

October 7th Meeting Agenda

Call to order: 4:06 PM

Present: Mustapha, Alex, Isaac, Karen, Katie, Nyah, Rebecca, Mila, Tracy, Haneen, Molly

Members at Large:

Absent: Brianna

1. Introduction of Members Present

a.

2. Approve Last Week's Meeting Minutes (September 30th Meeting Agenda)

a. Motion to approve last week's meeting minutes

i. Seconder: Karen

ii. *Motion passes*

3. Important Announcements + General VP Updates

a. OUSA delegate opportunity

i. application closes today

ii. [Ontario Undergraduate Student Alliance \(OUSA\) Delegate – Waterloo Undergraduate Student Association \(wusa.ca\)](#)

b. Meeting food

i. Coffeeshop leftovers

ii. Katie brought fudge for everyone

c. Calendar

i. Events calendar in office

ii. Many events in the next two months (oct, nov)

4. Council By-Elections

a. Nomination forms were due Wed. Oct 5 by 11:59 PM

i. Socials Team (2): ???

1. No nomination form necessary (email president.ess@uwaterloo.ca)

2.

ii. Finance Team (2): ???

1. No nomination form necessary (email president.ess@uwaterloo.ca)

b. Motion to create socials team (Fall 2022, Winter 2023)

i. Motion seconded: Isaac

ii. *Motion passed*

c. Motion to approve Paolo Araya as member of socials team

i. Motion seconded: Katie

ii. *Motion passed*

d. Motion to create finance team

- i. Motion seconded: Alex
 - ii. *Motion passed*
- e. Motion to approve Nicholas, Nathaniel, and Avery
 - i. Motion seconded: Alex
 - ii. *Motion passed*

5. Webs - Haneen

- a. No progress yet
- b. In contact with S22 web director
- c. Open to suggestions from council!
 - i. Mental health & wellness - Alex
 - ii. Coffeeshop - Timurul
 - iii. Merchandise - Karen

6. Mental Health & Wellness - Alex

- a. Event on last week of October (post-midterm distress)
- b. Mental Health & Wellness Week: week of the 14th (14-18)

7. Operations - Timurul

- a. Office Hours + Lounge
- b. Coffeeshop
 - i. Coffeeshop has raised prices (\$2 baked goods)
 - ii. No free refills
 - iii. Look into reinstating loyalty card program
 - iv. Catering requests
 - 1. Form - Karen, Timurul
 - 2. Invoice *ahead* of event
 - 3. Minimum 2 days lead time
 - 4. Create catering protocol - Timurul Hoque Kazi
- c. Locker Requests
- d. Poster Approvals
 - i. Instructions on the fridge
- e. Send communications
 - i. Coffeeshop

8. Communications - Mila

- a. Meet the Council information
 - i. https://docs.google.com/document/d/17MfHTDC_Tn1RCUtNJm1Po7zrf9-YkuBhFBsD_4cbDsc/edit
- b. Meet the council part 1 is up!
- c. Meet the council part 2 - need information:
 - i. Socials
 - ii. Finance
 - iii. Mental Health & Wellness

- d. Put office hours, coffeeshop, and lounge in one post after
- e. Music Monday
- f. Feature Friday
 - i. Harry (Oct 21)
 - ii. Isaac (Nov 4)
 - iii. Alex (Nov 18)
 - iv. Timurul (Dec 2)
- g. Started basic calendar

9. Environment Director - Katie

- a. No updates
- b. Tracy will contact Katie & Alex
- c. Plant Kits
 - i. Students buy into it (subsidized, ESS doesn't absorb whole cost)
- d. Advertise Butterfly Garden, Zen Garden
 - i. work with communications

10. Finances - Karen

a. Approve the Fall 2022 Budget

- i. Mental Health & Wellness Week - \$500+WESEF
 - ii. Capture the Flag - \$250
 - iii.
 - iv. Pottery - \$1000
 - 1. Discuss options - premade pottery, signups
 - v. Succulent workshop - \$1000
 - vi. Nacho Crawl - min \$1000
 - 1. Winter Term - \$2100
 - 2. Venue, shirts, button
 - 3. Pay designer with free entry
 - vii. Env Horror Story - 750
 - 1. Info: halloween social @ Huether Hotel, recognition for costumes
 - 2. Getting quote - Tracy
 - viii. Inclusivity panel -
 - 1. Info:
 - 2. One with RAISE -
 - 3. Panelists
 - ix. Charity Gala - min 3000
 - x. First Year Event - 100
 - xi. Coffeehouse Fundraiser - reimbursed to Karen
 - xii. Office Supplies -
- ### b. Motion to approve Fall 2022 Budget
- i. Seconded: Mustapha
 - ii. *Motion passes*

11. WESEF - Ayman

- a. WESEF proposal applications are now open
- b. Deadline to submit applications are on **October 21st at 11:59 pm EST**
- 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

12. First Year Rep. - Isaac

- a. First Year council held (with GEM rep)
 - i. Goal: increase engagement

13. 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; *tentatively oct 28*
 - 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.

- 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 →
 - Oct 18: Meet the profs
 - Oct 27: Pumpkin carving
 - Nov 1-3: Laurel Creek clean-up
 - Nov 14: Co-op workshop
 - Academic review went well 👍
 - WEBS →
 - KISS →
 - hosting halloween boardgame night, KI students only
 - Let Nyah know if you want to run Dungeons & Dragons
 - Popcorn fundraiser (for KIX 23 museum)
 - SAID →
 - WAGS →
 - Nature walk canceled
 - PSA →
 - Oct 17: OPPI Talk
 - Oct 20: Prof Trivia Night
 - Oct 24: Alumni Talk

- UWAS →
 - WISA Sustainable Summit went well
 - Lost Aviator Coffee
 - Planning a social event
 - Oct 20, 6-8PM: General Meeting
- o *Use the WUSA events form*

Final Comments:

- o ESS Teams reworked
- o Reading week meeting cancelled

Action Items:

- o Finish bios!
- o Finish MS Teams set-up - Harry
- o End of Term event: ESS Family Feud?
- o Have a nice reading week!

Meeting adjourned: 5:21PM

Appendix

Appendix A: Social Committee Terms of Reference

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. Although the Communications Committee was intended to be a temporary solution to the changes brought on by COVID-19 and dissolved at the termination of the *Fall 2021 and Winter 2022* academic school term as dictated in the ESS meeting of [September 24, 2021](#), there is a growing demand for better access and distribution of information to support the needs of students returning to campus.

Appendix B: Finance Committee Teams of Reference

Finance Committee Terms of reference

1. Purpose

The Finance Committee will mitigate this workload by assisting the VP Finance in organizing and executing online events to promote wellness for students of the Faculty of Environment.

2. Committee Operating Procedures

- a. The Finance Committee will serve under the VP Finance.
- b. No voting rights will be granted with membership of the Finance Committee. Voting members will retain their voting status.
- c. The Finance Committee will work together to provide logistical and financial support for students of the Faculty of Environment.
- d. The nature and frequency of reports will be determined collectively by the ESS executive members at each meeting and under the instruction of the Finance Director.

3. Composition

- c. The Finance 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 Finance Committee holds a voting position on ESS, their vote will be excluded from the vote of confidence.