**McMaster Humanities Society**

Fall 2021 Term

Meeting Number: 9

Date: 21 October 2021

**Start time: 4:30 pm ET**

**In Attendance:**

1. Alexandra (President)
2. Akosua (Admin)
3. Aislinn (Internal)
4. Archana (Academics)
5. Finn (External)
6. Madeline (Operations)
7. Marlene (Finance)
8. Emelia (Marketing)
9. Ori (FYR)
10. Rabi (FYR)

**Not in Attendance:**

Minutes

Alexandra (President):

**Finn to meet with his external peripheral team at least the first week of each month starting in November (more meetings if needed).**

* The goal of these meetings will be to collaboration on initiatives that the peripheral team can work on in addition to the weekly Wellness Wednesday posts that Nicole has been making and the periodic EDI posts that Clare has been making.
* Some ideas: raising money for a mental health charity and/or a charity that caters to helping marginalized groups, therapy dogs, yoga, giving out a healthy breakfast one morning, mindfulness meditation, etc).
  + Considering marginalized communities and mental health!
* I can come to this first meeting to take minutes and to answer any logistical questions that Clare/Nicole may have about planning an event.
  + Either Akosua or Alexandra will attend the meeting for minutes

- **Suggest that the FYRs aim to host an event at the end of November (this is typically what the FYRs have done every year).**

* Some reminders:
  + budget ($100 per semester) - submit reimbursements to Marlene by the last day of each month
  + submit Emelia's form for marketing and give seven days notice minimum if you want graphics made/posted
  + give info to Akosua for EOHSS form at least 5 business days before event
  + ask Alexandra if you have a question about how to book a particular space,
  + remember that collabing with other exec or peripheral members is always an option (eg. collab with Nicole to do a therapy dog and yoga event).
  + Ori: First year email info- [mhs.firstyearreps@gmail.com](mailto:mhs.firstyearreps@gmail.com)

**- Newsletter suggestions:**

* info about study abroad sessions from Jenna (Akosua, see starred email in our President's inbox form her about this)
* could mention for first year students to keep their eye out for our first first-year specific event being hosted by our FYRs at the end of November so it's on people's radar
* telling people to keep an eye out for the release of WW planner apps? (ask Aislinn when she plans to release them)
  + Aislinn to contact Akosua either via email or text for some details regarding release of applications

- **Ask Emelia if she feels she wants a marketing assistant and/or website designer this year on her marketing team**. If so, we can talk about how this process works.

* Emelia will take some time to contemplate on this

- **Just a general reminder for all execs:**

* Remember that we have the WW (Navy Nation) reps as a resource to help us with promo for things if needed. If there are every any positions that we desperately need applicants for or events that we need people to come to and we are struggling to get the numbers we need or expected, telling the reps to share our posts is always an option because they need to help out at a minimum of 2 events throughout the year to be in "good" rep status. This can also include helping facilitate events, but since there is a big social committee this year and we have our exec team, I foresee them helping with promo being how we would use them the most throughout the year.

Madeline (Operations):

* overview of our first in-person event on Oct. 26 from 5-8pm
  + EOHSS approved!
* what I need from all execs at the event (get there early if possible, sign-up for shifts by this Sunday night to help it run smoothly) sign up here: <https://docs.google.com/document/d/13d7n4pddF07GL0d1WJYXhid-DlE1lzdlNckXirEF0ek/edit?usp=sharing>
* will highly encourage people to bring blankets to sit on in the promo since we don’t have enough yoga mats for everyone
* will contact Aislinn to ask WW reps to help out at the event to go towards their mandatory events to be in “good rep status”
* touching base with Marlene about budget/update on how much we've spent so far

Emelia (Marketing):

* **Meeting with Marketing Team**
  + I Met the marketing team for the first time Wednesday, they explained how things have been operating and I shared my ideas for the year
  + We discussed updating the brand guide/creating set of social media standards that will be released by October 31
    - I will be in contact in the next week with the few execs that make posts to discuss how the brand guide will look like for you
  + A social media calendar will be released each month that is updated as promotions come in through the google form. The first one will be released November 7th in the shared drive.
* **Optional Headshots - October 25 - November 7**
  + Alexandra had the idea of having an optional headshot for the exec team. So I am going to be offering optional headshots during the weeks of October 25 - November 7 on McMaster Campus
  + Please sign up by Sunday if you want your picture taken on the 25th so that Emelia knows to meet you.
  + If none of these dates work, you can message her.
  + If you would like a headshot and can make it to McMaster Campus during those two weeks fill out the doodle poll (she will send it in the group chat)
  + Due to covid headshots will be taken outside, so you can remove your mask for the photo. I will be keeping my mask on and I’ll be sure to keep my distance. I’ll be taking two types of photos, one cut off at the shoulders and one cut off at the hips. Ideally you will dress in business casual attire and will remove your jacket for the photo.
  + As for the weather, every morning I will check the weather and if the weather is bad I will send you a text asking if you would still like to get your headshot taken. If you say you’d like to reschedule we can if you don’t want to reschedule, then we are doing it.
  + If there is a tornado warning or if it is thunder storming we will be forced to reschedule as those are extreme conditions.
    - I will be sure to pick a spot that can have photos taken rain or shine and will update you as I find that spot.

Finn (External):

* IAC/SCC the last Thursday of every month. As a result, he cannot attend exec meetings on the 28th of October and 25th of November.
  + Finn has been approved to attend these meetings
  + He will send any minutes he has to Akosua in advance and she will read them at the meeting on his behalf.
  + He is to read the minutes after the meeting to see what he missed.

Akosua (Admin):

* Release of Newsletter set to be early November (final newsletter for this semester)
* Will receive any promo from execs, as well as content about study abroad from Jenna

Aislinn (Internal):

Archana (Academics):

Marlene (Finance):

**End Time: 5:20 pm ET**