

## May 16th Meeting Agenda

**Call to order: 6:32PM**

**Present:** Katie, Tracy, Julia, Harry, Brianna, Diya, Mehul, Matthew, Karen, Parthvi

**Members at Large:** Helen He, Raida Chowdhury, Rebecca Choonilall, Shandy Johnston

**Absent:** Ashvinya

### 1. Introduction of members present

- a. Welcome new Socials Director and Mental Health Director!
  - i. Socials Director - Julia! 3B Planning!
  - ii. Mental Health Director - Matthew! 3B Planning!
- b. Introductions for members at large
  - i. Comms/Socials Team
    1. Raida! 3B Planning!
    2. Helen! 3B Planning!
    3. Rebecca! 3A Planning!
  - ii. Shandy! Staff member (Co-op)

### 2. Approve last week's meeting minutes ([May 9th](#))

- a. Motion to approve last week's meeting minutes
  - i. *Motion passes*
- b. Secunder: Parthvi

### 3. CEE Student Council

- a. CEE Focus Areas (Spring 2022)
  - i. More engagement w/ WUSA/Student Societies
  - ii. More clarity on student processes/supports
  - iii. Unpacking process/policy from advisor support
  - iv. Helping students feel more prepared for co-op
  - v. EDI lens on work
    1. Associate Director, EDI-Anti-Racism
    2. CEE Student Equity Advisory Group
  - vi. Compensation info. for co-op students during recruitment (more visibility)
  - vii. Revisiting rank/match algorithm
- b. Student supports
  - i. Co-op advisors (message through WaterlooWorks)
  - ii. Workplace harassment advisor
  - iii. CEE embedded wellness counsellors
  - iv. WaterlooWorks confidential feedback form
  - v. Policy 70
    1. Petition and Grievances procedure (all students have right to go through process and have case reviewed)
- c. Feedback Channels
  - i. Co-op Student Experience Survey
  - ii. Co-op Student Experience Managers
  - iii. Your VP, Academic

- iv. WUSA AVP, Co-op and Experiential Affairs
- d. Questions?
  - i. Looking at Co-op Compensation - Can it be made a requirement for employers? Why is compensation not a required step for the employers?
    - 1. Looking at how we can do that? What would it look like? Could be more complicated than location - Some employers might have a range of salaries (different salaries based on past experience), or think it is more confidential
    - 2. Trying to encourage transparency
  - ii. Contact Info: [shandy.johnston@uwaterloo.ca](mailto:shandy.johnston@uwaterloo.ca)

#### 4. Council appointments

- a. Social Committee<sup>1</sup>
  - i. Motion to have **Helen He** join the Social Committee
    - 1. Secunder: Karen
    - 2. *Motion passes.*
- b. Communications Team
  - i. Motion to have **Raida Chowdhury** and **Rebecca Choonilall** join the Communications Team<sup>2</sup>
    - 1. Secunder: Parthvi
    - 2. *Motion passes*

#### 5. UW Recycling Program - Sheryl Chau

- a. Proposal wants to implement 2 TerraCycle boxes (pens/pencils and snack wrappers)
  - i. Working with UW campus compost
- b. Input from ESS
  - i. Would it be implemented in other buildings in future?

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<sup>1</sup> Social Committee Terms of reference

- 1. **Purpose**  
The Social Committee will mitigate this workload by assisting the Social Director in organizing and executing online events to promote wellness for students of the Faculty of Environment.
- 2. **Committee Operating Procedures**
  - a. The Social Committee will serve under the Social Director occasionally in consultation with the Mental Health and Wellness Director.
  - b. No voting rights will be granted with membership of the Social Committee. Voting members will retain their voting status.
  - c. The Social Committee will work together to plan and execute online events, some specifically promoting Mental Health and Wellness for students of the Faculty of Environment.
  - d. The nature and frequency of the events will be determined collectively by the ESS executive members at each meeting and under the instruction of the Social Director.
- 3. **Composition**
  - a. The Social Committee shall consist of undergraduate students of the Faculty of Environment appointed by the ESS President with a majority vote of confidence from the voting members of ESS. If a candidate for membership of the Social Committee holds a voting position on ESS, their vote will be excluded from the vote of confidence.
  - b. The Social Committee is intended to be a temporary solution to the changes brought on by COVID-19, and shall be dissolved at the termination of the Spring 2021 academic school term.

