

February 10th Meeting Agenda

Call to Order: 6:04

Present: Katie T, Harry, Tracy, Parthvi, Julia, Mustapha, Eden

Members at Large: , Andrew, Ben, Charlotte, Matthew, Molly, Nicholas, Nyah, Tayvin

Absent: Ashvinya*, Diya*, Timurul*, Isaac*

1. Introduction of members present

- a. Hello and welcome to the ESS! :)

2. Approve Last Week's Meeting Minutes ([February 2nd Meeting Agenda](#))

- a. Motion to approve last week's meeting minutes
 - i. Did not meet quorum - postponed to next week
 - ii. Secunder:

3. General Information

- a. Meeting with Faculty about Communications & Engagement Plan
 - i. LEARN is not a possibility :(
 1. Learn more of an educational platform rather than for program societies - stick to using own website more (use ESS website more)
 2. Update the website - for calendar - internal use and external use to promote events and alumni talks (educational panels for program societies)
 - ii. Sharing event information with the Faculty's communication and engagement coordinators,
 - iii. Using our website more (ess.uwaterloo.ca)
 - iv. Shift off of social media
 1. Accessibility issues
 2. Undergraduate list - use
 3. TVs in EV3 - communications coordinator for Faculty of environment (program societies can also use - or reach out to coordinator also)
 - a. Chantel, c2vallis@uwaterloo.ca
- b. Fees for 2023/24
 - i. Infographic is underway
 1. Last few details being edited - infographic - released on MONDAY
 2. Students can look at it and we get a decision by the first few days of reading week
 3. Let WUSA know if we need a longer deadline - proper decision, fees mandatory - change the system
 - ii. Need a decision by February 28th
- c. WUSA requesting budgets & allocation from program societies ASAP

- i. Program societies give us their events list - quickly as possible
- ii. WUSA needs to know what is going on

Question:

- How is opt in fees decided?
 - Survey will be conducted (1-2 weeks of notice) - to fill in the survey → push information as much as we can for websites and undergraduate list
 - Decision based on survey results

4. Education - Harry

- a. ESS Declassified Guide
 - i. Writer recruitment form has been sent out! (Thanks Tracy + Parthvi!)
 - ii. I have received about 10 responses. I will be sending out an email/have already sent out an email confirming interest. More people is always appreciated!
- b. Random Lounge/TV things
 - i. I have been involved in discussions with some of the program societies, and there is interest in funding more amenities for the lounge space. Until they figure that out, I have reached out to Neil Carnagie, the facilities manager, to inquire about dismounting the TV from the wall and potentially changing the furniture layout of the lounge.
 - 1. Thoughts on what we should do with the TV (keep it on the wall, stick it on a TV trolley cart, find batteries for the remote, etc.)? Tldr we ask Neil to get it down no sweat
 - 2. If we ever move furniture around for events like MHWW Waffle Wednesday), blame Neil if Plant Ops ever asks us.
- c. SELL TV?
 - i. It was a gift
 - ii. TV is in a awkward spot - trolley - you would be able to move it around - movie or people can watch things - you can access the trolley and not have to look skywards towards the TV
 - 1. Falling over on a trolley? Prevent damages?
 - 2. Mobile ? - would you be able to help or position in the lounge?
 - a. TBD
 - b. WAGS listening to proposal and possibly change ESS spaces - make it more of a social space for furniture - more of a spot where people can look at the TV
- d. ENV Orientation 2023
 - i. Applications have been released. That's it. We might ask ESS for help down the line.
 - 1. JOIN US
 - 2. Meet new people and first years - recruit them onto program societies and ESS

5. Operations - Ashvinya

- a. [Office Hours](#) + Lounge
 - i. Office Hour Timing: 8-4
 - 1. Here are the expectations regarding the office hours:
 - a. Acknowledgement on poster approvals and locker rentals - ESS Office Drive will be available shortly with the policies, lists, forms etc. If you are still unsure about providing any poster approvals or navigating the locker rental agreement, no worries! Just provide the student with my email (vpopers.ess@uwaterloo.ca) and advise them to reach out to me to get it set up!
 - b. If you **CANNOT** make it to your scheduled office hours, please reach out to the council group chat and ask for someone to take your shift or at least let me know you will not be there.
 - ii. Lounge Booking
 - 1. Lounge will be available for booking campus wide. Form available on the linktree. Check the ESS calendar, all future event bookings are expected to be there!
- b. Coffeeshop
- c. Locker Requests
 - i. Program societies please let your peeps know that they can sign out lockers for each term. 20\$ deposit that we return to you. It's basically free.
 - ii. EV3, EV2, in EV1, you can choose one
 - iii. We have locks that we will provide to you
- d. Poster Approvals
 - i. Current information regarding poster approvals:
 - 1. [Poster Approvals.xlsx](#)
 - 2. [ESS Poster Policy](#)
 - a. This information is made available for program societies and on the [ESS WEBSITE](#)
 - b. ESS to make EXCEL SHEET/Bulletin to remember to take posters down in a timely manner
- e. For any further questions or concerns feel free to email me at vpopers.ess@uwaterloo.ca or message me on teams!

