

Executive Council Meeting Agenda

Thursday July 19, 4-6 pm, MNT 205

Priority: Make a tentative calendar with all the events

Agenda

1. **Call to Order** (Intro/welcome & attendance)
2. **Approval of Agenda**
3. **Approval of Minutes** (July 9th – EC Meeting)
4. **Recaps of action items from last week**
 - President
 - i. Appoint people to various committees
 - ii. Reach out to Rehab regarding possibility of them being external evaluators\
 1. **Will be done upon creating scholarship guidelines**
 - iii. Bylaws
 1. **Will use current by-laws, and use draft as guidelines for the year. End of the year will include creating new by-laws and voting on them.**
 - VP Council
 - i. Reach out to Banks
 1. **Will be done upon creating scholarship guidelines**
 - VP Academic
 - i. Orientation day
 1. **CUPE is not ready. Jenson will reach out in August**
 2. **Pitch for GC**
 - ii. Class schedule
 1. **Look up conference dates for respective specializations**
 - VP Communications
 - i. Email list
 1. **Arianne will send Tami the list (including MHK and PhD)**
 - a. **If not received, Tami will drop by monday**
 2. **She will also send the syllabi**
 3. **All emails to Arianne, or other directors, needs to be done from HKGSA email, Tami will serve as a liaison**
 - ***All receipts submitted to the faculty need to be original copies***
 - VP Social
 - i. Camping trip updates
 1. **Check cancellation policy**
 2. **Book in advance? Or book as we get interest?**
 3. **\$25 per person to cover the camp ground**
 - a. **Additional money spent on either snacks or breakfast**

4. **Will send out an email and facebook message to HK class including dates, cost and email for e-transfer.**
 5. **Survey monkey for name, willing to drive, whether you have camping equipment (list what you have), allergies, members of your camping group, deadline for payment**
 6. **Excel document for name, whos paid, whether theyre willing to drive**
- VP Finance
 - i. **\$1000 added from summer tuition**
 - ii. **Jessica Fortin may be interested in translation**
5. **Recap on general action items from last meeting**
- Fundraising ideas
 - i. **Cookbook**
 1. **Tami will ask docucenter pricing list**
 - ii. **Obstacle course race/ Color run**
 1. **Strathcona park**
 - iii. **Reach out to UOttawa team players to see if they would be willing to compete in fundraising activities**
 - iv. **Bake sale**
 - v. **Dunk tank or duck tape to wall**
 - vi. **The Voice style karaoke event**
 - List of what students would have liked to cover
 - Values – potential ideas/criteria for scholarship competition
 - i. **If you had a million dollars, what research what you do?**
 1. **Proposal and CV**
 2. **No transcript**
 - ii. **Research journey Past, present or future**
 - iii. **How do you exemplify the HKGSA values?**
 - iv. **More ideas?? Consider until september**
6. **Open Google Drive**
- Go over format/organization of folders
 - Go over contact information for EC
 - Make a 2018-2019 outline/calendar of events (start with overall plan then pick dates)
 - **Literature review workshop in October**
 - i. **Include prof and student speakers. Maybe a PhD (Darrin)**
 - ii. **Include how to compose your bibliography**
 - **KT workshop (Ask JC to speak)**
 - **Reach out to DeLissio to do presentation workshop in his class**
 - i. **Order pizza and go to karaoke after**
 - **Online draw for people who attend 15 events**
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7. Action items for next meeting

- Post co-curricular positions online
- Blurb to go with photos for website
- Jane Doe account using HKGSA email
- Bylaws

8. Other Business

- Photos

9. Adjournment

Action Items

- **Everyone**
 - **Consider scholarship details**
 - **Add feedback on courses in Google Drive for Jenson**
 - **Send a blurb to go with your photo by next Wednesday to Tami**
 - **Look up conference dates for your respective fields**
- **Laryssa**
 - **Look into different clubs on campus to see if they want to speak on orientation day**
 - **Look up legal issues concerning cookbook copy right**
- **Jean-Michel**
 - **Check back in with Jessica Fortin**
 - **See what we can afford based on the events we have currently put into the calendar**
- **Tami**
 - **Reach out again to Arianne if she doesn't send email list**
 - **Create surveymonkey survey for camping trip**
 - **Send out email and create FB post for camping trip (Charbot lake 27th-29th)**
 - **Ask docucenter friend regarding price of printing**
 - **Reach out to JC regarding KT workshop**
- **Ryan**
 - **Reach out to Kurt and Brian to see if they would be willing to help with presentation workshop**
 - **Confirm details for camping trip**
- **Julia**
 - **Create excel file for camping trip**
 - **Reach out to UOttawa team players for if they are willing to participate in a fundraising initiative**
 - **Create excel file for virtual attendance**
- **Jenson**
 - **Reach out to CUPE in August regarding their orientation day presentation**
 - **Reach out to color run organizer on how to make paint**
 - **Reach out to DeLissio regarding if we can hold the presentation workshop in his class**

- **Reach out to Tony to prepare him to talk on orientation day**

Next meeting August 15th 4-6