**McMaster Humanities Society**

Fall 2021 Term

Meeting Number: 10

Date: 28 October 2021

**Start time: 4:30 EST**

**In Attendance:**

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

**Not in Attendance:**

1. Finn- external meeting (permission granted)

Minutes

Alexandra (President):

* Talk with Emelia about what the process is like for looking for a web designer on her marketing peripheral team.
	+ Put up a post 7-10 days before the due date
	+ Details for the position can be found on our IG
	+ Last years’ application can be found on the shared drive
	+ Don’t accept names on the application process—blind application for written application
		- Place optional timeslots for better availability
* Remind everyone of the upcoming meeting with the Faculty of Humanities on Fri. Oct. 29 at 10am (zoom link has already been emailed to all the exec members - everyone should try to come if they can, even if they can only make it for a portion of the meeting that's okay).
* Jenna will be doing a takeover on our Instagram story the first week of November to talk about studying abroad.
	+ Asynchronous take over
* Remind everyone to sign up for a time to get their headshots taken by Emelia on campus (also bring up the idea of Emelia putting everyone's headshots, name, position, and MHS email on a poster to go up on the MHS office window for students to see - she can get it printed at Staples so she can get reimbursed).

Aislinn (Internal):

* Constitutions and plans for welcome week applications
	+ constitutions will be posted on MHS website
	+ promo to start between November 8-12
	+ Welcome week applications open from mid-November and Interviews in December
	+ VP Admin needs to make the application
* concert band needs an address for their bank account,
* music society missing a reimbursement from last year
	+ Marlene received an email last week
	+ Marlene will forward email thread to Aislinn

Rabia and Ori (FYR):

* talk about November event
	+ one main idea: Sending Sunshine Organization – they send cards to senior homes
		- first years can come together to help create cards for those in the Senior homes
		- website: <https://www.sendingsunshine.ca/>
* ask anyone on their input and resources
	+ what sort of supplies does the MHS have so that the cards can be made?

Alexandra and Aislinn:

* + - 2 boxes of Crayola (boxes of 10)
		- Not too much construction material
		- Paint available
		- Some stickers and some jewels
	+ Card decorating competition and hot chocolate with snacks
		- Madeline: 3 boxes of gram crackers left
	+ Location?
		- Possibly Wilson? Possibly the tent across from MUSC? <https://housing.mcmaster.ca/conference-event-services/staymcmaster/campus-venues/>
		- <https://housing.mcmaster.ca/conference-event-services/eventsreturn2021/>
		- <https://form.123formbuilder.com/5977419/form>
	+ Tentative dates:
		- November 30 (Tuesday)
	+ Reach out to clubs administrator (Jenna Courage)

Akosua (Admin):

* Follow up whether Emelia received the outline – do you have any questions or concerns?
* Follow up for Aislinn and the clubs
	+ JPPL society
* Follow up for Archana and mentorship coordinators
* Any extra editions please let me know! <https://docs.google.com/forms/d/1heTYTD8Chp-C7rPUco6DkPvZTInzB8HXrar1kmJfVT4/edit>

Archana (Academics):

Emelia (Marketing):

Finn (External):

Madeline (Operations):

Marlene (Finance):

**End Time: 5:19 EST**