**EXECUTIVE TEAM MEETING MINUTES**

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| --- | --- |
| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | Online |
| **DATE:** | Monday, August 19th, 2024 |
| **TIME:** | 6:30 pm - 7:30 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** | **Directors** | Discussion |  |  |
| **5** | **Orientation** | Discussion |  |  |
| **6** | **Newsletters** | Discussion |  |  |
| **7** | **ENACTUS Meeting** | Discussion |  |  |
| **8** | **New Business** |  |  |  |
| **9** | **Adjournment** |  |  |  |

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| --- | --- | --- |
| **Executive** | **Position** | **Present / Regrets** |
| Gary Madhan | President | P |
| Nabihah Khan | VP Finance & Administration | R |
| 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 6:33

**2. Standing Items**

* Send Nabihah and Ansgar executive descriptions ASAP

**3. Executive Reports**

* **President**
  + Working on merch
    - Quotes for coveralls and quarter zips
    - Orders will be placed this week
  + Working on finding new VP marketing
    - Interviews done and candidate has been selected
  + Director applications have gone up
  + Director offers have been sent out to people as well, awaiting responses
* **VP Internal**
  + Hired IEC co-chairs
    - One co-chair has declined
  + May hire second person if first cannot fulfill the role individually
* **VP External**
  + Went to CFES
  + ESSCO conference coming up
  + Hired a director
* **VP Academic**
  + Reaching out to partnership and co-op office
    - Going to send email for networking night
  + Need to talk to Sydney about class reps
  + No directors needed at the moment
* **VP Marketing & Design**
  + Working on handbook
    - Almost done, only few more things to add
  + Making instagram posts for director positions, conferences, hiring, etc.
* **VP Social** 
  + Finalizing dates for events
  + HealthSoc movie night
  + Sending in forms for various events
  + No contact for car smash
    - Need to contact various contacts, may need help
  + Sydney would like to meet this week
* **VP Finance & Administration**
  + Had a meeting with OTSU
    - $16k to spend as of right now until student levies come in
    - $12k in expenses
  + Working on creating trackers to keep on track of budget and forecast
  + Everyone should make budgets estimating how much they need to spend this year

**Discussion Items**

**4. Directors**

* Quite a few responses so far
* Everyone needs to figure out how many people they need for their portfolios
* Figure out a way to communicate with your team
* Exec will have access to form to see who has submitted applications
  + Background checks

**5. Orientation**

* September 1 - Faculty orientation
  + 12-3:30 pm
  + Starting at gym
* September 2 - GEARS orientation
  + 7:30-3
  + Starting at south village
* Need someone on the 1st for media and pictures
* Booth for dorm move in on August 30th
  + Go if you can

**6. Newsletters**

* Would like to continue monthly newsletters
* Need to wait for new VP marketing
* Could have a commissioner who is responsible for looking over the newsletter before it gets released
* Want it to be as professional and marketing savvy as possible
* Sign contract for handbook by January 2025
  + The handbook would be ready by the start of summer rather than before orientation

**7. ENACTUS Meeting**

* Meeting this Friday at 12:30 regarding an initiative
* Potential collaboration

**8. New Business**

**9. Adjournment**

* Meeting adjourned at 7:17 pm