



UVic ESS Council Weekly Meeting
June 26, 2023
ESS Office and Discord

Council Members not in attendance:



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 6:00, with Sam as the chair and Emma as the secretary.

2. Adoption of the agenda and approval of previous minutes

BIRT the minutes be approved for the June 19, 2023 meeting, as shown.

BIFRT the agenda be approved for the June 26, 2023 meeting, as circulated.

Mover: Sam

Secunder: Julien

Result: Passed

3. Presentations from the Members

4. Updates from the Council Members

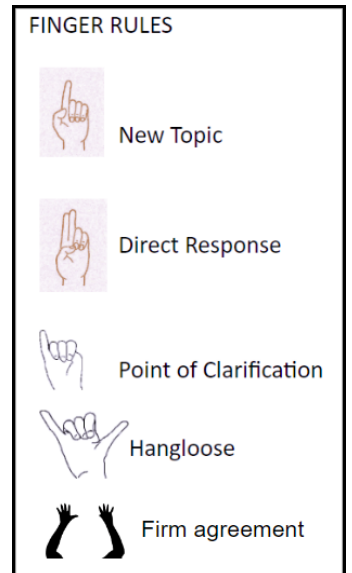
President

Previous meeting:



Updates

- Admin has been really slow to reply (other than Jessica V.) 😞
 - Working with the VPFO and orientation
- Space has almost been booked for UVEC
- Gotta finish one on ones
 - Mackay
 - Jack
 - Saad
- Getting started on ENGendas
- Jess has been pulling my slack for yearbooks
- HighTechU info sent to me
 - Pamala wants to come to a meeting
 - Discuss having a lower cost associated with the program to help students since we are bringing in a large number of students
 - Make sure it is targeted for 1st and 2nd-year students not highschool students which is there current audience





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- What do they want us to do?
 - High tech U hosts workshops for students
 - Allows undergrads to be trained and possibly hired by HighTechU
 - 1-day hackathon for 1st and 2nd-year undergrad
 - ESS would help run the program, and promote it
 - If individual students are paying HighTechU, what is the benefit to the ESS?
 - It is an outreach initiative which helps students

Next meeting:

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Discussion Points

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Equity Officer

Previous meeting:

- Pride planning
- Clubs funding

Updates

- Clubs funding stuff ongoing with Saad and Allen
 - Last meeting tomorrow, close to finalizing
- EDI Committee focus this and next week
 - Initiatives and student body
- Girls night debrief meeting?
- Pride planning not looking great, stressed and busy and the parade is full in terms of groups
 - Not sure if this will happen, will try for a community-led event to have a presence there
 - Organize a group of students to go to pride, advertise time and place, no time or finance commitment.
- Busy busy busy week
- Met with Renata and Allen about Director of Outreach Stuff™
- Sustainability: add an empties bin for people to put their cans and bottles in here for a bit of a return
 - stepping on the toes of uvic recycling maybe?
 - slight budget uptick or something?
 - Jason mentioned it and sounded smart
 - Will this clutter up the room/make it smell?
 - Minimal benefit, there is one just outside the room
 - Large time commitment for the director of services
 - Amount of bottles collected probably won't be enough to cover gas costs to go to the bottle depot



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- We don't have the room for it
- We would only make \$18.80 assuming every single bottle is returned
- Will not make an impact on budget

Next meeting:

- EDI stuff mainly
- Finishing clubs funding
- Life in order idk

Discussion Points

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VP Communication

Previous meeting:

- Discord changes
- Website update

Updates

- Website
 - Has been updated other than the council/exec page because I still don't have everyone's preferred photo. I am gonna just start updating it anyway for now
 - Cord should have taken everyone's photo, just talk to him - Kelvin
 - This week I will be adding old/irrelevant posts to an "archive" section so that it's not looking so cluttered
 - Will also be going through and checking all the pages to make sure all our info is up to date
 - Policy manual and constitution need to be updated on website
 - Also weekly meeting minutes should go on the website, according to the policy manual
 - Also considering contacting tutors from past semesters to see if they still want their info on the website (not sure how we usually go about this)
 - Everyone currently on the website has been contacted within the past 6 months
 - We go through it once every year
- Discord
 - Still working on the new server, mostly writing documentation so that people aren't too confused/overwhelmed when joining
 - hopefully will be done with it this week and then we will invite council and exec to it, be on the lookout for a discord invite later this week
- Execs
 - Reaching out to do mid semester exec check ins just to see how everyone is doing/if anyone needs support, I am a bit late on scheduling this so my apologies!



