



McMaster Humanities Society

Meeting #1: Tuesday May 24th, 2022 @ 3:00 PM

Via Zoom

Attendance

- Lillian
- Aislinn
- Sofia

- Madeline
- Zaina
- Khadijah
- Caitlyn

Minutes

Lillian (VP Admin):

Presidential election update

- Campaign period: 12:00 AM on May 27th - 11:59 AM on May 31st (5 days)
- Voting period: June 1st @ 9:00 AM - June 3rd @ 9:00 PM (3 days)
- Candidate (1) → Confidence vote: Michelle Middaugh-Cifuentes

Transfer packages for 2023-2024!

- Make copy in your drive and rename “[Position] Transfer Package 2023”

Communication moving forward

- Email: make sure to check your email at least a few times each week
 - (Optional) Set up email forwarding
 - Make sure your signature is updated!
- iMessage: watch for reminders or other important info
- Reminder of expectation: Execs can't miss 3 meetings in a row or 5/semester

Streamlining peripheral application process → like SocSci ([website](#), [IG post](#))

- Individuals will have the option to apply for up to 3 roles however depending on #s, interest, etc. may be interviewed / selected for (1-2)
 - Will release applications for:
 - EDI Coordinator
 - Wellbeing Coordinator
 - Mentorship Coordinators (x2)
 - Social / Formal Committee
 - Marketing Team
 - Newsletter Team (roles TBD)
- Have application form(s) in Google Drive by: June 8th @ 5:00 PM
- Further information to come @ June meeting

Contracts → similar process as WW Contracts

- 1) Open the document “[Your role] Contract - 22/23” located in your folder and **EDIT** the document in Google Docs by adding three **RESPONSIBILITIES/OBJECTIVES** as items 1.5, 1.6 and 1.7. (These are the goals you hope to accomplish this year.)
- 2) Go “File” → “Download” → “PDF Document” (or as .docx if using c) PC) and sign the contract using any of the following options:

a) Adobe Acrobat Reader DC: Open the pdf in Adobe Acrobat Reader DC and click "Fill & Sign" in the right panel or located in the toolbar. You will be able to type the date and your name at the bottom of the second page by clicking on the lines to fill them out. To create your signature, click "Sign" in the toolbar then "Add Signature", and either choose a style or write your signature using your mouse or touchscreen. You will then be able to place your signature where you like on the appropriate line. To create your initials, follow the same instructions but click "Add Initials" under "Sign" instead and place them on the designated lines.

b) Mac: Open the pdf in Preview. Click the "Show Markup Toolbar" button, then click "Sign". Create your signature and initials by using your mouse or trackpad, writing on paper and scanning through your webcam, or writing on your iPhone/iPad. Once Preview has your signature and initials saved, you can apply them to the document by clicking "Sign" and placing each where needed.

c) PC: Use the pen feature in Word, located in the "Draw" tab along the toolbar.

d) Print the document and fill it out by hand, then either scan it back to your computer or take pictures of both pages.

3) Upload the final (signed) PDF to your folder (and keep both the Google Doc and PDF).

Sofia (VP External):

- Hiring: EDI & Wellbeing coordinators

Madeline (VP Academic)

- Hiring: Mentorship coordinators (x2)
 - Hiring of Mentors will occur later in the summer

Zaina (VP Operations)

- Hiring: Social / Formal committee
 - Hiring for First Year Reps will occur alongside hiring for the MHS FYRs

Caitlyn (VP Finance)

- Reimbursements are coming! Stay tuned :)

Khadijah (VP Marketing)

- Hiring: Marketing peripheral team
- Continued monitoring of Facebook Groups (2022 - 2026) until President is elected
- Graphics/promotions requests can be submitted via Google Form at least 7 days in advance

Aislinn (VP Internal)

- Request for Budget (re: Welcome Week 2022) → Caitlyn to follow-up