6. Communications - Parthvi

- Everything going good 😊
- Starting next Mon
 - Monday Playlists (every other week)/Takeovers
 - Trivia Tuesday
 - Wellness Wednesday
 - Plant Thursdays

- Friday (every other week) ???
- March - likely to be a pause on weekly posts
 - Overall not much new for coms
- *Intention to begin instagram takeovers:*
 - *Tracy*
 - *Timurul* did it last term
 - *Karen* did it last term
 - *Nicholas*
 - *Katie*
- Takeovers - pause - people who did takeover already did them (some)
- *Timurul forwarding LEED workshops email*

7. Webs - Diya

- a. **Currently updating website**
 - i. Feedback Form: <https://forms.gle/vAi4s6iBQSrmJ5Pu9>
- b. Program societies info to be posted on website
 - i. Tab is on website
 - ii. webs.ess@uwaterloo.ca → for updates

8. Finances - Karen

- a. Sustainability Action Fund due FEB 15
 - i. Proposals that have the value of being sustainable - link will be dropped, action plan or requirements in this meeting link
- b. WESEF due FEB 17
 - i. Next Friday (11:59)
 - ii. Can make a proposal for funding
- c. Training session for program societies today
 - i. If you have questions about the meeting - please contact Karen for more information on cheque requests
 1. Helps us and WUSA
 - ii. Resources from meeting will be shared soon

9. Socials

- a. **No updates (currently) - everything up in the air right now**
 - o Events:
 - Succulent Workshop - soft launch next week (Katie has more info)
 - Nacho Crawl
 1. *Estimate: March 16th*
 - Grad Ball (THEMUSEUM, April 6th, 2023)
 1. *DJ: looking into Marcus*
 2. *Catering & Security*
 - Semi-formal dance
 1. Collaborating with United College
 2. End of March, following Nacho Crawl

3. Possibly at Maxwell's

10. Mental Health & Wellness - Matthew

- a. Mental Health & Wellness Week
 - i. Date: March 6-10
 - ii. Current layout:
 1. Monday: Snow-man building competition - hosted by UC
 2. Tuesday: Succulent workshop
 3. Wednesday: Waffle Wednesday
 4. Thursday: Mental Health and Wellness Panel
 5. Friday: Dodgeball Tournament & UC Raffle
 - a. \$5 / person, teams of 5
 - b. Half of funds to charity, half to ESS
 - c. If you sign up, free UC Raffle ticket
 - d. *Comment: free ESS event ticket for winners*
 - iii. Required Support: contact mentalhealth.ess@uwaterloo.ca
 1. Monday: UC - may require volunteers
 2. Tuesday: Let Matt know if you have any panelists in mind
 3. Wednesday: EV3 or EV1? Volunteers needed
 4. Thursday: Jazz will hopefully orchestrate the panel discussion and potential inclusion of UC wellness professional on the panel
 5. Friday: Volunteers needed
- b. **Group Chat for Volunteers**
 - i. Set up to pick times to volunteers
 - ii. ESS general chat → Files - new files for Mental Health & Wellness week as we get closer
 - iii. **March 6th to 10th**

11. Environment - Katie

- a. Succulent workshop
 - i. Went great!
 - ii. Lots of succulents left so might do another soon
 - iii. Pre packaged kits coming soon
- b. TerraCycle + Campus Compost survey)
- c. ENVigorate: **March 28th - 30th**
 - i. Booths, events, workshops
 - ii. Proposal: ESS have a presence at ENVigorate

12. First Year Rep. - Isaac 🎉

- a. **You guys should come to the First Year Event tonight!**
 - i. **Amazing performances!**
- b. First-year-led event; ENV Got Talent
 - i. Date: February 10 (afternoon), 6-10pm;
 - ii. **EV1 courtyard** maybe → most performances in **EV3 atrium**

- c. Volunteers acquired
- d. Performance list

13. WESEF - Ayman

- a. Due on the 17th

14. Program societies

- a. ERSSA -
 - i. Have 5 events planned for the term (days and estimations for the event list being prepared)
 - ii. Town Hall (Thursday)
 - 1. Next week
 - iii. Rock climbing next week (Tuesday)
 - 1. Next week
- b. WEBS -
 - i. Move event next week due to scheduling conflict
 - 1. Event list to be sent out ASAP
 - ii. President inquiry - ESS mailing service
 - 1. No physical mailouts
 - 2. Have done stamps in the past
 - a. Mainly for succulent WS
 - b. Depends on cost of stamps and delivery
 - c. Can do pick-ups from the office
- c. KISS -
 - i. Currently doing a cookie dough fundraising - posters coming up soon
 - 1. Stop by ESS office to get signed off
 - 2. Social media post coming out soon
 - ii. Question - event list for WUSA?
 - 1. Event team - 3 people, $\frac{1}{3}$ unavailable - do you still want an event list from us?
 - a. Doesn't have to be exact dates - but rough events list is fine
 - 2. Posters have been stamped and around the building (cookie dough)
- d. SAID -
- e. WAGS -
 - i. Two events since last meeting (Hockey night + PSA) - professor event
 - ii. Meeting next week - dates for events after reading week
 - 1. List uncertain if provided
 - a. List will be sent in soon once events are confirmed
 - Proposal sent forward
 - Survey on hybrid courses and if people would prefer if they would rather be fully in-person and online (post-covid environment)
- f. PSA

- i. Dates for 2 events
 - 1. March (Prof and Grad social - confirmed and UW.TMU confirmed)
 - 2. Item in FEB (valentines day candy grams)
 - a. Made 530 of them to disperse to everyone
- ii. PSA created a TikTok account for UW Planning
- g. UWAS
 - i. Open registration for mentorship program for aviation students
 - ii. Finalizing merch and updating website and,
 - iii. Planning for aviation gala
 - iv. Professional development event
 - v. Sending event list soon
- h. SFMSO
 - i. Resume and linkedin critique
 - 1. Registration is over
 - 2. More opening spots if available
 - 3. Go check it out!

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16. Final Comments

- No additional comments - Karen recorded finance training to be sent out
- Hope to see everyone at tonight's event!
 - BYE!

17. Action Items

Meeting adjourned: 6:29pm