GAIA Weekly Meeting Minutes

**Date: Wednesday September 11th**

**Location: SMD 037**

|  |  |
| --- | --- |
|  | **Attendance (Y/N )**  |
| President: Nicole Moffett | Y |
| VP Uni Affairs: Emma Jia | N |
| VP Finance: Amy Huang | Y |
| VP Communication Franco: Léo Ayotte | Y |
| VP Communication Anglo: Rosalind Ragetlie | Y |
| VP Social Affair Franco: Felix Mercure | N |
| VP Social Affairs Anglo: Levi Gautreau | Y |
| Secretary: Rebecca T.Doherty | Y |

Welcome

 Nicole: decided on Wednesday at 10 AM(weekly) – these are mandatory. If you miss multiple meetings there will be consequences. They will be 1.5 hours at max.

Ros: Is it formal?

Nicole: Not usually, unless looking at constitutional amendments.

Discussion on what is required to remain legitimate– Audits, presence of at least 3 members at each meeting a week.

Ros: if we lost funding where does the money go?

Nicole: Safa holds onto it.

Update on 101 week

Nicole: Big success with MA day – biggest turnout ever. About 10 first years – a lot of them.

Issues on ENV students not getting e-mails, from the list provided by faculty – **Ros might look into that.**

Keep the first years interested – The e-mail was a great idea to send out before school started because they already knew about events, and liked the Facebook page.

Updates on summer BOD meetings –

Ros: went to 2, and Emma and Nicole will go for the rest of the year

Ros: Has copies of the minutes, and agenda she will share with team. Mostly ratification of new directors, and voting on the honoraria. Everyone got them at the first one. Second meeting, a lot of people hadn’t done their tasks, split vote – talking about 101 week prep. New MA – Arts; Vasa, Visual Arts.

Weekly office hours:

Nicole: **All exec members need to submit by Tuesday September seventeenth 2 options for proposed office hour times.** Hours are 1.5 hours every week. No limit to time of day, but shouldn’t really be in the evening.

Ros: we should decide on dates for things so new people to Gaia can have things to look forward to. If anyone knows of people who aren’t getting e-mails, let comm’s know.

Nicole: If you can’t make your office hours, Nicole needs to know, and it should be posted on the door and facebook page (at minimum facebook page). Door should be open wide when you are holding your office hours.

Nicole: Meetings exec members attend

-Faculty council: This year is different – Nicolette is doing an election process – however the work involved with having an election is huge- so it may not actually happen. Nicole proposing for gaia, if there is no official election, we should consider doing not a full election, but an election within gaia execs. Exec members can apply as well, but can be open to all gaia students.

-Monthly Round tables

-Monthly BOD (2ppl)

Nicole: Year Reps

*Their duties* – in the past haven’t been used to a great extent. Proposing more specific duties for them. One per year, they would have no voting powers, and would come to one meeting per month – would help integrate them, and keep everyone in the loop. [Everyone agreed]

Give each of them a focused job (ie, philanthropic, helping emma out on book drive, volunteer coordinator , ect). Nicole will talk to env faculty to see if their hours can be completed through working with GAIA. If we cant get one for each year, maybe 2 from one year. [Everyone agreed]

Their specific duties

-class presentations

-Reaching out to their year, getting them to come to events.

We need to then do a call out for that. Sending out an e-mail, getting a message on the computer screens, Facebook spree, class presentations by us.

Send out e-mail by Friday 13th.

Submitted interest by Friday after 20th [Name, what year, e-mail] informally e-mailing gaia. To gaia.pres@uottawa.ca

**Ros will write up blurb for call out, and make poster, and run it by Nicole.**

Friday 27th they meet with exec, explain why they want the position, and we vote.

Leo : how to print?

