

November 11th Meeting Agenda

Call to Order: 4:05PM

Present: Adaya, Karen, Mustapha, Tracy, Harry, Brianna, Rebecca, Alex, Katie, Molly, Charlotte, Nyah, Mila)

Members at Large:

Absent: Jahanvi (excused), Nathaniel (excused), Issac (low battery excused), Andres (excused), Nicholas (excused)

1. Introduction of Members Present

a.

2. Approve Last Week's Meeting Minutes ([November 4th Meeting Agenda](#) and [November 7th Emergency Meeting Agenda](#))

a. Motion to approve last week's meeting minutes

b. Seconder: Katie

c. *Motion passes*

3. For Funsies

a. Fill in Birthday Calendar if you'd like!

b. Interest for Secret Santa?

i.

ii. Check the Files tab of our Teams

iii. Exchange on Dec 1(2)

c. WUSA - Nov 16th volunteer - Let's make it an ESS social baybee

i. <https://www.ticketfi.com/event/4824/volunteer-appreciation-fall-22>

ii. Free food! Free swag! Free entertainment!

iii. If you can't make it, you can still sign up for swag/appreciation gift

4. President Thingz - Harry

a. Remembrance Day

i. Commemorate the armed forces members and take a minute of silence

5. Operations - Timurul

a. Office Hours + Lounge

i. Concerns with office hours - Let Timurul know

ii. **Lounge Booking:**

1. So far no policy on booking - longest so far is 3 hours

2. Thoughts?

a. Maybe we need something online to communicate information to other people that the lounge is booked

b. Max. 3 hours seems ideal

c. Notify people in advance

d. Poster + Calendar

- e. QR code to be added to a mailing list?
 - f. Minimum time before booking - 1 week?
 - 3. Looking at a more formal booking system
 - 4. If you would like to book an event, send Timurul an email at least ONE WEEK in advance
- b. Coffeeshop
 - i. **QR code feedback form for customers**
 - ii. **Greater awareness for allergens (e.x. Nuts, etc.)**
 - 1. Will call suppliers to check about this!
 - iii. ESS Coffeeshop has a new instagram, @ess_coffeeshop. Account info was passed onto the coffeeshop managers
 - iv. Coffeeshop has raised prices (\$2 baked goods)
 - v. No free refills
 - vi. Look into reinstating loyalty card program
 - 1. Karen does not think its a good idea to reinstate this term (Too many changes)
 - vii. Catering requests
 - 1. Form - Karen, Timurul
 - 2. Invoice *ahead* of event
 - Forward to Karen
 - 3. Minimum 2 days lead time
 - 4. Create catering protocol - Timurul Hoque Kazi
 - viii. Still experimenting with inventory, logistics, and quantities
 - ix. Selling out sooner than normal!
- c. Locker Requests
- d. Poster Approvals
 - i. Instructions on the fridge
- e. Public health inspector came this week

6. Mental Health & Wellness - Alex

- a. Mental Health & Wellness Week: week of the 14th (November 14-19)
 - i. Hike - Monday
 - 1. Katie will run.
 - 2. Laurel Creek Conservation Area
 - ii. Pancake Tuesday (9AM to 12PM)
 - 1. Alex will run.
 - 2. Looking for volunteers (Rebecca - After 1030)
 - iii. Waffle Wednesday (9AM to 12PM)
 - 1. Alex will run.
 - 2. Looking for volunteers (Katie,
 - iv. Thursday Painting (7PM to 9PM)
 - 1. Alex will run.
 - 2. Looking for volunteers (Nyah,
 - v. Succulent Workshop Friday

- 1. Katie will handle this
- vi. Bonfire Saturday (19th)
 - 1. Not making kits
 - 2. Looking for volunteers (
- b. Working on Peer Support program for ENV Students
- c. Delay in Mental Health week graphics (Need by Sunday)
- d. We need the supplies to make all of the food and the supplies for painting (Karen needs to do a video call with Harry, Alex, and Tracy)
 - i. Alex needs to give a list with quantities

7. Environment Director - Katie

- a. Succulent Workshop
 - i. Waiting to hear when the succulents will arrive
 - ii. November 18th
 - iii. Sign up link is live on Instagram
 - iv. Preordering kits now, first 25 people who sign up will have kits reserved for them
 - v. \$5/kit
 - vi. Can come into the office anytime from 8AM to 4PM
 - vii. If you decide you no longer want a kit, it will be put up for anyone else to claim
- b. Possible event with Sustainability Office in Winter Term
- c. Host Secret Santa on the last meeting
 - i. Budget: \$15MAX
 - ii. Be considerate of your gifts!

