**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | Online |
| **DATE:** | Friday, June 21st, 2024 |
| **TIME:** | 7 pm - 8:30 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** | **Sponsorships/Advertising** | Discussion |  |  |
| **5** | **Potential Fund for Students Conference Fees** | Discussion |  |  |
| **6** | **Potential Inter-School Events** | Discussion |  |  |
| **7** | **Supporting Other OnTech Clubs/Committees** | Discussion |  |  |
| **8** | **New Business** |  |  |  |
| **9** | **Adjournment** |  |  |  |

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| **Executive** | **Position** | **Present / Regrets** |
| Gary Madhan | President | P |
| Nabihah Khan | VP Finance & Administration |  |
| 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 | P |
|  | Chair |  |

**1. Call to Order**

* Call to order at 7:10 pm
* Seconder: Ava

**2. Standing Items**

**3. Executive Reports**

* **President**
  + Been in touch with CU advertising
  + Signed contract for handbook which is effective Wednesday, June 26th, 2024
    - Expires August of this year
  + Talked about collaborations and events with faculty and other members
* **VP Internal**
  + Wants to roll out director applications for IEC
* **VP External**
  + Email for sponsorship for orientation
  + Had meeting with Sydney in regards to conference bidding
* **VP Academic**
  + Reached out to co-op office for network night
  + Waiting on Solidworks connection to set up workshop for fall
* **VP Marketing & Design**
  + Looking at quotes for new merch
  + Onboarded 2 directors
  + Looking at first year handbook
    - Can start curating articles and advertisements for handbook
* **VP Social** 
  + 2 meetings with Sydney
    - Talked about role for faculty weekend
  + Talked with Theeban
    - Willing to help out with anything going forward
  + Planning out orientation week (4D movie, car smash, etc.) and getting involved fair
* **VP Finance & Administration**

**Discussion Items**

**4. Sponsorships and Advertising**

* Have another campaign for the newsletters along with the first year handbook to bring in revenue
* Looking for a contact for CU advertising
* Document prepared to send to potential sponsors

**5. Potential Fund for Students Conference Fees**

* Opening a fund for students who are not financially able to go to conferences but would like to
  + Would cover 100% of those students’ fees
* Covering an additional 15% for delegates who help with media/content, or reports, etc.
  + Engsoc currently covers 30% of fees
  + Have students create articles for monthly newsletter as an option for students to save 15% on fees
    - Would be nice to include a headshot and the students’ experience
    - Would a separate media consent form be needed to be included in the newsletter specifically? (take up with OTSU)
    - Directors would proofread the articles and make it suitable for the newsletter
    - Newsletter is a continuation from last year’s newsletter, with different types of articles
    - Available on the website or through email sign-up
  + How will the additional 15% be reimbursed to students?
* Spoke to outreach commissioner from TMU
  + Have a budget for students who may not be able to pay off the conference fee
* Have a form students can access if they need conference fees to be covered

**6. Potential Inter-School Events**

* Inter-school hockey tournament being a potential event
  + February/March over the weekend
    - Should coordinate with UofT to avoid time conflicts
  + Has been done in the past
  + Organized by ESSCO
  + Need to reach out to people at ice center to ensure we have the space booked for the date
  + If it isn’t possible to host the event at our school, then we can send out a group of representatives from Ontario Tech to be present at the event
* See if it’s possible to hold iron pin ceremony at our school
  + Resources, faculty support, etc.
* Inter-school dodgeball
  + People have already expressed interest
* Game Show night/ nooners
  + Need to find suitable drinking bar
    - Ice campus (2200 Simcoe)
    - St. Louis

**7. Supporting Other OnTech Clubs/Committees**

* Some eng committees are fading at school due to lack of support and engagement
  + Provide resources, attention, maybe talk to faculty to see how we can help out
* Budget for design clubs
  + Need to figure out everyone’s financial situations
  + How to distribute funding among groups
  + Focused more on rocketry and robotics last year as compared to racing
* Collaborations with the electronics club
  + Workshop night
* Look into buying OTR a new set of tires
* Natasha agreed to sponsor rocketry
  + Still need to provide this for them
  + Need to see if it comes out of our budget or previous year’s budget
  + Many people are interested in rocketry
  + They are keen on expanding operations

**8. New Business**

* Can message someone back on Instagram if it’s something someone is able to answer
* Sydney mentioned they are interested in a potential faculty collaboration for merch (hoodies)
  + Come up with a design
    - FEAS logo somewhere on the hoodie
    - More clean design
    - Supplier, cost, etc.
  + Aside from quarter zips, look into more fun, “cartoonish” designs
    - Waterloo has engineering icons on the back and their school logo on the front
  + Change the supplier if we decide to redo the program hoodies
* ESSCO student fees
  + Where is the student fee increase coming from?
* Orientation week
  + Entire first/second week of September
  + Faculty orientation
  + Gears orientation
  + Car smash
  + Faculty barbeque
  + Get involved fair
  + First year class engagement (talking about Engsoc at first year classes)
    - Theeban would want to come with us as well
  + OSPE sponsorship for orientation
* Have a meeting for hiring the rest of the team (directors and ambassadors, etc.)

**9. Adjournment**

* Meeting adjourned at 8:34 pm