**McMaster Humanities Society**

Spring Summer 2021 Term

Meeting Number: 4

Date: 30 August 2021

**Start time: 4:04pm EST**

**In Attendance:**

1. Alexandra (President)
2. Akosua (Admin)
3. Aislinn (Internal)
4. Archana (Academics)
5. Taylor (Interim Marketing)
6. Finn (External)
7. Madeline (Operations)

**Not in Attendance:**

1. Marlene (Finance)
2. Naomi (Interim Marketing)

Minutes

Alexandra (President):

* review summary of contracts and exec duties for when the school year begins
  + Core Execs need to be at all meetings
    - Cannot miss 3 meetings in a row or 5 during the semester. In the case of one missing a meeting, they need to contact the VP Admin or President ahead of time
    - The count will start on the 2nd week of the semester
    - Execs are expected to be at important events hosted by VP Operations
    - Meetings will be virtual for the Fall 2021 semester. Will be re-evaluated Winter 2022
  + Execs expected to check emails regularly (at least every 3 days) and utilize shared google drive
* have people send their class schedules to VP Admin so she can start planning a standing meeting time for the semester
  + schedule to be made after the VP Marketing and First Year Reps have been made
  + schedule should include class times as well as standing times for other extra-curricular activities
  + schedule to be sent by the end of September
* plan when to have VP Marketing and first year rep elections at end of September
  + 5 days of campaigning, followed by 3 days of voting
  + Proposed date: promotion of forms the 20th to 25th, 27th -1st for campaigning; 2nd to 5th October for voting
  + Madeline and Archana – propose Mentorship event during the nomination period help candidates attain signatures
* explain Second Year Welcome to Campus happening on Sept. 11 and ask execs to volunteer
  + this will be a welcome for second years on campus
    - 3-hour event in the Afternoon
    - Location: Arts Quad
    - 2pm -5pm
      * Variety of stations for rotation for first two hours
      * Campus tour for final hour
    - Great opportunity for core execs to help out (especially Interim VP Marketing and VP External)
    - Sign up link: <https://forms.gle/jQLmVr57v53TdhrW8>
      * Due September 3
  + stickers have been ordered for this event (MHS logo)
  + poster board sign to be made to give more information about the MHS
  + photos of the Core Exec needed for the board
* ask Finn to tell Nicole that she can start making Wellness Wednesday posts when school year starts (September 15th) and how many EDI posts him and Clare agreed on her making each month in their last meeting
  + Finn: agreed with Clare that 2 posts a month are idea, plus random drop ins
* Archana should promote mentorship Initiative during welcome week (have a stand on campus during welcome week (Sunday))

Madeline (Operations):

* collaboration with the MSSS (Soc sci) - debrief on our meeting, what we're thinking of for an event, our steps going forward
  + event to be held right before winter term
  + online games, scavenger hunt on campus, lawn games
* annual (virtual) bonfire - planning, my ideas for it being online/why it's online, discuss the budget for prizes
  + a virtual bonfire- online games (eg. Jack box TV account)
  + have prizes for the events such as campus store, amazon, Tim Horton’s etc. gift cards
* other fall events, specifically Halloween - I was discussing with Alexandra the potential for an in-person Halloween event at the fire pit on campus (s'mores, screening a Halloween movie, pumpkin painting, maybe get an ouija board), what do we think of these ideas? + discuss budget possibilities. My team and I also had some virtual ideas including the popular tarot card reading we did last year
* looking for a first-year member for my social and formal committee - I'll be touching base with marketing soon about a post on our socials to advertise this position

Archana (Academics):

* execs are encouraged to sign up to be mentees for the upcoming school year
* Finn: proposes idea that mentors and mentees of similar identity should be paired.
  + Archana: idea will be run to the Mentorship coordinators

Akosua (Admin):

Aislinn (Internal):

(Marketing):

Finn (External):

**End Time: EST**

* fill out form for confirmed dates
* 2 weeks before (September 18)
* Type out who is qualified to vote
  + First year ( for first year elections)
  + All years (for VP marketing)
  + Full time
  + Undergrad
  + Humanities
* Search ‘Harden” in email bar
* Contact them if they haven’t reached uout
* Ask Archana for login information
* Crate when to mee