**EXECUTIVE TEAM MEETING MINUTES**

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| **GROUP:** | Ontario Tech Engineering Students’ Society |
| **LOCATION:** | In-person |
| **DATE:** | Thursday, September 5th, 2024 |
| **TIME:** | 6:30 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** | **Conference Fees - CFES PM 2024** | Motion |  |  |
| **5** | **Conference Fees - PEO-SC 2024** | Motion |  |  |
| **6** | **Canva Pro Subscription Purchase** | Motion |  |  |
| **7** | **IEC** | Discussion |  |  |
| **8** | **Get Involved Fair/Info Night** | Discussion |  |  |
| **9** | **Merch** | Discussion |  |  |
| **10** | **Upcoming Events** | Discussion |  |  |
| **11** | **OTU Engineering Chapters** | Discussion |  |  |
| **12** | **New Business** |  |  |  |
| **13** | **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 |
| Ansgar Alvares | VP Marketing & Design | P |
| Liam Reid | VP Social | P |
| Wara Jawad | Secretary | P |
|  | Chair |  |

**1. Call to Order**

* Call to order at 6:49 pm
* Alveena - Seconder

**2. Standing Items**

**3. Executive Reports**

* **President**
  + Meeting with dean yesterday
    - Discussed chapters within the society (ewb, iee, asme, etc.)
    - Tasked to revive those chapters
    - Have until September 30th to submit ratification forms for those chapters
    - Want to create an action plan to discuss how we’ll go about that
* **VP Internal**
  + Currently hiring directors
  + Applications on the excel sheet
    - Yellow - directors that Alveena will be interviewing
    - Orange - Directors will be delegated to different VP’s based on their strengths
    - Red - not hiring
    - Green - hired
    - Purple - Maisha and Liam will be taking care of
    - Blue - Liam will be taking care of
    - White - need to be looked at
  + Currently asking judges if they’d be willing to participate in IEC
    - 2 are ready
    - 1 professor is in between
  + Finalized the date for IEC - November 3rd, 2024
  + Post is ready to be posted as well
  + Need to find location and delegate tasks for new directors as well as meeting with them
  + In charge of chapter stuff (specifically EWB)
    - In contact with them
    - Each chapter needs 4 execs and 10 official members
    - General members can stay the same throughout all societies and clubs, and execs can only be execs for 2 clubs
  + In contact with Sydney for more judges
  + In contact with OEC, they are trying to find external contacts
    - Filled out the form as well
* **VP External**
  + Sent out emails PEO-SC
  + Canva pro is bought
  + TC in September coming up
* **VP Academic**
  + PEO network night getting sorted out
  + Figuring out directors
  + Class rep structure meeting (ENACTUS)
* **VP Marketing & Design**
  + Maisha and Ansgar had a transition meeting discussing suppliers, responsibilities, budget document, etc.
  + Also discussed plans for the future regarding the budget
  + Went over director roles
  + Hired 3 directors
  + Looking for 6 new ones, 8 interviews
  + Went over annual schedule of things that are supposed to be done (merch, posts, etc.)
  + Handbook is basically done
  + Gary ordered coveralls and quarter zips
  + Starting to work on newsletters from next week after directors will be hired
  + Also discussed IEC patch
    - Ansgar has started designing it
* **VP Social** 
  + Monday - engsoc and healthsoc movie night
    - Almost done, need to figure out food, a speaker, a projector
  + Tuesday - Bob Ross
    - Just need to get supplies
  + Almost done with car smash
    - Need to figure out the car, tarps, and setup of the booth
    - ACE is helping us get a car, contact with someone in Bowmanville who’s willing to offer a car
    - ACE is also supplying sledgehammers
  + Info night - lots to explain during the info night (who we are and what we do)
  + Snitch and Stitch - need to buy a couple sewing kits
  + Also working with Maisha for interviews
* **VP Finance & Administration**
  + Creating a budget and financial tracker for everyone to keep track of finances throughout the year

**Discussion Items**

**4. Conference Fees - CFES PM 2024**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/Shared%20Documents/Exec%20General/2024%20-%202025/Motions/2.%20EngSoc_Conference-Fees-CFES-PM-2024%20.docx?d=w301769a53d42448ebd24209c6ffc4e02&csf=1&web=1&e=ewPD5c>

**5. Conference Fees - PEO-SC 2024**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/Shared%20Documents/Exec%20General/2024%20-%202025/Motions/3.%20EngSoc_Conference-Fees-PEO-SC-2024%20.docx?d=w613f230f3ec54bcdbff1045f9679f8f7&csf=1&web=1&e=a9pep8>

**6. Canva Pro Subscription Purchase**

* <https://ontariotechu.sharepoint.com/:w:/r/sites/Team-EngSocExecs2023-2024-ExecGeneral/Shared%20Documents/Exec%20General/2024%20-%202025/Motions/4.%20EngSoc_CanvaPro_Purchase.docx?d=w4cc72107d2a24f86afb9b00d158bb3d3&csf=1&web=1&e=u9vKez>

**7. IEC**

* Need to figure out a location
  + Don’t need to pay for security for UA
  + Debating between UA and the gym
  + Need to figure out the logistics of hosting in each room
  + Talk to Theeben and also put out a pre-registration form to get an idea of how many students there will be
  + Want to have a memorable prize
    - Faculty is willing to budget money for prizes
    - Maybe plaques? And then storing it in the office afterwards rather than them taking it home
    - Potentially banners as well
    - Send judge recs and industry connections to Alveena
    - Maybe give winners merch

**8. Get Involved Fair/Info Night**

* If we want to sell merch we need to talk to Austin to make sure they’re up on the website and also make sure each size is there
  + Need to do inventory before then (count covies and hoodies, check south village lockers, check any general supplies)
  + Would also need ipad and square payment thing from OTSU
* Want to promote EngSoc
  + Need to make a brochure
* Need to make slide decks for info night
  + Ensure portfolios are being advertised properly
  + Also include OTU chapters
* Liam will work on presentation this weekend
  + Add stuff you want to talk about

**9. Merch**

* Make motions for upcoming payments
  + Coveralls and quarter zips
* Talk to Sydney about hoodie designs
  + Show her designs Aneal has created
* Students want a patch hunt
  + Need general patches
* Meme patches for each engineering program
* Take inspo from TMU eng patches

**10. Upcoming Events**

* Car smash
  + Fencing quote is incoming
  + Payment needs to be made
    - Motion needs to be made
  + Will soon find out if we have a car
    - Another motion, payment will happen
  + Make sure we have tarp material
  + Can also sell merch at that point
  + PPE, hammers - ACE
* Everything in March will be covered by faculty
* Potential inter school event with TMU
* Nooners - TBD
* Inter stream sports event potentially
* Ask me anything event with Dr. Kishawy
  + Advertise it and double check dean’s schedule
  + 1st week of October
  + Looking at rooms and timings

**11. OTU Engineering Chapters**

* Need to make a google form and promote the chapters (social media posts)
* Only have 3 weeks
* Get as many people to sign up as possible
* Could also get academic advising to post for us
* Need to get them ratified first
  + 10 general members (can be the same for each chapter)
  + 4 executives (cannot be general members, can only be execs on 2 chapters)
  + Interview process for executives (potentially)

**12. New Business**

**13. Adjournment**

* Meeting adjourned at 8:48 pm
* Seconder - Ava