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.

FINGER RULES

☝ New Topic

✌ Direct Response

🤙 Point of Clarification

🤙 Hangloose

🙌 Firm agreement

1. **Call to order**

This meeting was called to order at 6:02, with Sam 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 29, 2023 meeting, as shown.
BIFRT the agenda be approved for the June 5, 2023 meeting, as circulated.

Mover: Sam   Seconder: Kelvin   Result: Passed

3. **Presentations from the Members**

4. **Updates from the Council Members**

President

Previous meeting:
- Discord server update
- Beach volleyball day
- Bucket hats
- Office hour responsibility

Updates
- Life is stressful and busy :(
- One-on-ones
  - Note that I sent my schedule to the council chat
  - Please pick a time that I am free
  - FILL IT OUT PLEASE!!!!
  - Choose a 30-40 minute slot with Sam's availability
- High tech U meeting
  - She is awesome!!!
  - Bunch of different ideas
    - They want to run a workshop for highschool students with eng undergrads guiding
    - Want us to help them out by
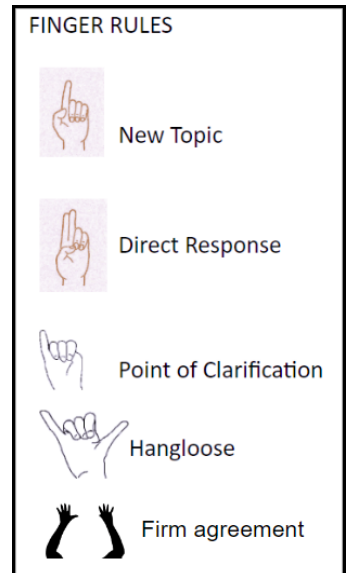
- - ■ More updates will be coming
    - ■ Opportunity for engineering students to get paid to each highschoolers various skills
  - ○ I don't have ALL the notes because she said she
- Orientation
  - ○ Workin on it
- Bucket hats
  - ○ Theyre here!

Action Items:
-

Discussion Points
  - ○ Old EEE shirts are normally given to the sports team, we are thinking of not doing that as we now have more teams, so we are looking at other options such as reusable jerseys for the teams.

Equity Officer
Previous meeting:
- Promote EDI committee
- Finish pamphlet

Updates

- Pamphlet finished! 📄 Intentional Inclusivity.pdf

Safer Spaces

The idea of a "safe" space is different for everyone. This is why we focus on creating safer spaces instead. "Safer" means it's always a work in progress, we can always improve.

When fostering safer spaces, our goals are to make them non-threatening, comfortable and welcoming. We want everyone to feel like they belong and are valued!

What is Intentional Inclusivity?

Welcoming
Everyone should feel like they belong!

Active
Inclusion is a full time job, there are always ways we can improve!

Diverse
We all have different experiences and identities that we can share!

Niaomi Peck
Intentional Inclusivity

Using knowledge gained at EM 2023

How can we apply this to everyday life at Uvic in Engineering?

By actively listening to the people around us about how to best accommodate them, we can make everyone feel more welcome and understood.

Fostering a culture of inclusion, where everybody feels that their experiences and perspectives are valued, we help people enjoy being around us and cultivate a healthy community.

Finally, understand that we're not perfect! Mistakes will happen, but if we sincerely try to better ourselves and our inclusivity, we will be working towards a productive and healthy engineering community.

Turning ideas into actions

Once we understand what intentional inclusivity means and how it manifests in ideas like safer spaces and community needs, we can then begin to put these ideas into practice in our lives. Putting in the effort to be inclusive is an important step.

What the ESS has done:

In the interest of making intentional inclusivity a key focus for our engagement with students, the ESS has implemented new ideas.

01 — Refreshed office hours in the ESS lounge to promote engagement

02 — More diverse ESS events, so more people can be a part of fun community groups!

03 — Training that focuses on what we can do to best serve the student body

Addressing Community Needs

When promoting intentional inclusivity, it is important to recognize that everyone has different struggles and different needs.

Questions to ask ourselves:

01 — How can I employ welcoming language in my spaces?

02 — How can I make people comfortable here?

03 — What accomodations might people need to feel welcome?

04 — How can I improve?

  - Hoping to print off and promote at appropriate events
- Ended up with 10 applicants for the EDI Committee, reached out to all of them to set up interviews and 5 responded, so doing those today and tomorrow, will hopefully have the committee set up (and hopefully a first meeting done) by the end of the week.

