**McMaster Humanities Society**

Winter 2022 Term

Meeting Number: 9

Date: March 16 2022

**Start time: 12:35pm EST**

**In Attendance:**

1. Alexandra (President)
2. Akosua (Admin)
3. Madeline (Operations)
4. Marlene (Finance)
5. Finn (External)
6. Ori (FYR)

**Not in Attendance:**

1. Archana (Academics)
2. Aislinn (Internal)
3. Rabia (FYR)

Minutes

Alexandra:

**Merch giveaways**

- Remind everyone who promised merch giveaways to event attendees to keep attendance lists and follow through with giveaways once merch comes in (merch hasn’t come in yet, so this is more just a reminder to keep it on your radar and add it to your to-do list)

**Transfer packages**

**-**Now that you’ve had time to review the examples in the drive, are there any questions about transfer packages? - Specifically for Emelia since she was absent last meeting?

- Remind everyone to make them thorough even if they plan to run for the same position next year.

- Tell Finn, Archana, and Emelia to give their teams a heads up that I will also be getting them to make transfer packages (they don’t have to be as long as the ones that exec have to do, but they should be long enough to still be helpful) - I will share the examples docs with their email addresses and they can send me their completed transfer packages when they’re ready so I can add them to a folder in the shared drive.

- Ori and Rabia, I suggest that you split the contents of the transfer package in half and set a date that you need to get it completed by a few days before the April 1 deadline, then you can look over each other’s parts and make any necessary edits or additions.

- Reminder that all are due in the dropbox on **April 1** - this is a hard deadline because I need to email them to the new exec ahead of our transition meeting to review. Put them in the dropbox in the shared drive when completed.

- Also, by this same day, all docs, graphics, etc. related to your role should be able to be found in your folder of the shared drive (if you’ve been keeping it in your personal drive or on your computer instead of adding it to the shared drive, please start transferring that over now).

- Start early! From experience, the transfer packages always take way longer than I expect them to once I get writing.

**Hum awards/newsletter**

- Talk to Emelia and Akosua about newsletter and Hum awards (if Akosua still wants to do hum awards, aim to start promo early next week so that nominations can be open for about a week, then we have time to discuss apps in a meeting before the end of our term) \*\*R**eminder that we only have 2 more meetings after this one with just our exec team**(the first two weeks of April will be allocated for transition meetings with new exec - we will aim for the same time if the new exec is available, if not, we will need to choose a different time).

**Wellness Giveaway**

- Talk to Emelia about giveaway and make sure that she sees Yvonne and Sofie’s entries to the giveaway on our Instagram page since they ended up in message requests (Louise also entered, so the draw will be done between the three of them).

Akosua (Admin)

* Categories for Hum Awards – if you have any ideas please let me know by the 23rd!
* These are the categories we have so far:
	+ Best Spirit
	+ Rising Star
	+ Stellar Citizen
	+ Sportsman of the Year
	+ Social butterfly (social media)

**End Time: 12:57 EST**