

February 2nd Meeting Agenda

Call to Order: 6:02 PM

Present: Tracy, Isaac, Ayah , Ashvinya, Eden, Harry, Julia, Karen, Katie, Parthvi, Mustapha, Matthew, Mila, Neel, Rebecca, Nicholas, Timurul, Diya

Members at Large: Adaya, Andrew, Ayman, Molly, Reeya, Ryan

Absent: Joshua*, Nyah* (*excused)

1. Introduction of members present

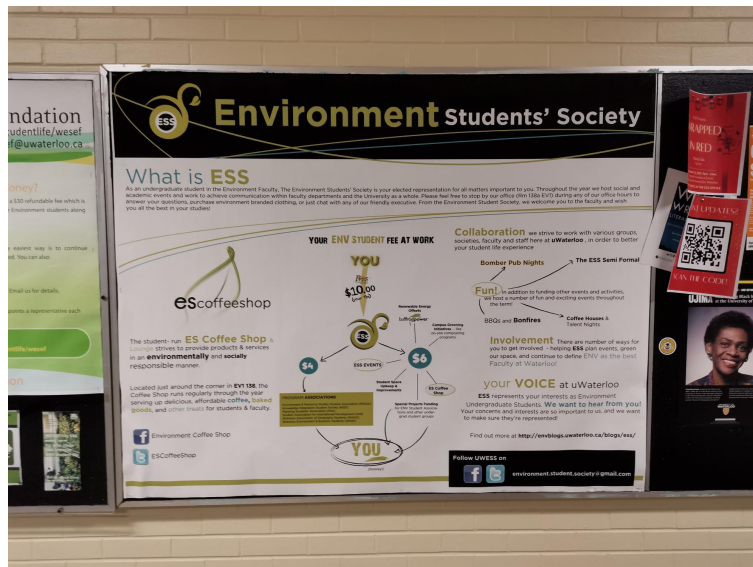
- a. Hello and welcome to the ESS! :)
- b. Motion to approve Neel and Ayah to join the Socials Committee
 - i. Seconder: Katie
 - ii. *Motion passes 8-0*

2. Approve Last Week's Meeting Minutes ([January 20th Meeting Agenda](#))

- a. Motion to approve last week's meeting minutes
 - i. Seconder: Isaac
 - ii. *Motion passes 10-0*

3. General Meeting Summary

- a. Communication/Marketing - make information more accessible outside of social media
 - i. Working on LEARN platform + more undergraduate emails (when necessary)
- b. Fees for 2023/24
 - i. Discussion about providing opt out option or if we should increase fees
 - ii. We are working on an infographic about what the fees contribute to - better inform the student body about where their money goes
 1. *Comment: one exists*



- 2. *Include QR code for calendar project in updated version*
 - iii. Need a decision by February 28th
 - iv. Minutes under review, to be released on Monday, February 6th
- c. Collaboration opportunities between societies and/or ESS
 - i. Division of labour - program societies focus on professional development, ESS focuses on socials
 - ii. Program societies - reach out to discuss
- d. WUSA requesting budgets & allocation ASAP

4. Education - Harry

- a. ENV Guide
 - i. Declassified survival guide of sorts
 - ii. Have contacted UW Radicle for collaboration
 - 1. UW Radicle is struggling with active writers therefore I have asked Parthvi (ty comms team) to put out a post asking for writers/editors to sign-up. No prior experience is required.
 - iii. If you're interested in writing, editing, photography, anything, contact me

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 (vpopulations.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 you 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 vpopulations.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) ???
- *Intention to begin instagram takeovers:*
 - *Tracy*
 - *Timurul* did it last term
 - *Karen* did it last term
 - *Nicholas*
 - *Katie*
- *Timurul forwarding LEED workshops email*

7. Webs - Diya

- a. **Update the Website, LOTS IS OUT OF DATE**
 - i. Especially related to the coffeeshop
 - 1. *Working with Ash to update*
 - ii. QR Code coffeeshop website
 - 1. *Comment: we used it during COVID with high engagement*
 - iii. Feedback Form: <https://forms.gle/vAi4s6iBQSrmJ5Pu9>

8. Finances - Karen

- Budget
 - Program Societies Finance Training + Personal Finance Examples
 - Template Budgets from F2022 for every program society, please add your revenue + event list + estimated expenses
 - *Program society finance reps, reach out to Karen for assistance*
 - Sustainability Action Fund FEB 15
 - *Up to \$30,000*
 - *Suggestion: list coffeeshop improvements, renovate over spring*
 - WESEF FEB 17

