**uOMUNA Executive Meeting #6**

| **Date: 2024-10-20** | **Time: 4:08 PM** | **Place: FSS 2048 + online (hybrid)** |
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1. **Call to Order (2 min.)** 
   1. The executive committee meeting is called to order at FSS. Vaishnave Raina is serving as the Chair for the meeting in the role of President. Cameron Cadogan (VP Delegate Coordination) is serving as the Clerk for the meeting in place of Sydney Ho (VP Comms).
2. **Land Acknowledgement (2 min.)**

**En: Vaishnave**

1. **Attendance (2 min.)**

President (Vaishnave Raina): Present

VP Finance (Joy Wang):Present

VP Comms (Sydney Ho): Absent (excused)

VP Training (Steph Magistrado.): Present

VP Training (Christopher Hourany): Present

VP Engagement (Jacob Paul): Present

CAPMUN (Wajid Zaman): Absent (excused)

VP Media (Mona Al-Minshidawi): Present

VP Del Coord (Cameron C.): Present

1. **Necessary Interferences (2 min.)**
2. **Adoption of Agenda (2 min.)**
3. Be it resolved that the agenda be adopted as it stands below:

**Agenda:**

* By Elections update (President and CEO Lead)
* Director Hiring
* Communication Channels (President Lead)
* Executive Expectations (Reprise!) (President Lead)
* Chain of Command Chart (VP Training Lead)
* Meetings (President Lead)
* Executive Updates
* Varia

Motion to amend: Jacob Paul proposes to amend the agenda, adding space for director hiring under the byelection update. Seconded by Cameron C

| For | Against | Abstentions |
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| Result: UC | | |

