



**McMaster Humanities Society**  
Meeting #2: Monday June 20th at 3:30 PM  
Via Zoom

**Attendance**

- |            |            |
|------------|------------|
| - Lillian  | - Madeline |
| - Aislinn  | - Khadijah |
| - Michelle | - Sofia    |
|            | - Caitlyn  |

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**Minutes**

Michelle (President):

**Questions/Comments/Concern Form**

- Can be accessed via main Shared Drive

**Team Expectations**

- Communicate if/when you're stressed!
  - Don't be afraid to ask for help!
- If conflict arises, don't hesitate to reach out and be direct (but not accusatory!)
  - The sooner it gets solved, the better!
  - If necessary, take some time to consider what the other is saying before replying.
- A short response is always better than no response :)
  - i.e "I can't get to this right now but will do my best to have it done by \_\_\_\_\_"
- Remember we're not mind readers!
- General response time - 48 hours for email, 24 hours for text

Lillian (VP Admin):

**[MHS 2022/23 Calendar](#)**

- for all things MHS - from events to social posts to meetings, etc!
- Can be accessed via main Shared Drive

**Exec Bios**

- [2022/23 Exec Information](#) → fill out by Wednesday June 29th!
  - please fill in your program (double check name preferences) and a short 100-word bio for our website
    - headshots coming soon!

**Peripheral Hiring Update → [2022-23 MHS Peripheral Applications](#)**

- 1 social media feed post
  - will direct students to this document in our LinkTree
  - Lillian to update MHS website with information as well
- Post: Monday June 27th
  - Applications close: Sunday July 10th
    - Emails out for interviews/follow-up by July 13th
    - Interviews (if necessary) from July 14th to July 19th
    - Decisions by July 20th

Caitlyn (VP Finance):

**2022-2023 Budget Presentation** → [MHS Budget 2022-2023](#)

- Be aware of how much you're allotted
- Send your [reimbursement form](#) as soon as you spend the money
  - Reimbursements are done monthly
    - Expect June reimbursements week of July 9th
  - Budget will be updated monthly

Khadijah (VP Marketing):

**Graphics request form**

- Graphics/promotions requests can be submitted via [Google Form](#) at least 7 days in advance

Madeline (VP Academic): No business

Sofia (VP External): No business