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Meeting Date and Time: Tuesday, December 3rd, 2019 - 5:40pm

Meeting Location: BSB 136

Chair: Reta Meng, VP Internal

Deputy-Chair: Chris Simon, President

#### TLDR:

- Cookies, Cocoa and Cram mentorship event is tonight!
- MacSci Musical now has a crew!
- The MSS Equipment Policy is now an official MSS policy.
- Juliana and Sydney have been chosen as the Faculty of Science 2020 Welcome Week Planners!
- Progress Reports are due on January 6th at 11:59pm.
- Formaldehyde ticket sales end this Friday!
- Mobili-tea is on December 4th!

<u>Name and Position</u>	<u>Topic and Discussion</u>
Reta - VP Internal	<p><b>Updates:</b></p> <ul style="list-style-type: none"><li>• <b>Alyssa (Mentorship Coordinator)</b> - We got stickers for mentorship! Thank you to our graphic designers for designing the stickers! We have a mentorship event tonight!</li><li>• <b>Caitlin (Musical Director)</b> - The Musical now has a crew and we made a lot of money from the donut sale!</li><li>• <b>Lauren (MacSci Minutes (MSM) Coordinator)</b> - Potential stakeout at Thode for next MSM video tonight!</li><li>• <b>Sahil (Photographer) and Nicole (Social Media Director)</b> - Please like and share the Scientists at McMaster posts and tell people about the google form to sign up to be featured.</li><li>• <b>Nicole (Social Media Director)</b> - This is my last in person meeting as I accepted a job for my co-op term in Vancouver. However, I will still be managing the MSS social media. Also, just keep in mind there is a three hour time difference if you are trying to get in touch with me.</li><li>• <b>Chris (President)</b><ul style="list-style-type: none"><li>○ Court has ruled against Student Choice Initiative and</li></ul></li></ul>



	<p>there is a 30 day appeal for this motion. It is likely they will go to an appeal court. I will update you once I know more.</p> <ul style="list-style-type: none"><li>○ During summer training, we wrote letters to our future selves. If you were not at summer training, please write a letter to yourself and put it in the MSS office in the box labelled "letters."</li><li>○ We have all been in our roles for about seven months. As progress reports approach, please start to think about the future of your role itself such as if it should continue to be a role on the MSS and if there should be more or less components to your role.</li><li>○ I would like to determine our student engagement in terms of the number of students who come to events and are active on our social media. I am not sure exactly how we can measure this best. If anyone has any ideas about how to measure our engagement, please let me know.</li><li>○ DSB and Celebration Hall will be closed approximately until 2022 due to construction. This means it will be even harder to book spaces on campus. As a result, please book EOHSS and rooms as early as you can.</li><li>○ Elections for Core Executives will be in about two months. If you are interested in one of these positions it may be worthwhile to start thinking about your platform. It should be noted that a VP position is a little bit different than a peripheral executive position as you have a team. If you are interested in one of the positions, talk to the executives who are in the positions currently to get more information about the role.</li></ul>
<b>Sara - Policy and Bylaws Coordinator</b>	<p><b>Equipment Policy:</b></p> <ul style="list-style-type: none"><li>● I have made some changes to the policy.</li><li>● Got into portfolio groups and reviewed policy.</li><li>● Voted on and passed Equipment Policy.</li><li>● Equipment Policy is now an official policy for the MSS.</li></ul>
<b>Adina, Toni and Pratik - Welcome Week Planners 2019</b>	<p><b>Welcome Week Planners 2020:</b></p> <ul style="list-style-type: none"><li>● As of January 2020, Juliana and Sydney will be the 2020 Welcome Week Planners!</li><li>● If you have any questions about WW before January, please email Adina, Toni and/or Pratik.</li></ul>



<b>Reta - VP Internal</b>	<p><b>Progress Reports:</b></p> <ul style="list-style-type: none"><li>• Progress reports are due on January 6th at 11:59pm. There is a template in the email I sent out and in the meeting agenda. Progress reports should include everything you have done in your role thus far.</li><li>• Please let me know ahead of time if you cannot meet the January 6th deadline.</li></ul> <p><b>Winter Term Meeting:</b></p> <ul style="list-style-type: none"><li>• Winter term meetings will be biweekly on Mondays at 5:30pm to 7:30pm.</li></ul> <p><b>Winter Term General Assembly:</b></p> <ul style="list-style-type: none"><li>• Second semester General Assembly is on January 15th.</li></ul>
<b>Samantha - Formaldehyde Coordinator</b>	<p><b>Formaldehyde:</b></p> <ul style="list-style-type: none"><li>• <b>Ticket Sales</b><ul style="list-style-type: none"><li>○ We have currently sold 615 tickets (77%). This does not include professors.</li><li>○ Tickets sales will close this Friday.</li></ul></li><li>• <b>Help to Set Up</b><ul style="list-style-type: none"><li>○ Please sign up to help out on the day of Formaldehyde as well as on the day before from 10:00am to 5:00pm.</li></ul></li><li>• <b>Sponsorships</b><ul style="list-style-type: none"><li>○ We need to figure out sponsorships in the next few weeks in order to print tickets by January 6th.</li></ul></li><li>• <b>Professor Attendance</b><ul style="list-style-type: none"><li>○ I gave professors until December 4th to RSVP and about seven professors have confirmed they will be coming to Formaldehyde.</li></ul></li></ul>
<b>Sarah - VP Student Affairs</b>	<p><b>Mobili-tea:</b></p> <ul style="list-style-type: none"><li>• Is happening tomorrow, December 4th</li><li>• Will involve commenting on a live post and we will deliver tea/hot chocolate to you from 5:30pm to 7:30pm at the location you comment.</li><li>• If you share the post, please make sure that people comment on the original post not your personal post.</li></ul>
<b>Sam - VP Communications</b>	<p><b>Cinematography:</b></p> <ul style="list-style-type: none"><li>• Maria and I are taking over all of the video making as one of our cinematographers has resigned.</li></ul>

Time of Meeting Conclusion: 6:29pm