**EXECUTIVE TEAM MEETING MINUTES**

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| --- | --- |
| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | Online |
| **DATE:** | Monday, August 12th, 2024 |
| **TIME:** | 6:30 pm - 7 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** | **Filling in VP Marketing Role** | Discussion |  |  |
| **5** | **Merchandise** | Discussion |  |  |
| **6** | **Orientation** | Discussion |  |  |
| **7** | **Hiring More Team Members** | Discussion |  |  |
| **8** | **New Business** |  |  |  |
| **9** | **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 | R |
| Liam Reid | VP Social | P |
| Wara Jawad | Secretary | R |
|  | Chair |  |

**1. Call to Order**

* Call to order at 6:44 pm
* Nabihah - seconder

**2. Standing Items**

* Write an about me for your VP section in the handbook

**3. Executive Reports**

* **President**
  + Looking for a new vp marketing, thinking of making it a co-owned position
  + PEOSC registration
* **VP Internal**
  + Released google form to hire internal team
  + Conducting director interviews
  + Creating an actions list for IEC
  + Reach out to professors
  + Mental health directors and plan events
* **VP**

**External**

* + Released application forms
  + PEOSC registration
* **VP Academic**
* **VP Marketing & Design**
  + Looking at suppliers but nothing new
  + Focusing on handbook
  + Met with directors regarding handbook
* **VP Social** 
  + Has meeting with health science regarding movie night next week
  + Discuss splitting up decor items leftover from gala
  + Faculty BBQ confirmed for September 3rd
* **VP Finance & Administration**
  + Working on sponsorship packages
  + Working with OTSU to fulfill rocketry sponsorship for 2023-2024

**Discussion Items**

**4. Filling in VP Marketing Role**

* First option
  + Newsletter and handbook
  + Merch and social media
* Second option
  + Newsletter & social media
  + Merch & handbook

**5. Merchandise**

* Continue with the program hoodies
  + Same design, just need to place an order
* Still open to finding someone who can give us a new design (VP marketing)
  + Neil helping with merch design until we find a replacement
* Taking the preorder route for hoodies
* Could have program hoodies for fall and find something new for winter
* Can order lanyards, quarter zips, etc.

**6. Orientation**

* Need to get volunteers for faculty orientation
  + Need to put out a form
* GEARS orientation schedule was given by Sydney
* Still need to allot timings for particular activities
* Waiting for more info about faculty bbq but it is on September 3
* Still need to contact ACE about the 4D movie and car smash

**7. Hiring More Team Members**

* Need everyone to figure out how many members they need and what they need them for
* Ava is working on director application form

**8. New Business**

* Need to create a budget for everyone to see how much funding each portfolio receives
* Need to add OTSU credit card to Canva account
* Go class to class for first years talking about engsoc
  + Gary needs help preparing slides and posters

**9. Adjournment**

* Meeting adjourned at 7:08 pm
  + Liam - seconder