<sup>2</sup> Communications Team Terms of reference

- 1. **Purpose**  
The Communications Team will mitigate this workload by assisting the Communications Director in organizing and executing online marketing such as social media for students of the Faculty of Environment.
- 2. **Committee Operating Procedures**
  - a. The Communications team will serve under the Communications Director.
  - b. No voting rights will be granted with membership of the Communications Team. Voting members will retain their voting status.
  - c. The Communications Team will work together to plan and share online marketing materials, such as social media posts and stories.
  - d. The nature and frequency of the posting will be determined collectively by the ESS executive members at each meeting and under the instruction of the Communications Director.
- 3. **Composition**
  - a. The Communications Team shall consist of undergraduate students of the Faculty of Environment appointed by the ESS President with a majority vote of confidence from the voting members of ESS. If a candidate for membership of the Communications Team holds a voting position on ESS, their vote will be excluded from the vote of confidence.
  - b. The Communications Team is intended to be a temporary solution to the changes brought on by COVID-19, and shall be dissolved at the termination of the Spring 2021 academic school term.

1. Yes, ENV Student Lounge chosen b/c of foot traffic; Starting as a pilot, sticking to one location for now
- ii. Erin's concern from last term (Maintaining the boxes prior to pick ups)
  1. UW Campus Compost is open to doing maintenance, checking to see if it is full, then call and set it outside to be picked up by UPS
    - a. Still have to confirm about the pick-up locations
- c. Tracy, Ash, and Katie will draft letter to send to Sheryl
- d. Motion to Approve Implementation of UW Recycling Program in ESS Lounge
  - i. Secunder: Karen
  - ii. *Motion passes*

## 6. Operation

- a. Office Hours & Lounge
  - i. Hoping to open Coffee Shop by next week
- b. Coffeeshop
- c. Locker Requests
  - i. Please follow guidelines
    1. The fee to rent a locker for the term is \$20 which is paid as a **deposit**. The renter will get their money back at the end of the term once they show us their locker is clean and empty. It's important to collect this deposit, otherwise people have very little incentive to clean out their locker at the end of the term.
    2. ESS provides the locks, and they stay with the lockers - we reset the combinations at the end of each term using the reset keys. Renters don't tell us their combination, but we do have a set of master keys (must be kept in the safe) that can be used for emergencies only. Renters have to use the ESS provided locks, they can't bring their own.
    3. We have locker rental agreement forms that need to be signed before we provide them with the locker. Printouts are found at the office.

## 7. Finance

- a. Order cleaning supplies when Ash comes back (reduce price by ordering with Staples Business)
- b. Unexpected expense \$960.50 from Grad Ball
  - i. Motion to Approve Payment of \$960.50
    1. Secunder: Tracy
    2. *Motion passes*
- c. Charity Gala donation to House of Friendship
  - i. Motion to approve donation to House of Friendship for the amount of \$1836
    1. Secunder: Tracy
    2. *Motion passes*
- d. If you are waiting for a cheque, check your email
- e. Waiting on enrollment data for Spring Budget
- f. Basic finance meeting will be next week or whenever society elections are over

## **8. Social Events**

- a. Previous Schedule:
  - i. Sustainable Sunday (every other week)
  - ii. Music Monday (every other week - alternates with Monday)
  - iii. Trivia Tuesday
  - iv. Wellness Wednesday (Matthew communicate with Parthvi by Tuesday latest)
  - v. Plant Thursdays
  - vi. Friday
    - 1. Do we want to do Instagram takeovers? Would be once a month on a Friday
- b. Upcoming Events
  - i. Nacho Crawl
    - 1. Pending July 8
  - ii. Succulent Workshop
    - 1. Katie will organize (order succulents, do IG live)
    - 2. August?
  - iii. Mental Health and Wellness Week
    - 1. Yoga, water spots, capture the flag
- c. Ideas and Suggestion?
  - i. Food is allowed - Food trucks? Free food?
  - ii. Pub night? (Might be excluding first years)
    - 1. Book venue and have two different events (Earlier event for 1st Years - no alcohol; Later event for upper years - with alc.)
  - iii. Ice cream social?
  - iv. Trip to the farmer's market
  - v. Strawberry picking
  - vi. Water fight with soapy coloured water + white shirts

## **9. Communications/Webs - Parthvi & Diya**

- a. Intro posts
  - i. Please do by tonight? Tomorrow?
- b. Message Parthvi on Teams if you need anything
- c. Meeting Minutes from last week are on ESS website
- d. Minutes will be updated by the end of each week

## **10. Mental Health and Wellness**

- a. Nothing for this week
- b. Working towards Mental Health and Wellness Week
- c. Email Matthew if you have any ideas!

## **11. Program Societies - Mehul**

- a. Waiting for roles and presidents
  - i. Only have PSA and Aviation
  - ii. All other societies are probably running... maybe not KISS and SAID
- b. Program society reps:
  - ERSSA →

- WEBS →
- KISS →
- SAID →
- WAGS → Doing elections
- PSA →
- Aviation →

**12. Final Comments**

- a. Please book a 1-1 with Tracy through Teams (look at scheduling assistant or text when free)

**13. Meeting adjourned: 7:10 pm**