MHS Minutes, POST Meeting

Thursday, November 29, 2018

17:32 – 18:03

Prepared by Marvick Cheung, VP of Administration

In attendance:

Elaine Nelimarkka, President

Marvick Cheung, VP of Administration

Marissa Palermo, VP Finance

Katarina Brkic, VP Internal

Jaspreet Brar, VP External

Katelynn Blowe, VP Academic

Alexandra Rodriguez, First Year Representative

Mohammad Arif, First Year Representative

Not in attendance:

Bianca Lopez, VP Marketing

Carolina Gumapac, VP Operations

Katelynn Blowe, VP Academic

1. Macademics Pamphlet
	1. Must submit information for the Macademics pamphlet by November 30th
	2. What do we want to do about links containing information without a website?
		1. Academic advising (humanities website)
		2. Course syllabuses online (humanities website)
		3. Office hours (let them know our office location and tell them there is a sign on the door with more information – gets people to our office/can be maintained in the years to come since the pamphlet will stay the same for a whole)
			1. This is a must, we must assure future MHS executive teams hold office hours
		4. Mentorship information? Will be on website, link to website will be on Facebook about section
		5. SIF applications? Convert to google form and link in about section
		6. MHS club information? Will be on website, link to website will be on about section
	3. Potential solution: linking our Facebook page and then bookmarking a post with all the important information?
		1. Good solution, we will link our Facebook page but will utilize the about section instead to host all necessary links and contact information

Mohammad Arif, First Year Representative

1. Get that (ginger)BREAD Event
	1. Event tonight! Breakdown of the event
		1. Starts at 7:30pm
		2. Gift basket from Starbucks as the prize
		3. MHS members cannot compete to win

Elaine Nelimarkka, President

1. Last meeting for this year
2. Things in January
	1. 1. General assembly
	2. 2. Welcome week planners to be hired
		1. 6 people have applied so far, interviews to be held
	3. 3. Will be meeting with the past welcome week planners on Sunday, December 2, 2018 to figure out interview arrangements
		1. Any MHS executives can attend interviews but not mandatory
	4. 4. Book off Saturday, January 12, 2018 for the filming of our formal promotional video
	5. 5. PR training will be confirmed, purpose: professionalism in and outside of meetings
		1. Better late than never, lots of faculty societies have this training already
		2. Training might as well be on the same day as the filming of our formal promotional video
	6. 6. Website will be up
3. A note on promoting events
	1. Good on FYR for taking the initiative to promote outside of their promotional plan but Bianca wants to utilize the marketing team as much as possible
	2. COMMUNICATE, COMMUNICATE, COMMUNICATE!
		1. Communicate with Bianca if you want to help out with marketing so that she can arrange who posts when and who does what
		2. Don’t be afraid to make an even more comprehensive promotional plan, feel free to sit in on a marketing team meeting
	3. Communication goes for anything, feedback is necessary so that we can work more efficiently!
4. Mentorship scrapped, but will message commerce mentorship leader to see what we can do to improve for next time

“Does anything matter? Arts matter!”