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Next meeting:

- Added the spring 2023 budget and all the spring 2023 minutes to the ess website

Discussion Points

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VP Events

Previous meeting:

- Bug Push volunteer sheet

Updates

- We have a bug push volunteer sheet made and ready, we will ask for volunteers closer to the event date
 - Should we not release it sooner rather than later?
 - Should release it this week.
- There will be no more new events happening this term, meaning that the Barbie movie night and the pot painting/yoga will likely not happen unfortunately
 - Possible options for next semester?
- Start planning events for future semesters
- I was asked about having a faculty barbeque this term where students could eat and socialize, could incorporate it into beach day or notify them of beach day? May not work due to the previous point
 - We have an event tomorrow that is very similar (Faculty Mixer)
- Another bug push meeting happening very soon, bug push is approaching very fast but we should be on schedule
- Climbing night is scheduled on the Notion to happen this Thursday but I'm pretty sure no planning has been done (my bad) so we could either postpone, replace it with another event later, or cancel it and possibly save the idea for the fall term or spring term.
 - In order to make the events budget work is getting rid of climbing night, especially since we haven't planned for it.

Next meeting:

- Updates on bug push

Discussion Points

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VP Internal

Previous meeting:

- Track down discipline reps
- Tutoring



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- Plan for academic things for the rest of the year (accreditation information sessions, prof socials, and other things we haven't done in a while).

Updates

- Did not have as much time as I wanted to this week, helping other people manage more urgent matters.
- Tutors have been secured for an ECE 250 and MECH 220 session in August, further planning to be done closer to the sessions.
 - Planning done by TAs, all we have to do is book the room and give them money
 - Can I book spaces?
 - [Send info to Pres and he will book the room](#)
- Sam brought up a good point about making sure not to step on the toes of the faculty,
 - I will be talking to the Software and BME departments in person tomorrow, explaining the situation, and making sure that we can appoint ESS reps without pissing them off.
 - [If yes then the email should be sent off by the end of the week](#)
- Last week, was going to plan Resume Roast with MacKay, however...
 - Considering the current difficulties we are experiencing events, I believe it would be wise to hold off on adding anything new to this term.
 - I still do want to host a Resume Roast, but planning it for early Fall instead of Summer, and getting the Co-op office involved. Repeating Early Spring and late Spring.
 - Restarting student of the week starting in August, highlighting a an upper-years journey (interesting co-ops they've done, clubs they've been a part of). Clubs people will probably be excited to advertise, and the plan is to create more of a sense of community.
 - [Highlight some of the great people in this faculty](#)
 - Professor Student Social late fall, probably hosted at the Grad House, semi-formal.
- Profs were open to registering teams for Bug Push, but haven't yet. Will reach out to Mina and Brad after the meeting reminding them to sign up before we open registration to the regular students.
 - [Mech rep has reached out on behalf of Brad, and asked for more info](#)

Next meeting:

- Nominations for new discipline reps will be sent out by Friday

Discussion Points

- I want to leverage our WESST connections, and talk to a VPI/VPA for some inspiration of how to work better with Faculty. Did not go to EM though, so I don't have less connections
 - Do any of you know cool VPI's I could have a meeting with online?

VP External



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Previous meeting:

- Uvec
- Teaching award
- Bug Push

Updates

- Teaching award / faculty student mixer tomorrow, 4:30-6 in elw lobby
 - I need 2-3 people who are available 4-4:30 to help set up
 - Tables, podium, be there when the catering comes
 - Not sure if any nominees other than the winner to come
 - Certificates are given to nominated teachers
- UVEC
 - We have competition leads!!
 - Some briefs ready – contacting leads to work together to make prompts
 - Judges needed!
 - add judges names and contact info here!!!!
 - Coming along :)
 - Emails are going out tomorrow, old poster format being used just need to change the date. Chalk and talks needed.
 - General volunteers needed
- Bug push: nothing new, been busy w uvec
 - Will be contacting VPX's for merch
- Been locked out of the instagram, need to be relogged in

Next meeting:

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Discussion Points

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VP Corporate

Previous meeting:

- Bug Push Package
- UVEC sponsorship

Updates

- Contacting people for Uvec judges
- Following up for bug push
 - No companies have replied thus far...
- Planning to expand our sponsorship list
 - Going through linked in to former uvic students and contacting current students to reach out to there coops



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- Check out other student societies sponsorship lists
- Google form in the ECS coop chat
- Getting more coffee yay
 - 1 bag every week or so, getting more frequent
- EGBC events are geared towards PEng so if we advertise it be careful of how
- Pushing resume event to the next term
 - Help the incoming first years

Next meeting:

- Continuation of Updates (Secretary note remove)

Discussion Points



VP Finance

Previous meeting:

- Midterm budget review

Updates

- Midterm budget review is done:
 - **+** Midterm Budget Review - Summer 2023
 - There have been several adjustments to the budget in order to reflect rising costs for certain parts of the budget
 - Please reference this sheet when budgeting for items in line items
 - Notable things:
 - Changes in events (EEE budget increased, climbing night canceled)
 - Changes in store income (Bringing in more money than expected, making a few hundred dollars)
 - Changes in pre-ordered merch (Gotten rid of it in budget sheet as it is not happening this term)
 - Changes in coffee/slushie budget (Added \$350 to coffee/slushie budget)
 - Please look through and make sure you are within budget for anything you are responsible for. (the store is an exception as it makes money)
 - We're sinking into our \$1000 surplus (aren't we glad we had that)
 - About a third of the way through
 - No further changes will be made to the budget (e.g. no new events, being reasonable with slushies, etc.) **FINAL**
- Referendum Updates
 - Preparing for referendum questions
 - We need a Chief Returning Officer (CRO) - there's a motion on the agenda for this today



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- It seems questions can be kept simple and just refer to the constitution changes in the text
 - [Engineering Students' Society - March 2020 Referendum](#)
 - Keep the questions quite simple and can refer to website
- We need a date for the referenda to run
 - Voting is open for 96 hours? Its outlined in the constitution or policy manual
 - We want this to happen before new students come in
- We need to know when changes will take effect for CSC merger
- There was a deadline for the CSC merger to happen in order to take effect for fall - last council was made aware of this deadline by the UVSS
 - We missed that deadline because that information was not passed on
 - Sam has contacted UVic Vice-President Finance & Operations
 - I need to see the correspondence between Jessica H. and the University
 - Sam please send that to me
 - Meet with last years council to ensure that we are not missing any more information
 - Uvic needed to know how much money to give to the UVSS to then give to us. We missed this deadline, will ask for an exception.
 - The university said that once the UVSS referendum happens, we have to hold one with eng students
- The Makerspace meeting is finally happening on Wednesday (for real this time!)

- Happening at 4:00 pm on zoom

Next meeting:

- Finalize referenda questions with relevant people and present to council for vote of approval
- Report on makerspace meeting

Discussion Points

- Weather is fine I guess

VP Student Life

Previous meeting:

- Club funding
- Mental health pamphlets

Updates

- Funding presentations have been completed, only one club has not done a presentation, Formula Electric
 - Sent them an email and they have not responded, try to get a powerpoint from them to be shown to the club funding council



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- Final numbers to be decided by club funding council, Matthew, Niaomi, and I tomorrow
 - Final funding allocations to be sent off to Julien
 - Make it in the form of an expense form to keep better track
- Cheques hopefully be written out by friday
- Started researching for pamphlets, building it around self stigmatization and proactive management
 - Do we have someone certified to look over these when they are done to make sure this is proper information?
 - Equity officer can have a look over and Renata
- Bucket hats
 - Some advertising for them
 - Posters, post on instagram

Next meeting:

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Discussion Points

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5. Executive Updates

Emma (Secretary)

- A new sign-up system for office hours has been made on the fridge. People will sign their name in their office hours slot and then leave a check mark to show that their task was completed (less paper use). There will be an updated office hours schedule on the desk with the new tasks which is not to be written on or signed.
- Attach marker to fridge

Renata (Director of Outreach)

- Attempt to organize presentation with HighTechU (possible year-round partnership)
 - Possible event
- Contact Science Venture about July events
 - Elementary to middle school students

Joban (Charity Coordinator)

- Bug Push:
 - Please volunteer to table, want to do 4 days of tabling: July 5, July 7, July 12, July 14
 - Sam's booking tables/chairs for tabling for those days of tabling
 - Event schedule finalized, have Leo & Taz talking with possible entertainment options





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- Kelvin is talking with Mina/ECS faculty, MacKay with industry, Allen with United Way, and I with Kevin Hall/UVic to garner donations / sponsorship / participation / support
- Going to send out volunteer sign up by Wednesday in slack
- Team sign up also going out on Wednesday
- Will contact UVic social media later this week to set up an Instagram takeover for Bug Push.
 - [And wesst](#)
- Will also contact UVSS about booking tables/tents/chairs/speakers/etc for the day of Bug Push since can't use booking form for booking stuff on weekends.
- Other than that just a lot of stuff happening the week of (snacks, etc)
- EEE:
 - Struggling to find a pre game venue, old one fell through. Fallback option: we do a backyard pregame (have a house), would be a bit more expensive but talked about it with Julien
 - Tickets go on sale July 17th
 - Other than that EEE is done and everything else will be done week of (alcohol, etc)
- UVEC:
 - Helping with UVEC as of Friday, that weekend is free for me now
 - Will be the competition lead for Innovative design, and communications
 - Briefs for my 2 competitions are done and in the drive
 - Found another 3 competition leads and a judge (maybe 2?)
 - Shirts have been ordered, they will be shipped via air due to tight timeline
- Volleyball:
 - We decided to move it to July 9th
 - Currently in contact with UVSS to see if that's okay for insurance purposes.

