Gaia Executive Meeting Agenda – January 17, 2014

1. Welcome!
2. Attendance
   1. Present
      1. Nicole, Emma, Levi, Leo, Felix, Amy, Ros
      2. Becca
3. Computer
   1. Ros does it work?
      1. Login works but it is not connected to the internet
      2. There is no IP address, the IT people could not help but gave Ros information to give to Arts IT
4. Green Week
   1. Green Economies Round Table
      1. Wednesday Jan 22 form 5:30-7pm
      2. Michelle Brownlee will speak about Sustainable Prosperity
      3. Nicole got Stewart Elgie from the Law faculty will speak
         1. Nicole suggests we all look him up on the UOttawa website
      4. FSS 4004
         1. Ros asks if there will be a number of people since it is a roundtable
         2. Nicole says it should be okay, it is an open event
      5. PROMO! Facebook, word of mouth, email.
         1. Nicole will add Leo as an admin to add details for the event (speakers, background info)
5. Faculty Council
   1. Leo is still looking for someone to attend, Chantal can not attend
   2. The next one is on Tuesday Jan 21st
   3. They are once a month from 1-2:30pm
6. Elections---start spreading the word!
   1. If you are interested in Elections CEO with SAFA the deadline is Jan 22
      1. You cannot be running and unbiased, preferably graduating so that there is no conflict
   2. Who is returning?
      1. Think about who is going to fill our spots
      2. Ros is planning on return
      3. Felix might return
   3. Run our elections with/without SAFA?
      1. Determine within the next one or two weeks
      2. In the past two years we have done it separate form SAFA which means the CEO will have less support from the SAFA exec
      3. Nicole thinks it is beneficial to run separately so that those who run for SAFA and do not get it have the option for running for Gaia
7. President updates
   1. Since our weekly meetings are so late in the week, we MUST be proactive!
      1. We lose a week if we don’t act right away!
      2. Work on communicating through Facebook page and email
   2. Last Thursday of every month, year reps will join us.
      1. Meetings will be in SMD03
      2. Grad lunch room
   3. Stewart Eglie is the chair of UOttawa’s Environment Institute
      1. Nicole spoke with him
      2. The department added a certificate you can obtain if you abide by certain rules in your research (stamp of approval)
      3. Brand new program added in September
      4. If we think of an event that he can come speak to students about this opportunity let Nicole know
         1. She suggests Wine and Cheese
   4. Reminder: GDT tomorrow, if you want to join in the fun—sign up with Jesse
   5. Reminder: Winter Arts Retreat (recall: who can make it?)
      1. Bring $5
      2. Shot Luck
         1. Every MA is supposed to bring ingredients for a shot
         2. Felix suggests coffee shot
            1. Too expensive
         3. Everyone needs to contribute money for alcohol
         4. Decided on Sicilian Kiss suggested by Levi
         5. Ros suggests the Buttery Nipple and other interesting shot names etc.
         6. Nicole has agreed to buy the alcohol and the rest of the exec will pay her back
      3. Everyone except Becca and Amy can go
   6. Update on Department meeting
      1. Potentially 2 more spaces to be filled for Dept Meetings. Suggestions for attendees?
         1. Nicole is waiting for an email back from Konrad, if that is the case, Nicole recommends two year reps that might be interested in joining Gaia next year