- Sent WEST info to Katelyn to be added to clubs website
- Helping to plan girls night as needed

Action Items:
- Final decisions on EDI Committee applicants
-

Discussion Points
    ○ More visible ESS bulletin board with event plans, EDI initiatives and ongoing plans (such as Makerspace and CSC merger?) as suggested by an EDI applicant
        ■ This is a way to keep the ESS accountable and show the general student population what we are working on as well as our goals.
        ■ Want to see some space on the first floor of the ELW, no one comes in front of the ESS unless they are already aware of us.
        ■ Have it in a visible location (by nibbles and bytes)
        ■ Helps with involving new people with the ESS

VP Communication

Previous meeting:
- Minor Discord update (server rules, admin and ownership roles)
- Website maintenance

Updates
- Issues with my flights this week so didn't have as much time to update website and discord - gonna work on that this week so that it's all ready to go
- Discord stuff is all written up and ready to go, just need to apply changes and get it checked over
    ○ Planning to send an announcement about the new discord, shutting down the channels in the old discord and shutting down the slack.
- Cord's credit card was on the Adobe Illustrator account (I didn't know we had an adobe illustrator account…) and he got charged for a full year subscription yesterday
    ○ Resolved it with Adobe, cancelled the subscription and should be getting a refund soon. If that doesn't go through, will dispute with bank and hope he gets refunded. If that doesn't work, we will need to reimburse him (but there is a very small)
    ○ Do we still need Adobe Illustrator? I was a graphics coordinator for 8 months and never used it.
        ■ For posters we don't need it. However designing merch using canva/etc sucks and that's where adobe illustrator could come in handy
        ■ In the near future I want to look into free open source graphics tools for our graphics coordinators and merch designers to use, they are sometimes a bit harder to learn than Adobe because there aren't as many tutorials out there but I am willing to write tutorials/documentation for them.

Action Items:
- Update discord and go over it with Sam, then announce the switch and assist people with tech help for that over the next week
- Update the website!!!
- Stray slack dms for adverts about things - responding to them all tonight and tomorrow morning
- Touch base with Sue about newsletter

Discussion Points
  -

VP Events

Previous meeting:
- EEE update
- Bug Push update
- Faculty Thank you

Updates
- No major updates, just planning ahead for upcoming events
- Will schedule an EEE meeting and another Bug Push meeting soon
- Will be getting an update from Tavin about volleyball
- Girls night planning meeting soon

Action Items:
-

Discussion Points
  -

VP Internal

Previous meeting:
-

Updates
- Faculty Meeting tomorrow:
  - Joban's asked me to talk about the Bug Push, but since I've never experienced it, I'd appreciate some guidance as to what to talk about.
  - Ask faculty for letters concerning Bug Push
- Meeting with the Civil Rep, Olivia Dressler, this week.
- Software reps have been contacted
- Does anyone know Vibhu Behl or Kali Erickson? Tried to get in touch but unresponsive.
- Can't get a response from the BME department: should I just hold interviews for our own?
- PASS Program collaboration:
  - They basically want us to help advertise them more

- - ■ They're already on the website, but if we manage to get orientation, that would be a good time to advertise them. I might get a poster on the bulletin board outside the office, and tell people about them.
  - ○ They're also planning on maybe getting together a MSAC-type thing for Engineering courses, and I told them that we'd be happy to help organize, but no money.
  - ○ Consistent engineering computer science tutoring, help run it with students tutoring, similar to the math and stats assistant center
- Exam Scanning happened on Sunday
  - ○ We got about ⅓ through the second cupboard
  - ○ Had a small group, so less progress. Want to make sure people know about it better next time.
  - ○ Is there a way to make it more appealing for general volunteers?
    - ■ If there is an incentive it might attract people just attending for the incentive

Action Items:
- Planning Teaching Award Event (The dates been moving around, so I think I just have to set one in stone)
- Planning another Exam Scan

Discussion Points
- - ○ Deciding on relevant courses for tutoring, contacting tutors.
    - ■ Try and get more third and fourth-year courses
      - Generally more populous in second-year courses
      - Possibly more value for third and fourth-year courses as they are generally supported less
    - ■ ECE 216 is a large final
    - ■ Mech/civil 242
    - ■ Mech/Civil 220
    - ■ CSC 116 (fall only)
    - ■ CSC 349A
    - ■ Ece 250

VP External

Previous meeting:
- Em conference report
- Bug Push

Updates
- Feeling v overwhelmed w school lol I am trying my best
- Conference report: almost done, hopefully, able to see delegate reports before I finalize it (section about sessions)

- Bug push: will contact vpxs and ask them to give us merch and to come !!!
  - Host a raffle or something similar
- Uvec: sponsorship package is almost done
  - Uvec meeting to be planned soon

