**McMaster Humanities Society**

Winter 2022 Term

Meeting Number: 1

Date: 10 January 2022

**Start time: 12:30am EST**

**In Attendance:**

1. Alexandra (President)
2. Aislinn (Internal)
3. Archana (Academics)
4. Emelia (Marketing)
5. Madeline (Operations)
6. Marlene (Finance)
7. Ori (FYR)
8. Rabia (FYR)
9. Finn (External)

**Not in Attendance:**

1. Akosua (Admin)

Minutes

Alexandra:

* Emailed Salsa for MHS x MSS Relay for Life
  + All execs are encouraged to join the team!
  + Plans to raise funds for donations
* Clothing Drive
  + TBD (perhaps in February when things go in person)
  + Follow up with Good Shepherd to see if Winter clothes are still in demand
* Review of takeover instructions
  + 10 days available

**@machumsociety Instagram Story Takeovers - WINTER 2022**

**\*PLEASE READ GUIDELINES BELOW FOR TAKEOVERS (I know it’s long, but it’s important so we are all on the same page since not all of our execs have done takeovers before on our IG)\***

* Film all your videos**vertical.**
* Try to**film in short clips** to be concise and also so you are less likely to have to restart filming because you messed up (having many very short clips is more effective than having a few long ones in these types of takeovers).
* Make sure to film an intro to**introduce yourself**with your name, your pronouns, your year and program, your position on the McMaster Humanities Society, and that you will be taking over the Mac Hum Society Instagram for the day.
* After you’ve posted a video introducing yourself, **post a question sticker** on an image, along with **a list of things that students can ask you** about so that people can ask you questions and you can answer throughout the day. This list will depend on your personal experiences (so make it unique to you), but **everyone MUST include their major(s), minor(s) if applicable, and their role on the MHS in this list.** Here is an example of what I would write for me:
* ASK ME ABOUT:
* French and Linguistics/Course Recommendations
* Doing a double major
* Minoring in English and Cultural Studies/Course Recommendations
* My role as President on the MHS
* **\*If you have a peripheral team on the MHS, mention this too**(e.g., “How to get involved with my Social/Formal Committee”)
* MHS elections
* Residence
* Commuting
* Mac Dance
* Being a Welcome Week Rep
* Balancing school and work
* Getting involved in extracurriculars
* Even if you don’t receive any questions regarding all these things during your takeover, you can still make videos referencing them and answering FAQs that you have knowledge about and think would be beneficial for students to know.
* **\*\*Most importantly, explain what your role does** **on the MHS** early on in the takeover (even if nobody asks about it) to make our students aware of the opportunities that are available to them through the MHS. Remember, elections are coming up very quickly (at the end of March), so these takeovers are an important way for our students to get more knowledge about ways to get involved with us.
* \*\*Please have your intro video and question sticker/list of things people can ask you up **before 12pm (NOON)**on the day of your takeover, but the earlier the better (even if you post your initial video at 10am for example, then don’t come back on to start answering questions until 1pm because you were busy in between with classes or something, that’s okay!! This gives time for students to view your initial intro video and ask questions via the question sticker - which is the main goal).
* Feel free to **add polls, GIFs, text with your key points, etc.** on top of your videos to make them more engaging.
* **\*\*\*Please add closed captions**before posting your videos. Instagram now allows you to add these directly in Instagram instead of needing to use an external app (just click the sticker button up at the top, and click “captions”).
* Feel free to **add pictures**in between your videos with more information to expand upon something that you said in your previous video or to say something new. For example, take a picture of your work from home desk set-up and overlay it with text listing your favorite elective courses that you’d recommend.
* Make sure to **film a conclusion** at the end of your takeover saying bye and**telling students to email you at your mac hum email (tell them what it is) or DM us at @machumsociety**anytime if they ever have any questions about Humanities or Mac in general. \*Don’t post this conclusion until after you have allowed some time for people to ask you questions with the question sticker and you have answered them all.
* \*\*Please try to post this conclusion and log off **no later than 9pm, but no earlier than 6pm** if possible(again, we want to make sure that we are giving students enough time throughout the day to engage with your videos and ask questions before you log off).

**CHOOSING A DATE:**

*\*\*Please write the date that you choose in your calendar/set a reminder. I’ll remind you of your takeover the day before and send you the password to login to our Instagram account if you are not someone who already has the password and posts on our socials regularly. Remember to log out after your takeover is done if you’re not someone who posts on our socials regularly and usually stays logged in - this is is make sure that nobody accidentally opens a DM or opens new notifications on our account that will cause Emelia to miss them because they will show up as “read” on her end.*

**Week One:**

* **Mon. Jan. 17:**Alexandra
* **Wed. Jan. 19:**Finn
* **Fri. Jan. 21:** Marlene

**Week Two:**

* **Mon. Jan. 24:**Aislinn
* **Wed. Jan. 26:** Akosua
* **Fri. Jan. 28:**Madeline

**Week Three:**

* **Mon. Jan. 31:**Archana
* **Thurs. Feb. 3:**Ori

**OR**[[a]](https://docs.google.com/document/u/0/d/1SASg-Q8kwjQoK62cVA8tawOulttRDfr3OX9We7rz090/mobilebasic#cmnt1)

* **Fri. Feb. 4:**

**Week Four:**

* **Mon. Feb. 7:**Rabia
* **Thurs. Feb. 10:**Emelia

[[a]](https://docs.google.com/document/u/0/d/1SASg-Q8kwjQoK62cVA8tawOulttRDfr3OX9We7rz090/mobilebasic#cmnt_ref1)A takeover can be done on EITHER Thursday OR Friday, but NOT both (we don't want back-to-back takeovers, so choose the date that works best for you out of these two options, but a name should not be beside both of these dates)

Madeline (Operations):

* Faculty feud collab with MSS - was supposed to be Jan 14, this Friday, but I spoke with Rebecca after the first announcement from McMaster and we agreed to wait to pick a new date. Given the most recent announcement, we are currently discussing whether to do it online in January or try for in-person in February. She seems to be leaning towards in-person in February, Alexandra mentioned that it might be best to do it online in January (otherwise my team and I have to scramble to plan a last-minute online January event).
  + Finn: perhaps better to do it in person
  + Marlene: tarot cart reading
* van Gogh - we had a lot of interest and responses on our google form from over the break, but unfortunately given the current restrictions I am not optimistic that it will happen. If things return to normal in February, I will try to buy some group tickets but given that they sell out quickly and we don't know what's going to happen in February I am not counting on this event happening anymore
* karaoke cocktail night - in lieu of a formal, my team thought it would be fun to host a dress-up/fancy karaoke night at 1280. Again, this depends on how things are opening up in February but we are going to go ahead with planning, just not sure if we should do Feb or march.

**End Time: 5:30 EST**