

October 28th Meeting Agenda

[Meeting link](#)

(note from harry: we'll try to speedrun this meeting so we can set-up for horror story)

Call to order: 4:05

Present: amir, matthew, adaya, nyah/maya, rebecca, mila, brianna, andres, mustapaha, nicholas, nathaniel, tracy, katie

Members at Large:

Absent: timurul (excused), karen (excused), tracy (excused), haneen (excused)

1. Introduction of Members Present

- a. Maya! Representing KISS this week!

2. Approve Last Week's Meeting Minutes ([📄 October 21st Meeting Agenda](#))

- a. Motion to approve last week's meeting minutes
- b. Second:
- c. *Motion*

3. For Funsies

- a. Katie created a Birthday Calendar
 - i. Check the Files tab of our Teams
- b. Interest for Secret Santa?
 - i. Check the Files tab of our Teams
 - ii. Exchange on Dec 1(2)
- c. WUSA - Nov 16th volunteer lets 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 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

5. Mental Health & Wellness - Alex (not here)

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

b. Mental Health & Wellness Week: week of the 14th (14-18)

- i. Painting night (Mugs)
- ii. Hike
- iii. Pancake Tuesday
- iv. Waffle Wednesday

6. Operations - Timurul + Amir has a thing

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?

b. Coffeeshop

- i. **QR code feedback form for customers**
- ii. **Greater awareness for allergens (e.x. Nuts, etc.)**
- 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

- i. Still going smoothly

d. Poster Approvals

- i. Instructions on the fridge

e. Timurul will try to clean the back of the office a bit between Sunday and Tuesday

- i. Let know if there is anything you'd like in the office

7. 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!)

8. Environment Director - Katie

- a.** Succulent Workshop
 - i. Delayed
 - ii. Week after Mental Health and Wellness Week (Nov 21)

9. Finances - Karen

- a.** WOW NO UPDATES WOAHHHHHHHHHHHHHHh

10. First Year Rep. - Isaac (he is somewhere)

- a.** First Year Volunteer Led Event

11. Social Events

- a.** Horror Story is currently booked for Oct 28 from 6pm to 9pm @ United College
Tickets are \$5 for ESS members and \$10 for non ESS members. [open up for discussion]
 - i. Refunds are available for people who want due to the change
- b.** Inclusivity Panel is canceled/postponed
- 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? *CANCELLED*
 - ENV Clubs and Societies Open House Fair
- Connect w/ Alex about mental health & wellness

14. Program societies - Mustapha

- Inclusivity panel is cancelled (too busy!) - revisit in Winter term!
- a. **ERSSA**
 - i. Had pumpkin carving event last night! (good turn out!)
 - ii. Thesis workshop on Nov 3
- b. **WEBS**
 - i. Decent turn out on LinkedIn
 - ii. Merch!
- c. **KISS**

- i. Seminars
 - ii. Merch
 - iii. Fundraising
 - 1. Bug Karen about the WUSA shop
 - iv. Program general meeting next week
- d. **SAID**
 - i. Mentor program matching!!!
- e. **WAGS**
 - i. Pumpkin carving event (now featuring student engagement!!! 12)
 - ii. Meet the Fizzaam coming soon
- f. **PSA**
 - i. More Linkedin headshots (supposedly)
 - ii. Portfolio updates
 - iii. PSA MERCH?!?!
- g. **UWAS (not here (yet))**

Final Comments:

- No gambling within the university please (sweat)

Action Items:

- November 16th fall volunteer appreciation
- Birthday calendar + secret santa

Meeting adjourned: