**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**