**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | In-person |
| **DATE:** | Saturday, September 28th, 2024 |
| **TIME:** | 12:00 pm - 1:40 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** | **Purchase Fees for Bob Ross & Movie Night** | Motion |  | VP Social |
| **5** | **Purchase Fees for Quarter Zips** | Motion |  | VP Marketing |
| **6** | **Contracts** | Discussion |  |  |
| **7** | **Office Hours** | Discussion |  |  |
| **8** | **Constitution Review** | Discussion |  |  |
| **9** | **New Business** |  |  |  |
| **10** | **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 | R |
| Ansgar Alvares | VP Marketing & Design | P |
| Liam Reid | VP Social | P |
| Wara Jawad | Secretary/Chair | P |

**1. Call to Order**

* Call to order at 12:10 pm
* Seconder - Maisha

**2. Standing Items**

**3. Executive Reports**

* **President**
  + CFES PM conference last weekend
  + Figuring out stuff for the dean event
  + Meeting with the dean on the 3rd of October
* **VP Internal**
  + Meeting with Sydney and budget officer on Monday
  + Worked on poster
  + Filled out event form
  + Had a team meeting
    - Finished first draft for the prompt, will be giving feedback for 2nd draft
    - Talked about scheduling as well
  + Team is talking to professors about getting announcements out for IEC
  + Tried to find more judges
    - PEO could be potential judge and have a booth at the event
    - Also might sponsor
  + Had a meeting with marketing yesterday about reels
    - Should be out next week
    - Sending in media form to OTSU
  + In talks about getting the gym for the event
  + Talked to team about mental health events as well
    - May start an event near reading week
    - Puppies for de stressing or board game night
    - Will discuss further in following meetings
* **VP External**
  + CFES PM - where they’re at right now and talking about future planning
  + PEOSC - next weekend
  + CDE applications opening soon
  + Finance form complications
* **VP Academic**
  + Talked to Dr.Nokleby and figured out program/year rep situation
    - Hiring 1st, 2nd, 3rd, 4th year reps for different engineering streams
    - 6 reps for each year, 1 rep for automotive, electrical, mechanical (includes industrial and manufacturing), mechatronics, software, nuclear (energy)
  + Should be hiring soon (this weekend)
  + Will be a year round thing
  + PEO network night happened on Wednesday
    - Representative of PEO came out
* **VP Marketing & Design**
  + Website - fixed the shop page kind of
    - Still need to send pictures with new merch
    - Waiting to hear about how much we made at the fair
  + 3 posts coming out about merch
  + Updating mailing list and newsletter on the website (next week)
  + Newsletter coming out on the first of october
  + Raffle draw winner announced this week
  + Waiting on IEEE and ASME to review things we said about them
  + IEC - 2 reels by next 2 weeks
  + Posters to be put up around next week
  + Another post once location is confirmed
  + CED post going up in 2 days
  + Draft design for new hoodies done by 1st week of October
    - Review and send to faculty by second week potentially
* **VP Finance & Administration**
  + Hired a director but need to send contract
  + Tried to schedule budgeting meeting - no response as of yet
* **VP Social**
  + Car smash pushed forward - October 7th
    - Need posts or reel with updated date
  + Dean night got pushed back
  + Couple of events for October
    - Car smash
    - Patch hunt in the middle of the month
    - Snitch and stitch right after that
    - Need to do halloween events (will meet with directors on Monday potentially)
    - Pumpkin carving event!
    - Pumpkin smash - would not work out probably
  + TMU nooners event potentially in November
    - Would be in Toronto

**Discussion Items**

**4. Purchase Fees for Bob Ross and Movie Night Events - Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7Bdab9bc57-594c-4df1-b378-7fbd92ff2a53%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1727543586999&web=1>

**5. Purchase Fees for Quarter Zips - Motion**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7B0c03b4c9-f2aa-4988-981f-3b4d7df94884%7D&wdOrigin=TEAMS-MAGLEV.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1727544630406&web=1>

**6. Contracts**

* We need to complete OTSU exec training - (october 5th probably)
* Want to implement a 3 strike system in contracts
  + Missing meetings, not communicating (for deadlines and such), missing events without warning (if they actually need to be there), 24 hour notice
* Keep a log of your directors and who isn’t showing up to keep track of strike system

**7. Office Hours**

* At least once a week so everyone gets a chance to be in the office
* Combined calendar?
* Need to purchase 5 keys for the office
* Need to find a new place for keys
* Will communicate hours as a team
* At least one hour in the office
* Potentially 2 office hours a week (for gary)

**8. Constitution Review**

* VP student life could be a new name for VP social
* Move over mental health events to the role
* VP Internal - competitions, chapter, club
* Might need to make a motion for this
* Need to review chapters

**9. New Business**

* Team dinner
* Engsoc social (before reading week or AGM?)
* Coverall motion
* IEC updates
* Social events
* Conference payments

**10. Adjournment**

* Meeting adjourned at 1:41 pm
* Seconder - Ava