



UVic ESS Council
Weekly Meeting
May 15, 2023
ESS Office and Discord

Council Members not in
attendance:
● Kelvin VP internal, Jack

- **Anything less than 30 mins early is late**
- Work with different people beforehand for who presents what
- EDI training during meeting
- Make things a bit more efficient
- Council Retreat happened!
 - CSC merger
 - Name change: ESS -> ECSS
 - VPX and VP Corporate eng only
 - Makerspace funding
 - See: Julien's minutes
 - Name change: Equity Officer -> VP Equity
 - Want to hold these referenda ASAP
- Weekly meetings with Associate Dean for Culture/Community (Jessica V.)
 - https://docs.google.com/document/d/1KgD_DRwhpZHDiYfggDZHVUF0duui6zAkCFBj7jjZu18/edit#heading=h.vtsxt6n6w9yf
 - Action items: list of clubs, create draft proposal for orientation events first, read and learn from past proposals, look into funding iron pin, access what we have and what we don't have for accessible washrooms.
- Council one-on-ones
- **Have them be done before the end of the first month**

Action Items:

- Plan make-up training day meeting
- Plan follow-up meeting regarding Orientation
- Plan council one-on-ones
-

Discussion Points

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Equity Officer

Previous meeting:

- Student EDI Committee and Incident Response Committee TOR
- **Trying to merge them so there is more for them to do.**
- Forming Student EDI Committee
- Tabling event/town hall

Updates

- How best to merge Student EDI and IRC? Whether or not we should?
- **How to fill with just volunteers available?**



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- Met with Faculty EDI Committee to establish myself and form connections with important contacts
- Met with Sam and Jessica V. from the faculty about orientation and the CSC merger, as well as EDI issues
 - Gender-neutral and accessible washrooms
 - Including changing tables, handrails, menstrual products in washrooms as well as gender-accessible washrooms
 - EDI training and tabling event
 - [EDI training for orientation](#)
 - Next steps and future meetings
 - [Hoping to meet fairly regularly](#)
- Engaging more personally with students in summer, workshops or tabling events as well as more anonymous methods of reaching out
- [Accesible incident response forms](#)
- Waiting on a response from Reem about EDI training for this term; keep an eye out for updates

Action Items:

- Rework IRC Form (Google Forms, make copy in Drive) and work with VP Comms to make it more visible
- [What are some of the action items for reworking this?](#)
- [Incompasing every kind of incident we can have, finding what might be good to have or is needed. Finding things to improve generally.](#)
- Continue action items from last week (Heavy focus on EDI Committee; get done ASAP!)
- Create a working plan for a round table type event for outreach (Work with Renata and more?)

Discussion Points

- EDI Committee and IRC changes (How, should we, etc)
- EDI training focus at orientation

VP Communication

Previous meeting:

- Communications schedule
- Yearbooks
- Website? Discord?

Updates

- Got to meet the rest of the comms team at training day, they all seem awesome and are already on top of their stuff
 - Shoutout to Matt for adding keycard access already on Sunday night
- The discord was soft-launched at training day with volunteers only, no general students yet



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- It's not ready to use, need to fiddle with permissions, add more clarification for users, etc
- [Look at role positions and make it easier to use](#)
- Our goal is to fully transition from Slack to Discord for all internal communication by the end of the summer (ie get rid of the Slack by then)
- [Preferably earlier in the summer, be ready by September to have general students join](#)
- [Right now we need to focus on just one form of internal communication, confusion between having half on slack and half on discord.](#)
- [General agreement on just using slack for now while working out the discord.](#)
- [Good to have people on the discord to fix issues.](#)
- Need to make a plan for the discord layout etc to get it up and running

Action Items:

- Contact yearbook team to see where they're at and how I can support them
- Meet with Sam to make a plan for the discord
- Update website with current summer semester information
- Reach out to comms team to help support them in their role

Discussion Points

- Please give me feedback on the discord (unless everyone wants to quickly discuss feedback now please dm or talk after the meeting! let's not make everyone sit through this)

VP Events

Previous meeting:

- Associate VP Events
- Clubs Day planning

Updates

- Tavin will be the associate VP events for this term, he will be helping me out and handling the things that can mostly only be done in person
- ELW Lobby is booked for clubs day! We plan to have a barbecue on the side of the building closest to ring road
- [Would the other side be more accessible to students? Have them have to go through the clubs to get barbecue. Having it in the front blocks the entrance to the clubs.](#)

Action Items:

- Need someone to get the barbecue from carsa for clubs day
- Need volunteers for the barbecue for clubs day, if anyone knows anyone that can grill up some good burgers let them know



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- Need to possibly reschedule industry night, either to a different time that day (June 8) or a different day that week due to time conflicts
- We should not be doing it during this semester
- Possibly talking about Faculty night instead?
- It is being worked on by Kelvin (VP Internal) and Sarah (VP External)

