**First “Official” Meeting of 2021/2022**

**Date: Fri. May 14**

**Present:**

* Alexandra (she/her)
* Aislinn (she/her)
* Akosua (she/her)
* Archana (she/her)
* Sana (she/her)
* Finn (he/him)
* Madeline (she/her)
* Marlene (she/her)

Alexandra (President):

**Accessing MHS Email Account/Google Drive & Contracts**

* Make sure that everyone is able to update their email signature
* Each exec can access their appropriate folder in the 2021/2022 shared drive (this is where they will find their contracts to be read and signed)
* Execs can start a transfer package google doc within their shared drive folder and add to it throughout the year to make for an easy transition
* Execs can also start saving any new forms, apps, graphics, etc. in their folder of the shared drive
* Main points of the contract that need to be stressed:
	+ Execs can’t miss more than 3 meetings in a row or 5 in a semester \*this is non-negotiable as per our by-laws
	+ If you can’t make a meeting due to unforeseen circumstances, please email the president’s email as soon as you find out so that our VP Admin can make a note of it.
	+ Please be mentally present in meetings to respect everyone’s time - ie. camera on, avoid doing stuff on your computer unless it’s pertinent to the meeting like reading a SIF app out loud.
	+ There is space on the bottom of the first page of the contract for execs to fill in the 3 goals they want to set for themselves throughout the year.
* All contracts were signed by each exec member and saved in the shared drive.

**Instagram and Facebook**

* Make sure if you check not to open a Facebook or Instagram DM unless you know that you are going to have the time to respond right away and/or immediately contact the appropriate exec to answer the question for you if necessary. If not, the message might get missed. \*\*All Facebook and Instagram DMs should be responded to within 24 hours.
* I will add all execs as Admins on the MHS Facebook page after this meeting so that they are able to post (will mostly be Sana, but could be other execs sometimes too if needed and agreed upon).

**Meetings**

* Going forward throughout the spring/early summer, we won’t be having regular weekly meetings like we will have during the year. However, there will be one every once in a while to check in with everyone and see how planning is going for the upcoming year.
* Akosua will send a when2meet in the group chat and give you all plenty of notice of when this meeting is though. \*\*However, as we approach August, we will probably start to have weekly meetings at a consistent time since things will start to get busy.

**iMessage group chat**

* We will continue to use it as our main method of communication throughout the spring/summer since we won’t be having consistent weekly meetings yet. However, once we start having consistent weekly meetings, let’s try and discuss as much as we can together during the actual exec meetings.
* Once school starts, if it can wait to be discussed in front of everyone at the next meeting, then wait. But if it can’t because it is time-sensitive, then by all means message in the group chat, just use your discretion.

**Next Steps**

* Between now and our next group meeting, feel free to message Alexandra to set up a 1-on-1 meeting, but Alexandra will also be messaging each of you to check.
* Before our next group meeting and before all future group meetings, Akosua will send a message in the group chat to remind everyone to send her meeting minutes if you haven’t already so that she can prepare a meeting agenda in advance. Execs can send the meeting minutes to the President email address anytime before the meeting, just put “meeting minutes” as the subject.

Aislinn (VP Internal):

* Club Ratification:
	+ She will reach out to the clubs early next week about ratification (to see if they are still interested), then send out ratification forms to the clubs that respond by the end of next week if she hears back from enough.
	+ She is hoping to have all the club’s ratified by the time school starts.
	+ Funding forms will go out in September after she has the first club meeting and the budget is finalized.
* Welcome Week:
	+ Will be making rep contracts by the end of May (will be dependent on the fundraising situation - so she will keep the President updated).
	+ Will start to have weekly email check-ins with WW planners.
	+ Will reach out to Marlene regarding the budget for welcome week and keep her in the loop via email.
* Possible ideas for the coming year for clubs:
	+ The MSU Underground voucher (money for printing and posters - this is something that the MSU used to give to all of their clubs for printing, but now since the clubs are under us instead of the MSU, this may be a good idea to help support our clubs if school returns in person so they have money for promotion) → needs to look into this more and will depend if school is in person - if we decide to do it, Aislinn will send out a form for all clubs to agree to.
	+ Will collaborate with Sana and the clubs and societies to do takeovers from their exec.

Finn (VP External):

* Interview tomorrow with Alexandra and applicant for EDI coordinator.

Madeline (VP Operations):

* First meeting tomorrow with her social/formal committee.

Sana (VP Marketing):

* In the midst of scheduling her first meeting with her marketing team.

Akosua (VP Admin):

* Wants to make a newsletter (probably two per semester) and send it out to all students in Humanities via email.
* May hire a Newsletter Coordinator to help her put it together since she wants the newsletters to involve a lot of external collaborations (ie. prof highlights, Faculty of Hum staff highlights, student highlights, etc.) and will be in contact with Sana and her marketing team to collab as well.