

## 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](mailto:president.ess@uwaterloo.ca))
    - 2.
  - ii. Finance Team (2): ???
    - 1. No nomination form necessary (email [president.ess@uwaterloo.ca](mailto: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 destress)
- 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](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 21<sup>st</sup> 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

- o Nature of events for Fall 2022
  - No restrictions
  - No masks
  - In-person!
  - Hybrid approach
- o 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)
- o 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
- *Use the WUSA events form*

**Final Comments:**

- ESS Teams reworked
- Reading week meeting cancelled

**Action Items:**

- Finish bios!
- Finish MS Teams set-up - Harry
- End of Term event: ESS Family Feud?
- 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.