Motion to adopt:Agenda

Motioned by: Vaishnave

Second: Cameron C

| For | Against | Abstentions |
| --- | --- | --- |
| Result: UC | | |

1. Byelections Update: Sydney was the elections officer, some things couldve gone better. Decent amount of candidates. Hard to track everyone down, ensure that everyone was ready. Emails were going to spam so we should ask for personal emails, not uottawa emails. Voting was done on google forms, could do another format or program. Google form is problematic as it is hard to calculate but dedicated software is expensive. Turnout was low. How to get people to vote? Cameron suggests to ditch the rule on exec not doing their roles if running again, believing it to be detrimental to event running. Jacob supports this, stating that it could be detrimental to stop preparation for events such as a gala. Vaish agrees but suggests clarification in the Constitution, points out that IPPSSA execs are required to step away if they are running. Suggests an exception for running events. RSGs want to reduce conflicts of interest. Another point of clarification is related to the role of endorsements: language is unclear
2. Director Hiring: only positions with multiple candidates is Dir. of Bilingualism. Franco Training does not have any, but not as much of a concern due to Christopher being bilingual. Vaish asks if there is anyone who would not mind sitting in on interviews. Nick is still the chair of the equity board/commmittee, two trustees
3. Communications channels: Instagram is not the place for exec planning: that’s the place for Slack. Slack is for exec work, Instagram is for non-work stuff. Slack serious, Instagram less so. Vaish talks about the DM policy: some people have answered DMs, sometimes stating incorrect information. Only pres and Media should have access to the Intagram, Vaish will check the Constitution. Jacob says it makes sense for Media, Engagement and the President to have access to the Instagram, it was beneficial to post about the game night. Questions related to engagement should be answered by the VP engagement. Vaish says that execs should send questions to the exec channel if they are unsure about the answer, check in with each other. Jacob says that members should not message individual execs as it could cause problems. Vaish counters and says that execs can answer questions if they want but if they don’t want to or don’t know, don’t make it up; send them to an exec. Telling people you can’t message execs puts them on a different level than members. Jacob clarifies that the specific instance was a miscommunication of membership fees, should have been more official for important matters such as money. Mona says that they are learning as they go: going forward, send questions/screenshots to the chat so that everyone can figure out an answer and that Mona can format an answer and reply. Cameron notes that people should take a look at the email. Vaish says that if you don’t know something don’t make it up, it is fine to ask for help. Called the question
4. Executive expectations. Show up to meetings, if you can’t make it let Vaish know. Sometimes the exact date/time shifts as it is hard to pick one single time that works for everyone consistently. Talk about stuff, be responsive in a timely matter. More urgent stuff will be DMs. When it comes to events, VP Trainings should know that VEMS bookings take 21 days, so trainers should let Vaish know the dates within 21 days of the date. Meetings follow Robert’s Rules, a link to a guide will be sent. Many rules but not as hard as it seems. Rick does not have a transition report for Joy so there will be a one-on-one
5. Chain of command chart: Steph thinks that it would be beneficial if there was a visual representation of a structure that is had for execs, would be helpful for members to understand who does what and who to go to for certain questions. Vaish says that questions can be positional, she will follow up with Steph to work on it. Wont be posted until all exec see it. Jacob has a question: will it include equitee committee, CAPMUN secretariat, finance committee? Vaish says that it depends: Committees are under the President/Exec, Secretariat is under the SecGen. Equity is a bit of a separate entity
6. Meetings: Thursday is the photoshoot. Next meeting is the week after next. What should the timing be? Where should the photoshoot be? Mona says it make sense that to do it in FSS in front of the plant wall. Steph doesn’t have availability on Tuesday. Mona says we can have a group shot and headshots for everyone. Jacob sees no issue with it being biweekly. Will require alternation for different weeks. Can do the Thursday after next, then a Sunday after next.
7. Exec Updates
8. Jacob: in the constitution, one of his responsibilities is managing the membership list. However, there is a problem in that the lack of access to the bank account makes it harder to know. Vaish says that if they etransfer, we get an email, as does Square. Handing it to us is a bigger concern. Jacob created a channel for cash payments in the slack. Wajid says that Lauren gave him the cashbox. Jacob is making a Halloween party, will reach out to Cafe Alt. Cameron says that it shouldnt be a bar. Mona asks if it may be hard for engagement given that people will be partying for Halloween. Jacob says that it could attract people who want a quiet, chill party focused on Halloween with Trivia and awards. Even if turnout is low, Jacob would still consider that a win. October 31st on Halloween
9. Mona: Mona and a few others were talking about a post announcing the election winners. Wanted a post combining it with the exec post but will do a standalone one. Has a template for the post, had a question about when METMUN spots will be sent/if spots are filled. Cameron says that more details will be forthcoming when registration happens but that there should be enough spots. Christopher asks if trainers can help those going to conferences, Cameron says yes
10. Christopher: Vaish says that Cameron O will help with the inhouse as it is his last thing. Christopher wants to have a meeting with Steph, was thinking of two kinds of trainings: regular trainings and competitive trainings for those with more experience. Those with lots of experience don't want to go through basic boot camp again. Vaish says that people thought the trainings would be more advanced. Two trainings is an interesting idea, does put more work on trainers, Jacob says that since Oct. would be in English, Nov. should be in French. Cameron points out Nov. is OttaMUN. Christopher suggest doing two per month. Vaish notes that OttaMUN and METMUN take up a lot of time on the calendar, maybe a French one at the end of the month
11. Steph: inhouse that’s coming up: who is chairing it? Cameron O should be there to help. Vaish says that chairing doesn't require huge knowledge of the committee. Not required to chair but Steph would be glad to chair. Steph suggests to make a google classroom so that members who can’t make a training can check the google classroom, check upcoming conferences. Vaish love google classroom, could be very very useful. Training aids could be posted there. Steph says that they’d like an exec role and that it is riddled with bots. Cameron says previous training stuff could be found in the archive
12. Joy: Created a template for a budget. English version, will translate. Joy is creating a record of finances for events Cameron notes that there are expected for present and actual for past conferences. UOSU is beginning to Audit clubs. Vaish notes that some expenses have to be voted on
13. Cameron: doing preliminary calculations for MetMUN, had 2 people withdraw from registration. Reimbursed both. Scenario now is 2 rooms for all. Total is $4129. 516 per person without subsidies. Would go down to 370 with subsidy from club (750). Haven’t paid for stuff due to banking situation. Make new bank account + UOSU gives us money (750). Will look into McMUN right after METMUN. McMUN does not mess around (need to get them the money for the conference right at the due date). Vaish will talk to Delphine about banking and see how much money we can get from UOSU to use for externals.
14. Vaish: will talk one on ones with various exec members. Will use a scheduling application. OttaMUN planning is ongoing. Vaish needs to hire a GA chair. GA will be in the first week of November

8. Varia: it would be great if people could come. Would like if people could give presentations for what they’ve done in the semester. Make a new email for new bank account (Vaish). Vaish and Cameron say we Should stick with TD. Jacob suggests choosing a different bank

Motion to adjourn. Moved by Vaish, seconded by Jacob. Unanimous Consent