**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | In-person |
| **DATE:** | Tuesday, September 17th, 2024 |
| **TIME:** | 6:30 pm - 8:10 pm |

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| --- | --- | --- | --- | --- |
| **No.** | **Topic** | **Type** | **Suggested Start Time** | **Speaker(s)** |
| **1** | **Call to Order** |  |  | Chair |
| **2** | **Standing Items**   * Agenda * Meeting minutes |  |  | Chair |
| **3** | **Executive Reports**   * President * VP Finance * VP Internal * VP External * VP Academic * VP Marketing * VP Social | Information |  | President  VP Finance  VP Internal  VP External  VP Academic  VP Marketing  VP Social |
| **4** | **Faculty BBQ** | Motion |  | VP Social |
| **5** | **Bob Ross + Movie Night** | Motion |  | VP Social |
| **6** | **Car Smash Fencing** | Motion |  | VP Social |
| **7** | **Club Funds** | Discussion |  |  |
| **8** | **OTSU Meeting** | Discussion |  |  |
| **9** | **IEC** | Discussion |  |  |
| **10** | **Project Management Tools** | Discussion |  |  |
| **11** | **1-on-1 Meetings** | Discussion |  |  |
| **12** | **New Business** |  |  |  |
| **13** | **Adjournment** |  |  |  |

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| **Executive** | **Position** | **Present / Regrets** |
| Gary Madhan | President | P |
| Nabihah Khan | VP Finance & Administration | P |
| Alveena Shrestha | VP Internal | P |
| Ava Dikbikian | VP External | R |
| Hamda Noor | VP Academic | P |
| Ansgar Alvares | VP Marketing & Design | P |
| Liam Reid | VP Social | P |
| Wara Jawad | Secretary | P |
|  | Chair |  |

**1. Call to Order**

* Call to order at 6:45 pm
* Seconder - Gary

**2. Standing Items**

**3. Executive Reports**

* **President**
  + Booked meeting with dean October 3, 2-3 pm
  + Back and forth with rocketry and Sydney
* **VP Internal**
  + Meeting with team for IEC
  + All directors have started on prompts
  + Meeting with Sydney about faculty budgets soon
  + Budget created
  + Nabihah and Alveena had a meeting for IEC budget
  + Currently working on figuring out materials cost, purchasing materials, and working on getting locations,
  + Emailed professors
  + 7 judges so far
  + IEC post gone up for registration
  + EWB ratification stuff
    - Had meetings with Maisha for marketing and getting posts up
* **VP External**
  + Conference coming up this weekend
  + VPX conduct meeting later today
* **VP Academic**
  + PEO network night finalized for September 25, 6-8 pm
  + Posts will be going up on Wednesday
  + Year reps - google form made today and post will be going up later
  + Met with Nokleby and presented him with rep for each year or rep for courses
    - Decided on rep for each year
* **VP Marketing & Design**
  + Hired 12 directors and meeting with them this week
    - Will be starting next week
  + Final draft of newsletter by next Monday
    - Goes up on the 1st of October
  + People are signing up for mailing list but still want to promote
  + Graphics team - working on new design for hoodie but don't know deadline
  + Socials - will be marketing IEC for the whole of the month
  + PEO night - post will be going up soon
  + FYIC - post going up tomorrow
  + Ansgar working on IEC patch
  + Inventory count will be done by this week
  + Liam almost has a patch count done
* **VP Social** 
  + Bob ross - good!
  + Still have fencing for car smash
  + Pushed back snitch and stitch because of covies
    - Patch hunt would be paired up with one of the recurring snitch and stitch’s
  + Car smash - October 8th
  + Dean Night - October 9th, 11:30-12:30
* **VP Finance & Administration**
  + Talked to Sydney about rocketry money
    - Need to figure out how to give money from faculty to a club since they are under faculty
  + Setting up a meeting with Ashley to go over money
  + Meeting with Alveena to go over budget
  + Need to go over budget with Ava
    - Mentioned membership fees have not been paid out
  + Interviews being done this week for directors
    - Choose by early next week

**Discussion Items**

**4. Faculty BBQ Bill Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7B41af61d0-ba10-43d7-9a9c-f201020539dd%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1726616381556&web=1>

**5. Bob Ross + Movie Night Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7Baa1356f1-cf6f-4066-af5b-0d28e9a6725b%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1726616554108&web=1>

**6. Car Smash Fencing Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7B7eb68a94-7704-46a9-86be-a80ff32a5a0d%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1726616558162&web=1>

**7. Club Funds**

* If any club wants funds they must be ratified by OTSU otherwise no funds will be given
  + Also need to be underneath engineering umbrella for funding/transferring of funds
* Budgeting falls under Alveena’s portfolio

**8. OTSU Meeting**

* We want a credit card
* Marketing - can promote on TV and make posters to promote event
* Payment card thing - can we purchase our own Stripe card reader payment thing?
* Square site

**9. IEC**

* Want to get volunteering shirts that volunteers for IEC can wear
  + Around 20 shirts

**10. Project Management Tools**

* Click Up
* Use it to keep track of events and make checklists
* Working on new financial tracker
  + Help us keep track of budgets and other financial related matters

**11. 1-on-1 Meetings**

* Gary would like to meet with each VP 1-on-1 to discuss portfolio and performance, as well as future plans

**12. New Business**

* How long does it take for patches and hoodies to be made and delivered?

**13. Adjournment**

* Meeting adjourned at 8:08 pm
* Seconder - Nabihah