



UVic ESS Council Weekly Meeting
May 29, 2023
ESS Office and Discord

Council Members not in attendance:
● Kelvin (VP Internal)

Territory Acknowledgment

We acknowledge with respect the Lekwungen-speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

1. Call to order

This meeting was called to order at 6:05, with Sam M. as the chair and Emma L. as the secretary.

2. Adoption of the agenda and approval of previous minutes

BIRT the minutes be approved for the May 24th, 2023 meeting, as shown.

BIFRT the agenda be approved for the May 29th, 2023 meeting, as circulated.

Mover: Sam M.

Secunder: Niaomi

Result: Passed

3. Presentations from the Members

4. Updates from the Council Members

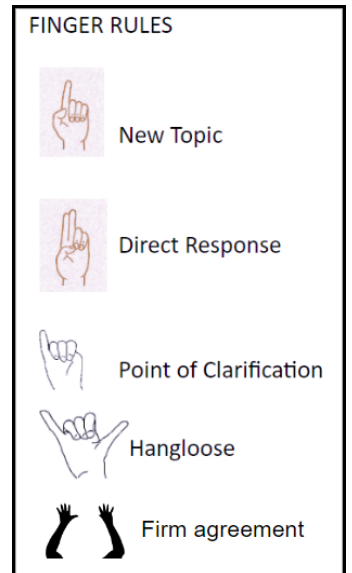
President

Previous meeting:

- Council one-on-ones
- Proposals for engineering orientation
- UVEC and Beach day

Updates

- Clubs day was amazing!!! TY to all our amazing volunteers that made it happen
 - EXTRA shoutouts to Jack and Saad for it
- Jerseys for sports for next sem? (may be in Alvin's minutes)
 - Ensuring no net cost by obtaining sponsorships, jerseys will be ready for fall.
 - Sponsor on the back of the shirt potentially
 - Logistics of sponsor ship to be determined
- Beach volleyball day (one of the last weekends of June)
 - Currently assessing the courts and all potential costs to be forwarded to VP finance
- Discord in process of being switched
- Bucket hats: need to order to someone's house
- Office hours responsibility reminder
 - Signing in
 - Checking off only when task is completed





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Action Items:

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Discussion Points

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Equity Officer

Previous meeting:

- Select and onboard EDI Committee
- Date for EDI training
- Talk to Comms about adding WEST's info to the website
- IRC Form visibility
- Finish pamphlet

Updates

- EDI Committee deadline extended until Tuesday
 - [Reach out to WEST for a stand in for the WECS position](#)
- EDI training is dependant on that so selection will happen as soon as we have enough applicants
- Worked on the pamphlet and am close to finishing up
- Didn't have a chance to talk with Katelyn since Wednesday, but will find up to date info for WEST and send it asap

Action Items:

- Promote EDI committee to more people casually
- Finish pamphlet

Discussion Points

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VP Communication

Previous meeting:

- ESS discord check in

Updates

- Discord
 - Spoke with Viktor, met with Sue
 - Sue made an awesome new discord, thank you Sue
 - Need to update some rules and reassign roles to Viktor Viking
 - It will be ready for us to all use on June 5th
- Sent a few emails to the student body...probably sent too many emails. We should promote clubs events and similar things compiled together in a monthly/bimonthly email digest OR the newsletter, save emails for important and urgent stuff
 - [Being stingy with emails and only sending out ESS-related emails](#)



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- Tavin spoke to me about a co-op office related opportunity for students, don't have many details but will try to meet with him about that

Action Items:

- Update some minor things on Discord (server rules, admin and ownership roles)
- Website maintenance
 - Event pages
 - Council members
 - [Exec members](#)

Discussion Points

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VP Events

Previous meeting:

- Bug Push meeting
- EEE planning meeting

Updates

- EEE Meeting:
- Venues should be all planned for EEE
 - [Venues for November as well](#)
- T-shirts designs have been created, we have some options that we are going through
- Bug push meeting:
 - [Increasing from 12 hours to 16 hours](#)
- Brainstormed possible other activities to add to bug push
- Inviting other schools?

Action Items:

- Have a while until a new event, so just more preparation and planning (especially for EEE and Bug Push) in the weeks to come
- [Book ELW for faulty thank you](#)

Discussion Points

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VP Internal

Previous meeting:

- BME and CIVE discipline reps
- Discipline reps invite

Updates



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- Been sick since Clubs Day 🤒, no updates
- Wish me luck for my midterm tomorrow

Action Items:

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Discussion Points

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VP External

Previous meeting:

- Wesst meeting update
- Uvec, bug push
- Em ...

