

## September 23rd Meeting Agenda

**Call to order:** 4:04

**Present:** Harry, Timurul, Brianna, Isaac,, Maya, Mila, Rebecca, Katie, Haneen

**Members at Large:** Mattea, May, Nyah, Tyler, Adaya

**Absent:** Andres (excused), Mustapha (excused)

### 1. Introduction of members present

- a. Hello and welcome to the ESS! :)

### 2. Council elections

- a. Mental Health & Wellness Director: ???
- b. Social Director: ???
- c. Socials Committee: ???
- d. Motion for a communications team for Fall 2022-Winter 2023 (appendix A)
  - i. Communications Team Member #1: Rebecca Choonilall
    1. Seconder: Timurul
    2. *Motion passes*
- e. Finance Team???
  - i. Message Karen (VP Finance) if you are interested in joining this team

### 3. ESS Expectations

#### a. Expectations from President

- **24 hours notice if you are not able to attend a meeting (this is in the constitution)**
  - especially for voting members
  - Message Harry if you can't make it!
- **Read meeting minutes if you cannot attend the meeting**
- **Come to our events!!**
  - ESS members should be present to run events
- **Let me know early on if you are having issues with anything**
  - We are all bESt friends who *communicate*
- **Read your role responsibilities in the constitution I will be keeping you accountable**
  - Know your own responsibilities & roles
  - Support each other!
  - [Constitution](#) link
- **Please use your ESS email**
  - Personal emails can not be transferred between semesters
  - If there is an email that asks if your mailbox is still active, REPLY TO IT!
- Password should be in the doc
- **Please use the Google doc... all documents that we make for ESS purposes should be made public**

- **Get in Harry's DMs if you have comments/questions**

**b. Expectations from Council Members**

- Respond to emails!
- Punctuality!

**4. Operations - Timurul**

- Everyone on ESS received an email about office hours! Fill in office hours!
- If the times don't work for you, let Timurul know!
- Poster approval during office hours (guidelines will be in office!)
- Looking for Coffee Shop volunteers starting next week! Post will be on IG too ~
- Hopefully Coffee Shop will be open first week of Oct!
- Lounge is open 24/7 now :)
- Office is open ~8-2 (trying for 8-4!)
- Locker rentals will be starting next week!

**5. Communications - Mila**

- Rebecca will go over IG with Mila :)
- Expect email from Mila asking for bios/photos for Meet the Council post
- If you want something put up on IG, there will be a shared doc for requests

**6. Webs - Haneen**

**7. Finances - Karen**

**8. Social Events**

- o Nature of events for Fall 2022
  - No restrictions
  - No masks
  - In-person!
- 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
- o Events:
  - Charity Gala
  - Succulent Workshop

- Nacho Crawl
- Diversity/inclusivity panel?
- ENV Clubs and Societies Open House Fair
  1. "ENV Clubs and Societies Open House Fair is an event where students at the University of Waterloo can be introduced to the various environmental clubs and program societies within the Faculty of Environment. Similar to WUSA's club fair, this event has student representatives, from various on-campus organizations, who provide students with information about how to get involved and what the organization does. This free drop-in event is where each club/society has a booth with information, activities, and treats to share. Learn more about what environmental initiatives the university offers by coming out to this event."

### 9. Program societies - Mustapha

- Any updates- Elections are still going on for a few societies
  - ERSSA → Just did elections; Planning event schedule; Meet the profs Oct 18 in Grad House
  - WEBS → Had first meeting on Monday
  - KISS → Council is pretty filled; Had seminar today with talk to upper year reps; changing logo!
  - SAID → Filling up positions; working on welcome back event; will be holding elections next week; working on mentorship program
  - WAGS → Does not have ESS Rep.; Still looking for people
  - PSA → Council was made before orientation; Merch is underway; Events planned; Want to do prof trivia night (only planners); Doing LinkedIn headshots, prioritizing planners, other students welcome too!
  - Aviation → Elected first year rep!; Had first year aviation intro day; Varsity baseball collab coming up~ mini black and gold day; WISA is hosting their summit (move to sustainable aviation) in two weeks, buy ticket or volunteer (Oct 5) - @wisa\_uw volunteer link - <https://uwaterloo.ca/sustainable-aeronautics/summitvolunteer> ticket link <https://uwaterloo.ca/sustainable-aeronautics/events/sustainable-aeronautics-summit>

### Final Comments:

- Program societies can check the lockers in the office for old posters and things
- Orange shirt day is Sept 30th! W Store is selling orange shirts!

### Action Items:

- If you know anyone still interested in joining council!
- If you are a keyholder, you will get keys soon!

**Meeting adjourned: 4:56**

## **Appendix**

### **Appendix A: Communications Committee Terms of Reference**

#### **1. Purpose**

The Communications Committee will serve to mitigate an expected increase in communications necessity across the various social channels of the Environment Students' Society (ESS).

#### **2. Committee Operating Procedures**

- a. The Communications Committee will act under the Communications Director of ESS, serving as non-voting members.
- b. The Communications Committee will work together to provide communications materials for the ESS Facebook page, Instagram account, and, in conjunction with the ESS Web Director, the ESS website.
- c. The nature and volume of communications materials distributed across social channels will be determined collectively by ESS executive members at each weekly ESS meeting, and under the instruction of the Communications Director.

#### **3. Composition**

- a. The Communications 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.
- 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 17, 2021](#), there is a growing demand for better access and distribution of information to support the needs of students returning to campus.