

Association étudiante Telfer Students' Association Executive Meeting

Minutes for the meeting of the AETSA Executive Council 2022-2023 held on the 9th Day of August 2023.

Location: Google Meet

In Attendance

President	VP EDI	VP Social	VP Internal	VP Finance
VP Academics	VP Clubs	VP Marketing		

Regrets

VP Corporate

Guests

No Guests.

1. Call to Order

Meeting called to order at 7:10 PM.

2. Approval of Agenda

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|-----------------------|--------------------|
| - Call to Order | - Upcoming Events |
| - Approval of Agenda | - Budget Approvals |
| - Approval of Minutes | - Old Business |
| - Financial Update | - New Business |
| - Internal Reports | - Varia |
| - External Reports | - Adjournment |

VP EDI motions to approve agenda.

VP Finance seconds to approve agenda.

Vote: 8-0-0

Motion passes unanimously

3. Financial Update

- First kit sales payment went to the bank.

- O-Week bar bowling was paid.

- Increased daily e-transfer limit from \$3000 to \$10 000

4. Internal Reports

VP Academics

- Around the World Taste Test planning, few responses from clubs. 4 clubs have been confirmed and 2 are pending.
- Met with VP Social and VP Finance about the budget, it has been determined that a maximum of \$150 will be allocated to each club. Receipts must be provided. Anything more will be out of pocket.
- Faculty is on vacation so limited information can be obtained for scholarships.
- Pitched the idea of an Ottawa-based office crawl for free networking in the area.

VP Clubs

- HRA wants to alter their constitution, they must make the changes according to their internal club regulations before pitching the constitution to the executive council.
- Next PRT is on Aug 15, 2023.
- Both Directors of Clubs are working on an events calendar for clubs.
- VP Clubs is sending the clubs event calendar to Amaury and Eden for reference.
- Clubs will be reminded of kit packing dates to submit any merchandise and of the clubs fair on September 7 2023.
 - Some external club merchandise has been received for kits.
- Consider the Market Mavericks as a new club, we need more information about the club creation process.
 - VP Finance
 - Why does the organization need money?
 - Can they be a non-funded club?
 - What are the conditions for club recognition ?
 - VP Clubs
 - The new club establishment process is confusing, the bylaws should be amended for clarification (for example, adding policies).

- g. BIPOC Club
 - i. UOttawa organization.

- ii. Cannot use Telfer name unless they are a Telfer club, should be amended in bylaws.

VP Corporate

- a. O-Week Coordo provided a list of possible French contacts.
- b. A few companies have replied but have yet to confirm.

VP EDI

- a. VP Clubs messaged clubs about Sexual Assault and Violence Prevention workshops and will reinforce this message at the next PRT (August 11th deadline). 3 are scheduled with the HRO. Messages will be put in the clubs' Google Classroom.
- b. Equity Fund Committee Meeting tomorrow at 6:00 pm
 - i. All forms have been redone from last year.
 - ii. We have added more procedures required to be qualified to get funding. Including an essay portion.
 - iii. Will be discussing this with the committees to ensure they are on board with the idea.
 - iv. It would be a 500 word essay, explaining the purpose of why they are seeking funding for their event and what benefit it will bring to students at large.
- c. Pride in Workplace Workshop
 - i. VP Internal will message BDO.
- d. Implementing a points / tier system for clubs.
 - i. Those in attendance for workshops will be awarded points and the club with the most points at the end of the year will be awarded a prize.
 - ii. Currently considering additional funding as a prize.
 - iii. Will be a % of members who attend.
- e. Is MAX Ottawa presenting for O-Week guide training?
- f. VP Internal will be creating an inclusive language slide deck.

VP Finance

- a. O-Week expenses can start to be paid off (including busses)
- b. Talking with VP Academics and VP EDI to review the general budget.
- c. Need to establish a budget for team socials and conferences. This can potentially come out of the O-Week revenue.
- d. Let VP Finance know about any expenses before confirming.
- e. A club reached out to VP Clubs about a charity hockey game for funding.

Proposals will be submitted with their budget. 50% of the event (total prediction is \$3000, 50% would be \$1500) could be subsidized. The event meets all criteria for funding but needs to be approved by the executive council.

- i. Smaller clubs struggle with club funding, should club size be established in the bylaws for funding clarification?
- ii. Does the club and event make sense together?
- iii. The event's budget will be audited.

VP Finance motions to not give the club more than 50% of their eligible expenses for hockey game
Seconded by VP Social

9-0-0

Motion passes unanimously

VP Internal

- a. Office hour forms are up on slack.
- b. Execs must do office hours for 2h weekly but exceptions are in place for COOP.

VP Marketing

- a. Campaigner needs to be sent to the President since she has signed the NDA for the student list.
- b. Trying to make a calendar for promotion for kit sales.
- c. Making a form for a general marketing calendar.
- d. Contact Sherouk for team headshots.
- e. Executive merch will be designed and ordered soon.

VP Social (All updates are O-Week related)



- a. Guide training is on August 26th 2023 from 9:00 am to 3:00 pm. Kit packing will take place after kit packing and will continue on Aug 27, 2023 if necessary.
- b. Bar bowling has been paid for.
- c. Bussing companies have been determined. Coach buses were necessary due to time constraints. They are more expensive but bussing is necessary. The quote is in the General Council drive.
- d. Ottawa Public Health has been contacted for condoms. UOSU has already contacted them and OPH is confused between AETSA and UOSU.
- e. Club Aléa is in the final stages of planning.
- f. Meeting with CASCO to discuss patio night collaboration.
- g. Social and marketing teams are meeting tomorrow to resolve communication discrepancies.
- h. Social is meeting with UOSU tomorrow to confirm training requirements.

- i. 87 kits have been sold.
- j. Paint night is on September 8 2023 for students who don't want to attend the club or are under 18.

President

- a. CABS Similar Positions Monday.
- b. Happening Marketing
 - i. HEC will likely host but has not yet been voted on.
- c. Working on insurance for O-Week.
- d. Draft of Sinclair contract exists but needs to be reviewed.
- e. If MAX Ottawa falls through we have a backup contact through HK RSG VP Internal.
- f. O-Week miscellaneous items are being sent to DMS.
- g. Begin creating a general feedback form to post on our website.

Meeting adjourned at 9:20 PM

Motioned by VP Internal.

Seconded by VP Social.

9-0-0

Motion Passes Unanimously

Next meeting will be held on 2023-08-23 7:00 PM.

FOR PUBLIC POSTING (only after reviewed & approved may the minutes be signed)



Leo Pharand
2023-10-18
Meeting Secretary
VP Internal Affairs



Damaris Middel
2023-09-14
Meeting Chairperson
President