Sue (Director of Publications)

- Don't think newsletter is feasible this semester due to many internal changes/transitions
 1. Having trouble reaching out and getting replies from ppl
 - a. Probably doesn't help that it's summer so less students active
 - b. ESS emails are messed up (but we all knew that)
 2. I think it's best to time ESS Discord launch with first edition of newsletter
 3. Motivation  School 
 - a. Having personal issues with school
 4. Don't want to publish a lackluster newsletter despite grand claims at beginning of semester



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- Switching gears to producing articles for future Dir. Pubs in hopes they can use them instead
 - Overall, disappointed I couldn't get the newsletter out this semester
 - It is what it is
- Will see if I can assist anywhere else in the ESS if needed
 - [hElp out with bug push - joban](#) I see you joban, I'll help out with bug push when I figure out my schedules <- circles back to personal issues with school
- Also my back hurts (a lot) and getting an appt with a doc is near impossible

Alex (Director of Merchandise)

- Inventory counted.
 - [Trying to move stock count over to the square, the spreadsheet is finished.](#)
- In need of people to be photographed with merchandise (bucket hats) for advertising.
 - [Find people that aren't heavily involved in the ESS \(Get the Dean involved\)](#)
- Started the search for water bottles. [Water Bottle Research](#)
- I really didn't think about UVEC :(

Erwin/David/Jason (Director of Services)

- Demand for ESS Store has been consistently high
- We're keeping stock now - can keep track of demand
 - We (Jason) noticed sometimes "Pad Thai" is sold as "Kimchi Noodle"
 - No biggie b/c they're the same price but please make sure you're selling the correct items - makes tracking sales easier
- We (Jason) made a cost tracking sheet to make sure we aren't losing tons of money on every item
 - We're making some profit from capitalizing on sales
 - [Losing money on monster and red bull](#)
 - Even without earnings from items on sales, we are making a small profit
- (On our end) We've been checking our own receipts in Costco to make sure there aren't any sales errors
- In the future - make menu for store items (low priority)
 - [Helps as some of the stickers on the drawers are out of date](#)
- Question: Are we good with how the store is currently run (what we buy, how much, possibly rotating items)?
 - It would not be wise to expand it, we are already doing \$800 Costco runs
 - People are wanting different selections for drinks (rotating list)
 - As we are rotating through items keep track of which are selling well



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matt (d.it)

- office computer monitor (working on it -MacKay)
 - Possibly salvaging another monitor from somewhere
 - There should be a new monitor tomorrow
- locker registration system
 - Changes have been made and previous concerns have been changed
 - Just need to roll out this new system - how do we do this?
 - Who do you connect with in regards to taking over the ECS lockers, since the merger is happening
- social media and site passwords
 - Multiple people have been locked out of there accounts
 - Working on having a centralized system for passwords
 - If you manage an ESS internet account of some sort that has a username and password join the slack called #passwords. Do not send passwords through plain text.
 - Going to try out some emails that could be associated with the ESS Instagram, if you receive an email forward it to the Director IT.
 - Possibly enable specific people to have access to the bitwarden (password site) if we want multiple people to access it we need to pay money. (3 dollars per seat per month... a lot of money)

Matthew Allen (Clubs Coordinator)

- Nothing that hasn't been said already
- Besides that everyone has been doing a good job, and keep it up.

6. New Business

WHEREAS the ESS will be conducting upcoming referenda,

WHEREAS the ESS constitution requires a Chief Returning Officer to run the referenda,

BIRT nominations are opened for an ESS member to be selected by the ESS council to be appointed as Chief Returning Officer, with an opportunity for nominees to provide 2 minutes of motivation for their election if the seat is contested,

BIFRT the ESS Council elect Kelvin Lee as the Chief Returning Officer.

Mover: EDWARDSON

Secunder: MacKay McIntosh

Result: **tabled, then passed**
unanimously



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7. Other Business

BIRT that the council moves into an in camera session, with the inclusion of Joban Raiwal.

Mover: LEE

Secunder: EDWARDSON

Result: [Passed](#)

BIRT _____

Mover:

Secunder:

Result:

8. Adjournment

With no further business, the meeting was adjourned at 8:47pm.

Next Meeting

The next ESS Council Meeting will take place on TBD.