**EXECUTIVE TEAM MEETING MINUTES** Shape

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| --- | --- |
| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | Online |
| **DATE:** | Saturday, July 13th, 2024 |
| **TIME:** | 2 pm - 2:45 pm |

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| --- | --- | --- | --- | --- |
| **No.** | **Topic** | **Type** | **Suggested Start Time** | **Speaker(s)** |
| **1** | **Call to Order** |  |  | Chair |
| **2** | **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 |
| **3** | **New Business** |  |  |  |
| **4** | **Adjournment** |  |  |  |

Shape

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

**2. Executive Reports**

* **President**
  + Personal workshopping
* **VP Internal**
  + Created director applications
* **VP External**
  + Went to CFES VPX onboarding
  + Went to ESSCO fund meeting
* **VP Academic**
  + Reached out to co-op office for network night
* **VP Marketing & Design**
  + Conversational interview with potential candidate
  + Held a director meeting about handbook
    - Currently creating content
* **VP Social** 
  + Event at OTU on July 20th (openhouse?) we should probably send some executives
  + Talked to ACE about 4D movie and car smash
  + Talked to Sydney about GEARS orientation and received an entire timeline (yay PURPLING)
  + Created Prank lecture script
* **VP Finance & Administration**
  + Need to reach out to Sydney about faculty BBQ

**3. Discussion Items/New Business**

**Merchandise**

* Working on designs
  + Should hopefully have all designs completed by July 22nd so we can start ordering
* Look into flags with our logo for orientation

**Handbook**

* Retrieving content from previous years handbook
  + Working on adding a new chapter about travelling to campus (i think)
  + Want to have everything done in the next month so we have ample time to edit and order

**Orientation**

* Went over proposed schedule following GEARS timeline
* Looking into the events for rest of the first week
  + Planned out the first 2 weeks just trying to see what will work
  + Get involved fair:
    - When?
    - Probably not going to happen until late September

**SolidWorks**

* Reach out to Shahid about credits
  + Will he provide exam credits at any point? Or is it just in a specific window (after SolidWorks workshops)
* Network night with OSPE?
  + Preferably earlier on in September/October

**Budget**

* Levy fees: $19.63
  + Went up by 3%
  + OTSU gives us $2.50 per student
* 7.3k from CU advertising readily available for right now
  + **20% admin fee?**
* **47.5/85% of OTSU ????** 
  + Expecting 22-25k per semester
    - No projected number just an approximation\*
* We may be able to use OTSU credit card for online subscriptions
* OTSU wants us to go over inventory and let them know incase of any discrepancies

**Sponsorship Packages**

* Review it and see if any changes need to be made
* Update around July 22

\*directors should be hired ASAP\*

**4. Adjournment**

* Meeting adjourned at 2:45pm