**EXECUTIVE TEAM MEETING MINUTES** 

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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 |  | PresidentVP FinanceVP InternalVP ExternalVP AcademicVP MarketingVP Social  |
| **3** | **New Business** |  |  |  |
| **4** | **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 | 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