount to students. Director Crawford asked the AHSUM executives what their input was regarding this situation. The executive team collectively decided that they wanted to simply provide a discount to all AHS students which can be used towards purchasing their own desk stand. Vice President Harris asked Director Crawford if she had decided how much she would be spending in total. Director Crawford suggested having students send a photo of their current desk arrangements and the first 200 students to do so will receive a desk stand. Director Crawford stated that each desk stand costs \$30 therefore, in total, AHSEF would be spending \$6000 to send the 200 students to the desk stands. Vice President Harris told Director Crawford to ask AHSEF for more money than she believes that she will need just to have a safety net. The executive team collectively decided to just send out 200 complete desk stands opposed to giving each student \$5 towards a desk stand. Director Crawford reported to the team that she will be submitting the form to AHSEF. Director Crawford asked the team what they thought was the most efficient way of sending the desk stands out to students. President Recchia answered saying that AHSUM would package and ship the products or AHSUM could collaborate with the W store who could also package and ship out the orders, however shipping costs would need to be considered and the final option is to set up a booth where students could come pick up the booths. President Recchia clarified that those were the

options that Becca had discussed with her. Director Crawford reported that in terms of efficiency, shipping will be the best option. Director Szajbely stated that there should be a countdown because AHS students are all over the world and living in different time zones, therefore, it is only fair to do it that way so that all students are aware of the exact time this will start at. Representative Hang stated that this contest could be an issue due to the fact that it is not completely fair because not all students are as active on social media. Representative Hang also brought into light that it is possible that we can give \$10/student instead of \$5. President Recchia took into account Director Hangs concern and she explained that the event will be extremely promoted to ensure that ALL students are aware that it is happening. Director Crawford stated that in order to ensure that it is fair for all students, an email could be sent out and instead of affiliating the event to instagram, students could fill out a google form to receive the stand. Representative Al-Hammadi made two suggestions depending on the route that the executive team wanted to take. Representative Al-Hammadi's first suggestion was to post on LEARN that students are eligible to claim \$10 in order to use it towards purchasing a desk stand. Representative Al-Hammadi's second option was to ship the stands out individually through amazon; bringing it into light that this option will be more time consuming. Director Crawford explained that she is concerned with simply giving students \$10 because there is no way to ensure that they are actually spending it on the desk stand. Representative Al-Hammadi explained that it is probably the most efficient to individually ship through Amazon prime, however brought into light that shipping needs to be considered. Vice President Sloan reported that through the W-Store shipping in Ontario is \$5. Representative Al-Hammadi reported that shipping Nationwide is \$10. Director Crawford suggested ordering desk stands to campus and shipping them out through the W-Store since there is a flat shipping rate. Vice President Harris asked if AHSEF would be releasing the money to the AHSUM bank account and she pointed out that Gurpreet will need to oversee shipping costs. Vice President Harris continued to raise the concern that she does not feel confident sending money to students because there is no way to ensure that students will actually use the money for the desk stand. Representative Hang stated that once the proposal is approved, AHSUM does not immediately receive money, however, once an invoice is created that invoice is directed to them and AHSUM is reimbursed. Vice President Harris, asked Representative Hang if one executive member would have to pay for everything and get reimbursed. Representative Hang answered saying depending on the situation, yes, however, if the cost is extremely big then the payment can be processed through the WUSA credit with the help of Gurpreet. Representative Hang also reported that Becca has a department credit card that can be used. Aiman suggested that students who participate in events could win a desk stand, however Director Crawford explained that she doesn't feel like that is fair due to the fact that everyone has conflicting schedules. Vice President Sloan stated that another option could be students purchasing the stand and the University reimbursing them through the Academic Readiness Bursary with proof of payment with a receipt. Director Erb reported that you can use PayPal on amazon therefore, credit cards will not be involved. The final consensus that the executive team came to is that desk stands will be sent out to the 200

students who submit a photo of their current desk/work space through google form and they will be drawn; minimizing room for error and ensuring fairness.

Name Change

President Recchia reported that Director Crawford created a survey regarding the AHSUM, AHSSIE and AHSEF name change. President Recchia reported that this survey needs to be sent out as soon as possible so that students can have time to respond to the survey. President Recchia asked Director Ismali to formulate a graphic so that it could be posted to instagram the following week. President Recchia communicated that the link will be posted to the AHSUM instagram, Facebook page, AHS Current Student Facebook group, LEARN, Discord Server, Reddit, AHS Instagram, the AHS program instagram accounts, the AHS orientation account, and through email. Representative Hang stated that the survey should only be administered through official accounts to ensure that the survey isn't released to the general public.

New Business

Team Charter

President Recchia reported that she was asked to create a team charter with the AHSUM executives. The team charter would entail meeting etiquette, how meetings run and if there is anything else that the team feels necessary. The team charter will ensure that everything runs as smoothly as possible. Representative Hang suggested incorporating tips for transitioning into new roles. Representative Al-Hammadi suggested continuing to coordinate meetings through Microsoft Teams. The executive team decided that formal transition documents would be helpful as well as an outline of each member's position. Representative Hang suggested including tips for keeping minutes short through creating sub-group chats and meetings to discuss things and then reporting it in a larger meeting afterwards. Director Erb, suggested adding the purpose of AHSUM, including our values, how we see success: getting people involved, feeling included, learning about AHS, as well as goals for the AHSUM term.

Be it resolved that the Chair adjourns the meeting at 5: pm.