         2. Any ideas?
            1. Nicole recommends Kaylan
            2. Leo recommends Ryan
            3. Nicole recommends Valerie
      2. Still trying to find affordable software versions for the department
      3. GIS data sharing a western student started, if you are interested: [www.ontario.ca/open-government-expert-team](http://www.ontario.ca/open-government-expert-team)
      4. 125th anniversary of ARTS is this year
         1. Feb 7th afternoon there will be a celebration
      5. Looking to expanding and collaborating courses with other departments/faculties and Carleton
         1. Looking at alternating courses held at UOttawa one year and Carleton the next
      6. Class President
         1. Good grades, accomplished, bilingual, represents the entire graduating class of Arts, do a speech at convocation ceremony
         2. If you are interested think about applying or know someone who is, encourage them to apply
      7. OSGS Grants announcements of recipients will be released soon
      8. Review of graduate and post-graduate faculty because there are committees throughout the faculty anyways
      9. Looking to increase the number of students to enroll in the faculty/department
         1. Currently looking at hybrid courses or series lectures (different professors teaching parts of one course)
         2. I.e. Canada and it’s regions from different perspectives
         3. Special topics courses
            1. I.e. The tar sands (different course codes for different perspectives in collaboration)
         4. We are in direct competition in social sciences
            1. Some professors think the department should drop the required courses of philosophy and instead include a list a student can chose from
            2. Afraid that we are losing students due to rigid flow of courses
      10. Next meeting they will motion to suspend the Major of GIS/Geomatics
          1. Students currently in the program will not be effected but they will not be admitting new students
          2. Minor is still the same
          3. Currently required to offer 4 GIS/Geomatics courses but without the Major they will no longer be required to
          4. Possible collaboration with other faculties to maintain Major
      11. Scholarships offered by the department for undergraduates will low application rates
          1. APPLY!
      12. Joint program in Geography and Environmental Studies no longer exists to free up space
      13. Emma and Nicole will get together before the next department meeting and write down our concerns and bring it forward to the meeting
          1. Nicole asks if there is anything else we can bring up
          2. Felix thinks we should not have so many flexibility- set schedule
          3. Ros and Felix say there should be a better guideline for co-op students
          4. Leo says they should offer more French students in the Fall
          5. Ros says the French requirement in the Environmental Studies does not include Geography classes, there are not a lot of ENV courses in French, more GEG so they should count towards the degree
          6. If you think of anything within the next couple week send them to Nicole or Emma
   7. Brian Bancroft has been in touch regarding ESRI scholarships
      1. First scholarship is for 4th/5th year students who think they can compete with graduate students (software, textbooks, $1500) (includes resume, transcript, poster)
      2. Brian slid a poster under the office door, Nicole will post it, hoping for an electronic copy to disperse
      3. The second scholarship is due in April, Nicole says to hold off for the promotion
         1. Brian is still waiting for information but it is geared towards undergraduate students
   8. SAFA Relay Bake Sale
      1. Jan 22nd, Jan 24th: 10am-4pm in the UCU
      2. Bakers and volunteers
         1. If you are interested in volunteering email Morgan
         2. If you are interested in baking, email Morgan as well or Nicole and she will let him know
   9. Gaia Relay team
      1. In the past we have had our own team and have been very successful
      2. Nicole asks how everyone feels about having a separate team from Arts this year
      3. Ros asks what it is
         1. Relay for Life is in March 7th (7pm-7am) aim to have at least one person on the team to be walking along the track at all times
         2. Raise money with pledges ($50 for team), sales etc.
      4. Ros is interested in having a separate team
      5. Nicole will register our team, and post it on the group, we will accept anyone who wants to join our team
   10. Class presentations
       1. Nicole did not put out a form but she would like them to start on Monday
       2. Include the Green round table
       3. She will post points to talk about in the group
   11. Office hours finalized
       1. Do not change them
       2. Cool office hours scheduling- there will always be someone in the office from 10am-11:30am
8. Secretary update
9. VP Uni Affairs update
   1. Further investigate department scholarships
      1. Nicole wants Emma to perhaps email Crighton to get more detail
   2. Library
      1. Promo – Ask Becca if she wants to do the poster?
      2. Start date – Monday January 27th, 2013
      3. Any new texts books: put off to the side, not on shelf
      4. Emma will have everything ready by next meeting and will send the sign-up sheet to Amy to print out
   3. Scholarship
      1. Continue with promo!!
   4. Wine and Cheese date
      1. Nicole wants Emma to come with tentative dates to choose from
10. VP Communications update
    1. Apparel
       1. Exec apparel: Pay Ros by next meeting (checks made out to Gaia)
          1. Ros will post in the group how much everyone needs to pay
          2. Ros is waiting on an invoice from Scott via email
          3. When you pick up your sweater, sign out on the sheet on the billboard
          4. There are also sample sizes
       2. Buffs are coming Friday afternoon
       3. Plan for orders (deadlines/due dates etc.)
       4. Nicole will send a digital copy of order forms from last year to Ros
       5. Promo
          1. Ros have all the promo ready, proposed timelines for when the order forms are due; Nicole will look over them (i.e. secret Facebook group etc.)
