

## January 20th Meeting Agenda

**Call to Order: 6:03pm**

**Present:**

Harry Cheung, Tayven (PSA Pres), Nicholas (FT), Eden(FT), Molly(ERSSA), Ben (WAGS), Katie Traynor, Adaya (SAId), Andrew (WEBS), Karen, Matt, Nyah (KISS),

**Members at Large:**

**Absent:** Neel\*, Isaac\*, Ashvinya\*, Julia\*

### 1. Introduction of members present

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

### 2. Approve Last Week's Meeting Minutes ( [January 13th Meeting Agenda](#))

- a. Motion to approve last week's meeting minutes: Passed
  - i. Seconder: Katie

### 3. Council Election Results pt 1

- a. Welcome Mustapha as VP internal!
- b. Welcome Julia back as Social Director!
- c. Motion to approve Neel and Ayah to join the Socials Committee (Postpone vote)
  - i. Seconder:
- d. Motion to approve Nicholas and Eden to join the Finance Team (passed)
  - i. Seconder

### 4. ESS Expectations

#### a. Expectations from President

- Read your role responsibilities in the constitution and in your transition docs
  - [2022/12 ESS\\_Constitution](#)
- 24 hours notice if you are not able to attend a meeting
  - Read meeting minutes if you cannot attend the meeting
- Come to our events!!
- Communication

### 5. Constitution Changes

#### a. [2023/01 Proposed Changes for the Consitution Winter 2023](#)

- i. New changes include:
  1. Social Committee, Communications Team, and Finance Team will be included in the election process
- ii. Motion to approve addendum to the constitution
- iii. Seconder: Kate

### 6. Education - Harry

- a. General Meeting
  - i. We meet next week at EV3-1408 tell everyone you know
- b. ENV Guide
  - i. Declassified survival guide of sorts

- ii. Have contacted UW Radicle for collaboration
- iii. If you're interested in writing, editing, photography, anything, contact me

## 7. Operations - Ashvinya

### a. [Office Hours](#) + Lounge

#### i. Office Hour Timing: 8-4

1. Please fill out if you haven't already
2. Please Note: Till the by-elections are completed, we will be following a modified schedule. The current schedule will be expected to change after we have a full council, so you can let me know if you have any preferences beforehand! Here are the expectations regarding the office hours:
  - a. Minimum three hours a week for scheduled time.
  - b. 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 (vpopoperations.ess@uwaterloo.ca) and advise them to reach out to me to get it set up!
  - c. 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: - **To add a formal process for next week's meeting**

##### 1. Vote

- a. Agreed capacity: (recommended max. 15)
- b. What the acknowledgement should include:
  - i. Inclusivity
  - ii. No room for hate
  - iii. Clean-up following the end of the event

2. If agreed on, the lounge will be available for booking campus wide. An official announcement will be posted on Instagram next week, with the form available on the linktree. **SAID would be the first student society using the space on January 26th from 3:00 pm - 8:00 pm if we are taking booking requests.** Check the ESS calendly, all future event bookings are expected to be there!

### b. Coffeeshop

- i. The ESS Coffeeshop will officially open for the Winter Term next Monday! Hours of operation are set between 9:00 am and 3:00 pm. A huge thank you to both our managers, Michael and Ryan, who did a great job training 23 student volunteers over the past week!
- ii. Council members you are strongly encouraged to stop by and meet the new faces operating the ESS coffeeshop!

- iii. Volunteer appreciation
  - 1. - welcome event January 27th from 3:30 pm to 5:00 pm. ESS members are more than welcome to join! (Pizza Party) ES Lounge
    - a. Will be notified and updated in the TEAMS Channel
    - b. PLEASE USE the TEAMS CHANNEL
- iv. Soft launch of new food items will be introduced to the menu at the beginning of February. (smoothies, waffles, etc)
- v. VP of Finance: Possibility of making profit - discussion will be held off till next council meeting.
  - 1. We just need to be fiscally sustainable
- vi. “Sanitizer broken?”
- 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 [vpoperations.ess@uwaterloo.ca](mailto:vpoperations.ess@uwaterloo.ca) or message me on teams!
- f. Leave Questions for Ash (I’ll message you directly or the teams group chat as soon as possible!):

## 8. Communications - Rebecca

- Council Intro
  - Expect a doc from Parthvi to add headshots + description
  - Wait until after elections
  - Can we share general information or a story regularly at the beginning of terms relating to these things that we talk about in meetings? (EG, lockers, coffeeshop location, etc)

## 9. Webs - Diya

- a. **Update the Website, LOTS IS OUT OF DATE**
  - i. Especially related to the coffeeshop
  - ii. QR Code coffeeshop website
  - iii. Make a Feedback Form

## 10. Finances - Karen

- Budget
  - Trello board tutorial video pls
  - Better communication for catering requests
  - Donation to RARE for 870 successful
  - WESEF Notes from Ayman
  - Program society budgets to be sent out with estimates today
  - Finance Training + Personal Finance Examples
  - Coffeeshop Finances - Nisha's request for reports every month
  - Template Budgets from F2022 for every program society, please add your revenue
  - Catering System needs to be made before we open
  
- Apology to Program Societies from Karen

- Usually in FIRST MEETING we make the TERM EVENT LIST and BUDGET
- But we are running out of time and key members are missing



## 11. Socials

- o Nature of events for Winter 2023
  - No restrictions
  - No masks (but strongly recommended)
  - In-person!
- o Calendar (will start after introductions)
  - Monday Playlists (every other week)/Takeovers
  - Trivia Tuesday
  - Wellness Wednesday
  - Plant Thursdays
  - Friday (every other week) ???
- o Events:
  - Nacho Crawl
  - Succulent Workshop
  - Grad Ball (THEMUSEUM, April 6th, 2023)
    1. Deposit has already been made in 2020
    2. Themes, colors, anything, send them to Tracy/Socials !

## 12. Mental Health & Wellness - Matthew

- a. Weekly posts w/Socials team
- b. Mental Health & Wellness Week

## 13. Environment - Katie

- a.  Succulent Workshop Change Proposals
- b.  W2023 Succulent Workshop Cost Breakdown/Research
  - i. Katie to check Garden Centres locally this weekend
- c. TerraCycle + Campus Compost survey)

**14. First Year Rep. - Isaac 🎉**

- a. First-year-led event; ENV Got Talent
  - i. Date: February 10 (afternoon), 6-10pm; EV1 courtyard maybe
  - ii. We did announcements to all ENV related 100 classes
  - iii. We went to the club fair and told clubs about a new opportunity
  - iv. We got 1 performer confirmed after 24 hours (ring the bell)
  - v. We got 9 volunteers as of now (goal is to have 15)

**15. WESEF - Ayman**

- a.

**16. Program societies Congratulations on your elections! 🎉**

- a. ERSSA -
- b. WEBS -
- c. KISS -
- d. SAID -
- e. WAGS -
  - i. Love to see how active you are!!
  - ii. Great to increase engagement!! 🎉
- f. PSA
- g. UWAS
- h. SFMSO

**Events lists to be sent in to ESS (Mustapha soon)**

**Program Society First Term Meeting soon**

**Picking Up Cheques!**

**16. Final Comments**

- a. General Meetings
- b. Did we hit quorum? (yes we did just barely LOL)

**Meeting adjourned: 7:12 p.m.**