

October 21st Meeting Agenda

Call to order: 4:06

Present: Harry, Mustapha, Amir, Charlotte, Nyah, Rebecca, Isaac, Alex, Karen, Brianna

Members at Large: Nick, Nathaniel

Absent: Haneen (excused)

1. Introduction of Members Present

- a. Amir - 4A Geography and Aviation, VP Education
- b. Nick - 1A Planning, Finance Team
- c. Nathaniel - 2A Planning, Finance Team

2. Approve Last Week's Meeting Minutes (**October 7 Meeting Agenda**)

- a. Motion to approve last week's meeting minutes
- b. Tldr; council finalized, rough event timeline, meet the council posts up, Fall 2022 budget approved, wesef proposals
- c. Secunder: Karen, Motion Passed

3. President Things - Harry

a. ESS General Meeting

- i. Friday, November 4th from 4 pm - 5 pm at EV3 1408
- ii. Open to all undergraduate students within the Faculty of Environment and all interested parties within the University of Waterloo
- iii. Come out and meet the council, learn about some of the cool events we're planning, and network with some amazing people! Save the date!

b. Grad Send-Off

- i. Casual social with ENV-themed activities/stations like networking bingo & banana cornhole (give suggestions please and thanks)
- ii. Looking for carnival-style, passive and active activities

c. Special message from EGSA

- i. EGSA and AGP Charity Ball Saturday October 22nd 8pm-1am \$50

d. Call for Open House Volunteers

- i. November 5th, 1-2 ESS members in the lounge to rep, 9:30-4:00, training + lunch
- ii. Isaac + Amir (thank you so much !!!!!)

4. Mental Health & Wellness - Alex

a. Event on last week of October (post-midterm distress)

- i. Hot chocolate/board game social
 1. Borrow board games from Residences
- ii. Open to all ENV students
- iii. Tuesday October 25 (4PM to)
- iv. Veggie/Fruit platter

- b. Mental Health & Wellness Week: week of the 14th (14-18)
 - i. Announce in ENVS 200 classes! (Ask your Prof.) (Cc. President)
 - ii. Painting night (Mugs)
 - iii. Hike
 - iv. Pancake Tuesday
 - v. Waffle Wednesday
- c. Proposal
 - i. Appendix A (scroll to the bottom of this doc)
 - ii. Wants to negate the possibility of burn out before it happens
 - iii. Humans before students!
 - iv. Increase power to give people temporary probation periods if it is seen that they are not taking care of themselves
 - v. Karen wants to pilots this
 - 1. We don't know how many hours we are actually supposed to put in yet
 - 2. Needs to be specific and quantified
 - vi. Adaya thinks first suggest that they take a break
 - 1. If we relieve them of duties immediately, they might feel that they are not doing a proper job
 - 2. Tier system
 - vii. Support system vs. penalty system
 - viii. Pitch needs more development before it can be approved
 - ix. Needs more next steps and protocol
 - 1. Personal hour tracking
 - 2. Cross-training (Delegation of tasks)
 - a. If there is always at least 2 people then it would be less stressful overall
- d. Idea for peer support into the Faculty of Environment
 - i. Not like therapy just like guiding people to the right resources
 - ii. Offered by Students in ENV for students in ENV
 - 1. Connection!
 - iii. Concern that we are overlapping with already existing supports
 - iv. Isaac thinks that a lot of fellow first years are dealing with imposter syndrome and cares about his friends :)
 - v. Amir thinks it would be a good idea to share wisdom
 - vi. Concern that smaller programs do not have the capacity to do this j
 - vii. Confidentiality issues (?)
 - 1. Copy UWGLOW's policy of deleting information?
 - 2. Anonymous submission is out of our hands, where is it escalated to?
 - a. Debatable if we should be involved - out of our scopes (Katie)