Discussion Points

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VP Internal

Previous meeting:

- Discipline Representatives
- PASS
- Teaching Award Event

Updates

- Sorry I'm not here, my May work schedule was made in April.
 - I will be *punctual and consistent*... starting June.
 - Emailed discipline representatives, got initial meetings with our MECH and ECE rep.
 - Other reps were confused, I believe we have out-of-date information as to who reps are. Contacting departments directly to find their student reps.
 - I think that some advertising of the *existence* of student reps would help their usefulness, esp. during first year orientation.
 - According to policy they are on the same level as our executives, should be invited to exec meetings to get in person updates.
 - Where would I take money from the budget for posters, etc. Nothing massive.
 - Comes from office expenses
 - I have a meeting set up with the PASS people this week, more info next week.
 - Started planning Teaching award event w/ Sarah
 - The exam bank has started to become unwieldy. Lots of exams have been scanned, and they're easier to sort through when you can search the name of the class in a digital folder.
 - I have seen people look for exams, and literally give up on a service we're meant to provide, and that's disheartening.
 - I want to collaborate with Allen to get all the exams digitized and scanned, but more than that I think we can get rid of the old paper exams to free up space in the lounge.
- Thoughts?
- Put thoughts in Discussion Points.
 - Also, getting more recent exams would help their usefulness.



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- We can't exactly go to classes and do a chalk and talk of : hey give us your exams. But I think that oftentimes people may forget that the exam banks are a thing they can donate to. How can we better solicit recent exams?
- Put thoughts in Discussion Points.
- Makerspace stop-gap
 - So the makerspace is now being built, but it will still be some time before students can use it.
 - I was approached by a student last week that was wondering if we could convince the Faculty to just have a lab open for general student use until the makerspace is online. Do we think this is feasible?
- As for things I anticipate being discussed in this meeting later, I support forming an ad-hoc committee chaired by Julien to investigate MakerSpace funding, and I think the policy changes proposed are fine, save the explicit mention of VPI taking over Pres.

Action Items:

- Do more discipline reps, PASS, teaching award event.
- Coordinate with Allen to revamp exam bank
- Maybe free lab for students?

Discussion Points

- Allen is hosting an exam scanning event and have it be held continuously throughout the semesters
- Donating exams in exchange for patches as incentive (general disagreement)
- What would incentivise them to keep donating exams? Maybe donate ice cream sandwiches as an incentive as well
- More accessible to give the old exams (give it to the office hours? Put it near the food?)
- Could people print off the exam and keep exchanging it for food?
- Start small by making it easier to donate exams before given incentives. (General agreeance on this)
- Makerspace stop-gap, mech students get key card access after taking certain courses
- The time that it would take to find an open lab room would be the same time as it takes for the makerspace to be online, we can look into it though.

VP External

Previous meeting:

- WESST Strategic Plan
 - Do we want to meet to chat about it before or after the next wesst meeting??

Updates

- Wec 2024 is looking less likely :(



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- Don't lose hope though! - nothing is set
- Em post conference meeting happening right after this!
 - Will start conference report after that
- Found comp coordinator (daniel) yay!
 - Had onboarding meeting with them and kelvin
- Uvec mayhem will start soon
 - If anyone wants to volunteer please let me or daniel know
- Pamphlets for conferences project is in the works

Action Items:

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Discussion Points

- Sponsorship to send students to conferences? Competitions i think is even better?
 - Especially wec (in normal years), we send lots of students and sometimes far away... how much is normally budgeted to send ppl to wec? Have we tried to get sponsorship?
 - Find past 3 WEC costs, reach out to sponsors (dont reach out yet wait till we have more info)
 - A lot of other schools do this, Uvic doesn't get as many sponsorships
 - In 2021-2022 \$7,000 budgeted \$9,200 spent on just travel.
 - Something to look into after UVEC

VP Corporate

Previous meeting:

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Updates

- Onboarding complete

Action Items:

- Cost analysis on the coffee
- Get in contact with the red bull rep
- Get UVEC info so I can start reaching out to sponsors

Discussion Points

- Aim for \$2,000 in sponsors for UVEC
- EEE is difficult to find sponsors for
- Bug Push and Faculty is easier to find sponsors for (possible sponsors for Bug Push)

VP Finance

Previous meeting:



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- Budget got approved at SGM
- SIGNING AUTHORITIES eugh
 - gimme a break we'll sort it out
 - They used to use letters for this stuff?
 - [Transfer Signing Authority - Summer 2017](#)
 - [Is this still accepted? There may be a reason that we have to go in person.](#)

