**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | In-person |
| **DATE:** | Saturday, November 9th, 2024 |
| **TIME:** | 12:00 pm - 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** | **FYIC Delegate Fees** | Motion |  | VP External |
| **5** | **SAGM** | Discussion |  |  |
| **6** | **New Business** |  |  |  |
| **7** | **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 |
| Maisha Zarrin Subha | VP Marketing & Design | R |
| Liam Reid | VP Social | P |
| Wara Jawad | Secretary & Chairperson | P |

**1. Call to Order**

* Call to order at 12:27 pm
* Seconder - Ava

**2. Standing Items**

* Approving last meeting’s minutes

**3. Executive Reports**

* **President**
  + Working on new contract with testing company
  + New company for newsletter
  + 4 months (january-april)
* **VP Internal**
  + Reimbursement forms for IEC
  + Few meetings with Enactus for mental health events
  + Meeting with mental health team to work on events
  + Putting together a hackathon team
    - Already have a main lead
* **VP External**
  + Reimbursement for FYIC sent in
  + CELC allowed us to bring 2 extra delegates
  + Flights will be booked tonight
  + Director social happening next Wednesday
    - Room has been booked, schedule has been made
    - Sign up if you have not!!!!
    - Send food recs to Ava if you have any
  + Trying to schedule a meeting with TMU next week
    - They will be organizing the nooner for november 28th
  + York is looking to do a dodgeball event with us, Seneca, Uoft, and York
* **VP Academic**
  + Got email from Enactus
    - Want to do a skills workshop
    - Could happen in november?
  + Meeting with directors regularly
    - Trying to put together a solidworks workshop
* **VP Marketing & Design**
  + Full IEC covered on social media
  + Sheet ghost covered as well
  + Website will be updated with pics soon
  + Merch pick up date fixed and announced
  + October newsletter went out
    - Gained 10 more subscribers
    - Also gained more than 100 followers this month
  + Leather jacket is being marketed everywhere
  + Waiting on pres and a vendor to release the form for the jacket
  + VP is working on new patch designs
  + New hoodie designs will be ready to present by next Friday
    - Color scheme and some graphic designs ready
    - FEAS also incorporated in the hoodies
  + Featuring CU ads on the newsletter next semester hopefully
  + Meet the team post goin up this week
  + CFES PM posts are uploaded
  + Shwa patch challenge from november 12-24
    - Instructions will be going up soon
  + Social media has 2 new posts going up weekly/biweekly
    - Conference highlight
      * Going to show everything related to past conferences so people can sign up for future ones
    - Engineers highlight
      * Still doing research
      * Important days and dates
      * Accomplishments
  + If you have anything important you want to feature on the newsletter, talk to Maisha
* **VP Finance & Administration**
  + Currently working with director to identify sponsors we can start getting for care packages at the end of this month and beginning of next one
  + Start organizing things for hackathon to be prepared in advance
  + Working on the financial tracker
    - Going to go up on clickup when that's fully organized
    - VPs- update the tracker as you have expenses that go through, or message Nabihah so she can update it
* **VP Social**
  + 2 events
    - Sheet ghost and movie night
  + Meeting with Healthsoc president and Bitsoc president on Monday
    - Will be discussing events
    - Society battle and the gala
    - Plan for gala - tri society battle
      * Use the 10k in savings to collab with other societies
  + A few events happening this month
    - Snitch n stitch happening every month
    - Director wants to do a collab event with the forensic science society
      * Jeopardy event
  + Nooner happening with TMU this month (potentially)
  + Still need the faculty bbq bill
    - Subtotal has been paid rather than the tax
  + Will be having a meeting with Sydney
  + Want to plan patch games
    - Designing new patches and voting for it
  + February - society battle
  + March - engineering month, pie the pres, charity events, potentially nooner
  + April - gala

**Discussion Items**

**4. Motion - FYIC**

* https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/Shared%20Documents/Exec%20General/2024%20-%202025/Motions/12.%20EngSoc\_Conference-Fees-FYIC-PM-2024%20-.docx?d=wfff1750fe4ea40c0b05eb9ada083b53d&csf=1&web=1&e=KHVbge

**5. SAGM**

* Happening in January
* Want to prepare ourselves in terms of finances, constitution and bylaw updates, and portfolio progress
* Doing it in the first 2 weeks of January
* Potential date - January 15th, or sometime between the 13th - 24th

**9. New Business**

* Deans night event on November 18th 1-2 PM at ERC atrium

**10. Adjournment**

* Meeting adjourned 1:18 pm
* Seconder - Gary