Updates

- Met w mackay, helped w sponsorship package & ideas
- Uvec date got moved
 - [Moved to July 8](#)
- Working on em conference report
 - Delegates are working on their pamphlets ...
 - All should be done this weekend
- Bug push meeting on friday, meeting with joban & amir tomorrow

Action Items:

- [Finish conference report](#)

Discussion Points

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VP Corporate

Previous meeting:

- UVEC package
- EGBC meeting and AGM

Updates

- Uvec sponsorship package is nearly complete
- [UVEC sponsorship aiming for 10 thousand dollars](#)
- [Possible EGBC sponsored judges for UVEC](#)
- [Redbull rep does not exist](#)
- [Reaching out to local food places for food or discounts](#)
- Trying to fix the payment issue with fernwood coffee
 - [Has been resolved](#)
- Once Uvec package is finished I will start working on bug push



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- Meeting on Wednesday with Joban (Charity Coordinator)

Action Items:

- Finish uvec package
- Fix payment issue

Discussion Points

- I would like to make a poster or something to inform people about the inspire uvic want to see the logistics of that

VP Finance

Previous meeting:

- Cleaning out safe
- Bank meeting
- Makerspace meeting and draft referendum

Updates:

- Safe is mostly cleaned out
 - Will be supervising any DaLs or execs that want to sort coins
 - We have found a coin sorter
- Had CIBC signing authorities meeting
 - Deposited ~\$1800 from the safe
 - Kelvin and I are now signing authorities
 - I need to re-verify my ID with CIBC before they freeze our account
 - Went to ICBC and my new ID is being issued
 - Everything should be fine
- Makerspace meeting happening on the 8th or 9th
 - For the people that said they want to be there, which day works better?
- Draft referendum question here:
 - [ESS Referendum Question - Makerspace](#)
 - [ESS Referendum Question - CSC Merger](#) - where's the doc from council retreat?
 - https://docs.google.com/document/d/1Y1Wz1aYGFqKxHwvu92IWvpm_7g-TXDfYDucXo61bfE/edit
 - VP /Equity /Officer question?
- Will be reviewing documents in filing cabinet
 - I promise I won't shred *everything*
 - [Go through your council file](#)
 - [Shredding documents will be approved by Sam](#)
- **To everyone in the room: we now require ID or OneCard before distributing cheques**
 - The Cheque folder will be now kept in the VP Finance Cubby
 - It is a red CIBC envelope



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- Do not put it back on the whiteboard
- Do not allow people to grab their own cheques
- I will print off a sheet to log who picks up club cheques

Action Items:

- Schedule makerspace meeting with Anne-Lise
- Get my ID
 - To keep accounts thawed

Discussion Points

- Isn't the weather just lovely huh

VP Student Life

Previous meeting:

- Locker registration
- Merch inventory sheet
- Club funding forms

Updates

- Only received one club funding form so far
- Send out a group of volunteers to put sticky notes on non renewed lockers this week, locks to be cut next week
- Need 1 person who is not in a club to join club funding committee
- Slushy neutral base mix to arrive Wednesday

Action Items:

- Assemble group of volunteers for lock cutting and sticky note placing

Discussion Points

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First Year Representative

Previous meeting:

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Updates

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Action Items:

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Discussion Points

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5. Executive Updates (Only for Exec meetings)



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Charity Coordinator (Joban):

- Bug Push planning started on Friday
- Being increased from 12 hours to 17 hours (7 am to 12 am)
- EEE planning almost done as well (only need to find a pre venue)
- Have a meeting tomorrow with Sarah and Amir from TMU
- Have 2 meeting's the day after tomorrow, one with Tavin, one with MacKay for Bug Push

Clubs Coordinator (Allen):

- Clubs Day was a success, a couple of changes I think will be good for future
 - Make people have to talk to 2-3 clubs to get free food?
 - Gives clubs time to get food first and encourages people to engage with the clubs
 - Bands or sharpie on hands for clubs and volunteers
 - Put the ESS table at the start of the food line to help split people into veggie and meat line up
 - Get started grilling earlier, like 30-45 minutes early so food is ready to rock and roll
 - Block off the lobby for clubs day before, maybe put signs on table informing people about the event happening.
- Next Exam scanning party this Sunday, June 4th, 12 pm-4 pm ish
 - Please come and scan with me!

Director of IT (Matt):

- [New locker registration system](#)
 - [Name, email and locker they want to register](#)
 - [Link sent to your email, students can currently only register one locker](#)
 - [Check mark saying that the registeree has a lock on the locker they are registering](#)
 - [Potential registration with only @uvic email addresses](#)
 - [If they have an issue they can come to the ESS office where we can bypass the system](#)
 - [Council still needs to set concrete requirements on the system](#)
 - [1 per person, locker renewal, reminder email, etc.](#)
- [Council and exec internet accounts access fix](#)

Director of Publication:

- [Newsletter formatting](#)

Graphics Coordinator:

- [UVEC sponsorship package design](#)



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Competitions Coordinator:

- Advertise for UVEC volunteers

Director of Services:

- Higher demand than expected, possibly due to limited campus food services
- Cost analysis for the overall cost since beginning of term to be forwarded to VP Finance before any further purchases.

Director of Merchandise:

- Tracking and updating inventory on the office computer, to be further updated on a spreadsheet posted on discord/slack.
- Anyone on office hours is responsible for tracking inventory sold during their office hours

Associate Events (Tavin):

- Girls night June 24th tentatively
 - Ticketed event
- Volleyball tournament
 - Teams of 6-8 people at CARSA around the 17th June (tentative)
 - Ticketed event
 - Free slushies, possibly another order of slushie mix, needs to come out of the events budget

6. New Business

7. Other Business

BIRT _____

Mover:

Seconder:

Result:

8. Adjournment

With no further business, the meeting was adjourned at 7:15 pm.

Next Meeting

The next ESS Council Meeting will take place on June 5, 2023.