8. Finances - Karen

- a. Any ENV student is allowed to put in a WESEF proposal
 - i. Could be used to help fund whiteboards in ESS Lounge
 - ii. Recycling initiatives
 - iii. Outdoor Gardens (EV1)
 - iv. Working outdoor classroom
 - v. Mental Health week was paid for by WESEF!
 - vi. Proposal happens every term (If you are submitting for something for Winter you would submit in Fall)
 - vii. Easier for program societies to do it rather than solo
 - viii. Next deadline for WESEF is in Winter term (Potentially after Winter Reading Week)
- b. ESS Brand Identity Development
 - i. Lacked brand identity for a while
 - ii. Corporate uses
 - iii. Harry really wants a JACKET
 - iv. Promote idea of volunteerism
 - v. Watermark decorations, invoices

- vi. Looking for create 15 total designs
 - 1. 2 potential minimalist logo
 - 2. 3 potential logos
 - 3. 10 fun designs
- vii. Want to complete this project by Spring 2023
- viii. Prospective Designs
- ix. Want to present designs to WSTORE
- x. Bananas are symbols of colonialism (Avoid them on professional logos...)
- xi. Idea of having themes for each year
 - 1. Similar to how PSA has constant logo but also new fun ideas for each year
- c. Will reevaluate due dates and advertise for recruitment and look for portfolios
 - i. People who want to submit designs will submit
 - ii. Portfolio might also offput people
 - iii. Submit anything - ideas
- d. Budget is set! (finally)
 - i. program societies I'm going to send you your allotments soon
- e. Cheques at turnkey
 - i. wait for me to pick them up because they might be mixed up
- f. Merch System pending
 - i. contest details late
 - ii. ESS EXEC Merch might be designed externally
 - iii. ESS merch will be done for next term
 - 1. I will get into contact with other groups
 - iv. Coffee Machine at LARGE MIA
 - v. WESEF Presentation for Isaac's event
 - vi. Mental Health week purchases
 - 1. I need Harry for approval and cost co
 - 2. Alex for amounts and logistics
 - 3. Tracy because we want to continue using the items after the week is over
- g.

9. Communications - Mila

- a. Planning for Mental Health week
- b. Alex is doing Feature Friday next week
- c. Amir wants to do one (maybe do back to back)

10. Web Director - Haneen

- a. Finished training modules
- b. Hoping to get it updated before the end of term
- c. Website said that there is vegan options, but we do not have them
 - i. Timurul has been trying to message suppliers for the ingredient lists

11. First Year Rep. - Isaac

- a. Trying to do a Winter Term event

12. Social Events

- Nature of events for Fall 2022
 - No restrictions
 - No masks
 - In-person!
 - Hybrid approach
- Calendar
 - Monday Playlists (every other week)/Takeovers
 1. Start after introduction posts
 - Trivia Tuesday
 1. Comms team
 - Wellness Wednesday
 1. Katie will help for now!
 - Plant Thursdays
 - Friday (every other week) ???
 1. Think about if you want to do anything on Fridays
 2. Mental Health Activities (Pottery painting - Pricy; Capture the Flag; Bonfire)
- Events:
 - ENV Horror Story - October 31 - Finished!
 1. Legacy event
 2. See Teams for document/outline
 - Charity Gala - December; *first week of december*
 1. Let Tracy know if you have an ideas for charities, themes
 2. Venue: Tracy coordinating with Maxwell's
 3. DJ: Rebecca ask Markus
 4. Catering: Mortys?
 5. Charities: Let Tracy know - compiling a list of options
 6. Photo booth / Photographer:
 - a. Photo booth: 25% discount
 - b. Photographer: student photographer
 7. Prices: Decide tickets based on venue & food
 - Succulent Workshop;
 1. Limit to in-person, study term
 - Nacho Crawl - November; *tentatively Nov 18*
 1. Prohibition, Pub on King, Huether
 2. Order shirts two weeks in advance
 3. Tracy should reach out to Bennett (he wanted to make a design too); Tracy is working on a design too
 4. Start promoting next week
 5. Tracy will post the workplan after the meeting
 - Diversity/inclusivity panel? - Mid/End November? **CANCELLED**

- ENV Clubs and Societies Open House Fair

14. Program societies - Mustapha

- Thank you for coming to emergency meeting ~
 - GIS day is happening next Wednesday, the 16th - it's a free event for people who are interested in cutting edge geography and geomatics things. Useful presentations from the federal government and a networking opportunity. Online event, sign up at <https://www.accelevents.com/e/gis-day-2022>
 - Please promote events!
- a. ERSSA**
- i. Laurel Creek Clean Up
 - ii. Co-Op workshop
 - iii. Clean up person - Sweat Free - from General Meeting is coming
 - iv. Sign up on ERSSA Linktree on IG
- b. WEBS**
- i. Arcade Night event is on Sat, Nov 12 at 6pm. Pin Up Arcade. Free for ENV Students - sign ups required (Link in IG bio)
 - ii. We are also working on merch and an enbus social/ talent night for end of term!
- c. KISS**
- i. Study session/Resume review on Tuesday 4PM to 530PM
 - ii. Still planning more events
 - iii. Added an ESS corner to the emails!
- d. SAID**
- i. Everything is good
- e. WAGS,**
- i. Hocky Night Nov 25 (\$5 for
 - ii. Meet the Fizzam Nov 28 (5 to 7) Grad House - Free Pizza!
 1. Sign up links available soon?!
- f. PSA**
- i. LinkedIn Headshots were successful
 - ii. Turn out has been good
 - iii. Will be sharing information about GIS day
 - iv. [REDACTED PLANNING THINGS]
- g. UWAS**
- i. Planning general meeting on 24th
 - ii. Got coordinators which will be joining next week

Final Comments:

- Need better audio equipment
- Nyah will bring a speaker

Action Items:

Meeting adjourned: 4:52PM