- *Suggestion: list coffeeshop improvements, renovate over spring*
- *Taking as many proposals as possible*
- *WESEF student award*
- *Apply to save WESEF money from inflation*
- Winter Term Budget
- Succulent Workshop + Rugby
 - *Soft launch on February 10th*
 - *\$4, no tax, no delivery (100 ordered so far)*
 - *If relation with rugby continues, may be able to reduce bulk cost further*
- Cheque request forms - use to get reimbursed for expenses on behalf of program society
- Calendar Project using Event Lists from Program Societies
 - QR Code Posters
 - ESS needs: event, dates, times, and budgets
 - EVENTS sorted by program society and based on theme/activity
 - EG Academic + Profession VS Social/Fun
- Infographic for Transparency for ESS Fee
 - Opt out rate
 - Mandatory - no option
 - Coffeeshop issues
- Finance Training
- If you did food training, send me your receipts! Cheque Request Form

9. Socials



- 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

11. Environment - Katie

- a.  Succulent Workshop Change Proposals
 - i. May reach out for volunteers
- b.  W2023 Succulent Workshop Cost Breakdown/Research
 - i. Katie to check Garden Centres locally this weekend
- c. TerraCycle + Campus Compost survey)
- d. ENVigorate: March 28th - 30th
 - i. Booths, events, workshops
 - ii. Proposal: ESS have a presence at ENVigorate

12. First Year Rep. - Isaac 🎉

- a. First-year-led event; ENV Got Talent
 - i. Date: February 10 (afternoon), 6-10pm;
 - ii. EV1 courtyard maybe —> most performances in EV3 atrium
- b. Volunteers acquired
- c. Performance list
- d. To-do:
 - i. Lounge booking
 - ii. Equipment
 - iii. Catering (reaching out to Ash)

13. WESEF - Ayman

- a. Reaching out to SAFA about Student Awards - will email if continuing
- b. Feb 17 WESEF Proposals due
- c. New contact for reimbursements -
- d. Thank you to everyone who contributed to WESEF report
 - i. Needs a new photo of the bike cage - send to Ayman

14. Program societies

- a. ERSSA -
 - i. Feb 14th - Love Rock rock climbing event

- ii. Feb 16th - SERS Town Hall
- iii. After Reading week - movie night at the Princess Theatre
- iv. Week of March 7th - Mental Health & Sustainability event
- v. End of March - Day Trip
- vi. Currently selling ERSSA merch every friday in Lounge
- vii. Working on Newsletter
- viii. Working with C. Barbeau on making ERS more accessible!
- b. WEBS -
 - i. Feb 17th - bowling night
 - ii. March - movie night
 - iii. Other events TBD
- c. KISS -
 - i. Soon - cookie dough fundraiser
 - ii. Feb 3rd - alumni seminar
- d. SAID -
- e. WAGS -
 - i. Feb 3rd - Hockey Night
 - 1. Ben Woodward had to pay out of pocket - cheque request will be processed
 - 2. *Finance team reached out - business did not respond*
- f. PSA
 - i. Feb 6th - 10th - resumé critique
 - ii. Cooking with Woudsma
 - iii. Alumni Talk
 - iv. Conference
- g. UWAS
- h. SFMSO

- Events lists to be sent in to ESS (Mustapha soon)
- Send transition documents to Mustapha
- Send constitution to Mustapha
- Program Society First Term Meeting soon
- Reminder to inform your respective societies about what is happening with ESS as well!

16. Final Comments

- a. Tracy will be sending out an email to the undergraduate list on Monday so if there is any events or information you'd like to include in the email, please send them to president.ess@uwaterloo.ca before Sunday 11:59pm. Thanks 😊

17. Action Items

- a. PROGRAM SOCIETIES
 - i. send VP Internal vpinternal.ess@uwaterloo.ca:
 - 1. Event list (with dates, times), budget, allocation (cc vpfinance.ess@uwaterloo.ca)

2. Transition documents
 3. Constitutions
- ii. Send any information for Env Undergrad blast email before Sunday 11:59pm president.ess@uwaterloo.ca
 - iii. Let students know that locker rentals are live, \$20 deposits
- b. ESS COUNCIL
- i. Fill out [office hours](#)
 - c. Timurul: LEED email → Parthvi
 - d. Comms → organize instagram takeovers
 - e. Ash + Diya → website updates
 - f. Ash → poster spreadsheet
 - g. Finance → Finance training, calendar project, succulent workshop
 - h. Socials → Succulent workshop, nacho crawl, grad ball, semi-formal
 - i. Matt → coordinate volunteers, costs, succulent workshop details
 - j. Katie → grab soil
 - k. Isaac → lounge booking, equipment, catering
- l. ALL
- i. Contact Harry vpeducation.ess@uwaterloo.ca to participate in “Declassified Survival Guide”
 - ii. Contact Matt mentalhealth.ess@uwaterloo.ca to volunteer for Mental Health & Wellness Week
 - iii. WESEF proposal due Feb 17th
 - iv. Sustainability Action Fund due Feb 15th

Meeting adjourned: 6:58 PM 🙌