MHS EXEC MEETING 2: September 12th 2019

Start Time - 5:00 pm

Agenda:

Elaine (President)

* Meeting Expectations
	+ Show up on time
	+ Have minutes prepared
	+ No phone on loud
* Member Expectations
	+ Respond to emails within 24 hours (email should be answered ASAP during 9-5)
	+ Notify within 12 hours if you’re going to miss a meeting
	+ Expectation of the President (will be developed next week)
* Contracts/Constitution
	+ Be prepared next week, uploaded to google drive read and ask questions if necessary
* Jaspreet Finance Update
	+ Meeting with TD for cheque signature update, set up sub-bank accounts
* Office Hours
	+ Starting week of 22nd, members of clubs might sit in on office hours each week
* Keys
	+ Everyone got key, don’t lose keys or else you are responsible for replacing
* VP External
	+ Vote to relieve VP External (Rachel) of her duties, motion carried through and voted on unanimously by all members (will be notified immediately)
	+ Seconded by all members
	+ By-election for new VP External will happen the same time as First Year Rep elections
* CMFU: wanted to speak for an hour on MHS function, events, date and time to be determined

Alexandra (VP Academics)

* First Mentorship Initiative Event Wednesday 25th September 5:30pm to 8pm
	+ Mentors and mentees meet in LRW lobby and briefed for scavenger hunt around campus for an hour
	+ Possible prize: free formal ticket (2-3 tickets)
	+ 6:30 LRW 1057 – PIZZA PARTY AND MAC THEMED KAHOOT followed by social to all get to know each other
* Promotion for event
	+ Make sure mentors and mentees know about event, mention free pizza, winner gets free formal ticket

Bianca (VP Marketing)

* Merchandise: possible merchandise coordinator, meeting with girl from campus store, vote on
* Promotion Guidelines: give time, date, free stuff, location, what you want included on graphic, if you want specifics in terms of colour, design, etc.
* Marketing Team Interviews: next week, will appear on google calendar

Katarina

* Sep 25th at 1:30 ling society wants to use our popcorn machine for event

Maria

* Bonfire Event Update: 26th September 2019, Soc Sci society may join in on bonfire
* Calendar: change MHS Calendar to everyone contribute

Meeting end time: 6:30pm