Action Items:
-

Discussion Points
  -

VP Corporate

Previous meeting:
- Uvec sponsorship package
- Fix payment issue

Updates:
- Payment has been fixed
- uvec package is going through final revision
  - Should be out by tomorrow night, email has been written so it just needs to be attached
  - It will be sent to 28 businesses
- Bug push package is being started content should be done by end of week then the graphics will be done
  - Send to graphics team once finished
- Em pamphlet is coming along (I'm late sorry)
- Received email from redbull rep

Action Items:
-

Discussion Points
  -

VP Finance

Previous meeting:
- CIBC account signing authorities
- Makerspace meeting with Anne-Lise

Updates
- Waiting for ID from ICBC to confirm with CIBC
  - Just checked the website and it has not been mailed
    - Not an issue quite yet
- Makerspace meeting likely scheduled for Friday (June 9th) afternoon, still to be confirmed with Anne-Lise, likely after 1pm

- Working with directors of services to start tracking inventory through square
  - Will allow us to track how much money is lost to theft
    - Increasing number of reports
    - Important to ensure that our financial documents are accurate
  - Once set up it should be fairly easy to maintain
- We have received the following report from Jason, one of our directors of services
  - We are currently operating at a profit
  - How do we plan on factoring in goods that go "missing"?
  - 📄 ESS_DOS_May2023FinanceReport.pdf
  - Assesses overall store finances
    - Operating at a profit when sale value of current stock is included
    - Operating at a loss when only weighing expenses and income
      - This is to be expected
  - Trying to figure out how often a report should be completed
    - Probably once in the middle of each term and once at the end of each term?
      - Every two months
- Coffee/Slushie budget is looking bad
  - Have spent $461.07 out of $600.00
  - $202.89 of that was slushie mix
    - The cost of the slushie mix is what we expected
    - Too much was used last friday
      - Upcoming weeks we have to be more stingy
      - Will be discussing with Alen who has "slushie" office hours
    - If we run out we're not buying anymore until next term or until a unicorn shows up and gives us a bag of free money
      - The latter is not happening
      - Will be prioritizing coffee in the budget since it's a more universally used service
        - Should have enough money left for coffee
        - May also have to cut back on paper plates and cutlery, much to my own personal disappointment :(
- New budget spreadsheet! Yay!
  - 📊 Actual ESS Budget - Summer 2023
  - Has all sorts of bells and whistles
  - Main points:
    - Tracks uncashed cheques to give a current and minimum net
      - Minimum net = actual net - value of uncashed cheques
    - Automatically updates with ledger as cheques are issued (once a week)

- ■ Attn approval authorities (Pres, VPX/F)
  - ● Use this to assess whether or not to approve expenses
  - ● Keep in mind that it is not always up to date, so if you're uncertain consult me
  - ○ No one apart from me (VP Finance) may modify this document
    - ■ Modifications in one line may change a number in another line of the budget
  - ○ Proposed budget spreadsheet is not to be used for anything anymore
    - ■ Always reference the actual budget spreadsheet
- ● Shredding time
  - ○ Might start before meeting who knows

Action Items:
- ● Meet with Anne-Lise
- ● Confirm my ID with CIBC
  - ○ Waiting on ICBC to mail it to me
- ● Shred more stuff
- ● Help dir. Services setup inventory with square
  - ○ Counting current inventory

Discussion Points
- ○ Isn't the weather lovely

VP Student Life

Previous meeting:
- ● Assembling volunteers for notifying and cutting locks on unregistered lockers

Updates
- ● Send out form after tonight's meeting
  - ○ Into the general chat on Slack for notifying unregistered locker users
- ● Got another clubs funding form, will review with matthew and get to clubs if anything is missing
  - ○ All the club heads have received them, they are also in the discord clubs chat (ECS discord) The deadline is the 7th of June.
- ● Please contact if you can serve on club funding committee (must be council member)
- ● Sending out another followup for clubs funding
- ● Mental health pamphlets to be done Friday? May need help with making them look beautiful (I will talk about that with Katleyn and Aaron)

- Design idea for merch for next semester

  - General approval from the council on the design
- Have we ever thought of a design contest?
  - Previous councils have thought of this
  - People put in a lot of effort and dont always get something out of it
- We could put in a merch suggestion box in the ESS

Action Items:
- Send out volunteers for locker reminders, locks to be cut next week with stuff being put in ESS storage
- Send out dates for club funding presentations
- Finish pamphlets

Discussion Points
  -

5. **New Business**

6. **Other Business**

BIRT _____
Mover: Seconder: Result:

7. Adjournment

With no further business, the meeting was adjourned at 6:54pm .

Next Meeting

The next ESS Council Meeting will take place on June 12, 2023 .