Nicole: Laurier office mart – make poster, Nicole approve, bring it there, make copies from USB. Get receipt – name, date, use – OR give it to Amy (she works at staples). Before putting posters up, get stamped, SAFA stamp – if in any arts building. If we do need to post elsewhere, we have to get stamps from SFUO. If in residents, stamps come from res-life. Nicole will come up with draft position outlines for next meeting.

Nicole: Class Visits

Promoting year reps, and gaia in general, in classes next year

Focus on

-social aspect

-liaison between faculty and greater body student org system

-scholarships

-Facebook page and website

-professors should be willing to give you 2 minutes at least – shouldn’t be a problem.

Nicole asked at field campfor suggestions - came out that we should really hit class presentations. Nicole will get from Chantal a list of major classes, and will make a Google doc so we can all sign up.

General updates

*Nicole:* We are getting a computer.

**Becca to bring in Photoshop CD**

Amy – Is that considered an asset?

Nicole – **Will check.**

Nicole – Everyone should be using e-mails,

Does everyone have keys – **Bring your deposit to next weeks meeting.**

Get transition reports – **Nicole will pass hers on, and Emma will also.**

*No Secretary update,*

*No Uni Affairs update* – emma not present. Nicole: brainstorm ideas of new scholarships [what to do to get it, who it would be open to, details]

*Communications:*

Nicole: she thinks it would be cool to have a gaia instagram.

- Nicole will send the passwords for all the accounts. (twitter)

**Leo will make the instagram account – will send the info to everyone.**

E-mails: Ros, make sure using BCC function, and also run Nicole – and also have execs CC’d on the e-mail as well.

Chantal will post our info on the faculty web page.

Nicole will pass on all login info to comms. If tweeting, or instagraming, it should be bilingual.

Amy – made a payment for e-mail - Needs to get the statement – needs to be payed back from gaia.

Leo – will send password to becca, and we will upload minutes.

*Social Updates:*

Another e-mail; event updates, year rep call outs, and how to contact us – office hours. This will happen for next week.

Coffee hours – Cool to start when our full first week begins. They must bring their mug – there are some they can borrow – but they HAVE TO CLEAN IT. **Levi will check on our supplies. Coffee, spoons, soap**. We also sell mugs during these hours.

Amy suggests tassimo – we will vote.

Apparell -Ros: if we can all brainstorm for what we want, and we tan talk about it next week. Take a look at festival promotions –

Ros: if we can all brainstorm something new that we could order.

Nicole: Suggesting going alone with festival promotions – and not go with safa.

Leo: We were invited to Trois Rivier. Just before school starts in January. **Leo will find out more information.**

Ros: touch base with pub night –

Levi – thinking about the 20th. Levi, goals to be improved for the year – getting French more involved, Pub night in Hull. Pub 101 for first one. Looking for getting to better know first years. Bridge the gap – create a trend. Get them more involved.

Doing a big event – something different. Rafting, looking for numbers and prices.

Poster for our office – ***Group photo, next Wednesdays. Everyone wear something gaia.***

*Pub 101, 20th first pub night.*

Poster; when, where, gaia – posters that wont get printed, just sent out.

*Next week pizza night meet & Greet. 6-8 @ Thursday September 19th.*

**Nicole will find ordering info for pizza.** We should brainstorm ideas of an activity to have with it. There should be a sign in area, they should write name and year and program – so we can get extra e-mails, and find demographics. All is free.

Vege and Gluten free options.

Other Ideas:

Fall Gatineau trip

Team for trivia night @ 1848 – every Monday

Apple picking

**Levi-Felix – to make a temp schedule for the years evens. Amy will then look over it. Decide on financial feasibility**

For next week we will look at temp budget options – everyone present their own numbers for budgets.

Amy – Keep track on petty Cash

Nicole – Meeting with Grad students on Friday, talking about collaboration. GIS day, Grad students mostly – we can have a greater role. Invite them to pizza meet and greet – include them more – would benefit upper year students. She will also meet with Crichton, to talk about professors, and how to engage them.