GAIA Weekly Meeting Minutes

**Date: October 9th, 2013**

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

1. Welcome!
2. Attendance
3. Office Hours
	1. No office hours over reading week
4. BOD Meeting
	1. Proxy for Emma
		1. Ros will be filling in
5. Computers
	1. Functioning?
	2. Ros talked to Paulina – It’s on and you can login, we can call tech services. They can’t help. They have to come to the office and fix it.
6. GIS Day
	1. Nov 20: Nicole met with the grad students – they want us to make a larger role with this then in the past
	2. Prep
	3. Tabling
	4. Morning:
		1. transport Canada, holding a forum on GIS day here, 8:15-noon, including breakfast and tea. They want 15 students to attend as well. We need to register for this.
			1. They want us to fill in the 15 students (you have o attend the whole session from 8:15- noon if you go).
				1. Industry panel session
				2. Government panel session
				3. Research panel session
			2. They want an undergrad to write a summary for each of the three sessions to be published in their newsletter: target 4rd and 4th year students
			3. Leo: Will it only be in english? Nicole: Will find out…
			4. Ros: we will have to then move the gaia meeting as well.
			5. We also need 2 students at registration table at 8:15.
	5. Afternoon
		1. 1-3 Sawada – intro to grad studies presentation at uottawa. Targeting 3rd and 4th year students. Not just looking at GIS things, but branching into a tour through the different labs in the dept., and the group of students who attend, will get a presentation from the masters students. Sawada will also walk about geo awareness weel.
			1. We should be there to support this.
		2. 3-4 Judging of the posters, that will be set up in the hallway of simmard. Either floor 0, or 1.
			1. We will need to help posters.
		3. 4-evening: GIS day Social… that they had last year.
	6. Social: Last year, gaia paid for drink tickets, and food, for social event at 1848. We will be responsible for promo and posters.
		1. Ros: what’s the reasoning for us paying for these things? Nicole: Since they’re including social, which they don’t have enough money for, they’ve asked us. And we budgeted for it, so we can help.
		2. Do we want to do 1848 still, drink tickets, and food still? All agree yes.
	7. How are we going to promote this? We will have to start promote the research forum registration
		* 1. Posters here, computer screens, Facebook, web site. Class presentations.
				1. Promo’s should say - Register fast, has to be full commitment “GIS DAY - Canadian Transportation Research Forum”
				2. If we start advertising for registration the week after reading week that works. Comms should have poster ideas ready to share that week at the next gaia meeting.

1. Oct 23rd apparel sale—who can table?
	1. Falls on the same day as our next gaia meeting – but we don’t really have a lot of details for that. Who’s available to do shifts? We have to wait and see when we get more details about it.
2. President updates
	1. Sustainability umbrella program : the sustainability club on campus is launching the green umbrella initiative. They asked if we were interested… we said we would need a little more info.
		1. They’re having a meeting tonight, oct 9 – to go over what it will be about. Nicole will go and get more info.
	2. Tomorrow Nicole will be going to the faculty meeting
3. Secretary update
4. VP Uni Affairs update
	1. Scholarship
5. VP Communications update
	1. Ros will be e-mailing scott this week for ideas and quotes – so after reading week we can discuss what we really want to do.
		1. She knows a girl who wants to be part of the ‘super volunteer’ group – known a lot about auditing. Could potentially help out Amy. Ernette is her name
	2. Leo: Geo-Olympiad info: it will be 120$ per person. 10-12 of January, all food and hotel. Middle earth is the theme.
		1. It’s in trois rivieres – normally no limit on how many to a team. Leo will let them know that we are interested.
6. VP Social update
	1. Debrief on:
		1. Pizza night: BIG success. Bingo was a great idea. Maybe we could invite teachers for the future. Grad students too maybe.
		2. Apple picking: Great success. Lots of people showed up, about 70 people went. Huge success. If it’s going to become a yearly thing, maybe do it a few weeks earlier. But if we did it earlier, there would be more people – so this is probably the perfect time (also they made it cheaper). If we wanted to go earlier, maybe choose the bigger orchard. It might be nice to send some kind of thank you to the orchard owner.
			1. Levi will send pics to Leo to put on web site.
			2. Registration process: For next year, should we keep it open for everyone, or narrow down to just geo. We all agree its better to keep it open, because 1st year can bring their friends, makes them more willing and eager to come.
				1. Leo: We should change the way we register people. He thinks we could write in the event, specifically people have to e-mail us, or if they’re supposed to just comment. People were confused on the way to register. We need to be clearer next time. Or maybe use a doodle. [We will try this out with the hike and see how that goes]
	2. Geegees for awesome
		1. Draw, yay! We counted 43$. We have to do one for the 50/50 tickets, or one from the bingo. Felix or levi, pick a bingo sheet to give them a mug.
			1. For the next draws, do we want to consider giving away apparel instead of money? We could continue forward doing that instead.
			2. We will do a second draw after the gat. Hike trip, and then also a bake sale in between. And this one will be for a Big prize. Maybe we will have order forms ready for the hike, and can use that as incentive there.
			3. Levi will do the draw.
			4. Bake Sale: Emma suggests location as UCU. Maybe same day as apparel sale? Socials will look into booking a table for that. Felix will take this on. On the 23rd.
	3. Upcoming:
		1. Linguistics co-event
			1. Felix: Just heard from them – event is on Nov 2. 11-5PM. Asked if we could split the cost for food… We will let them know were interested in helping with pizza, but cannot contribute to prizes.
		2. Halloween: SAFA , is doing a haunted house – we don’t really want to compete with that. Candy hours instead of office hours… no event, but fun office hours that week.
		3. Gatineau Park
			1. Date decided on October 27th. 12:30-4 then look into booking basement of Royal Oak for beers afterwards. Levi will call royal oak.
			2. Set up buses: Felix will call Germaine.
			3. Advertising should start ASAP.
				1. Starting promo by this Friday.
				2. Levi will do the doodle.
		4. Leo: Was elected for faculty – but he was selected for the student experience. So he has chosen student experience. He will let Nicolette know asap, to see how they will fill that position.
		5. Becca will bring in a power bar for the office. Will bring it to her office hours tomorrow.
7. VP Finance update
	1. Audit
8. Questions/uncertainties/etc
9. Varia