**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | In-person |
| **DATE:** | Thursday, November 21st, 2024 |
| **TIME:** | 2:00 pm - 3:30 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** | **EngSoc + HealthSoc Gala** | Motion |  | VP Social |
| **5** | **Conference on Diversity in Engineering 2024 Fees** | Motion |  | VP External |
| **6** | **Coveralls** | Motion |  | VP Marketing & Design |
| **7** | **Budgets** | 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 | P |
| Liam Reid | VP Social | P |
| Wara Jawad | Secretary & Chairperson | P |

**1. Call to Order**

* Call to order at 2:22 pm
* Seconder - Ava

**2. Standing Items**

* Approving last meeting’s minutes

**3. Executive Reports**

* **President**
  + Had a meeting with David Kim regarding OEC, potential merch/equipment shop in OPG, sponsorships/advancement opportunities
    - Need to figure out where EngSoc will be involved with the demo fest or the energy hackathon happening in january
* **VP Internal**
  + Met with new hackathon lead
    - Worked to create a proposal for the meeting with David Kim
  + Met with mental health team to finalize events
  + Purchased material for Coco&Cram event tomorrow
    - Please repost the event on your stories!!!
  + Did some reimbursement forms
  + Started working on some motions (incomplete as of now)
  + IEC certificate and plaque are done and available in the display downstairs
* **VP External**
  + N00n3rs happened 💯
    - 8/10 event
    - Great collab w/ TMU, would do it again
      * Planning something for winter sem, hopefully with more toronto schools involved
    - Feedback for future events: more marketing and promo, with a goal to bring at least 15 non-exec/director members
    - Marketing content was great, but the timeline was not (was very rushed, and not enough time to market the event)
      * Having more time in the future to market an event can lead to a greater turnout
  + CDE happening tomorrow
    - Delegate meeting today at 4pm
    - Everything paid/reimbursements sent out
    - Started compiling information for our ESSCO conference bid
  + CALE pre-del out
    - Wanting to take 8-10 people
  + CELC flights paid off
  + Reached out to current OEC hosts for all their info abt OEC logistics
* **VP Academic**
  + Reached out to Hidayat for SolidWorks workshop
    - Will be starting in January
    - Asked for contacts to help with the workshop
    - Try and set up a meeting with Govin
  + Had a meeting with the ENACTUS president yesterday
    - Wants to do collaboration events before March, probably in February
    - Directors want to do events as well but still need to figure out dates for that as well
    - Capstone workshop (mostly for grad students)
    - Business principles for engineers (would combine us with the business society as well)
    - Asked if she was willing to do a resume building workshop, levy Wara’s connections to co-op office
      * Could also have Brilliant catalyst people come in as well
* **VP Marketing & Design**
  + No update on leather jackets even though promotional materials are all done
    - Will ask TMU people about their vendors for the leather jacket
  + Marketing for all of the events until the 25th is done
  + Has hoodie designs, discuss this over a meeting with Gary
  + The website is updated
    - Teams are updated, motions are all up
    - Everything from this page has been added
    - Refining old pages (conferences, old teams, etc.)
    - Meeting minutes, agenda items, and motions should all be on the same tab
  + Everything is set for the newsletter
    - Will have a meeting tonight about that
    - Want to have a section regarding studying/exam tips
    - No help from upper-year students yet, if you know anyone please contact Maisha
  + For future events, give a rough schedule for semester events before the semester starts
    - No need for tentative dates, just what you have planned
  + A document with details about the event would be better instead of just shooting a text
* **VP Finance & Administration**
  + Had a meeting with director since Alveena wanted to start getting sponsors for the care packages
  + Sent out sponsorship packages to a few companies (Atkins Realis, Westinghouse, Aecon, CNL, etc.)
    - Still need to think of other companies
    - Will set up meetings with them as well
    - Care package document available on Google Drive
  + Met with Gary to go over budgets and how much money to allocate for each VP
* **VP Social**
  + Dean’s night was on Monday - 12 people turnout
    - For future events, if you can't make it let us know in advance
    - Attendance is very important! (especially for an event like that)
  + N00n3rs - 9 people
  + Jeopardy event with forensic students canceled tomorrow due to time conflicts
  + FYI: please let the team know about planned events!!
  + Monday - Snitch n’ Stitch
    - Everyone be there!
  + Planning an event with Maisha to design new patches
  + January - smaller repeat of FROSH week (FROST week) 🔥🔥
  + February - meeting with societies to discuss gala, also discussing society battle but will probably be unlikely
    - Could setup this notion for future VP
  + March - engineering month, will work on this a lot 🙏
  + April- gala

**Discussion Items**

**4. EngSoc + HealthSoc Gala Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7B4bf6eb3b-8732-4a9c-bff8-b09ece041a16%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1732213146471&web=1>

**5. Conference for Diversity in Engineering 2024 Fees Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7Be58a00a1-7255-4d21-9e67-97b3a2ef59b4%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1732215975982&web=1>

**6. Coveralls Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7B7f49dbb5-2dcc-4271-bf74-378534ccda6b%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1732227277586&web=1>

**7. Budgets**

* Need sponsors for future events otherwise will have to cut events coming winter semester
* Iron ring after party - EngSoc has no plans on doing it, faculty can take care of it
* We can do iron ring fittings

**9. New Business**

**10. Adjournment**

* Meeting adjourned at 3:28 pm
* Seconder - Nabihah