Minutes for MHS Meeting August 25, 2019

1. **MHS RE-BRANDING**

* New updated logo consisting of a two-tone humanity symbol
* There are 10 executives on the MHS with two additional first year reps
* Three pillars of MHS function (support services): Social, Economic, Academic
  + Social: events such as stress busters, formal and bonfire
  + Economic: provide funding for clubs and manage budget, systems programming, reimbursement services, activities to enhance education
  + Academic: provide academic aid to students through mentorship initiative, exam and essay writing tips, etc. (SIF FUND up to $275)

1. **CLUBS**

* Eight clubs all funded by MHS. (Ex: $500 for JPPL/CMS society, $300 for smaller clubs-based off of MSU guidelines) once per semester or all year
  + Will confirm at a later date
* Working towards developing our own model for funding to decide how much money each club receives based on size, # of members, # of activities per year etc.
* Greater focus on budget/spending and organization of funds including the submission of receipts and template form including why and what money was used for
  + Form will be made and updated to Google Drive shortly.
* Opening a sub-bank account as part of the MHS bank account for more organized dispersal/collection of money (giving 50$ underground voucher each club)
* **Clubs list:** Classics, French, CMS, JPPL society, Linguistics, History, Music, Theatre and Film (waiting for 2 to respond, all receive funding from MHS)

1. **UPCOMING OPPORTUNITIES**

* **Mentorship Initiative**: mentor applications have closed with phone interviews to be conducted in the coming days; final list of mentors expected September 3rd 2019 (Tuesday) – roughly 28-33 mentors expected
  + Mentee applications expected to close September 1st 2019 (Sunday), currently have 44 applicants and growing
  + Plan to have at least one mentorship event per month (one large and a few other small events)
* **First Year Reps:** application process for first year reps will begin soon with interviews following soon after, concrete dates to be set in the coming days
* **Social & Formal committee:** to assist in planning of events hosted by MHS throughout the year, expecting 4-10 members (Possibly hire assistant to focus only on formal)
* **Marketing Team Applications:** have recently closed but possible they may re-open in the future
* **MHS and Clubs:** meet and greet between the MHS and all associated clubs September 10th 2019 (Tuesday) from 11:00am to 3:00pm
  + Reps expected to do setup and tear down of the event
* Intramural team?

1. **UPDATES FROM MEMBERS**

*MHS President Elaine*

* Updating constitution so that it is more relevant to the current function of the MHS and their practices, try to be more accountable to it
* Meeting with Dr. Sean Corner (Associate Dean), Jackie Ostermann (Assistant Dean of Studies), Jenna Gloazzo (Academic Advisor) to develop better connection with faculty and work on possible collaborations with different sectors of MHS and Faculty of Humanities
* **March Break:** develop a program where prospective humanities students come to McMaster to visit the faculty, sit in on courses, and experience different aspects of the faculty (buildings, meet with MHS members, etc.) to help them decide if McMaster is for them (work with LIANNA Recruitment Officer)

*VP Marketing Bianca*

* Marketing team applications have closed (may be re-opening), plan is to hire 7-8 people for team including videographer, social media, etc.
* Getting merch for humanities students (ex: crew necks, hoodies ($22), t-shirts ($9), ¼ zips). Designs not finalised but the campus store is acting as provider.
* Redesigning mentorship initiative program logo, website and social media
* Possible monthly ted talks in mentorship initiative to help mentees develop new skills (ex: coding, essay writing, studying tips) and seminars/workshops,
* Office hours - send Bianca two dates for office hours according to your school schedule. Office hours will be held between 9:00am and 5:00pm on weekdays.
* Developing an anonymous feedback system for reps and MHS to help improve relationship with student body
* Working on a video for each faculty office member to describe their position and occupation to help students connect with faculty members

*VP Academics Alexandra*

* Mentorship initiative (44 mentees and growing – closes at end of welcome week (Sunday). Mentor applications are closed, with phone interviews upcoming-final list expected Tuesday 3rd.
* Planning to have mentorship events once a month (movie night, scavenger hunt) both large and small.

*VP Finance Jaspreet*

* Working on creation of 3 bank accounts for MHS and associated clubs for more efficient tracking of spending, etc.

*VP Administration Brandon*

* Send weekly class schedule (when finalised) to Brandon so weekly meeting time can be set.

*VP Operations Maria*

* February 28th Formal booked at Hall ($1000 deposit). Possible themes for formal (Birthday/Masquerade/Royalty), drag queen performance as entertainment. Formal after-party day after (Saturday March 1st), keep wristband from formal and get free drink?
* Bonfire $120 September 10th 8:00pm to 10:00pm
* Humanity Pub night once a semester
* Small event every month (October- pumpkin sale and maybe paint)

*VP External Rachael*

* Possible Arts Matters week committee

1. **YEAR PLANNING**

* Design template for each month of each semester to plan and track possible events, goals and outcomes of MHS activities. (to be done throughout the year)
* For accountability, President Elaine will make and send template for year planning for all members to fill out accordingly
* 2 weeks for year reviews (at conclusion of semester 1 and 2) and may possibly be included in transition package

1. **BASIC KNOWLEDGE**

* EOHSS Forms (forms to be filled out when having an event, where, when, cost, safety regulations, etc.)
* Room Booking Assignments (how to and when to book rooms for meetings, interviews etc.)
* Google Calendar (organize activities run by MHS, meetings, interviews, etc.)
  + Brandon meeting with Elaine for all three

1. **MHS MEMBERS**

* President, VP Academics, Internal, External, Market, Finance, Operations, Administration, 1st Year Reps (2)
* Updated rules and responsibilities of each position were made to be posted to new website soon.

1. **MHS TEAM GOOGLE DRIVE**

* Used for submitting EOHSS forms, yearly planning, room booking, club space, etc.

1. **MISCELLANEOUS**

* Faculty fest is September 3rd/4th in LRW, execs participating will be notified of times and jobs for event
* For applications and interviews being conducted September 1st and onward, a template format has been developed and will be uploaded to the MHS Google Drive and must be followed to avoid any possible liabilities.