Updates

- New policy. Please read: [Proposed ESS Policy Manual Changes 2023-05-11](#)
 - Relates mainly to expenses and cheques, also allows the VPX to approve expenses, and clarifies the role of VP Internal (for the sake of expense stuff mainly but also just good in general)
 - Fixes a typo or two
 - Eliminates PayPal
 - [Almost sure the account does not exist anymore](#)
 - - It's literally gone without a trace
 - FOUND IT FOUND IT FOUND IT
 - Dec 19, 2019 Council Minutes
 - [ESS Weekly Meeting - December 9](#)
 - It is in fact gone
 - Mention of it being broken Dec 30, 2019
 - [ESS Weekly Meeting - September 30](#)
 - Account was likely suspended in September 2019 due to failing to provide "proof of business affiliation"
 - [ESS Paypal Letter - Business Status](#)
- Makerspace
 - We have multiple funding options, depending on how long we can get to pay off the 450k
 - Let's hope CSC students join us
 - If not we're definitely screwed
 - [Use a referendum to take 90% out of what we get from CINKANT and pay it off in 7 years](#)
 - [Money coming out will be roughly the same](#)
 - Timespan of 5-8 years, ranging from 100% of scrape off to 25% of scrape off, respectively
 - [Stick to the 7 year plan then only take out 50%](#)
 - [Ask for one more year we only need to take out 25%](#)



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- Need to find what can come from donors and what can come from us
- If we have no CINKANT we have no makerspace
- 2 referendums we need to pass CSC merger and stop putting funds into endowment fund to allow for the makerspace
 - Take too much money and clubs become sad
 - Take too much time and faculty becomes sad
- We have to meet with Anne-Lise soon
- wheeeeeeeeeeee

Action Items:

- Signing authorities
- Makerspace meeting with Anne-Lise

Discussion Points

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VP Student Life

Previous meeting:

- Nothing

Updates

- Clubs meeting is on Wednesday
- Clubs day, clubs attendance to be discussed at meeting, floor plan for clubs day coming soon
- Slushy mix and flavorings should arrive tuesday or wednesday
- Use some slushies to incentivise clubs day in addition to the bbq
- Locker registration email sent out
- We ran out of mech patches
- Get more in ASAP, also get some CSC patches in the same order
- Varsity Jackets vs Denim Jackets form potential send out + new patch designs
- Background: a lot of students want varsity jackets for various reasons, want to send out a form to receive better feedback.
- How much is a varsity jacket vs. denim?
- Find a different source for denim jackets at a lower price
- Reevaluate cost of jackets and a cost comparison.
- Look into new patch designs
- Work on patch culture before getting into varsity jackets
- Better advertisement for existing merch

Action Items:

- Have a ready clubs funding form to send out post meeting on wednesday
- Make floor plan for Clubs Day



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- Get an inventory of what merch we have right now
- Dye some of the unpopular designs/colors
- Get more mech patches

Discussion Points

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5. New Business

6. Other Business

BIRT the elections for the following positions be ratified for Summer 2023:

- Secretary: Emma Litzenberger
- Director of Merchandise: Dylan Odgers, Alex Dechev
- Director of Publications: Sue Kim
- Director of Information Technology: Matt Lebl
- Director of Outreach: Renata Kamel
- Director of Services: Erwin Li, David Johnson, Jason Nguyen
- Director of Sports: Alvin Zhao, Jessica Hubbs
- Clubs Coordinator: Matthew Allen Curtis
- Graphics Coordinator: Aaron Cohen, Arfaz Hussain
- Social Media Coordinator: Zak Toews
- Competition Coordinator: Daniel Vigna
- Charity Coordinator: Joban Raiwal, Tavin Shames

Mover: Sam Morrow

Seconder: [MacKay "Maurice" McIntosh](#)

Result: [passed](#)

WHEREAS the policy manual is far too ambiguous regarding the issuing of cheques and the reimbursement of expenses,

WHEREAS the VP External should be able to approve expenses to facilitate ESS business, especially regarding conferences,

[Policy cannot be too flexible, Julien \(VP Finance\) does not believe in flexible policy.](#)

[Amendment to correction and deleting a sentence stating, ""Expenses filed after the deadline and any applicable grace period shall be denied, with no exceptions".](#)

WHEREAS "possesses" was misspelled,

BIRT the following following policy manual changes be adopted:



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☰ Proposed ESS Policy Manual Changes 2023-05-11

Mover: Julien EDWARDSON Secunder: MacKay "Maurice"
McIntosh Result: [Passed](#)

Be it resolved that Tavin associate council for VP events:

Mover: Sam Morrow Secunder: Niaomi (Equity Officer) Result: Passed

7. Adjournment

With no further business, the meeting was adjourned at 8:00pm.

Next Meeting

The next ESS Council Meeting will take place on May 24th, 2023.