    2. Promo events
       1. Re-do Nature Nocturne event posters (sorry!!)
          1. There is no information on the poster
          2. Include details (what it is, 19+, how they get tickets etc.)
          3. Ros will fix the poster
          4. Keep the old posters up until the new ones are made and them switch them (don’t forget to get it stamped)
          5. If you are posting in other buildings make sure you get them stamped!
          6. Leo will find out who stamps the poster if you are posting in other buildings (i.e. FSS and UCU) and Amy can get them stamped
          7. Ros will send the final copy to Amy, she will get them stamped and printed and put them in the office by 3pm tomorrow
          8. Everyone will help to post them
       2. Facebook event
          1. Make a Facebook event
          2. Leo will make it and it will be done for tomorrow
    3. Newsletter/email
       1. Ros and Leo will send it out tomorrow
       2. Taking out tubing
       3. Apparel, NN, Round Table, Office hours, library, office hours, coffee etc.
11. VP Social update
    1. Night Tubing versus Skiing
       1. Saturday versus Tuesday/Wednesday
       2. Tubing
          1. Need 60 people to do it on Tuesday, or 100 people to do it at night
          2. Leo says ‘let’s do this’
          3. Only guarantee 10 people on Saturday (starts at 3pm)
       3. Night Skiing
          1. Nicole and Levi sought out night skiing, any night and relatively cheap ($13 for lift, $13, gear), $29 total for snowboarding
          2. But we have to fill a bus
          3. Nicole and Levi suggested Tuesday but many people are busy
          4. What day works best for everyone?
             1. Tuesday January 28th starts at 4pm-10pm
             2. Bus ride is half an hour-40 mins
             3. Nicole suggest the bus leaves at 4:30pm meet at 4:20pm outside of 90u
             4. Levi will make sure we can go from 4-10 and talk to bus driver about storing gear on Saturday by the latest
       4. Promo needs to be ready by MONDAY or before
          1. Facebook group and online posters
          2. Leo will make a registration form/doodle
          3. Open event to everyone
    2. Nature Nocturne
       1. Pre gathering at Emma’s/Leo’s
       2. Group gathering
       3. Promo and ticket purchase
       4. Tickets
          1. $22.50 before $20 at the door
          2. Nicole suggests we have a registration form to gage interests
          3. Felix does not think we should create a form for a pub night
          4. Levi says we should promo nature museum
             1. Buy ticket for ourselves and give them to people who come to the office who want tickets and then re-buy our own online
             2. Last minute tell students about the tickets at the door
          5. Nicole says Gaia will re-absorb $2.50/$22.50 of the cost
          6. There will not be a form, sell tickets in the office.
          7. Nicole asks Levi to set up a tally sheet of who has bought tickets (who has sold it, who has bought it, number of tickets, money collected, date)
       5. Meet at museum or at Leo’s and Emma’s for a pre-drink
       6. Who of the exec is coming?
          1. Nicole, Ros, Amy, Felix Leo, Levi, Emma
       7. Promote that anyone and everyone can come
    3. Rock climbing
       1. Might have to push the date back?
       2. Levi has talked to Jordan briefly to push the date back
       3. Nicole says we could do it next week (Feb. 7th)
    4. Levi thinks we should go a pre drink at Café Alt and do a #Geobash
       1. Levi will look into it and let Nicole know by Saturday
12. VP Finance update
    1. Amy needs to order checks, will order them tomorrow
    2. Amy will put Felix and Becca’s check in their folders by tomorrow
    3. Re-submitting audit 1 tomorrow
    4. Money for Geolympiade
       1. Nicole will look over it tomorrow and talk to Leo about it to decide on an amount to reimburse
       2. Are there receipts?
          1. Leo will send Nicole copy of receipts
       3. Amy will write a check for it later
13. Questions/uncertainties/etc
14. Varia