5. Operations - Timurul + Amir has a thing

- a. Office Hours + Lounge
 - i. Concerns with office hours - Let Timurul know
- b. Coffeeshop
 - i. ESS Coffeeshop has a new instagram, @ess_coffeeshop. Account info was passed onto the coffeeshop managers
 - ii. Coffeeshop has raised prices (\$2 baked goods)
 - iii. No free refills
 - iv. Look into reinstating loyalty card program
 - 1. Karen does not think its a good idea to reinstate this term (Too many changes)
 - v. 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
- c. Locker Requests
 - i. Getting quite a few!
 - ii. Lockers on 3rd/4th floors available
- d. Poster Approvals
 - i. Instructions on the fridge
- e. Amir can run a training session on coffee! (Used to be a Starbucks barista)
 - i. Will communicate with Timurul, Eva, and Kim

6. Communications - Mila

- a. Feature Friday
 - i. Harry (Oct 21) - Yay Harry!
 - ii. Isaac (Nov 4)
 - iii. Alex (Nov 18)
 - iv. Timurul (Dec 2)
- b. Started basic calendar
- c. Katie had already sent info for Wellness Wednesday Content
 - i. Alex needs to send for next Wednesday for the rest of the term (Communicate!)

7. Environment Director - Katie

- a. Katie is buying soap and then sending it to Karen
 - i. Buying hot chocolate too
 - ii. New tablecloths?
 - iii. We need to apply fertilizer for plants
- b. Succulent workshop before or after the mental health week
 - i. Council is ok with any price less than \$20
 - ii. Sign-ups are an est. of who is coming
 - iii. Need a post about it

8. Finances - Karen

a. Approve the Fall 2022 Budget

- i. Mental Health & Wellness Week - \$500+WESEF
- ii. Capture the Flag - \$250
- iii. Pottery - \$1000
 1. Discuss options - premade pottery, signups
- iv. Succulent workshop - \$1000
- v. Nacho Crawl - min \$1000
 1. Winter Term - \$2100
 2. Venue, shirts, button
 3. Pay designer with free entry
- vi. Env Horror Story - 750
 1. Info: halloween social @ Huether Hotel, recognition for costumes
 2. Getting quote - Tracy
- vii. Inclusivity panel -
 1. Info:
 2. One with RAISE -
 3. Panelists
- viii. Charity Gala - min 3000
- ix. First Year Event - 100
- x. Coffeehouse Fundraiser - reimbursed to Karen
- xi. Office Supplies -

b. People who need to be trained to file a cheque request form have not be trained

- i. If you need it, ask Karen for the Trelloboard

c. Working on merch. For ESS

- i. Using PSA design team
- ii. Buttons, cards, stickers (Coffeeshop)
- iii. For all of ENV to purchase
- iv. Could be specific stuff for council (Executive!)
- v. Faculty specific items for W Store

9. WESEF - Ayman

- a. WESEF proposal applications are now open
- b. Deadline to submit applications are on **October 21st at 11:59 pm EST (DUE TODAY)**
- c. Main applicant who submits MUST have a signed faculty approval form, be a faculty of environment student, and has paid their WESEF fees.
- d. More detailed info can be found on the email that was sent by the WESEF chair on Thursday to all Env students.
- e. Need \$1500 from WESEF
- f. Let Karen know if you would like to launch an application

10. First Year Rep. - Isaac

- a. First Year Council (1 person showed up)
- b. Pumpkin carving on October 31st
 - i. Want hot chocolate
 1. Reach out to Timurul

WAGS wants a bus

- They want to buy one
- Can't buy their own bus
- They are not allowed to buy one
 - c. Geography Podcast instead of Alumni Talks

First Year volunteer lead event

- Asking clubs for performances
- Creatives clubs
- January 14 and 15th?

11. Social Events

- a. Horror Story is currently booked for Oct 31 from 6pm to 9pm with pool tables. Tickets are \$5 for ESS members and \$10 for non ESS members. We have ran into an issue that WUSA requires us to make it an all ages event which means we might have to pick another venue (Huether only allows 19+ - this was one of their hard requirements). So the options we have is to either book another venue uptown for just a halloween dinner or host env horror story in lounge/united college where we can bring games and cater food (must be a dry event bc we are on campus). This will allow first years to attend.
 - b. [open up for discussion]
 - i. We can make it on paper than it is all ages, but only have 19+ students (Rebecca will look into it)
 - c. Grad ball planning will be starting soon so if anyone has ideas of themes or venues they know of let us know and we'll look into it.
 - d.
 - e. Next event is inclusivity panel so heads up to mustapha - start reaching out to ur ppl at raise and let me know if you need more speakers because I can connect us with centre of excellence
 - i. Interprogram society event this term
 - ii. Someone else is footing the bill (?)
 - iii. ESS will not touch this
- o 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
 1. Legacy event
 2. Continue with Huethers
 - a. Many activities
 - b. Can cover food
 - c. Drinks, students will pay
 - d. Costume contest
 - i. ~4 Categories - overall, team, etc.
 3. 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
 2. Free
 - Nacho Crawl - November; *tentatively nov 18*
 1. Prohibition, Pub on King, Huether
 2. Order shirts two weeks in advance
 - 3.

- Diversity/inclusivity panel? - Mid/End November? *tentatively around nov 11*
 - ENV Clubs and Societies Open House Fair
- Connect w/ Alex about mental health & wellness

14. Program societies - Mustapha

- Any updates
- Trying to organize sit downs with program society presidents and treasurers
- Want a tentative event schedule from program societies
 - ERSSA →
 - Had Meet the Profs on Tuesday
 - Good turn out
 - Pumpkin Carving Oct 27 at 7
 - Laurel creek clean up nov 10
 - Not a club under WUSA (?)
 - WEBS →
 -
 - KISS →
 - Seminar next week
 - Need to register in a KISS course to come
 - Social
 - Dungeons and Dragons one-shot?
 - Halloween Candy
 - Working on merch.
 - SAID →
 - Mentoship event/Scavenger hunt happened on Tuesday
 - Pumpkin carving on 26 (might be cancelled)
 - Filled up their seats on council
 - WAGS →
 -
 - PSA →
 - OPPI came and talked about why you should register to vbe a planner
 - Timurl and Katie helped
 - Prof Trivia night was great turn out!
 - Gave away from shirts/stickers
 - Alumni talk in EV1 Courtyard (5-7?)
 - UWAS →
 - General meeting next Thursday (8-9)
 - Electing coordinators next week
- *Use the WUSA events form*

Final Comments:

Action Items:

Meeting adjourned: 5:35

Appendix A: Mental Health and Wellness Director Responsibility Addition Proposal

Proposal:

With the increase of mental health concerns, not just regarding the students but also ESS members, I propose the idea of an increase in power for the Mental Health and Wellness Director. The idea was initially, they who holds the title should be able to force people to take mental health breaks for 24-48 hours. Now there is more nuance and thought behind it.

Who:

- The main person who has influence is the Mental Health and Wellness Director
- People cannot be forced off their duties, unless a majority vote is enacted (non-formal vote)

What:

- What's the process?
- Consultation
 - o Either the mental health and wellness director or any member (anonymously/or not) can bring up the person. The mental health and wellness director reaches out to talk.
- Evaluation
 - o The MHW director evaluates and brings up to (insert amount of people) to vote.
- Verdict
 - o MHW director, with the backing of the other people, will give the person a TEMPORARY break.

When:

- Whenever people seem too stressed to work or too overwhelmed, people will submit a request to have that person evaluated by the MHW director.

Why

- With the purpose of supporting all members mental health because it's extremely vital to support all students, ESS members included.

How:

- The length of the break will be determined as a group.
- The jobs and responsibilities will be allocated with their teams, (ex. Finance team, socials team) or amounts the vps
- If there are no people who are willing to fill in the responsibility, MHW director could step up, or their tasks can be postponed for the interval of time.